

SECTION 3

DIRECTION AND CONTROL

Statement of Purpose

The Sangamon County Emergency Operations Center is located in Springfield at 2801 N. Fifth Street. The EOC serves as the primary crisis management center for Sangamon County. Emergency operations during a major emergency or disaster require careful coordination and direction. These operations are coordinated by a group of governmental officials and non-governmental officials known as the “Crisis Management Team”. Crisis management, under emergency or disaster conditions, requires making guided decisions and the rapid response to present and likely dangers.

The purpose of this annex is to identify those who comprise the Crisis Management Team, to identify the agency responsible for upkeep of the EOC, and to specify procedures for activation and operations of the EOC.

Situations and Assumptions

Situations

Emergencies, whether natural or technological, place an extraordinary strain on all levels of government. Demands for services escalate, while the ability to deliver them diminishes. Demands create a need for government officials to direct and control operations under the most adverse circumstances. To gather information during an emergency, make decisions, and direct the necessary action requires close cooperation between key officials who make up the Crisis Management Team.

Assumptions

The Sangamon County EOC is designed to be functional in response to most types of emergencies or disaster situations. Members of the Crisis Management Team represent the decision makers for preparedness, response, recovery and mitigation efforts within our county. Supporting supplies and equipment are available in the EOC.

Concept of Operations

Sangamon County will use the Incident Command System (ICS) to direct and control activities during and following emergency situations. Section 11 of this Plan describes ICS and identifies the core functions of the EOC to be coordination, communications, resource dispatch and tracking and information collection, analysis and dissemination. OEM will manage the EOC and maintain a significant events log.

The Incident Commander is responsible for the overall management of an incident, including determining incident objectives and strategies and establishing the immediate priorities. The Sangamon County OEM Director has been identified as the county official responsible for the development of plans and coordination of operations within the EOC.

Various officials, responsible for operations of their own county departments, will function from the Sangamon County EOC during major emergencies or disasters to ensure overall coordination and maximum utilization of resources. For example, the Sangamon County Highway Department will be responsible for debris removal in coordination with local municipalities and volunteer and state resources.

These county officials and other members of the Crisis Management Team will use their association through the EOC to confer and make decisions necessary to address the major emergency or disaster at hand. Each will be asked to use his expertise to obtain and analyze information specific to his department's role. When all have brought their pertinent analysis before the Crisis Management Team, decision making by consensus will be sought. Responding departments will share their information with members of the team and information to the general public will flow through the Public Information Officer.

Alternate Location of EOC

In the event that the primary EOC has been rendered unusable, the SCCDS Center will be used as an alternate EOC and OEM will assist SCCDS with managing such activities.

Organization and Responsibilities

The Incident Commander is responsible for the overall management of an incident. The OEM Coordinator is responsible for development of this plan (including its maintenance, review and updating), coordination of operations, ensuring the EOC has the necessary supplies and equipment to support the requirements of the Crisis Management Team. The Public Information Officer (PIO) is responsible for coordinating press releases among response agencies. The Sangamon County Sheriff's Office will, following activation of the EOC, provide security.

Only those personnel identified as members of the Crisis Management Team, their alternates, support staff and personnel authorized by the OEM Director will be allowed access to the EOC.

Direction and Control

The Sangamon County Emergency Operations Center is located in Springfield at 2801 N. Fifth Street. This will be the primary direction and control facility. The EOC will be supported in the field by a command post. Designated field commanders from responding departments shall report to and coordinate through the command post. All official news releases related to county operations, shall be issued by the PIO.

Continuity of Government

Activation of the Sangamon County Emergency Operations Center will be as follows. Upon notification of a major emergency or disaster situation or the potential for a major emergency or disaster situation the OEM Director will notify the OEM Staff as well as the SCCDS Center. The disaster site command post will then be informed that the EOC will be the primary center for all governmental operations. Appropriate support agencies will then be contacted for information and instructions.

Appendices

1. EOC Guidelines

APPENDIX 1

EOC GUIDELINES

1. General

The establishment and efficient operation of an EOC is the essential element of coordination and command. The EOC consists of the location, the persons, and the communications necessary to coordinate the actions of all emergency response agencies and their personnel during an emergency. The EOC is the “Operation Center” from which definite control of the incident is maintained.

2. EOC Functions

The EOC has the following major functions:

- A. Coordinate response agencies
- B. Keep the site open
- C. Establish communications
- D. Coordinate transportation
- E. Coordinate press relations
- F. Coordinate with state, federal and other outside agencies

3. Relationship between the Incident Command Post and the EOC

The senior officer on the scene from each responding agency should physically be stationed at the command post. If that individual leaves the command post, for any reason, during an incident, the command responsibility must be transferred to another representative from that agency who remains at the command post as long as that agency is involved in the incident. All persons at the command post serve as liaisons between their agency and the incident commander.

The OEM representative at the command post will be in contact with OEM staff at the EOC. Requests for outside resources or other assistance needed by responding agencies will be directed to the EOC through this OEM representative at the command post.

The incident commander will keep the PIO informed of the activities of response agencies and their progress toward mitigating the emergency. The PIO will coordinate press releases among response agencies. If the PIO announces a schedule of regular briefings to the media, the incident commander will likewise be responsible for issuing field reports to the EOC on a schedule which facilitates the PIO’s timetable.

4. Command Post Location

The command post should be located back a reasonable distance from the scene to maintain an overall view of the scene. It should be easy to find, but free of congestion. It should be isolated from the general public and only those necessary for the smooth operation of the organization should be allowed access. It is important to locate the command post so it can control the resources, the subordinate units, and the overall problem. The command post should be located outside the danger area, preferably upwind and on higher ground than the scene and in a quiet zone protected from the weather.

5. Initial Command Post

The first arriving piece of equipment serves as the initial command post. As additional agencies arrive, the personnel should report to the command post. One radio equipped vehicle from each agency should be positioned at the command post or a mobile command/communications unit.