



CITY OF SEMMES COMPREHENSIVE EMERGENCY OPERATIONS PLAN

Presented by
Diversified Emergency Management Associates



January 1, 2014

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FOREWORD

The City of Semmes, Alabama Emergency Management appreciates the cooperation and support of all City and County Departments and Divisions, Non-Governmental and private entities as well as local jurisdictions and state agencies that have contributed to the development of the 2013 City of Semmes Comprehensive Emergency Operations Plan (CEOP). The plan demonstrates the ability of a large number of agencies to work together to achieve a common goal.

The intention of the CEOP is to function as the framework for mitigation, prevention, preparedness, response, and recovery activities. The CEOP is in compliance with the Federal Response Framework, complete with Emergency Support Functions, and is a standardized plan consistent with local, state, and federal government Homeland Security and National Incident Management System (NIMS) requirements.

APPROVAL PAGE

City of Semmes
 Comprehensive Emergency Operations Plan

Transmittal Statement

To all Recipients:

Effective Date:

Transmitted herewith is the integrated Comprehensive Emergency Operations Plan for the City of Semmes. This plan supersedes any previous Emergency Operations Plan promulgated by the City of Semmes for this purpose. It provides a framework in which the departments and agencies of the City of Semmes, both public and private, can plan and perform their respective emergency functions during a disaster or emergency.

This plan is in accordance with existing Federal, State, and local statutes. It has been concurred in by the Mayor and City Council. It will be revised and updated as required. All recipients are requested to advise the designated City Emergency Director of any changes which might result in its improvement or increase its usefulness.

APPROVED BY:

Signature		Signature	
Name		Name	
Title	Mayor	Title	Council Member
Signature		Signature	
Name		Name	
Title	Council Member	Title	Council Member
Signature		Signature	
Name		Name	
Title	Council Member	Title	Council Member
Signature		Signature	
Name		Name	
Title	Deputy Fire Chief	Title	MCSO: Sergeant Semmes Detail

Signature		Signature	
Name		Name	
Title		Title	

CHANGE REQUEST

TO:

Recommended Changes, Corrections, Additions, and Deletions to the Comprehensive Emergency Operations Plan

Any user of this plan is encouraged to recommend changes to this plan that the user feels might enhance or clarify a particular portion of the area being addressed. Suggested changes should be submitted to the City of Semmes Public Works Superintendent, for comment, coordination, concurrence, and approval. To ensure we understand your suggestion, be sure to properly identify the current source document by filling in the blanks below.

Basic Plan Change: ___ Yes ___ No

Comment:

Annex Change: ___ Yes ___ No
Section: _____

Annex Number: _____

Paragraph/Subparagraph: _____

Page Number: _____

Current Text: _____

Text Should Read: _____

This Change is Important Because: _____

Submitted By: _____

Date: _____

I. Introduction

Purpose of this Plan

In the United States of America, there exists a coordination of effort between levels of government to keep citizens and their property safe. The overarching goal is to integrate Federal, State, local, tribal, nongovernmental organization and private sector efforts during times of disaster or extreme emergency, whether the event is caused by natural or man-made forces.

The Federal government requires each state to have an emergency management plan, as a method of insuring that this coordination of effort happens. State governments require their political subdivisions (counties/parishes and in some cases cities) to have emergency management plans, to further insure that coordination.

This is the City of Semmes's all-hazards Comprehensive Emergency Operations Plan. The City of Semmes is recognized by the State of Alabama as a political subdivision of the state that is responsible for emergency management, so the City of Semmes needs to have a plan that ties the municipality into the framework of the local-state-federal effort. More importantly, the purpose of this plan is to guide Semmes' city officials and community representatives during a major emergency or disaster, to help the city do the best it can to keep citizens and their property safe. By assigning functions and detailing responsibilities ahead of time, Semmes can go far toward working in an organized, coordinated manner during such occurrences.

All emergency management efforts at each level of government fall into one of five categories:

Mitigation: "The activities designed to reduce or eliminate risks to person or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard related data to determine where it is safe to build or locate temporary facilities.

Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury."

Prevention: "Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations,

isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.”

Preparedness: “The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process.

Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.”

Response: “Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.”

Recovery: “The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.”

Scope and Applicability

This plan provides guidance for City of Semmes departments and community emergency response organizations during times of disaster or extreme emergency.

While some City departments respond to emergencies on an everyday basis as part of their very nature, this plan is intended to assign functions and responsibilities so all departments and organizations which may play a part– including those who do not perform emergency functions daily – so they may understand how they will respond to disasters in a coordinated fashion. A particular event in Semmes may invoke all or some of the emergency support functions mentioned in this plan. It may require the efforts of all or

some departments/organizations, in any of the five categories – prevention, mitigation preparedness, response, and recovery. The event may be a natural or man-made disaster – anything that threatens the safety, security or property of Semmes citizens and requires a coordinated response.

Organization

Semmes operates the Mayor-Council form of government. The Mayor is elected at large. All serve four-year terms.

The City of Semmes has decided to establish emergency management as a function of city government. It assigns responsibility as follows:

- The Mayor or designee shall be the “Director” of Emergency Management for the City. The Director shall be the administrative head of and have direct responsibility for the organization, administration and operation of the emergency management program for the City of Semmes and for the emergency operations of departments of the General Government.
- The Public Works Superintendent shall have direct responsibility for the emergency operations of the divisions of Semmes Public/Private Utilities.
- The Chairman of the Emergency Preparedness Committee and the Deputy Fire Chief shall be the “Administrator.” The Coordinator of Emergency Management shall develop and maintain the emergency management plan and program of the City, and shall have such other duties as may be assigned by the Mayor.
- In the absence or unavailability of the Committee Chairman and the Deputy Fire Chief, the Public Works Superintendent shall assume the duties of Administrator.
- In the absence of both the Deputy Fire Chief and the Public Works Superintendent, the MCSO Sergeant of Semmes detail and Public Works Maintenance Supervisor shall assume the duties of Administrator.
- The Mayor, in the event of the proclamation of a disaster, assumes emergency powers.

An Emergency Planning Task Force shall be appointed, consisting of representatives from each of the primary departments in the City, as well as other supporting agencies. The Task Force reviews plans, acts as a resource for response procedures and advises the Mayor on matters pertaining to emergency management.

II. Authorities and References

Laws

This Plan is developed under the following local, state, and federal statutes and regulations:

- Public Law 93-288 - The Disaster Relief Act of 1974 - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended by Public Law 100-707
- Public Law 100-707 - Amendment to Public Law 93-288
- Public Law 96-342 - Improved Civil Defense 1980
- Public Law 99-499 - Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA)
- Public Law 920 - Federal Civil Defense Act of 1950, as amended

References

- Homeland Security Presidential Directive 5 (HSPD-5)
- Presidential Policy Directive 8 (PPD-8)
- Mobile County Multi-Hazard Mitigation Plan
- Alabama State Emergency Operations Plan
- City of Semmes Multi-Hazard Mitigation Plan
- Public Assistance Alternative Procedures Pilot Guide for Debris Removal (FEMA)
- FEMA Public Assistance Alternative Procedures Pilot Program-Debris Removal
- The Sandy Recovery Act of 2013 (SRIA) (P.L. 113-2)
- Public Assistance Debris Management Guide (FEMA 325)

Limitations

This Plan implies no guarantee of a perfect response system. As City of Semmes capabilities may be overwhelmed and response limited, the City of Semmes can only endeavor to make every reasonable effort to respond based on the situation, and information and resources available at the time. There is no guarantee that a perfect response to emergency or disaster incidents will be possible or practical.

III. Situations

Emergency/Disaster Conditions & Hazards

This Plan considers the emergencies and disasters likely to occur in the City of Semmes. A thorough examination of natural and technological/social disasters likely to occur in this area can be found in the Mobile County Multi-Hazard Mitigation Plan (published separately).

The potential hazards faced by Semmes include the following:

Natural Hazards:

- Severe Thunderstorms
- Earthquakes
- Floods
- Fire hazards
- Hurricanes
- Drought
- Tornados

Technological or Social Hazards:

- Transportation accidents
- Hazardous materials releases
- Civil disorder
- Energy shortages
- Food and water supply contamination
- Terrorism

Planning Assumptions

That this plan provides only a basic framework for how the City and related agencies will prevent, prepare for, respond to and recover from disasters. No plan can be written which will adequately detail every situation that could occur. Good people will do good work when bad times happen, using all their knowledge, experience and skills. This plan provides a starting point from which to adapt and improvise as needed.

Assumptions:

- All incidents will be handled at the lowest possible organizational and jurisdictional level.
- The City will be unable to satisfy all emergency resource requests during a major emergency, disaster or catastrophic event.
- Citizens, businesses and agencies will utilize their own resources and be able to provide for themselves for at least the first 3 days of a major emergency or disaster.

- The City will communicate and coordinate with the Mobile County Emergency Operations Center on the status of response and recovery activities during or following any emergency or disaster in which State or Federal assistance is needed.
- The City will communicate and coordinate with other jurisdictions or organizations in matters that affect or have potential to affect them (Mobile County, City of Mobile, etc.).
- The City will issue local emergency proclamations when appropriate and request state and federal assistance as needed.

IV. Concept of Operations

General

The Director of Emergency Management (Mayor or Designee) will coordinate the activities of all organizations for emergency management within the City, and shall maintain liaison with and coordinate with emergency management agencies and organizations of other jurisdictions.

Emergency management in the City of Semmes is a constant and continuous process, conducted under the four emergency management phases. All departments and supporting agencies should put forth efforts in these areas:

Prevention or Mitigation - General actions to be taken to eliminate or reduce disaster damages which may affect the City and its citizens. Strategies to be considered are removing or eliminating the hazard, reducing or limiting its amount or size, segregating the hazard from that which needs to be protected, reducing the likelihood of the hazard occurring, controlling its rate of release, establishing hazard warning/communication procedures, establishing structural and non-structural protection measures.

Preparedness - Actions taken in advance of an emergency, to develop operational capabilities and to facilitate an effective response when the event does occur. Strategies to be considered are assessing and inventorying resources (personnel, equipment, and facilities), planning, training, exercises, developing procedures.

Response - Actions taken immediately before, during or directly after an emergency occurs, to save lives, minimize damage, and to enhance the recovery activities. Activities include notification and activation of personnel and services, continuity of government, establishing data and voice communications, dissemination of public information, evacuation or sheltering in place, insuring personnel identification and accountability, mass care, providing for mental and physical well-being of affected individuals, conducting/managing Emergency Support Function (ESF) department and supporting agency responsibilities as outlined in this plan.

Recovery - Actions taken to return vital life support systems to minimum operating standards, and long-term activities to return life to normal or improved levels. Tasks in this phase include restoring organization and staffing, restoring utilities, debris removal, restoration and salvage, maintaining essential records, assessing damages, public and employee information, and identifying recovery funding.

This Comprehensive Emergency Operations Plan for the City of Semmes is designed to reflect the roles and responsibilities of all City departments, local support agencies and volunteer organizations. When the severity of the situation so dictates, County/State Emergency Management will coordinate resources to support local agencies with either state, mutual aid, or federal government resources as necessary.

Semmes Fire Department's Dual Role in Emergency Management:

The Semmes Fire Department has a dual role in emergency management in the City of Semmes:

- To act as the department responsible for carrying out emergency management activities for the City, such as developing and maintaining the Comprehensive Emergency Operations Plan, operating and maintaining the Emergency Coordination Center, and coordinating drills and exercises to assure the City's preparedness for disaster.
- To fulfill the responsibility of primary or supporting roles described in the ESFs in this Plan.

Direction and Control:

Direction and control provides supervision, authority, coordination, and cooperation of emergency management activities to ensure the continued operations of government and essential services during emergencies. Direction and control activities are separated into on scene and emergency management response and recovery efforts.

On-Scene response and recovery efforts

- Operational direction and control of response and recovery activities is conducted by the local jurisdictions on scene incident commander, who reports to the City ECC. Requests for assistance after public, private, and mutual aid or inter-local agreements resources are exhausted will be requested by the City ECC, in coordination with the County EOC to the State EOC.

Emergency Management response and recovery efforts

- Operational direction and control of response and recovery activities within the City of Semmes are coordinated and implemented at the City ECC, in coordination with the ESF liaisons. Requests for resources are made by the on-scene incident command to the City ECC. The City ECC coordinates all available local or mutual aid or inter-local resources. If the local resources are identified as exhausted, then the City ECC will coordinate with the County and State EOC's to obtain additional resources.

Emergency Coordination Center

When extent, size, duration and/or complexity of the emergency or disaster dictate, the Emergency Coordination Center (ECC) will be activated. Response and recovery support priorities will then be coordinated through the ECC.

The City of Semmes Emergency Coordination Center, once activated, will coordinate all emergency management activities from that location.

The City of Semmes may operate out of its own Emergency Coordination Center, or it may co-locate and operate jointly with Mobile County Emergency Management, for events that affect both jurisdictions.

There are three operational modes for Semmes's ECC:

Level 1—Activation: Monitoring by Emergency Management Staff

Level 2—Enhanced Activation: Activation of the ECC with limited staff, monitoring of emergency/disaster and communication with on-scene incident command to coordinate resources and possible full activation of ECC with associated ESFs

Level 3—Full Activation: Activation of ECC with associated ESF support according to the size, nature and complexity of the emergency/disaster. Coordination of local, state, and federal resources as needed.

At the onset of an emergency or disaster, departments and support agencies will communicate internally and assess what response efforts are being conducted. Those departments with primary Emergency Support Function (ESF) responsibilities as outlined in this Plan will activate their procedures, if necessary. Local support agencies, within the limits of their communications resources, will provide immediate informal situation reports and damage assessments to the ECC.

Coordination with Other Levels of Government:

When Semmes' ECC is activated, it is standard procedure to notify the Mobile County Emergency Coordination Center that activation has occurred and to provide status reports as needed. Depending upon the situation, the Alabama State Department of Homeland Security may also be notified, as would any neighboring local jurisdictions should the situation involve or threaten to involve their citizens or resources.

Federal level resources would be requested and coordinated through the State.

Incident Command System (ICS)/National Incident Management System (NIMS)

National Incident Management System (NIMS):

The National Incident Management System is a nationwide template enabling federal, state, local and tribal governments and private-sector and non-governmental organizations to work together effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents regardless of cause, size or complexity. It is a system of integrating the capabilities and resources of multiple agencies into a cohesive, coordinated framework for incident management.

Operational direction and control of emergency management response and recovery activities will be conducted by on-scene Incident Commanders, through the ECC. Requests for assistance will go through the ECC. When activated, the City's ECC shall be organized and function under the National Incident Management System. This is an organizational management structure used nationally that is easily collapsible or expandable, assuring coordination between all involved players. It consists of the following functional areas:

Command: This section focuses on overall priorities and policy setting and typically includes elected officials, City Manager, Emergency Manager, Public Information Officer and key department heads such as Police, Fire, and Public Works. In large scale ECC activations, staff to handle safety and liaison with outside agencies might also be found in this group. *Note: Semmes may not have all of these positions in place, however, the City will function with what is in place.*

Operations: This section manages the tactical operations of the various responding departments and agencies.

Planning: The Planning section collects, evaluates, disseminates and uses information about the incident and the status of resources to plan a course of action.

Logistics: This section provides the facilities, services and materials to carry out the plan.

Finance/Administration: This section manages all costs and financial considerations of the incident, keeps records, and provides other needed support services.

Each of these functions is collapsible or expandable, depending upon the size and needs of the incident.

Requesting Outside Help When Needed:

When local jurisdiction resources have been depleted, the City may request assistance through mutual aid or inter-local agreements with neighboring jurisdictions. When public, private and mutual aid/inter-local agreement resources have been exhausted, the City may request state or federal assistance through the County/State Emergency Operations Center (EOC)/Agency.

Declaring a State of Emergency:

A state of emergency constitutes an event or set of circumstances which demands immediate action to preserve public health, protect life or public property, or which reaches such a dimension or degree of destructiveness that exceeds the resources of a jurisdiction to respond to the situation. In Semmes, an emergency Proclamation is requested by the Mayor and can be signed by the City Council or by the Mayor if the Council is not in session. In the State of Alabama, the Governor may proclaim that a “State of Emergency” exists in an affected jurisdiction(s), the entire state, or a specific area and invoke appropriate state response and recovery actions. The Governor’s proclamation allows expeditious resource procurement and directs maximum use of state assets.

A Disaster Declaration must be issued prior to requesting state or federal assistance.

The following is a sample of the language that should be retyped onto the jurisdiction's official letterhead before submitting. Language should be changed to accurately describe current incident.
.....

WHEREAS, the City of Semmes has suffered from a _____ (i.e., tornado, flood, severe storm, etc.) that occurred on _____ (include date(s) and time).

WHEREAS, extensive damage was caused to public and private property, disruption of utility service, and endangerment of health and safety of the residents of the City of Semmes within the disaster area.

WHEREAS, all locally available public and private resources available to mitigate and alleviate the effects of this disaster have been insufficient to meet the needs of the situation,

Therefore, the Mayor has declared a state of emergency on behalf of the City of Semmes, and will execute for and on behalf of the City, the expenditure of emergency funds from all available sources, the invoking of mutual aid agreements, and the requesting assistance from the State.

Mayor

(Or Mayor of affected jurisdiction
Or appointed authorized representative)

WITNESS my hand and the seal of my office

This _____ day of _____, 20____.

City Clerk

Note: Do not include specific dollar amounts in the Resolution. This Resolution does not guarantee that the jurisdiction or any potential applicants will qualify to receive state or federal funding assistance.

V. Responsibilities

Basic Responsibilities

The Emergency Operations Plan outlines the functional responsibilities accepted by City departments and local support agencies and organizations.

The following are basic responsibilities accepted by each City department and all supporting agencies and organizations listed in this Plan.

- Designate a departmental Chain of Command
- Keep an updated inventory of key departmental personnel, facilities and equipment resources.
- Establish policy for 24-hour contact of key department personnel to activate departmental emergency responsibilities.
- Make staff available, if requested by City Emergency Management, for appropriate training and emergency assignments, such as support to the Emergency Coordination Center (ECC) activities, participation in drills or exercises, damage assessment and liaison with other agencies and organizations.
- Designate primary and alternate locations from which to establish direction and control of departmental activities during a disaster.
- Establish policy and procedures for the identification and preservation of essential departmental records and the continuity of departmental operations.
- Identify personnel and administrative processes to be responsible for keeping accurate documentation of disaster costs and expenditures.
- Establish policy and procedures to assess and report operational and damage assessment information to City Emergency Management or the Emergency Coordination Center (ECC).

Specific Responsibilities - Explanation of ESF Format

Emergency Support Functions, or specific areas of responsibility, have also been established. The Emergency Support Functions in this Plan follow the same format as the National Response Plan.

National Response Framework (NRF)

This National Response Framework (NRF) is a guide to how the nation conducts all hazards response. It is built upon scalable, flexible, and adaptable coordinating structures to align key roles and responsibilities across the Nation, linking all levels of government, nongovernmental organizations, and the private sector. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic disasters.

That format designates established standard “Emergency Support Functions (ESF)” which detail activities involved in emergency management. For each ESF, Primary and Support Agencies are identified, to detail responsibility for carrying out the activities associated with that ESF. A department or agency may be identified as a Primary or Support Agency for multiple ESFs. Following is the standard numbering system for Emergency Support Functions.

- ESF-1 Transportation
- ESF-2 Communications
- ESF-3 Public Works and Engineering
- ESF-4 Firefighting
- ESF-5 Emergency Management
- ESF-6 Mass Care, Emergency Assistance, Housing and Human Services
- ESF-7 Logistics Management and Resource Support
- ESF-8 Public Health and Medical Services
- ESF-9 Search and Rescue
- ESF-10 Oil and Hazardous Materials Response
- ESF-11 Agriculture and Natural Resources
- ESF-12 Energy
- ESF-13 Public Safety and Security
- ESF-14 Long-Term Community Recovery
- ESF-15 External Affairs

The individual ESFs detail the policies, concept of operations, organizational structure and responsibilities for that emergency function. A matrix for quickly connecting departments/agencies with each of the ESFs for which they may have a primary or supporting role is at the beginning of the ESF section of this Plan.

Specific Departmental - Agency Responsibilities

City Government

CITY COUNCIL

- Appropriates funds to meet emergency needs.
- Processes Proclamation of Emergency.

MAYOR

- Shall be the official head of city government for purposes of disaster response and military law and upon declaration of an emergency or disaster which constitutes an event or set of circumstances which demands immediate action to preserve public health, protect life or public property, or which reaches such a dimension or degree of destructiveness that exceeds the resources of the City of Semmes to respond to the situation.

EMERGENCY MANAGEMENT DIRECTOR (Mayor or Designee)

Will ensure coordination exists with the Mobile County Emergency Management Agency (MCEMA) when approved shelters are activated and deactivated during the following circumstances:

- Provides direction and control over the City's emergency management program and directs coordination and cooperation between departments, divisions, services and staff of the City in carrying out the provisions of the Comprehensive Emergency Operations Plan, and resolves questions of authority and responsibility that may arise among them.
- Requests the Mayor/City Council to proclaim an emergency (and termination thereof), or to issue such proclamation if the Council is not in session.
- Requests County, State, and Federal assistance when the resources of the City are inadequate to cope with the disaster.
- Provides liaison with local, state and Federal elected officials.

Bridges should not be utilized under these conditions, for the sake of human safety.

CITY ATTORNEY

- Provides legal advice to City Council, Mayor and City departments as it pertains to disaster response and recovery.
- Reviews contracts for emergency work and procurement, and other disaster related documents.
- Prepares proclamation of emergency when needed.

Primary Response Agencies

FIRE

- Responsible for carrying out emergency management activities for the City, such as developing and maintaining the Comprehensive Emergency Operations Plan, operating and maintaining the Emergency Coordination Center, coordinating drills and exercises to assure the City's preparedness for disaster.
- Provides suppression and control of fires.
- Provides emergency medical services and advanced life support transport coordination.
- Provides emergency response to hazardous materials incidents.
- Coordinates heavy technical rescue operations.
- Provides emergency response such as pumping, sandbagging, evacuation and limited property protection to private and public.
- Supports ECC operations with fire service liaison.
- The Deputy Fire Chief shall assume the responsibilities of the Director of Emergency Management for the City when available.
- Provides situation reports to the ECC from field observations.

MOBILE COUNTY SHERIFF'S OFFICE

- Provides law enforcement services and emergency traffic coordination.
- Coordinates area evacuations.
- Provides force protection for search and rescue operations.
- Enforce curfews
- Provide perimeter control for affected areas.
- The MCSO Sergeant of Semmes detail shall assume the responsibilities of the Director of Emergency Management for the City in the absence or unavailability of both the Deputy Fire Chief and the Public Works Superintendent.
- Receive and disseminate warning information to appropriate units, agencies or communications centers.

- Supports ECC operations with law enforcement liaison.
- Provides situation reports to the ECC from field observations.

PUBLIC WORKS/BUILDINGS DEPARTMENT

- Coordinates and prioritizes all fleet and fueling purchases, towing services.
- Coordinates the requisition of additional vehicles; coordinates emergency vehicle maintenance and provides fuel for vehicles.
- The Public Works Superintendent shall assume the responsibilities of the Supervisor of Emergency Management for the City in the absence or unavailability of the Deputy Fire Chief.
- Provides immediate, rapid assessment of damage and inspections of City facilities and primary public buildings.
- Participates in discussions regarding structural concerns following an event.
- Identifies emergency routes in and out of the City and providing maps of same for City vehicles.
- Identifies bridges and overpasses needing inspections and repairs, in priority order.
- Provides light and heavy construction and emergency equipment, supplies and personnel.
- Provides control of traffic signals within the City jurisdiction.
- Contracts and manages major recovery work to restore damaged public facilities.
- Supplies inspectors to inspect bridges, roads and pipe systems.
- Identifies and coordinates temporary repairs and restoration on bridges, roads and facilities.
- Provides direction and control of Public Utilities activities.
- Provide source of light duty equipment and dump trucks.
- Assists in debris removal from streets and public areas.
- Assists in mitigating hazardous materials situations.
- Provides traffic control barricades for road closures, detours and potential road hazards.
- Assists with flood fighting operations.

- Provides situation reports to the ECC from field observations.

PARKS and RECREATION

- Make parks and other city facilities available as staging or relocation areas for disaster operations, mass care and temporary housing.
- Coordinates with other departments to act as staging area for mutual aid responders.
- Provides damage assessments of parks and other city facilities as required.
- Assist with emergency sheltering operations as required.
- Assist with the providing sites for ice, water, food and donated goods as required.
- Provides situation reports and updates to the ECC.

Support Agencies

MOBILE COUNTY SCHOOLS SYSTEM

- Assist with emergency transportation and sheltering in accordance with State and District guidance and policy
- Provides situation reports to the ECC from field observations of bus drivers.
- Provides busses on a temporary basis when available.

HOSPITALS

- Provide medical care.
- Re-supply field units with consumable medical supplies when needed.
- Make and report assessments of hospital capabilities and damages to city ECC.
- Mobilize staff to provide teams to respond to field treatment and triage sites as necessary.
- Assist in blood procurement for community need.

MOBILE COUNTY ANIMAL CONTROL

- Provides public information about emergency and disaster considerations for animals.
- Provides emergency feeding and limited emergency shelter for animals.
- Provides limited emergency care for pets brought to public shelters.
- Provides information and/or services for the disposal of dead animals.

PRIVATE AMBULANCE PROVIDERS

- Provide emergency medical transportation and ALS resources.
- Coordinate with Fire Department liaison at ECC.
- Act as alternate supplier of consumable medical supplies.
- Act as alternate field coordinator (staging areas) of resources.

AMERICAN RED CROSS

- Acts as primary contact for volunteer organizations active in disaster relief.
- Provide shelter, feeding and individual assistance and coordination of resources for mass care.
- Provides disaster welfare inquiry communications.
- Provides support for medical and mental health services.
- Provides registration, training and assignment for volunteers assisting the American Red Cross.

VI. Role of the General Public

Recommendations for Citizens

The citizens of Semmes may turn out to be the most important link of all in the effort of preparing the City for disaster.

While the City's emergency response system and personnel are in place, trained, equipped and ready to react, when they actually have to respond to something as large-scale as a major tornado event, a necessary prioritization of their activities comes into play. Depending upon the scope and extent of threat to life and damage to property, citizens may find themselves having to be self-sufficient for a time while emergency responders assess and deal with the most urgent needs in the City, possibly 3 days. Emergency personnel will be unable to sustain the response times to an individual call for assistance that citizens have come to expect under normal conditions.

With that in mind, the City of Semmes must ask citizens to prepare themselves by taking the following actions.

1. **Prepare a disaster supply kit** containing, at the very minimum, the following supplies

- A supply of dry or canned food and drinking water for 3 to 5 days (for each person in your family). Figure one gallon of water per person per day.
- A manually-operated can opener if your stored food is canned
- A battery-powered radio with extra batteries if other sources such as TV are not working.
- A flashlight with extra batteries
- A First Aid kit (and knowledge of how to use it)
- A 3-5 day supply of necessary medications

Your home disaster kit should be stored in an easily accessible location such as a hall closet, so you may grab it quickly if you need to evacuate. If you spend much time in your car or at a job, you should also have a disaster kit for those locations.

2. **Establish an out-of-state contact** for your family. When phones go out locally during a disaster, often you can still call out of state. By choosing a person out-of state and sharing their phone number with family members, everyone can check in with that person and re-establish family communication.

3. **Make family plans**, follow and practice them.

4. **Consider purchasing a NOAA Weather Radio.** NOAA (National Oceanic & Atmospheric Administration) Weather Radio is Alabama's all-hazards warning system, used not only for flood and weather-related events, but also for hazards like hazardous materials releases and Amber Alerts. It can be programmed to alert you only to hazardous events in your local area.
5. **Know how to turn off your utilities** (water, electricity and natural gas), in the event you have to do so in an emergency situation.
6. **Learn the disaster procedures at your child's school or day care.** There are policies and procedures for releasing students during or after a disaster, and for locking down the facility and providing for the students' welfare should they need to stay at the school. Parents/caregivers need to understand these procedures and work within them. Understand that they were created with the safety of the children in mind.
7. **Consider taking advantage of training** that may help you and your family in a disaster or emergency situation (CPR, First Aid, CERT).

APPENDIX A

Emergency Preparedness & Response Time Delineation Schedule

This time delineation schedule establishes general guidelines for protective actions before, during and after a Hurricane, Tropical Storm, or major flooding event in the City of Semmes. **See Map 4D on page 34 for the Mobile County Hurricane Evacuation Zones Map and Table 5E on page 35 for the City’s Storm Surge Map.**

The goal of these actions is to protect the lives and properties of City residents in the event of a disaster. Any or all of the listed actions may be applicable during a Hurricane or Tropical Storm event as deemed necessary by the Mayor or his designated staff.

The time triggers in this schedule are based upon assumptions regarding the potential for a citywide evacuation and forecast data that will be made available by the National Weather Service and the National Hurricane Service. The time triggers may require modification to meet hazard constraints, response times, and other conditions that define the uncertainty of the decision making process during a disaster event.

IN THE EVENT OF A DISASTER WITHOUT WARNING, the time triggers in this schedule would be compressed requiring the involvement of all available City response personnel and ECC staff. Due to necessity, many of the actions included here would have to be accomplished concurrently.

MITIGATION & PREPAREDNESS PHASE
NORMAL OPERATIONS CODE GREEN
Normal daily activities and monitoring of conditions are ongoing. Responses to individual incidents are handled with available City personnel and resources.
Develop a detailed staffing plan for the ECC
Monitor & Track numbered and named tropical systems
Develop appropriate contingency plans and standard operating guidelines (SOGs) to support the EOP: <i>Hurricane Response, Terrorism Incidents, Evacuation Procedures, etc.</i>
Coordinate with local, county, state and federal agencies to ensure cohesive working relationships and compatible emergency plans

Coordinate with volunteer organizations to assure cohesive working relationships and coordinated responses

Identify and participate in available training activities to enhance response capabilities

Conduct mitigation activities to protect City personnel, equipment, supplies, services and properties as appropriate

Review Hazard and Risk Analyses & develop capabilities and resources to enhance disaster response capabilities

Conduct public education to enhance citizen self-sufficiency

READINESS PHASE

PRE-EVENT ACTIVITIES CODE YELLOW

120-72 Hours (5 Days - 3 days)

A situation that could potentially require the City to activate its Emergency Coordination Center and implement its Emergency Operations Plan has been identified. No (or extremely limited) staffing of the ECC. The Governor has not declared a State of Emergency to exist.

Alert the Mayor, City Council Members, and other Officials

Monitor tropical system advisories

Review emergency response plans

Ensure funding availability for ECC staff meals and logistical items

Test ECC generator and ensure ample fuel

Check vehicles to ensure they are ready to respond

Participate in County/State conference calls

**INCREASED READINESS PHASE
PRE-EVENT ACTIVITIES CODE ORANGE**

72 – 48 Hours (3 Days – 2Days)

A situation has developed that will require the City to take action under the Semmes Emergency Operations Plan. A State of Emergency might be in place in anticipation of state-level involvement in response activities.

Alert the Mayor, City Council members, other Officials, and all Department Supervisors

Participate in County/State conference calls

Develop action plan and timing schedule for activation of emergency plans

Begin identification of personnel for selective staffing of the ECC based on National Weather Service and National Hurricane Center advisories

Prepare ECC facility:

Issues:

1. *Fuel vehicles*
2. *Run generator/check fuel supply*
3. *Supplies in ECC Equipment/dorms & kitchen*
4. *Food coordination*
5. *Verify operational readiness*
6. *Review ECC/SOGs*

Restrict entry into the ECC

Cancel any scheduled uses of ECC room

Place ECC staff on standby:

Issues:

1. *Weather status*
2. *Family emergency plans*
3. *Time of Activation*
4. *Notify Mobile County EOC*
5. *Evacuation*
6. *Status*

Provide time for staff to prepare their homes and families

Begin Resource Tracking

Begin Event Log

Begin documentation of response activities and financial costs related to the incident

Prepare draft of Local Emergency Declaration and Evacuation Order

Prepare Press Releases and Conduct Interviews:

Issues:

1. *Preparedness*
2. *Family emergency plans*

Test Communications Equipment:

1. *FAX*
2. *Phones*
3. *EAS*
4. *Radios*

Check all City vehicles to ensure that they are ready for response

Test backup generators and ensure that there is ample fuel

Re-evaluate threat and situation

RESPONSE PHASE
WATCH/WARNING ISSUED CODE RED

48-24 Hours (2 Days – 1 Day)

The Semmes Emergency Coordination Center has been partially staffed (appropriate to the potential threat) or fully augmented on a 24-hour schedule. The Governor may have issued or is considering issuance of a State of Emergency declaration and/or there may be a Federal declaration (Emergency or Major Disaster) already in effect. The EOP has been implemented and is being utilized.

Activate the Semmes Emergency Coordination Center (ECC) to Operational Status (Minimum staffing of **MAJOR** functions (e.g., Incident Commander, Public Information Officer, Operations, Planning, Logistics and Admin/Finance Sections

Conduct ECC Briefing:

Issues:

1. *Preparation for arrival of event*
2. *Shelter status*
3. *Resource needs & tracking*
4. *Traffic status*
5. *Evacuation Status*
6. *Status of Critical Facilities*
7. *Status of Healthcare facilities*
8. *News Releases*

Prepare ECC for the storm: *Hurricane shutters, exterior doors, vehicles, generators*

Ensure provision of food for ECC staff

Participate in County/State conference calls

Establish Action Plan for next 24 hour period

Brief ECC staff on Response and Recovery Planning

Review Financial Tracking requirements

Continue to monitor the track of the storm

Update Status Boards/Events Log

Notify first response personnel to mobilize for the potential of evacuation notification (after Governor declares a “State of Emergency”)

Disseminate emergency warnings and protective action recommendations to the public

Issue notice to marine interest requesting they seek safe anchorage for vessels

Pre-stage Evacuation Resources

Coordinate opening of Shelters with Mobile County EOC

Take all necessary actions to preserve life and property utilizing available resources

Carry out initial damage assessments and evaluate the overall situation

Coordinate response and support functions with outside agencies and volunteer organizations

Coordinate Operations, Logistics, Planning and Admin/Finance functions

Compile event status information and report to the appropriate agencies

Maintain documentation of financial costs related to the event

Prepare and maintain detailed documentation of the event and the City’s response activities

Provide public information and warning as appropriate

Prepare Declaration of Local Emergency as appropriate

APPENDIX B

EMERGENCY COORDINATION CENTER PROCEDURES

CONCEPT OF OPERATIONS

During a disaster or emergency, the City of Semmes Emergency Coordination Center (ECC) will act in two functions: Support field response operations and coordination of resources. The primary emphasis will be placed on saving lives, protecting property, and preserving the environment. The City ECC will operate using the National Incident Management System (NIMS) functions, principles, and components. It will implement the action planning process to develop an ECC Action Plan, identifying and implementing specific objectives for each operational period.

The Emergency Coordination Center (ECC) coordinates resources and communications between Mobile County Emergency Management and neighboring jurisdiction's ECCs. The ECC will be activated in accordance with procedures outlines in this plan. The City of Semmes ECC will, utilize the discipline-specific mutual aid coordinators to coordinate fire, law enforcement, public works and medical specific resources. Other resource requests that do not fall into these four disciplines will be coordinated by the requesting branch/section/unit within the Logistics Section. This section describes procedures to be used in activating, staffing, operating, and closing the Emergency Coordination Center (ECC). Operating procedures are approximately the same for any location, dependent only upon the facilities available.

Objectives

The overall objective in managing emergency operations is to ensure that effective direction is maximized for those emergency forces involved in preparing for and responding to situations associated with man-made and natural disasters. The specific purposes of Emergency Operations Center are to facilitate:

- Overall management and coordination of emergency operations.
- Coordination and liaison with appropriate federal, state, county and other local government agencies and private sector resources.
- Management of mutual aid resources.
- Establishment of priorities.
- Collection, evaluation, and dissemination of damage information and other essential data.

ACTIVATION POLICY

The City of Semmes ECC is activated when field response agencies need support. Activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstance when the ECC may be activated.

- A City department has requested activation of the ECC to support emergency operations;
- The City has declared a local proclamation of emergency;
- The County has requested a Governor’s Proclamation of a State of Emergency;
- A state of emergency is proclaimed by the Governor for the County and the County ECC has been activated.
- The City is requesting resources from outside its boundaries to the Operational Area and/or state and federal agencies, except those resources used in normal day-to-day operations which are obtained through existing agreements such as fire or law enforcement mutual aid;
- The City has received resource requests from outside its boundaries, except those resources used in normal day-to-day operations, which are obtained through existing agreements such as fire or law enforcement mutual aid.

The circumstances listed above require an automatic activation of the City ECC. Other than these circumstances, the activation of the Emergency Coordination Center (ECC) must be authorized. The following City of Semmes personnel are authorized to request the activation of the ECC:

- Mayor
- Emergency Management Director
- Deputy Fire Chief
- MCSO Sergeant of Semmes detail
- Public Works Superintendent

LEVELS OF ACTIVATION

The Emergency Coordination Center (ECC) will be activated as requested for impending or actual emergency, support of the County or other Operational Area jurisdictions or for the support of exercises. A declaration of, or an actual state of emergency is not required to activate at any level. There are three levels of activation:

Level One

Level 1 activations may be required to monitor current events or anticipated events. The Emergency Coordination Center (ECC) may be used to support one or more jurisdictions that have requested assistance. Minimal staffing is needed to provide the support or monitor a situation. The City or any agency within the affected area may provide staffing. Only essential functions will be provided at this level. The staffing level will be tailored to match the event.

Example:

- Severe Weather Advisory
- Small incidents involving two or more Cities, Local governments or County Departments
- Activation requested by the County Emergency Management

- Resource request from outside the City

Level Two

Level 2 activations may be required to monitor significant current or pending events or to support multiple agency requests for support. There may be a requirement to add staff to support multiple incidents or declarations; however, full use of the ECC staff is deemed not necessary. Other Local Governments and/or other Operational Area jurisdictions may provide staffing.

Example:

- Two or more large incidents involving City departments
- A State of Emergency is proclaimed by the Governor for the County or Operational Area.

Level Three

Level 3 activations are required for major events anywhere in the jurisdiction or when significant portions of the City staff are required to provide support, manage responses or coordinate with outside agencies. This level of activation will require the use of full ECC facilities.

- Major county wide or regional emergency
- Multiple City departments with heavy resource involvement
- Major impact damage

Staffing: Emergency Coordination Center

Emergency Coordination Center staffing decision will be driven by the nature and scope of the emergency. The City Emergency Management Coordinator or Director is responsible for initially requesting adequate assistance from departments and agencies for 24-hour ECC operations. After the staff has assessed the situation, a new staffing level will be established and the Personnel Unit will be responsible for scheduling, notification, and tracking.

Message Flow

One of the primary functions of the ECC in an emergency is to collect and disseminate information. Information will reach the ECC through many different channels: telephone, fax, radio, commercial broadcast, walk-ups, runners, etc. When the ECC is activated, the Logistics Section will establish a message center in the ECC Communications Unit. Messengers from various departments will also support the message center.

INCIDENT ACTION PLANS (IAP)

The use of incident action plans in the City of Semmes ECC provides a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response and recovery efforts.
- Plans, which document the priorities and objectives, and the tasks and personnel assignments, associated with meeting the objectives.

The action planning process should involve the ECC Director and Section Chiefs, along with other ECC staff, as needed, such as unit coordinators, and other agency representatives. The Planning/Intelligence Section is responsible for facilitating the action-planning meeting and completing and distributing the incident action plan. Action plans are developed for a specific operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions needs to be performed. A reasonable time frame is then established for accomplishing those actions. The incident action plans do not need to be complex, but should be sufficiently detailed to guide ECC elements in implementing the priority actions.

Information and Resource Management

Semmes Emergency Services Departments coordinate emergency activities within the Operational Area (OA). The City ECC serves as the communications link between the County's Emergency Operations Center and all other Emergency Operation Centers throughout the Operational Area. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities.

Resource Requests

Resource request will be made through one of the following processes:

- *Discipline-specific mutual aid:* Requests for resources that are normally within the inventories of the mutual aid system will go from the local Law Enforcement, Fire Services and Public Works to neighboring jurisdictions, to the Mobile County Emergency Management Agency Mutual Aid coordinators, to the State Mutual Aid Coordinators.
- *All other resource requests* will be made through the Logistics Section (if activated) at each level.

Private and Volunteer Organizations

Coordination of response activities with non-governmental agencies may occur throughout the community. It is essential that the assigned Liaison Officer establish contact and coordination with these agencies.

Operational Area Coordination

The City of Semmes ECC must establish communications and coordination with the Operational Area Incident Commander as soon as possible. The City ECC will coordinate and communicate with State and Regional Emergency Operations Center in filling mutual aid requests.

State and Federal Field Response

There are some instances where a state or federal agency will have a field response. State agency field response may result from terrorist or national security activities, wide area search events, flood control efforts, oil spill, hazardous materials accident or other hazard scenarios. Federal field response could result from the same scenarios.

When a state agency or federal agency is involved in field operations, coordination will be established with the City ECC and the appropriate County emergency services office, where the incident occurs. State and federal agencies operating in the field may be found in any ICS section, or as part of a Unified Command. The incident will determine their location.

EMERGENCY DECLARATIONS

Declaration of a Local Emergency

If conditions of extreme peril to persons and property exist, The City Council may pass a resolution declaring that a local emergency exists for the City of Semmes. This declaration will be made within ten (10) days of the event if City is to qualify for financial assistance under the State's Natural Disaster Assistance Act. In addition, the Council must review, at least every fourteen (14) days, the continuing existence of the emergency situation. They must also terminate the emergency declaration at the earliest possible date that conditions warrant. The Mayor may also make a declaration if the Council is not in session. This is subject to ratification by the Council within seven days.

The Declaration of a Local Emergency provides certain legal immunities for emergency actions taken by City responders. This provides protection for the City and its employees.

A local emergency declaration enables the Council to act as a board of equalization to reassess damaged property and provide property tax relief. It also enables the City to request state assistance. The Mayor may establish curfews, take measures necessary to protect and preserve the public health and safety, and exercise all authority granted by City, County, and State statute.

Requesting Governor's Proclamation of a State of Emergency

After the Declaration of a Local Emergency for the City of Semmes, the Council, having determined that local forces are insufficient, may request that the Governor proclaim a State of Emergency. The request will be forward to the Mobile County Director of Emergency Management, with a copy of the local emergency declaration and the damage assessment summary.

Transition into Recovery Operations

As the threat of life, property, and the environment dissipates, the Emergency Management Coordinator will consider deactivating the Emergency Coordination Center (ECC). The Emergency Management Coordinator will direct Section Chiefs to deactivate their sections, ensuring that each branch, unit and section coordinates with and provides its logs and files to the Demobilization Unit. The Demobilization Unit, in turn, provides material and coordination to the Recovery Unit.

The Recovery Unit will organize these materials so they can be archived and/or utilized for the financial recovery process. The Recovery Unit Leader will coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Services Coordinator, the Recovery Unit will prepare the after-action report within 60 days of the disaster or incident.

AFTER ACTION REPORT

The After Action Report is required following any activation of the Emergency Coordination Center. This report will contain a summary of the event, dates and times of activation and operational termination, number of personnel, identification of resources utilized and the final outcome of the event. Added as attachments will be all staff unit log sheets, work schedules, Incident Board hard copies and Incident map overlays. The Planning/Intelligence Section Chief and the Documentation Unit will be responsible for completion of the report. All Section Chiefs and Units Leaders will assist.

Demobilization Procedures

The Emergency Coordination Center may be closed at any time designated by the Director; however, it may also be closed in stages according to need. The entire ECC does not have to be in operation. Any Section, Branch or Unit requiring the facility may remain until assigned tasks are completed. Upon closing any part of the ECC, each Unit will ensure that all supplies are replenished, broken items repaired or replaced and all equipment cleaned before leaving. This is to make sure that the facility is ready to activate and open immediately on request.

ECC Functions and Responsibilities

The five ICS functions in the City of Semmes ECC are: Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration. These functions are based for structuring the City ECC Organization.

- **Command Staff** is responsible for overall emergency policy and coordination through the joint efforts of government agencies and private organizations.
- **Operations** is responsible for coordinating support for local government's emergency response, coordinating inter-jurisdictional responses, and coordinating City-wide activities through implementation of the City Incident Action Plan (IAP).
- **Planning/Intelligence** is responsible for collecting, evaluating, and disseminating information, developing the City incident action plan in coordination with other functions, and maintaining documentation.
- **Logistics** is responsible for providing facilities, services, personnel, equipment, and materials to support the emergency response.
- **Finance/Administration** is responsible for financial and other administrative activities.

The general responsibilities of key members of the City emergency management organization are presented in the foregoing. The duties and responsibilities for these functions are depicted in the position checklists, which provides for each assigned ICS function. The checklists are based on three phases: Activation, Operational, and Deactivation. A generic checklist, for the activation and deactivation phases, is also provided. Some positions may have unique actions to take under these two phases, which will be noted on their specific checklist.

EMERGENCY COORDINATION CENTER ORGANIZATION

The Emergency Coordination Center (ECC) will be organized using the National Incident Management System (NIMS) structures. The NIMS system consists of five principle sections, which normally would activate for major incidents. The Sections are:

MANAGEMENT SECTION

The management Section is responsible for the overall coordination and administration of emergency response operations with the City of Semmes's jurisdiction. Management includes positions that provide functions for response situation.

- **Director – Emergency Coordination Center:** The Director is the Chief Executive Officer.
- The Chief Executive Officer appoints the Emergency Management Director or other designated representative.
- **Liaison Officer:** When an incident has a multi-agency or multi-jurisdictional response, the Liaison Officer maintains and provides coordination with outside agency representatives, other Operational Area jurisdictions, local business and employers, Mobile County EOC, and the State ECC.
- **Legal Officer:** The City Attorney serves as Legal Officer. This position provides legal counsel to the Director and assist in preparing a declaration of a Local Emergency.

- **Public Information Officer:** The Public Information Officer serves as the point of contact for the media and other organizations seeking information on the emergency response. The function provides information to the general public through the media and monitors broadcasts for correct information. Monitors media operations in the jurisdiction to ensure safety and lack of interference. Provides the Director and other emergency service personnel with current information. Monitors the use of and prepares releases for the Emergency Alert System (EAS).
- **Safety Officer:** Monitors all operations within the jurisdiction and screens plans for activities, which may place disaster workers in conditions, which are unduly hazardous for the event. Makes recommendations to the staff and Director to modify or terminate operations. Monitors the scheduling, work conditions, feeding and rest requirements of all Disaster workers to ensure the safest possible environment for conditions. Prepares and monitors a safety plan for the emergency and ensures adequate measures are taken to guard the safety and well-being of all personnel.
- **Security Officer:** Responsible for the control of personnel into and out of the ECC. Denies access to all unauthorized persons, unless otherwise directed. Establishes an access roster and maintains an identification and entry pass system when necessary.
- **Agency Representative:** Agency representatives are from other jurisdictions or organizations outside of the City management. They serve as funnels through request flow to or from their agencies. They should be able to speak on behalf of their jurisdiction or agency within established policy limits.

OPERATIONS SECTION

The Operations Section is dedicated to all operations being carried out within the City of Semmes's jurisdiction.

- **Operations Section Chief:** The Operations Section Chief has the management responsibility of all activities directly applicable to the field emergency response in the City jurisdiction. The Operations Section Chief participates in the development and execution of the Incident Action Plan (IAP).
- **Fire & Rescue Branch:** Fire and Rescue Branch manages the Fire & Rescue Branch. The position coordinates the activities of personnel engaged in fire operations, EMS/disaster triage, urban search & rescue (USAR), hazardous materials and other emergency operations; maintains communications with field commands; evaluates status reports; makes decisions regarding the commitment of resources; and determines the need for mutual aid assistance. Request mutual aid through the City of Semmes ECC. Documents and prepares Fire & Rescue Status report.
- **Law Enforcement Branch:** The Law Enforcement Branch coordinates general law enforcement, terrorist activities (WMD), public warning information, evacuation procedures, traffic control, coroner operations, animal welfare and control activities, and public security and order. Maintains communications with field commands; evaluates status reports; makes decisions regarding the commitment of resources; determines the need for mutual aid assistance and requests mutual aid through the City of Semmes ECC. Documents and prepares Law Enforcement Status report.

- **Public Works:** The Public Works Branch oversees the survey of all jurisdictional facilities, assessing damage and coordinating repairs, conducts debris removal services, and establishes priorities to restore essential services. Coordinates the allocation of engineering resources (construction equipment, materials, etc.) required for route recovery, and other engineering operations. Coordinates response for the management and restoration of all transportation facilities. Monitors and coordinates all responses related to utilities to include power, gas, water, telephone, sanitation and other utilities. Coordinates and inspects facilities for structural safety. Documents and prepares Public Works Status report.
- **Medical & Health Branch:** The Medical/Health Branch coordinates and priorities requests from field responders and obtains medical/health personnel, supplies and equipment through mutual aid. Public Health oversees medical, environmental health, hazardous materials and biological health activities. Support for this activity is coordinated from the ECC. The branch coordinates the procurement and allocation of critical public and private medical and other resources; the activation and operations of Casualty Collection Points; the transportation of casualties and medical resources; the relocation of patients from damaged or untenable health care facilities; and oversight of patient care for persons in special care programs who may become isolated.
- **Care & Shelter Unit:** The Care & Shelter Unit is responsible for, and coordination with volunteer agencies, the provision of food, potable water, clothing, shelter, animal welfare, emotional support and other basic necessities of citizens. The Care & shelter Unit provides a central registration and inquiry service to reunite families and respond to outside welfare inquiries. Coordinates with Logistics Section to provide housing and feeding of all response personnel, to include mutual aid agencies.
- **Staging Area Manager:** The Staging Area Manager is responsible for the locating, establishment and operations of a central staging area used for the collection and dispatch of resources entering the City during a major incident. The Staging Manager will be responsible for the processing of resources, coordination with the Logistics Section and properly coordinating demobilization.

PLANNING/INTELLIGENCE SECTION

- **Planning / Intelligence Section Chief:** The Section Chief has the management responsibility for all planning activities relating to response, demobilization and recovery operations. The Section Chief assists the ECC Director in the development of the Incident Action Plan (IAP).
- **Situation Analysis Unit:** The collection, processing, and organizing of all information takes place within the Situation Analysis Unit. This unit prepares maps and disseminates information and future projections, and utilizes the City GIS systems as required. The unit is responsible for gathering current and updated weather data. Provides continuous and updated information to ECC Sections and Units related to incident activities.
- **Documentation Unit:** The Documentation Unit maintains accurate up-to-date files of logs, reports, plans and other related information. This unit provides duplication services for the ECC and maintains display boards of the current situation.

- **Advance Planning Unit:** The Advance Planning Unit focuses upon potential response and recovery issues that might exist within the 36 to 72 hours following the current operational period.
- **Technical Services Unit:** the Technical Services Unit provides information, advice and assistance in mitigating particular hazards that are beyond the capabilities of the City. The Unit is usually staffed with outside technical experts in particular fields and specialties.
- **Demobilization Unit:** The Demobilization Unit is responsible for the development of a plan that provides for the timely and orderly demobilization of the ECC and any resources it has ordered and used.
- **Damage Assessment Unit:** The Damage Assessment Unit collects all damage information from field units and reporting agencies within the City. Establishes a Damage Assessment Plan, formulates and coordinates assessment teams. Manages and generates necessary report for the Director and authorized state and federal agencies.

LOGISTICS SECTION

- The Logistics Section is responsible for the support to all City emergency operations in the procurement of supplies, materials, and personnel.
- **Logistics Section Chief:** The Logistics Section Chief oversees all of the resources and support functions of the Logistics section.
- **Communications Unit:** Ensures that radio, telephones and computerized resources and services are provided to the ECC staff. Establishes communications with all field incident bases and/or units in the City. Monitors and sustains the 9-1-1 system throughout the City. Develops a communications plan. Develops, maintains and publishes communications directories. Maintains communications with Mobile County Emergency Management. Acquires any needed communications equipment for operations in the field.
- **Transportation Unit:** The Transportation Unit coordinates the acquisition of requested transportation resources and the transportation of workers, victims and impacted citizens.
- **Personnel Unit:** Provides trained and volunteer personnel resources as requested in support of the ECC and field operations. Coordinate the directions for and the control of convergent volunteers.
- **Supply/Procurement Unit:** Manages the procurement and allocation of equipment, supplies and materials that are not secured through mutual aid.
- **Facilities Unit:** The Facilities Unit is responsible for the establishment, maintenance and demobilization of all facilities, except staging areas, needed for operational support.
- **Resource Status Unit:** The Resource Status Unit works with other units in the Logistics Section to collect and maintain centralized accounting of the status of all resources ordered or used in during the incident.

FINANCE/ADMINISTRATION SECTION

The Finance/Administration Section is responsible for managing all financial aspects of the response and recovery systems.

- **Finance/Administration Section Chief:** The Section Chief is responsible for the continuity and maintenance of financial operations and records, claims and cost analysis of the incident.
- **Time Unit:** The Time Unit maintains records of all on-duty personnel, including volunteers. The Unit will assist field incident commanders in developing procedures and accounting for hours.
- **Compensation Unit:** The Compensation and claims Unit accepts as the official agent for the City, all damages and injury claims. This unit manages claims and conducts related investigations.
- **Purchasing/Procurement Unit:** The Purchasing/Procurement Unit negotiates and coordinates vendor contracts and purchase requests that exceed established purchase order limits. The function may be shared with the Logistics section; however, the accounting portion of this function will remain with the Finance Section.
- **Recovery Unit:** The Recovery Unit initiates and carries out the collection and maintenance of all related information for recovery of costs from federal, state and other jurisdictions.
- **Cost Unit:** The Cost Unit is responsible for tracking all expenditures and providing reports as needed to the Director and ECC staff. Information collected will be required for recovery unit claims later.

Security and Sign-In

The MCSO-Semmes Detail is responsible for physical security of the ECC and its critical systems. The Law enforcement representative shall establish an ECC roster and sign-in sheet. Identification will be verified and an ECC badge issued which reflects the person's status. Media representative will not be allowed inside the ECC. The Public Information Officer will conduct interviews outside the facility or in a specially prepared media room.

Shift Scheduling

Each Section and Unit should prepare following the onset of the emergency or as soon as possible shift schedules. Current and new shift schedules should be posted. Relieving shifts should arrive 30 minutes before the start of their shift so that a hand-off briefing can be conducted. What has occurred, what decisions have been reached, and what problems remain unaddressed should be the main topics. The retiring shift will remain for 30 minutes after the briefing to ensure a smooth operational transition transfer.

Briefings and Conferences

Briefings for the Director of ECC, Council, and the Public Information Officer should be scheduled at pre-set intervals. The Planning/Intelligence Section is responsible for coordinating all briefings. Section Chiefs should be prepared to participate in these briefings with a short summary of their progress. The briefings by each section should include:

- Unresolved problems;
- Major new problems since last briefing;
- Assistance needed from other agencies and status of mutual aid;
- Information developed by the section that should be passed to other ECC sections or to the public.

Once a day, or at the end of an Operational period, the ECC Director will call a meeting, with a new Incident Action Plan being disseminated. The ECC Director may request additional briefings. These briefings may include News media, VIP's and newly arrived state and federal representatives. The director may request a conference at any time with ECC staff to address and resolve major issues.

AFTER ACTION REPORTS

After action reports are required any time the Emergency Coordination Center is activated or any level that ICS support activity has been used. The Director or Incident commander will ensure that all responsible persons, Section Chiefs, Unit Leaders and other assigned personnel submit the reports. Initial after-action reports will be submitted *before leaving the ECC* and follow-up reports submitted within 48 hours of closing of the operation. Detailed reports will be submitted, as information is collected, but not later than 30 days after closing of the incident.

Clerical Support

Generally, each unit in the ECC organization will be responsible for its own clerical support. The individual assigned should be trained in all related aspects of the ECC operation. The individual assigned clerical duties should not be a supervisor, but rather an individual normally tasked with clerical duties. This person will be known as the Technical Assistant. The Finance/Administration Section Chief will ensure that adequate support staff is available.

Special clerical support and input will be the responsibility of the Documentation Unit. The Documentation Unit will be responsible for the preparation of any official documents, re-supply of office supplies and photocopying. In addition, the Documentation Unit will oversee the work product of all Unit and Section technical assistants to ensure conformity with established procedures.

Computer Operations

The ECC should be equipped with Computers. The computer system should be capable of connecting with outside agencies and ECCs through the Internet. The computer system should have an array of self-contained programs to include word processing, accounting, spreadsheets, databases and graphic presentations. The Data Processing Unit designee is responsible for overseeing the use and operations of the computer system. Under no circumstances will personally owned computers or laptops, disks, tapes, or other such items be used in or with any ECC system until the equipment has been scanned for viruses and other problems. Such problems could affect the entire systems.

Incident Boards

The Situation Unit, Law Enforcement Branch, Fire-Rescue Branch and Public Works Branch, shall maintain incident Boards. These boards shall be posted as changing information is received and the situation map properly annotated. Only active situations and incidents will be maintained on the boards. A permanent record of incidents will be kept by the technical assistant. The permanent record and the completed map overlay will be submitted as part of the after-action report.

Personnel Accountability

Each Section Chief, Branch Coordinators, and Unit Leader has the responsibility to maintain accountability of all personnel assigned both in the field and in the ECC. Work schedules, time sheets and casualty reports will be submitted to the Personnel Unit on a timely basis following each shift. Personnel will be accounted for by name, assignment and location. Within the ECC, Unit Leaders will prepare an ECC personnel assignment form which reflects the personnel currently on-duty and scheduled for the next shift.

Records Maintenance

Each Section, Branch and Unit is responsible for the maintenance of its records. Adequate supplies should be kept available to facilitate the process. It is recommended that each unit establish an individual folder for messages, staff logs, and incident board sheets and other related records. Each folder should be clearly labeled. Each shift is responsible for assuring that any documents generated during its tour of duty are properly filed and cataloged before turning them over to the relief shift. At the conclusion of the incident or event, each unit will consolidate all files, assure that all forms are completed, and will submit them to the Section Chief. Each Section Chief will review the documentation for completeness and will then submit all Unit files along with the Section Chief files to the Documentation Unit. The records generated during the course of the incident or event should be used as reference material for the After Action report.

NOTE: Original documents shall not be removed from the Emergency Coordination Center. The Documentation Unit is the only authorized Unit to remove said documents.

Staff Unit Logs

Each Unit within the ECC will maintain a Unit Log. This document shall be used to record all activities, staff coordination, policy changes or requests processed by the unit.

Message Flow and Processing

The rapid and efficient movement of information is essential to a successful Emergency Coordination Center. Information must be distributed rapidly, but it must also be documented and tracked. This facilitates follow-ups and generating historical data.

APPENDIX C

INCIDENT ACTION PLAN

Introduction

An Incident Action Plan (IAP) formally documents incident goals (known as control objectives in NIMS), operational period objectives, and the response strategy defined by incident command during response planning. It contains general tactics to achieve goals and objectives within the overall strategy, while providing important information on event and response parameters. Equally important, the IAP facilitates dissemination of critical information about the status of response assets themselves. Because incident parameters evolve, action plans must be revised on a regular basis (at least once per operational period) to maintain consistent, up-to-date guidance across the system.

The following should be considered for inclusion in an IAP:

- Incident goals (where the response system wants to be at the end of response)
- Operational period objectives (major areas that must be addressed in the specified operational period to achieve the goals or control objectives)
- Response strategies (priorities and the general approach to accomplish the objectives)
- Response tactics (methods developed by Operations to achieve the objectives)
- Organization list with ICS chart showing primary roles and relationships
- Assignment list with specific tasks
- Critical situation updates and assessments
- Composite resource status updates
- Health and safety plan (to prevent responder injury or illness)
- Communications plan (how functional areas can exchange information)
- Logistics plan (e.g., procedures to support Operations with equipment, supplies, etc.)
- Responder medical plan (providing direction for care to responders)
- Incident map (i.e., map of incident scene)
- Additional component plans, as indicated by the incident.

What follows is an example of an individual Incident Action Plan (IAP), as it might appear following response planning by the City of Semmes's incident management team. This is meant only to give the reader a general idea of how the components in the foregoing list might be described during an emergency response. In reality, the information included in an action plan will vary depending on the incident circumstances and the type of response assets.

Incident

The National Incident Management System defines incident as “an occurrence, natural or manmade, that requires a response to protect life or property.” For the purposes of this guide, the term, incident, is used to refer to incidents in which the City of Semmes is involved, alone or in partnership with County, State, or Federal Response.

The City of Semmes’ primary mission is to reduce the loss of life and property and protect the city and its citizens from all hazards. When the City of Semmes becomes involved in an incident, it is because the scope and scale of the incident necessitates governmental assistance. When the city is engaged, officials from the county, state, and federal government may also be involved along with Nongovernmental Organizations (NGOs), and elements of the private sector. Ensuring that the efforts of all players are coordinated and synchronized to achieve the best results is the job of incident management. It is also the reason that the National Incident Management System and the Incident Command System (ICS) exist.

The incident action planning process provides a tool to synchronize operations at the incident level and ensures that incident operations are conducted in support of incident objectives. The iterative incident action planning process provides the City of Semmes and all partners involved in incident management operations the primary tool for managing incidents. A disciplined system of planning phases and collaboration sessions fosters partnerships and clearly focuses incident operations.

Over many years of managing all types and sizes of incidents, ICS practitioners have developed and refined the incident action planning process as a way to plan and execute operations on any incident. This means that incident action planning is more than producing an incident action plan (IAP). It is a set of activities, repeated each operational period, that provides a consistent rhythm and structure to incident management.

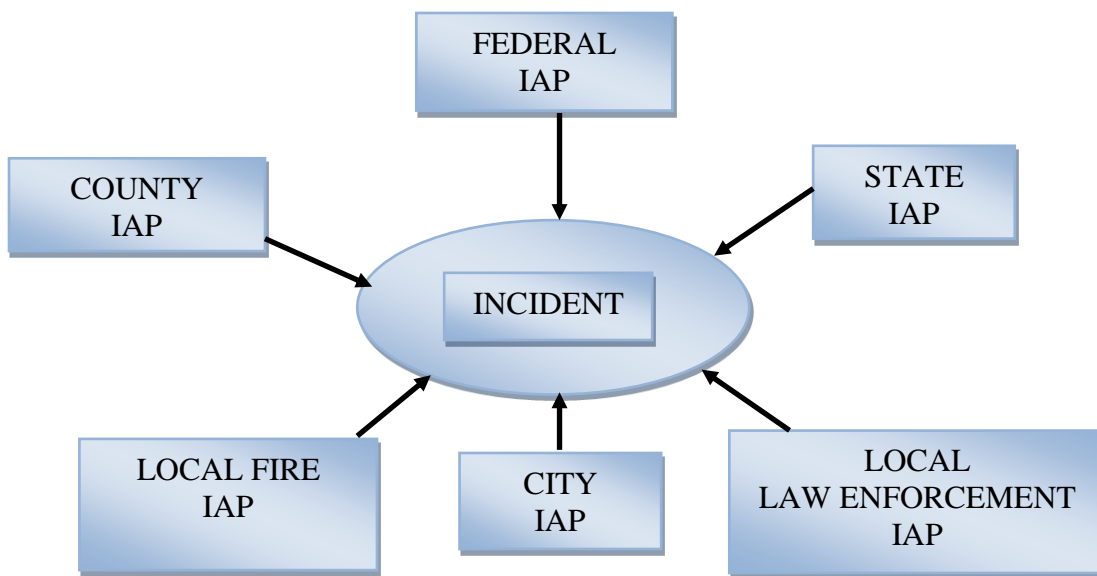
The organizations that originated ICS and use the system have, after many years of trial and error, developed a set of forms that assist incident personnel in completing this integrated process. Incident leaders must ensure that the plan being developed meets the needs of the incident. Such leaders must also ensure that the forms—while valuable for moving along the path—do not become the primary focus of the planning process. The completion of these forms assists the integrated and rational planning process. Incident action planning is an operational activity and must either direct or support operations.

Because ICS is the basis for managing incident activities, all incidents to which the City of Semmes responds require the use of the ICS incident action planning process. All members of the Incident Management Team and command and general staff play specific and essential parts in the process. This includes not just the city’s staff, but also County, State and Federal partners who may also be engaged in incident management. When each member plays his/her part correctly, the process is a tool that can bring order to the often chaotic world of managing complex incidents and enables incident management personnel to address problems that seem insurmountable.

Because incidents are often complex applying the incident action planning process accurately, consistently, and completely is essential to the success of incident operations. Disciplined

application of the incident action planning process produces positive effects on incidents of all sizes and scope and maintains the otherwise perishable planning skills of personnel. While the process described in this guide outlines how to execute incident action planning, those involved in response to and recovery from catastrophic events must recognize that they are, in all probability, not be the only incident action planning process being executed. For example, County, State, and Federal organizations may develop IAPs to guide the actions of their responders. For a catastrophic incident there may be hundreds of concurrent incident action planning efforts taking place simultaneously. The IAP that the City of Semmes develops must support, integrate, and synchronize with those at the State and Federal level.

Figure 1: IAPs Developed Across All Echelons of an Incident



This guide is intended to promote the effectiveness of the City of Semmes’ incident operations by standardizing the incident action planning process. The guide explains the ICS incident action planning process, describes how to apply it on all incidents, defines the specific roles and responsibilities of the various players, and establishes standards for incident action planning on incidents. This guide also communicates to City Departments the details of how the agency conducts the incident action planning process. This guide is also intended to serve as a reference for incident personnel and to provide the basis for incident action planning staffing.

The guidance contained in this Incident Action Planning Guide applies to all incidents, including those involving Presidential declarations under the Stafford Act, as well as incidents requiring a coordinated response where the Stafford Act does not apply.

This guide is also intended to promote cooperation and interoperability among all levels of government, NGOs, and the private sector by communicating Semmes' commitment to incident action planning to its partners and sharing the details of how Semmes implements the process.

AUTHORITIES AND FOUNDATIONAL DOCUMENTS

A number of foundational documents provide statutory, regulatory, and executive guidance for disaster response. Some key foundational documents are as follows:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended, 42 U.S.C. 5121-5207)
- Title 44 of the Code of Federal Regulations, Emergency Management and Assistance
- Homeland Security Act (Public Law 107-296, as amended, 6 U.S.C. §§ 101 et seq.)
- Homeland Security Presidential Directive 5, 2003
- Post-Katrina Emergency Management Reform Act of 2006 (Public Law 109-295), October 4, 2006
- National Response Framework, January 2008
- National Disaster Recovery Framework, September 2011
- National Incident Management System, December 2008
- *The Federal Emergency Management Agency Publication 1*, November 2010
- Incident Management and Support Keystone, January 2011
- *Comprehensive Preparedness Guide 101--Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans*, January 2009
- *Presidential Policy Directive 8: National Preparedness*, March 2011.
- *National Preparedness Goal*, September 2011

THE INCIDENT ACTION PLANNING PROCESS

INCIDENT ACTION PLANNING

Incident management personnel involved in an operation use the Incident Command System's (ICS) incident action planning process to develop incident action plans (IAPs). All partners involved in an incident achieve unity of effort through its disciplined process. Additionally, the IAP is the vehicle by which the senior leaders of an incident communicate their expectations and provide clear guidance to those managing an incident. The incident action planning process requires collaboration and participation among all incident management leaders and their staffs from across the whole community. The incident action planning process is built on the following phases:

1. Understand the situation
2. Establish incident objectives

3. Develop the plan
4. Prepare and disseminate the plan
5. Execute, evaluate, and revise the plan

The product of this process, a well-conceived, complete IAP facilitates successful incident operations and provides a basis for evaluating performance in achieving incident objectives. The IAP identifies incident objectives and provides essential information regarding incident organization, resource allocation, work assignments, safety, and weather.

Figure 2: The Planning “P”: The Incident Action Planning Process



ICS and the incident action planning process are used on all incidents in which the City of Semmes is engaged.

The Planning “P” and the Operations “O”

The Planning “P” (Figure 2) depicts the stages in the incident action planning process. The leg of the “P” includes the initial steps to gain awareness of the situation and establish the organization for incident management. Although maintaining situational awareness is essential throughout the life cycle of the incident, the steps in Phase 1 are done only one time. Once they are accomplished, incident management shifts into a cycle of planning and operations, informed by ongoing situational awareness that continues and is repeated each operational period. This cycle, which is depicted in the barrel of the “P”, becomes the Operations “O,” (Figure 3).

The Operational Period

An operational period is the period of time scheduled for executing a given set of operational actions as specified in the IAP. The length of the operational period, typically 12 to 24 hours at the beginning of incident requiring extensive response efforts, is established during Phase 1 and subsequently reviewed and adjusted throughout the life cycle of the incident as operations require. When operations are focused primarily on recovery programs, operational periods are typically a week or longer.

Figure 3: The Operations “O”: The Operational Period Cycle of the Incident Action Planning Process



What is the IAP?

The IAP is a written plan that defines the incident objectives and reflects the tactics necessary to manage an incident during an operational period. There is only one IAP for each incident, and that IAP is developed at the incident level. The IAP is developed through the incident action planning process. The IAP is a directive, “downward-looking” tool that is operational at its core; it is not primarily an assessment tool, feedback mechanism, or report. However, a well-crafted IAP helps senior leadership understand incident objectives and issues.

The following sections describe the phases in the incident action planning process.

PHASE 1: UNDERSTAND THE SITUATION

Effective actions during Phase 1 may mean the difference between a successfully managed incident and one in which effective incident management is achieved slowly or not at all.

Phase 1 focuses on actions that take place prior to the first operational period. While many important things are accomplished during this initial period, efforts focus on gaining an understanding of the situation and establishing initial incident priorities.

Gaining an understanding of the situation includes gathering, recording, analyzing, and displaying information regarding the scale, scope, complexity, and potential incident impacts. Comprehensive situational awareness is essential to developing and implementing an effective IAP. Initial incident priorities are generally established by higher level authorities such as the Mayor and Department Heads.

Gaining Initial Situational Awareness

Obtaining accurate, reliable situational awareness during the initial hours of an incident is often challenging. Situational awareness is further complicated by the urgency of collecting, analyzing, and disseminating situational information. Initial situational awareness involves the gathering of information from as many sources as possible, as quickly as possible, to ensure that decision makers have the information they need to make the best possible decisions.

Collection

Information collection is based on established essential elements of information and critical information requirements.

- Essential elements of information are important and standard information items that incident managers need in order to make timely and informed decisions. They also provide context and contribute to analysis and should be included in situation reports.
- Critical information requirements are particular elements of information specifically requested by incident leaders. These items are of such importance that leaders are notified immediately when the Planning Section receives updates on a critical information requirement item.

Analysis

Analysis breaks down problems and issues into manageable smaller elements. In this way, complex problems that appear to be daunting may have achievable fixes. Analysis also uses a deliberate plan. Pertinent deliberate plans may serve as a guide to form incident objectives and tactics and allows for the identification of sub-issues and problem areas that can be solved through effective decision making and planning.

Information analysis during Phase 1 consists of correlating, comparing, and filtering the available information to determine the critical issues and the potential for changes in the situation. This analysis allows leaders not just to understand what is going on, but what the effects of those impacts are.

Dissemination

Information should be disseminated in a timely manner and provided in a readable format that the audience can easily understand. Doing this effectively during Phase 1, and throughout the incident, minimizes confusion, reduces duplication of effort, and facilitates effective and efficient management of incident resources. If dissemination is not effective, all efforts to gain situational awareness will fail.

On-going Assessment/Situational Awareness

Accurate situational awareness is essential throughout the life cycle of an incident. After the initial efforts to gain situational awareness, the iterative information collection process continues to inform all aspects of incident action planning. This process includes the collection, analysis, and dissemination of information to assist operations and support functions in planning for providing support and resources to disaster survivors during each operational period.

Establishing Initial Incident Priorities

When senior officials establish priorities for the incident, a recommended approach is to articulate priorities based on the core capabilities. The core capabilities provide a standard list of the essential activities for preventing, protecting, mitigating, responding, and recovering. Framing incident priorities in terms of the core capabilities improves understanding through consistent titles, ensures that all the mission areas are considered, and helps to keep priorities focused strategically on desired outcomes.

Clear initial priorities are important to establishing unity of effort early in the incident response process. When the members of the team clearly understand the intent behind instructions, they are equipped to act decisively and make better decisions. While many things vie for attention, especially in the immediate aftermath of a disaster, not everything can be a priority. The axiom that if everything is a priority, then nothing is a priority clearly applies to incident management.

Developing the Action Planning Team

Incident action planning requires a collaborative effort by all members of the Incident Management Team and partner agencies. This collaboration must also include other key NGOs, and private sector partners. The incident action planning process fosters teamwork by promoting communication, cooperation, and coordination. All team members support and participate in team development, and the Incident Management Team provides the leadership to ensure success.

Establishing the foundation for incident action planning:

- Conducting an incident briefing
- Forming the Unified Coordination Group (UCG)
- Developing and communicating priorities
- Conducting the initial IMAT meeting

- Designing the incident operational approach
- Developing the command and general staff organization
- Determining initial staffing and resource requirements

Initiating Incident Action Planning

The following sections describe actions for initiating a successful incident action planning process. A successful incident action planning process involves specific actions based on situational awareness and operational needs. *Figure 3 depicts the steps for initial actions during an incident.*

Conducting Incident Action Planning Meetings and Briefings

Group process is key to incident action planning, and it is important that the meetings and briefings are conducted effectively and efficiently. Guidance for conducting these meetings and briefings is provided in the FEMA Incident Management Handbook (IMH).

Initial Incident Briefing

The Mayor (or designee) is responsible for providing the initial incident briefing to the Incident Management Team to prepare them for assuming control of the incident. An Incident Briefing (FEMA ICS Form 201) can be used to present the information for this brief. The Planning Chief is typically responsible for assisting the Mayor by collecting and presenting situational information to the team, including the following:

The Situation

- Boundaries and scope of the incident
- Number of displaced survivors
- Sheltering information
- Critical infrastructure damage assessment, locations, and types
- Status of communications and other utilities
- Incident facilities, types, and location
- Resources on hand, en route, and on order
- County emergency management organization and facilities
- Location of the initial operating facility
- Health-related concerns, including fatalities and injuries
- Life-saving operations

The Documentation

- Stafford Act declaration (indicates counties/jurisdictions declared, categories of assistance authorized, and cost share), or interagency memorandum of understanding for non-Stafford Act incidents
- Pertinent deliberate plans

- Maps of the incident area
- Preliminary damage assessment
- Geospatial information systems (GIS) products
- Telephone numbers and e-mail addresses for local officials, and county emergency operations center and other incident facilities

The work product from this briefing is the Mayor delegating the authority for incident management and the control of assigned resources. The delegation of authority document includes detailed instructions (leader's intent) for the conduct of the incident management and the Mayor's priorities. The initial incident briefing also results in the Incident Management Team having the requisite situational information to make informed decisions, including information regarding constraints and limitations.

Forming the IMT

Following the initial incident briefing, the IMT typically begins efforts to establish the team structure, including contacting the necessary departments and agencies and jointly determining other members. Once the IMT is formed, members discuss:

- Issues and concerns
- The integration of city, county, and other stakeholders in a single incident organization
- Joint incident action planning
- Logistical processes and resource ordering
- Joint information center requirements
- Roles and authorities

Developing and Communicating Priorities

In forming the IMT, members jointly establish initial incident priorities based on priorities of the Mayor and other authorities as appropriate. Incident priorities inform actions and serve as focus items in the initial IMT meeting. When communicating incident priorities to the staff, the IMT must give the necessary guidance to ensure that the staff understands the intent and context of the priorities.

As indicated above, incident priorities are developed based on core capabilities. These priorities help to establish the order of importance for incident objectives developed during Phase 2 of the incident action planning process.

Initial IMT meeting

The purpose of the initial IMT meeting is to ensure that incident management personnel understand expectations. In this meeting, the leaders represent the rest of the IMT.

The Planning Section Chief (PSC) facilitates the initial IMT meeting; however, the Incident Commander may want to explain the Mayor's intent and articulating expectations regarding team interaction, information sharing, and team processes for planning, decision making, coordination, and communication.

Next, the Operations Section Chief (OSC), or PSC describes the initial strategies proposed to address the initial priorities and how the initial strategies are to be accomplished. The PSC or OSC then announces the start time, duration of, and incident action planning meeting schedule for the first operational period.

The results from the initial IMT meeting are as follows: (1) all IMT members understand The Mayor's or Incident Commanders expectations, guidance, and direction (leader's intent) for the incident and initial strategies; (2) Members have a clear understanding of direction and guidance to begin developing the organization; and (3) agreement is reached regarding the time and duration of the initial operational period and the incident action planning meeting schedule.

The work products from the initial IMAT meeting are as follows:

- A list of priorities and strategies
- The incident planning cycle schedule
- The Meeting Schedule (FEMA-ICS Form 230) for the first operational period or initial incident action planning cycle

Establishing the Organization

Before an organization can be implemented, the incident area must be considered and a decision made as to whether to establish a functional or geographic organization for incident activities. That decision dictates the operational approach to the incident.

The OSCs' goal is to design an ICS-compliant organization that meets Incident Commander's intent, the City's mission, and the incident's needs. This decision has a significant effect on operational outcomes and the achievability of IAPs. It also impacts the Logistics Section, Planning Section, Finance/Administration Section, External Affairs–Community Relations, and Safety. The OSCs design the incident carefully, because once the organization is established it is difficult to change.

Organization Guidance

Large scale incidents should be organized geographically, because the scale and complexity would be difficult to encompass functionally. Localized incidents are typically organized functionally; however, they could be organized geographically if it occurs across a large enough geographic

area. Localized incidents do not have branch director positions in the Operations Section unless required to maintain an appropriate span of control.

Geographic Organization Overview

On large, complex incidents that include many counties and jurisdictions, a *geographic* organization is most appropriate. This provides Federal, State, County, and Local officials with a single point of contact for all incident operations in defined and manageable geographic areas (divisions). This permits the assignment of incident resources to these divisions so they can be coordinated with local officials and managed by a single division supervisor.

A geographic organization may also provide a greater span of flexibility in control of an incident than a functional organization can provide. Geographic organizations actually include a combination of geographic branches/divisions, functional branches/groups, and operational branches/groups. Geographic branches/divisions include Operations branch directors and division supervisors. Functional branches/groups may include Individual Assistance (IA), Infrastructure/Public Assistance (PA), Long-Term Community Recovery (LTCR), and Hazard Mitigation (HM), and. Operational branches/groups may include emergency services, air operations, staging areas, and disaster emergency communications.

OSCs use a map of the City to determine branch and division boundaries. Geographic branches and divisions are most effective when they align with existing streets or natural barriers and boundaries. This allows emergency managers at all levels of the incident to properly align their activities with one another.

Divisions are determined first. Then branches are established based on the number required to maintain the recommended span of control of five branches per division. In determining the size of divisions, Operations Section Chiefs consider damage, complexity, transportation and communication issues, and the assistance requirements of a particular jurisdiction. This helps to frame whether a dedicated division supervisor is necessary for each jurisdiction or whether one division supervisor can coordinate multiple jurisdictions. The Operations Section Chief presents his findings and recommendations to the Incident Commander for approval.

Functional Organization Overview

Functional organizations are generally the most appropriate structure for localized incidents. Incident functional resources are assigned to appropriate groups that are coordinated with Geographic and Functional Organizations.

In a geographic organization, responsibility for managing the incident is divided into geographic units called divisions and, depending on the number of divisions, geographic branches.

- Geographic organizations are headed by division supervisors and geographic branch directors.
- Geographically organized incidents also include functional groups and/or branches. These functional groups are essential for planning and managing programs and assigning

resources to specific divisions and/or branches and operational branches/groups such as Air Operations and Staging Areas.

- Geographic elements plan and manage operational activities in their area, but do not perform all incident management functions.

Because a geographic organizational configuration also includes functional groups, it is actually a hybrid, geographic-functional organization, but is referred to as a geographic organization for simplicity.

In a functional organization, responsibility for incident management organized strictly by function without the establishment of geographical units. A geographic organization structure refers to how resources are assigned to accomplish work assignments. Functional branches and/or groups are essential for planning and managing their programs and assigning resources to specific divisions and/or branches.

The primary difference is that when resources are assigned to divisions or branches, they report to the division supervisor or branch director to whom they are assigned.

Importance of Providing Clear Guidance

Providing clear operational guidance is an essential element of command at all levels within the incident organization. It provides subordinates with information that defines, refines and/or places into context assignments or directives. It addresses constraints and limitations, establishes parameters, and assists in better identifying an expected outcome.

Develop Staffing and Resources Requirements

To determine resource requirements the OSC consults with the Planning Section Resources Unit to identify resources currently assigned. The consultation also yields such details as the kind and type of each resource, current location and status, identifier if assigned, and supervisor's contact information. If a required resource is not currently available, the OSC contacts the Logistics Section Ordering Unit to determine what resources have been ordered. Finally, if a required resource is neither currently available nor on order, the OSC orders them through the established ordering processes.

ESTABLISH INCIDENT OBJECTIVES

During Phase 2 the Incident Commander establishes incident objectives and provides the guidance necessary to achieve these objectives.

Incident objectives drive the incident organization as it conducts response, recovery, and mitigation activities. Incident Command establishes these objectives based on incident priorities, informed by situational awareness, leader's intent, and delegations of authority.

Responsibilities

Incident Command develops incident objectives and provides the guidance necessary for developing, resourcing, implementing, and evaluating the results of incident objectives. The OSC often provide input to the Incident Command regarding incident status and operational requirements to support the development of incident objectives and the guidance to achieve them. Planning Section staff document the incident objectives on IAP Incident Objectives form (FEMA-ICS Form 202).

Priorities

Incident priorities initially established by leadership during Phase 1 are reviewed and modified as required during each operational period and help to clarify the order of importance of incident objectives. While incident objectives are based on requirements, priorities guide the allocation of resources to objectives. Although priorities help determine incident objectives, they are not listed on the IAP Incident Objectives (FEMA-ICS Form 202).

Good Incident Objectives:

- Are concise and stated in the form of a command
- Begin with an action verb (but not “continue” or “maintain”)
- Provide “actionable guidance” for the Operations Section
- Address incident operations not administrative and internal support activities. Senior leaders sometimes include non-operational priorities in their guidance. When this happens, these non-operational priorities are generally not addressed in the incident action planning process.

Incident Objectives

Management by objective is a key characteristic of NIMS. Incident objectives, per NIMS are ‘statements of guidance and direction necessary for the selection of appropriate strategies and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed’.

- Incident objectives must be flexible enough to allow for strategic and tactical alternatives.
- Incident objectives set guidance and strategic direction, but do not specify tactics.
- Incident objectives drive response and recovery activities. Simply stated, incident objectives answer the question of what must be accomplished.

For example, *Provide temporary sheltering for 200 residents by 0800 tomorrow.*

In the initial stages of an incident response, objectives will often be quite general. For example, *Restore electrical service in Mobile County* is an acceptable incident objective in the immediate aftermath of a storm. As response work progresses, situational awareness improves and resources status becomes clearer, objectives can become more specific, e.g. *clear emergency ingress and egress routes to by October 1, 2011.*

Incident objectives can be distinguished from tasks or work assignments by the fact that objectives do not answer the question who. Tasks/work assignments identify specific resources, specific locations, and must be accomplished within the operational period.

Incident objectives, on the other hand, do not specify who will accomplish the action and are not necessarily to be achieved in the current operational period. 1 Incident objectives often also answer the question of where the desired activity must be accomplished.

Incident Command formulates incident objectives based on several factors: incident priorities and other direction from a higher authority, the situation, and members' professional judgment and experience. Incident objectives should be clear, measurable, achievable, and flexible. They include sufficient detail to ensure understanding, but are not be so prescriptive as to preclude innovation.

Objectives

Define what must be accomplished to achieve the priorities and based on best knowledge of the current situation and the resources available; *Search and rescue Group Locate any remaining trapped survivors in affected areas by October 1.*

Strategies

Carefully devised plans of action to achieve one or more objectives; Strategies describe what actions and resources are required in working to achieve the specific objective.

Tactics/Tasks

Define how specific actions will be performed to achieve a planned outcome. Tactics specify who, what, where, and when in describing the deployment and direction of resources for implementing strategies to achieve incident objectives. Tactics/tasks/ work assignments are initially recorded on Operational Planning Worksheet (FEMA-ICS Form 215) and subsequently reflected on the Assignment Lists (FEMA-ICS Form 204) and included in the IAP for the given operational period.

The following guidelines have been established ensure that incident objectives are handled consistently:

- Incident objectives are displayed on the Incident Objectives (FEMA-ICS Form 202).
- They are numbered sequentially from the beginning of the incident to its conclusion and are not renumbered for each operational period.
- Once achieved, incident objectives are not included on the Incident Objectives (FEMA-ICS Form 202) for subsequent IAPs.
- Incident objectives can be modified and maintain the same tracking number as long as the intent of the objective does not change.
- If an objective is modified, it is assigned a new sub-letter under the same objective number, and the old objective is retired. For example, if objective 2 is modified, it becomes 2a, and objective 2 is retired. If this objective is modified again, it becomes 2b, and 2a is retired.

- Incident objectives are prioritized by Command as operational period requirements dictate. Incident objectives are listed on the Incident Objectives (FEMA-ICS 202) in order of priority, regardless of their tracking number. The first listed objective is therefore the highest priority. The last listed objective is the lowest priority.

Incident Command Develops and Update Objectives

Incident Command may meet before the Planning meeting to review and, if necessary, revise incident priorities and determine the incident objectives for the next operational period. This meeting is often conducted informally and frequently includes the OSC and PSC. The expected results of this meeting are:

- A common understanding among the UCG of the incident's issues and the key requirements of the response and recovery,
- Agreement regarding incident priorities and objectives for the next operational period,
- Recognition of constraints and limitations affecting accomplishment of incident objectives, and
- Operational guidance (for accomplishing incident objectives) that accounts for and mitigates identified limitations.

The work product from this meeting is a documented list of incident objectives.

ICS FORMS

1. Incident Name	2. Operational Period to be covered by IAP (Date/Time) From: _____ To: _____	IAP COVER SHEET
-------------------------	--	------------------------

3. Approved by:

FOSC _____

SOSC _____

RPIC _____

INCIDENT ACTION PLAN

The items checked below are included in this Incident Action Plan:

- ICS 202-OS (Response Objectives)

- ICS 203-OS (Organization List) – OR – ICS 207-OS (Organization Chart)

- ICS 204-OSs (Assignment Lists)
One Copy each of any ICS 204-OS attachments:
- Map
 - Weather forecast
 - Tides
 - Shoreline Cleanup Assessment Team Report for location
 - Previous day's progress, problems for location
- _____
- ICS 205-OS (Communications List)

- ICS 206-OS (Medical Plan)
- _____
- _____
- _____
- _____
- _____

4. Prepared by: _____	Date/Time _____
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IAP COVER SHEET	June 2000
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INCIDENT OBJECTIVES (ICS FORM 202)

Purpose. The Incident Objectives form describes the basic incident strategy, control objectives, and provides weather, tide and current information, and safety considerations for use during the next operational period. The Attachments list at the bottom of the form also serves as a table of contents for the Incident Action Plan.

Preparation. The Incident Objectives form is completed by the Planning Section following each formal Planning Meeting conducted in preparing the Incident Action Plan.

Distribution. The Incident Objectives form will be reproduced with the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms **MUST** be given to the Documentation Unit. Enter the name assigned to the incident. Enter the time interval for which the form applies. Record the start and end date and time. Enter clear, concise statements of the objectives for managing the response. These objectives usually apply for the duration of the incident.

INCIDENT OBJECTIVES	1. Incident Name	2. Date	3. Time
4. Operational Period			
5. General Control Objectives for the Incident (Include alternatives) Management Objectives: Operational Objectives:			
6. Weather Forecast for Period			
7. General Safety Message			
8. Attachments (mark if attached)			
<input type="checkbox"/> Organization List - ICS 203	<input type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> (Other)	
<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>	
<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>	
9. Prepared by (Planning Section Chief)		10. Approved by (Incident Commander)	

SAMPLE

ASSIGNMENT LIST (ICS FORM 204)

Purpose. The Assignment List(s) informs Division and Group supervisors of incident assignments. Once the assignments are agreed to by the Unified Command and General Staff, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The Assignment List is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS form 202), Operational Planning Worksheet (ICS form 215), and the Operations Section Chief. The Assignment List must be reviewed by the Planning Section Chief. When reviewed, it is included as part of the Incident Action Plan (IAP). Specific instructions for individual Task Forces / Strike Teams may be entered on an ICS form 204a for dissemination to the field, but not included in the IAP.

Distribution. The Assignment List is duplicated and attached to the Incident Objectives and given to all recipients of the Incident Action Plan. In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms MUST be given to the Documentation Unit.

ASSIGNMENT LIST		1. Branch		2. Division/Group			
3. Incident Name		4. Operational Period Date: Time:					
5. Operations Personnel							
Operations Chief		Division/Group Supervisor					
Branch Director		Air Attack Supervisor No.					
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
7. Control Operations							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command				Logistics			
Tactical Div/Group				Air to Ground			
Prepared by (RESL)		Approved by (PSC)		Date	Time		

SAMPLE

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

Special Note. This form, ICS 205, is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period; whereas, the Communications List, ICS 205a is used to list methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.).

Purpose. The Incident Radio Communications Plan is a summary of information obtained from the Radio Requirements Worksheet (ICS 216) and the Radio Frequency Assignment Worksheet (ICS 217). Information from the Radio Communications Plan on frequency assignments is normally noted on the appropriate Assignment List (ICS 204).

Preparation. The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief. Detailed instructions on the preparation of this form may be found in ICS Publication 223-5, Communications Unit Position Manual.

Distribution. The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form, including the Incident Communications Center. Information from the plan is placed on Assignment Lists. All completed original forms **MUST** be given to the Documentation Unit.

Item # Item Title Instructions

Item # Item Title Instructions

1. Incident Name Enter the name assigned to the incident.
2. Operational Period Enter the time interval for which the form applies.
3. Basic Radio Channel Enter the following information about radio channel use:
 - *System* Radio cache system(s) assigned and used on the incident.
 - *Channel* Radio channel numbers assigned.
 - *Function* each channel is assigned (e.g., command, support, division tactical, and ground-to-air).
 - *Frequency* Radio frequency tone number assigned to each specified function (e.g., 153.400)
 - *Assignment* ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A).
 - *Remarks* This section should include narrative information regarding special situations.
4. Prepared by Enter the name of the Communications Unit Leader preparing the form.
Date/Time Enter date (month, day, year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From: _____ To: _____	INCIDENT RADIO COMMUNICATIONS PLAN ICS 205-CG
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3. BASIC RADIO CHANNEL USE

SYSTEM / CACHE	CHANNEL	FUNCTION	FREQUENCY	ASSIGNMENT	REMARKS

SAMPLE

4. Prepared by: (Communications Unit)	Date / Time
--	--------------------

COMMUNICATIONS LIST (ICS 205a)

Special Note. This optional form is used in conjunction with the Incident Radio Communications Plan, ICS 205. Whereas the ICS 205 is used to provide information on all radio frequencies down to the Division/Group level, the Communications List, ICS 205a, lists methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Purpose. The Communications List records methods of contact for personnel on scene.

Preparation. The Communications List can be filled out during check-in and is maintained and distributed by Communications Unit personnel.

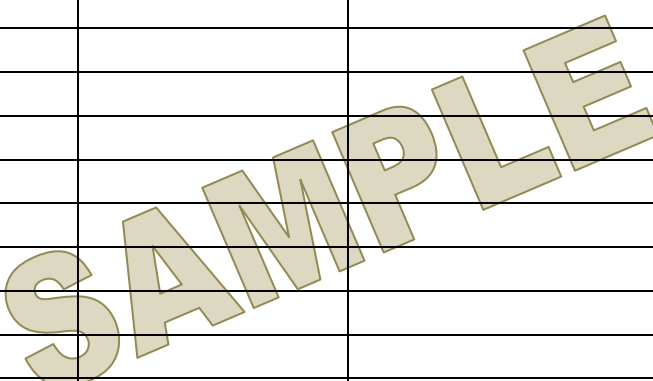
Distribution. The Communications List is distributed within the ICS and posted, as necessary. All completed original forms MUST be given to the Documentation Unit.

<u>Item #</u>	<u>Item Title</u>	<u>Instructions</u>
1.	Incident Name	Enter the name assigned to the incident.
2.	Operational Period	Enter the time interval for which the form applies.
3.	Basic Local Comms	Enter the communications methods assigned and used for each Information assignment.
	Assignment	Enter the ICS Organizational assignment.
	Name	Enter the name of the contact person for the assignment.
	Method(s) of contact	Enter the radio frequency, telephone number(s), etc. for each assignment.
4.	Prepared by	Enter the name of the Communications Unit Leader preparing the form.
	Date/Time	Enter date (month, day and year) and time prepared (24-hour clock).

1. Incident Name	2. Operational Period (Date / Time) From: To:	COMMUNICATIONS LIST ICS 205A
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3. Basic Local Communications Information

Assignment	Name	Method(s) of contact (radio frequency, phone, pager, cell #(s), etc.)



4. Prepared by: (Communications Unit)	Date / Time
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MEDICAL PLAN (ICS FORM 206)

Purpose. The Medical Plan provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The Medical Plan is prepared by the Medical Unit Leader and reviewed by the Safety Officer.

Distribution. The Medical Plan may be attached to the Incident Objectives (ICS form 202), or information from the plan pertaining to incident medical aid stations and medical emergency procedures may be taken from the plan and noted on the Assignment List (ICS form 204) or on the Assignment List Attachment (ICS form 204a). All completed original forms **MUST** be given to the Documentation Unit. It is suggested that the Medical Plan be included in the IAP.

MEDICAL PLAN	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED	4. OPERATIONAL PERIOD		
5. INCIDENT MEDICAL AID STATION						
MEDICAL AID STATIONS	LOCATION					PARA MEDICS?
						YES
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
6. TRANSPORTATION						
A. AMBULANCE SERVICES						
NAME	ADDRESS			PHONE	PARA MEDICS?	
					YES	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
					<input type="checkbox"/>	
B. INCIDENT AMBULANCES						
NAME	LOCATION					PARA MEDICS?
						YES
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
7. HOSPITALS						
NAME	ADDRESS	PHONE	TRAVEL TIME	TRAUMA CENTER ?	HELIPAD?	BURN CENTER ?
				YES	YES	YES
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. MEDICAL EMERGENCY PROCEDURES						
9. PREPARED BY (MEDICAL UNIT LEADER)				10. REVIEWED BY (SAFETY OFFICER)		

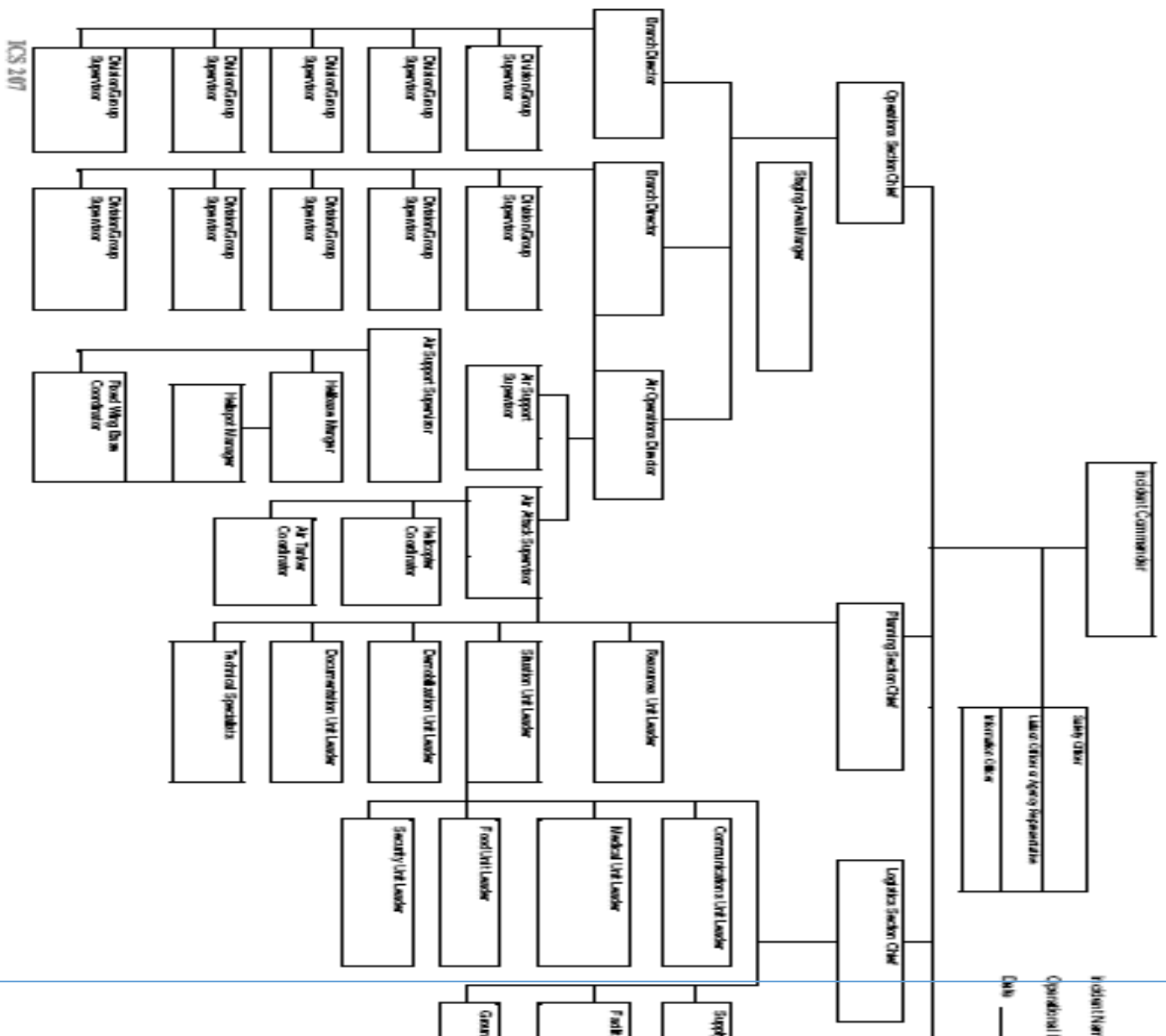
ICS 206 3/2007

INCIDENT ORGANIZATION CHART (ICS FORM 207)

Purpose. The Incident Organization Chart is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. Not all positions need to be filled. The size of the organization is dependent on the magnitude of the incident and can be expanded or contracted as necessary. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The Incident Organization Chart is prepared by the Resources Unit and posted along with other displays at the Incident Command Post. The ICS form 207 may best be used as a wall-size chart for better visibility. A chart is completed for each operational period and updated when organizational changes occur.

Distribution. When completed, the chart is posted on the display board located at the Incident Command Post. All original forms MUST be given to the Documentation Unit.



UNIT LOG (ICS FORM 214)

Purpose. The Unit Log records details of unit activity, including strike team activity or individual activity. These logs provide the basic reference from which to extract information for inclusion in any after-action report.

Preparation. A Unit Log is initiated and maintained by Command Staff members, Division/Group Supervisors, Air Operations Groups, Strike Team/Task Force Leaders, and Unit Leaders. Completed logs are submitted to supervisors who forward them to the Documentation Unit.

Distribution. The Documentation Unit maintains a file of all Unit Logs. All completed original forms MUST be given to the Documentation Unit.

Item #	Item	Instruction
1	Incident Name	Enter the name assigned to the incident
2	Check-In Location	Enter the time interval for which the form applies. Record the start and end date and time.
3	Unit Name and/or Designator	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, and Strike Team).
4	Unit Leader	Enter the name and ICS Position of the individual in charge of the Unit.
5	Personnel Assigned	List the name, position, and home base of each member assigned to the unit during the operational period.
6	Activity Log	Enter the time and briefly describe each significant occurrence or event (e.g., task assignments, task completions, injuries, difficulties encountered, etc.)
7	Prepared By	Enter name and title of the person completing the log. Provide log to immediate supervisor, at the end of each operational period.
8	Date and time	Enter date (month, day, year) and time prepared (24-hour clock).

UNIT LOG	1. Incident Name	2. Date Prepared	3. Time Prepared
	4. Unit Name/Designators		5. Unit Leader (Name and Position)

6. Operational Period	
-----------------------	--

7. Roster of Assigned Personnel

Name	ICS Position	Home Base

SAMPLE

8. Activity Log

Time	Major Events

9. Prepared by (Name and Position)

1. Incident Name Severe Storm	2. Operational Period to be covered by IAP (Date/Time) From: 07/01/2012 0800 To: 07/02/2013 0759	IAP COVER SHEET
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3. Approved by:

Mayor _____

Council _____

Police _____

Fire _____

Public Works _____

INCIDENT ACTION PLAN

The items checked below are included in this Incident Action Plan:

ICS 202-OS (Response Objectives) _____

ICS 203-OS (Organization List) – OR – ICS 207-OS (Organization Chart) _____

ICS 204-OSs (Assignment Lists)
 One Copy each of any ICS 204-OS attachments:

- Map
- Weather forecast
- Tides
- Shoreline Cleanup Assessment Team Report for location
- Previous day's progress, problems for location

ICS 205-OS (Communications List) _____

ICS 206-OS (Medical Plan)

4. Prepared by: Joseph Smith (PSC)

Date/Time 07/01/0800

IAP COVER SHEET

INCIDENT OBJECTIVES	1. Incident Name Severe Storm	2. Date 07/01/2013	3. Time 0800
4. Operational Period 07/01/2013 0800 to 07/02/2013 0759			
5. General Control Objectives for the Incident (Include alternatives) Objectives: Ensure Safety of all personnel Ensure Shelter operations are adequate for disaster survivors Ensure roads are safe and passable for first responder vehicles Identify needs and provide life sustaining commodities for citizens Assess debris conditions and implement removal plan Ensure communications interoperability			
6. Weather Forecast for Period			
Monday Partly Cloudy	Tuesday Partly Cloudy	Wednesday Rain	
Temp 92/67	91/72	89/71	
Humidity 72	73	89	
7. General Safety Message Personnel should take frequent breaks and stay hydrated Personnel should eat regular meals Watch co-workers for signs of fatigue Wear proper PPE Observe safety requirements for work assignment/area			
8. Attachments (mark if attached)			
<input checked="" type="checkbox"/> Organization List - ICS 203	<input checked="" type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> (Other)	
<input checked="" type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>	
<input checked="" type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>	
9. Prepared by (Planning Section Chief) Joseph Smith (PSC)		10. Approved by (Incident Commander) Janet Doe	

ORGANIZATION ASSIGNMENT LIST				
1. Incident Name Severe Storm			9. Operations Section	
2. Date 07/01/2013		3. Time 0800	Op's Chief	Steve Trenier
			Deputy	Billy Smith
4. Operational Period 07/01/2013 0800 to 07/02/2013 0759			a. Branch I	
Position		Name	Branch Director	Henry Askew
			Deputy	
5. Incident Commander and Command Staff			Division/Group	
Incident Commander	Janet Doe		Division/Group	
Deputy	Chip Sneed		Division/Group	
Safety Officer	Mike Walters		Division/Group	
Information Officer	Judy Jones		Division/Group	
Liaison Officer	Fred Green		Staging Area	
			b. Branch II	
6. Agency Representative		Name	Branch Director	Arron Allen
Agency			Deputy	
Red Cross	Betty Smith		Division/Group	
Salvation Army	Charles Brewer		Division/Group	
			Division/Group	
			Division/Group	
			Division/Group	
			Division/Group	
			Staging Area	
7. Planning/Intelligence Section			c. Branch III	
Plans/Intel Chief	Joseph Smith		Branch Director	
Deputy	Rusty Loewen		Deputy	
Resources Unit			Division/Group	
Situation Unit			Division/Group	
Documentation Unit			Division/Group	
Demobilization Unit			Division/Group	
Technical Specialists			Division/Group	
Human Resources			Division/Group	
Training			d. Air Operations Branch	
GIS			Air Operations Branch Director	
			Air Tactical Supervisor	
			Air Support Supervisor	
			Helicopter Coordinator	
			Air Tanker Coordinator	
8. Logistics Section			10. Finance/Administration Section	
Logistics Chief	Roy Dickson		Finance/Admin. Chief	John Powell
Deputy	Sue White		Deputy	
Supply Unit			Time Unit	
Facilities Unit			Procurement Unit	
Ground Support Unit			Compensation/Claims Unit	
Communications Unit			Cost Unit	
Medical Unit				
Food Unit				

SAMPLE

**Prepared by (Resource Unit Leader)
Becky Stevens**

ASSIGNMENT LIST				1. Branch Operations		2. Division/Group Search	
3. Incident Name Severe Storm				4. Operational Period Date: 07/01/2013 Time: 0800			
5. Operations Personnel							
Operations Chief		Steve Trenier		Division/Group Supervisor			
Branch Director		Arron Allen		Air Attack Supervisor No.			
6. Resources Assigned this Period							
Strike Team/Task Force/Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off PT./Time	Pick Up PT./Time		
Search Team 1	Jimbo Newbill	6	no	0830	1700		
7. Control Operations							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	700 MHz		Main	Logistics	700 MHz		Support
Tactical Div./Group	700 MHz		Tac 3	Air to Ground			
Prepared by (RESL) Jimbo Newbill ICS 204		Approved by (PSC) Joseph Smith			Date 07/01/2013		Time 0800

INCIDENT RADIO COMMUNICATIONS PLAN		Incident Name Severe Storm	Date/Time Prepared 07/01/2013	Operations Period 07/01/2013 0800 to 07/02/2013 0759
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Ch #	Function	Channel Name/Trunked Radio System/Backup	Assignment	Rx Freq	N or W	Rx Tone/NAAC	Tx Freq	N or W	Tx Tone/NAAC	Mode A, D or M	Remarks
1	Command	main	Unified Com	700 MHz							
2	Operations	Tac 1	Response	700 MHz							
3	Logistics	Support	Support	700 MHz							
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
16											

SAMPLE

Prepared by (Communications Unit) Eric Creel Inside of Location County Baldwin State AL Latitude N Longitude W

The convention calls for the frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ICS 205

3/2007

MEDICAL PLAN	1. INCIDENT NAME Severe Storm	2. DATE PREPARED 07/01/2013	3. TIME PREPARED 0800	4. OPERATIONAL PERIOD 7/1 0800 to 7/2 0759
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5. INCIDENT MEDICAL AID STATION

MEDICAL AID STATIONS	LOCATION	PARA MEDICS? YES
Rehab 1	1000 Main St	<input checked="" type="checkbox"/>
Rehab 2	24012 D'Oliver	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

6. TRANSPORTATION

A. AMBULANCE SERVICES

NAME	ADDRESS	PHONE	PARA MEDICS? YES
AMR	2030 EMS Lane	251-555-2300	<input checked="" type="checkbox"/>
Mobile County EMS	4750 Response Road	251-555-7772	<input checked="" type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

B. INCIDENT AMBULANCES

NAME	LOCATION	PARA MEDICS? YES
County Unit 104	First and Third	<input checked="" type="checkbox"/>
County Unit 132	Main Street	<input checked="" type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

7. HOSPITALS

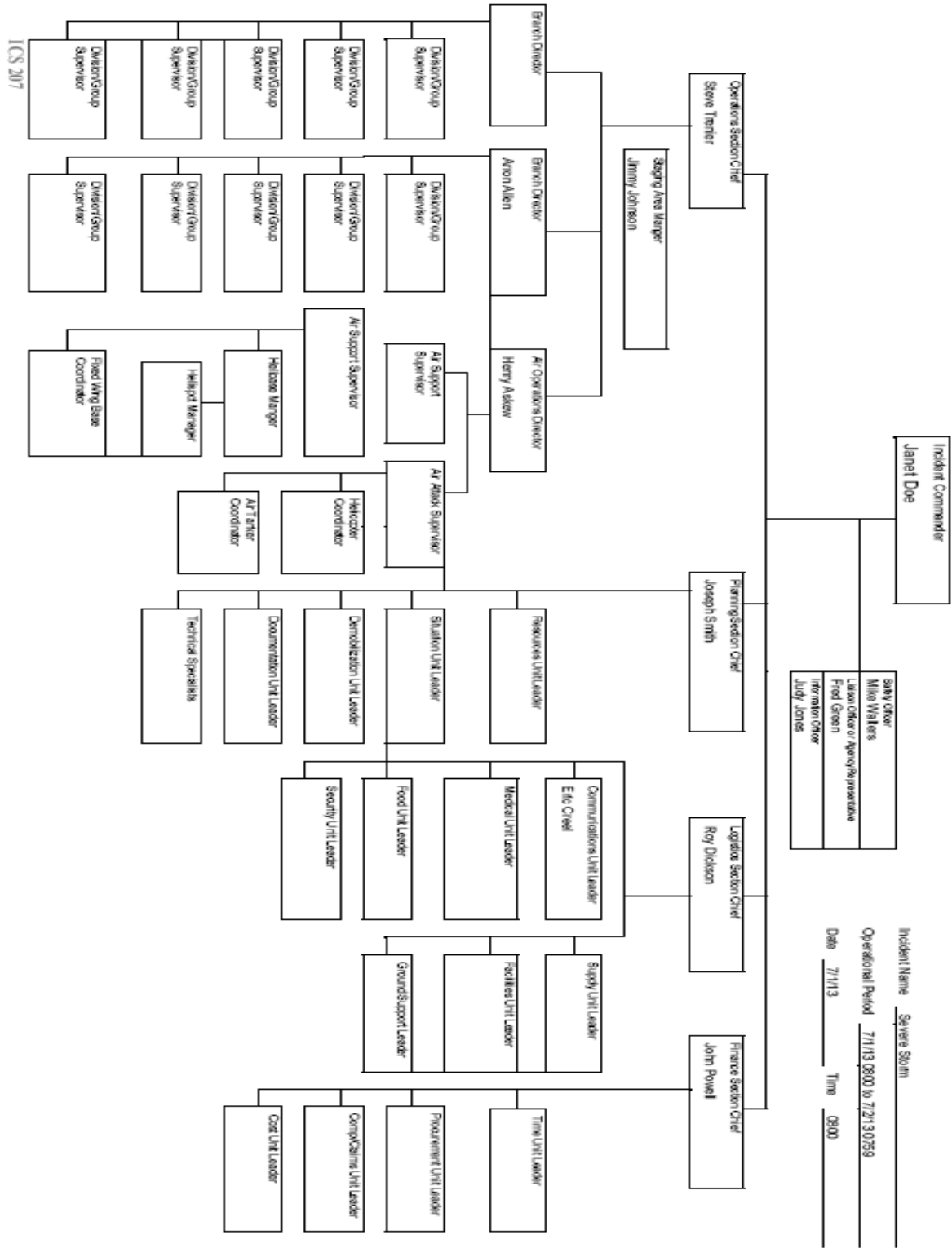
NAME	ADDRESS	PHONE	TRAVEL TIME	TRAUMA CENTER?	HELIPAD?	BURN CENTER?
				YES	YES	YES
Thomas Hospital	27533 Hyw 98	251-555-6785	15 min	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
North Jackson	300 Grand Bay way	251-555-4094	30 Min	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
USA Medical	23 Stanton St Mobile	251-555-4554	30 Min	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. MEDICAL EMERGENCY PROCEDURES

In event of a medical emergency contact EMS through Fire Main.

9. PREPARED BY (MEDICAL UNIT LEADER) James Jordan	10. REVIEWED BY (SAFETY OFFICER) Don English
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Semmes EOC Positions



APPENDIX D

ECC POSITION CHECKLIST

ECC DIRECTOR

PRIMARY: Chief Executive Officer

ALTERNATE: Mayoral Designee

WORK STATION: Emergency Coordination Center

General Duties:

- Serves as the director in charge of emergency services for the City Operational Area. Serves as overall emergency response and recovery coordinator for the Operational Area.
- Makes executive decisions.
- Makes rules, regulations, and orders.
- Manages controls and directs the City emergency organization.
- Develops strategy and oversees the development of an Action Plan.

Responsibilities:

- Establish the appropriate Staffing level for the City of Semmes ECC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
- Exercise overall management responsibility for the coordination between Emergency Response Agencies within the City and in conjunction with the Operational Area. In conjunction with the General Staff, set priorities for response efforts. Ensure that all City agency actions are accomplished within the priorities established.
- Ensure that Inter-Agency Coordination is accomplished effectively within the City.

Activation Phase:

- Determine appropriate level of activation based on situation as known.
- Mobilize appropriate personnel for the initial activation of the City ECC.
- Respond immediately to ECC site and determine operational status.
- Obtain briefing from whatever sources are available.
- Ensure that the ECC is properly set up and ready for operations.
- Ensure that an ECC check-in procedure is established immediately.
- Ensure that an ECC organization and staffing chart is posted and completed.
- Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
 - Operations Section Chief
 - Logistics Section Chief
 - Planning/Intelligence Section Chief
 - Finance/Administration Section Chief

- Determine which Management Section positions are required and ensure they are filled as soon as possible.
 - Liaison Officer
 - Public Information Officer
 - Safety Officer
 - Security Officer
- Ensure that telephone and/or radio communications with Operational Area are established and functioning.
- Schedule the initial Action Planning meeting.
- Confer with the General Staff to determine what representation is needed from other emergency response agencies.
- Assign a liaison officer to coordinate outside agency response to the City.

Operational Phase:

- Monitor general staff activities to ensure that all appropriate actions are being taken.
- In conjunction with the Public Information Unit, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- Based on current status reports, establish initial strategic objectives for the City ECC.
- In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
- Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed. Ensure the Planning/Intelligence Section facilitates the meeting appropriately.
- Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
- Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- Conduct periodic briefings for elected officials or their representatives.
- Formally issue Emergency Proclamation for the City, and coordinate local government proclamations with other emergency response agencies, as appropriate.
- Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- Authorize demobilization of sections, branches and units when they are no longer required.
- Notify the Operational Area ECC, and other appropriate organizations of the planned demobilization, as appropriate.
- Ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all required forms or reports are completed prior to demobilization.
- Be prepared to provide input to the After Action Report (AAR).
- Deactivate the City ECC at the designated time, as appropriate.

- Proclaim termination of the emergency response and proceed with recovery operations.

LEGAL ADVISOR

PRIMARY: City Attorney

ALTERNATE: As Assigned

SUPERVISOR: ECC Director

WORK STATION: Emergency Coordination Center

General Duties:

- Supports and advises the ECC Director on administrative matters (not operational) and legal requirements of the City of Semmes during an emergency.
- Maintains legal information, records and reports relative to the emergency.
- Maintains continuity of government.
- Preserves essential records.

Responsibilities:

- Supports and advises the ECC Director regarding administrative and legal requirements and issues of the City regarding the emergency and protection of life and property.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Read the entire checklist.
- Obtain a briefing on the extent of the emergency from the ECC Director.
- Establish areas of legal responsibility and/or potential liabilities.
- Appoint and brief staff, as required.
- Prepare City proclamations, emergency ordinances and other legal documents as required in support of the ECC Director.
- Advise the ECC Director and the General Staff regarding the legality and/or legal implications of contemplated emergency actions.
- Develop the rules, regulations and laws required for acquisition and/or control of critical resources.
- Develop the necessary ordinances and regulations to provide the legal basis for evacuation of citizens.
- Implement civil and criminal proceedings as necessary and appropriate to enforce emergency actions.
- Prepare documents relative to the demolition of hazardous structures or conditions.
- Document information on appropriate forms and keep accurate records to support the history of the emergency.

Demobilization:

- Follow the generic Demobilization checklist.

PUBLIC INFORMATION COORDINATOR

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: ECC Director

WORK STATION: Media Center or Emergency Coordination Center

General Duties:

- Prepares updates and disseminates City of Semmes Situation Reports.
- Prepares and disseminates emergency public information on a regular basis through media outlets, EAS, or other systems.
- Notifies the public about a threatened event or actual emergency through the use of media, EAS, or other available systems.
- Contacts media representatives and holds press conferences on a regular basis.
- Provides rumor control.
- Provides information to the ECC Director and members of the general staff.

Responsibilities:

- Serve as the coordination point for all media releases for the City of Semmes. Represent the City of Semmes ECC.
- Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.
- Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Area as required.
- Develop the format for press conferences, in conjunction with the ECC Director.
- Maintain a positive relationship with the media representatives.
- Supervise the Public Information Branch.

Activation Phase:

- Follow the generic Activation Phase Checklists.
- Determine staffing requirements and make required personnel assignments for the Public Information Branch as necessary.

Operational Phase:

- Obtain policy guidance from the ECC Director with regard to media releases.
- Keep the ECC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- Coordinate with the Situation Status Unit and identify methods for obtaining and verifying significant information as it is developed.

- Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.

- Implement and maintain an overall information release program.
- Establish a Media Information Center at a safe location, as required, providing necessary space, materials, telephones, and electrical power.
- Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.
- Interact with other jurisdictional ECC's as well as the Operational Area PIO and obtain information relative to public information operations.
- Develop content for Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.
- In coordination with other ECC sections and as approved by the ECC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- At the request of the ECC Director, prepare media briefings for members of the City Council and provide other assistance as necessary to facilitate their participation in media briefings and press conferences.
- Ensure that a rumor control function is established to correct false or erroneous information.
- Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the disaster areas.
- Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- Attempt to provide announcements, emergency information and materials for special populations (non-English speaking, hearing impaired etc.).
- Monitor broadcast media, using information to develop follow-up news releases and rumor control.
- Ensure that file copies are maintained of all information released.
- Provide copies of all media releases to the ECC Director.
- Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

RUMOR CONTROL UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Public Information Coordinator

WORK STATION: Media Center or Emergency Coordination Center

Responsibilities:

- Provide staffing for rumor control telephone bank.
- Establish a "Disaster Hotline" with an up-to-date recorded message.
- Supervise the Rumor Control Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Obtain "confirmed" disaster information.
- Operate a telephone bank for receiving incoming inquiries from the general public.
- Correct rumors by providing factual information based on confirmed data.
- Establish a "Disaster Hotline" recorded message and provide updated message information periodically.
- Refer inquiries from members of the media to the lead Public Information Officer or designated staff.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

LIAISON OFFICER

PRIMARY: As Assigned

SECONDARY: As Assigned

SUPERVISOR: ECC Director

WORK PLACE: Emergency Coordination Center

Responsibilities:

- Oversee all liaison activities, including coordinating outside agency representatives assigned to the City of Semmes ECC and handling requests from other ECCs for City agency representatives.
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
- Ensure that position specific guidelines, policy directives, situation reports, and a copy of the ECC Action Plan are provided to Agency Representatives upon check-in.
- Provide orientations for visitors to the ECC.
- Ensure that demobilization is accomplished when directed by the ECC Director.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase:

- Contact Agency Representatives already on-site, ensuring that they:
 - Have signed into the ECC,
 - Understand their assigned functions,
 - Know their work locations,
 - Understand City of Semmes ECC organization and floor plan.
- Determine if additional representation is required from:
 - Other agencies,
 - Volunteer organizations,
 - Private organizations,
 - Utilities not already represented.
- In conjunction with the ECC Director establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the ECC.
- Assist the ECC Director in conducting regular briefings for the Interagency Coordination Group and with distribution of the current ECC Action Plan and Situation Report.
- Request Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.
- With the approval of the ECC Director, provide agency representatives from the City ECC to other ECCs as required and requested.

- Maintain a roster of agency representatives located at the City ECC. Roster should include assignment within the ECC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist
- Release agency representatives who are no longer required in the City ECC when authorized by the ECC Director.

AGENCY REPRESENTATIVES

PRIMARY: Representative from Support Agency

SECONDARY:

SUPERVISOR: Liaison Officer or Assigned Branch

WORKPLACE: Emergency Coordination Center/Field

Responsibilities:

- Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the City of Semmes.
- Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the County EOC.

Activation Phase:

- Follow generic Activation Phase Checklist.
- Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the City ECC.
- Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
- Unpack any materials you may have brought with you and set up your assigned station, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.
- Obtain an ECC organization chart, floor plan, and telephone list from the Liaison Officer.
- Contact the City ECC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the ECC.

Operational Phase:

- Facilitate requests for support or information that your agency can provide.
- Keep current on the general status of resources and activity associated with your agency.
- Provide appropriate situation information to the Planning/Intelligence Section.
- Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the City of Semmes ECC Director as required.
- On a regular basis, inform your agency of the City ECC priorities and actions that may be of interest.
- Maintain logs and files associated with your position.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.
- When the ECC Director approves demobilization, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
- Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
- Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.

SAFETY OFFICER

PRIMARY: City Safety Officer

ALTERNATE: As Assigned

SUPERVISOR: ECC Director

WORK STATION: Emergency Coordination Center

Responsibilities:

- Ensure that all buildings and other facilities used in support of the City ECC are in a safe operating condition.
- Monitor operational procedures and activities in the ECC to ensure they are being conducted in a safe manner considering the existing situation and conditions.
- Stop or modify all unsafe operations outside the scope of the ECC Action Plan, notifying the ECC Director of actions taken.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Tour the entire ECC facility and evaluate conditions; advise the ECC Director of any conditions and actions which might result in liability, (unsafe layout or equipment set-up, etc.) Study the ECC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- Be familiar with particularly hazardous conditions in the facility; take action when/where necessary. Prepare and present safety briefings for the ECC Director and General Staff at appropriate meetings.
- Ensure that the ECC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc. Keep the ECC Director advised of unsafe conditions; take action when necessary.
- Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

SECURITY OFFICER

PRIMARY: MCSO: Semmes Detail

ALTERNATE: As Assigned

SUPERVISOR: Safety Officer

WORK STATION: Emergency Coordination Center

Responsibilities:

- Provide 24-hour security for the City of Semmes ECC.
- Control personnel access to the City ECC in accordance with policies established by the ECC Director.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Determine the current ECC security requirements and arrange for staffing as needed.
- Determine needs for special access to ECC facilities.
- Provide executive and V.I.P. security as appropriate and required.
- Provide recommendations as appropriate to ECC Director.
- Prepare and present security briefings for the ECC Director and General Staff at appropriate meetings.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

OPERATIONS SECTION CHIEF

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: ECC Director

WORK STATION: Emergency Coordination Center/Field

Responsibilities:

- Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the City ECC.
- Ensure that operational objectives and assignments identified in the ECC Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports.
- Conduct periodic Operations briefings for the ECC Director as required or requested.
- Overall supervision of the Operations Section.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Meet with Planning/Intelligence Section Chief; obtain a preliminary situation briefing.
- Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
 - Fire & Rescue Branch Coordinator
 - Law Enforcement Branch Coordinator
 - Health and Welfare Branch Coordinator
 - Public Works Branch Coordinator
 - Staging Area Manager
- Determine need for Mutual Aid.
- Request additional personnel for the section as necessary for 24-hour operation.
- Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that adequate equipment and frequencies are available for the section.
- Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- Confer with the ECC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.

- Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- Establish radio or cell-phone communications with Incident Commander(s) operating in the City, and coordinate accordingly.
- Determine activation status of other ECCs in the Operational Area and establish communication links with their Operations Sections if necessary.
- Based on the situation known or forecasted, determine likely future needs of the Operations Section.
- Identify key issues currently affecting the Operations Section; meet with Section personnel and determine appropriate section objectives for the first operational period.
- Review responsibilities of branches in section; develop an Operations Plan detailing strategies for carrying out Operations objectives.
- Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- Ensure that all section personnel are maintaining their individual position logs.
- Ensure that situation and resource information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports.
- Ensure that all media contacts are referred to the Public Information Branch.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forthcoming operational periods.
- Attend and participate in ECC Director's Action Planning meetings.
- Provide the Planning/Intelligence Section Chief with the Operations Section objectives prior to each Action Planning meeting.
- Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- Ensure that the branches coordinate all resource needs through the Logistics Section.
- Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- Brief the ECC Director on all major incidents.
- Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.
- Brief Branch Coordinators periodically on any updated information you may have received.
- Share status information with other sections as appropriate.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

FIRE & RESCUE BRANCH COORDINATOR

PRIMARY: Semmes Deputy Fire Chief

ALTERNATE: As Assigned

SUPERVISOR: Operations Section Chief

WORK STATION: Emergency Coordination Center/Field

General Duties:

- Coordinate prevention, control and suppression of fires.
- Coordinate Urban Search and Rescue operations.
- Coordinate field emergency medical services.
- Coordinate the control of released hazardous materials.
- Coordinate and support geographical Incident Commands.
- Coordinate the establishment of Operational Area mutual aid zone Unified Area Commands, with Law Enforcement, Fire/Rescue Service, Emergency Medical Service, and local government support agencies, as required.

Responsibilities:

- Coordinate fire, disaster medical, hazardous materials, and search and rescue operations in the City.
- Assist the City of Semmes ECC in acquiring mutual aid resources, as necessary.
- Coordinate the mobilization and transportation of all resources through the Logistics Section.
- Complete and maintain branch status reports for major incidents requiring or potentially requiring Operational Area, state and federal response, and maintain status of unassigned fire & rescue resources in the City.
- Implement the objectives of the ECC Action Plan assigned to the Fire & Rescue Branch.
- Overall supervision of the Fire & Rescue Branch.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
 - Fire Operations Unit Leader
 - Search & Rescue Unit Leader
 - Disaster Medical Unit Leader
 - Hazardous Materials Unit Leader
- Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
- Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- Ensure that Branch and Unit position logs and other files are maintained.
- Maintain current status on Fire & Rescue missions being conducted in the City.

- Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period. On a regular basis, complete and maintain the Fire & Rescue Branch Status Reports.
- Refer all contacts with the media to the Public Information Unit.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

FIRE OPERATIONS UNIT LEADER

PRIMARY: Semmes Fire Department

ALTERNATE: As Assigned

SUPERVISOR: Fire – Rescue Branch Coordinator

WORK STATION: Field/Emergency Coordination Center

Responsibilities:

- Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area and the ECC, as appropriate.
- Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
- Monitor and track fire resources utilized during the event.
- Provide general support to field personnel as required.
- Supervise the Fire Operations Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Establish and maintain radio or cell-phone communication with the Emergency Coordination Center, or Fire & Rescue Branch at the Field Level.
- Obtain regular status reports on the fire situation from the Emergency Coordination Center or Fire & Rescue Branch at the Field Level.
- Assess the impact of the disaster/event on the Fire Department's operational capability.
- Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.
- Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- Evaluate and process all requests for fire Mutual Aid resources through the ECC.
- If not addressed at the Incident Command Post, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
- In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
- Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

- Follow generic Demobilization Phase Checklist.

DISASTER MEDICAL UNIT LEADER

PRIMARY: Mobile County EMS

ALTERNATE: As Assigned

SUPERVISOR: Fire-Rescue Branch Coordinator

WORK STATION: Emergency Coordination Center/Field

Responsibilities:

- Ensure that all available disaster medical resources are identified and mobilized as required.
- Provide assistance to Incident Command Post(s) in establishing triage teams.
- Determine the status of medical facilities within the affected area.
- Coordinate the transportation of injured victims to appropriate medical facilities as required.
- Supervise the disaster Medical Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position logs and other necessary files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of disaster medical assistance required.
- Determine the status and availability of medical mutual aid resources in the operational area, specifically paramedics and ambulances.
- Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- Determine status and availability of specialized treatment such as burn centers.
- Assist the Search and Rescue Unit Leader in providing triage for extricated victims.
- Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.
- Establish and maintain communication with the Operational Area and determine status and availability of medical resources.
- Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

SEARCH & RESCUE UNIT LEADER

PRIMARY: Semmes Fire Department

ALTERNATE: As Assigned

SUPERVISOR: Fire and Rescue Branch Coordinator

WORK STATION: Emergency Coordination Center/Field

Responsibilities:

- Determine the scope of the search and rescue mission.
- Assist in mobilizing Search and Rescue Teams at the request of the City Emergency Coordination Center or Field Incident Commanders.
- Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.
- Ensure that deployed teams are provided with adequate support.
- Supervise the Search & Rescue Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position log and other appropriate files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
- Mobilize and deploy available search and rescue teams to locations within the City in a manner consistent with established policies and priorities.
- Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the area, specifically larger jurisdictions who have organized USAR teams.
- Coordinate with Public Works to provide on-site assistance with rescue operations at the request of team leaders.
- Coordinate with the Disaster Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.
- Coordinate with the Public Health to provide on-site assistance in managing fatalities at search locations.
- Ensure that each team leader develops a safety plan for each assigned mission.
- Monitor and track the progress and status of each search and rescue team.
- Ensure that team leaders report all significant events.

- Assist in establishing base camp facilities for Search and Rescue Teams through the Logistics Section.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

HAZARDOUS MATERIALS UNIT LEADER

PRIMARY: Semmes Fire Department

ALTERNATE: As Assigned

SUPERVISOR: Fire – Rescue Branch Coordinator

WORK STATION: Emergency Coordination Center

Responsibilities:

- Determine the scope of hazardous materials incidents throughout the City.
- Assist in mobilizing hazardous materials teams at the request of the Emergency Coordination Center or Field Incident Commanders.
- Request assistance from and / or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
- Ensure that deployed teams are provided with adequate support.
- Supervise the HAZMAT Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Work closely with all Operations Section Branch Coordinators to determine the scope of HAZMAT incident response required.
- Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HAZMAT teams based on established priorities.
- If requested, mobilize and deploy available HAZMAT teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with established priorities.
- Establish radio or cell-phone communication with all deployed HAZMAT teams to determine the scope of support required.
- Work closely with the Logistics Section to determine the status and availability of HAZMAT Response Teams in the area.
- Coordinate with Public Works to provide on-site assistance with HAZMAT operations at the request of team leaders.
- Coordinate with the Disaster Medical Unit to determine medical facilities where victims of HAZMAT incidents can be transported following decontamination.
- Monitor and track the progress and status of each HAZMAT team.
- Ensure that HAZMAT Team Leaders report all significant events.
- Assist in establishing base camp facilities for HAZMAT teams through the Logistics Section.
- Inform the Fire & Rescue Branch Coordinator of all significant events.
- Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

LAW ENFORCEMENT BRANCH COORDINATOR

PRIMARY: MCSO: Semmes Detail

ALTERNATE: As Assigned

SUPERVISOR: Operations Section Chief

WORK STATION: Emergency Coordination Center/Field

Responsibilities:

- Coordinate movement and evacuation operations during a disaster.
- Alert and notify the public of the impending or existing emergency within the City.
- Coordinate law enforcement and traffic control operations during the disaster.
- Coordinate site security at incidents.
- Coordinate Law Enforcement Mutual Aid requests.
- Supervise the Law Enforcement branch.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary Units within the Law Enforcement Branch.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial ECC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- Ensure that Branch and Unit position logs and other appropriate files are maintained.
- Maintain current status on Law Enforcement missions being conducted in the City.
- Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- On a regular basis, complete and maintain the Law Enforcement Branch Status Report.
- Refer all contacts with the media to the Public Information Unit.
- Determine need for Law Enforcement Mutual Aid.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Law Enforcement Branch for the subsequent Operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning Meeting.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

LAW ENFORCEMENT OPERATIONS UNIT LEADER

PRIMARY: MCSO Semmes Detail

ALTERNATE: As Assigned

SUPERVISOR: Law Enforcement Branch Coordinator

WORK STATION: Emergency Coordination Center

Responsibilities:

- Coordinate City of Semmes requests for Law Enforcement Mutual Aid Resources.
- Establish and maintain communication with Law Enforcement Branch Directors in the field.
- Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
- Monitor and track law enforcement resources utilized during the event.
- Provide general support to field personnel as required.
- Supervise the law enforcement operations unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other appropriate files.
- Establish and maintain radio or cell-phone communication with the Emergency Coordination Center, or Law Enforcement Branch Directors at the field level.
- Obtain regular status reports on the law enforcement situation from the Department or Law Enforcement Branch at the field level.
- Assess the impact of the disaster/event on the Police Department's operational capability.
- Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.
- Ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- Ensure that incident facilities are established (staging areas, etc.) to coordinate incoming law enforcement mutual aid resources, as required.
- In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.
- Coordinate major evacuation activity with the Fire Operations Branch, as required.
- Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- Assist in establishing base camp facilities for law enforcement personnel, through the Logistics Section.
- Reinforce the use of proper procedures for media contacts.

- Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
- Evaluate and process all requests for law enforcement resources.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

PUBLIC WORKS BRANCH COORDINATOR

PRIMARY: Public Works Superintendent

ALTERNATE: As Assigned

SUPERVISOR: ECC Director

WORK STATION: Emergency Coordination Center

General Duties:

- Briefs and updates the Operations Section Chief or the ECC Director as required.
- Coordinates all activities with the Operations section Chief.
- Briefs Department personnel.

Responsibilities:

- Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
- Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
- Survey all other infrastructure systems, such as streets and roads within the City.
- Assist other sections, branches, and units as needed.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Based on the situation; activate the necessary units within the Branch:
 - Utilities Unit
 - Damage/Safety Assessment Unit
 - Debris Removal Unit
- Assist the City ECC with the coordination of mutual aid resources as necessary.
- Provide an initial situation report to the Operations Section Chief.
- Based on the initial ECC strategic objectives, prepare objectives for the Public Works Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- Ensure that branch and unit position logs and other necessary files are maintained.
- Maintain current status on all Public Works activities being conducted in the City.
- Ensure that damage and safety assessments are being carried out for both public and private facilities.
- Request mutual aid as required.
- Determine and document the status of transportation routes into and within affected areas.
- Coordinate debris removal services as required.
- Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Public Works Branch activities periodically during the operational period or as requested.

- Ensure that all Utilities and Public Works Status Reports, as well as the Initial Damage Estimations are completed and maintained.
- Refer all contacts with the media to the Public Information Branch.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- Prepare objectives for the Public Works Branch for the subsequent operations period and provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

UTILITIES UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Public Works Branch Coordinator

WORK PLACE: Emergency Coordination Center

Responsibilities:

- Assess the status of utilities; provide Utility Status Reports as required.
- Coordinate restoration of damaged utilities with utility representatives in the City ECC if present, or directly with Utility companies.
- Supervise the Utilities Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files. Establish and maintain communications with the utility providers for the City.
- Determine the extent of damage to utility systems in the City. Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the City ECC. Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- Keep Public Health informed of any damage to sewer and sanitation systems, as well as possible water contamination problems. Keep the Public Works Branch Coordinator informed of the restoration status.
- Complete and maintain the Utilities Status Report.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

DAMAGE/SAFETY ASSESSMENT UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Public Works Branch Coordinator

WORK PLACE: Field

Responsibilities:

- Collect initial damage/safety assessment information from other branches/units within the Operations Section.
- Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
- Maintain detailed records regarding damaged areas and structures.
- Initiate requests for Engineers from the Operational Area, to inspect structures and/or facilities.
- Supervise the Damage/Safety Assessment Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.
- Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.
- Clearly label each structure and/or facility inspected in accordance with standards and guidelines.
- Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.
- Initiate all requests for engineers and building inspectors through the Operational Area IC.
- Keep the Public Works Branch Coordinator informed of the inspection and engineering assessment status.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

HEAVY EQUIPMENT UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Public Works Branch Coordinator

WORK STATION: Emergency Coordination Center/Field

Responsibilities:

- Assist other Operation Section Branches by providing construction equipment and operators as necessary.
- Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
- Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
- Provide flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or streambed debris clearance.
- Supervise the Heavy Equipment Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files. Ensure that appropriate staffs are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.
- Ensure that engineering staff is available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities. As requested, direct staff to provide flood fighting assistance, clear debris from roadways and waterways, assists with utility restoration, and build temporary emergency structures as required.
- Work closely with the Logistics Section to provide support and material as required.
- Keep the Public Works Branch Coordinator informed of unit status.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

SHELTER BRANCH COORDINATOR

PRIMARY: American Red Cross

ALTERNATE: As Assigned

SUPERVISOR: Operations Section Chief

WORK STATION: Emergency Operations Center

Responsibilities:

- Safeguard the public health of citizens in the City of Semmes by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
- In coordination with volunteer and private agencies, provide clothing, shelter, and other mass care services as required, to disaster victims within the City of Semmes.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain the Care and Shelter position logs and other necessary files.
- Ensure that all potable water supplies remain safe, and free from contaminants.
- Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- Ensure that a vector control plan is established and implemented for the affected area(s).
- Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Health and Welfare periodically during the operations period or as requested. Complete and maintain the Care & Shelter Status Reports.
- Ensure coordination of all mass care activities occurs with the American Red Cross and other volunteer agencies as required.
- Prepare objectives for Health and Welfare for the subsequent operations period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

PUBLIC HEALTH UNIT LEADER

PRIMARY: Mobile County Public Health Department

ALTERNATE: As Assigned

SUPERVISOR: Operations Section Chief

WORK STATION: Emergency Operations Center

Responsibilities:

- Assess the status and availability of potable water within the City
- Assess the status of the sanitation system within the City.
- Inspect and assess emergency supplies such as foodstuffs and other consumables for purity and utility. Assess the need for a vector control plan for the affected disaster area(s) within the City.
- Supervise the Public Health Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems. If systems are damaged, assess drinking water quality and potential health risks from ruptured sewer / sanitation systems. Develop a distribution system for drinking water throughout the City as required. Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and infected waste. Inspect emergency supplies to be used in the ECC or by field emergency responders, such as foodstuffs, drugs, and other consumables for purity and utility.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

STAGING AREA MANAGER

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Operations Section Chief
WORK STATION: As Assigned

General Duties:

- Establish staging areas as required.
- Assign Staging Area managers as required.

Responsibilities:

- Manage all activities within the Staging Area.

Activation Phase:

- Follow generic Activation Phase checklist.

Operational Phase:

- Obtain briefing from the Operations Chief and proceed to assigned staging area.
- Determine any support needs for equipment, feeding, fueling, sanitation and security. Coordinate requirements with the Logistics section.
- Establish a check-in function as appropriate. Post areas for identification and traffic control. Request maintenance service for equipment at the staging area as appropriate.
- Respond to requests for resource assignments. Obtain and issue receipts for radio equipment and other supplies distributed and received at the staging area.
- Report resource status changes as they occur. Maintain the staging area in an orderly condition.
- Document information and keep accurate records to support the history of the emergency.

Demobilization:

- Demobilize the staging area in accordance with the operational plan.
- Follow the generic Demobilization Checklist

PLANNING/INTELLIGENCE SECTION CHIEF

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: ECC Director

WORK STATION: Emergency Coordination Center

General Duties:

- Manages the Planning/Intelligence Section.
- Predicts and manages information about the emergency.
- Briefs and updates the staff on the impact of the emergency to the City including Damage Assessment.

Responsibilities:

- Ensure that the following responsibilities of the Planning/Intelligence Section are addressed as required:
 - Collecting, analyzing, and displaying situation information,
 - Preparing periodic Situation Reports,
 - Preparing and distributing the ECC Action Plan and facilitating the Action Planning meeting,
 - Conducting Advance Planning activities and report,
 - Providing technical support services to the various ECC sections and branches,
 - Documenting and maintaining files on all ECC activities.
- Establish the appropriate level of organization for the Planning/Intelligence Section.
- Exercise overall responsibility for the coordination of branch/unit activities within the section.
- Keeps the ECC Director informed of significant issues affecting the Planning/Intelligence Section.
- In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the ECC Action Plan.
- Supervise the Planning/Intelligence Section.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- Based on the situation, activate branches within section as needed and designate Branch or Unit Leaders for each element:
 - Situation Analysis Unit Leader
 - Advance Planning Unit Leader
 - Documentation Unit Leader
 - Technical Services Unit Leader

- Request additional personnel for the section as necessary to maintain a 24-hour operation.
- Establish contact with the operational area when activated, and coordinate Situation Status Reports.
- Meet with Operations Section Chief; obtain and review any major incident reports.
- Review responsibilities of branches in section; develop plans for carrying out all responsibilities.
- Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- Keep the ECC Director informed of significant events.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- Ensure that Planning/Intelligence position logs and other necessary files are maintained.
- Ensure that The Situation Analysis Unit is maintaining current information for the situation status report.
- Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence.
- Ensure that a situation status report is produced and distributed to ECC Sections prior to the beginning of the operational period.
- Ensure that all status boards and other displays are kept current and that posted information is neat and legible.
- Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.
- Conduct periodic briefings with section staff and work to reach consensus among staff regarding section objectives for forthcoming operational periods.
- Facilitate the ECC Director's Action Planning meetings approximately two hours before the end of each operational period.
- Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.
- Ensure that the ECC Action Plan is completed and distributed prior to the start of the next operational period.
- Work closely with each branch/unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current ECC Action Plan are being addressed.
- Ensure that the advance planning unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the City ECC.
- Ensure that the Documentation Unit maintains files on all ECC activities and provides reproduction and archiving services for the ECC, as required.
- Provide technical services and other technical specialists to all ECC sections as required.
- Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

SITUATION ANALYSIS UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Planning Section Chief

WORK STATION: Emergency Coordination Center

General Duties:

- Collect and process all information and intelligence.
- Evaluate and disseminate information in the Planning Section.
- Prepare predictions at periodic intervals, or upon request, make recommendations to the Planning section Chief.
- Supervise the display of the situation map and status boards.

Responsibilities:

- Oversee the collection, organization, and analysis of disaster situation information.
- Ensure that information collected from all sources is validated prior to posting on status boards.
- Ensure that situation status reports are developed for dissemination to ECC staff.
- Ensure that an ECC Action Plan is developed for each operational period, based on objectives developed by each ECC Section.
- Ensure that all maps, status boards and other displays contain current and accurate information.
- Supervise Situation Analysis Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure there is adequate staff available to collect and analyze incoming information, maintain the Situation Status Report, and facilitate the Action Planning process.
- Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase:

- Ensure position logs and other necessary files are maintained.
- Oversee the collection and analysis of all event/or disaster related information.
- Oversee the preparation and distribution of the Situation Status Report and coordinate with the Documentation Unit for manual distribution and reproduction as required.
- Ensure that each ECC Section provides the Situation Analysis Unit with Branch Status Reports on a regular basis.
- Meet with the Public Information Branch Coordinator to determine the best method for ensuring access to current information.
- Prepare a situation summary for the ECC Action Planning meeting. Information includes:
 - Location and nature of the emergency
 - Special hazards

- Number of injured persons
 - Number of deceased persons and location of the remains
 - Structural property damage (estimate dollar value)
 - Personal property damage (estimate dollar value)
 - City resources committed to the emergency
 - City resources available
 - Assistance provided by outside agencies and resources committed
- Ensure each section provides its objectives at least 30 minutes prior to each Action Planning meeting.
 - Convene and facilitate the Action Planning meeting following the meeting process guidelines.
 - In preparation for the Action Planning meeting, ensure that all ECC objectives are posted on chart paper, and that the meeting room is set up with appropriate equipment and materials (easels, markers, sit stat reports, etc.)
 - Following the meeting, ensure that the Documentation Unit publishes and distributes the Action Plan prior to the beginning of the next operational period.
 - Ensure that adequate staff is assigned to maintain all maps, status boards and other displays.
 - Date and time of event
 - Location and type of emergency
 - Summary of the current situation
 - Qualitative analysis (overview)
 - Proclamations and declarations issued
 - Persons dead and injured (all affected areas)
 - Damage totals
 - Homes damaged or destroyed
 - Hospitals and essential facilities damaged or destroyed
 - Status of all utilities
 - Status of roads, airport and other transportation systems
 - Dollar damage totals.
 - Prepare Situation reports (SITREP).
 - Provide reports to and receive information from the Operational Area.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

DOCUMENTATION UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Planning Section Chief

WORK STATION: Emergency Coordination Center

General Duties:

- Maintains and files copies of all ECC messages.
- Files, maintains, and stores all documents relative to events and operations within the ECC.
- Provides guidance and assistance to work station personnel regarding documentation of information.
- Provides duplication service as required.

Responsibilities:

- Collect, organize and file all completed event or disaster related forms, to include: all ECC position logs, situation status reports, ECC Action Plans and any other related information, just prior to the end of each operational period.
- Provide document reproduction services to ECC staff.
- Distribute the City of Semmes situation status reports, ECC Action Plan, and other documents, as required.
- Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event or disaster.
- Assist the ECC Director in the preparation and distribution of the After-action Report.
- Supervise the Documentation Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Maintain a position log.
- Meet with the Planning/Intelligence Section Chief to determine what ECC materials should be maintained as official records.
- Meet with the Recovery Unit Leader to determine what ECC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- Initiate and maintain a roster of all activated ECC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to ECC Sections.
- Keep extra copies of reports and plans available for special distribution as required.
- Set up and maintain document reproduction services for the ECC.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

ADVANCE PLANNING UNIT LEADER

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: Planning Section Chief
WORK STATION: Emergency Coordination Center

Responsibilities:

- Develop of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
- Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic ECC objectives.
- Provide periodic briefings for the ECC Director and General Staff addressing Advance Planning issues.
- Supervise the Advance Planning Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Maintain a position log. Monitor the current situation report to include recent updates.
- Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster. Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect ECC operations within a 36 to 72 hour time frame. Submit the Advance Plan to the Planning Intelligence Chief for review and approval prior to conducting briefings for the General Staff and ECC Director.
- Review Action Planning objectives submitted by each section for the forthcoming operational period. In conjunction with the general staff, recommend a transition strategy to the ECC Director when ECC activity shifts predominately to recovery operations.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

TECHNICAL SERVICES UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Planning Section Chief

WORK STATION: Emergency Coordination Center

Responsibilities:

- Provide technical observations and recommendations to the City ECC in specialized areas, as required.
- Ensure that qualified specialists are available in the areas required by the particular event or disaster.
- Supervise the Technical Services Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Maintain a position log and other necessary files.
- Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
- Assign technical staff to assist other ECC Sections in coordinating specialized areas of response or recovery.
- Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

DEMOBILIZATION UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Planning Section Chief

WORK STATION: Emergency Coordination Center

Responsibilities:

- Develop a Demobilization Plan for the ECC based on a review of all pertinent planning documents, and status reports.
- Supervise personnel assigned to the Demobilization Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Monitor the current situation report to include recent updates.
- Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.
- Meet with the ECC Director and administer the ECC Director's worksheet for the Demobilization Plan.
- Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the ECC Director and General Staff for review.
- Finalize the Demobilization Plan for approval by the ECC Director.
- Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the ECC.

Demobilization Phase:

- Follow the generic Demobilization Phase checklist.

DAMAGE ASSESSMENT UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Planning Section Chief

WORK STATION: Emergency Coordination Center

General Duties:

- Provide an initial inspection of all structures in the City using a prioritized listing.
- Prepare Damage Assessment and cost reports.
- Provide and coordinate Damage Assessment teams.

Responsibilities:

- The collection, evaluation, dissemination and use of information relative to damage assessment in the City.

Activation Phase:

- Follow the generic activation phase checklist.

Operational Phase:

- Obtain a briefing on the extent of the emergency from the Planning Section Chief.
 - Recall city inspectors as required.
 - Prepare to receive information from fire services, law enforcement and Public Works representatives conducting aerial or ground surveys.
 - Provide for an initial inspection of the entire City and report locations of damaged structures, utilities, roads, major intersections, and key facilities.
 - Prepare a plan for the utilization of building inspectors to ensure proper deployment as well as comprehensive coverage of the damaged area.
 - Pay special attention to special hazard areas such as City facilities, hospitals, schools, utilities, and other important sites.
 - Collect record and total the type and estimated value of damage.
 - Prepare the Initial Damage Estimate (IDE) for the ECC.
 - Alert and activate ALL structural inspection personnel.
 - Request volunteer structural engineers to assist in the inspection of structures through the Logistics Section. Request Planning/Intelligence Section personnel as guides for visiting inspectors.
 - Provide, as required, damage assessment teams to inspect and mark hazardous structures and record damage. City damage records are utilized by state and federal agencies to determine the type and amount of assistance they will provide.
 - Initiate a request for mutual aid building inspectors if necessary.
-
- Coordinate with utilities on damage assessment.
 - Coordinate with all departments for possible information on damage to structures.

Demobilization Phase

- Follow the generic Demobilization checklist.

LOGISTICS SECTION CHIEF

PRIMARY: As Assigned
ALTERNATE: As Assigned
SUPERVISOR: ECC Director
WORK STATION: Emergency Coordination Center

Responsibilities:

- Ensure the Logistics function is carried out in support of the City ECC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
- Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Ensure section objectives as stated in the ECC Action Plan are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Commands within the City.
- Keep the ECC Director informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.

Activation Phase:

- Follow the generic Activation Phase Checklist. Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.
- Based on the situation, activate branches/units within section as needed and designate Branch and Unit Leaders for each element:
 - Communications Branch Coordinator
 - Communications Unit Leader
 - Personnel Unit Leader
 - Transportation Unit Leader
 - Facilities Unit Leader
 - Supply/Procurement Unit Leader
 - Resource Status Unit Leader
- Mobilize sufficient section staffing for 24-hour operations.
- Establish communications with Incident Command Post(s) in the field.
- Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
- Meet with the ECC Director and General Staff and identify immediate resource needs.
- Meet with the Finance/Administration Section Chief and determine level of purchasing authority for the Logistics Section.
- Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.

- Provide periodic Section Status Reports to the ECC Director. Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- Ensure that Logistic Section position logs and other necessary files are maintained.
- Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- Provide the Planning/Intelligence Section Chief with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting. Attend and participate in ECC Action Planning meetings.
- Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed. Ensure that transportation requirements, in support of response operations, are met.
- Ensure that all requests for facilities and facility support are addressed. Ensure that all City resources are tracked and accounted for, as well as resources ordered through the Mutual Aid.
- Provide section staff with information updates as required.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

COMMUNICATIONS BRANCH COORDINATOR

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Logistics Section Chief

WORK STATION: Emergency Coordination Center

General Duties:

- Provide radio communications from point to point where other forms of communications are not available.
- Provide additional or alternative communications capability to mass care facilities, neighborhoods, hospitals, public safety locations, and field command posts.
- Develop a communications plan.

Responsibilities:

- Ensure radio, telephone, and computer resources and services are provided to ECC staff as required.
- Oversee the installation of communications resources within the City ECC. Ensure that a communications link is established with Field Command Post(s).
- Determine specific computer requirements for all ECC positions.
- Implement Information Management Systems if available, for internal information management to include message and email systems.
- Ensure that the ECC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
- Develop and distribute a Communications Plan, which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
- Supervise the communications branch.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Based on the situation, activate the necessary units within the Communications Branch:
 - Communications Unit
 - Information Systems Unit
- Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:

- Ensure that communication branch position logs and other necessary files are maintained. Keep all sections informed of the status of communications systems, particularly those that are being restored.

- Coordinate with all ECC sections/branches/units regarding the use of all communication systems. Ensure that the ECC Communications Center is activated to receive and direct all event or disaster related communications to appropriate destinations within the ECC.
- Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- Continually monitor the operational effectiveness of ECC communications systems. Provide additional equipment as required. Ensure that technical personnel are available for communications equipment maintenance and repair.
- Mobilize and coordinate amateur radio resources to augment primary communications systems as required. Keep the Logistics Section Chief informed of the status of communications systems.
- Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

COMMUNICATIONS UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Communications Branch Coordinator

WORK STATION: Emergency Coordination Center

Responsibilities:

- Install, activate, and maintain telephone and radio systems for the City ECC.
- Assist ECC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
- Acquire radio frequencies as necessary to facilitate operations.
- Assign Amateur Radio Operators as needed to augment primary communications networks.
- Supervise the ECC Communications Center and the Communications Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files. Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator informed of system failures and restoration activities.
- Develop instructional guidance for use of radios and telephones and conduct training sessions for ECC staff as necessary. Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- Coordinate with Telephone Company in the City to obtain portable telephone banks, as necessary.
- Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

INFORMATION SYSTEMS UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Communications Branch Coordinator

WORK STATION: As Required

Responsibilities:

- Install, activate, and maintain information systems for the City of Semmes ECC.
- Assist ECC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
- Supervise the Information Systems Unit.

Activation Phase:

- Follow generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Continually monitor and ensure information links with field Command post(s) are maintained.
- Keep the Communications Branch Coordinator informed of system failures and restoration activities.
- Develop instructional guidance for use of computers and computer programs. Be prepared to conduct training sessions for ECC staff as necessary.
- Request additional computer equipment as required through the Communications Branch Coordinator.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

TRANSPORTATION UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Logistics Section Chief

WORK STATION: Emergency Coordination Chief

Responsibilities:

- In coordination with the Public Works Branch, and the Situation Analysis Unit, develop a transportation plan to support ECC operations.
- Arrange for the acquisition or use of required transportation resources.
- Supervise the Transportation Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the City.
- Routinely coordinate with the Public Works Branch to determine progress of route recovery operations.
- Develop a Transportation Plan, which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and material.
- Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.
- Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

PERSONNEL UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Logistics Section Chief

WORK STATION: Emergency Coordination Center

Responsibilities:

- Provide personnel resources as requested in support of the ECC and Field Operations.
- Identify, recruit and register volunteers as required.
- Develop an ECC organization chart.
- Supervise the Personnel Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a log and other necessary files.
- In conjunction with the Documentation Unit, develop a large poster size ECC organization chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart. The chart should be posted in a conspicuous place, accessible to all ECC personnel.
- Coordinate with the Liaison Officer and Safety Officer to ensure that all ECC staff, including volunteers, receives a current situation and safety briefing upon check-in.
- Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- Coordinate Emergency Management Mutual Aid if required.
- Process all incoming requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel, and advise the requesting parties accordingly.
- Maintain a status board or other reference to keep track of incoming personnel resources.
- Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the ECC.
- Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.
- To minimize redundancy, coordinate all requests for personnel resources from the field level through the ECC Operations Section prior to acting on the request.
- In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
- Establish registration locations with sufficient staff to register volunteers.
- Keep the Logistics Section Chief informed of significant issues affecting the Personnel Unit

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

SUPPLY/PROCUREMENT UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Logistics Section Chief

WORK STATION: Emergency Coordination Center

Responsibilities:

- Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
- Coordinate procurement actions with the Finance /Administration Section.
- Coordinate delivery of supplies and material as required.
- Supervise the Supply/Procurement Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Determine if requested types and quantities of supplies and material are available in City inventory.
- Determine procurement spending limits with the Purchasing Unit in Finance/ Administration. Obtain a list of pre-designated emergency purchase orders as required.
- Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and material, and also verify that the request has not been previously filled through another source.
- In conjunction with the Resource Status Unit, maintain a status board or other reference depicting procurement actions in progress and their current status. Determine if the procurement item can be provided without cost from another jurisdiction.
- Determine unit costs of supplies and material, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order. Orders exceeding the purchase order limit must be approved by the Finance/ Administration Section before the order can be completed.
- If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.
- Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.
- In coordination with the Personnel Unit, provide food and lodging for ECC staff and volunteers as required. Assist field level with food services at camp locations as requested.
- Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.
- Keep the Logistics Section Chief informed of significant issues affecting the Supply/Procurement Unit.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

FACILITIES UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Logistics Section Chief

WORK STATION: Emergency Coordination Center

Responsibilities:

- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission. Ensure acquired buildings, building floors, and/or workspaces are returned to their original state when no longer needed.
- Supervise the Facilities Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files. Work closely with the ECC Coordinator and other sections in determining facilities and furnishings required for effective operation of the ECC. Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level. Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly. If facilities are acquired away from the ECC, coordinate with assigned personnel and designate a Facility Manager.
- Develop and maintain a status board or other reference, which depicts the location of each facility, a general description of furnishings, supplies and equipment at the site, hours of operation, and the name and phone number of the Facility Manager. Ensure all structures are safe for occupancy.
- As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility. Also, keep the Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

RESOURCE STATUS UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Logistics Section Chief

WORK STATION: Emergency Coordination Center

Responsibilities:

- Coordinate with the other units in the Logistics Section to capture and centralize resource status information.
- Develop and maintain resource status boards in the Logistics Section.
- Supervise the Resource Status Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Coordinate closely with all units in the Logistics Section particularly Supply/Procurement, personnel, and transportation. As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- Status boards should track requests by providing at a minimum, the following information: date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party. Work closely with other Logistics units and assist in notifying requesting parties of the status of their resource request.
- An additional status board may be developed to track resource use by the requesting party. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.
- Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

FINANCE/ADMINISTRATION SECTION CHIEF

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: ECC Director

WORK STATION: Emergency Coordination Center

Responsibilities:

- Ensure that all financial records are maintained throughout the event or disaster.
- Ensure that all on-duty time is recorded for all City emergency response personnel.
- Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.
- Ensure there is a continuum of the payroll process for all City employees responding to the event or disaster.
- Determine purchase order limits for the procurement function in Logistics.
- Ensure that worker's compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
- Provide administrative support to all ECC Sections as required, in coordination with the Personnel Unit.
- Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
- Ensure that all recovery documentation is accurately maintained during the response and submitted on the appropriate forms.
- Supervise the Finance/Administration Section.

Activation Phase:

- Follow the generic Activation Phase Checklist.
- Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.
- Based on the situation, activate units within section as needed and designate Branch Coordinators for each element:
 - Time Keeping Unit
 - Compensation & Claims Unit
 - Purchasing Unit
 - Recovery Unit
- Ensure that sufficient staffs are available for a 24-hour schedule, or as required.

- Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to Logistics Section.
- Meet with all Unit Leaders and ensure that responsibilities are clearly understood.
- In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.
- Notify the ECC Director when the Finance/Administration Section is operational.
- Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- Ensure that Finance/Administration position logs and other necessary files are maintained.
- Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.
- Participate in all Action Planning meetings.
- Brief all Unit Leaders and ensure they are aware of the ECC objectives as defined in the Action Plan.
- Keep the ECC Director, general staff, and elected officials aware of the current fiscal situation and other related matters, on an on-going basis.
- Ensure that the Recovery Unit maintains all financial records throughout the event or disaster.
- Ensure that the Time Keeping Unit tracks and records all agency staff time.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
- Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the disaster, in a reasonable time frame, given the nature of the situation.
- Ensure that the Time-Keeping Unit processes all time sheets and travel expense claims promptly.
- Ensure that the Finance/Administration Section provides administrative support to other ECC Sections as required.
- Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response, and submitted on the appropriate forms.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

TIME KEEPING UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Finance Section Chief

WORK STATION: Emergency Coordination Center

Responsibilities:

- Track, record, and report all on-duty time for personnel working during the event or disaster.
- Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to payroll.
- Supervise the time keeping unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position logs and other necessary files.
- Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with City policy.
- Obtain complete personnel rosters from the Personnel Unit. Rosters must include all ECC Personnel as well as personnel assigned to the field level.
- Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly.
- Establish a file for each employee or volunteer within the first operational period, to maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the Finance/Administration Section Chief informed of significant issues affecting the Time-Keeping Unit

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

COMPENSATION AND CLAIMS UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Finance Section Chief

WORK STATION: Emergency Coordination Center

Responsibilities:

- Oversee the investigation of injuries and property / equipment damage claims involving the City, arising out of the event or disaster.
- Complete all forms required by worker's compensation program.
- Maintain a file of injuries and illnesses associated with the event or disaster, which includes results of investigations.
- Supervise the Compensation and Claims Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain a position log and other necessary files.
- Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster. Investigate all injury and damage claims as soon as possible.
- Prepare appropriate forms for all verifiable injury claims and forward them to Worker's Compensation within the required time frame consistent with City Policy & Procedures.
- Coordinate with the Safety Officer regarding the mitigation of hazards.
- Keeps the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

PURCHASING UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Finance Section Chief

WORK STATION: Emergency Coordination Center

Responsibilities:

- Coordinate vendor contracts not previously addressed by existing approved vendor lists.
- Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
- Supervise the Purchasing Unit.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position logs and other necessary files.
- Review the City's emergency purchasing procedures, and FEMA requirements. Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief. Ensure that all contracts identify the scope of work and specific site locations.
- Negotiate rental rates not already established, or purchase price with vendors as required. Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters. Finalize all agreements and contracts, as required.
- Complete final processing and send documents to Finance for payment. Verify costs data in the pre-established vendor contracts and/or agreements.
- In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner. Keeps the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit

Demobilization Phase:

- Follow the generic Demobilization Phase Checklist.

RECOVERY UNIT LEADER

PRIMARY: As Assigned

ALTERNATE: As Assigned

SUPERVISOR: Finance Section Chief

WORK STATION: Emergency Coordination Center

Responsibilities:

- Collect and maintain documentation of all disaster information for reimbursement.
- Coordinate all fiscal recovery with disaster assistance agencies.
- Prepare and maintain a cumulative cost report for the event or disaster.
- Supervise the Recovery Unit and all recovery operations.

Activation Phase:

- Follow the generic Activation Phase Checklist.

Operational Phase:

- Establish and maintain position log and other necessary files.
- Compute costs for use of equipment owned, rented, donated or obtained through mutual aid.
- Obtain information from the Resources Status Unit regarding equipment use times.
- Ensure that the Finance Department establishes a disaster accounting system, to include an exclusive cost code for disaster response.
- Ensure that each section is documenting cost recovery information from the onset of the event or disaster; collect required cost recovery documentation daily at the end of each shift.
- Meet with the Documentation Unit Leader and review ECC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked. Act as the liaison for the City of Semmes ECC, with the County and other disaster assistance agencies to coordinate the cost recovery process.
- Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.
- Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis.
- Prepare and maintain a cost report for the Finance/Administration Chief, ECC Director, and City Council. The report should provide cumulative analyses, summaries, and total disaster / event related expenditures for the City. Assist the
- ECC Director and Planning/Intelligence Section with preparation of the After-Action Report.

Demobilization Phase:

- Follow the generic demobilization Phase Checklist.

APPENDIX E

RECOVERY OPERATIONS

The City of Semmes will be involved in recovery operations and must be prepared to deal with the special circumstance of this phase of the emergency management process. In the aftermath of a disaster, many citizens will have specific need that must be met before they can begin to return to their pre-disaster lives. Typically, there will be a need for such services as these:

- Assessment of the extent and severity of damages to homes, and other property.
- Restoration of services generally available in communities – water, food, and medical assistance;
- Repair of damaged homes and property; and
- Professional counseling when the sudden changes from the emergency have resulted in mental anguish and inability to cope.

The City of Semmes can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: Short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency.

The major objectives of short-term recovery operations include:

- Rapid debris removal and cleanup;
- A systematic and coordinated restoration of essential services, such as electricity, water and sanitary systems.

Short-term recovery operations will include all departments of the City of Semmes.

The major objectives of long-term recovery operations include:

- Coordinated delivery of social and health services;
- Improved land use planning;
- Improved City's Comprehensive Emergency Operation Plan (EOP);
- Re-establishing the local economy to pre-disaster levels;
- Recovery of disaster response costs; and
- Effective integration of mitigation strategies into recovery planning and operations.

AFTER – ACTION REPORTING

The National Incident Management System (NIMS) recommends any city or county declaring a local emergency complete an after-action report within 90 days of the close of the incident period. The after – action report should provide, at a minimum, the following:

- Response actions taken;
- Application of NIMS
- Suggested modifications to NIMS;
- Necessary modifications to plans and procedures;
- Training needs; and
- Recovery activities to date.

The after-action report will serve as a source for documenting The City of Semmes emergency response activities, and identifying areas of concern and successes. It should also be utilized to develop a work plan for implementing improvements. An after-action report will be a composite document for all NIMS levels, providing a broad perspective of the incident, referencing more detailed documents. It should include an overview of the incident while addressing specific areas of the response, if necessary. Hazard mitigation efforts may be included in the “recovery actions to date” portion of the after-action report.

City Departments will coordinate with the City ECC Director in completion of the after-action report. The after-action report’s primary audience will be city elected officials and employees. As public documents, the after-action report is accessible to anyone who requests a copy and should be made available through the appropriate city department.

The after-action reports should be written in simple language, well structured, brief, well presented, and geared to multiple audiences. Data for the after-action report can be collected from questionnaires, NIMS documents, other documents developed during the disaster response, and interviews of emergency responders.

PUBLIC ASSISTANCE

When a disaster occurs and a locality has responded to the best of its ability and is, or will be, overwhelmed by the magnitude of the damage, the community turns to the State for help. The Governor, after examining the situation, may direct that the State's emergency plan be executed, direct the use of State police or the National Guard, or commit other resources, as appropriate to the situation. If it is evident that the situation is or will be beyond the combined capabilities of the local and State resources, the Governor may request that the President declare, under the authority of the Stafford Act, that an emergency or major disaster exists in the State.

While this request is being processed, local and State government officials should not delay in taking the necessary response and recovery actions. Such actions should not be dependent upon whether there will be Federal assistance. A list of actions that local officials may want to follow in disaster situations is reference in Attachment 1.

Declaration Process - The request for a declaration must come from the Governor or Acting Governor. Before sending a formal request letter to the President, the Governor should request that FEMA conduct a joint Preliminary Damage Assessment (PDA) with the State to verify damage and estimate the amount of supplemental assistance that will be needed. After this assessment is complete, if the Governor believes that Federal assistance is necessary, the Governor sends the request letter to the President, directed through the Regional Director (RD) of the appropriate FEMA region. The request is reviewed by the RD and forwarded with a recommendation to the Director of FEMA who, in turn, makes a recommendation to the President. The President makes the decision whether to declare a major disaster or emergency.

After the initial declaration, the person designated by the Governor as the Governor's Authorized Representative (GAR) may make requests for additional areas to be eligible for assistance or for additional types of assistance as deemed necessary. After a declaration is made, FEMA will designate the area eligible for assistance and the types of assistance available. With the declaration, a Federal Coordinating Officer (FCO) is appointed. The FCO is responsible for coordinating all Federal disaster assistance programs administered by FEMA, other Federal departments and agencies, and voluntary organizations. At the same time, the RD or one of his or her staff will be appointed as the Disaster Recovery Manager (DRM). The DRM is responsible for managing the FEMA assistance programs. These two titles (FCO and DRM) are most often held by the same person. The Governor may appoint a State Coordinating Officer as the FCO's counterpart. The State Coordinating Officer and the GAR are generally the same person.

FEMA also establishes a Disaster Field Office (DFO) in or near the disaster area. This office is used by Federal and State staff and is the focal point of disaster recovery operations. FEMA and the State manage the implementation of the PA Program from the DFO.

Figure 4: The Public Assistance Process

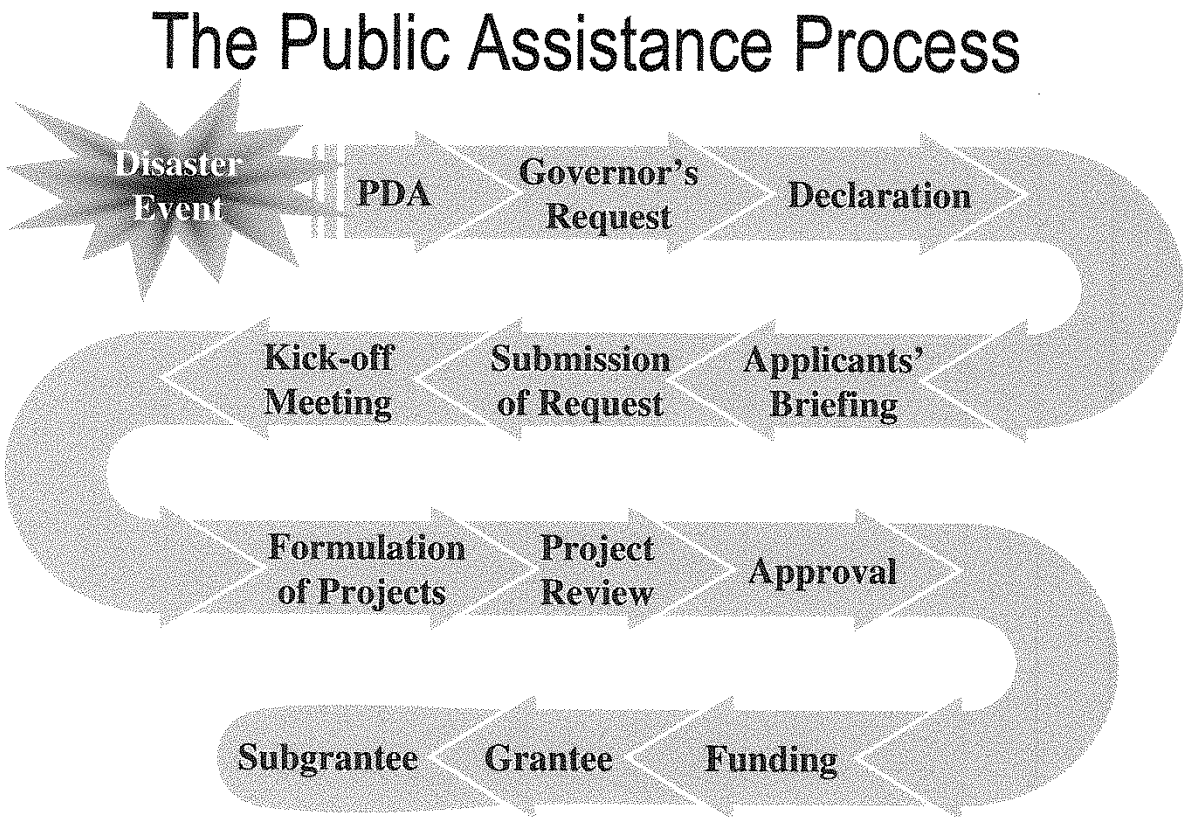
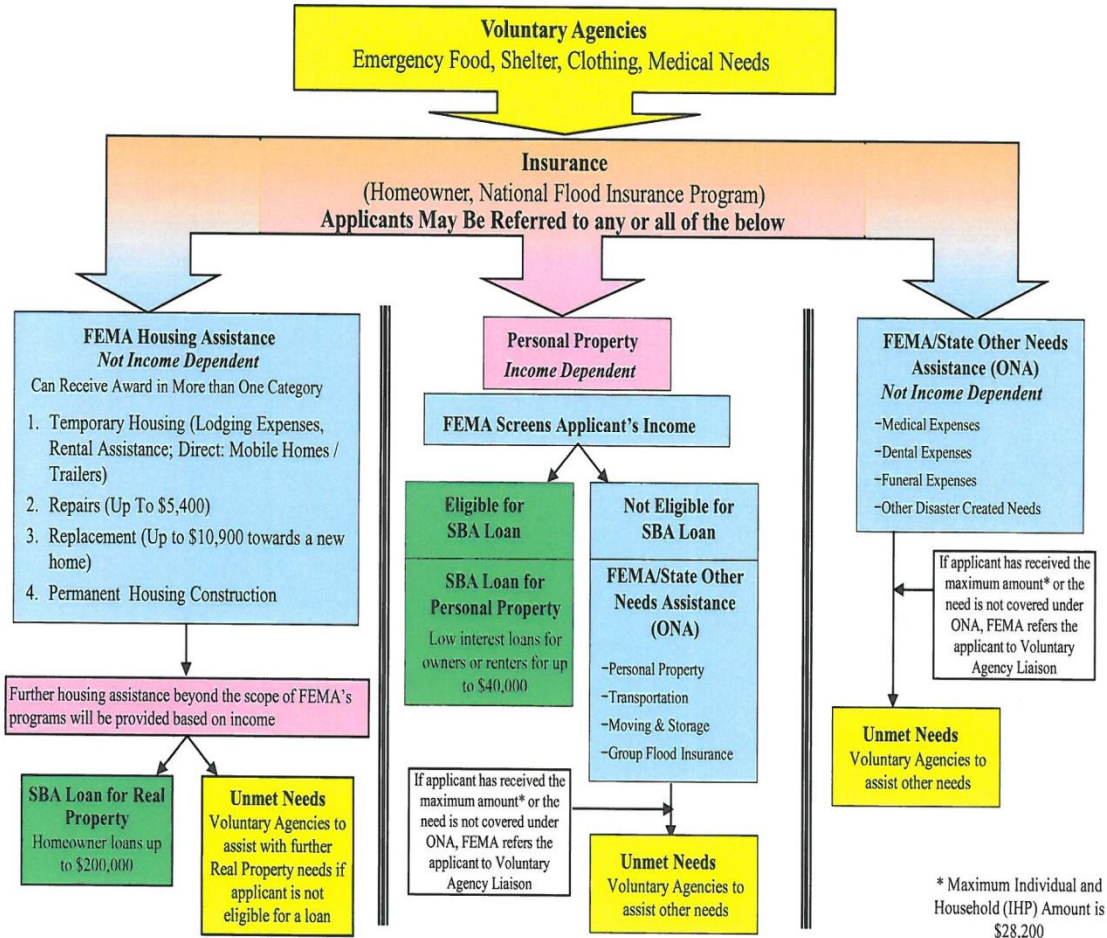


Figure 5: Individual Assistance Sequence of Delivery

Individual Assistance Sequence of Delivery



Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> • Debris removal from a street or highway to allow the safe passage of emergency vehicles • Debris removal from public property to eliminate health and safety hazards
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> • Emergency Operations Center activation • Warning devices (barricades, signs, and announcements) • Search and rescue • Security forces (police and guards) • Construction of temporary levees • Provision of shelters or emergency care • Sandbagging • Bracing/shoring damaged structures • Provision of food, water, ice and other essential needs • Emergency repairs • Emergency demolition • Removal of health and safety hazards
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	<ul style="list-style-type: none"> • Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted Repair or replacement of buildings,	<ul style="list-style-type: none"> • Channel alignment • Recreation • Navigation • Land reclamation • Fish and wildlife habitat • Interior drainage • Irrigation • Erosion prevention • Flood control
E: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> • Buildings, including contents such as furnishings and interior systems such as electrical work • Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. • Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. • All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.

Category	Purpose	Eligible Activities
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> • Restoration of damaged utilities. • Temporary as well as permanent repair costs can be reimbursed
G: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	<ul style="list-style-type: none"> • Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. • Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. • Repairs to maintained public beaches may be eligible in limited circumstances

Receipt of funds

The flow of funds is directly related to the ability of the local applicant to submit required documentation to the state emergency management agency and FEMA accurately, completely, and in a timely manner.

Funds cannot be disbursed to an applicant until projects have received FEMA approval and funds have been obligated. Funding for small projects (those less than \$66,400) is based on estimates or actual costs, if available. As soon as practicable after FEMA obligated a small project, the state disburses funds to the applicant. Funding for large projects is disbursed to applicants only as supporting documentation (such as receipts, invoices, and cancelled checks) for work completed is submitted to Alabama Emergency Management Agency.

The PA Program - Under the PA Program, which is authorized by the Stafford Act, FEMA awards grants to assist State and local governments and certain Private Nonprofit (PNP) entities with the response to and recovery from disasters. Specifically, the program provides assistance for debris removal, implementation of emergency protective measures, and permanent restoration of infrastructure.

The program also encourages protection from future damage by providing assistance for hazard mitigation measures during the recovery process. The Federal share of these expenses cannot be less than 75 percent of eligible costs. The PA Program is based on a partnership between FEMA, State, and local officials. FEMA is responsible for managing the program, approving grants, and providing technical assistance to the State and applicants. The State educates potential applicants, works with FEMA to manage the program, and is responsible for implementing and monitoring the grants awarded under the program. Local officials are responsible for identifying damage, providing information necessary for FEMA to approve grants, and managing the projects funded under the PA Program.

The PA Program is managed at the DFO by the Public Assistance Officer (PAO). As the program manager, the PAO advises the FCO on all PA Program matters; manages the operation of PA Program staff and any coordination between the PA Program and other arms of the Federal disaster recovery effort; works with State counterparts; and ensures that the PA Program is operating in compliance with all laws, regulations, and policies.

The PA Program staff consists of field personnel who assist the applicant during the recovery process. These staff members include Public Assistance Coordinators (PACs), Project Officers, and Specialists.

- **Public Assistance Coordinator** - At the beginning of the disaster recovery process, a PAC is assigned to each applicant. The PAC is a customer service manager who works with the applicant to resolve disaster-related needs and ensure that the applicant's projects are processed as efficiently and expeditiously as possible. By being involved from the declaration to the obligation of funds, the PAC ensures continuity of service throughout the delivery of the PA Program. A PAC generally has responsibility for more than one applicant.
- **Project Officers and Specialists** - Project Officers and Specialists are resources for the applicant. Typically, Project Officers are responsible for assisting applicants with the development of projects and cost estimates. While a Project Officer is generally knowledgeable with regard to the PA Program, a Specialist usually has a defined area of expertise that a Project Officer may call upon in the development of a specific project. specialists assigned to a DFO may have experience in such areas as roads and bridges, utility infrastructure, debris removal and disposal, environmental and historic compliance, insurance, and cost estimating.



Preliminary Damage Assessment

The Preliminary Damage Assessment (PDA) is a specific process used to gather supporting information for the Governor's request for a Presidential Disaster Declaration. The PDA is conducted after the State determines that the response to the disaster exceeds the local and State resources and ability to respond to the needs of victims.

A PDA may take several days or weeks to establish the official estimates of damage levels to homes, businesses, and infrastructure, and the dollar values of losses. The PDA includes the overall economic impact, demographic information, comparison of insured vs. uninsured losses, and the commitment level of local and state resources.

The documentation process starts during the PDA and is important during the several years it takes to close big disasters. Do not shortcut the PDA process just because you received an expedited declaration.

The formal damage assessment process may not officially start for several days, but the foundation needs to be in place as soon as there is an indication that a request for a Federal disaster declaration will be made.

Damage assessment may be divided into as many as three components:

- Preliminary Damage Assessment (PDA).
- Detailed Damage Assessment (DDA).
- Joint Damage Assessment (JDA) comprised of county, state and federal representatives.

Preliminary Damage Assessment Checklist

- Identify local and State assessment team members.
 - This team may be composed of the same people who performed the Rapid Needs Assessment (RNA), with a need for engineers and infrastructure specialists in particular.
- Set a jurisdictional priority list.
 - A Federal declaration is tied to specific political jurisdictions, and need and damage thresholds must be met. The PDA team should plan its inspections with priorities set so that the jurisdictions are inspected in order of greatest to least damage.
 - In FY 2010 the thresholds are \$1.29 per capita statewide or \$3.23 per capita in a county for PA only. Confirm the thresholds; they change with the Consumer Price Index.
 - The PDA process continues after the damage threshold is reached and the Governor sends the request letter. The PDA continues and jurisdictions may be added to the declaration, but the goal is to get the declaration made as quickly as possible.
- Integrate remote imagery assessment, computer damage, and impact models.

- Use whatever real-time data you have and incorporate data into computer models to make them as realistic as possible.
- Initiate PWs.
 - Any worksheets that have already been prepared for the PA program should be factored into the PDA.

PDA CHECKLIST

Date:		Time:	
Applicant:			
Contact:		Phone:()	Email;
Alternate Contact:		Phone:()	Email:
Have you applied for FEMA or State assistance before:		Yes	No
If yes, when			
Critical Facilities affected? (Hospitals, schools, etc...)		Yes	No
DEBRIS OPERATIONS: (Cat A) Locations:			
Date of damages:			
What type of debris?			
Do you have a Pre-Disaster Debris Contract? Yes/No		Contractor:	
Estimated % complete with your debris operations:			
Do you have a debris plan in place? Yes/No		Date of Plan?	
Types of debris?			
Debris Collection: Residents placing at curbside? Yes/No			
Residents hauling to: Temporary storage site			<i>or</i>
Disposal site: (location)			
Method of pickup and disposal:			
Force Account		Contract:(who?)	
Burning:	Chipping:	Burying:	
Required permits on file?	Yes	No	
Name and location of disposal site:			
Is this site licensed for this type of debris?		Yes	No
Hazardous material? (e.g. white goods, household products, asbestos, etc.)			
Any contamination of debris from floodwaters from sewage, leaking fuel tanks, commercial operations?			
	Yes	No	
How is it being handled?			
How are you monitoring the debris operations?			
Is any debris being stockpiled in what appears to be a wetland or a floodplain? Yes/No			
If the work is being done by contract, did you advertise for competitive bids? Yes/No			
Anticipated debris operation completion?			
PLEASE have a copy of bid available for FEMA review.			
EMERGENCY PROTECTIVE MEASURES: (Cat B) Locations:			
Date of damages:			
Were there any temporary roads put in? Yes/No		If so, where?	
Any temporary levees? Yes/No			
Have they been removed?			
Was there any contamination of sandbags from floodwaters? Yes		No	
How were they disposed?			
Any vector control?		Yes	No

ROADS and BRIDGES: (Cat C) Locations:			
Date of damages:			
Are any roads or bridge closures?	Yes		No
If so, are they affecting the following:			
Emergency Vehicle Routes?	Yes		No
School Bus Routes?	Yes		No
Mail Service?	Yes		No
Number of miles to reroute services?			
Approximate number of families affected?			
Are they FHWA (Federal Highway Administration) roads? Yes			No
Are they ERFO (Emergency Relief Federally Own) roads? Yes			No
Who maintains roads and bridges?			
Age & location of any potential Historic bridges/structures:			
Dredging/fill/riprap required in waterway?	Yes		No
Any potential for Endangered Species?	Yes		No
Any relocation of roads or bridges anticipated? Yes/No			If so where?
PLEASE have maps available designating the damaged areas.			
WATER CONTROL FACILITIES: (Cat D) Locations:			
Date of damages:			
Any levees or dams damaged? Yes/No	Where?		
(Will require coordination with USACE)			
Damaged: Floodwalls	Flood Control		
Channels	Pump Stations		
Repair to drainage channels (dredging, filling)?	Yes		No
(Will need coordination with USACE)			
Debris? Yes/No	Sand Bagging? Yes/No	Emergency Repair? Yes/No	
Agency responsible for maintenance and/or repair of the facility?			
Easement to maintain facility recorded?	Yes		No
PUBLIC BUILDINGS, CONTENTS and EQUIPMENT: (Cat E) Locations:			
Date of damages:			
Facilities affected?			
Approx. age; is it a known Historic building/district?			
Any demolition anticipated?	Yes		No
Is it substantially damaged? Yes/ No	Age?		
Any possibility of asbestos in a building being considered for demolition? Yes/No			
Do you own the building?	Yes		No
Do you have insurance? Yes/No	Amount of Deductible? \$		
What is the date of building construction?			
Is it located in a 100-year floodplain?			
Have you contacted your agent?	Yes		No
PLEASE have a copy of your policy and any correspondence with you insurance company.			

UTILITIES: (Cat F) Locations:			
Date of damages:			
Did the following utilities sustain damage during this event:			
Electricity?	Yes	No	
Will any poles need to be relocated? Yes/No If so where?			
Water? Yes/No (Are repairs complete? Yes/No)			
Sewage? Yes/No (Are repairs complete? Yes/No)			
Other?			
Contamination of adjacent water bodies?		No	
Yes			
Are the facilities insured?	Yes	No	
PLEASE have a copy of your policy and any correspondence with you insurance company.			
PARKS, RECREATION FACILITIES: (Cat G) Locations:			
Date of damages:			
Any known wildlife areas? Yes/No	Where?		
Note: Damage within or adjacent to forests, wetlands, flood-ways, wilderness areas.			
DOCUMENTATION:			
What documentation is ready for review and project formulation?			
Force Account Labor: Yes/No (thoroughly document OT)			
Force Account Equipment: Yes/No (Hours used for what?)			
Contracts: Yes/No (Date contract signed)			
Rental equipment: Yes/No (Invoice required)			
Materials and Supplies: Yes/No (Invoice required)			
Documented Volunteer Labor: Yes/No (Support documentation required)			
OTHER:			
Environmental Concerns?	Yes	No	
Historical Issues?	Yes	No	
Remarks:			
Please have personnel available that are knowledgeable with the damaged infrastructure as well as record keeping and department leads to assist in project worksheet preparation.			
LOCATION OF NEAREST USEABLE:			
AIRPORT:			
RAIL FACILITY:			
VEHICLE PARKING AREA:			
FEMA/STATE Representatives:			

The Hazard Mitigation Grant Program

The Hazard Mitigation Grant Program (HMGP) provides grants to states and local governments to implement long-term hazard mitigation measures after a major disaster declaration. The purpose of the HMGP is to reduce the loss of life and property due to natural disasters and to enable mitigation measures to be implemented during the immediate recovery from a disaster. The HMGP is authorized under Section 404 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Community Sub-applicant/Sub-grantee's Role

- Submit individual project sub-applications to the state (if the proposed measure is selected as an approved project, the sub-applicant becomes a sub-grantee).
- Coordinate with participating homeowners and businesses that will benefit from the grant to develop the sub-application, and subsequently oversee distribution of grant funds to sub-recipients or contractors.
- Manage implementation of the approved project
- Comply with all HMGP requirements and applicable Federal, State and local laws and standards, including compliance with National Flood Insurance Program.
- Account for the appropriate use of grants to the State Grantee.
- Maintain records on the program and projects as required by law.

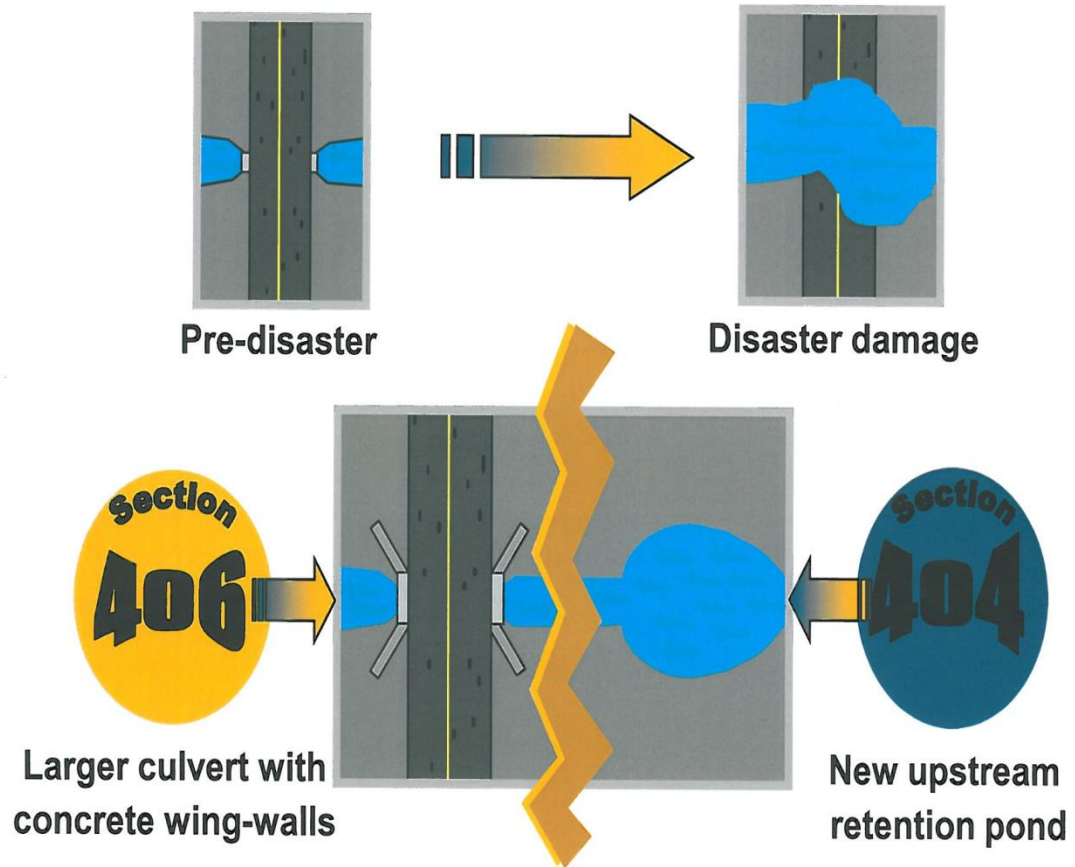
State/Grantee's Role

- Manage the overall program within the state.
- Ensure that the FEMA Regional Administrator has approved the State Hazard Mitigation Plan and the state's administrative plan for implementing HMGP.
- Establish funding priorities, and select projects for funding based on those priorities.
- Solicit program interest and help potential sub-applicants develop complete sub-applications.
- Establish deadlines for sub-applications.
- Provide sub-applicants with technical assistance (mitigation techniques and/or HMGP policy).
- Forward selected projects to FEMA for final eligibility review.
- Act as grantee, receiving funds from FEMA and disbursing them to successful sub-applicants.
- Ensure that sub-applicants and sub-grantees adhere to all program and administrative requirements.
- Perform Grantee responsibilities of monitoring the progress of projects and submitting quarterly reports to FEMA indicating the status and completion date for each approved project.

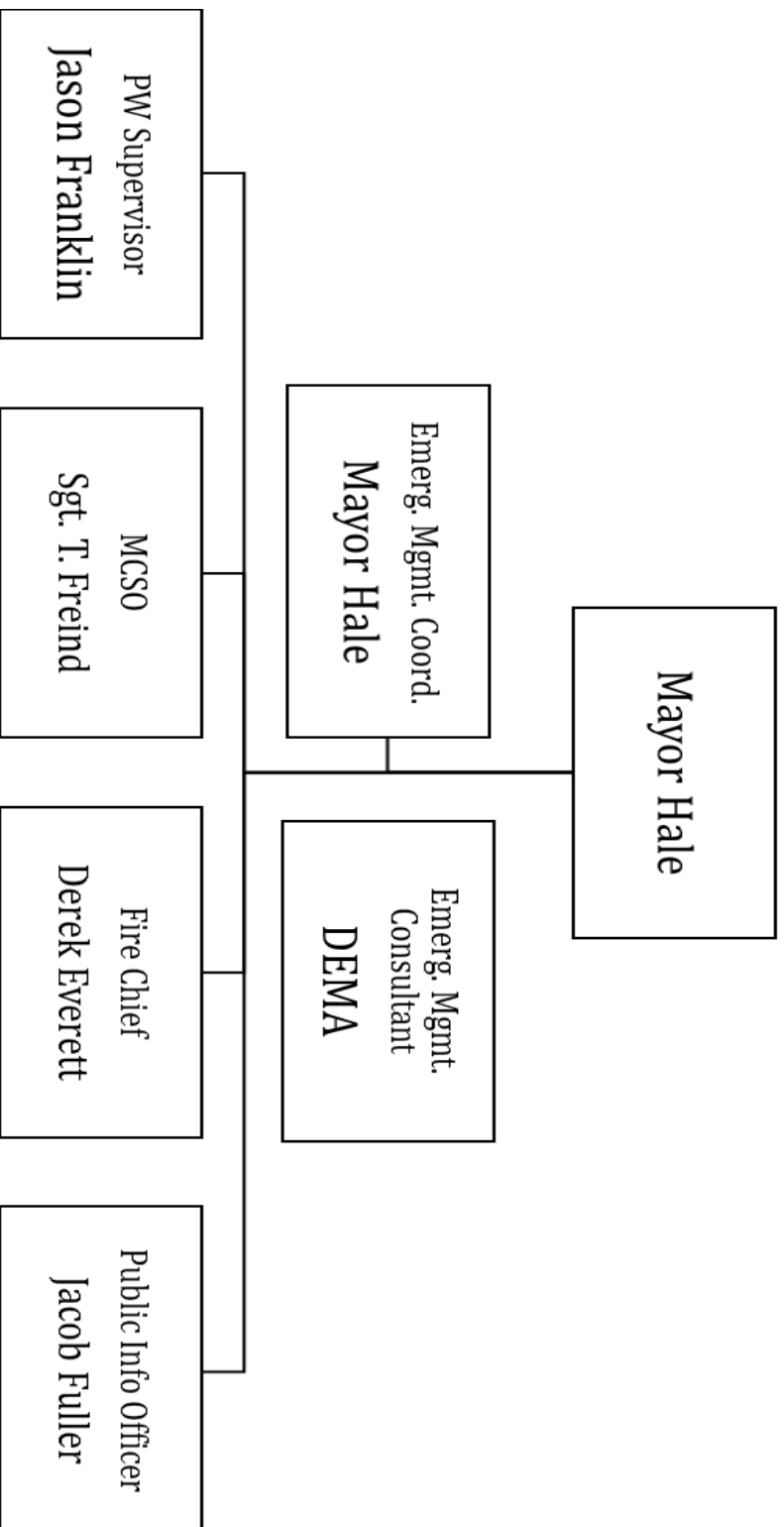
FEMA's Role

- Oversee and manage HMGP.
- Establish minimum criteria for project eligibility.
- Keep the state apprised of the anticipated amount of available funding.
- Assist the state in setting priorities for the use of HMGP funds in the aftermath of a disaster.
- Review projects selected and submitted by the state for eligibility.
- Prepare the environmental decision document based on information submitted by the sub applicant.
- Provide technical assistance to states, sub applicants, and sub-grantees in order to ensure effective and efficient implementation of the program.
- Review state's quarterly reports and follow up on issues as necessary.

Hazard Mitigation Scenario



City of Semmes
Emergency Operation Executive Staff



APPENDIX F

ACRONYMS

AEMA	Alabama Emergency Management Agency
ALS	Advanced Life Support
ARES	Amateur Radio Emergency Service
ATC	Air Traffic Central Approach
SFD	Semmes Fire Department
MCSO	Semmes Detail
BLS	Basic Life Support
CDO	Command Duty Officer
CECP	Comprehensive Emergency Coronation Plan
CERT	Community Emergency Response Team
CFR	Code of Federal Regulations
COOP	Continuity of Operations Plans
CPR	Cardio Pulmonary Resuscitation
CW	Continuous Wave
DCI	Division of Criminal Information (Police Information Network)
DEM	Department of Emergency Management
DMCC	Disaster Medical Control Center

DMORT	Disaster Mortuary Response Team
DNA	Deoxyribonucleic Acid
DOC	Department Operations Center
DSR	Disaster Survey Report
EAS	Emergency Alerting System
EHS	Extremely Hazardous Substance
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
ECC	Emergency Coordination Center
EOD	Explosive Ordnance Detail
EOP	Emergency Operations Plan
EPCRA	Emergency Planning Community Right-to Know Act
ES	Emergency Services
ESD	Emergency Services Director
ESF	Emergency Support Function
FAX	Facsimile
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
FLSA	Fair Labor Standard Act

FOG	Field Operations Guide
FSS	Flight Service Station
GIS	Geographic Information System
GS	General Statute
HAZMAT	Hazardous Material
HF	High Frequency
HIVA	Hazard Identification and Vulnerability Analysis
HSPD-5	Homeland Security Presidential Directive - 5
IA	Individual Assistance
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IEMS	Integrated Emergency Management System
IFR	Instrument Flight Rules
IMT	Incident Management Team
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
LEPC	Local Emergency Planning Committee

LNO	Liaison Officer
MAST	Military Assistance to Safety and Traffic
MCI	Mass Causality Incident
MFD	Semmes Fire Department
MMRS	Metropolitan Medical Response System
MPD	Medical Program Director
MSDS	Material Safety Data Sheet
NAWAS	National warning System
NCP	National Contingency Plan
NDMS	National Disaster Medical System
NFPA	National Fire Protection Association
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRP	National Response Plan
NRT	National Response Team
NWS	National Weather Service
OSHA	Occupational Safety and Health Act
PA	Public Assistance
PIO	Public Information Officer

POLREP	Pollution Report
PVO	Private Voluntary Organizations
PW	Public Works
R&D	Research & Development
RACES	Radio Amateur Civil Emergency Services
RESTAT	Resources Status
ROSS	Resource Ordering and Status System
RR	Railroad
RRT	Regional Response Team
RTTY	Radio Teletype
SARA	Superfund Amendments and Reauthorization Act
SBA	Small Business Administration
SDO	Standards Development Organizations
SERT	State Emergency Response Team
SITREP	Situation Report
SO	Safety Officer
SOP	Standard Operating Procedure
TPQ	Threshold Planning Quantity
TRQ	Threshold Reporting Quantity
UC	Unified Command

UHF	Ultra High Frequency
US&R	Urban Search and Rescue
USCG	United States Coast Guard
USDA	United States Department of Agriculture
VFR	Visual Flight Rules
VHF	Very High Frequency
WMD	Weapons of mass destruction

APPENDIX G

Glossary of Key Terms

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

Assigned Resource: Resource checked in and assigned work tasks on an incident.

Assigned Resource: Resource checked in and assigned work tasks on an incident.

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases—avoiding the use of different words/phrases for same concepts—to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Cooperating Agency: An agency supplying assistance other than direct operational

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response.

DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, sub-state regional, and local governments, NGOs, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the general public.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: Durable pocket or desk guide that contains essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Function: One of the five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide 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.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining “type,” or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems, personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and

complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Logistics: The process and procedure for providing resources and other services to support incident management.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations—Federal, State, tribal, and local—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of

incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and voluntary organizations play a major role in assisting emergency managers before, during, and after an emergency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Retrograde: To return resources back to their original location.

Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader. 148 National Incident Management System December 2008

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the National Incident Management System, such as ortho-photo mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation’s future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Unified Area Command: Version of command established when incidents under an Area **Command are multijurisdictional. See Area Command.**

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unity of Command: An Incident Command System principle stating that each individual involved in incident operations will be assigned to only one supervisor.

APPENDIX H

Emergency Support Function (ESF) 1

Transportation

**Primary Agency: City Of Semmes Government
Public Works Department**

**Support Agencies: Mobile County Public Works
Mobile County Emergency Management Agency
WAVE Transit System**

Introduction

Purpose:

To provide guidance for the coordination of transportation resources and the identification of emergency transportation routes in, around and through the City of Semmes.

Scope:

This ESF covers transportation routes, methods and resources in the City of Semmes and its associated sites.

Policies

It is the policy of the City of Semmes that all urgent transportation requirements be coordinated thru the Emergency Preparedness Committee by departments and agencies with transportation resources and support missions. Priorities may be coordinated by the Emergency Coordination Center (ECC).

Situation

Emergency/Disaster Hazards and Conditions:

Most any type of large-scale emergency or disaster has potential for causing serious damage to the City's roads and bridges, making it difficult to navigate throughout the area. Rails, docks, and all types of vehicles, public and private, can be damaged. Lengthy disruptions to transportation can seriously affect the movement of people, commodities, public safety and eventually, the economy of the area.

Planning Assumptions:

For purposes of planning, it is assumed that serious damage will cause disruption of main transportation routes in parts of the City and will present challenges to vehicle transportation. Even storm debris can close a road temporarily until sufficient resources are identified to remove fallen trees and branches. Planning must include alternative routes to primary facilities. Buses may become a primary transportation resource, but only after roads are cleared and alternate routes established.

Concept of Operations

General:

During emergencies and disasters, the need for transportation resources, for moving both people and commodities, could be varied and vast. Transportation resources may be obtained from public agencies, the private sector, and through volunteer organizations as necessary. State and federal resources may be available on a short term basis to augment local capability, but only after local options have been exhausted. These resources would be requested through the County Emergency Operations Center.

- Damage assessment of the City's roads and bridges will be performed by the Public Works Department. Assistance contracts should be established with local structural engineering firms for technical advice as necessary. The City will be responsible for repairing and restoring critical city streets and will coordinate with ALDOT for primary state highways through and around Semmes.
- The City's railroad transportation resources fall under the coordination of MCEMA and CSX.
- The City's air transportation resources fall under the coordination of MCEMA, Coast Guard and Mobile Airport Authority.
- If there is an emergency during working hours, the MCEMA will coordinate buses available for transporting citizens or workers thru the Mobile County Public School System. If an emergency takes place any other time, the buses are under individual agency control, and should be made available by them through the Public Works Department.

If a serious event disrupts transportation, the Emergency Coordination Center (ECC) shall be activated. Representatives from Primary and Support agencies would report to the ECC and cooperatively work out a response/recovery plan for the event causing transportation disruptions.

Organization:

The Chain of Command for Primary and Support City agencies is as follows:

Public Works Department and Emergency Preparedness Committee

1. Supervisor, Public Works
2. Emergency Preparedness Committee

Any individual in the Chain of Command, when acting on behalf of the Director, has the authority of the Director in matters of operations and policy.

Procedures:

Events that are not major will be handled by the agencies or departments affected. If the event is of a nature that disrupts transportation throughout the City, assessment and operations will be performed cooperatively from the Emergency Coordination Center.

Responsibilities

<p>MITIGATION ACTIVITIES</p>	<p>Bridges and roads are maintained to normal standards as much as possible. The City and ALDOT inspect bridges regularly to ensure they meet current standards as funding allows.</p>
<p>PREPAREDNESS ACTIVITIES</p>	<p>Public Works shall pre-identify main transportation routes into, out of, and around the City. These are the priority to inspect and clear after a disaster. Public Works maintains heavy road-clearing equipment in a state of readiness. Private contractors are available under emergency contracts for debris removal as necessary.</p> <p>Public Works Department maintains the City's fleet of vehicles and obtains fuel for same. City vehicles are kept on a maintenance schedule and serviced by certified mechanics.</p>
<p>RESPONSE ACTIVITIES</p>	<p>Public Works will assess damages and disruption to transportation routes. Public Works will also identify and coordinate emergency transportation routes in the City and manage initial minor repairs to main City routes.</p> <p>Public Works will also coordinate servicing City vehicles and emergency fuel supplies for the City.</p> <p>Mobile County Public Schools will coordinate usage of their buses if needed for transportation.</p>

<p>RESPONSE ACTIVITIES</p>	<p>The Mayor or a designee will notify agencies to respond to the EOC as necessary, to coordinate planning and response activities of the various involved organizations.</p>
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<p>RECOVERY ACTIVITIES</p>	<p>Bridges and roads will be prioritized for clearing and re-opening through Public Works and the Alabama Department of Transportation (ALDOT). Public Works will coordinate removal of debris from transportation routes in the City. Citizens will be advised of road closures and problem areas through public information messages put out by the EOC.</p> <p>Transportation resources may be obtained from Mobile County Public Schools, or other private agencies and through mutual aid with other local jurisdictions, if necessary.</p>
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	<p>Emergency contracts will be assigned by the appropriate agencies for</p>
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Resource Requirements

The City has considerable resources for clearing of roads. However, in the event of an emergency or disaster, Semmes can request mutual aid from surrounding communities through the County EOC. Semmes may also maintain emergency contracts with local contractors for heavy equipment and equipment operators. Semmes inspectors/engineers will check bridges for safety, but if more inspectors are needed, should request mutual aid assistance.

Appendices

Semmes Public Works Standard Operating Procedures are published separately.
Mobile County Public School System Standard Operating Procedures are published separately.

Emergency Support Function (ESF) 2

Communications

Primary Agency: **MANAGEMENT INFORMATION SYSTEMS
PUBLIC SAFETY COMMUNICATIONS**

Support Agencies: **Semmes Fire Department MCSO Semmes Detail**

Introduction

Purpose:

To provide guidance for emergency communications and to disseminate warning information to citizens.

Scope:

This ESF covers the maintenance and restoration of Semmes City government communication capabilities and warning procedures, and the issuance of public emergency information.

Policies

The City of Semmes will use normal communications systems as much as possible during a disaster. Some needs will be met by reprioritizing day-to-day frequency use to special emergency use.

The City will issue warnings to citizens as necessary using available resources, which may include the Emergency Alert System (EAS), NOAA Weather Radio, the National Warning System (NAWAS) and local media outlets, depending on the type and scale of emergency.

Telecommunications and warning support requirements that cannot be met at the City of Semmes or Mobile County Emergency Management level will be referred to the Alabama Emergency Management Agency (MEMA).

Situation

Emergency/Disaster Hazards and Conditions:

Under normal circumstances, the City relies mainly on hard-wired and cellular telephone and radio communications for its communications transactions. The communication link with citizens and neighborhoods also happens through local media outlets and the City's website.

An emergency or disaster in Semmes could cause interruption of any or all of these services. Normal telephone lines and cellular links may be disrupted and it may be necessary to rely on other means of communication for warning dissemination.

Planning Assumptions:

For planning purposes, we assume damage to land lines and cell towers in some locations. We anticipate, at least initially, relying on radio communications and County and State communications links.

Concept of Operations

General:

Communication is often one of the first resources lost in a large scale emergency or disaster, yet it is one of the most important. Communication is of paramount importance on several levels – for emergency responders to communicate with each other and the Emergency Operations Center, and for public safety officials to get information and instructions out to the public.

- The City’s **telecommunications**, is managed by **Management Information Systems**.
- The City’s **Public Relations Division** coordinates the City’s **public information releases**.
- The **Fire Department** maintains the Emergency Operations Center, from which public warning notices may originate in an emergency. Public Safety dispatchers handle **9-1-1 calls** for fire and emergency medical aid in the City of Semmes.
- The City’s **Management Information Systems** maintains the City of Semmes’s **website**, which may be an important source of emergency information in a disaster.
- The City’s **Public Relations Division** provides emergency public information through TV/Radio/Print announcements or via the City’s website.

Mobile County Emergency Management activates the Emergency Alert System (EAS), which allows audio messages to go over all TV/Radio channels.

Emergency communication between the City of Semmes ECC and county, state or federal agencies will be coordinated through the City Emergency Management Division or ECC if activated.

If an event disrupts communications, the Emergency Coordination Center (ECC) shall be activated. Representatives from Primary and Support agencies would cooperatively work out a response/recovery plan for the event causing the communications disruptions.

City emergency services personnel will be contacted by available means regarding instructions and reporting locations. Those persons who are to report to the ECC will do so as they receive information regarding an emergency or disaster situation.

Semmes Public Safety Communications will support a 24-hour radio communications center for emergency and field service operations.

The Emergency Coordination Center has the capability of communication with other local agencies: Police, Public Works, Semmes’ Public/Private Utilities, Mobile County Public Schools, Alabama State Police, County/State Emergency Operations Center, etc. These organizations may help support the emergency communications needs of the ECC and City government in times of disaster.

Warnings and emergency information to the public may happen in a variety of ways, depending upon available resources. All citizens are requested to keep a battery operated radio on hand for receiving emergency instructions. Other means for officials to get emergency information out to the citizens of

Semmes are TV, Emergency Alert System—all channel program interruption on both TV and Radio transmissions, the City’s website, and door-to-door personal notifications.

Organization:

Emergency telecommunications and warning for the City of Semmes are coordinated through the City of Semmes ECC. The Policy/Decision Group, the Emergency Manager or his/her designee must authorize or approve all outgoing alerts, warnings, and press releases. (See ESF 5 – Emergency Management, and ESF 15 – Public Affairs). The Chain of Command for Primary and Support City agencies as related to communications and technology is as follows:

Management Information Systems

1. Department Manager
2. Assistant Manager
3. Information Specialist

Fire Department

1. Deputy Fire Chief
2. On-Duty Company Officer

Any of the Chain of Command, when acting on behalf of the Chief, has the authority of the Chief in matters of operations and policy. On a day-to-day basis, the Deputy Fire Chief is the primary point of contact for emergency planning and preparedness purposes.

Law Enforcement Support Agencies

Law Enforcement Support Agencies should be contacted through Mobile County Emergency Management.

Procedures:

The following are some of the features and processes available to the City of Semmes for emergency communications and warning:

- ***Emergency Alert System (EAS):*** A pre-organized statewide emergency alerting system exists, to provide emergency notification to citizens. This system allows Semmes to use existing media (radio, TV) resources to communicate to the citizens in the event of a widespread emergency situation.
- ***Contacts with local TV/Radio stations*** provide the County use of these resources as part of the Emergency Alert System (EAS). The City may use this system to transmit an emergency alert,

including the ability to override the audio and video on all channels from designated locations, to all subscribers on all cable TV channels. This capability will be handled by the Management Information Systems.

- ***NOAA Weather:*** The National Oceanic and Atmospheric Administration (NOAA) National Weather Service provides continuous broadcast of the latest local weather information directly from National Weather Service offices. This weather radio system may also be used to disseminate specific warning or emergency information for a particular area, when activated through the State Emergency Management Agency Duty Officer. NOAA Weather Radio is Alabama's all-hazards warning system, used not only for flood and weather-related events, but also for hazards, hazardous releases and Amber Alerts. Receipt of this information is limited, however, to those who use NOAA Weather Radio, since these high band VHF frequencies are not found on the typical home radio.

Responsibilities

<p>MITIGATION ACTIVITIES</p>	<p>Communication and warning dissemination sites are chosen with consideration for continued operations during disaster conditions.</p>
<p>PREPAREDNESS ACTIVITIES</p>	<p>Emergency warning systems and communications procedures are tested on a regular schedule, to insure reliability</p>
<p>RESPONSE ACTIVITIES</p>	<p>In the event it is necessary to issue a warning to citizens or specific populations, Emergency Management and Public Relations will handle this through the various systems described in procedures above.</p> <p>Management Information Systems will coordinate use of the emergency alert system through Mobile County EMA for all TV/Radio channels and the City’s website.</p>
<p>RECOVERY ACTIVITIES</p>	<p>Policy level coordination with the Mayor and the City Council, as well as operational coordination of status reports and needs assessments is accomplished through the EOC. The Mayor, or designee, is responsible for establishing communication links with the EOC as necessary for policy level, operations level, or public affairs coordination. Restoration of communications will be a priority as soon as life safety issues have been resolved.</p> <p>Management Information Systems will coordinate the restoration of the City’s General Government telephone, radio, and computer systems capabilities.</p>

Resource Requirements

The Semmes Emergency Coordination Center should have numbers assigned, and communication capabilities.

Appendices

Management Information Systems Standard Operating Procedure published separately.
Public Safety Standard Operating Procedures published separately.

Emergency Support Function (ESF) 3

Public Works and Engineering

Primary Agency: **PUBLIC WORKS DEPARTMENT**

Support Agencies: **Public Buildings Department**
Mobile Area Water and Sewer System
Alabama Power
Mobile County Emergency Management Agency
Mobile County Engineering Department

Introduction

Purpose:

To provide guidance for the emergency coordination of public works and engineering services to include debris removal, inspection of facilities for structural safety and to issue contracts for the demolition of unsafe structures and the temporary repair of essential facilities.

Scope:

The City of Semmes Public Works Department will maintain city roadways and bridges to include signage and postings, city sewer and city solid waste processing as well as providing inspections and permit functions. Support will include construction management and inspection, emergency contracting and technical advice and evaluations. Semmes Public/Private Utilities (Power and Gas) will maintain their particular utilities.

When the Emergency Coordination Center (ECC) is activated, Public Works may send a liaison to the ECC. Semmes Public/Private Utilities may also send liaisons to the ECC, or operate out of their own emergency center and stay in direct contact with the ECC. Other city departments may be contacted to provide personnel, equipment or technical advice. This would be coordinated through the Emergency Operations Center.

Policies

It is the policy of the City to provide public works services throughout the City's jurisdiction. Response to private property problems shall be done only when a City facility, such as a culvert, is causing the problem or when life or public health is threatened. Response outside of the City will be facilitated through the Emergency Coordination Center (ECC) and mutual aid on a case-by-case assessment.

Response outside the City by the Semmes Public Works Department or Semmes Public/Private Utilities will be dependent upon the location of problem and availability.

Emergency related projects may require an environmental impact study or permit before final project approval. In some emergency situations environmental review and permits may be waived or orally approved as per the following:

- State Environmental Policy
- State Forestry Practices
- Flood Control Zones
- Non time-critical actions affecting archaeological/historical protected areas should be coordinated with the State Office of Archaeology and Historic Preservation.
- The Public Works Department will advise other public or private utilities operating in the City of Semmes of federal or state restrictions, or any emergency restrictions or operating policies established by City government, and may also coordinate with the Emergency Resources Management Organization if activated by the Governor.

Situations

Emergency/Disaster Hazards and Conditions:

An emergency or disaster may cause serious life safety issues or property damage throughout the area. Almost any type of disaster can create hazardous conditions, which may include damage to roads, bridges, residences, multi-unit housing, public buildings, critical facilities and utilities.

Planning Assumptions:

A large-scale emergency or disaster may cause serious property damage throughout the area. Hazardous conditions may include damage to roads and bridges, making it difficult to navigate some areas. There may be damage to private residences, multiunit housing and public buildings. There will most likely be some damage to utilities; perhaps extensive. There may be a lack of resources, or the ability to obtain resources and emergency services could be impaired.

Concept of Operations

General:

Restoration and repair of critical facilities will be particularly important following a large-scale emergency or disaster in Semmes. This could include buildings, transportation routes, and/or utilities. Depending upon the extent and/or type of damage, the bulk of work under this ESF will fall either with the Semmes Public Works Department or Semmes Public/Private Utilities, which includes Power, Gas, and Water/Sewer agencies. The activities of these and other involved departments and agencies following a disaster will be coordinated through the Emergency Coordination Center (ECC).

The **Public Works** Department will:

- Endeavor to provide debris removal to open main arterial transportation routes.
- Conduct rapid damage assessments for primary roads and bridges, as well as key facilities.
- Address the collection and disposal of garbage, should that become an issue.
- **Semmes Public/Private Utilities** (Power, Gas, and Water/Sewer) will be involved as needed for public works and engineering work, as their utilities are affected or their resources can help the situation.

Organization:

The Chain of Command for involved agencies is as follows:

Semmes Public Works

1. Public Works Superintendent
2. Building Inspector/Code Enforcer
3. Public Works Maintenance Supervisor

Any of the Chain of Command, when acting on behalf of the Superintendent, has the authority of the Superintendent in matters of operations and policy.

Procedures:

Semmes Public Works Department:

Overall policy level command and control for the Semmes Public Works Department will be established at 394 Illinois Street. The Superintendent and immediate support staff will report there. Management personnel and their support staff are instructed to report to their respective work locations. If an event occurs during non-working hours or the above-mentioned building is unusable, Semmes Public Works employees are instructed to follow their department’s internal plan in relation to reporting to work.

When the immediate life safety needs of the employees are met, each Division will make an assessment of what has happened, what resources are needed and what they can do about it as it relates to their operations. Field personnel will be issued designated locations for regroup and assessment/debriefing in each Department of the City. Specific information needed is the status of employees, equipment and facilities. This information will be forwarded to the ECC for appropriate action.

Applicable Semmes Public/Private Utilities procedures:

- Semmes Public/Private Utilities Emergency Operating and Staffing Plans

Responsibilities

<p>MITIGATION ACTIVITIES</p>	<p>The Public Works Department mitigates emergencies and disasters through engineering, building and land use codes, and inspections of buildings and structures.</p>
<p>PREPAREDNESS ACTIVITIES</p>	<p>Public Works participates in planning activities throughout the year as well as exercises.</p>
<p>RESPONSE ACTIVITIES</p>	<p>Public Works/Solid Waste Utility will:</p> <ul style="list-style-type: none"> • Assist with removal and response activities for hazardous waste situations. <p>Public Works/Construction will:</p> <ul style="list-style-type: none"> • Provide and acquire light and heavy construction and emergency equipment, supplies and personnel as needed. <p>Public Works/Traffic Engineering will:</p> <ul style="list-style-type: none"> • Identify emergency routes in and out of the City and provide maps of same for City vehicles • Provide control of traffic signals within the City jurisdiction. <p>Public Works/Streets and Grounds will:</p> <ul style="list-style-type: none"> • Provide traffic control signs and barricades • Provide light and heavy equipment operators as available • Assist in directing flood fighting operations • Provide assistance with debris clearing, emergency protective measures, emergency and temporary repairs and/or construction • Assist in coordination of damage assessment for main transportation
<p>RESPONSE ACTIVITIES</p>	<p>Public Works/Sewer Utility will:</p> <ul style="list-style-type: none"> • Provide equipment and vehicles for emergency response. • Provide skilled maintenance employees as needed. • Provide use of tanker trucks for non-potable source of firefighting water. • Provide limited source of light duty equipment and dump

<p>RECOVERY ACTIVITIES</p>	<p>Public Works/Traffic Engineering will:</p> <ul style="list-style-type: none"> • Identify bridges and overpasses in priority order for inspection/repair. • Assist in coordination of damage assessment for main transportation routes. <p>Public Works Inspection Division will:</p> <ul style="list-style-type: none"> • Provide rapid assessment of damaged buildings and bridges, and participate in discussions regarding structural concerns following an event.
<p>RECOVERY ACTIVITIES</p>	<p>Public Works/Solid Waste Utility will:</p> <ul style="list-style-type: none"> • Coordinate relocation of debris to temporary holding areas if necessary. • Coordinate recycling of as much debris as possible after a large event. <p>Public Works/Sewer Utility will:</p> <ul style="list-style-type: none"> • Assist with rapid assessment of damage to Sewer Utility buildings in the event of isolation.

Resource Requirements

Public Works personnel will coordinate with local engineering firms for additional help on inspection of buildings.

Supplemental public works assistance may be requested through normal mutual aid channels or through the ECC. Assistance may be obtained from the private sector as outlined in Emergency Contracts with same and as provided for by state or federal reimbursement guidelines.

The Public Works Department may enter into mutual aid agreements to acquire additional response resources.

Appendices:

Semmes Public Works Standard Operating Procedures are published separately
Alabama Power Standard Operating Procedures are published separately

Emergency Support Function (ESF) 4

Firefighting

Primary Agency: **FIRE DEPARTMENT**

Support Agencies: **MCSO Semmes Detail**
Public Works Department
Mobile County Emergency Management Agency

Introduction

Purpose:

To provide guidance for the coordination of firefighting operations in times of emergency or disaster.

Scope:

This ESF deals with fighting fires - those beyond normal field operations - in the City of Semmes. Such fires could be stand-alone incidents or the result of a larger disaster.

Policies

The Semmes Fire Department currently has a verbal county-wide mutual aid agreement with other fire departments which also includes the Mobile County Hazardous Materials Response Team. An Emergency Resource Plan with predetermined strike team and task force identification and coordination should be established.

Situation

Emergency/Disaster Hazards and Conditions:

Situations which could tax the resources of the Fire Department could include one large fire where many lives are threatened, or many fires caused as the result of a natural or manmade disaster - earthquakes, terrorism, transportation accidents, lightning, etc.

Planning Assumptions:

For purposes of planning, it is assumed serious damage may disrupt water service, making firefighting challenging. Transportation routes may be damaged and/or blocked by debris, making access difficult.

Concept of Operations

General:

Firefighting in Semmes is handled by the Semmes Fire Department. Through mutual aid, the firefighting resources of neighboring jurisdictions are also available.

Organization:

The Chain of Command for involved agencies is as follows:

Fire Department

1. Semmes Deputy Fire Chief
2. On-Duty Captain

Any of the Chain of Command, when acting for the Deputy Fire Chief, has the authority of the Deputy Fire Chief in matters of operations and policy.

Police Department

1. MCSO Sergeant of Semmes detail
2. Deputy Chief
3. Lieutenant

Any of the Chain of Command, when acting for the Sergeant, has the authority of the Sergeant in matters of operations and policy.

Public Works Department

1. Public Works Superintendent
2. Building Inspector/Code Enforcer
3. Public Works Maintenance Supervisor

Any of the Chain of Command, when acting on behalf of the Superintendent, has the authority of the Superintendent in matters of operations and policy.

Procedures:

The Fire Department will follow established policies and procedures for “normal” fire responses. Upon declaration of “disaster mode” by the city operations will revert to the Fire Department’s internal disaster policy.

Responsibilities

<p>MITIGATION ACTIVITIES</p>	<p>Fire Dept. has an aggressive fire prevention program. Included is public education on ways to prevent fires, as well as inspection of commercial and public assembly facilities to insure adherence to life safety codes. High rise buildings, public assembly venues and public schools, among other occupancies, are required to be sprinklered.</p>
<p>PREPAREDNESS ACTIVITIES</p>	<p>Fire Dept. has trained personnel and strategically placed vehicles and equipment ready to fight fires 24 hours each day. Procedures are in place for calling back off-duty personnel or initiating mutual aid with neighboring jurisdictions, should the need arise.</p>
<p>RESPONSE ACTIVITIES</p>	<p>Fire Dept. provides suppression and control of fires, basic emergency medical services, response to hazardous materials incidents, rescue operations, and property protection.</p> <p>MCSO Semmes Detail provides law enforcement, emergency traffic control, and evacuation functions.</p> <p>Public Works provides construction and emergency equipment, supplies and personnel; traffic control signs and barricades, trucks for non-potable firefighting water source.</p> <p>Close coordination with Public Works Water Department will occur regarding overall status of the water system, availability and location of water for firefighting.</p>
<p>RECOVERY ACTIVITIES</p>	<p>Public Works provides debris removal from streets and public areas, inspects buildings and other structures for structural stability and coordinates repairs to public facilities.</p>

Resource Requirements

Semmes Fire Department has equipment available in the following categories:

- Engines
- Ladders
- Special units such as: air bottle refill, hazardous materials unit, technical rescue unit.

Appendices

Semmes Fire Department Standard Operating Procedures.
MCSO Semmes Detail Standard Operating Procedures.
Semmes Public Works Standard Operating Procedures.
(All Published Separately)

Emergency Support Function (ESF) 5

Emergency Management

Primary Agency: **SEMMES CITY GOVERNMENT**
SEMMES FIRE DEPARTMENT

Support Agencies: All City Departments
Mobile County Emergency Management Agency
Alabama Emergency Management Agency

Introduction

Purpose:

Emergency Management as a function is responsible for supporting the overall activities of the City in relation to certain emergency or disaster response, recovery, mitigation and preparedness. The goal is to insure that the efforts of Semmes city government in this area are coordinated efficiently and effectively. It is important that communication and coordination is maintained between the city, county, and state.

Scope:

This ESF covers emergency management roles and responsibilities in the City of Semmes.

The following activities come under the realm of ESF 5 Emergency Management:

- Serving as support for all City departments and community agencies involved in the disaster, across the spectrum of incident management from prevention to response and recovery.
- Insuring that coordination occurs with outside agencies and groups which may have involvement, such as county, state and federal government, tribe, schools, military, private sector.
- Facilitating the readiness of the City's Emergency Coordination Center, from which an incident requiring coordination of the various City departments would be managed.
- Facilitating emergency requests for resources and assistance beyond the capabilities of the City of Semmes, such as state, federal and military.
- Providing Semmes's "Applicant's Agent," a staff person who will coordinate requests for state and federal disaster reimbursement funding to the City.
- Updating the City's Comprehensive Emergency Operations Plan.
- Taking the lead in those functions which are critical to support and facilitate multiagency planning and coordination for operations involving potential and actual Incidents of National Significance.

- Coordinating activities related to the readiness of the citizens of Semmes, such as disaster preparedness education.

Policies

Under the City of Semmes’s Emergency Management Coordination Plan responsibility is as follows:

- The Mayor or designee will direct Emergency Management for the City, having responsibility for the organization, administration and operation of the City's emergency management program and for the emergency operations of departments of Local Government.
- The Public Works Superintendent shall have direct responsibility for the emergency operations coordination of the divisions of Semmes Public/Private Utilities.
- The Mayor and the Deputy Fire Chief shall be the “Administrator” of Emergency Management, having responsibility to develop and maintain the emergency management plan and program of the City and such other duties as may be assigned by the Mayor.
 - In the absence or unavailability of the Mayor and the Deputy Fire Chief, the Public Works Superintendent shall assume the duties of Administrator.
- The **Mayor**, in the event of the proclamation of a disaster, assumes all applicable emergency powers.

Situation

Emergency/Disaster Hazards and Conditions:

Any type of large-scale emergency or disaster has potential for causing serious damage to the City of Semmes’ infrastructure, making it difficult to navigate throughout the area and provide essential functions to the citizens of Semmes.

Concept of Operations

General:

The City of Semmes supports mitigation activities to eliminate or reduce disaster damages and to coordinate recovery efforts with long term development and hazard mitigation plans of the city. This is done a number of ways, including, but not limited to, the land use planning process and the enforcement of existing codes and mitigation requirements in the permit process.

- The Mayor requests the City Council to declare an emergency in the City of Semmes, to proclaim the existence, or threatened existence of a disaster and the termination thereof.
- If the City Council is not in session, the City Mayor may issue such proclamation, subject to confirmation by the Council at the earliest practicable time.

In the event of a disaster or large-scale emergency, the Mayor or designee(s), through interdepartmental coordination at the Emergency Operations Center shall be responsible for:

- Notifying key personnel from other City departments or community agencies of the need for their involvement or presence at the Emergency Operations Center.
- Providing the link with the Mobile County Emergency Operations Center to identify situation reports, request outside resources, notify of local disaster declarations and coordinate efforts on a regional level.
- Providing the link with other jurisdictions/agencies as needed, to insure cooperation and coordination of efforts.

Organization:

All City departments shall insure continuity of government by designating individuals several levels down into their organization who are capable of directing and controlling the resources of their department in times of emergency.

Procedures:

Events that are not major will be handled by the agencies or departments affected. If the event is of a nature that disrupts essential functions of the City, an assessment will be performed and the City of Semmes Emergency Coordination Center will be activated applicable to the severity of the event. During ECC activations, the City of Semmes Emergency Coordination Center Plan will be implemented.

Responsibilities

Public Buildings and Inspection incorporates hazard mitigation into the development of policies in the Generalized Land Use and Environmental Policy elements of the City of Semmes Comprehensive Emergency Operations Plan.

Public Works insures construction and development activities comply with applicable codes and regulations.

Public Works/Utility Services designs and maintains flood and surface water mitigation structures and facilities.

All City departments utilize available information to develop mitigation strategies for the City.

PREPAREDNESS ACTIVITIES

Fire/Emergency Management and the **Local Emergency Planning Committee** take the lead in coordinating preparedness for emergency planning, hazard mitigation, training and public information.

RESPONSE ACTIVITIES

The disaster response efforts of **all City departments** will be coordinated through the Emergency Coordination Center.

RECOVERY ACTIVITIES

After a disaster **all involved City departments** consider potential future mitigation needs, to reduce future impacts in the disaster area.

Resource Requirements

As outlined in the ECOP Responsibility Matrix (see Page 204) the identified entities will provide resource support to the City ECC in the event of a large-scale disaster. Resource support to mutual aid partners will be coordinated and approved based on the immediate and long term needs of the City of Semmes.

Appendices

Appendix B: Responsibility Matrix

Appendix C: EOC/ICS

Emergency Support Function (ESF) 6

Mass Care, Emergency Assistance, Housing, and Human Services

Primary Agency: **SEMMES EMERGENCY COORDINATION CENTER
AMERICAN RED CROSS**

Support Agencies: **Faith Based Organizations
Salvation Army
Community Development
Mobile County Emergency Management Agency
Mobile County Health Department**

Introduction

Purpose:

To provide guidance for furnishing basic human needs to persons affected by emergencies and disasters, such as water, food and shelter. To provide spiritual support and respond to other needs of workers and citizens affected by disasters. To insure coordination with Faith Based and non-profit organizations which provide disaster relief.

Scope:

This document covers support to citizens requiring assistance after an emergency or disaster that goes beyond the scope of normal day-to-day operations. It also addresses the needs of emergency workers, during and after a disaster.

Policies

It is the policy of the City of Semmes:

- To facilitate coordination of mass care efforts during a wide-scale emergency or disaster through the Emergency Coordination Center.
- To coordinate with local, non-governmental, state and federal agencies to facilitate the delivery of assistance programs to individuals, including the identification of appropriate site(s) for the Disaster Recovery Assistance Center(s) and additional personnel if necessary.

- That the Faith Based Organizations are the lead group for providing and coordinating on- scene counseling and support to emergency workers. Outside agencies or persons who offer to assist in this area will be referred to, screened and coordinated by a designated representative The Faith Based Organizations may establish a liaison in the ECC during disaster operations. Additional counseling needs for first responders and all City employees may be made available from the Employee Assistance Program provider.
- It is a policy of the Red Cross that animals and pets are not permitted in shelters, other than animals used to assist the physically impaired. The Mobile County Humane Society may assist evacuees with the care of pets. This may include setting up temporary shelter for pets adjacent to or near Red Cross shelters.

Situation

Emergency/Disaster Hazards and Conditions:

Almost any natural or man-made disaster to strike Semmes has potential for causing a large number of citizens to be in need of water, food and shelter.

Planning Assumptions:

It is assumed there is major damage to large numbers of private residences and businesses and that people could be displaced for 72 hours or longer. Shelters may need to be set up to house and care for these people.

Concept of Operations

General:

Human Resources in conjunction with American Red Cross coordinate shelter and mass care issues within the City of Semmes. Coordination of private sector resources and volunteers will be coordinated through the Semmes ECC. During regional events coordination with the Mobile County ESF 6 liaison is established to maximize resources.

Organization:

Human Resources is the lead agency within the City to identify and coordinate shelter sites in conjunction with the American Red Cross as the lead agency County-wide. The Chain of Command for the Human Resources Department is:

1. Mayor
2. Administrative Assistant

Any of the above, when acting for the Mayor, has the authority of the Mayor in matters of operations and policy. On a day-to-day basis, the Director is the primary contact for the Human Resources Department.

Building and Planning Department may provide support to shelter operations with the provision of their facilities. The Chain of Command for Public Assembly Facilities is as follows:

1. Public Works Superintendent
2. Building Inspector/Code Enforcer

Any of the Chain of Command, when acting on behalf of the Superintendent, has the authority of the Superintendent in matters of operations and policy. On a day-to-day basis, the Building Official is the primary point of contact for emergency planning and preparedness.

The Mobile County Public School System may provide support to shelter operations with the provision of schools as shelters. The Chain of Command for the Mobile County Public School System is:

1. Superintendent
2. Assistant Superintendent

Any of the Chain of Command, when acting on behalf of the Superintendent, has the authority of the Superintendent in matters of operations and policy. On a day-to-day basis, the Superintendent is the primary point of contact for emergency planning and preparedness.

Procedures:

Sheltering and other mass care issues within the City of Semmes shall be coordinated with the Human Resources Department, the American Red Cross, and the Mobile County ESF 6 liaison as described below:

Human Resources - Upon notification of an appropriate emergency by the proper authorities, the Director and his/her alternate will be available for 24-hour contact. Subsequent to the disaster, the department will direct its assessment team to determine human needs. The assessment team will report its findings to the Director and/or his/her alternate. The Director or alternate will make recommendations to the proper authority.

Red Cross - The American Red Cross, in cooperation with other volunteer groups (i.e., the Salvation Army), is the lead agency for managing the emergency shelter program in the City of Semmes. This includes identification and inventory of shelters, opening and closing shelters, registration, medical care, feeding and accounting for people occupying shelters. Red Cross policy is to provide emergency shelter for 72 hours to all who have a need. After 72 hours, only those persons who can demonstrate that they have a permanent place of residence by providing a rent receipt, utility bill, or other and that their domicile is not habitable will continue to receive Red Cross assistance. All others will be considered a socio-economic concern and will be referred to the appropriate agency for assistance.

Health Department—The Mobile County Health Department will work with the Red Cross on maintaining public health standards at shelter locations.

Faith Based Organizations - The City of Semmes has many religious congregations. Many of these congregations offer assistance in a disaster. There are also a number of national church organizations which can provide disaster assistance, and they need a point of contact for coordination in the community

when needed. Faith Based Organizations are prepared to provide this coordination, working with the Human Resources Department.

Mobile County, State and Federal ESF 6 Liaison - coordinate all unmet resource needs through county, state and federal liaisons to provide temporary emergency related assistance to citizens and responders.

Responsibilities

MITIGATION ACTIVITIES	Human Resources coordinates agreements with appropriate entities for applicable services.
PREPAREDNESS ACTIVITIES	Red Cross pre-designates appropriate shelter sites throughout the City and works with those facilities in preparedness activities. Preparedness is carried out by the Red Cross in the form of stored food, blankets, pillows, cots and basic furnishings.
RESPONSE ACTIVITIES	<p>Buildings and Planning is the lead agency within the City to identify and coordinate shelter sites in conjunction with the American Red Cross as the lead agency county-wide.</p> <p>American Red Cross acts as the Mobile County Shelter Management Coordinating Agency, providing emergency feeding service to both victims and emergency workers. They provide clothing, housing, household furnishings, medical supplies, bedding and linens, occupational and educational supplies, and other necessities to disaster victims.</p> <p>Public Buildings and County Schools may provide support to shelter operations with the provision of their facilities.</p> <p>Mobile County Public Schools can provide expedient shelter in the form of busses.</p> <p>The Faith Based Organizations can provide spiritual support.</p>
RECOVERY ACTIVITIES	Mobile County Clerk can provide a reduction in property taxes for property damaged by disaster.

Resource Requirements

Coordination with the following entities to provide necessary services: Associated Ministries, Habitat for Humanity, and Salvation Army.

Appendices

Appendix B - Responsibility Matrix

Emergency Support Function (ESF) 7

Logistics Management and Resource Support

Primary Agency: **MOBILE COUNTY EMERGENCY MANAGEMENT
PUBLIC WORKS DEPARTMENT**

Support Agencies: **Public Works Department
MCSO: Semmes Detail
Semmes Fire Department
Alabama Power**

Introduction

Purpose:

To provide guidance for the emergency acquisition, staging, distribution, conservation and use of essential resources, whether human, financial, equipment or any other kind.

Scope:

This ESF covers essential resources of any kind that may be needed during a disaster, whether the disaster was caused by natural forces or man-made.

Policies

It is the policy of the City of Semmes that:

- When there has been a Proclamation of Emergency, the Mayor may invoke temporary controls on local resources and establish priorities. These resources may include, but not be limited to, fuel, food, shelter and other resources necessary for human needs. Any controls established will be in coordination with other jurisdictions.
- Departments use their personnel to the maximum extent possible including use of personnel not assigned emergency responsibilities. City employees may be required to work either overtime or "out of class" when responding to a disaster and shall be compensated in accordance with existing rules and bargaining agreements. Requirements of the Fair Labor Standards Act (FLSA) shall apply.
- When volunteers are used, initial coordination and supervision will be handled from the Emergency Coordination Center (ECC) or from a field command post.

- The City of Semmes will facilitate coordination with responding military units during disaster operations by establishing liaison through the Emergency Coordination Center (ECC). Further, military assistance to civil authority is supplemental to local efforts and may come from any military base in the area, and military units responding to assist local authorities maintain their own Chain of Command and supervision.

Situation

Emergency/Disaster Hazards and Conditions:

If an emergency or a major disaster should happen in the City of Semmes, it can be considered the area surrounding may also be affected in an adverse manner. Whenever an area-wide disaster occurs, it is important to have procedures for equitable distribution of limited resources.

Planning Assumptions:

For purposes of planning, it is assumed there is an area-wide disaster causing limited resources. It is the intent of this document to outline procedures for distribution of the resources available in an equitable manner.

Concept of Operations

General:

It is the responsibility of Fire/Emergency Management to ensure facilitation of emergency resources is coordinated through the Emergency Coordination Center (ECC). City departments are responsible for developing resource lists and contacts for additional resources to complete their individual mission.

Organization:

Fire/Emergency Management is the lead agency for resource allocation, with assistance from the Mobile County Emergency Operations Center. The Chain of Command for Emergency Management is:

1. Mayor
2. Deputy Fire Chief
3. Public Works Superintendent
4. MCSO Sergeant of Semmes detail

Any of the Chain of Command, when acting on behalf of the Mayor, has the authority of the Mayor in matters of operations and policy. On a day-to-day basis, the Deputy Fire Chief or the Mayor's designated Emergency Management Director shall be the primary point of contact for emergency planning and preparedness.

Emergency Hire/Recruitment:

The Human Resources Department is the lead Department for the recruitment and allocation of additional personnel and may assist other departments to identify employees who can be released to assist in the disaster. In the event additional employees are needed, Human Resources may hire emergency temporary persons.

Procedures:

Purchasing is the lead agency for coordinating emergency purchases and contracts. This may be done from the ECC or through normal purchasing procedures. Payment for such needs is the responsibility of the requesting agency. If funds are not available, purchases shall be made in accordance with emergency purchasing policies.

Unrequested resources— after a major disaster has occurred, it can be anticipated that unrequested resources may be sent to the City of Semmes from outside the city. Information should be disseminated by the ECC to send these resources to appropriate staging areas for sign in, assignment and distribution. It can be anticipated that in any disaster a large number of persons from the local community will volunteer to assist. Staging areas may be designated and persons wishing to volunteer may be directed there for registration and assignments. Volunteers will be assigned to City personnel acting as supervisors, for assignment of tasks and supervision.

Public Buildings—if an event occurs during non-working hours, designated essential Public Works employees are instructed to report to their work locations as assigned. If, due to the circumstances, they cannot get to their normal work location, they should report to the nearest City of Semmes facility to offer assistance

Trained volunteers—trained volunteers from organized Search and Rescue Units may provide initial additional emergency staffing resources for field operations. These organized volunteers may be used as team leaders and untrained volunteers assigned to them for specific task assignments.

Military personnel—military personnel may be considered after all other resources have been committed or if there is an imminent threat and they are the most appropriate resource. The commander of local military bases has the authority to respond directly to such requests, or the request may be coordinated through the State Emergency Management Division of the Military Department. The base commander of a military installation has the authority to respond to immediate life threatening emergencies. Such requests may be made directly to that installation. Assistance from the U.S. Coast Guard may be requested directly to the unit. Other requests for military assistance are made through the State Department of Emergency Management Duty Officer.

National Guard— the National Guard is available after activation by the Governor. Local government must demonstrate that the need is indeed beyond local capability or that a special capability only provided by the military is immediately required.

Responsibilities

MITIGATION ACTIVITIES	City Departments with responsibility for resources and other agencies that provide resources during times of disaster mitigate the consequences by tracking available resources and keeping records of other resources available in emergency situations. They also plan ahead and take advantage of special offers of potentially important resources when made available to them.
PREPAREDNESS ACTIVITIES	City departments are responsible for developing resource lists and contacts for additional resources to complete their individual mission.
RESPONSE ACTIVITIES	Fire/Emergency Management <ul style="list-style-type: none">• Coordinates with public and private sector for maintaining resource information, develops resource lists as required.• Establishes and maintains liaison with local military bases and units as appropriate.• Registers emergency workers (other than employees) Public Works <ul style="list-style-type: none">• Provides and acquires use of heavy equipment for debris removal, construction, etc.• Handles fleet functions such as maintenance, fueling. Human Resources acts as lead for hiring emergency personnel and coordinating human resources needs. Finance/Purchasing provides lead for emergency procurement and purchase of supplies and equipment.
RECOVERY ACTIVITIES	If a disaster causes a shortage of essential resources, the City of Semmes will endeavor to cooperate with other local jurisdictions and with the State in encouraging voluntary controls and to enforce mandatory controls when necessary.

Resource Requirements

N/A

Appendices

Public Works Standard Operating Procedures published separately

Fire Department Standard Operating Procedures published separately

MCSO: Semmes Detail Standard Operating Procedures published separately

Buildings and Planning Standard Operating Procedures published separately

Human Resources Standard Operating Procedures published separately

Emergency Support Function (ESF) 8

Public Health and Medical Services

Primary Agency: **MOBILE COUNTY HEALTH DEPARTMENT**

Support Agencies: **Semmes Fire Department**
 American Red Cross
 Mobile & Baldwin County Hospitals
 Mobile County Sheriff Office
 Semmes Faith Based Organizations
 Mobile County Emergency Management Agency

Introduction

Purpose:

To provide for the:

- Organization, mobilization, coordination and direction of health and medical resources, including related services and support, in an emergency or disaster.
- Coordination of pre-hospital and emergency hospital services.
- Care of the sick, injured and dead resulting from an emergency or disaster.
- Coordinated use of medical personnel and supplies.
- Coordination of crisis response, spiritual and mental health services for individuals suffering from reactions to the emergency or disaster.
- Critical incident stress management services for emergency service workers.
- Provide systems and methods required for surveillance, mitigation, and interventions to reduce the impacts(s) from events potentially or actually affecting public health. Including food safety, environmental health, and communicable diseases.

Scope:

This Emergency Support Function (ESF) identifies emergency medical, health and medical, and related services provided to victims of an emergency or disaster along with guidelines for the coordination of these services.

These guidelines by no means circumvent the use of training, practice, experience and/or judgment of the primary and support agencies involved in the delivery of this ESF.

Policies

- City of Semmes first responders, emergency medical technicians (EMTs) and paramedics who provide emergency medical assistance in the Semmes Fire Department (SFD) service area shall operate under the most current version of the Alabama State Emergency Medical Services and the Emergency Medical Program Director Patient Care Protocols and the Mobile County Patient Care Protocols.
- City of Semmes EMS personnel shall operate in accordance with the most current version of the Departmental, County, State, and Federal Mass Casualty Incidents (MCI) plan. When an incident meets the MCI thresholds, EMS personnel are allowed to follow established written emergency protocols.
- Mobile/Baldwin County Hospitals are the Disaster Medical Control Center (DMCC) for Semmes and Mobile County.
- The State Health Department Director or designee, as the County Health Officer, is authorized to implement control measures as necessary to control communicable disease exposure or contamination of food, water and environmental resources.
- Public Health provides stress management, and emotional and spiritual support at the incident site to civilians and emergency response personnel.
- Deaths on military reservations or of active duty military personnel are the shared jurisdiction of the military (and/or the Armed Forces Medical Examiner) and the County Coroner, defaulting to the Mobile County Coroner if military jurisdiction is not assumed. Coroner jurisdiction may include some cases of suspected contagious disease that may be a public health hazard.
- SFD personnel unable to report to his/her designated work location will report to the nearest operational SFD fire station and offer assistance within the parameters of license or certification.
- All operations shall align with the National Incident Management System (NIMS).

Situation

Emergency/Disaster Hazards and Conditions:

The Mobile County Multi-Hazard Mitigation Plan and other assessments list the natural, technological and social emergencies that are potential life safety threats to City of Semmes residents and the associated damage to property, the economy and the environment. All listed hazards pose varying degrees of risk to health and medical conditions and services within the City of Semmes and Mobile County.

Planning Assumptions:

- Natural, technological, biological and social emergencies or disasters can overwhelm local health and medical facilities and services, requiring emergency coordination of casualties.
- Public health and medical facilities may be severely damaged, destroyed or rendered unusable.
- Infrastructure (transportation, communication, utilities, etc.) may be damaged and impact the ability of local health and medical services to be effective.
- Infrastructure damage and disruption may increase the potential for disease and injury.
- Disruption of sanitation services and facilities, loss of power and massing of people in shelters may increase the potential for disease and injury.
- Availability of medical care personnel may be limited due to injury, personal concerns/needs or limited access to work locations.
- Medical facilities still operational after the emergency or disaster will be overwhelmed by the “worried well, walking wounded” and seriously injured victims in the aftermath of the occurrence.
- Some forms of communicable disease may need ongoing tracking and identification before and during medical intervention.
- Hospitals, long-term care facilities and other inpatient and outpatient facilities and pharmacies will rely on existing emergency service contracts with appropriate vendors for medical equipment, pharmaceuticals, linens and day-to-day supplies. These facilities are expected to plan and stock for seven days of self-sufficiency.
- The damage and destruction caused by an emergency or disaster will produce urgent needs for mental health crisis counseling and spiritual supports for disaster victims and emergency response personnel.
- Publicly supported emergency medical, health and related services will be restored to normal operations during the recovery period as soon as possible and within the limitations and capabilities allowed by city government following the emergency or disaster.

- Contamination of food and water supplies may increase the potential for disease and injury.
- Availability of medical care personnel may be limited due to injury, illness, personal concerns/needs or limited access to work locations.
- Recovery operations will include a public health assessment of food, water, and sanitation systems prior to approval for use by business or the public.

Concept of Operations

General:

The Alabama Department of Health will be the primary lead in all health related emergencies. All other City of Semmes response entities will support the State Health Department in their efforts. In a large-scale disaster the City of Semmes ECC will be activated and coordination between the City ECC and State Health Department will occur.

Organization:

- The Emergency Medical Services (EMS) section of Alabama Department of Health shall lead this ESF.
- EFS 8 primary and support agencies will maintain workable emergency operations plans that identify critical personnel and responsibilities, emergency Chain of Command, appropriate emergency notification procedures, alternate work locations, etc. Critical personnel and supporting agencies will be informed of their role prior to emergencies and disasters.
- ESF 8 agencies will coordinate emergency operations plans with other ESF 8 agencies.
- ESF 8 agencies will establish Continuity of Operations Plans (COOP) procedures and lines of succession which are updated regularly.
- ESF 8 agencies will establish Chain of Command and mobilization procedures and update each regularly.
- ESF 8 agencies will maintain a hardened communications system (telecommunications and radio) with adequate redundancies.
- ESF 8 agencies will endeavor to provide accurate and timely emergency public information as coordinated through the Mobile County Joint Information Center (JIC).

Procedures:

Semmes Fire Department

- Establish incident command for on-scene operations, providing BLS and/or ALS treatment and/or field decontamination of patients as necessary.
- Initiate contact with Mobile County Emergency Management in accordance with the County/State Mass Casualty Incident plan.
- Maintain procedures regarding on-line medical control for pre-hospital care during disaster operations.
- Identify and coordinate medical resources, including City of Semmes ECC activation, to coordinate mutual aid requests and/or deployment of resources as appropriate.
- Conduct damage assessments and determine operational status, relaying such information to the ECC as appropriate.
- Identify potential sites and support staff for temporary emergency clinics, emergency care at shelters and congregate care facilities.

Coordinate emergency medical transportation resources, including private ambulance, Semmes Public School System, private bus agencies and/or air ambulance transportation as indicated.

Determine need for regional and state pre-hospital patient care resources and request assistance accordingly.

Make reasonable attempts to preserve incident scene evidence for possible criminal investigation.

Notify the medical examiner of the existence and location of fatalities and will not move or remove any remains without authorization.

Emergency Operations Center

- The magnitude of the emergency or disaster could create the need for both County and City ECC's to open at a high operational capacity.
- Identification of the lead ECC is dependent upon the All-Hazards incident location.
 - If it is located within the City of Semmes, the City ECC will be the lead organization.
 - If the event occurs outside the City and within Mobile County, Mobile County EOC will be the lead.
 - If there are multiple locations associated with a single incident, the Mobile County EOC will be the lead organization.
- If the MCI occurs in the City of Semmes, the Semmes Fire Department (SFD) is the first responder agency responsible for establishing incident command.
 - The Incident Commander will make the MCI determination and request ECC activation by the Deputy Fire Chief as necessary and appropriate.

- City of Semmes ECC activation is likely to occur in a significant event of an MCI that creates a large number of patients.
- If the MCI occurs in the greater Mobile County area, the Incident Commander from the “In charge” first responder agency will make the MCI determination and contact Mobile County Emergency Management for OCC activation as necessary and appropriate.
- The Mobile County EOC is highly likely to be activated for all major MCIs.
- The role of the lead ECC is to facilitate the:
 - Overall coordination of emergency activities
 - Establishment of priorities
 - Coordination with other agencies and jurisdictions, including requests for state and federal resources
 - Coordination of mutual aid and emergency medical transportation resource requests
 - Collection, evaluation and dissemination of damage information and emergency public information
 - Implementation of policy as needed.
- The non-lead EOC will focus on operations within their jurisdictional boundaries, and coordinate with and support lead EOC operations.
- Representatives from support agencies will be plugged into either or both ECCs according to their role in the incident as well as the need for emergency support functions.

Forward Movement of Patients

- Upon notification that Mobile County hospitals cannot accept any more patients, the Mobile County Emergency Management Agency will coordinate with the State Health Department to arrange for pre-hospital patient distribution to other area hospitals.
- Mobile County Emergency Management will provide the communications link between the EMS transport units (via the on-scene Incident Commander or Transport Unit Leader) and the receiving centers.
- Inter-facility transfer of inpatients to accommodate incoming pre-hospital patients will be coordinated by Alabama State Public Health.

General Information

- Alabama Department of Health will provide 24-hour duty officer coverage in support of public health and medical response activities.
- Alabama Department of Health will establish an Area Medical Command to evaluate, prioritize and coordinate emergency resource requests.

- ESF 8 agencies (primary and support) will maintain a workable emergency operational plan, identifying critical personnel and responsibilities, emergency Chain of Command, appropriate emergency notification procedures and alternate work locations.
- ESF 8 agencies will coordinate public emergency information through the JIC or JIS.

Alabama Department of Health

- Institute disease control measures, including examination, testing, treatment, vaccination, decontamination, isolation and/or quarantine consistent with American Public Health Association guidelines, as indicated.
- Make reasonable efforts to obtain voluntary compliance and/or use given authority to impose involuntary detention when necessary, to include invoking law enforcement powers to enforce orders given to preserve public health.
- Take action as necessary to maintain health and sanitation supervision within the city/county.
- Prevent, control or abate nuisances that are detrimental to public health.
- Inform the public as to the cause, nature and prevention of disease and disability as well as the preservation, promotion and improvement of health within the city/county.
- Promote public health by participating in the establishment of health educational or training activities and authorizing the attendance of Public Health/EMS employees or individuals involved with Public Health/EMS related programs.
- For ESF 8 response actions involving multiple health and medical organizations or agencies the Alabama Department of Health will designate a Health and Medical Unified or Area Command.
- ESF 8 Area Command will prioritize and manage health and medical resources during the incident. If resource needs cannot be met locally or through local mutual aid agreements, ESF #8 Area Command will transmit a request for assistance through the County EOC to the State ECC. The state may access state agency resources, interstate mutual aid, private industry resources, or turn to federal agencies to accomplish the mission.
- Activate community level health and medical surge capacities
- Coordinate patient evacuation from medical and long term care facilities
- Take action as necessary to maintain public health and sanitation supervision within the city/county to include inspection of potentially degraded sanitation systems prior to being used.
- Receive and process registered emergency workers for use as emergency response organization staff in support of the Medical System response.

- Control and prevent the spread of dangerous, contagious or infectious diseases.
- Provide information as to the cause, nature and prevention of disease and disability and the preservation, promotion and improvement of public health within the city/county.
- Prevent, control or abate nuisances, which are detrimental to public health.
- Inspect, as necessary, the expansion or modification of existing public water systems, and the construction of new public water systems, to assure that the expansion, modification, or construction conforms to system design and plans.
- Take measures necessary to promote the public health by developing and issuing public health educational materials (fact sheets).
- Institute disease control measures consistent with recommended American Public Health Association / Centers for Disease Control guidelines.

Local Health Care Systems

- Develop policies and procedures to activate the health care system disaster plans that ensure adequate staffing and bed capacity and personnel readiness to maintain highest possible operational levels.
- When notified of mass casualty incident, each health care system will manage its “surge capacity” to accommodate a large influx of patients in accordance with both established hospital specific and county-wide disaster response/MCI protocols.
- Perform patient triage to expedite access to appropriate definitive treatment at system hospitals and affiliated treatment facilities.
- Provide a safe environment to include:
 - a. Decontamination
 - b. Secure ingress and egress (facility lockdown)
 - c. Adequate supplies and equipment
 - d. Coordination of care and resources with other health care systems
 - e. Protection of staff
- Monitor health care system treatment capacity over the course of the incident and notify the ECC if and when that capacity is exceeded.
- Activate the command center function at receiving hospitals, via either the Emergency Department or a separate institutional location, in accordance with their organization’s disaster response protocols.
 - a. Each hospital will notify the ECC when its command center is operational and provide a liaison as requested.

- b.** The Medical Group, via its hospital representative, and hospital command centers will establish and maintain direct communication throughout the incident.

- Other emergency operations include:
 - a.** Assess internal damage assessment and report status of the following to the Alabama Department of Health or Hospital representative to the appropriate ECC
 1. Patients
 2. Personnel
 3. Communications capabilities
 4. Utilities and other essential resources

 - b.** Request additional resources (including MMRS) as needed through the Mobile County EOC
 - c.** Maintain decontamination procedures, equipment and personnel readiness appropriate to capability to handle patients who are contaminated with hazardous materials.

Semmes Police Department/Law Enforcement:

- Provide on scene crowd and traffic control, law enforcement and crime scene investigations.
- Support local health care system hospitals and affiliated clinics with security and crowd control as resources allow.
- Enforce quarantine restrictions as requested by Alabama Department of Health.
- Provide security for temporary morgue sites.
- Assist in contacting and transporting critical hospital personnel as requested and as resources allow.

City/County Faith Based and Mental Health Organizations

- Coordinate on-scene interaction with family members of victims and emergency response personnel.
- Provide support and comfort to relatives and friends of incident victims.
- Coordinate with appropriate ECC to request additional trained personnel.

Public Safety Communications

- Receive 911 calls and dispatch public safety resources

- Have policies and procedures in place for high incident response loads anticipated during an emergency or disaster.

Emergency Communications:

- Landlines and cellular phones will be the primary method of communications as long as they are functional

Responsibilities

<p>PREPAREDNESS ACTIVITIES</p>	<ul style="list-style-type: none"> • Base station concept for medical control of pre-hospital care established and maintained, as much as possible, during disaster operations. • ESF 8 primary and support agencies maintain a workable emergency operational plan, identifying critical personnel and responsibilities, emergency Chain of Command, appropriate emergency notification procedures, alternate work locations, etc.
<p>PREPAREDNESS ACTIVITIES</p>	<ul style="list-style-type: none"> • ESF 8 primary and support agencies maintain appropriate levels of personnel readiness and personal protective equipment for their first responders • Semmes Fire maintain policies, procedures and personnel readiness to handle high incident response loads during an emergency or disaster • Mobile County EMA develops and tests annually the NDMS Area Operations Plan with involvement of participating hospitals and agencies

**RESPONSE
ACTIVITIES**

Semmes Fire

- Establish incident command for on-scene operations
- Provide BLS, ALS and/or field decontamination of patients as necessary and appropriate
- City of Semmes Emergency Coordination Center (EOC)
- Identify and coordinate medical resources, including EOC activation, mutual aid requests, deployment of regional and state pre-hospital patient care resources.
- Identify potential sites and support staff for temporary emergency clinics, emergency care at shelters and congregate care facilities
- Coordinate emergency medical transportation resources
- Provide liaison between EOC, hospitals and pre-hospital care providers

Mobile County EMA and Municipal Fire Departments

- Mobile County Emergency Operation Center (EOC)
- Emergency medical triage, treatment and transport in coordination with the Incident Commander and/or the lead EOC

Alabama State Health Department

- Disease control measures including examination, testing, treatment, vaccination, decontamination, isolation and/or quarantine
- Coordinate emergency sanitation support
- Monitor and assure safe food and drinking water supply
- Implement quarantine policies as necessary to protect public health.

Local Health Care Systems

- Manage surge capacity to accommodate a large influx of patients
- Patient triage to expedite access to definitive care
- Monitor system treatment capacity and report to EOC
- Maintain decontamination procedures, equipment and personnel readiness to conduct patient decontamination as necessary and appropriate

<p>RESPONSE ACTIVITIES</p>	<p>Semmes Police Department/Law Enforcement</p> <ul style="list-style-type: none"> • On scene crowd and traffic control, law enforcement and crime scene investigations • Security support for local health care systems and affiliated clinics as resources allow • Enforce quarantine restrictions as requested by Alabama State Health Department <p>City/County Faith Based and Mental Health Agencies</p> <ul style="list-style-type: none"> • On scene interaction with family members of patients and emergency response personnel • Support and comfort to relatives and friends of incident victims
<p>RECOVERY ACTIVITIES</p>	<p>State Medical Examiner</p> <ul style="list-style-type: none"> • Identification, storage and disposition of the deceased

Resource Requirements

The Alabama State Association forensic dentists may assist with the identification of the deceased through the use of dental records. They provide information to their members regarding current emergency response policies and procedures.

The Radio Amateur Civil Emergency Services (RACES) may provide emergency communications support to hospitals and military units during the activation of NDMS.

Appendices

- National Incident Management System (NIMS)
- County Mass Casualty Incident Plan
- SPFD Mass Casualty Incidents SOP
- County/State Emergency Patient Care Protocols
- (All published separately)

Emergency Support Function (ESF) 9

Search and Rescue

Primary Agency: **Semmes Fire Department**

Support Agencies: **MCSO Semmes Detail
Semmes Public Works
Alabama State Mutual Aid**

Introduction

Purpose:

To provide guidance for search and rescue operations in the City of Semmes, as well as in coordination with Mobile County.

Scope:

This ESF is written to consider emergencies or disasters that require search and rescue of individuals, as well as day to day operations in which an individual or individuals may be lost or missing.

Policies

The City recognizes and uses the Search and Rescue Standards adopted by the Alabama State Department of Homeland Security, FEMA, and NFPA.

Situation

Emergency/Disaster Hazards and Conditions:

Search and rescue resources come into play in any type of emergency or disaster which requires finding and/or removing people from danger or harm.

Planning Assumptions:

This document assumes the need for search and rescue not only during times of disaster, but on a day-to-day basis for recreational incidents, lost and missing persons and other types of normal search and rescue operations.

Concept of Operations

General:

Search and rescue is defined as the act of searching for, and rescuing, any person who is lost, injured or killed in the out of doors, or as a result of a man-made or natural disaster. Extensive rescue operations shall be a team effort of law enforcement, fire services, volunteers, other agencies and the private sector, with the Fire Department providing overall command, control and coordination.

Organization:

The Semmes Fire Department is responsible for search and rescue operations within the city limits.

The Chain of Command for the Semmes Fire Department is as follows:

Fire Department

1. Deputy Fire Chief
2. On Duty Company Officer

The primary support source of personnel for search and rescue comes from the Mobile County Emergency Management. Commissioned Firefighters trained in Search and Rescue procedures may coordinate and supervise volunteers. The City may also use other special search and rescue resources.

The Public Works Department is the lead agency to provide heavy equipment. The Public Buildings is the lead agency to provide technical advice concerning structures.

Procedures:

If additional urban search and rescue capabilities are needed, this may be accomplished through mutual aid with existing jurisdictions which have the capability or, if they are impacted by a major event, through a request to the state for additional resources from the National Urban Search and Rescue Response System. These assets would be brought into the nearest serviceable airfield and staged in Mobile County for assignment. The support for these Task Forces when they arrive may be provided by the State Military Department under the scope of the State Search and Rescue Plan.

Responsibilities

PREPAREDNESS ACTIVITIES	Local Search and Rescue personnel and volunteers train and hold exercises on a regular basis. They follow very specific requirements for their members and maintain a complete list of supplies and equipment needed for search and rescue. They are ready for call-out at a moment's notice. The Semmes Fire Department shall keep Fire/Emergency Management informed of active membership lists and call-out procedures.
RESPONSE ACTIVITIES	<p>Semmes Fire or designee provides command, control and coordination of search and rescue operations and Emergency Management can support Moss Point Fire Search and Rescue operations with additional resource coordination and activation of the EOC.</p> <p>MCSO Semmes Detail can support by establishing perimeter controls and restricting access to the public and media outlets and through traffic control measures.</p> <p>Public Works is the lead agency to provide heavy equipment. Public Buildings is the lead agency to provide technical advice concerning structures.</p>
RECOVERY ACTIVITIES	Local mental health and Faith Based organizations will provide spiritual support and counseling to disaster victims and assists with the Critical Incident Stress Debriefing, process for emergency responders

Resource Requirements

If additional search and rescue resources are needed, the Fire Department will request through the Mobile County Duty Officer, who is on duty 24 hours a day. Semmes Fire Department Operations Division will provide the coordination for such outside resources.

Appendices

Semmes Fire Department standard operating procedures
State of Alabama US&R procedures
FEMA US&R Operating Procedures
(Each published separately)

Emergency Support Function (ESF) 10

Oil and Hazardous Materials Response

Primary Agency: **Semmes Fire department**

Support Agencies: **MCSO Semmes Detail
Semmes Public Works**

Introduction

Purpose:

This ESF provides guidance for the response and mitigation of hazardous materials incidents – those beyond normal field operations - in the City of Semmes. Such incidents could be stand- alone incidents or the result of a larger disaster.

Scope:

Hazardous materials incidents encompass a wide variety of potential situations and hazards, some of which are fires, spills, transportation accidents, flammability, radioactivity, corrosiveness, explosions and reactivity. Each incident is unique and requires all emergency response personnel to approach with caution. Recognition, identification and stabilization of an incident are the primary goals. Recovery and cleanup are the responsibility of the shipper, spiller and/or owner.

Policies

This ESF has been prepared pursuant to Section 126 of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III), the Code of Federal Regulations (29 CFR 1910.120), and the Local Emergency Planning Committees (LEPCs) Hazardous Materials Response Plan (HMRP).

Situation

Emergency/Disaster Hazards and Conditions:

Potentially disastrous hazardous materials situations in Semmes are varied and numerous, but could include such scenarios as an explosion or release from a chemical company, a transportation accident involving a hazardous substance or an act of terrorism which threatens the population.

Planning Assumptions:

For purposes of planning, it is assumed there is a major threat to life and/or property and that disruptions could occur in utility and transportation systems. Occupants of residences and businesses could be required to evacuate or shelter in place.

Concept of Operations

General:

The Semmes Fire Department has been designated an Incident Command agency and is responsible for the incidents involving hazardous materials during the critical and containment stages. The Mobile County Hazardous Materials Response Team will provide technical expertise, equipment and assistance at the incident and shall advise the Incident Commander.

The MCSO Semmes Detail would be the lead agency if the event involves terrorism.

Organization:

The administration of the Hazardous Materials Response Team and their apparatus are under the authority and supervision of the Fire Department. Administrative needs of the Team will be coordinated by the Senior Team Captain. The use of this team, in a disaster situation, would be coordinated through the Emergency Coordination Center.

Procedures:

Responding personnel shall operate in accordance with the Semmes Fire Department Hazardous Materials Response Plan and normal SFD Standard Operating Procedures. Safety and decontamination policies and procedures will always be of paramount importance at hazardous materials incidents.

Responsibilities

MITIGATION ACTIVITIES	The Local Emergency Planning Committee, consisting of representatives from government, the chemical industry and the community, works to promote effective emergency preparedness planning, education and access to public information on hazardous substances in Semmes and Mobile County.
PREPAREDNESS ACTIVITIES	Fire conducts/facilitates training for first responders and Hazardous Materials Response Team members. Fire provides and maintains apparatus and equipment necessary for response to hazardous materials incidents, and participates in drills and exercises to insure preparedness.

<p>RESPONSE ACTIVITIES</p>	<p>Fire is responsible for incidents involving hazardous materials during the critical and containment stages. The Fire Department will provide technical expertise, equipment and assistance at the incident. MCSO will become involved if the situation involves hazardous materials substances of an illegal or explosive nature. If necessary, MCSO would request a Bomb Squad (EOD).</p> <p>MCSO will identify evacuation routes, if necessary. Direction and control of evacuation are exercised primarily on scene, coordinated by Police and assisted by Fire.</p> <p>Public Works will become involved when a hazardous materials incident or threat involves a Moss Point storm or sanitary sewer system.</p> <p>Mobile County Health may become involved if the situation has potential for endangering the health of the public.</p>
<p>RECOVERY ACTIVITIES</p>	<p>Fire coordinates decontamination for responding personnel.</p>

Resource Requirements

The Semmes Fire Department maintains the city’s hazardous materials response capabilities.

Public works will provide trucks and needed materials for the control of hazardous materials runoff to the SPFD.

Appendices

Semmes Fire Department Hazardous Materials Response Procedures
 Semmes Public Works Hazardous Materials Response Procedures
 (Each published separately)

Emergency Support Function (ESF) 11

Agriculture and Natural Resources

Primary Agency: **Semmes Finance Department
County and State Agencies**

Support Agencies: **American Red Cross
Semmes Public Works**

Introduction

Purpose:

To provide guidance for the emergency use of food and potable water.

Scope:

The focus of this document is food and water supplies in the City of Semmes during and immediately after an emergency or disaster occurs requiring such services.

Policies

It is the policy of the City of Semmes to coordinate with major food distributors and other elements of the food industry to establish an emergency distribution system if a disaster disrupts the normal distribution process. It is further the policy of the City of Semmes that citizens are advised to be prepared to be on their own for 7-10 days following a disaster. This will relieve the pressure on establishing emergency food distribution systems.

Situation

Emergency/Disaster Hazards and Conditions:

During many types of hazardous conditions, it is difficult or impossible to move goods into and out of the area. After a disaster, there may be a shortage of food and water and special provisions will need to be made for general health and safety.

Planning Assumptions:

If it is assumed there is a shortage or diminishing supply of food and water. It will be necessary to be resourceful in supplying the general population as well as emergency workers with necessary supplies.

Concept of Operations

General:

Disaster, combined with adverse weather, may cause interruption of the incoming food supply and distribution networks. Should this condition exist, it would be necessary to work with the food commodity industry to effectively manage the distribution of existing inventories of food.

Organization:

The Finance Department is the lead department for coordinating the documentation and collection of City emergency expenditure information. The Chain of Command for the Finance Department is as follows:

1. Mayor
2. City Clerk

Any of the Chain of Command, when acting on behalf of the Mayor, has the authority of the Mayor in matters of operations and policy. On a day-to-day basis, the City Clerk is the primary point of contact for emergency planning and preparedness purposes.

The Mobile County Health Department is the lead agency for the coordination of public health services including, but not limited to; sanitation services and basic hygiene; identification and control of communicable diseases; vector control; examination of food and water supplies for contamination; inspection of food preparation vendors for adherence to health standards; emergency sanitation standards for disposal of garbage, sewage and debris; assessment of environmental contamination and public health risk from hazardous materials spills.

Any of the Chain of Command, when acting as the lead for the Health Department, has the authority in matters of operations and departmental policy.

Public Works is the lead agency for the provision and restoration of water, within the City of Semmes and for their customers outside of the City limits, and responding to emergencies and restoring essential services under Semmes Public Works control. The Chain of Command for Semmes Public Works regarding water is as follows:

1. Public Works Superintendent
2. Building Inspector/Code Enforcer
3. Public Works Maintenance Supervisor

Any of the Chain of Command, when acting on behalf of the Superintendent, has the authority of the Director in matters of operations and policy. On a day-to-day basis, the Superintendent is the primary point of contact for emergency planning and preparedness purposes.

Procedures:

The ECC, in conjunction with representatives from the food supply industry would establish plans for this function. The U.S. Department of Agriculture (USDA) is responsible for the distribution of the nation's food supply and the preservation of agricultural resources in a national emergency.

The Water Division management personnel and their support staff are instructed to report to their respective work locations.

Food for emergency workers during emergency operations may be provided by the American Red Cross Disaster Feeding Service, the Salvation Army Canteen Service or other local sources.

Responsibilities

MITIGATION ACTIVITIES	<p>Citizens are advised to prepare their own 3-day emergency water supplies.</p> <p>Resource lists are kept and special contracts are ready in the event they are needed.</p>
PREPAREDNESS ACTIVITIES	<p>The American Red Cross and the Salvation Army are able to feed and house the populations as needed.</p> <p>Resource lists, distribution sites, and supplier lists should be identified prior to the emergency or disaster.</p>
RESPONSE ACTIVITIES	<p>Finance/Purchasing will assist and support the Emergency Operations Center’s coordination and procurement of emergency food supplies.</p> <p>American Red Cross will provide food and water for emergency workers and victims.</p> <p>Semmes Public Works is the lead agency to provide potable water if the regular water system fails.</p> <p>Mobile County Public Health is the lead agency to coordinate and disseminate information regarding food contamination, proper handling, distribution, conservation and safe drinking water. Health Department will also monitor food preparation at point of consumption and emergency water supplies for compliance with applicable standards.</p>
RECOVERY ACTIVITIES	<p>Mobile Public Works/Water Division will develop plans for the emergency restoration of Semmes water supply.</p>

Resource Requirements

N/A

Appendices

Mobile County Emergency Management Agency

Emergency Support Function (ESF) 12

Energy

Primary Agency: **Alabama Power**

Support Agencies: **Public Works Department**

Introduction

Purpose:

To provide guidance for emergency operations within Semmes Public/Private Utilities and policy relating to other providers of natural gas, petroleum, and telephone utility resources.

Scope:

This ESF deals with those providers of utility services in the City of Semmes and the services they are able to provide during times of disaster.

Policies

It is the policy of the City of Semmes that other energy and utility providers, such as those that provide natural gas, petroleum, telephone service, etc., whether publicly or privately owned, be prepared to respond to needs caused by an emergency or disaster. The Emergency Coordination Center may establish liaison with such energy and utility providers to coordinate disaster and emergency needs and services.

Situation

Emergency/Disaster Hazards and Conditions:

Any number of events can disrupt utility service in Semmes. The most common is high winds, causing downed trees and power lines. Old pipes can break or become clogged causing disruption to water service and gas lines can leak or be damaged by construction projects, causing disruption to service. The worst case scenario might be a hurricane, causing serious damage to any or all utilities and requiring creative use of available resources.

Planning Assumptions:

The utility providers plan for a serious damaging event when determining their response. Because of foul weather and other incidents, they have the occasion to practice from time to time.

Concept of Operations

General:

The utility providers plan for a serious damaging event when determining their response.

Organization:

Alabama Power is the lead agency for the provision and restoration of electrical power within the City of Semmes and for their customers outside of the City limits.

Procedures:

Alabama Power will be managed from their respective facilities. Management personnel and their support staff are instructed to report to their respective work locations.

When the immediate life safety needs of the employees are met, each Division will make an assessment of what has happened, what can be done about it and what is needed as it relates to their operations. Specific information needed is the status of employees, equipment and facilities.

In the event of a major event during working hours, Alabama Power shall be responsible for the immediate needs of their staff and the safe evacuation or relocation of employees. If an event occurs during non-working hours, Employees are instructed to check on their families and homes, get things secure there, then to report to their normal work location for assignment. If, due to the circumstances, they cannot get to their normal work location, they should report to the nearest fire station or other City of Semmes facility to offer assistance.

Policy level coordination with the Mayor and the City Council, as well as operational coordination of status reports and needs assessments is accomplished through the Emergency Coordination Center (ECC). Alabama Power is responsible for establishing liaison with the ECC for policy level, operations level, or public affairs coordination. Their respective designees should automatically report to the ECC to initiate coordination. The ECC will coordinate resources, establish priorities, assess and document damages and provide information to the public. The ECC may initiate information programs to keep the public informed of utility status and any restrictions.

The Director of Emergency Management may advise Alabama Power or other public or private utilities operating in the City of Semmes of federal or state restrictions, or any emergency restrictions or operating policies established by City government. The ECC may also coordinate with the Emergency Resources Management Organization if activated by the Governor.

Responsibilities

MITIGATION ACTIVITIES	Alabama Power has a vigorous program of tree trimming which has proven to be an excellent mitigation measure in high winds.	Page
	Distribution automation and feeder sectionalizing also reduce the frequency and duration of system outages.	

PREPAREDNESS ACTIVITIES	Alabama Power participates in drills and exercises to insure preparedness, and educates citizens on preparedness measures they can take to prepare for utility outages
RESPONSE ACTIVITIES	Alabama Power will provide personnel and equipment as needed to respond to energy needs caused by a large scale emergency or disaster.
RECOVERY ACTIVITIES	Alabama Power will provide for the restoration power service to its customers. Utility providers have specific priorities assigned for recovery of services which are based on immediate need for emergency services and a pre-determined priority. Life safety is of primary concern.

Resource Requirements

Requests for additional assistance beyond what Alabama Power can handle shall be first accomplished through existing mutual aid agreements with other providers. The ECC shall be kept informed of these requests and may help coordinate outside resources if needed.

Appendices

Alabama Power Emergency Operating and Staffing Plan (Published separately)
 Semmes Public Works Department Emergency Operating and Staffing Plan (Published separately)

Emergency Support Function (ESF) 13

Public Safety and Security

Primary Agency: **Semmes Police Department**

Support Agencies: **MCSO Semmes Detail**
Alabama State Police
Semmes Fire Department

Introduction

Purpose:

To provide guidance for the coordination of law enforcement operations in response to large scale emergencies and disasters.

Scope:

This document is intended to give guidance when an incident goes beyond the normal day-to-day field law enforcement operations. Such incidents could be stand-alone situations, or the result of a larger disaster.

Policies

It is the policy of the MCSO Semmes Detail that upon the occurrence of a major disaster, field units will assess the incident and make their assessments known to the established incident command. Appropriate Incident Command System information will be passed on to the police liaison in the Emergency Coordination Center (ECC).

It is the policy of the City of Semmes that MCSO Semmes Detail personnel sent to assist other jurisdictions will integrate into the established Incident Command System as outlined in the National Incident Management System Protocols. It is anticipated that other jurisdiction's personnel who respond to requests for assistance from the City of Semmes will operate the same way.

Coordination between the MCSO and other law enforcement agencies is facilitated by Mobile County. This allows law enforcement personnel to respond to another jurisdiction upon request and for jurisdictions to develop more specific agreements for special circumstances.

Situation

Emergency/Disaster Hazards and Conditions:

Any large scale emergency or disaster, natural or man-made, holds potential for causing disruption and the need for control and coordination by law enforcement, to insure the safety and security of Semmes' citizens.

Planning Assumptions:

For planning purposes, it is assumed there is a major disruption in the city, which may or may not involve illegal activity, and that existing resources may not be sufficient to handle the situation.

Such disruptions can include the need for law enforcement, criminal investigation, crowd or traffic control, bomb squad, SWAT, evacuations and/or search and rescue operations.

Concept of Operations

General:

During an emergency or disaster, the need for public safety and security will increase. The MCSO Semmes Detail (SPD) is the lead in public safety and security related response and recovery efforts.

Organization:

Any of the Chain of Command, when acting for the Sergeant, has the authority of the Sergeant in matters of operations and policy.

Procedures:

When the scope of an event requires going beyond normal field operations, the Semmes Police Department will respond in the following manner.

- Incident Command will be established and the incident will be managed by identified objectives, based on the priorities of life safety, scene stabilization, and property/environmental preservation.
- Field information will be relayed by the Incident Commander, or designee, to the Police Liaison in the ECC or to the ECC Manager depending on the established position at the time.
- Policy level coordination may be accomplished with the City's Policy Group at the Emergency Coordination Center (ECC). The MCSO Sergeant Semmes Detail is responsible for establishing liaison with the ECC to provide coordination of law enforcement activities with other response functions.
- The Sergeant may report to the ECC, or assign a designee, depending upon the situation. Coordination may be required at the policy, supervisory or operations level, depending upon the size and scope of the event, and what level of city management personnel come to the ECC.

- The MCSO Public Information Officer (PIO) has the lead for media and public information services relating to the MCSO. This may be coordinated with the City Public Relations Officer from the ECC or Joint Information Center if necessary.
- If required, off-duty personnel will be recalled to duty through normal methods. If it is apparent that a major incident has occurred, disrupting normal communications channels, off-duty personnel are instructed to make contact with their supervisor for instructions. If they cannot make contact, they are instructed to report to the nearest Police or City facility to offer assistance and receive instructions.

Responsibilities

<p>PREPAREDNESS ACTIVITIES</p>	<p>The MCSO has established procedures to recall off-duty officers to duty in the event of a disaster. Mutual aid procedures are in place, in the event assistance is needed from other jurisdictions.</p>
<p>RESPONSE ACTIVITIES</p>	<p>MCSO receives and distributes warning information to appropriate units and agencies, and supports the EOC with law enforcement communications.</p> <p>Deputies provide law enforcement services, emergency traffic control and evacuation services if needed. Police/Traffic will designate primary and secondary evacuation routes.</p> <p>Fire may assist with evacuations and provide direction and control for search and rescue and coordination of heavy rescue operations.</p>

Resource Requirements

N/A

Appendices

MCSO Semmes Detail Standard Operating Procedures (published separately)

Emergency Support Function (ESF) 14

Long Term Community Recovery

Primary Agency: **Emergency Management
City Applicant Coordinator**

Support Agencies: **All City Departments and Agencies**

Introduction

Purpose:

To provide guidance for the coordination of long-term recovery strategies and activities.

Scope:

This ESF deals with the long-term recovery of the Semmes community following a major disaster.

Situation

Emergency/Disaster Hazards and Conditions:

Critical policy issues that emerge following disasters require local governments to make difficult decisions about how to rebuild. Time is a compelling factor in determining local recovery decisions and outcomes. Disaster victims have an inherent desire to rebuild rapidly and return to normal - to the way things were before the disaster. However, communities must balance this perceived immediate need against the long-term objective of sustainable development, and can use the disaster as an opportunity to reduce the impacts of future events.

Planning Assumptions:

It is assumed that any large-scale disaster will affect the physical infrastructure of the city, as well as the economic well-being of the community. If and when recovery funds become available following a disaster, the City will consider potential mitigation actions to reduce future disaster-related losses.

Concept of Operations

General:

Decisions affecting long-term community recovery and future mitigation happen even as response to the disaster is happening. Some decisions must be made on the spot that will have long-term effects. But when the disaster is "over with" and the recovery phase is entered, long-term planning becomes critical to the long-term health of the community. This planning needs to involve a wide range of specialized technical expertise to support long-term community recovery and future mitigation strategies and activities.

Organization:

The Chain of Command for City Emergency Management is as follows:

1. Mayor
2. Deputy Fire Chief
3. Public Works Superintendent
4. MCSO Sergeant of Semmes detail
5. City Applicant Coordinator?

Any of the Chain of Command, when acting on behalf of the Mayor, has the authority of the Mayor in matters of operations and policy. The other organizations which may be involved each have their own Chain of Command, as mentioned elsewhere in this plan.

Procedures:

As the lead agency, City Emergency Management will initiate this planning process during the actual disaster, through the Planning Section in the Emergency Coordination Center. Long term, it will most likely be handled administratively at the Mayor/Council level, involving representatives from all involved City departments and community organizations.

Responsibilities

MITIGATION ACTIVITIES	Through land use planning, the Planning Department regulates development in areas prone to disaster such as flooding or landslide zones, reducing future vulnerability.
PREPAREDNESS ACTIVITIES	All City departments prepare for disasters with an eye to how long-term recovery will be accomplished. Where feasible, plans guiding future development or mitigation are in place.
RESPONSE ACTIVITIES	Documentation at the ECC and individual department level during the disaster help qualify the City for state and federal funding which may become available following the disaster.

**RECOVERY
ACTIVITIES**

The Economic Development Department helps individuals and businesses secure eligible funding following a disaster.

Resource Requirements

N/A

Appendices

N/A

Emergency Support Function (ESF) 15

External Affairs

Primary Agency: **COMMUNITY DEVELOPMENT**

Support Agencies: **Economic Development Department
Human Resource Department
Management Information Systems**

Introduction

Purpose:

To coordinate and provide accurate and timely information to impacted areas, citizens, first responders, governments, media, tribes and the private sector

Scope:

This ESF covers the coordination and dissemination of public information as it applies to an emergency or disaster affecting the City of Semmes. The City of Semmes Emergency Coordination Center (ECC) will determine the need for a Joint Information Center (JIC) involving several entities as outlined in the ESF, based on the severity of the event.

Policies:

The City will use normal communication systems as much as possible during a disaster. Assessment of the communication infrastructure after a disaster will assist in prioritization of communication capabilities to best serve the response and recovery effort.

The City will issue public information to citizens as necessary using available communication resources depending on the scale of the emergency.

Situation

Emergency/Disaster Hazards and Conditions:

Under normal circumstances, the City communicates with the public through TV/Radio/Print Media and the City's website. An emergency or disaster has the potential to adversely impact the City's ability to coordinate public information through the above mentioned systems. The City's ability to provide health and safety information to the citizens; and communicate with first responders, governments, media, tribes,

and the private sector may be disrupted and based on the size and duration of the emergency alternate public information methods need to be implemented.

The City's Management Information Systems activates the County Emergency Alert System (EAS), which allows audio messages to go over all TV/Radio channels.

Planning Assumptions:

An emergency or disaster has the potential to adversely impact the Communication infrastructure and may overwhelm damage or cease functionality of such infrastructure.

The type of damage to the infrastructure will determine the timeliness and effectiveness of the public information and its effect on the citizens and the response and recovery efforts.

Public Information to the community may become a primary objective. Rumors or misinformation can cause unnecessary distress and provoke counterproductive public actions to include impediment of response and recovery efforts.

Timely and accurate public information releases and updates help to protect people's health and safety and will assist in managing expectations and minimize the physiological impact on the community

Concept of Operations

General:

Public Information sharing is of paramount importance. The City's Community Development Department coordinates the City's public information releases.

Organization:

- The City of Semmes ECC establishes and maintains the ESF 15 activation and makes the determination if JIC activation is required.
- The JIC serves as a central point for the media to receive coordinated, verified and approved information, i.e. press releases, press conferences etc.
- The Lead Public Information Officer coordinates activities between the City ECC PIO section and applicable City Department/Division PIOs, county, state and possible federal PIOs.
- Public safety agencies and volunteer organizations communicate with the City ECC PIO section as needed.
- City PIO section makes notification to city employees and citizens through appropriate media channels of service interruptions and/or office closures.

Procedures:

- Implementing the public information plan will mitigate the challenges that may occur in disaster situations.
- Maintain a list of pre-identified PIOs by city departments and divisions, activate PIOs as needed based on nature and size of the incident.
- Maintain and update coordinated and approved messages which provide disaster information to citizens.
- Coordinate participation and staffing of the JIC if activated.

Responsibilities

MITIGATION ACTIVITIES	Coordinate and maintain the City of Semmes’ website. Generate and post pertinent public information.
PREPAREDNESS ACTIVITIES	Develop, review and update Public Information Plan. Develop and maintain working relationships with local, state, federal and public sector PIOs and local media outlets.
RESPONSE ACTIVITIES	In the event of an emergency or disaster coordinate incoming and outgoing public information data with City ECC. Develop, review and coordinate approval process for outgoing public information, to include press releases, press conference material, etc. Coordinate and provide appropriate staff to the JIC, maintain communication between JIC and City ECC. Coordinate with local PIOs and local media outlets to disseminate information and manage rumor control.
RECOVERY ACTIVITIES	Coordinate public information releases pertaining to restoration of the community and city government. Provide assistance in advertising federal government assistance programs and Disaster Field Office locations.

Resource Requirements

N/A

Appendices

Community Development Department standard operating procedures published separately

Economic Development Department standard operating procedures published separately

Human Resources Department standard operating procedures published separately

Management Information Systems standard operating procedures published separately

ATTACHMENT 1

LOCAL OFFICIALS DISASTER RESPONSE LIST

If a disaster is beyond State and local capabilities and resources for effective response, the President may declare a major disaster or emergency. This measure makes extensive federal assistance available, which imposes special obligations on State and local officials. The sequence of events may vary, depending upon the particular disaster.

Sequence of Events

- Disaster occurs.
- Local response – emergency operations center activation – declaration of state of emergency.
- Continue emergency work – maintain documentation (labor, equipment, materials, and contracts).
- Compile initial estimated damage. Report to the County/State emergency management agency.
- Evaluate needs and request State/Federal assistance.
- State/Federal survey of need – Preliminary Damage Assessment.
- Governor’s request for Federal assistance.
- Presidential declaration.
- Designate applicant’s agent.
- Attend Applicants’ Briefing – submit Request for Public Assistance.
- Kickoff Meeting with Public Assistance Coordinator – discuss project formulation.
- Prepare Project Worksheets – work with the Public Assistance Coordinator.
- Address applicable Special Considerations (floodplain management, insurance, hazard mitigation, and compliance with environmental and historic preservation laws).
- Complete application for Federal funds.
- Maintain required documentation (labor, equipment, materials, and contracts).
- Receive payment of small projects - Federal share and possibly State share.
- Complete approved disaster work within time allowed.
- Request final inspections.
- Submit documents for final inspection, program review, and close out.
- Receive reimbursement – final payment on large projects.
- Keep all documentation for three years after applicant closeout.

Eligibility

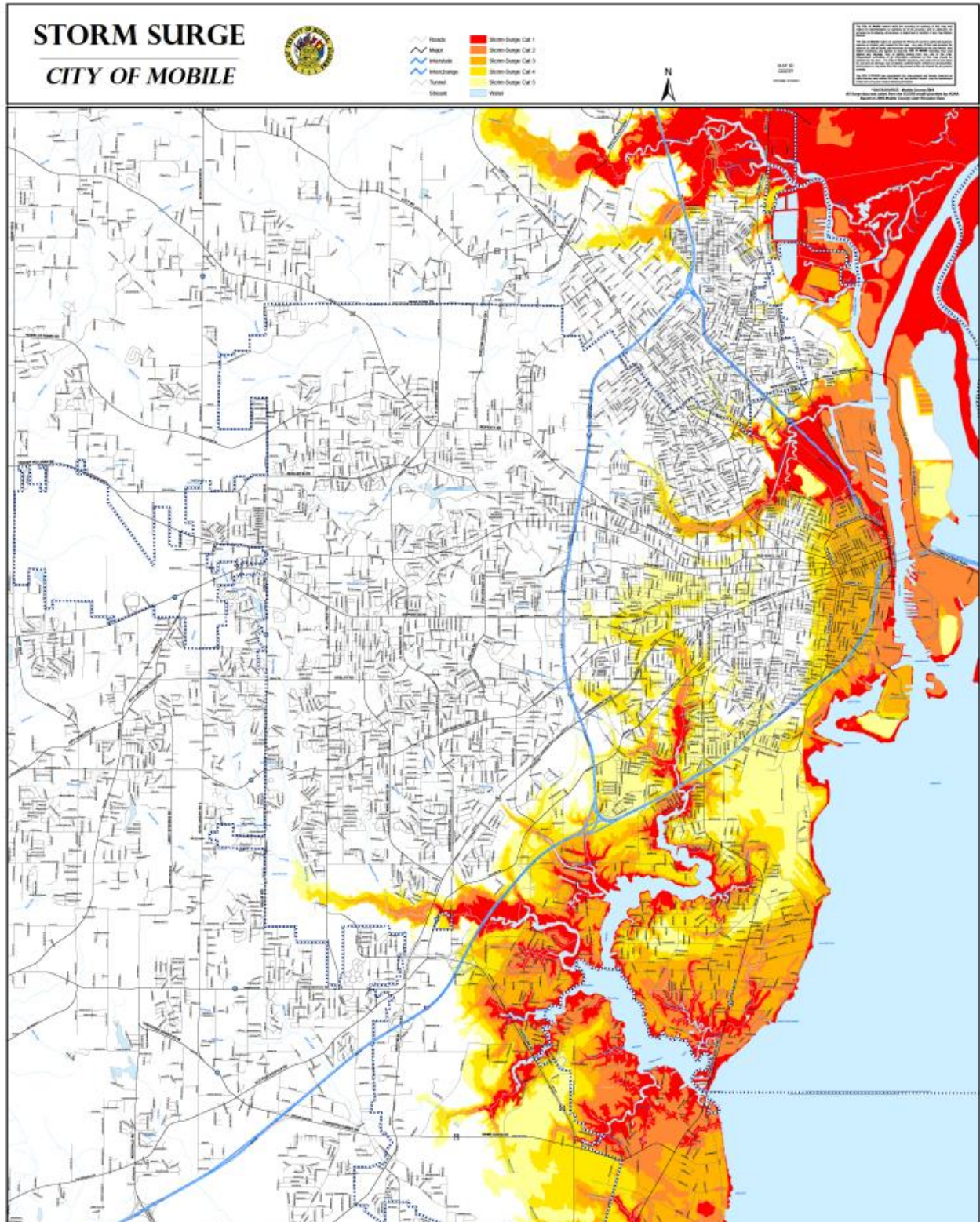
Statutes are laws passed by the U.S. Congress and signed by the President. They cannot be changed by FEMA or any other government agency. The law that authorizes the PA Program is the Stafford Act. The basic provisions outlined in the Stafford Act:

- Give FEMA the authority to administer Federal disaster assistance;
- Define the extent of coverage and eligibility criteria of the major disaster assistance programs
- Authorize grants to the States
- Define the minimum Federal cost-sharing levels.

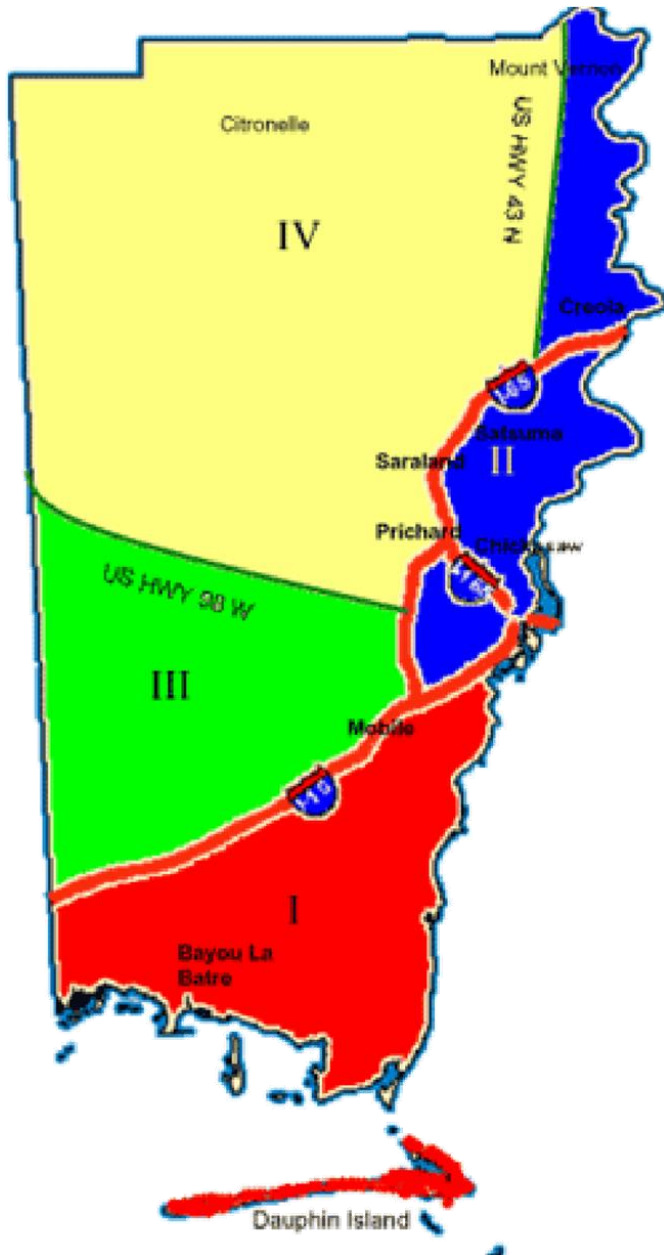
Policies are issued by FEMA Headquarters. They clarify or provide direction for specific situations within the parameters established by the Stafford Act and various regulations that pertain to the PA Program. Policies may be subject-specific (for example, applying eligibility criteria to landslides) or specific to a single disaster. FEMA issues policies so that the regulations are interpreted consistently across the nation and from disaster to disaster. Policies can be obtained through the following sources:

- The Public Assistance Officer (PAO), who provides the most recent policies pertinent to a specific disaster;
- The Public Assistance Policy Digest, (FEMA 321), October 1998
- FEMA's website (go to www.fema.gov; click on Disaster)
- Assistance, click on Public Assistance, and click on Policy.

ATTACHMENT 2 MOBILE COUNTY, ALABAMA HURRICANE SURGE MAP



**ATTACHMENT 3A
MOBILE COUNTY, ALABAMA
HURRICANE EVACUATION ZONES**



ZONE I-56,453

South of Interstate 10

ZONE II-128,481

North of Interstate 10
East of Interstate 65 East of US 43

ZONE III-160,859

North of Interstate 10
South of US 98
West of Interstate 65

ZONE IV-54,050

North of US 98
West of Interstate 65
West of US 43

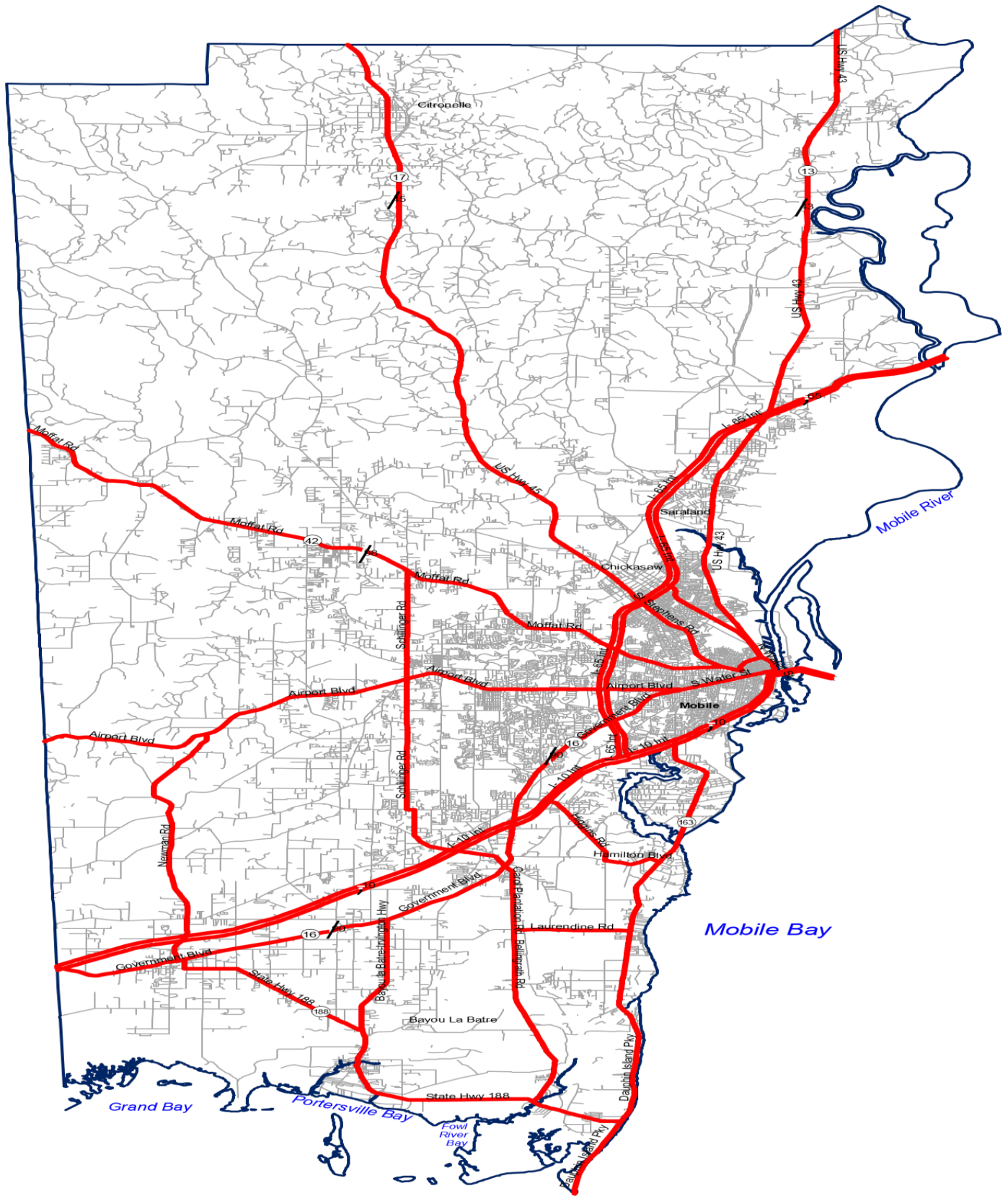
When the time comes to leave, please know your evacuation zone. Zones to evacuate will be announced using local media. Evacuate immediately when asked to do so.

Evacuation Routes

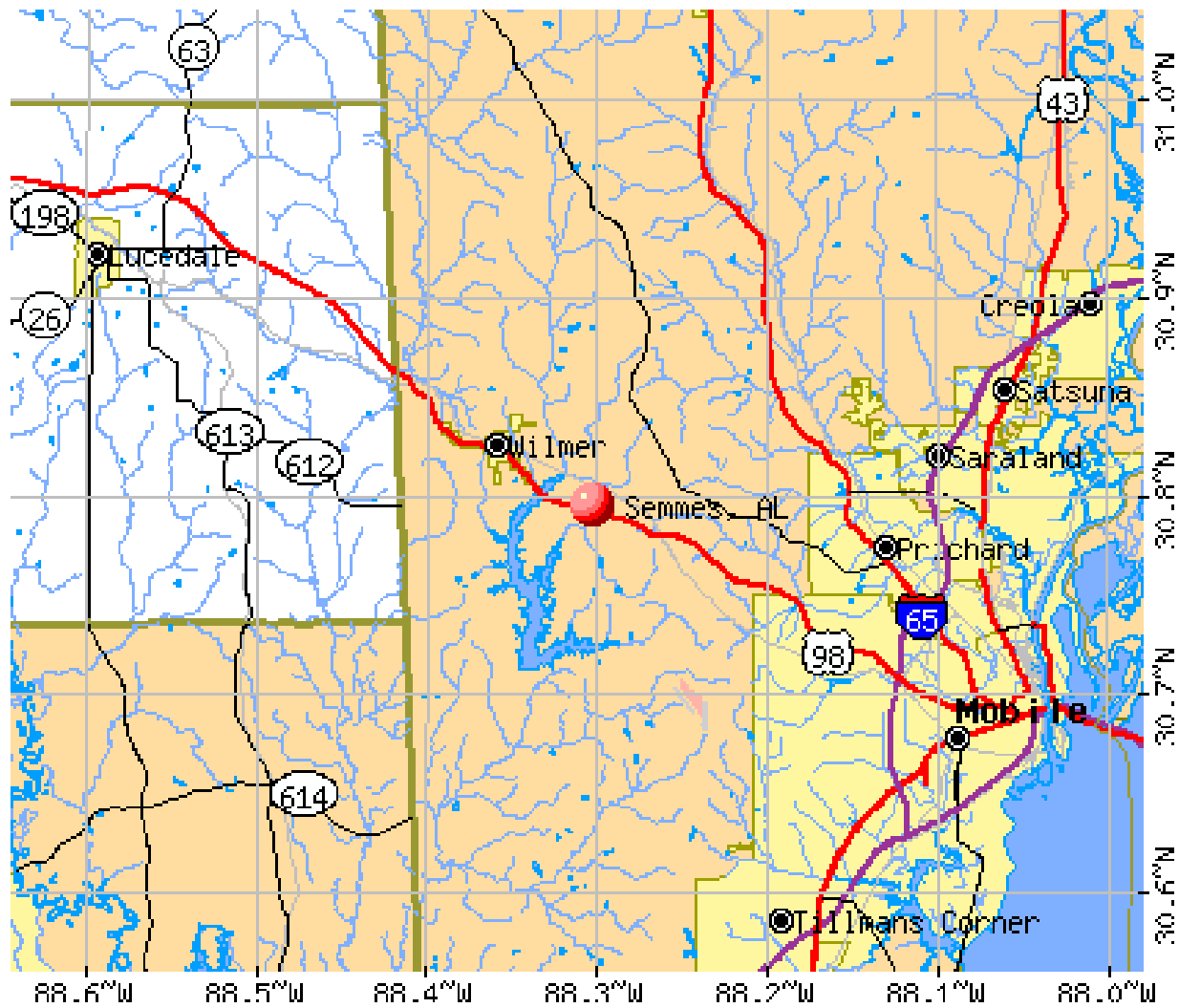
Please listen carefully for the direction of the storm by the National Weather Service.

For example: If the storm is approaching from the East or South proceed to the west, the logical path of the storm would be northeastward. If you are on I-65 north you will be in the path of the storm. Information will be given in advance of approaching storms allowing proper evacuation of afflicted areas. Please listen carefully to all weather advisories.

ATTACHMENT 3B MOBILE COUNTY, ALABAMA HURRICANE EVACUATION ROUTES



**ATTACHMENT 4A
CITY OF SEMMES, AL MAP**



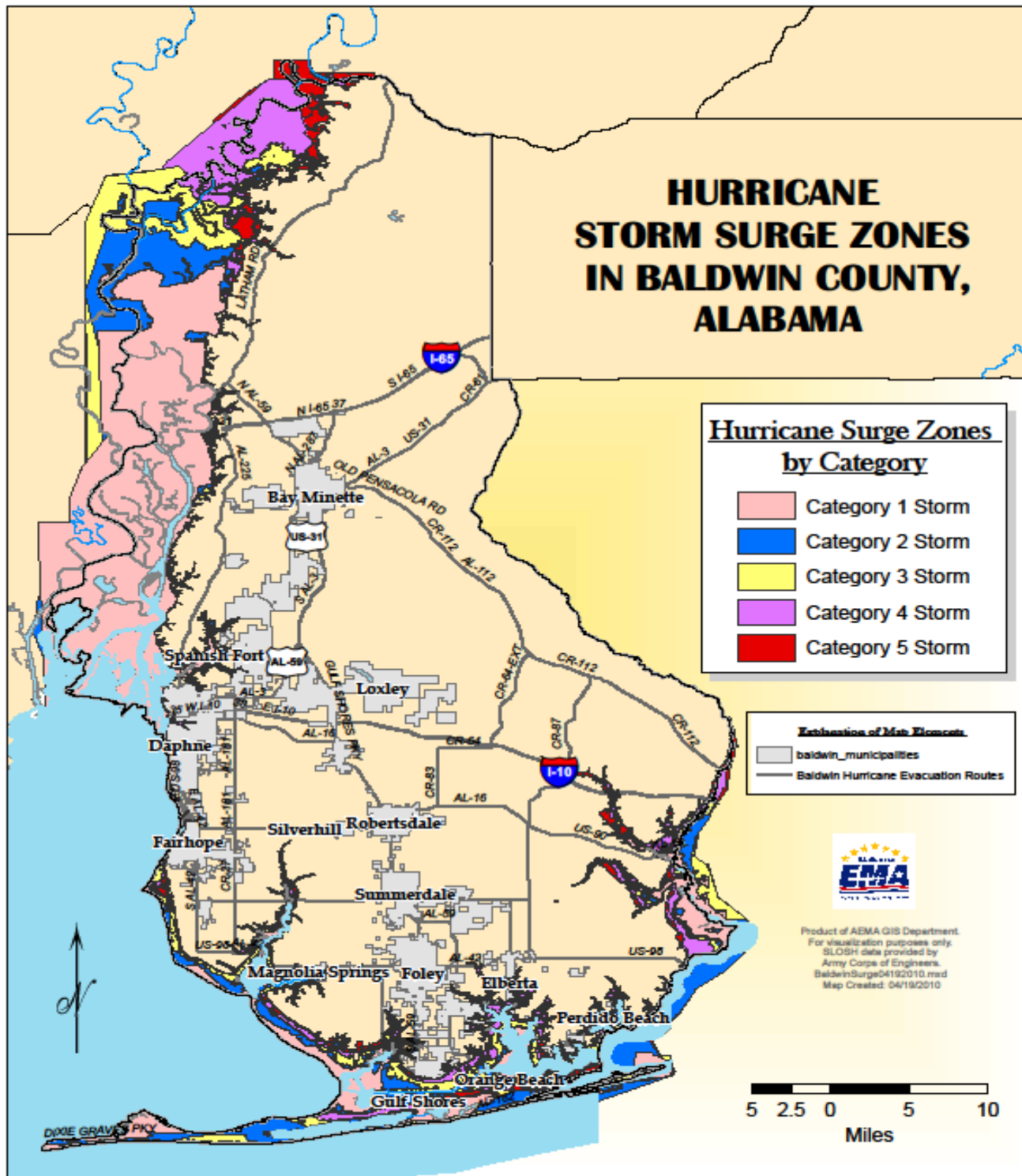
**ATTACHMENT 4B
SEMMEES CRITICAL FACILITIES**

Critical Facilities	Address	Coordinates
Semmes Public Works Facility	3940 Illinois St Semmes, AL 36575	30.773238, -88.254232 30.773238 -88.254232 N30° 46.3943', W088° 15.2539'
Semmes City Hall	7875 Moffett Rd #F Semmes, AL 36575	30.7638328, -88.2275175 30.7638328 -88.2275175 N30° 45.83', W088° 13.6511'
Fire Station	3151 Wulff Rd Semmes, AL 36575	30.7712723, -88.2596457 30.7712723 -88.2596457 N30° 46.2763', W088° 15.5787'
Fire Station	6830 Lott Rd Semmes, AL 36575	30.8326762, -88.2673139 30.8326762 -88.2673139 N30° 49.9606', W088° 16.0388'
Fire Station	8155 Morris Hill Rd Semmes, AL 36575	30.7494512, -88.2231085 30.7494512 -88.2231085 N30° 44.9671', W088° 13.3865'
Mobile County Sheriff's Office	10121 Moffett Rd Semmes, AL 36575	30.7867295, -88.2846408 30.7867295 -88.2846408 N30° 47.2038', W088° 17.0784'
Semmes Community Center	10141 Moffett Rd Semmes, AL 36575	30.778728, -88.3014062 30.778728 -88.3014062 N30° 46.7237', W088° 18.0844'

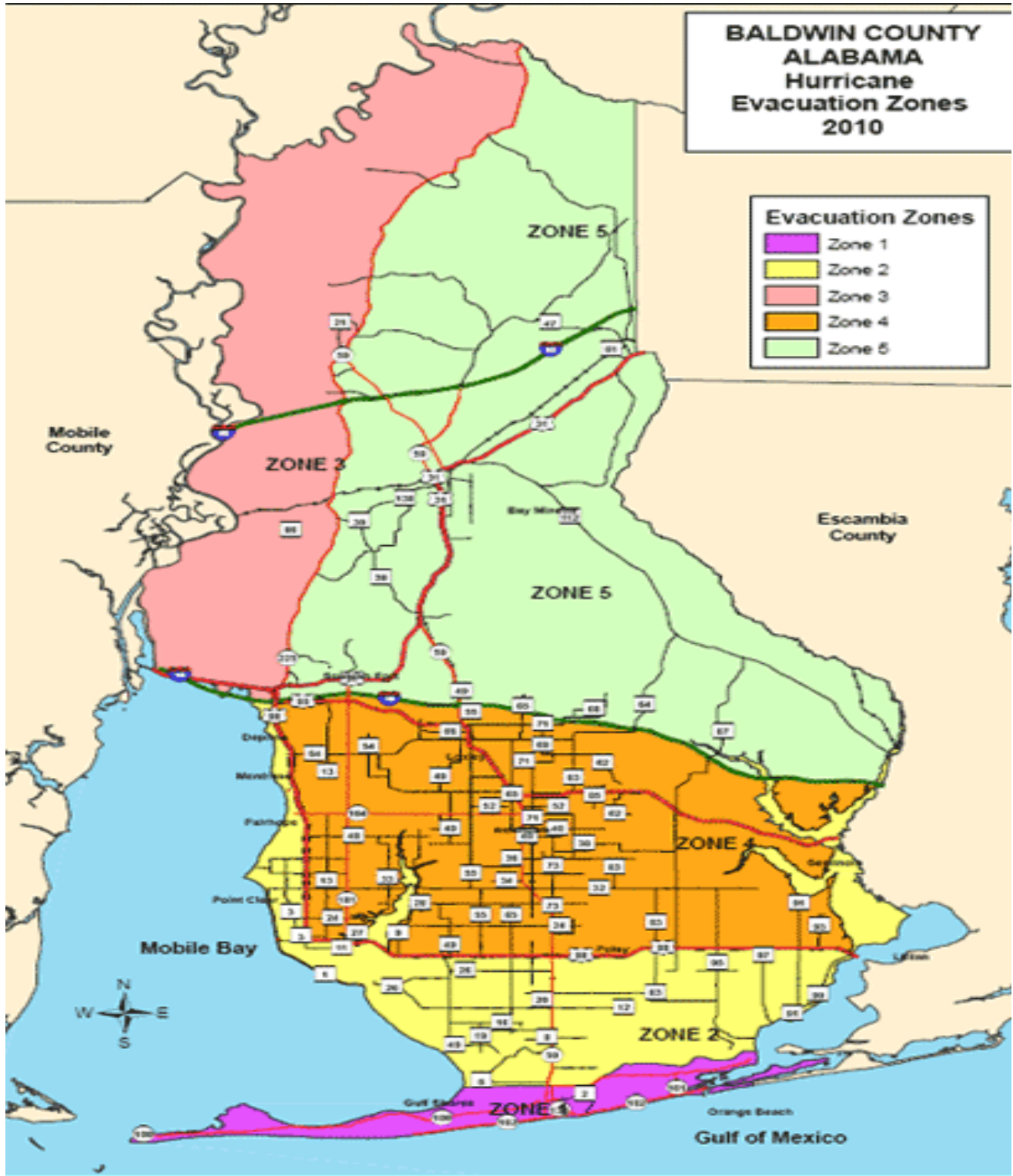
**ATTACHMENT 4C
SEMMES CRITICAL ROADS**

CRITICAL ROADS	COORDINATES
US 98	30.7787604, -88.2613534 30.7787604 -88.2613534 N30° 46.7256', W088° 15.6812'
Schillinger Road	30.7499963, -88.225805 30.7499963 -88.225805 N30° 44.9998', W088° 13.5483'
Firetower Road	30.7583835, -88.2470984 30.7583835 -88.2470984 N30° 45.503', W088° 14.8259'
Wulff Road	30.7712781, -88.2596273 30.7712781 -88.2596273 N30° 46.2767', W088° 15.5776'
McCrary Road	30.8072673, -88.2595336 30.8072673 -88.2595336 N30° 48.436', W088° 15.572'
Wards Lane	30.7567714, -88.2360233 30.7567714 -88.2360233 N30° 45.4063', W088° 14.1614'

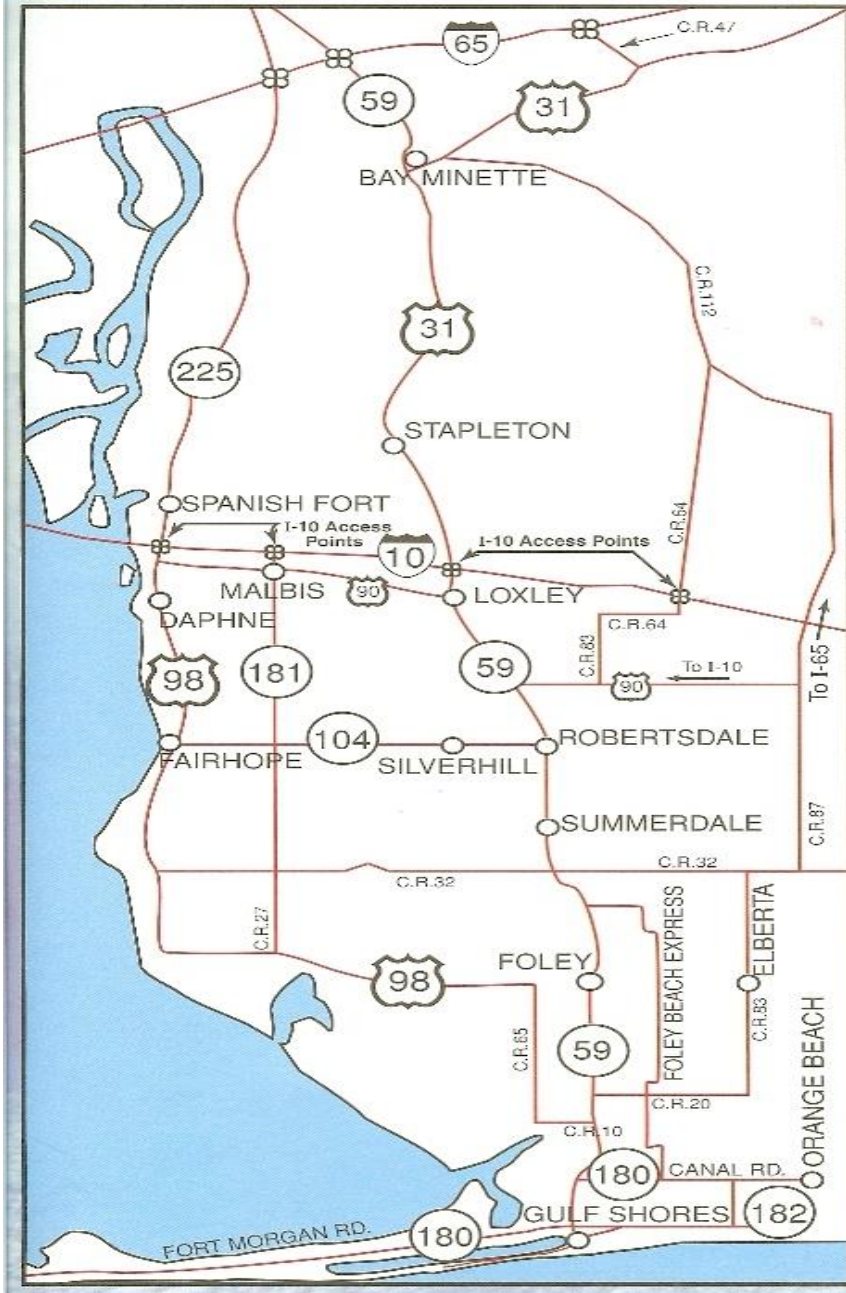
**ATTACHMENT 5
BALDWIN COUNTY
HURRICANE SURGE ZONES**



**ATTACHMENT 6A
BALDWIN COUNTY
HURRIANE EVACUATION ZONES**



**ATTACHMENT 6B
BALDWIN COUNTY
HURRIANE EVACUATION ROUTES**



Gulf Shores and Orange Beach
Highway 59 & Foley Beach Express

Central & South Baldwin County
Highway 59 North

Eastern Shore Residents:
State Highway 181 & Highway 98
North

Lillian Area Residents:
County Road 87

East Side of Pleasure Island
(Orange Beach & Ono Island):
Foley Beach Express & Toll Bridge