

# BARNES COUNTY EMERGENCY OPERATIONS PLAN



**Last Updated September, 2013**

**Updated March, 2012**

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**Updated March, 2008**

## ***Table of Contents***

Table of Contents.....	1
Distribution List.....	3
Authority.....	4
References.....	4
Promulgation Statement.....	4
Purpose.....	6
Assumptions.....	6
Concept of Operations.....	7
Continuity of Government.....	8
Preservation of Records.....	9
Relocation of Government.....	9
Functional and Tasks Coordinators.....	9
County Functional Annex Chart.....	11
City Functional Annex Chart.....	12
Coordination and Control.....	13
Tasks and Phases.....	13
Key Personnel.....	16
Administration.....	16
Tasks and Phases.....	17
Key Personnel.....	18
Communications.....	18
Tasks and Phases.....	19
Key Personnel.....	20
Damage Assessment.....	21
Tasks and Phases.....	21
Key Personnel.....	23
Health and Medical.....	24
Tasks and Phases.....	24
Key Personnel.....	27
Individual and Family Assistance.....	27
Tasks and Phases.....	27
Key Personnel.....	30
Public Safety.....	30
Tasks and Phases.....	31
Key Personnel.....	34
Public Works and Transportation.....	34
Tasks and Phases.....	34
Key Personnel.....	36
Warning.....	37
Tasks and Phases.....	37
Key Personnel.....	39

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Appendix A - Emergency Contact Information for Key Personnel.....	40
Appendix B - Emergency Check List.....	46
Appendix C – Resource List.....	48
Appendix D – Special Needs Population.....	52
Appendix E – Evacuation Routes.....	53
Appendix F – Shelter Maps and Addresses.....	60
Appendix G – Inundation and County Maps.....	62
Appendix H- Mutual Aid.....	75
Appendix I – Organizational/Incident Command Chart.....	77
Appendix J – Relationship Between Local and National Response Plans.....	79
Definition of Terms.....	81

***Distribution List***

<u>Copy Number</u>	<u>Agency</u>	<u>Functional Responsibilities</u>
1	County Commissioner (1)	Coordination and Control
2	County Commissioner (2)	Coordination and Control
3	County Commissioner (3)	Coordination and Control
4	County Commissioner (4)	Coordination and Control
5	County Commissioner (5)	Coordination and Control
6	County Auditor	Administration
7	County Dispatch Coordinator	Communication and Warning
8	County Tax Assessor	Damage Assessment
9	City-County Health Director	Health and Medical
10	County Social Service Director	Individual and Family Assistance
11	County Sheriff	Public Safety
12	County Highway Superintendent	Public Works and Transportation
13	County Emergency Management	Emergency Operations Manager
14	Dazey Fire Chief	Public Safety
15	Fingal Fire Chief	Public Safety
16	Hastings Fire Chief	Public Safety
17	Kathryn Fire Chief	Public Safety
18	Litchville Fire Chief	Public Safety
19	Nome Fire Chief	Public Safety
20	Oriska Fire Chief	Public Safety
21	Pillsbury/ Hope Fire Chief	Public Safety
22	Rogers Fire Chief	Public Safety
23	Sanborn Fire Chief	Public Safety
24	Sibley Fire Chief	Public Safety
25	Valley City Fire Chief	Public Safety
26	Wimbledon Fire Chief	Public Safety
27	Dazey Auditor	Administration
28	Fingal Auditor	Administration
29	Kathryn Auditor	Administration
30	Leal Auditor	Administration
31	Litchville Auditor	Administration
32	Nome Auditor	Administration
33	Oriska Auditor	Administration
34	Pillsbury Auditor	Administration
35	Rogers Auditor	Administration
36	Sanborn Auditor	Administration
37	Sibley Auditor	Administration
38	Valley City Auditor	Administration
39	Wimbledon Auditor	Administration
40	Valley City Administrator	Public Works and Transportation
41	Valley City Police Chief	Public Safety
42-46	County ECO	Emergency Operations Center

## ***Authorities***

1. Public Law 920, the Federal Civil Defense Act, as amended
2. Public Law 100-707, Robert T. Stafford Disaster Relief and Emergency Act, as amended
3. Public Law 106-390, Disaster Mitigation Act of 2000
4. NDCC 37-17.1, the North Dakota Disaster Act of 1985, as amended
5. FEMA Public Assistance Guide (FEMA 322)

## ***References***

1. Homeland Security Act of 2002
2. Homeland Security Presidential Directive-5, *Management of Domestic Incidents*
3. Homeland Security Presidential Directive-8, *National Preparedness*
4. Department of Homeland Security, National Incident Management System, March 1, 2004

## ***Promulgation Statement***

Transmitted herewith is the Barnes County Local Emergency Operations Plan. This plan supersedes any previous plans promulgated for this purpose. Government at all levels has the responsibility for the protection of life, property and the environment from hazards, which are known to threaten the jurisdiction. Therefore: by the authority of the Barnes County Commission, we do hereby order that the Barnes County Emergency Operations Plan be put into effect and be promulgated to all appropriate entities in the county. The plan assigns tasks and responsibilities to county and city agencies and establishes a broad concept for conducting preparedness, response and recovery efforts if an emergency or disaster threatens or occurs.

These cities, by resolution, hereby adopt the concepts and conditions set forth by the Barnes County Operations Plan:

<u>Cities</u>	<u>Date of Resolution</u>	<u>Cities</u>	<u>Date of Resolution</u>
Dazey		Fingal	
Kathryn		Leal	
Litchville		Nome	
Oriska		Pillsbury	
Rogers		Sanborn	
Sibley		Valley City	
Wimbledon			

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Eldred Knutson, Barnes County Commission Chair

November, 2013

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Rodger Berntson, Barnes County Commission

November, 2013

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Cindy Schwehr, Barnes County Commission

November, 2013

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John Froelich, Barnes County Commission

November, 2013

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Phil Leitner, Barnes County Commission

November, 2013

## ***Purpose***

The purposes of the Emergency Operations Plan for Barnes County/Cities are:

1. To define the responsibilities of departments of local government (county and city) and appropriate private entities; and
2. To ensure a coordinated effort using the Incident Command System (ICS) by local, state, and federal government, as well as private response forces, to save lives and to protect property and the environment in the event of an emergency or disaster; and
3. To facilitate short-term and long-term recovery activities.

## ***Assumptions***

Proper implementation of this plan will reduce or prevent loss of life, damage to property and the environment. Key officials within Barnes County are aware of the possible occurrence of any emergency or major disaster and their responsibilities in the execution of this plan.

1. The county commission and city councils have overall statutory responsibility for the continued use, development and maintenance of this plan. Delegation of responsibilities to department heads does not abrogate the authority of heads of local governments to make necessary decisions or changes to the plan for the protection of life, property and the environment.
2. The contents of this plan must be known and understood by those people responsible for its implementation. The emergency manager is responsible for briefing personnel and county/city officials concerning their role in emergency management and the contents of this plan in particular.
3. The plan shall incorporate the use of ICS, allowing flexibility for response to a variety of emergencies;
4. Department heads are responsible for development and maintenance of their respective functions and tasks in this plan.
5. In addition, each functional coordinator and task coordinator must maintain supporting standard operation procedures (SOPs) describing how functions/tasks will be accomplished or implemented. SOPs are located at appropriate functional facility locations and will be updated yearly by the appropriate coordinator.
6. An annual review of this plan will be conducted by all officials involved in its execution. The emergency manager will coordinate this review and any revision and distribution found necessary.

7. The plan will be tested at least once a year in the form of a simulated emergency exercise in order to provide practical, controlled experience to functional coordinators and task coordinators responsible for plan maintenance and response.

### ***Concept of Operations***

It is the responsibility of government to protect life, property and the environment from the effects of hazardous events using the five phases of emergency management: preparedness, response, recovery, mitigation and prevention. This plan is based on the concept that the emergency functions performed by various groups responding to an emergency will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

This plan incorporates the principles of the National Incident Management System (NIMS), a nationwide approach to domestic incidents management; applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. It is not an operational incident management or resource allocation plan. NIMS represents a core set of doctrines, principles, terminology and organizational processes to enable effective, efficient and collaborative incident management at all levels. NIMS provides a consistent nationwide template to enable all government, private-sector and nongovernmental organizations as follows:

#### **Incident Command System (ICS)**

The Incident Command System (ICS) is considered the most effective system for managing emergencies. The National Fire Academy ICS can be used as a standard for Emergency Management Operations. The Barnes County/Cities subscribes to the use of ICS an important part of NIMS. ICS is a standardized, flexible, on-scene, all-hazard incident management concept. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents without being hindered by jurisdictional boundaries.

#### **Unified Command System (UCS)**

A Unified Command System, part of ICS, is established upon activation response to an incident. This system agencies with responsibility for the incident to participate in the decision making process. Under a Unified Command, agencies work together through the designated members of the Unified Command to analyze information and establish a common set of objectives and strategies.

#### **Area Command (Unified Area Command)**

An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an



emergency operations center facility or at some location other than an incident command post.

Local government, because of its proximity to these events, has the primary responsibility for emergency management activities. Other levels of government provide resources not available at the local level. If local resources (county, city and private) are not available, the county/city may request assistance through the county emergency management office after the political subdivision has issued a disaster or emergency declaration. When the emergency exceeds county government's capacity to respond, assistance from the state government will be requested through the North Dakota State Division of Emergency Management. After the county has issued a disaster or emergency declaration, the Governor will request federal assistance through a presidential emergency or major disaster declaration. The federal government may provide assistance and resources to the state where needed. Federal assistance may be extended to aid in recovery from major disasters.

The Emergency Operations Center (EOC) will be activated for all incidents requiring a significant dedication of resources and/or extraordinary interagency coordination outside the realm of normal day-to-day emergency situations responded to by law enforcement, fire and EMS agencies.

Day-to-day functions that do not contribute directly to response actions to an emergency may be suspended for the duration of the emergency. The resources and efforts that would normally be required for those functions may be diverted to the accomplishment of emergency tasks by the agency managing the use of the resources.

Hazard-specific appendices are covered in the local multi-hazard mitigation plan, which links to the EOP. The multi-hazard mitigation plan and the EOP are linked in that the multi-hazard plan identifies the prevention measures and the EOP addresses procedures for responding to problems created by the hazards.

## **Continuity of Government**

### Succession of Leadership

#### County Commissioners

- Chair
- Vice chair
- Most senior member of commission

#### City Government

- Mayor or President of City Council
- Most senior member of council

#### EOC Personnel

- Emergency manager

- Sheriff or Chief Deputy
- Auditor

Line of succession for each agency/department is according to the department rules and/or standard operating procedures. Each county/city functional coordinator will have a designated alternate to fulfill assigned responsibilities.

### **Preservation of Records**

The preservation of important records and the taking of measures to ensure continued operations and, if necessary, reconstitution of local government during and after catastrophic disasters or national security emergencies is the responsibility of the executives of each jurisdiction. Records to be preserved should include, at a minimum:

1. Records required to protect the rights of individuals. These records include: marriage licenses and divorce papers, property and land titles, tax statements and licenses, and records required by health, fire, law enforcement and public works to conduct emergency operations.
2. Records required to re-establish normal government functions and to protect the rights and interests of government. Appropriate department heads will be responsible for securing documents necessary for continuing operation during times of emergencies.

### **Relocation of Government**

All critical facilities at the county and city level such as the EOC, law enforcement, fire and the courthouse should have an alternate location if evacuation becomes necessary. Educational facilities, public works buildings, jails, communications centers, fire halls and law enforcement centers are possible relocation facilities as they already contain considerable communication equipment.

### ***Functional and Task Coordinators***

Significant responsibilities common to emergencies and disasters are grouped into ten areas, which are termed functions. The departments having responsibility by law or day-to-day resource and operational capability within each of these functions are identified and assigned by specific task/responsibility, and are listed on subsequent pages.

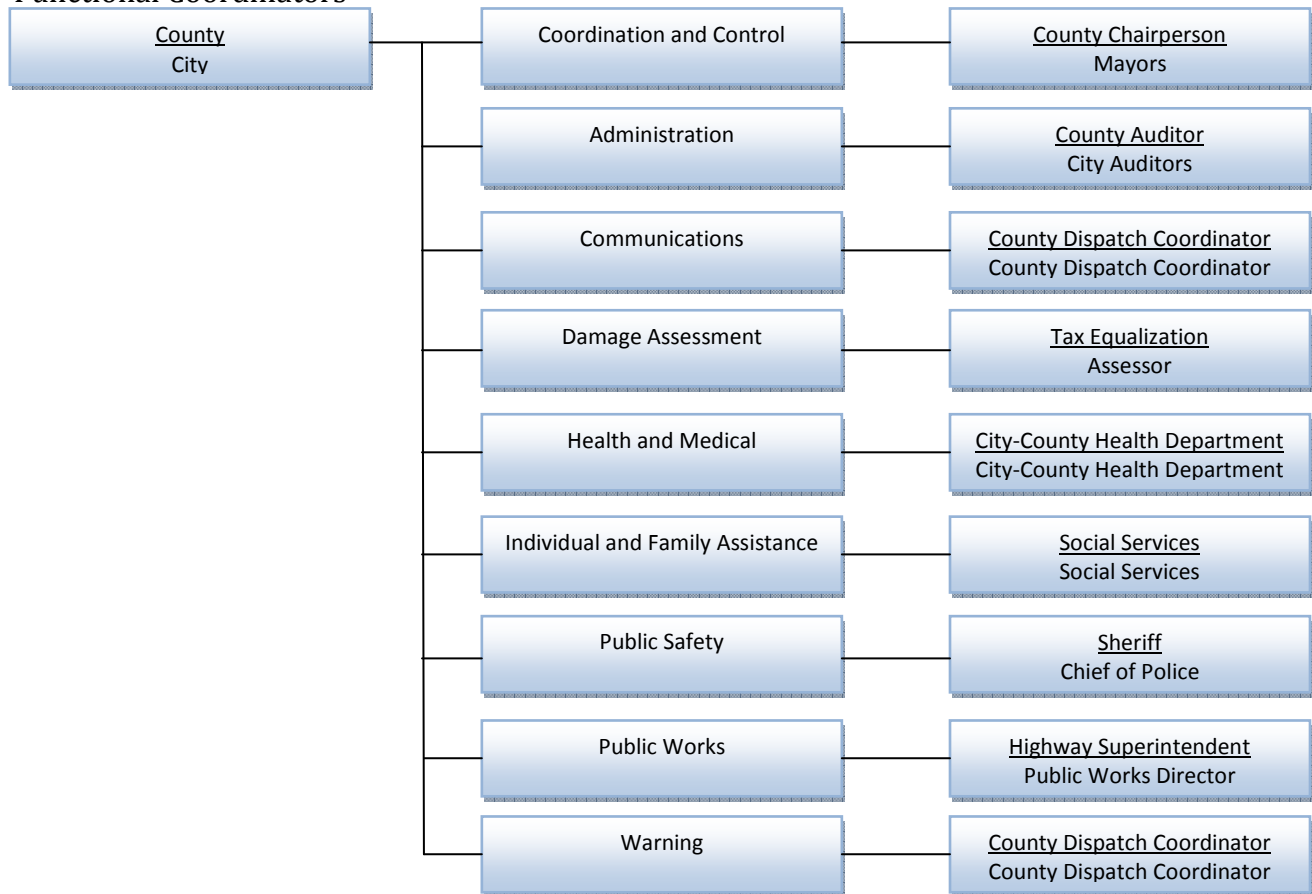
Any county or city agency or department may be assigned an emergency mission. The supervisor of each department is responsible for the accomplishment of an assigned task or function through the development of SOPs located at their facility. Assignment of functions and tasks are listed by functional area. In addition, each department is assigned the following general tasks:

1. Provide personnel, equipment, and facilities on a 24-hour basis.

2. Plan and provide for the safety of employees and protection of public property in the event of an emergency.
3. Coordinate actions with the Barnes County Emergency Manager and with departments having related tasks.
4. Train personnel assigned to emergency tasks and participate in exercises to test emergency plans and procedures.
5. Provide for record keeping and documentation of the emergency and actions taken.
6. Prepare damage assessments.

The relationships between departments and functions are portrayed on the Department/Function Annex Charts found on pages 9 and 10. These charts also distinguishes between functional coordination and task coordination responsibilities of various departments.

**Functional Coordinators**



## County Functional Annex Chart

The relationship between county departments and agencies to functional annexes with the Local Emergency Operations Plan is portrayed on this Functional Annex Chart. Each city will have its own Functional Annex Chart.

<b>F - Functional Coordinator Responsibility</b>  <b>T - Task Coordinator Responsibility</b>	Coordination and Control	Administration	Communications	Damage Assessment	Health and Medical	Individual and Family Assistance	Public Safety	Public Works and Transportation	Warning
County Commission	<b>F</b>	<b>T</b>							
Amateur Radio/ARES /RACES			<b>T</b>						
American Red Cross/ Salvation Army						<b>T</b>			
Auditor	<b>T</b>	<b>F</b>							
County Dispatch Center	<b>T</b>		<b>F</b>		<b>T</b>		<b>T</b>		<b>F</b>
Coroner					<b>T</b>				
County Agent	<b>T</b>								
County Highway Department	<b>T</b>		<b>T</b>			<b>T</b>	<b>T</b>	<b>F</b>	
City-County Health Department	<b>T</b>				<b>F</b>	<b>T</b>			
Department Heads	<b>T</b>								
Emergency Management	<b>T</b>	<b>T</b>		<b>T</b>					<b>T</b>
Emergency Medical					<b>T</b>				
Fire Chiefs	<b>T</b>				<b>T</b>				
Humane Society						<b>T</b>			
Information Technology			<b>T</b>						
Local Human Services					<b>T</b>	<b>T</b>			
Sheriff's Department	<b>T</b>		<b>T</b>	<b>T</b>			<b>F</b>		<b>T</b>
Public Information Officer	<b>T</b>		<b>T</b>		<b>T</b>	<b>T</b>	<b>T</b>	<b>T</b>	<b>T</b>
Social Services	<b>T</b>					<b>F</b>			
State Area Warning Officer									<b>F</b>
State's Attorney	<b>T</b>	<b>T</b>				<b>T</b>			
Tax Equalization	<b>T</b>			<b>F</b>					
Water Resource District	<b>T</b>								

### City Functional Annex Chart

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<b>F - Functional Coordinator Responsibility</b>  <b>T - Task Coordinator Responsibility</b>	Coordination and Control	Administration	Communications	Damage Assessment	Health and Medical	Individual and Family Assistance	Public Safety	Public Works and Transportation	Warning
Mayor/City Council	<b>F</b>	<b>T</b>							
Amateur Radio/ARES /RACES			<b>T</b>						
American Red Cross/ Salvation Army						<b>T</b>			
Assessor	<b>T</b>			<b>F</b>					
Auditor	<b>T</b>	<b>F</b>		<b>T</b>					
Chief of Police	<b>T</b>		<b>T</b>	<b>T</b>			<b>F</b>		<b>T</b>
City Attorney	<b>T</b>	<b>T</b>				<b>T</b>			
City Engineer	<b>T</b>			<b>T</b>			<b>T</b>	<b>F</b>	
County Dispatch Center	<b>T</b>		<b>F</b>		<b>T</b>		<b>T</b>		<b>F</b>
Coroner					<b>T</b>				
City-County Health Department	<b>T</b>				<b>F</b>	<b>T</b>			
Department Heads		<b>T</b>							
Emergency Medical					<b>T</b>				
Fire Chief	<b>T</b>				<b>T</b>				
Housing/Urban Development						<b>T</b>			
Information Technology			<b>T</b>						
Local Human Services						<b>T</b>			
Park District/Forestry	<b>T</b>								
Public Information Officer	<b>T</b>		<b>T</b>		<b>T</b>	<b>T</b>	<b>T</b>	<b>T</b>	<b>T</b>
Public Works				<b>T</b>			<b>T</b>	<b>F</b>	
Social Services						<b>F</b>			
State's Attorney		<b>T</b>				<b>T</b>			
Water Resource District	<b>T</b>								

## ***Coordination and Control***

### **Functional Coordinator: County Commission/City Council**

Purpose: This function provides procedures for coordinated management of preparedness, response and recovery, continuity of government, emergency operations centers (EOC) and policy making in emergency situations.

The primary functional coordinator is the principal executive officer of government or their designee in either the city or county. The principal officers are responsible for their respective city or county emergency operations, including assuring continuity of resources. The county commission is responsible for all county emergency operations outside of corporate city limits.

All city and county staff and elected officials may be activated during emergency situations and are responsible for carrying out emergency operations and advising chief elected officials, functional coordinators and emergency managers on matters pertaining to their areas of functional responsibility.

The principles of NIMS will enable responders at all jurisdictional levels and across all disciplines to work together more effectively and efficiently.

The Functional Coordinator or Designees (Task Coordinators) will perform the following tasks to carry out the function.

### **Tasks and Phases**

<b>Preparedness Phase: Coordination and Control</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Maintain and test all equipment necessary for efficient operations	Emergency Management	
Determine alternate EOC as necessary	Emergency Management	
Establish training programs for each employee consistent with level of operational responsibility	Department Head	
Review and update communications SOPs and communication annex with the emergency manager	County Dispatch	
Participate in disaster exercises	Department Head	
Maintain updated version of LEOP	Emergency Management	
Maintain SOPs necessary for completion of responsibilities	Department Head	
Review and update mutual aid agreements	States/City Attorney	
Exercise all functions on a prescribed four-	Emergency	

year schedule	Management	
Maintain liaison with key outside agencies that support emergency operations	Emergency Management	
Initiate public awareness campaigns on possible hazards	Department Head	

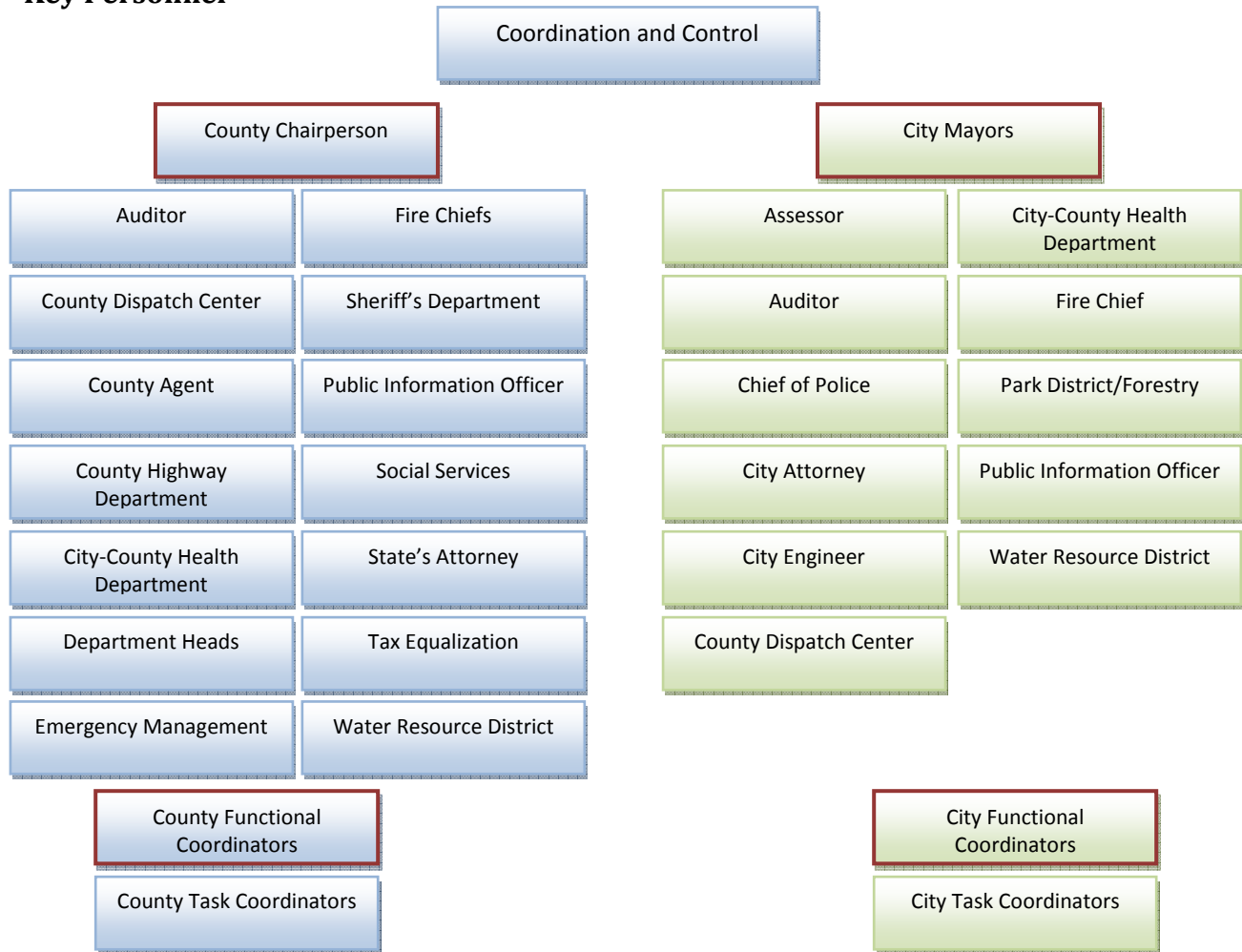
<b>Response Phase: Coordination and Control</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Activate the EOC	Department Head	
Conduct initial situation assessment	County Dispatch	
Initiate priority disaster operations based on initial situation assessment	County Commission/City Council	
Establish schedule of emergency operations staffing	Department Head	
Provide daily briefings and review of emergency staff assignments	Emergency Management	
Provide ongoing and final situation reports to ND Division of Emergency Management	Emergency Management	
Designate on-scene coordinators	Department Head	
Issue a local emergency/disaster declaration, if necessary	County Commission/Mayor	
Coordinate emergency operations with incident commander	Department Head	
Authorize the purchase of emergency supplies, as necessary	Auditor	
Identify and coordinate the use of food/fuel/supply sources for the EOC	Emergency Management	
Utilize Mutual Aid Agreement, as necessary	Department Head	
Provide for continuity of government	County Commission/Mayor	
Coordinate and disseminate disaster-related public information or appoint a PIO (public information officer)	Public Information Officer	
Request specific outside assistance from ND Department of Emergency Management	County Commission/City Council	
Issue resolutions affecting the emergency/disaster situations to facilitate local emergency operations (i.e. curfews, policies and other controls)	County Commission/Mayor	
Direct utilization of support resources provided by government and/or private	Department Head	

sectors		
Support coordination and control and EOC to assess emergency/disaster situation	Department Head	
Coordinate evacuation activities	City-County Health District/ Sheriff/Police Department	

<b>Recovery Phase: Coordination and Control</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Conduct damage assessment	Assessor/Tax Equalization	
Determine when and how evacuees may return to disaster/risk area	Sheriff/Police Department	
Appoint coordinating and operations personnel for recovery duties	Department Head	
Prepare hazard mitigation recommendations and submit after action report to the county/city governing bodies	Department Head	
Reduce EOC hours or close, as appropriate	Emergency Management	
Provide counseling and other mental health services to emergency response personnel, as appropriate	City-County Health District	



**Key Personnel**



**Administration**

**Functional Coordinator: Auditor/City Auditors**

**Purpose:** This function provides procedures for preparedness, response and recovery to maintain and record all public documents that may be impacted by a disaster.

The functional coordinator will provide a system to carry out the legal, fiscal and administrative responsibilities necessary to maintain the continuity of government and records management as prescribed by law. In addition, the functional coordinator will support EOC operations through administrative support to log all activities taken during an emergency or disaster situation.

The Functional Coordinator or Designees (Task Coordinators) will perform the following tasks to carry out the function.

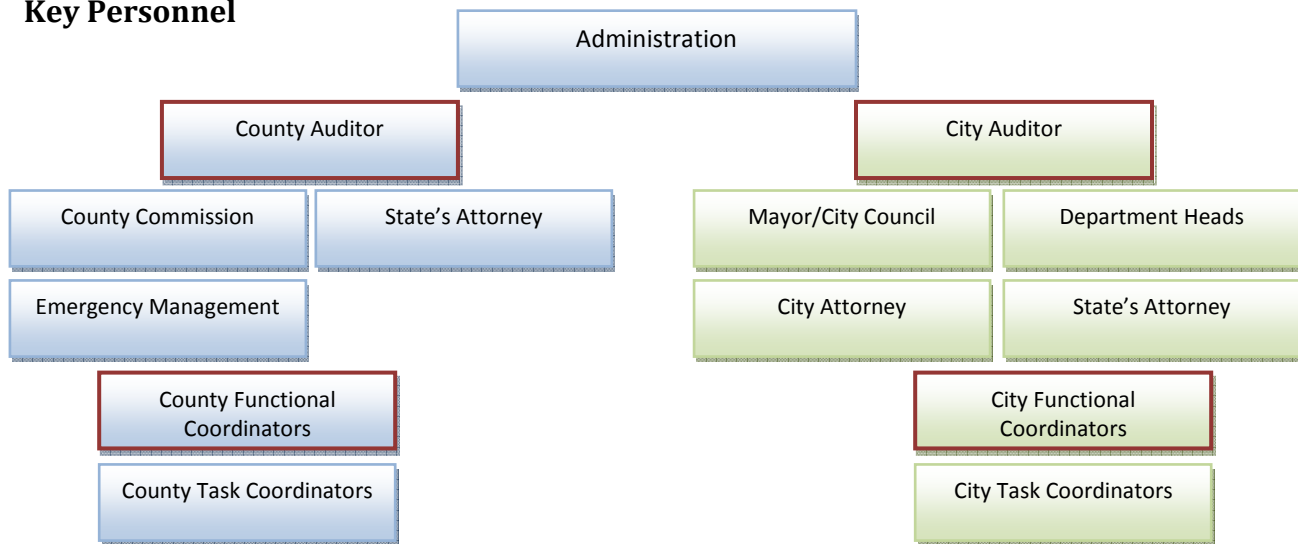
**Tasks and Phases**

<b>Preparedness Phase: Administration</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Provide emergency operations and records management training to all personnel	Auditor	
Ensure all records are appropriately stored or backed up for preservation	Auditor	
Participate in disaster exercises	Auditor	
Review and update communications SOPs and communication annex with the emergency manager	County Dispatch	
Maintain record of all staff contact numbers	Auditor	

<b>Response Phase: Administration</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Advise local officials on legal actions that they may exercise in handling emergency situations	States/City Attorney	
Promulgate curfew, policies and other controls, as are legal and necessary	County Commission/Mayor	
Initiate record keeping and documentation	Auditor	
Relocate and reactivate administration staff in host area in the event of evacuation	Auditor	
Provide specialized computer services and technical assistance to local departments for response and recovery operations	Auditor	
Provide accountant services upon activation of the EOC to track all expenditures relative to any disaster or emergency	Auditor	
Represent the county in legal proceedings in which the county/city may be involved as a result of an emergency or disaster	States/City Attorney	
Advise departments of local government on maintenance and security of vital records during an emergency or disaster situation	Auditor	
Receive, process and maintain all official documentation of executive decisions and/or actions that affect the emergency or disaster situation	Auditor	

Recovery Phase: Administration		
Task/Responsibility	Task Coordinator	Reference Materials
Rescind unneeded emergency policies; cancel state of emergency when appropriate	Auditor	
Maintain necessary statistical data, reports and legal forms in accordance with existing laws and regulations	Auditor	
Maintain records on amounts of disaster spending	Auditor	

**Key Personnel**



**Communications**

**Functional Coordinator: County Dispatch Center**

**Purpose:** This function provides procedures for preparedness, response and recovery to establish the ability to communicate between direction and control authorities and between coordinating authorities and response organizations for an effective and coordinated response and recovery. Should the day-to-day communication systems become unavailable, alternate systems will be planned and implemented.

The functional coordinator has the responsibility, within financial and technical restraints, to establish, use, maintain, and manage the emergency communication network and to ensure that it is protected from hazards that may reduce its effectiveness. Standard operating guidelines should be developed to ensure consistency. This communications network includes back-up systems that are capable of supporting countywide disaster operations, utilizing all available public and private communication systems, such as ARES, RACES and amateur radio, within the county. Dispatchers have the responsibility to follow established procedures.

The Functional Coordinator or Designees (Task Coordinators) will perform the following tasks to carry out the function.

### Tasks and Phases

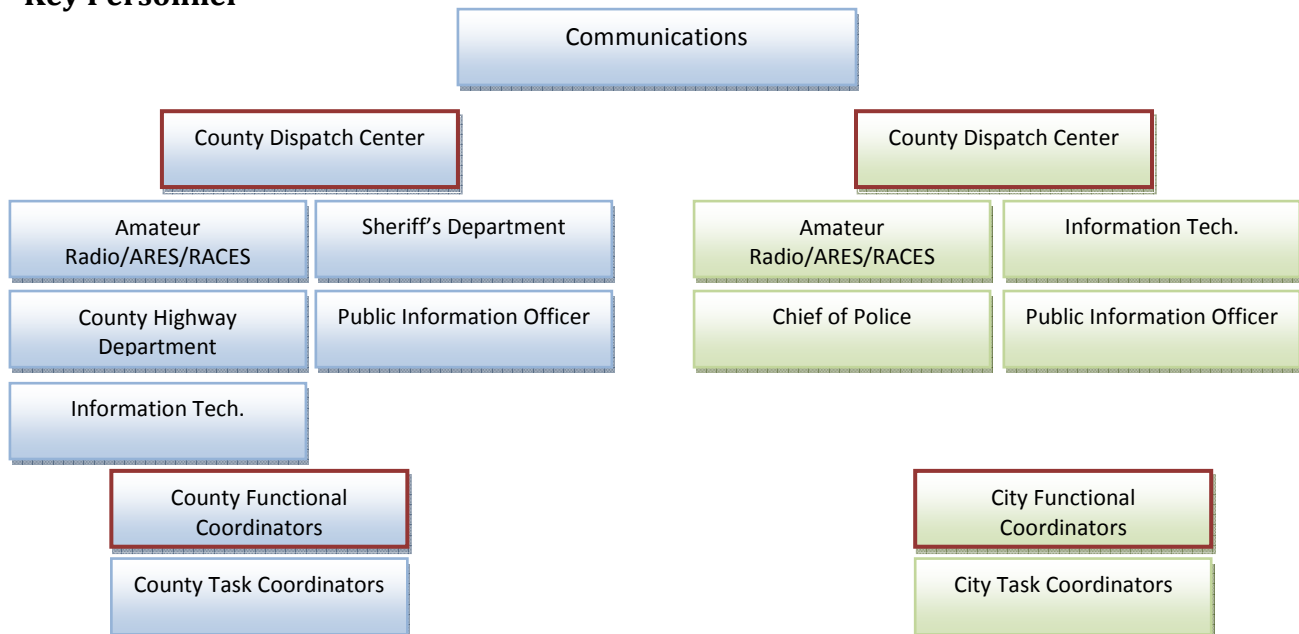
<b>Preparedness Phase: Communications</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Identify vulnerable communication locations	County Dispatch	
Review communications resource requirements	County Dispatch	
Review and update communications SOPs and communication annex with the emergency manager	County Dispatch	
Identify/verify agreements with private and public sector agencies to augment communications capabilities	County Dispatch	
Ensure testing and maintenance of communications equipment	County Dispatch	
Maintain list of licensed amateur operators within the county	Emergency Management	
Instruct staff on contents and use of message handling system	County Dispatch	
Ensure availability of message forms	Emergency Management	
Participate in disaster exercises	County Dispatch	
Renew radio licenses as required	Department Head	

<b>Response Phase: Communications</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Alert communications personnel, as needed	County Dispatch	
Advise functional coordinators of communications status	County Dispatch	
Ensure communication capability for: <ul style="list-style-type: none"> <li>• Teletype</li> <li>• Emergency Alert System (EAS)</li> <li>• Interactive Video Network (IVN)</li> <li>• Pagers</li> <li>• Spotter network</li> <li>• Amateur radio, RACES</li> <li>• NOAA Weather Radio for civil emergency message</li> <li>• Public safety radio channels</li> <li>• Cellular phones</li> </ul>	<ul style="list-style-type: none"> <li>• County Dispatch</li> <li>• County Dispatch</li> <li>• Information Tech.</li> <li>• County Dispatch</li> <li>• Emergency Mgt.</li> <li>• Emergency Mgt.</li> <li>• County Dispatch</li> <li>•</li> <li>• County Dispatch</li> <li>• Department Heads</li> </ul>	

<ul style="list-style-type: none"> <li>• Sirens</li> <li>• NAWAS</li> <li>• Fax</li> <li>• Telephone</li> <li>• Local Area Networks (LAN)</li> <li>• Modems (email)</li> <li>• Web EOC</li> </ul>	<ul style="list-style-type: none"> <li>• Dispatch/Fire</li> <li>• County Dispatch</li> <li>• Information Tech.</li> <li>• Information Tech.</li> <li>• Information Tech.</li> <li>• Information Tech.</li> <li>• Emergency Mgt.</li> </ul>	
Provide supplemental emergency communications	RACES/ARES	
Keep log of activities performed by all task coordinators and update incoming shifts	County Dispatch	

Recovery Phase: Communications		
Task/Responsibility	Task Coordinator	Reference Materials
Maintain communications with state government and adjacent communities	Communications Administrator	
Maintain radio log of communication activity	Communications Administrator	
Prepare report of communication activities during disaster situation	Communications Administrator	
Assess disaster effects on communications facilities and systems	Communications Administrator	
Report status of communications system to emergency manager	Communications Administrator	
Analyze and revise SOPs	Communications Administrator	Quick reference material

**Key Personnel**



## ***Damage Assessment***

### **Functional Coordinator: Tax Equalization/City Assessor**

Purpose: The function describes the uniform damage assessment process to document damage from incidents or disasters in North Dakota. An extensive damage assessment is necessary to support requests for future planning, response and recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that could result in building codes and land-use regulations, which, in turn, could reduce structural damage from future events.

The functional coordinator will act as a central contact for gathering necessary information as to severity, magnitude and overall impact of an emergency or disaster situation. The coordinator will submit completed applicable damage assessment forms (ND Disaster Procedures Handbook) and photos and maps of damaged areas to the North Dakota Division of Emergency Management when damages first occur and when local government requests outside assistance.

The Functional Coordinator or Designees (Task Coordinators) will perform the following tasks to carry out the function.

### **Tasks and Phases**

<b>Preparedness Phase: Damage Assessment</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Attend training in the damage assessment process and procedures	County Tax Equalization/City Assessor	
Establish damage assessment teams	County Tax Equalization/City Assessor	
Train damage assessment teams	County Tax Equalization/City Assessor	
Purchase supplies/equipment for damage assessment team	County Tax Equalization/City Assessor	
Establish tracking system for use during all phases of damage assessment	County Tax Equalization/City Assessor	
Maintain current maps of the city/ county	Highway Dept/City Engineer	
Maintain supply of forms needed for each phase of damage assessment	County Tax Equalization/City Assessor	Disaster Procedure Handbook
Develop list of critical facilities and special	Emergency	

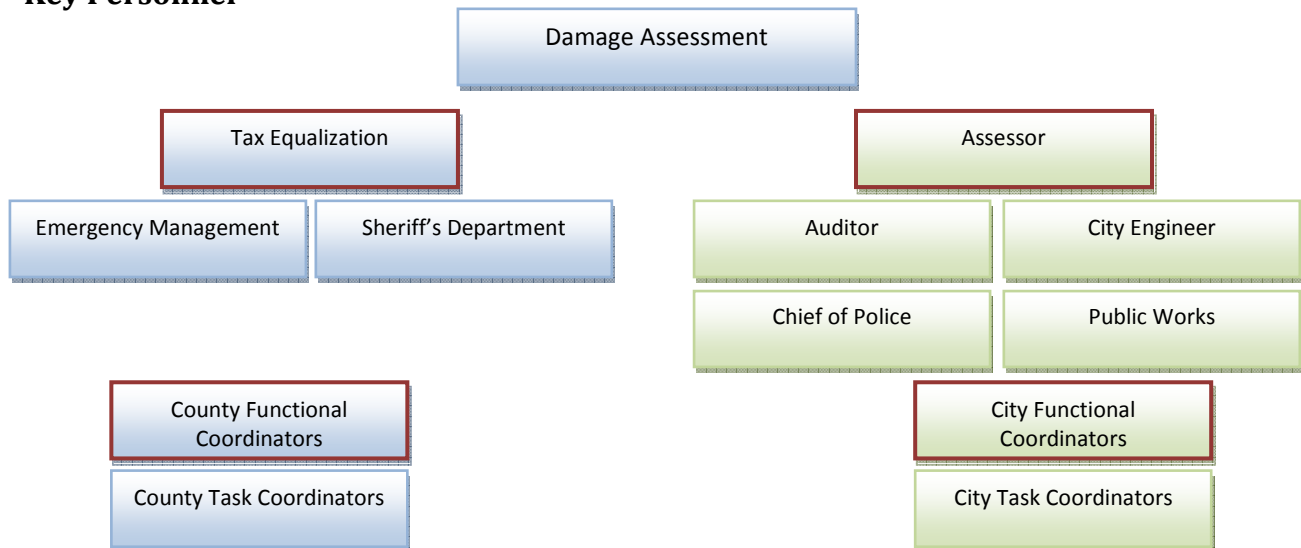
needs in the county	Management	
Review and update communications SOPs and communication annex with the emergency manager	County Tax Equalization/City Assessor	
Participate in disaster exercises	County Tax Equalization/City Assessor	
Distribute to city and county offices ND Disaster Procedures Handbook	Emergency Management	ND Department of Emergency Management

<b>Response Phase: Damage Assessment</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Notify damage assessment teams and other agencies with damage assessment responsibilities	County Tax Equalization/City Assessor	
Assign EOC damage assessment staff	County Tax Equalization/City Assessor	
Define perimeter of disaster area	County Tax Equalization/City Assessor	
Brief local emergency services of initial damage assessment procedures and requirements	County Tax Equalization/City Assessor	
Ascertain safety of affected areas prior to allowing field teams in for damage assessment	Sheriff/Police Department	
Coordinate and compile damage reports from damage assessment teams (private, public, and agricultural) and advise coordination and control group	County Tax Equalization/City Assessor	
Keep log of activities performed by all task coordinators and update incoming shifts	Auditor	
Contact city and county offices to notify them of the need and deadline for providing records of emergency work expense	County Tax Equalization/City Assessor	

<b>Recovery Phase: Damage Assessment</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Complete the preliminary damage assessment within 36 hours from the incident and submit to EOC	County Tax Equalization/City Assessor	
Compile priority list for emergency repairs	County Highway	

and submit to EOC	Department/City Engineer	
Identify areas needing debris removal and provide information to public works/engineering department	Sheriff/Police Department	
Identify areas with damaged transportation routes and coordinate with law enforcement to determine alternate routes	County Highway Department/Public Works	
Identify areas needing restoration of utilities and coordinate with utility services to restore service	County Highway Department/Public Works	
Complete final damage assessment summary within seven days from the incident and submit to NDDEM	County Tax Equalization/City Assessor	
Provide assessment information on damage to public parks and trees	Parks Department	
Coordinate support for state and federal public damage inspection teams	Emergency Management	
Assist in preparation of requests for state and federal assistance	Emergency Management	

**Key Personnel**





## ***Health and Medical***

### **Functional Coordinator: Tax Equalization/City Assessor**

Purpose: This function provides procedures for preparedness, response and recovery to provide health, medical care and environmental analysis during an emergency or disaster situation

The functional coordinator will provide the necessary components to ensure ongoing environmental sanitation, disease control, ambulance services, support to hospitals, mortuary services and protection against contamination of food and water supplies.

The Functional Coordinator or Designees (Task Coordinators) will perform the following tasks to carry out the function.

### **Tasks and Phases**

<b>Preparedness Phase: Health and Medical</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Review plans	City-County Health District	
Coordinate anticipated requirements with area hospitals	City-County Health District	
Establish number of additional patients the hospital and nursing homes could receive in the county	City-County Health District	
Establish number of patients hospitals in surrounding areas could receive	City-County Health Department District	Health Care Standard
Review procedures at hospitals designated for monitoring and decontaminating incoming patients (RAD and otherwise)	City-County Health District	Health Care Standard
Coordinate with EMS/rescue squads the number of ambulances available to support an evacuation of the hospital or nursing homes, if required	City-County Health District	
Coordinate alternate patient transportation resources (school buses, vans, etc.) if equipped	Social Services	
Coordinate availability of facilities to be used for emergency medical care	City-County Health District	CCHD EOP Annex H-Mass Patient Care
Confer with Social Services to identify disabled individuals that may need medical assistance in the event of evacuation or disaster	Individual and Family Assistance Coordinator	
Coordinate with public safety/law for emergency transportation for medical personnel to critical medical facilities in	Sheriff/Police Department	

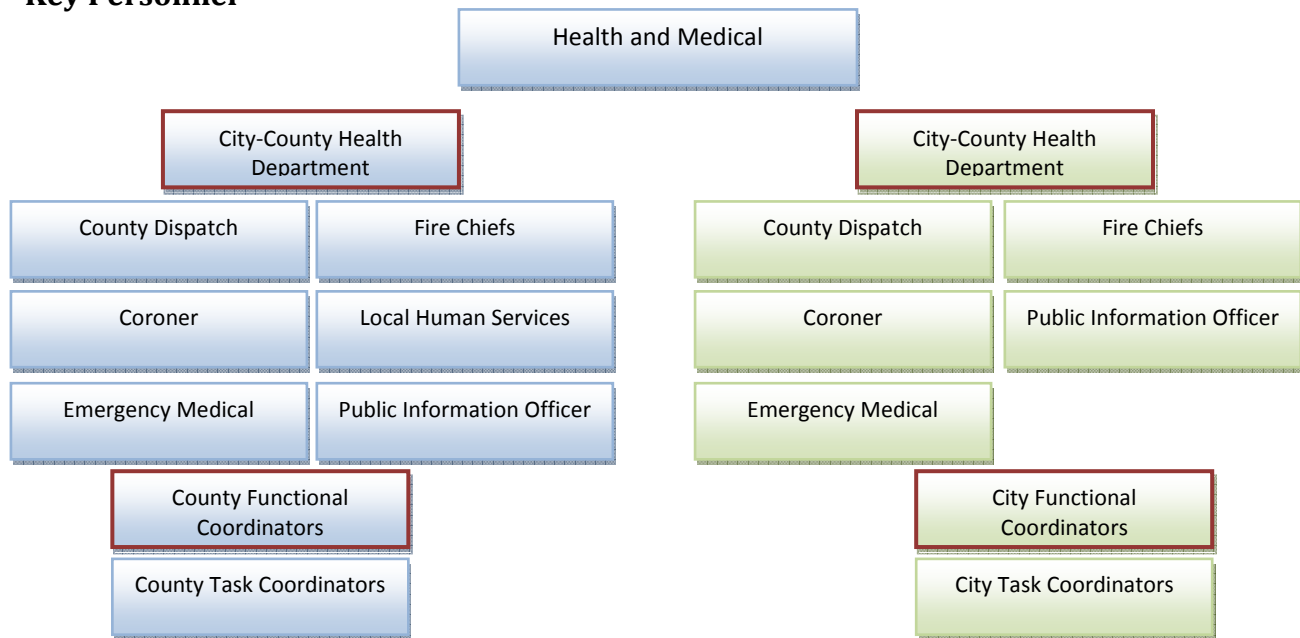
the event roads are impassable		
Radiological/Haz Mat emergencies	City-County Health District	CCHD EOP Annex J- Nuclear & Radiological Incident Management
Coordinate anticipated lab support	City-County Health Department	
Coordinate anticipated personnel requirements for inspections	City-County Health District	CCHD EOP
Coordinate with Red Cross for lodging and feeding, if required	Social Services	
Coordinate with medical coordinator and shelter coordinator in reviewing assignments of EMS personnel to shelters to ensure emergency medical capabilities	City-County Health District	
Review and update communications SOPs and communication annex with the emergency manager	City-County Health District	
Determine requirement for inspections of mass care facilities for public health and safety	City-County Health District	CCHD EOP Annex H- Mass Patient Care
Participate in disaster exercises	City-County Health District	
Plan implementation of inspections and gathering of samples to assess any public health threats or adverse environmental impacts	City-County Health District	CCHD EOP

<b>Response Phase: Health and Medical</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Maintain liaison between public health coordinator, medical command officer and local government officials	Emergency Management	
Coordinate medical resource requirements with the EOC	Emergency Management	
Advise local officials to request the Governor to waive occupancy regulations of hospital and nursing homes, if necessary	City-County Health District	
Coordinate activities and resource requirements with the emergency manager	City-County Health District	CCHD EOP
Coordinate requirements for mental health counseling	Local Human Services	
Coordinate requirements for	City-County Health	CCHD EOP Annex E-

communicable disease prevention or control	District	Prevention of Disease Transmission
Coordinate requirements for mortuary services	Coroner	
Implement gathering of samples (food, water, soil, etc.) as required	City-County Health District	CCHD EOP Annex D- Investigation
Provide potable water for drinking, if required	City-County Health District	CCHD EOP
Establish medical command	City-County Health District	CCHD EOP
Coordinate the mechanisms for analyzing any suspect samples	City-County Health District	CCHD EOP Annex D- Investigation
Report findings and recommend actions to the communicable disease officer or local officials, as applicable	City-County Health District	CCHD EOP Annex D- Investigation
Advise mortuary coordinator in the event emergency interment is required	City-County Health District	CCHD EOP Annex I- Mass Fatality
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	City-County Health District	CCHD EOP
Initiate prescribed vector control measures to ensure public health and safety	Emergency Management	

<b>Recovery Phase: Health and Medical</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Assembles key medical personnel for analysis of all medical operations	City-County Health District	CCHD EOP
Complete required reports	City-County Health District	
Recommend changes of the Local Emergency Operations Plan to the emergency manager	City-County Health District	
Advise as to safety regarding public health of citizens reoccupying areas	City-County Health District	CCHD EOP Annex N- Recovery
Coordinate the disposal of animal remains	City-County Health District	CCHD EOP
Assemble public health personnel for analysis of all public health operations	City-County Health District	CCHD EOP

**Key Personnel**



**Individual and Family Assistance**

**Functional Coordinator: County Social Service Director**

Purpose: This function provides procedures for preparedness, response and recovery to meet the basic and special human needs of individuals and families impacted by emergency or disaster situations.

The functional coordinator will use necessary means to coordinate the use of volunteer groups to meet the tasks set forth in this function. Additionally, the coordinator will provide organizational support for donations management and coordinate the use and registration of volunteers for emergency operations.

The Functional Coordinator or Designees (Task Coordinators) will perform the following tasks to carry out the function.

**Tasks and Phases**

<b>Preparedness Phase: Individual and Family Assistance</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Provide public awareness campaigns for individual and family protection at home during disasters	Emergency Management	
Identify facilities suitable for shelters, disaster assistance centers, pet care centers, aid stations and temporary morgues	Social Services	
Recruit and train personnel to effectively	Red Cross/Salvation	

manage response and assist citizens affected by disaster	Army/Social Services	
Identify personnel to use for assistance	Social Services	
Develop and implement agreements with local businesses, service organizations and response agencies to supply goods and services during disasters	Social Services	
Inventory medical supplies on hand and suppliers for restocking as needed	Health Department/EMS	CCHD EOP
Assign and train a representative to act as part of the assessment team to determine needs of citizens at time of disaster	Social Services	
Recruit personnel for emergency management training offered by government, academic institutes and private organizations	Emergency Management	
Identify special planning considerations for special needs populations	Local Human Services	
Prepare and maintain current up-to-date pre-done and generic media releases	Public Information Officer	
Review and update communications SOPs and communication annex with the emergency manager	Social Services	
Participate in disaster exercises	Social Services	
Prepare a registration and contact plan for citizens to enlist in services when available	United Way	

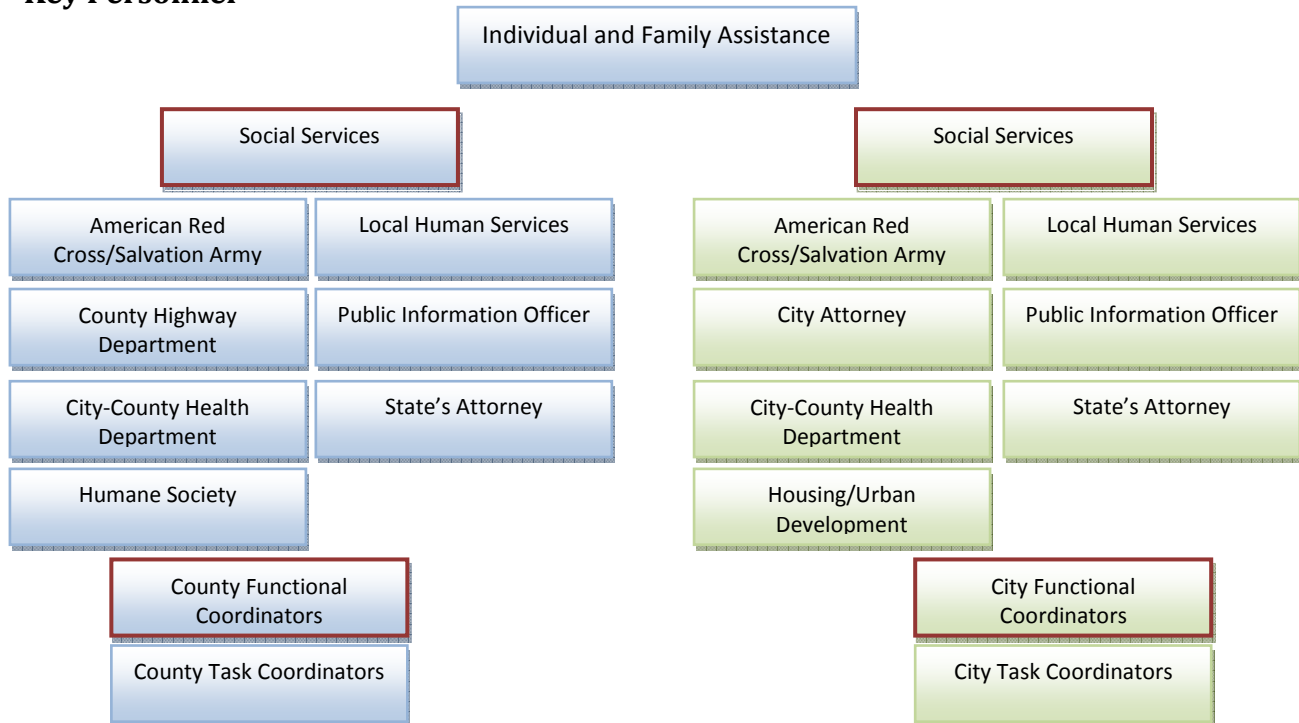
<b>Response Phase: Individual and Family Assistance</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Set up operations area, obtain necessary EOC organization chart, floor plan and telephone list	Emergency Management	
Coordinate the release and dissemination of all public information with the EOC	Public Information Officer	
Assure that resources for citizens' emotional and financial support are accessible and known (insurance agents, local ministry, local nonprofit organizations)	Social Services	
Activate shelters and shelter personnel, ensure food, potable water, clothing and other basic needs are provided for the citizens of the disaster/event	Red Cross/Salvation Army	
Liaison with government agencies and	Social Services	

other organizations providing human services		
Facilitate and coordinate with EOC and county emergency management office.	Social Services	
Provide service and support to the operations and personnel in the Family assistance center	Local Human Services	
Maintain logs to support documentation, expenditures, situation status, resource allocations and reports	Department Head	
Activate and implement pet care center plans	Humane Society	
Set up operations area, obtain necessary EOC organization chart, floor plan and telephone list	Emergency Management	
Request state/federal assistance through county emergency manager	County Commission/Mayor	
Procure required resources to sustain operations	Department Head	
Determine potential public health and environmental hazards	Health Department	CCHD EOP
Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested	Social Services	
Inform field units of all locations of shelters, aid facilities and other pertinent facilities and provide updates to relief personnel as they come on duty	Social Services	
Keep log of activities performed by all task coordinators and update incoming shifts	Social Services	
Coordinate with members of clergy for emergency sheltering and counseling	Social Services	

<b>Recovery Phase: Individual and Family Assistance</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Provide temporary housing for persons in shelters	Housing Authority	
Reunite families and pets	Humane Society	
Apply for state and federal assistance programs	County Commission/Mayor	
Provide service and support to the operations and personnel in the Family Assistance Center	Red Cross/Salvation Army	
Assist citizens with recovery needs as necessary	Social Services	

Participate in damage assessment	Local Human Services	
Provide information regarding recovery programs, if necessary	Public Information Officer	
Provide crisis counseling to response agencies and victims	Local Human Services	

**Key Personnel**



**Public Safety**

**Functional Coordinator: Sheriff/ Chief of Police-Fire Chiefs**

Purpose: This function provides procedures for preparedness, response and recovery to provide a coordinated effort for the immediate protection of life and property.

The functional coordinator will provide direction to coordinate the actions of law enforcement, fire departments, search and rescue units and hazardous materials response teams. Through unified command under the Incident Command System (ICS) responders will ensure the immediate safety of all citizens, maintain law and order, protect public and private property, conduct haz-mat assessment and provide protection for essential industries, supplies and facilities for any type of disaster.

The Functional Coordinator or Designees (Task Coordinators) will perform the following tasks to carry out the function.

**Tasks and Phases**

<b>Preparedness Phase: Public Safety</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Complete daily assessments of special events, weather reports, road closures, fire danger or other factors that may influence operations	Emergency Manager/ Sheriff/Police Chief/Fire Chiefs	
Review mutual aid agreements	Sheriff/Police Chief/Fire Chiefs	
Review and update emergency staff assignments	Sheriff/Police Chief/Fire Chiefs	
Determine available resources	Sheriff/Police Chief/Fire Chiefs	
Alert personnel to be on standby status	Sheriff/Police Chief/Fire Chiefs	
Coordinate activities with county emergency manager	Sheriff/Police Chief/Fire Chiefs	
Coordinate communications requirements with communications administrator	Sheriff/Police Chief/Fire Chiefs	
Check readiness of all equipment	Sheriff/Police Chief/Fire Chiefs	
Coordinate emergency ID for all on scene personnel	Sheriff/Police Chief/Fire Chiefs	
Prepare for possible shortage of water, electricity, chemicals and fuel	Sheriff/Police Chief/Fire Chiefs	
Accomplish inspections of shelter/emergency lodging facilities for safety	Fire Chiefs/City Building Inspector	
Review procedures for decontamination/universal precautions	Fire Chiefs/City- County Health Department	
Develop plans for utilizing volunteers	Sheriff/Police Chief/Fire Chiefs	
Coordinate with social services and senior services programs to determine locations of vulnerable individuals that may need special consideration	Sheriff/Police Chief/Fire Chiefs	
Provide refresher training in traffic control procedures	Sheriff/Police Chief	
Provide training for volunteers	Sheriff/Police Chief/Fire Chiefs	
Assist in the coordination of special transportation requirements for vulnerable individuals	Social Services Director	



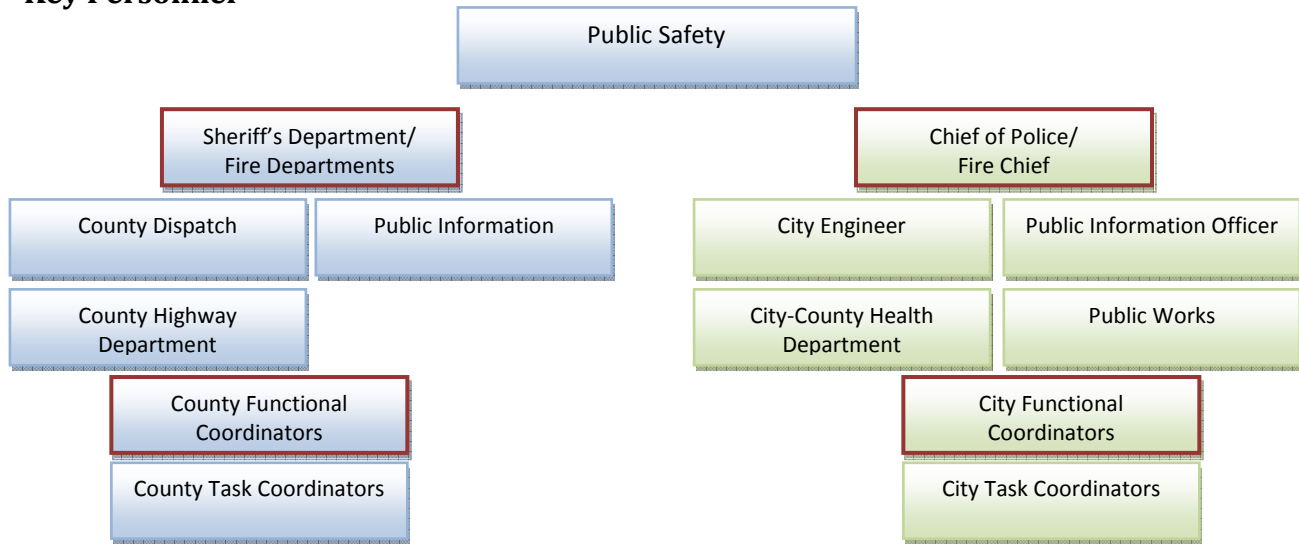
Coordinate security procedures with health and medical functional coordinator in the event of a mass casualty incident	Sheriff/Police Chief	
Coordinate Security Procedures with mass care and shelter coordinators	Sheriff/Police Chief	
Review department SOPs	Sheriff/Police Chief/Fire Chiefs	
Review procedures for transporting/guarding prisoners	Sheriff/Police Chief/Corrections Facility Administrators	
Participate in disaster exercises	Sheriff/Police Chief/Fire Chiefs	
Identify essential services needing security	Sheriff/Police Chief/Fire Chiefs/Emergency Manager	
Identify potential traffic and security problems and determine law enforcement requirements	Sheriff/Highway Superintendent/Police Chief/City Engineer/Public Works Director	
Coordinate evacuation planning and procedures	Sheriff/Police Chief/Fire Chiefs/Emergency Management	
Review policies for animal control	Sheriff/Police Chief/Humane Society	

<b>Response Phase: Public Safety</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Provide for decontamination centers	Fire Chiefs/City-County Health Department	
Notify emergency manager of additional requirements	Sheriff/Police Chief/Fire Chiefs	
Coordinate inspection of affected buildings for safety	Building Inspector/Fire Chiefs/Contractors	
Coordinate with public works for utilities shut off	Sheriff/Police Chief/Fire Chiefs	
Provide damage reports to EOC	Sheriff/Police Chief/Fire Chiefs	
Coordinate and assist law enforcement with traffic and crowd control areas	Fire Chiefs/Highway Superintendent/City Engineer/Public	

	Works Director	
Consult with Chemtrec (Hazmat Incident/Accident)	Fire Chiefs/City-County Health Department/ Emergency Manager	
Coordinate and define urban search and rescue efforts	Sheriff/Police Chief/Fire Chiefs	
Assist with evacuation	Sheriff/Police Chief/Fire Chiefs/Emergency Management	
Assist warning function	Sheriff/Police Chief/Fire Chiefs	
Advise field units of hazardous conditions	Sheriff/Police Chief/Fire Chiefs/Dispatch Coordinator	
Request additional communication support	Sheriff/Police Chief/Fire Chiefs/Dispatch Coordinator	
Keep log of activities; itemize financial expenditures, human resources, vehicles and equipment, and update incoming shifts	Sheriff/Police Chief/Fire Chiefs/Dispatch Coordinator	
Assign personnel to traffic control points in the event of evacuation	Sheriff/Police Chief	
Request mutual aid and other resources as necessary	Sheriff/Police Chief/Fire Chiefs/Emergency Manager	

<b>Recovery Phase: Public Safety</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Review and analyze fire/law enforcement operations and update plans with any changes in procedures	Sheriff/Police Chief/Fire Chiefs	
Accomplish equipment checks and maintenance on all equipment	Sheriff/Police Chief/Fire Chiefs	
Complete administrative and fiscal reports	Sheriff/Police Chief/Fire Chiefs	

**Key Personnel**



**Public Works and Transportation**

**Functional Coordinator: County Highway Department/Public Works**

Purpose: This function provides procedures for preparedness, response and recovery to provide a coordinated effort for maintenance, replacement and/or repair of public works facilities and services during and after an emergency or disaster situation.

The basic operational concept is to provide uninterrupted critical services during all situations. Priority actions will be taken to restore critical utility services, provide for debris removal, coordinate movement of transportation networks and protect and repair the infrastructure of the jurisdiction.

The Functional Coordinator or Designees (Task Coordinators) will perform the following tasks to carry out the function.

**Tasks and Phases**

<b>Preparedness Phase: Public Works and Transportation</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Develop and maintain individual departmental emergency plans and procedures	Public Works/Engineering	
Develop and maintain inventory of individual departmental resources	Public Works/Engineering	
During increased readiness or warning periods, alert all operational departments and put personnel on standby status	Public Works/Engineering	
Assemble key departmental personnel	Public Works/Engineering	

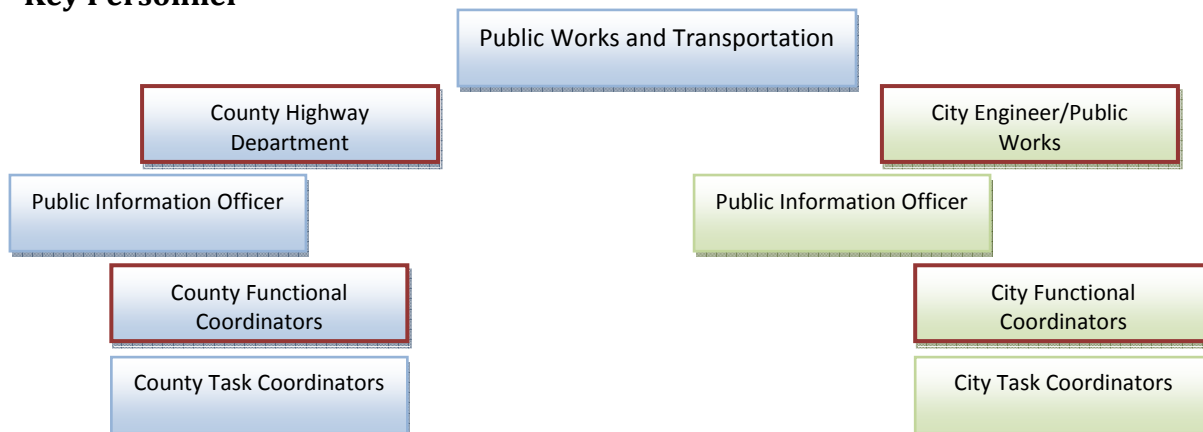
Advise resource members of anticipated needs and support required	Public Works/Engineering	
Determine availability, quantity and procedures to obtain sandbags in coordination with Emergency Management	Emergency Management	
Assist in development of general resolution to permit access for emergency stream bank/dike repair	Engineering	
Pre-select sites for acquisition of material for emergency stream bank/dike repair	Engineering	
Pre-select dumping sites for debris and other materials for disposal	Public Works	
Determine condition of roads and implement required maintenance with first priority on evacuation routes	Public Works	
Review requirements for location of traffic control devices and ascertain if sufficient devices are available	Engineering	
Determine current status of public utilities	Public Works	
Develop limited use policies for submission to local officials in the event needs exceed utilities capabilities	Public Works	
Establish liaison with local private utilities	Engineering	
Review and update communications SOPs and communication annex with the emergency manager	Public Works/Engineering	
Participate in disaster exercises	Public Works/Engineering	
Review emergency power generating capability fixed and mobile	Public Works	

<b>Response Phase: Public Works Transportation</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Clear emergency routes and arterial streets to facilitate movement of emergency equipment	Public Works	
Initiate temporary emergency road repairs, as needed	Public Works	
Establish detour routings	Public Works	
Position traffic control devices	Public Works	
Ensure all streets, highways and roads are open to traffic	Public Works	
Provide priority service to evacuation routes	Public Works	

Restore interrupted public utility service	Public Works	
Assist resource members in providing emergency power to critical facilities and locations (public and private)	Public Works	
Monitor utility use and assess capabilities	Public Works	
Install or restore service according to priority	Public Works	
Keep log of activities performed by all task coordinators and update incoming shifts	Public Works	
Recommend establishment of reduced service areas, if necessary	Public Works	
Manage emergency construction activities using contractors	Engineering	

Recovery Phase: Public Works and Transportation		
Task/Responsibility	Task Coordinator	Reference Materials
Restore all streets, roads and highways to normal conditions	Public Works	
Recover traffic control devices	Public Works	
Make repairs to street or road structures	Public Works	
Complete debris clearance activity	Public Works	
Return borrowed or requisitioned equipment and material	Public Works/Engineering	
Ensure egress routes are maintained in optimum condition	Public Works	
Complete restoration of normal services	Public Works	
Conduct safety inspection prior to restoration of private dwelling service	Engineering	
Replace damaged or destroyed utility service equipment	Engineering	
Manage emergency construction activities using contractors	Engineering	

**Key Personnel**



**Warning****Functional Coordinator: County Dispatch Coordinator**

Purpose: This function provides procedures for preparedness, response and recovery to establish and maintain a 24-hour countywide warning system. The system receives and communicates timely warnings to appropriate officials and to the general public concerning actual or potential hazards and other situations so that appropriate preparedness or response actions may be taken.

The functional coordinator will provide program support and operational guidance in maintaining warning systems such as outdoor sirens, Emergency Alert System (EAS), National Warning System (NAWAS), law enforcement teletype, emergency notification system and general emergency public information.

The Functional Coordinator or Designees (Task Coordinators) will perform the following tasks to carry out the functions.

**Tasks and Phases**

<b>Preparedness Phase: Warning</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Update and review warning capabilities with available technology	County Dispatch Center	
Review and update communications SOPs and communication annex with the emergency manager	County Dispatch Center	
Review SOPS	County Dispatch Center	
Update and confirm warning resources	County Dispatch Center	
Release information to public pertinent to preparing for threat/hazard expected	Public Information Officer	
Establish liaison with all functional coordinators	County Dispatch Center	
Keep local officials updated on all warning matters	County Dispatch Center	
Prepare shelter and evacuation notification	County Dispatch Center	
Review procedures with radio stations for continuous broadcasting	County Dispatch Center	
Review dissemination and distribution systems to ensure maximum coverage to residents	County Dispatch Center	
Contact volunteer groups who may assist with distribution of shelter evacuation notification	County Dispatch Center	

Coordinate facility requirements for the joint information center	Emergency Management	
Participate in disaster exercises	County Dispatch Center	

<b>Response Phase: Warning</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Activate EAS for immediate protective actions to include warning alerts and evacuations (excluding warnings and alerts that are done by communications functional coordinator)	County Dispatch Center	
Implement media release point and set schedule for periodic briefings, as required	Department Head	
Confirm policy on admittance of news media to disaster area with local officials	Sheriff/Police Department	
Implement and assign personnel to citizens inquiry center	Social Services	
Release citizens inquiry center telephone numbers to news media	Public Information Officer	
Coordinate release of all public information advisors and instructions with appropriate EOC staff	Public Information Officer	
Coordinate with EOC staff on requirements for printed public information material that needs to be distributed	Public Information Officer	
Coordinate distribution of all public information printed material to insure maximum coverage to county residents	Public Information Officer	
Upon receipt of a reliable warning, the dispatcher will refer to and automatically implement appropriate established procedures and will activate appropriate warning systems.	County Dispatch Center	
Ensure that supplies and equipment for the information center are adequate and in place, as required	Public Information Officer	
Coordinate volunteer weather spotting network	ARES/RACES	
Keep log of activities performed by all task coordinators and update incoming shifts	County Dispatch Center	
Advise communications functional coordinator of communications requirements (including additional	County Dispatch Center	

telephones)		
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Recovery Phase: Warning		
Task/Responsibility	Task Coordinator	Reference Materials
Provide instructions to the public for the recovery phase	Public Information Officer	
Notify media when it is safe for evacuees to return to their homes	Public Information Officer	
Release safety measures and precautions applicable to hazard and recovery activities	Public Information Officer	
Discontinue operation of citizens inquiry center, when appropriate	Social Services	
Notify residents where to call for assistance or for special problems	Public Information Officer	
Discontinue operation of media release point and notify media of contact point	Public Information Officer	
Discontinue operation of information center	Public Information Officer	
Review public information office annex and SOPs and implement changes to correct problems and improve operations	Sheriff/Police Department	

**Key Personnel**

