

ANNEX B: DIRECTION & CONTROL

I. SITUATION

A. Purpose:

1. Provide for authority and span of control to be directed from a centralized point(s) during emergency/disaster situations in Sheridan County
2. Establish Emergency Council Line of Succession
3. Enact Local Disaster Emergency Declaration to provide emergency powers/authority as specified under the Emergency Management Resolution/Ordinance and other legal authority for emergency operations (See Basic Plan for legal authority sites)
4. Ensure effective use of available resources

B. Assumptions:

1. The EOC will be adequate for coordinating disaster response activities for all emergency conditions
2. Close coordination with neighboring jurisdictions will be necessary to identify special considerations, secondary threats and available resources

C. Vulnerability:

1. Communications breakdown/lack of communications
2. Jurisdictional boundaries
3. Personnel with multiple key function responsibilities
4. Lack of coordination
5. Damage to primary Direction & Control facility(s)
6. Lack of communications equipment in the outlying areas

D. Resources:

1. Personnel: See Basic Plan, Appendix 4 for EOC Staff Assignments Listing (Key Personnel Listing)
2. Emergency Operating Center (EOC) for Sheridan County/City of Sheridan is located in the basement of the Law Enforcement Center in Sheridan on the Sheriff's side of the building.
3. Emergency Operating Center/Command Post for Dayton is in the Fire Hall.
4. Emergency Operating Center/Command Post for Ranchester is in the Fire Hall.
5. Emergency Operating Center/Command Post for Clearmont is in the Fire Hall.
6. Mobile Command Post – City HAZMAT vehicle.

II. EXECUTION

A. Concept of Operations:

1. The Emergency Council, with support from key county/municipal officials and non-government personnel (Public Information Officer, Radiological Officer, etc.), will exercise direction and control from the Emergency Operating Center (EOC) during a national emergency or major disaster

2. There are three levels of operation for the EOC
 - a. Minimal-level:
 - 1) Low key, possibly non-life threatening, possibly slow to emerge, perhaps slow to rectify
 - 2) Minimal EOC staffing [possibly only First Responding Emergency Services (Law, Fire, Medical) plus Public Information]
 - 3) May operate from Communications Center or disaster site
 - b. Semi-full level
 - 1) Covers the range between minimal-level with minimal level staffing to full-level which requires complete EOC staffing
 - (2) Semi-full level staffing may include First Responding Emergency Services, Public Works, Health, Social Services and various involved Support Services, etc. Location of operations should be in the EOC, set up to operate on a 24-hour basis, if necessary.
 - c. Full-level
 - 1) All EOC staff personnel, support personnel, county/municipal government elected officials, staff department heads, federal officials, etc.
 - 2) Utilized in the event of or preparation for a national emergency
 3. If the situation warrants, the Emergency Council should meet immediately upon notification to determine the level of required staffing and the location of direction and control activities
 4. EOC Key Staff should upon notification of the disaster situation, report to EOC/Communications Center as requested
 5. Officer-in-charge (OIC)
 6. On-site direction and control will be assumed by the senior on-site member of the agency responsible for responding to the emergency. A Mobile Command Post should be established and staffed. Communications between EOC and Command Post should be established.
 7. Post-emergency direction and control will be exercised by the Emergency Council with support from key county/municipal officials from either the EOC, the County Courthouse building, or Sheridan Municipal building
- B. Task Assignment & Implementation
1. Emergency Council
 - a. Orders activation of EOC
 - b. Determines staff necessary to operate from the EOC, 911 Communication Center and/or Disaster site during emergency situations
 - c. Determines level of EOC operations

- d. Prepares and issues a Local Disaster Declaration prior to requesting outside assistance for restoration and recovery
- 2. Sheridan City Mayor
 - a. Has operational control over City of Sheridan departments/agencies
 - b. Is the purchasing officer for Sheridan
- 3. County Attorney/Municipal Attorney
 - a. Provides guidance to the Emergency Council on the extent of their legal authority as a result of their issuance of the Local Disaster Declaration
 - b. Advises Emergency Council on legal issues and potential legal problems arising as a result of or a part of the disaster situation
 - c. Provides legal advice to other Emergency Operations Center (EOC) staff as needed or requested
- 4. Operations Officer
 - a. Coordinates EOC operations, ensuring completion of Emergency Council decisions
 - b. Operations Officer may be appointed by the Emergency Council at the time the EOC is activated. The person appointed as Operations Officer may vary depending upon the emergency.
 - c. Checks readiness of EOC
 - d. Keeps abreast of the disaster situation and briefs Emergency Council on status and problems
 - e. Ensures EOC internal operating procedures are being observed
 - f. Ensures the proper coordination between EOC staff and Communication/Message Control Center, and Mobile Command Post
- 5. Emergency Site Controller:
 - a. Coordinates the operation of Emergency Services at the scene
 - b. Keeps the Officer-in-Charge (OIC) informed of the progress made, problems encountered, and assistance required
- 6. Emergency Management Coordinator
 - a. Responsible for preparation of the EOC facility for operation during a period of increased readiness, otherwise as soon as possible after the EOC staff is directed to report
 - b. Acts as an advisor to the Emergency Council on local government operations
- 7. Hazards Assessment Coordinator:
 - a. Coordinates disaster analysis activities
- 8. Resource Coordinator
 - a. Coordinates the provision and use of supporting resources

III. CONTROL & COORDINATION

- A. Organization Chart (See Basic Plan)
- B. The Emergency Council will provide all direction and control from the EOC during emergencies except when the size or remoteness of the emergency requires on-site direction and control from the senior member present of the agency responsible for responding.
- C. Reports to higher levels
 - 1. See Local Procedures Guides (WEMA)
- D. Emergency Council Line of Succession
 - 1. Chairman, County Commissioners
 - 2. Vice Chairman, County Commissioner
 - 3. Mayor of Sheridan
 - 4. Mayor of Dayton
 - 5. Mayor of Ranchester
 - 6. Mayor of Clearmont
- E. Emergency Council Line of Succession (City)
 - 1. Mayor
 - 2. City Council President
 - 3. City Council Vice President
- F. Communications (See Annex C - Communications)
 - 1. All communication systems available in the Law Enforcement Center will be utilized for direction and control of emergency forces during a disaster/emergency.
 - 2. In a national emergency or major disaster, communications with the State EOC will be by means of Mutual Aid, ARES/RACES and augmented by telephone via the State Area III EOC at Natrona County/ Casper (Alternate Area III EOC is at Campbell County/Gillette), if activated. If the State Area EOC is not activated, communications shall be made directly to the State EOC.