



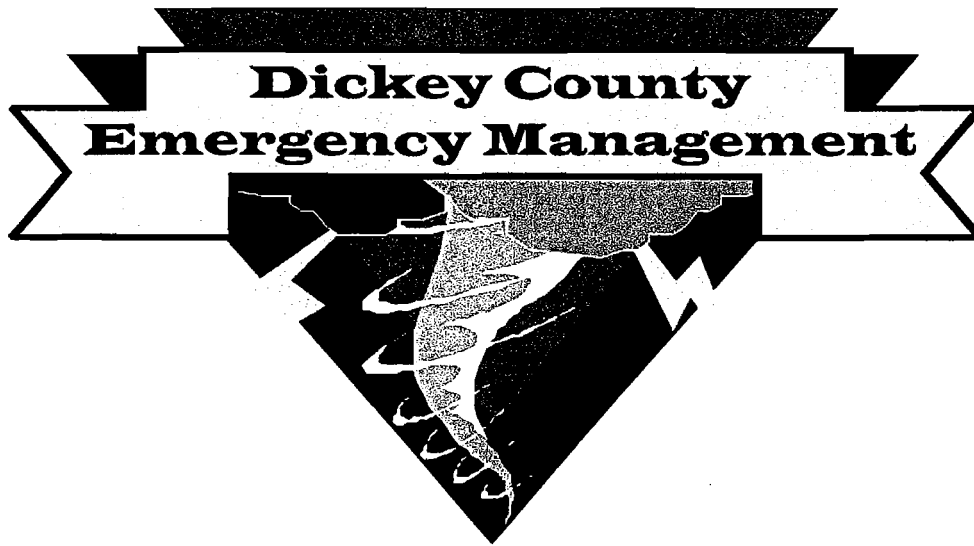
NOTE

These plans are written for our county, its assets and recognized hazards. It may not fit other entities. Please feel free to use anything you find that may augment your program

Emergency Operations Plans are LIVE meaning they are reviewed and changed on a regular basis as assets change, hazards change or new conditions arise.

We utilize our Community Emergency Response Team volunteers to staff many positions our Emergency Operations Center as well as running and maintaining our community shelter program. Very special thanks from this office for the fantastic work of all of our volunteers in stepping up to make our county emergency operations viable in our rural underserved county.

Charlie Russell Director of Emergency Management



DICKEY COUNTY EMERGENCY OPERATIONS PLAN

APPENDIX

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AUTHORITIES

Public Law 920, the Federal Civil Defense Act, as amended
Public Law 100-707, Robert T Stafford Disaster Relief and Emergency Act, as amended
Public Law 106-390, Disaster Mitigation Act of 2000
NDCC 37-17.1, the North Dakota Disaster Act of 1985, as amended
FEMA Public Assistance Guide (FEMA 322)
Dickey County Resolution, dated 8/02/2003

References

Homeland Security Act of 2003
Homeland Security Presidential Directive-5 *Management of Domestic Incidents*
Homeland Security Presidential Directive-8 *National Preparedness*
Department of Homeland Security, National Incident Management System, March 1, 2004

PROMULGATION STATEMENT

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 Dickey County Commission, we do hereby order that the Dickey 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 Dickey County Operations Plan

List of Incorporated Cities

City	Date of Resolution
<u>Ellendale</u>	<u>8/04/2003</u>
<u>Oakes</u>	<u>8/04/2003</u>
<u>Forbes</u>	<u>8/04/2003</u>
<u>Fullerton</u>	<u>8/04/2003</u>
<u>Ludden</u>	<u>8/04/2003</u>
<u>Monango</u>	<u>8/04/2003</u>

PURPOSE

The Cities and towns of Dickey County have agreed on Dickey County Office of Emergency Management to provide the unified Emergency Operations Plan, and to follow its guidelines in their planning and emergency operations training. This plan incorporates the guidelines set forth in the National Incident Management System and fully utilizes the Incident Command System.

The purpose of the Emergency Operations Plan for Dickey County/Cities is:

- To define the responsibilities of departments of local government (county and city) and appropriate private entities; and

- 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, protect property and the environment in the event of an emergency or disaster; and
- To facilitate short-term and long term recovery activities.

NOTE: The Multi-Hazard Mitigation Plan also addresses both short and long term recovery activities. The appendixes contain specific and guidelines for operations mentioned later in this plan.

ASSUMPTIONS

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

- A. 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 waive the head of local governments' authority to make necessary decisions or changes to the plan for the protection of life, property and the environment.
- B. The contents of this plan must be known and understood by those people responsible for its implementation. The Emergency Manager is responsible for its briefing personnel and county/city officials concerning their role in emergency management and the contents of this plan in particular.
- C. The plan shall incorporate the use of ICS, allowing flexibility for response to a variety of emergencies:
- D. Department heads are responsible for development and maintenance of their respective functions and tasks in this plan.
- E. In addition, each functional 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 on a yearly basis by the appropriate functional/task coordinator.
- F. 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 plan revision and distribution found necessary.

- G. 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 and task coordinators responsible for plan maintenance and response.

CONCEPT OF OPERATIONS

A. General

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 principals of the National Incident Management System (NIMS), a nationwide approach to domestic incidents management; applicable to 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 shall be used as a standard for Emergency Management. Dickey County, our cities and responders subscribe 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 be hindered by jurisdictional boundaries.

Unified Command System (UCS)

A Unified Command System (UCS), part of ICS, is established upon activation response to an incident. This systems agencies with responsibility for the incident to participate in the decision making process. Under 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 become multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an Incident Command Post

Incident Transition

The ICS system allows an Incident to start with local IC on a single incident and build up or down as the incident changes or resolves. When an incident increases in size or complexity to move into Unified Command (or larger) or, necessitates the opening of the EOC, or moves beyond 24 hours, Incident Action Plans (IAP) need to be developed. The incident safety and accountability documentation becomes critical. Documentation in the areas of time lines, incident goals, resource management, crew scheduling and asset / personnel accountability become absolute requirements . Dickey County IAP plans are included in the appendix of this document.

Local government, because of its proximity to these events, has the primary responsibility for the above mentioned 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 Services. 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.

Emergency Operations Center

The Emergency Operations Center 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.

For Incident security as well as the security of the personnel in the EOC, Photo ID badges will be required to enter and function in the EOC. Standard sign in and sign out requirements will be in place.

Day to Day Functions

Day-to-day functions, which 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.

Specific Hazards

Hazard-specific appendices are covered in the Dickey County Multi-Hazard Mitigation Plan which links to this Emergency Operations Plan (EOP). The Dickey County Multi-Hazard Mitigation plan (linked to this plan) identifies the prevention measures and the EOP plan addresses the procedures for responding to the problems created by the hazards.

Included in this plan's appendices are associated planning documents in the area of Volunteers, Resource Management, Dickey County Communications Plan, as well as the Combined Public Works Agreement. These documents help further define the way operations will occur during an emergency in Dickey County.

B. Continuity of Government -Succession of Leadership

County Commissioners

Chair

Vice Chair

Most senior member of Commission

City Government

Mayor

President of City Council

Most senior member of Council

EOC Personnel

Emergency Manager

Public Works Director

Senior Law Enforcement

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.

C. Preservation of Records

The preservation of important records and the taking of measures to insure continued operations and reconstitution, if necessary, 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:

Records required protecting the rights of individuals. These records include: marriage licenses and divorce papers, property and land titles, tax statements and licenses, records required by health, fire, law enforcement, and public works to conduct emergency operations.

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.

D. 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, fire and Ambulance halls and law enforcement centers are possible relocation facilities as they already contain considerable communication equipment.

E. Emergency Checklist

The following is a guide for initial response and management to all-hazards occurring in Dickey County. The size and depth of the response and notifications will be situational dependant.

EMERGENCY OCCURS

Post Dispatch Activities

Start documenting your activities, noting times of notification, arrival and any new information you are receiving. The following steps are included here for your guidance. Have you ...

Establish ICS
Done an Initial Assessment of Situation
Considered Scene Safety
Considered the Nature of Disaster
Atmospheric Conditions
Estimated the number of Injured/Fatalities
Kept track of Resources Committed
Evaluated the need for outside assistance
Notified EOC
Notified Emergency Management
Contacted Public Information Officer
Notified Functional Coordinators
Alerted Mutual Aid Partners for additional support
Notified Chief Elected Officials
Notified ND Division of Emergency Services
Notify Volunteer Organizations as Needed

IMMEDIATE PUBLIC SAFETY

Establish the need for Evacuation or Shelter in Place

The following is a guide to the functions of the entities in your areas to assist in your dispatching the correct agencies.

Out of the area assets *need to be called early if their need is anticipated!*

Activate HazMat Teams –	Chemical emergencies -	Dispatched by Fire or DEM
Activate Bomb Squad –	Explosive emergencies-	Dispatched by LAW
Activate SWAT team –	Law emergencies-	Dispatched by LAW
Red Cross/ Salvation Army -	Public Support-	Dispatched by DEM

Emergency Medical Services

Triage
Transport
Treatment
Medical Evacuation
Medical for shelters

CERT Teams

Shelters
Logistics
Communications- radio/ phone
Documentation
First aid
Responder's child care

FIRE DEPARTMENTS

Fire
Search and rescue
Extrication

NDDES-State Radio

Mutual aid from neighboring areas
State Highway DOT

Evacuation
Traffic control

Public Works

Heavy equipment
Debris removal
Traffic control
Utilities

National Guard
State agencies- Health –Agriculture
Civil Air Patrol
State and Federal Law
Forestry (Fire)
CDC
EPA-USDA-FDA
DHS-FEMA-DOD-DOE

Critical Special Information Numbers

CHEMTREC -1-800-424-9300 (Chemical Emergencies)

POISON CONTROL-1-800-732-2200

ND-DES / State Radio- 1-800-773-3259

INCIDENT RESOURCE MANAGEMENT

It is recognized that long term protracted incidents will require more manpower and equipment than the county currently has or mutual aid can provide. Temporary employees can immediately be hired by the IC. Existing county employees will be utilized first followed by Dickey County CERT Team members and then opened up to the public.

All temporary personnel and assets must follow the guidelines set forth in the Dickey County Incident Resource Plan (included in the appendix of this document)

Basic requirements included in the plan:

- 1) Dickey County will not be responsible for, nor will reimburse any asset or entity that was not requested and approved by the INCIDENT COMMANDER (IC) or their designated COMMAND STAFF assistant. Full compliance with pre-inspection and time keeping rules (designated the plan) will be adhered to for payment or comps and claims for the incident.
- 2) Payment rates (amounts) will follow guidelines of the pre-established mutual-aid agreement or a copy of a contract approved by the IC and in place at the EMERGENCY OPERATIONS CENTER (EOC) prior to the asset being utilized
- 3) All time and material costs and associated documentation must be completed daily and turned into the EOC. All documentation and charges must be complete and turned in to the EOC prior to DEMOBILIZATION (DEMOBE) (being released) from the incident.
- 4) All Compensation and claims (equipment damage, injuries etc.) against the Incident must be filed daily at the EOC- all required documentation must be complete and associated paperwork must be submitted to the EOC prior to DEMOBE.
- 5) Incomplete paperwork will not be honored nor will claims filed after the entity has DEMOBED.

Property Security

To provide protection for public and private property

- Provide barricades in necessary areas
- Provide traffic and crowd control
- Establish Perimeter Scene Security
- Remove objects that may be ongoing hazards
- Facility Security

- Family Assistance Center
- Health Facilities (inc. Morgue)
- EOC
- Critical Facilities
 - Airports
 - Water Facilities
 - Power Generation
 - Communication
 - Courthouse/City Hall

Public Welfare

To provide care for people injured or dislocated and assess damage

- Establish Family Assistance Center
- Establish Family Reunification Area
- Disseminate Public Information
- Shelter
- Food/Water
- Clothing
- Sanitation
- Prescriptions
- Animal Welfare

Restoration

To bring the necessities of life back to normal

- Reestablish Communication capability ASAP
- Mobilize Community Resources
- Restore critical facilities
 - Hospitals
 - Law Enforcement Center
 - Emergency Operation Center
 - Fire Departments
- Restore Utility Services
 - Water/Waste water
 - Power
 - Electric
 - Gas
 - Telephone
- Restore Transportation arteries
 - Decontamination
 - Public Infrastructure

F. Functional and Task Coordinators

Significant responsibilities common to emergencies and disasters are grouped into ten areas, 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 tasked with 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 County Emergency Manager and with departments having related tasks.
4. Train personnel assigned with 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 Chart found on pages sixteen and seventeen. This chart also distinguishes between functional coordination and task coordination responsibilities of various departments.

G. Mutual Aid

Mutual aid agreements should include the following to insure NIMS compliance: definition of key terms used in the agreements; roles and responsibilities of individual parties; procedures for requesting and providing assistance; authorities and rules payment, reimbursement and allocation of costs; notification procedures; protocols for interoperable communications; relationships with other agreements among jurisdictions; worker's compensation; treatment of liability and immunity; recognition of qualification and certifications; and sharing agreements, as required. Following is guidance for developing such agreements.

1. In the event of any flood, fire, tornado, or other declared local emergency, natural or man-caused disaster which cannot be met with the facilities of one of the contracting parties, the other contracting governmental agency agrees, upon request, to furnish aid in coping with such disaster or local emergency to the agency requesting such aid upon either an actual or standby basis. The extent of aid to be furnished under this agreement shall be determined solely by the governmental agency or department thereof furnishing such aid, and it is understood that the aid so furnished may be recalled at the sole discretion of the furnishing agency.
2. Details as to methods of requesting mutual aid and the name of a coordinator and designated alternates authorized to send and receive such requests, together with lists of equipment and

personnel subject to call, will be covered by correspondence between the governmental agencies and the departments annually.

3. Personnel who are furnished will work as far as possible under their own supervisors, and personnel of the agency furnishing the equipment will ordinarily operate equipment furnished. General directions relative to work will be given by the appropriate officers of persons of the agency receiving such aid. In the event equipment is sent without operators, strict accountability will be maintained and the receiving official will be responsible for its supervision and the party receiving aid for its safe return.
4. Parties to this agreement shall be required to pay compensation to other parties to this agreement for services rendered hereunder. The receiving party shall pay all fuel oil, incidental repairs, and food and lodging for operators. Equipment operating under the plan developed by the Associated General Contractors shall be reimbursed as outlined in the existing North Dakota Department of Transportation Equipment Rental Rates (Plan Bulldozer), excluding profit.
5. Volunteer personnel must be registered by the sending governmental agency and covered by the Worker's Compensation Insurance of the sending government.
6. It is mutually understood and agreed that this agreement does not relieve any of the parties hereto from the necessity and obligation of providing adequate resources within their own areas, and each party hereto agrees that it shall maintain reasonable and prudent diligence in keeping emergency equipment in its possession up to at least minimum standards of repair.
7. It is further mutually understood and agreed that the provisions of this agreement will be invoked only when, in the opinion of the city council or county commission, it is deemed necessary to declare an emergency or disaster and to request outside assistance because all of the normal facilities at their command have been exhausted and outside assistance is needed to control the emergency. If an official suspects the situation may require outside aid, the other parties should be informed immediately so that resources can be put on standby status.
8. The agreement shall not be construed as or deemed to be an agreement for the benefit of any third party or parties, and no third party or parties shall have any right of action hereunder for any cause whatsoever. Any services performed or expenditures made in connection with furnishing mutual aid under this agreement by either party hereto shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of such party. Any liabilities incurred, as a direct result of support of a receiving government shall be borne by the receiving government.
9. Any party to this Mutual Aid Agreement may withdraw at any time, upon thirty days notice to each of the other parties, and thereafter, such withdrawing party shall no longer be a party to this agreement; but this agreement shall continue in force among the remaining parties.

H. Volunteers

Volunteers are critical for county emergency operations. The Dickey County Office of Emergency Management has embraced the Department of Homeland Security's (Citizen Corps) Community Emergency Response Team (CERT) training as the controlling core for our volunteer program. Shelters and Teams are being established in every population center in the

county with the goal of having pre-staged disaster supplies and equipment, teams of people trained, and established command and control via radio to our outlying areas. These teams are not a replacement or competing entities to our normal FD / EMS organizations; they are a stop gap measure until these services are available to their local area during a major incident.

These teams will be trained, provided identification, and be readily available to be brought in to augment emergency management functions such as logistics, communications, resource management documentation, shelter management, donations management and other duties of a similar nature.

NOTE: *CERT teams are activated and tasked by the Emergency Manager through a County CERT Coordinator.*

Activation and Function

Each team leader will activate their team, secure their areas, gather their damage assessments and report to the Emergency Manager or EOC by radio. General Command and Control will come from the DEM through the County Coordinator.

Available CERT volunteers will then be assimilated into the county emergency management's response. Volunteers, not CERT aligned, will be assigned to a team and be placed under the Team Leaders control.

Protracted incidents allow for volunteers to be placed on the county pay role following the guidelines set forth in the INCIDENT RESOURCE PLAN included in the appendix.

I. Shelter Operations

1) ***Community Shelters*** - which are designated in all population areas of our county, stocked with disaster supplies and a CERT team (see above). These shelters will be utilized for public information, public first aid, communication etc. and a base of operations for an incident in that particular area.

Shelters may be opened by following the Dickey County Shelter Activation Plan located in the appendix of this document. The local ***Community Shelters*** are NOT designed to house people except in the direst emergencies until people can be moved to our primary short / long term shelter located at the Trinity Bible College in Ellendale. The Dickey County Shelter Plans are located in the appendix of this document.

The following contains the basic guidelines for sheltering in Dickey County.

2) ***Emergency Shelters***- Incidents which require the sheltering of families or individuals overnight or several days will be housed using the following guidelines.

A) For a single night the individual or family will be placed in a local motel room (if available) sponsored by the Red Cross or local ministerial alliance per normal protocol.

B) Incidents requiring the sheltering of a larger group of folks or for a longer time will necessitate the opening of the Shelter at Trinity Bible College. Upon opening this shelter, a CERT team must be activated to staff the shelter and at least one EMT must be

on site 24 hours a day. Food and other requirements will have to be organized and provided to the sheltered population.

J. Public Information

Public Information dissemination during a disaster or any major incident will be handled by the Dickey County Public Information Officer attached to the IC / EOC.

The Public Information Officer (PIO) is a key staff member supporting the incident command system. The PIO represents and advises the Incident Commander (IC) on all public information matters relating to the management of the incident.

The PIO handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring, and other functions required to coordinate, clear with proper authorities, and disseminate accurate and timely information related to the incident, particularly regarding information relating to public health and safety and protection.

The PIO is also responsible for the coordinating public information at or near the incident site and serving as the on-scene link to the Joint Information System (JIS). In a large-scale incident, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC) which is typically collocated with the Federal, regional, State and local EOC tasked with the primary incident coordination responsibilities.

The IC must approve all incident-related information.

THE PUBLIC INFORMATION OFFICER AND THE JOINT INFORMATION CENTER

The purpose of the Public Information Officer (PIO) is to establish public awareness of hazards and to provide active channels for informing and advising the public on appropriate actions to take before, during, and after an emergency/disaster and to provide for effective collection and dissemination of information, to control rumors and to minimize uninformed public responses.

In times of disaster, information can be as important as food, water and shelter. Providing a uniform, coordinated, consistent message to the public is critical. The Joint Information System (JIS) mission starts as soon as an incident begins. Because of the critical nature of providing emergency information to disaster victims, time spent getting organized rather than immediately responding at the time of an event can lead to confusion and a loss of public confidence.

The purpose of a JIS is to provide a structure to address four primary responsibilities of the Joint Information Center (JIC): gather incident data; analyze public perceptions of the incident; prepare spokespersons; and inform the public. Use of a JIS ensures these responsibilities are effectively addressed by multiple JICs through the creation of the following specialized JIC positions; coordination, logging, approval and release of all information through the Lead PIO.

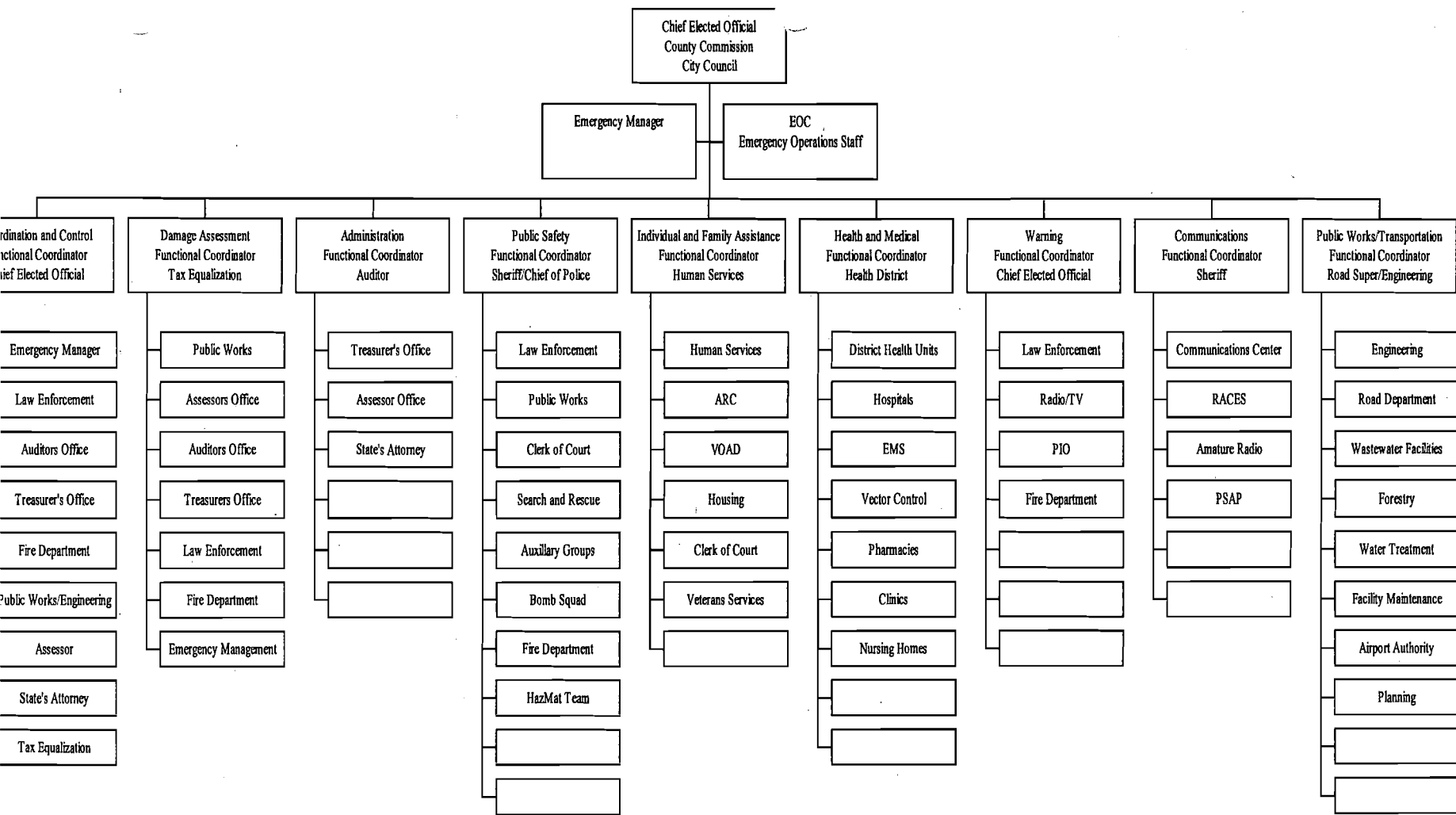
Public information strategies must instill confidence in the community that all levels of government are working in partnership to restore essential services and help individuals begin to put their lives back together. Public information must establish a "One Voice" concept.

In order to be effective, the PIO must work with the media to promote a positive understanding of local, state and federal response, recovery and mitigation programs providing all target markets equal access to timely and accurate information.

It is critical to manage any expectation so emergency/disaster victims have a clear understanding of all response, recovery and mitigation services available to them while supporting state and local efforts to reach disaster victims with specific program information.

1. Identify a JIC location within close proximity to the Emergency Operations Center (EOC) or Incident Command (IC) or Unified Command (UC) location. Ensure the location has multiple electrical - telephone - internet connections as well as a gathering place for the media apart from the EOC, IC, or UC.
2. Identify agencies to be represented - what assets are needed in the disaster response.
3. PIOs will assemble in one general work area, and will speak from one platform during briefings to identify and resolve conflicting information or opinions prior to news media briefings.
4. Inform PIO representatives of the JIS, specifically, how information is shared and who reports to who before information is released.

5. Appoint PIO staff to specific duties.
 - Information gathering – phones.
 - Writing – news releases/talking points.
 - Information dissemination – approval routing/multi-resource release, press conference preparation and setup.
6. Information coming into the JIC will go to one of three areas.
 - Lead PIO (or staff)
 - Rumor Control Group
 - Joint PIO Group
7. Once information is in the system an action step must be taken.
 - Immediate response to an inquiry (if the answer is known and approved for release).
 - Immediate dissemination (emergency action required).
 - Route to another agency PIO for research or verification.
8. Coordinate and log all actions with all agencies and the Lead PIO.
9. Determine if information compiled will be released via:
 - News release
 - News conference
10. All written news releases will be coordinated through the Lead PIO staff prior to release.
11. Make necessary arrangements for type of dissemination.



COORDINATION and CONTROL RELATIONSHIP CHART

Relationship Between Local and National Response Plans

In the Dickey County Emergency Operations Plan, significant responsibilities common to emergencies and disasters are grouped into ten (10) functional areas. The National Response Plan (NRP) has fifteen (15) functional areas called Emergency Support Functions (ESF). Relationships between the local and national plans are outlined on the chart below.

Burleigh County Emergency Operations Plan	National Response Plan
Functional Areas and Functional Coordinators	Emergency Support Function and ESF Coordinators
Health and Medical – Dickey County Public Health Public Safety/Law Enforcement – Dickey County Sheriff's Department, Oakes Police Department	ESF 1: Transportation – Department of Transportation (DOT)
Communications – Communications Manager Warning – Communications Manager	ESF 2: Communications – Department of Homeland Security (DHS)/Information Analysis and Infrastructure Protection (IAIP)/National Communications System (NCS)
Public Works – Dickey County Highway Department- Oakes Public Works- Ellendale Public Works	ESF 3: Public Works and Engineering – Department of Defense (DOD)/ U.S. Army Corps of Engineers (USACE)
Public Safety/Fire – Ellendale Fire Department, Oakes Fire Department, Forbes Rural Fire Department, Fullerton Rural Fire Department	ESF 4: Firefighting – U.S. Department of Agriculture (USDA)/Forest Service (FS)
Administration – Dickey County Auditor- City Auditors Coordination & Control – Dickey County Commission	ESF 5: Emergency Management – Department of Homeland Security (DHS)/Emergency Preparedness and Response (EPR)/Federal Emergency Management Agency (FEMA)

Dickey County Emergency Operations Plan	National Response Plan
Functional Areas and Functional Coordinators	Emergency Support Function and ESF Coordinators
Individual & Family Assistance – Dickey County CERT- Red Cross	ESF 6: Mass Care, Housing, and Human Services – Department of Homeland Security (DHS)/Emergency Preparedness and Response (EPR)/ Federal Emergency Management Agency (FEMA)
Administration – Dickey County Auditor Coordination & Control – Dickey County Commission	ESF 7: Resource Support – General Services Administration (GSA)
Health & Medical – Dickey County Public Health	ESF 8: Public Health and Medical Services – Department of Health and Human Services (HHS)
Public Safety/Fire – Ellendale Fire Department, Oakes Fire Department, Forbes Rural Fire Department, Fullerton Rural Fire Department	ESF 9: Urban Search and Rescue – Department of Homeland Security (DHS)/ Emergency Preparedness and Response (EPR)/ Federal Emergency Management Agency (FEMA)
Public Safety/Fire – Ellendale Fire Department, Oakes Fire Department, Forbes Rural Fire Department, Fullerton Rural Fire Department	ESF 10: Oil and Hazardous Materials Response – Environmental Protection Agency (EPA)
Health & Medical – Dickey County Public Health	ESF 11: Agriculture and Natural Resources – U.S. Department of Agriculture (USDA)

Dickey County Emergency Operations Plan	National Response Plan
Functional Areas and Functional Coordinators	Emergency Support Function and ESF Coordinators
Damage Assessment – Dickey County Auditor/Tax Equalization Public Works – Dickey County Highway Department	ESF 12: Energy – Department of Energy (DOE)
Public Safety/Law Enforcement – Dickey County Sheriff's Department, Oakes Police Department	ESF 13: Public Safety and Security – Department of Homeland Security (DHS), Department of Justice (DOJ)
All Functional Areas and Functional Coordinators	ESF 14: Long-term Community Recovery and Mitigation – Department of Homeland Security (DHS)/ Emergency Preparedness and Response (EPR)/ Federal Emergency Management Agency (FEMA)
All Functional Areas and Functional Coordinators	ESF 15: External Affairs – Department of Homeland Security (DHS)

FUNCTIONAL ANNEX CHART DICKEY COUNTY

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 their own Functional Annex Chart.

F Functional Coordinator Responsibility T Task Coordinator Responsibility Department	Coordination & Control	Administration	Communications	Damage Assessment	Health & Medical	Individual & Family Assistance	Public Safety	Public Works/Eng/Transportation	Warning
County Commission	X	X							
Amateur Radio/ARES/RACES	NA								
American Red Cross/Salvation Army/United Way						X			
Auditor		X							X
City/County 911 Dispatch Center			X						
Coroner					X				
County Agent				X					
County Highway Department							X		
City/County Health Department				X					
Department Heads	X								
Emergency Manager	X	X	X	X					X
EMS					X				
Fire Chiefs							X		
Humane Society	NA								
Information Systems			X						
Central Valley Health Unit					X				
Sheriff/Chiefs of Police							X		
PIO (Public Information Officer)	X		X						
Social Services						X			
State Area Warning Officer									X
State's Attorney	X	X							
Tax Equalization				X					
Water Resource District							X		

FUNCTIONAL ANNEX CHART CITY GOVERNMENTS

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

F Functional Coordinator Responsibility T Task Coordinator Responsibility Department	Coordination & Control	Administration	Communications	Damage Assessment	Health & Medical	Individual & Family Assistance	Public Safety	Public Works/ Eng/Transportation	Warning
Mayor/City Council	X	X							
Amateur Radio/ARES/RACES	NA								
American Red Cross/Salvation Army/ United Way						X			
Assessor				X					
Auditor	X	X							
Chief of Police							X		
City Attorney	X	X							
City Engineer							X		
PSAP/911 Dispatch Center									X
Coroner					X				
City/County Health Department					X				
Department Heads	X	X							
EMS					X				
Fire Chief							X		
Housing /Urban Development									
Information Systems	X	X							
Central Valley Health Unit					X				
Park District/Forestry							X		
PIO (Public Information Officer)			X						
Public Works							X		
Social Services						X			
State's Attorney	X	X							
Water Resource District							X		

COORDINATION AND CONTROL

Functional Coordinator:

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 are 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 functional coordinator or designees will perform the following tasks to carry out the function.

Task/Responsibility	Task Coordinator	Reference Materials
Preparedness Phase		
Maintain and test all equipment necessary for efficient operations	Emergency Manager	
Determine alternate EOC as necessary	Emergency Manager	
Establish training programs for each employee consistent with level of operational responsibility	Department Heads	
Review and update Communications SOPs and Communication Annex with the Emergency Manager	911 coordinator	
Participate in disaster exercises	All	
Maintain updated version of LEOP	Emergency Manager	
Maintain SOPs necessary for completion of responsibilities	Emergency Manager	
Review and update Mutual Aid agreements	Emergency Manager/Fire Chiefs/Law Enforcement	
Exercise all functions on a prescribed four year schedule	Emergency Manager	
Maintain liaison with key outside agencies that support emergency operations	Emergency Manager	
Initiate Public Awareness Campaigns on possible hazards	Emergency Manager	

Response Phase		
Activate the Emergency Operations Center	Emergency Manager	
Conduct Initial Situation Assessment	Emergency Manager/Law Enforcement/Public Works	
Initiate priority disaster operations based on initial situation assessment	Emergency Manager/Law Enforcement/Public Works	
Establish schedule of emergency operations staffing	Emergency Manager	
Provide daily briefings and review of emergency staff assignments	Emergency Manager	
Provide ongoing and final situation reports to ND Division of Emergency Management	Emergency Manager	
Designate On-scene Coordinators	Fire Chief or Department	
Issue a local emergency/disaster declaration, if necessary	City & County Commission	
Coordinate Emergency Operations with Incident Commander	Emergency Manager	
Authorize the purchase of emergency supplies, as necessary	City & County Auditor	
Identify and coordinate the use of food/fuel/supply sources for the EOC	City & County Auditor	
Utilize Mutual Aid Agreement, as necessary	Fire/Law Enforcement/City or County Commission	
Provide for continuity of government	City or County Commission	
Coordinate and disseminate disaster-related public information or appoint a PIO (Public Information Officer)	City/County PIOs Sheriff/ COP (Oakes)	
Request specific outside assistance from ND Department of Emergency Management	Emergency Manager	
Issue resolutions affecting the emergency/disaster situations to facilitate local emergency operations (i.e. curfews, policies and other controls)	City or County Commission	
Direct utilization of support resources provided by government and/or private sectors	City or County Commission	
Support Coordination and Control and EOC to assess emergency/disaster situation	City or County Commission	
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	Shift Commander	

Coordinate evacuation activities	Law Enforcement COP (Oakes) /Fire	
Recovery Phase		
Conduct Damage Assessment	Tax Assessor	
Determine return of evacuees to disaster/risk area	Health Department	
Appoint coordinating and operations personnel for recovery duties	City or County Commission	
Prepare hazard mitigation recommendations and submit after action report to the county/city governing bodies	Emergency Manager	
Reduce EOC hours or close, as appropriate	Emergency Manager	
Provide counseling and other mental health services to emergency response personnel, as appropriate	Red Cross/Salvation Army Social Services	
Task/Responsibility	Task Coordinator	Reference Materials
Preparedness Phase		
Issue key emergency workers identification cards	Emergency Manager	
Provide Emergency Operations and Records Management training to all personnel	Emergency Manager/Shift Commander	
Ensure all records are appropriately stored or backed up for preservation	Auditor	
Participate in disaster exercises	All	
Review and update Communications SOPs and Communication Annex with the Emergency Manager	All	
Maintain record of all staff contact numbers	Emergency Manager/Functional Coordinators	

Response Phase		
Advise local officials on legal actions which they may exercise in handling emergency situations	State's Attorney	
Promulgate curfew, policies and other controls, as are legal and necessary	State's Attorney/County or City Commission	
Initiate record keeping and documentation	Auditor's Office/Public Works	
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	MIS	
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	State's Attorney/Hired Attorney	
Advise departments of local government on maintenance and security of vital records during an emergency or disaster situation	Auditor	
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	Shift Commander	
Receive, process and maintain all official documentation of executive decisions and/or actions, which effect the emergency or disaster situation	Auditor	

Recovery Phase		
Rescind unneeded emergency policies; cancel state of emergency when appropriate	City or County Commission	
Maintain necessary statistical data, reports and legal forms in accordance with existing laws and regulations	Auditor/Public Works	
Maintain records on costs of disaster spending	Auditor/Public Works	

COMMUNICATIONS

Functional Coordinator:

Purpose:

This function provides procedures for preparedness, response and recovery to establish the ability to communicate between direction and control authorities, 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 county-wide disaster operations, utilizing all available public and private communication systems, such as ARES, RACES, amateur radio, within the county. Dispatchers have the responsibility to follow established procedures.

The functional coordinator or designees will perform the following tasks to carry out the function.

Task/Responsibility	Task Coordinator	Reference Materials
Preparedness Phase		
Identify vulnerable communication locations	911 Coordinator	
Review communications resource requirements	911 Coordinator	
Review and update Communications SOPs and Communication Annex with the Emergency Manager	911 Coordinator	
Identify/verify agreements with private and public sector agencies to augment communications capabilities	911 Coordinator	
Ensure testing and maintenance of communications equipment	911 Coordinator	
Maintain list of licensed amateur operators within the county	911 Coordinator	
Instruct staff on contents and use of message handling system	911 Coordinator	
Ensure availability of message forms	911 Coordinator	
Participate in disaster exercises	911 Coordinator	
Renew radio licenses as required	911 Coordinator	
Response Phase		
Alert Communications personnel, as needed	911 Coordinator/Shift Commander	
Advise Functional Coordinators of communications status	911 Coordinator/Shift Commander	

<p>Ensure communication capability for:</p> <ul style="list-style-type: none"> ➤ Teletype ➤ Emergency Alert System (EAS) ➤ Interactive Video Network (IVN) ➤ Pagers ➤ Spotter Network ➤ Amateur Radio, RACES ➤ NOAA Weather Radio for civil emergency message ➤ Public Safety Radio Channels ➤ Cellular Phones ➤ Sirens ➤ NAWAS ➤ Fax ➤ Telephone ➤ Local Area Networks (LAN) ➤ Modems (email) 	911 Coordinator/Shift Commander	
Provide supplemental emergency communications	911 Coordinator/ CERT	
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	911 Coordinator/ CERT	
Recovery Phase		
Maintain communications with state government and adjacent communities	911 Coordinator	
Maintain log of communication activity	911 Coordinator/ CERT	
Prepare report of communication activities during disaster situation	911 Coordinator /CERT	
Assess disaster effects on communications facilities and systems	911 Coordinator/ CERT	
Report status of communications system to Emergency Management Coordinator	911 Coordinator	
Analyze and revise SOPs	911 Coordinator	

DAMAGE ASSESSMENT

Functional Coordinator:

Purpose:

This 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 that could reduce structural damage from future events.

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. Coordinator will submit completed applicable damage assessment forms (ND Disaster Procedures Handbook), 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.

Task/Responsibility	Task Coordinator	Reference Materials
Preparedness Phase		
Attend training in the damage assessment process and procedures	Tax Director	
Establish Damage Assessment Teams	Tax Director	
Train Damage Assessment Teams	Tax Director	
Purchase supplies/equipment for Damage Assessment Team	Tax Director	
Establish tracking system for use during all phases of damage assessment	Tax Director	
Maintain current maps of the city/ county	Tax Director	
Maintain supply of forms needed for each phase of damage assessment	Tax Director	
Develop list of critical facilities and special needs in the county	Tax Director	
Review and update Communications SOPs and Communication Annex with the Emergency Manager	Tax Director	
Participate in disaster exercises	Tax Director	
Distribute to city and county offices ND Disaster Procedures Handbook	Tax Director	

Response Phase		
Notify Damage Assessment Teams and other agencies with damage assessment responsibilities	Tax Director	
Assign EOC Damage Assessment staff	Tax Director	
Define perimeter of disaster area	SO/PD/ National Guard/CERT	
Brief local emergency services of initial damage assessment procedures and requirements	Public Works/Tax Director	
Ascertain safety of affected areas prior to allowing field teams in for damage assessment	SO/PD/National Guard	
Coordinate and compile damage reports from Damage Assessment Teams (private, public, and agricultural) and advise Coordination and Control Group	Emergency Manager/CERT	
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	Tax Director	
Contact city and county offices to notify them of the need and deadline for providing records of emergency work expense	Auditor	
Recovery Phase		
Complete the Preliminary Damage Assessment within 36 hours from the incident and submit to EOC	Tax Director	
Compile priority list for emergency repairs and submit to EOC	Public Works	
Identify areas needing debris removal and provide information to Public Works/Engineering Department	Public Works/SO/PD	
Identify areas with damaged transportation routes and coordinate with law enforcement to determine alternate routes	Public Works	
Identify areas needing restoration of utilities and coordinate with utility services to restore service	Public Works	
Complete Final Damage Assessment Summary within seven days from the incident and submit to NDDEM	Emergency Manager	
Provide assessment information on	CERT/ Public Works	

damage to public parks and trees		
Coordinate support for state and federal Public Damage Inspection Teams	Emergency Manager	
Assist in preparation of requests for state and federal assistance	Emergency Manager	

HEALTH AND MEDICAL

Functional Coordinator:

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 will perform the following tasks to carry out the function.

Task/Responsibility	Task Coordinator	Reference Materials
Preparedness Phase		
Review plans	City/County Health Coordinator	
Coordinate anticipated requirements with area hospitals	CC Coordinator/ Oakes Hosp.	
Establish number of additional patients the hospital and nursing homes could receive in the County	Facility Director of Nursing (DON)	
Establish number of patients hospitals in surrounding areas could receive	Facility DON	
Review procedures at hospitals designated for monitoring and decontaminating incoming patients (RAD and otherwise)	Hospital Safety Officer	
Coordinate with EMS/rescue squads the number of ambulances available to support an evacuation of the hospital or nursing homes, if required	Emergency Manager Oakes Hospital Facility DON	
Coordinate alternate patient transportation resources (school buses, vans, etc) if equipped	CC Coordinator Emergency Manager	
Coordinate availability of facilities to be used for emergency medical care	CC Coordinator Emergency Manager	
Confer with Social Services to identify disabled individuals that may need medical assistance in the event of evacuation or disaster	CC Coordinator	
Coordinate with Public Safety/Law for emergency transportation for medical personnel to critical medical facilities in the event roads are impassable	Emergency Manager Public Works / EMS Facility DON	
WMD/CBERN/Haz Mat Emergencies	Central Valley Health	

Coordinate anticipated lab support requirements	Public Health	
Coordinate anticipated personnel requirements for inspections	Public Health	
Coordinate with Red Cross for lodging and feeding, if required	Emergency Manager	
Coordinate with EMS Coordinator and Shelter Coordinator in reviewing assignments of EMS personnel to shelters to ensure emergency medical capabilities	Emergency Manager	
Review and update Communications SOPs and Communication Annex with the Emergency Manager	911 Coordinator	
Determine requirement for inspections of mass care facilities for public health and safety	Public Health	
Participate in disaster exercises	CC Coordinator/Hospital/ Public Health	
Plan implementation of inspections and gathering of samples to assess any public health threats or adverse environmental impacts	Regional Sanitarian	
Response Phase		
Maintain liaison between Public Health Coordinator, EMS Command Officer and local government officials	CC Coordinator	
Coordinate medical resource requirements with the EOC	CC Coordinator	
Advise local officials to request the Governor to waive occupancy regulations of hospital and nursing homes, if necessary	Public Health Officer	
Coordinate activities and resource requirements with the Emergency Manager	CC Coordinator	
Coordinate requirements for mental health counseling	Social Services	
Coordinate requirements for communicable disease prevention or control	Public Health	
Coordinate requirements for mortuary services	County Coroner	
Implement gathering of samples (food, water, soil, etc) as required	Public Health	
Provide potable water for drinking, if required	Public Health	
Establish medical command	Hospital/Public Health/EMS	

Coordinate the mechanisms for analyzing any suspect samples	Public Health	
Report findings and recommend actions to the Communicable Disease Officer or local officials, as applicable	CC Coordinator/Hospital	
Advise Mortuary Coordinator in the event emergency interment is required	County Coroner	
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	CC Coordinator/Staff/CERT	
Initiate prescribed vector control measures to ensure public health and safety	Public Health	
Recovery Phase		
Assembles key medical personnel for analysis of all medical operations	Hospital	
Complete required reports	CC Coordinator	
Recommend changes of the Local Emergency Operations Plan to the Emergency Manager	CC Coordinator/Hospital	
Advise as to safety regarding public health of citizens reoccupying areas	CC Coordinator	
Coordinate the disposal of animal remains	Public Health/ Animal Health	
Assemble public health personnel for analysis of all public health operations	CC Coordinator	

INDIVIDUAL AND FAMILY ASSISTANCE

Functional Coordinator:

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.

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.

Dickey County CERT teams will take the lead on most small disasters assuming the tasks of the ARC/SA on incidents not requiring outside help

The functional coordinator or designees will perform the following tasks to carry out the function.

Task/Responsibility	Task Coordinator	Reference Materials
Preparedness Phase		
Provide public awareness campaigns for individual and family protection at home during disasters	Emergency Manager/ CERT Red Cross	
Identify facilities suitable for shelters, disaster assistance centers, pet care centers, aid stations and temporary morgues	Emergency Manager/ CERT Red Cross	
Recruit and train personnel to effectively manage response and assist citizens from disasters	Red Cross Emergency Manager/ CERT	
Identify personnel to use for assistance	Red Cross/ CERT	
Develop and implement agreements with local businesses, service organizations and response agencies to supply goods and services during disasters	Red Cross	
Inventory medical supplies on hand and suppliers for restocking as needed	Red Cross Emergency Manager/ CERT	
Assign and train a representative to act as part of the assessment team to determine needs of citizens at time of disaster	Red Cross Emergency Manager/ CERT	
Recruit personnel for emergency management training offered by government, academic institutes and private organizations	Emergency Manager/ CERT	
Identify special planning considerations for special needs populations	Social Services	
Prepare and maintain current up-to-date pre-done and generic media releases	Emergency Manager/CC Health/Red Cross	
Review and update Communications	911 Coordinator	

SOPs and Communication Annex with the Emergency Manager		
Participate in disaster exercises	Red Cross/Social Services	
Prepare a registration and contact plan for citizens to enlist in services when available	Red Cross /CERT	
Response Phase		
Setup operations area, obtain necessary EOC organization chart, floor plan and telephone list	Red Cross /CERT	
Coordinate the release and dissemination of all public information with the EOC	PIO	
Assure that resources for citizens emotional and financial support are accessible and known (insurance agents, local ministry, local nonprofit organizations)	Social Services/Red Cross	
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 Emergency Manager/ CERT	
Liaison with government agencies and other organizations providing human services	Red Cross	
Facilitate and coordinate with EOC and County Emergency Management Office.	Red Cross/Social Services CERT	
Provide service and support to the operations and personnel in the Family Assistance Center	Red Cross / CERT	
Maintain logs to support documentation, expenditures, situation status, resource allocations and reports	Red Cross / CERT	
Activate and implement pet care center plans	Under construction	
Request state/federal assistance through County Emergency Manager	Red Cross/Social Services	
Procure required resources to sustain operations	Red Cross	
Determine potential public health and environmental hazards	Public Health Officer	
Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested	Red Cross / CERT	
Inform field units of all locations of shelters, aid facilities and other pertinent facilities and provide briefings to relief personnel as they come on duty	Red Cross /CERT	
Keep log of activities performed by all task coordinators and brief oncoming	Red Cross / CERT	

shifts of actions.		
Coordinate with members of clergy for emergency sheltering and counseling	Red Cross Emergency Manager/ CERT	

Recovery Phase		
Provide temporary housing for persons in shelters	Red Cross Emergency Manager/ CERT	
Reunite families and pets	Under construction	
Apply for state and federal assistance programs	Emergency Management	
Provide service and support to the operations and personnel in the Family Assistance Center	Red Cross CERT	
Assist citizens with recovery needs as necessary	Red Cross	
Participate in damage assessment	Red Cross/Salvation Army/ CERT	
Provide information regarding recovery programs, if necessary	Red Cross/Salvation Army CERT	
Provide crisis counseling to response agencies and victims	Red Cross	

Option for Public Safety or Tasks can be combined with Law enforcement depending on jurisdiction

PUBLIC SAFETY FIRE/EMS		
Functional Coordinator: Fire Chiefs- EMS Chiefs		
Purpose:		
This function provides procedures for preparedness, response and recovery to provide a coordinated effort for the immediate protection of life and property.		
Functional coordinator will provide direction to coordinate the actions of Ambulances, 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, 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 will perform the following tasks to carry out the function.		
Task/Responsibility	Task Coordinator	Reference Materials
Preparedness Phase		
Review mutual aid agreements	Fire Chief / EMS CHIEF	
Review and update emergency staff assignments	Fire Chief / EMS CHIEF	
Determine available resources	Fire Chief / EMS CHIEF	
Alert personnel to be on standby status	Fire Chief / EMS CHIEF	
Coordinate activities DC-DEM	Fire Chief / EMS CHIEF	

Coordinate communications requirements with Communications Officer	Fire Chief / EMS CHIEF	
Check readiness of all equipment		
Coordinate emergency ID for all Fire/EMS personnel	Fire Chief / EMS CHIEF	
Prepare for possible shortage of water, electricity, chemicals and fuel	Fire Chief / EMS CHIEF	
Accomplish inspections of shelter/emergency lodging facilities for safety	Fire Chief / EMS CHIEF CERT	
Review procedures for decontamination/universal precautions	Fire Chief / EMS CHIEF	
Develop plans for utilizing volunteers	Fire Chief / EMS CHIEF/ CERT	

Provide refresher training in traffic control procedures	Fire Chief	
Provide training for volunteers	Fire Chief / EMS CHIEF	
Coordinate procedures with Health and Medical Functional Coordinator in the event of a mass casualty incident	Fire Chief / EMS CHIEF	
Review and update Communications SOPs and Communication Annex with the Emergency Manager	Fire Chief / EMS CHIEF	
Review Fire /EMS SOPs	Fire Chief / EMS CHIEF	
Participate in disaster exercises	Fire Chief / EMS CHIEF	

Response Phase

Provide for decontamination centers, as needed	Fire Chief	
Notify Emergency Manager of additional requirements	Fire Chief / EMS CHIEF	
Coordinate inspection of affected buildings for safety, as soon as possible	Fire Chief	
Coordinate with Public Works for utilities shut off, as required	Fire Chief	
Provide damage reports to EOC	Fire Chief	
Coordinate and assist law enforcement with traffic and crowd control areas	Fire Chief	
Consult with Chemtrec (Hazmat Incident/Accident)	Fire Chief	
Coordinate urban search and rescue efforts for collapsed building	Fire Chief / EMS CHIEF CERT	
Assist warning function	Fire Chief / EMS CHIEF	
Advise field units of hazardous conditions	Fire Chief / EMS CHIEF	
Request additional communication support	Fire Chief / EMS CHIEF	
Maintain log of activities and itemize	Fire Chief / EMS CHIEF	

financial expenditure records		
Maintain status record of manpower, vehicles and equipment	Fire Chief / EMS CHIEF	
Assign personnel to traffic control points in the event of evacuation	Fire Chief	
Request mutual aid and other resources as necessary	Fire Chief / EMS CHIEF	
Establish on-site command post and communication	Fire Chief / EMS CHIEF O n Scene Commander	
Establish media briefing area and information	Fire / EMS Chief/ PIO	
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	Fire Chief / EMS CHIEF CERT	
Define area to be involved in urban search and rescue operations	Fire Chief	
Recovery Phase		
Review and analyze fire operations and update plan with any changes in procedures	Fire Chief	
Accomplish equipment checks and maintenance on all equipment	Fire Chief / EMS CHIEF	
Replenish depleted supplies	Fire Chief / EMS CHIEF	
Complete administrative and fiscal reports, as required	Fire Chief / EMS CHIEF	
Assist law enforcement with traffic control, where possible	Fire Chief	
Provide Public Safety Fire Coordinator with log of fire operations	Fire Chief	
Return borrowed equipment and acknowledge assistance	Fire Chief / EMS CHIEF	

PUBLIC SAFETY LAW ENFORCEMENT

Functional Coordinator: Sheriff, Chiefs of Police

Purpose:

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

Functional coordinator will provide direction to coordinate the actions of law enforcement 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 and provide protection for essential industries, supplies and facilities for any type of disaster.

The functional coordinator or designees will perform the following tasks to carry out the function.

Task/Responsibility	Task Coordinator	Reference Materials
Preparedness Phase		
Complete daily assessments on special events, weather reports, road closures, fire danger or other factors that may influence operations	Sheriff/Police Department	NWS ,Schools, CVB(Convention & Visitors Bureau) or Chamber Website
Review mutual aid agreements	Sheriff/Police Department	
Review and update emergency staff assignments	Sheriff/Police Chief	
Determine available resources	Sheriff/Police Chief	
Alert personnel to be on standby status	Sheriff/Police Chief	
Coordinate activities with County Emergency Manager	Sheriff/Police Chief	
Coordinate communications requirements with PSAP	Sheriff/Police Chief	
Check readiness of all equipment	Sheriff/Police Chief	
Coordinate emergency ID for all on scene personnel	Sheriff/Police Chief Fire Chief / EMS CHIEF	
Prepare for possible shortage of water, electricity, chemicals and fuel	Sheriff/Police Chief	
Develop plans for utilizing volunteers	Sheriff/Police Chief	
Coordinate with Social Services to determine locations of special needs groups (handicapped, elderly, and transients) that may need special consideration. Provide assistance as needed	Sheriff/Police Chief	

Provide refresher training in traffic control procedures	Sheriff/Police Chief	
Provide training for volunteers	Sheriff/Police Chief	
Assist in the coordination of special transportation requirements for special needs groups (handicapped, infirm, etc)	Sheriff/Police Chief	
Coordinate security procedures with Health and Medical Function in the event of a mass casualty incident	Sheriff/Police Chief	
Review Law Enforcement SOPs	Sheriff/Police Chief	
Review procedures for transporting/guarding prisoners	Sheriff/Police Chief	
Identify potential traffic and security problems and determine law enforcement actions	Sheriff/Police Chief	
Identify essential facilities needing security	Sheriff/Police Chief	
Review and update Communications SOPs and Communication Annex with the Emergency Manager	Sheriff/Police Chief	
Participate in disaster exercises	Sheriff/Police Chief	
Coordinate evacuation planning and procedures	Sheriff/Police Chief Fire Chief / EMS CHIEF	
Policies for animal control	Sheriff/Police Chief	
Response Phase		
Notify Emergency Manager of additional requirements	Sheriff/Police Chief	
Provide damage reports to EOC	Sheriff/Police Chief	
Coordinate with Public Works for priority debris clearance areas	Sheriff/Police Chief	
Set up initial hazard area perimeter until further assessment is provided	Sheriff/Police Chief	
Coordinate with Fire Services if evacuation is required	Sheriff/Police Chief	
Assist warning function	Sheriff/Police Chief	
Advise on road closures and parking restrictions	Sheriff/Police Chief	
Advise field units of hazardous conditions	Sheriff/Police Chief	
Coordinate search efforts involving lost or missing persons, fugitives and bomb threats	Sheriff/Police Chief	
Assign security personnel to shelters, as necessary	Sheriff/Police Chief	
Request additional communication support as required	Sheriff/Police Chief	
Authorize assistance to support other law	Sheriff/Police Chief	

enforcement agencies, as appropriate		
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	Sheriff/Police Chief	
Maintain status record of manpower, vehicles and equipment	Sheriff/Police Chief	
Assign personnel to traffic control points in the event of evacuation	Sheriff/Police Chief	
Provide security to affected areas, as needed	Sheriff/Police Chief	
Request mutual aid and other resources as necessary	Sheriff/Police Chief	
Establish on-site command post and communication	Sheriff/Police Chief	
Establish media briefing area and information	Sheriff/Police Chief	
Recovery Phase		
Review and analyze Law Enforcement operations and update plan with any changes in procedures	Sheriff/Police Chief	
Accomplish equipment checks and maintenance on all equipment	Sheriff/Police Chief	
Replenish depleted supplies	Sheriff/Police Chief	
Complete administrative and fiscal reports, as required	Sheriff/Police Chief	
In the event of evacuation, establish traffic control for return of population and resources	Sheriff/Police Chief	
Provide Law Enforcement Functional Coordinator with log of law enforcement operations	Sheriff/Police Chief	
Assist with return of special needs groups, if required	Sheriff/Police Chief	
Return borrowed equipment and acknowledge assistance	Sheriff/Police Chief	

PUBLIC WORKS/ENGINEERING/TRANSPORTATION

Functional Coordinator: Combined Public Works (Dickey County-Oakes-Ellendale)

Purpose:

Per; The Combined Publics Works Plan, Entity affected will assume command, and the others will support operations. For the purpose of this plan each entity is separate and responsible for its own planning, maintenance, inventories, equipment etc.

A copy of the Dickey County Combined Public Works Plan is included in the appendix.

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.

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 will perform the following tasks to carry out the function.

Task/Responsibility	Task Coordinator	Reference Materials
Preparedness Phase		
Develop and maintain individual departmental emergency plans and procedures	Public Works	
Develop and maintain inventory of individual departmental resources	Public Works	
During increased readiness or warning periods, alert all operational departments and put personnel on standby status	Public Works	
Assemble key departmental personnel	Public Works	
Advise resources members of anticipated needs and support required	Public Works	
Determine availability, quantity and procedures to obtain sandbags in coordination with Emergency Management	Public Works	
Assist in development of general resolution to permit access for emergency stream bank/dike repair	Public Works	
Pre select sites for acquisition of material for emergency stream bank/dike repair	Public Works	
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	Public Works	

traffic control devices and ascertain if sufficient devices are available		
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	Public Works	
Review and update Communications SOPs and Communication Annex with the Emergency Manager	Public Works	
Participate in disaster exercises	Public Works	
Review emergency power generating capability fixed and mobile	Public Works	
Response Phase		
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 usage and assess capabilities	Public Works	
Install or restore service according to priority	Public Works	
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	Public Works	
Recommend establishment of reduced service areas, if necessary	Public Works	
Recovery Phase		
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	
Ensure egress routes are maintained in	Public Works	

optimum condition		
Complete restoration of normal services	Public Works	
Conduct safety inspection prior to restoration of private dwelling service	Public Works	
Replace damaged or destroyed utility service equipment	Public Works	

WARNING and COMMUNICATIONS

Functional Coordinator: DEM / 911 / State Radio

Purpose:

This function provides procedures for preparedness, response and recovery to establish and maintain a 24-hour countywide warning system. To receive and communicate 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, NAWAS phones, Law Enforcement teletype, Internet and Emergency Public Information.

Local government emergency communications will follow the Dickey County Communications Plan utilizing Incident Command Communications SOP. Copies of the Communications Plan as well as the Dickey County All Call Plan are included in the appendix.

The functional coordinator or designees will perform the following tasks to carry out the function.

Task/Responsibility	Task Coordinator	Reference Materials
Preparedness Phase		
Update and review warning capabilities with available technology	911 Coordinator	
Review and update The Dickey County Communications plan with the Emergency Manager	911 Coordinator	
Review Standard Operating Procedures	911 Coordinator/ PIO	
Update and confirm warning resources	911 Coordinator	
Release information to public pertinent to preparing for threat/hazard expected	911 Coordinator/ PIO Emergency Manager	
Establish liaison with all Functional Coordinators	911 Coordinator/ PIO	
Keep local officials updated on all warning matters	911 Coordinator	
Prepare Shelter and Evacuation Notification	PIO	
Review procedures with radio stations for continuous broadcasting	911 Coordinator	
Review dissemination and distribution systems to ensure maximum coverage to residents	911 Coordinator/ PIO	
Contact volunteer groups who may assist with distribution of Shelter Evacuation Notification	911 Coordinator	

Coordinate facility requirements for the Joint Information Center	911 Coordinator/PIO	
Review and update Communications SOPs and Communication Annex with the Emergency Manager	911 Coordinator/ PIO	
Participate in disaster exercises	911 Coordinator /PIO	
Coordinate with Communications Functional Coordinator on communications requirements, including anticipated needs for additional phones	911 Coordinator	
Response Phase		
Activate EAS for immediate protective actions to include warning alerts and evacuations (excluding warnings and alerting, which is done by Communications Functional Coordinator)	911 Coordinator	
Implement media release point and set schedule for periodic briefings, as required	PIO	
Confirm policy on admittance of news media to disaster area with local officials	PIO	
Implement and assign personnel to Citizens Inquiry Center	911 Coordinator / PIO Emergency Manager/ CERT	
Release Citizens Inquiry Center telephone numbers to news media	PIO	
Coordinate release of all Public Information Advisors and Instructions with appropriate EOC staff	PIO	
Coordinate with EOC staff on requirements for printed Public Information material which needs to be distributed	PIO	
Coordinate distribution of all Public Information printed material to insure maximum coverage to county residents	PIO	
Upon receipt of a reliable warning, the dispatcher will refer to and automatically implement appropriate established procedures and will activate appropriate warning systems.	911 Coordinator / State Radio SKYWARN (NWS)	
Ensure that supplies and equipment for the Information Center are adequate and in place, as required	911 Coordinator/ PIO	
Coordinate volunteer weather spotting network	911 Coordinator/ SKYWARN CERT	
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions.	911 Coordinator CERT	
Advise Communications Functional Coordinator of communications requirements (including additional telephones)	911 Coordinator	