


UPSHUR COUNTY EMERGENCY OPERATIONS PLAN

ANNEX A: DIRECTION AND CONTROL

Purpose	This annex establishes the incident command system (ICS) as the preferred on-scene incident management tool and discusses responsibilities within it. This annex also discusses the activation, staffing, and operation of the county's emergency operations center (EOC), an element of a multi-agency coordination system. The interaction between the incident command post (ICP); the Upshur County EOC; and neighboring county, state, and/or federal multi-agency coordination systems is also addressed.
Scope	This annex applies to all emergency situations beyond single resource incidents and events that could occur in Upshur County.
Related Federal ESFs	<ul style="list-style-type: none"> • ESF #5: Emergency Management
Related State Annexes	<ul style="list-style-type: none"> • Annex A: Direction and Control
Primary Agencies	<ul style="list-style-type: none"> • Upshur County Office of Emergency Management (UCOEM) • Potential Incident Commanders from Local Response Agencies • Local Governments
Support Agencies	<ul style="list-style-type: none"> • Local Fire Service • Local Law Enforcement • Local Health and Medical Organizations • Local Public Works Organizations • Upshur County Schools • West Virginia Division of Homeland Security & Emergency Mgmt. (WVDHSEM) • American Red Cross (ARC) • United States Department of Homeland Security (USDHS)

APPROVED

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UPSHUR COUNTY COMMISSION


Incident command positions should be filled in accordance with applicable state laws, rules, mutual aid agreements, and memoranda of understanding. Representatives from various agencies may also serve as the IC under certain specialized circumstances or if command is transferred to them. Examples of other agencies are the health department, public service districts, and department of agriculture.

3. The IC may determine the need for a command staff and general staff based on the situation.
 - a. The "command staff" would be comprised of the IC and selected of the following: the command staff public information officer (PIO), the safety officer (SO), and the liaison officer (LNO).
 - b. The "general staff" may be assigned and organized by the four remaining major functional elements of the ICS (in addition to "command"): operations, planning, logistics, and finance and administration. General staff positions may be activated if or as an incident expands in size to provide for effective incident management.
 - c. Any section of the general staff can be activated at the discretion of the IC. Not all sections of the general staff may be necessary, nor is the IC limited to establishing only the traditional basic ICS sections and branches. The level of general staff involved is based on the size and complexity of the incident.
4. The IC should establish a tracking system for on-scene personnel and resources in an effort to maintain accountability at the scene at all times. (Such a responsibility may be delegated to another ICS staff member.)
5. The IC may directly request external resources as they are needed in accordance with mutual aid agreements (MAAs). An accurate account of resources requested and deployed should be maintained by the ICS planning section chief. If resources from higher levels of government needed, the IC should request activation of the county EOC. (When tactically possible *Resource requests to the state must be channeled through the county EOC.*)
6. The IC may request activation of the county EOC (partial or full) at any time for resource support or if the incident becomes multi-jurisdictional.

should be transported by emergency vehicles if circumstances make this necessary.

III. DIRECTION, CONTROL, AND COORDINATION

- A. The Upshur County Office of Emergency Management (UCOEM) is a part-time support organization operated by hourly employees. It is not a first responder agency.
- B. Incident commanders and elected officials should request EOC activation as early as possible in a serious incident to allow for off-duty delays and set-up time.
- C. The UCOEM Director may supply the 911 center with a list of additional incidents for which early warning notification of the director would be beneficial, especially during non-routine business hours.

IV. INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION: The incident commander should strongly consider developing an IAP and completing ICS forms in the following situations:

- A. Non-typical hazardous material incidents;
- B. Incidents that go beyond one operational period;
- C. Type 3 incidents that are expected to increase in complexity; and/or
- D. Any incident where the probability of claiming reimbursement for services is probable.

V. COMMUNICATIONS

- A. When the emergency operations center (EOC) is activated, it is the responsibility of the incident command post staff to maintain communications with appropriate representatives in the EOC. Regular, periodic status reports should be provided to officials in the EOC.
- B. The format and frequency of reports should be specified in the incident action plan (IAP).

VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. A crucial planning and operational assumption is that all agencies involved in the response to an incident would be operating under an incident command system (including any private sector or quasi-governmental agencies that may be

- i. Receives local resource requests.
 - ii. Staffs and operates the state EOC (SEOC).
 - iii. Assists in the determination of the necessity of any federal resources.
 - iv. Requests federal resources.
- f. **American Red Cross (ARC):** Serves as an EOC staff member.

VII. ADMINISTRATION, FINANCE, AND LOGISTICS

A. Administration

1. Reporting Requirements

- a. All agencies should prepare and disseminate periodic situation reports (SITREPS) throughout a response operation in an effort to keep all involved agencies updated.
- b. The EOC Manager or Situation Group should compile SITREPS into proper submissions to higher levels of government prior to deactivation of the EOC.
- c. The UCOEM Director should ensure that periodic communications occur with the West Virginia Division of Homeland Security and Emergency Management (WVDHSEM).

2. EOC Forms and Records

- a. Incoming telephone and radio information should be maintained in a computer log when possible. The option of using standard ICS logs in paper format may be substituted when appropriate.
- b. Staff sending or receiving operational or tactical messages should maintain an individual message log recording every message sent or received. It is critical that this log also contain information as to when the job was acted on and to whom it was assigned. All valid tasks should be assigned a unique job number and monitored from assignment through completion.
- c. Proper use of required resource request forms includes completeness and accuracy. Message forms cannot be used as a substitute for resource order or request forms.

- 3. The fully activated EOC has all necessary elements to efficiently provide logistical and administrative support to responding departments or agencies (assuming it is fully staffed with county and city employees).
- 4. The Policy Group should meet regularly to authorize sufficient additional work hours and staffing as needed to accomplish objectives for future operational periods.

VIII. PLAN DEVELOPMENT AND MAINTENANCE

- A. Elected officials set policy prior to an incident or event. The Upshur County Commission is responsible for reviewing and updating this annex on a regular basis.
- B. This annex is subject to revision at times when the rest of this plan is being reviewed.