

ANNEX N

**DIRECTION
&
CONTROL**

February 2016

**BRAZOS COUNTY
INTERJURISDICTIONAL EMERGENCY MANAGEMENT**

APPROVAL & IMPLEMENTATION

Annex N

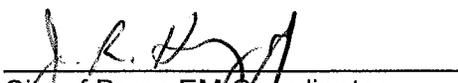
Direction & Control



Brazos County EM Coordinator

2/24/2016

Date



City of Bryan EM Coordinator

2/24/2016

Date



City of College Station EM Coordinator

2/24/2016

Date



City of Kurten EM Coordinator

2/24/2016

Date



City of Wixon Valley EM Coordinator

2/24/16

Date



Texas A&M University EM Coordinator

2/24/16

Date

ANNEX N
DIRECTION AND CONTROL

I. AUTHORITY

Refer to Section I of the Basic Plan for general authorities.

II. PURPOSE

The purpose of this annex is to explain how the Brazos County Interjurisdictional Emergency Management Partners define the organization, operational concepts, responsibilities, and procedures necessary to accomplish direction and control for this jurisdiction. This annex describes our concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

III. EXPLANATION OF TERMS

CEOC	Community Emergency Operations Center
DDC	Disaster District Committee
DHS	U.S. Department of Homeland Security
DPS	Department of Public Safety
DSHS	Department of State Health Services
EMC	Emergency Management Coordinator
EMD	Emergency Management Director
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
HAMOC	Health and Medical Operations Center
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
SOGs	Standard Operating Guidelines
TDEM	Texas Division of Emergency Management
TLETS	Texas Law Enforcement Telecommunications System

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Our community is vulnerable to many hazards, which threaten public health and safety and public or private property. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. Our direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that may begin with a single response discipline and could expand to multidiscipline requiring effective cross-jurisdictional coordination. These emergency situations include:
 - a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
 - 1) Involves a limited area and/or limited population.
 - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
 - 3) Warning and public instructions are provided in the immediate area of the incident, not community-wide.
 - 4) Typically resolved by one or two local response agencies or departments acting under an incident commander.
 - 5) Requests for resource support are normally handled through agency and/or departmental channels.
 - 6) May require limited external assistance from other local response agencies or contractors.
 - 7) For the purpose of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.
 - b. Emergency. An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
 - 1) Involves a large area, significant population, or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) May require community-wide warning and public instructions.
 - 4) Requires a sizable multi-agency response operating under an Incident Commander. The EOC may be activated.
 - 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
 - 6) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."
 - c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
 - 1) Involves a large area, a sizable population, and/or important facilities.
 - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
 - 3) Requires community-wide warning and public instructions.

- 4) Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICP) may be activated.
 - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
 - 6) For the purposes of the NRF, a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.
- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities.

B. Assumptions

1. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
2. We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to mutual aid agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
3. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.
4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.
5. The Brazos County Interjurisdictional Emergency Management Partners have adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

V. CONCEPT OF OPERATIONS

A. General

1. Our direction and control structure for emergency operations is pursuant to the NIMS, which employs two levels of incident management structures.

- a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.
 - b. Multiagency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
2. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.
3. During major emergencies, disasters, or catastrophic incidents, a Multiagency Coordination System may be advisable. Central to this System is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:
 - a. When a threat of hazardous conditions exists but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.
 - b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
5. For operational flexibility, both the ICP and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

B. Incident Command Operations

1. The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
2. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or

two individuals may perform all of these functions. For more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff sections charged with those functions. For these serious emergency situations, it is generally desirable to transition to a Unified Command.

3. If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

C. EOC Operations

1. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff; to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.
2. The principal functions of the EOC are to:
 - a. Monitor potential threats.
 - b. Support on-scene response operations.
 - c. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
 - d. Analyze problems and formulate options for solving them.
 - e. Coordinate among local agencies and among the local, state and federal agencies, if required.
 - f. Develop and disseminate warnings and emergency public information.
 - g. Prepare and disseminate periodic reports.
 - h. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
 - i. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

D. ICS - EOC INTERFACE

1. When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.
2. The IC is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
 - g. Keeping the EOC informed of the current situation at the incident site.
3. The EOC is generally responsible for:
 - a. Mobilizing and deploying resources to be employed by the IC.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
 - e. Organizing and implementing shelter and mass care arrangements for evacuees.
 - f. Requesting assistance from the State and other external sources.

4. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

- a. From EOC to the ICP. In some situations the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.

- b. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the IC brief the EOC on any on-going tasks or operational issues that require follow-up action by the EOC staff.

5. Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

6. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one incident command post may be established. If this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

E. Activities by Phases of Management

1. Mitigation

- a. Establish, equip, and maintain an EOC and an alternate EOC.
- b. Identify required EOC staffing; see Tab B to Appendix 1.
- c. Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
- d. Identify and stock supplies needed for ICP and EOC operations.
- e. Develop and maintain procedures for activating, operating, and deactivating the EOC. See Appendix 1 and its tabs.

2. Preparedness

- a. Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.
- b. Pursuant to NIMS protocol, conduct NIMS training for department/agency/volunteer group representatives who will staff the EOC and ICP.
- c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations
- d. Test and maintain EOC equipment to ensure operational readiness.

- e. Exercise the EOC at least once a year.
 - f. Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources.
3. Response
- a. Activate an ICP and the EOC if necessary.
 - b. Conduct response operations.
 - c. Deactivate ICP and EOC when they are no longer needed.
4. Recovery
- a. If necessary, continue EOC activation to support recovery operations.
 - b. Deactivate EOC when situation permits.
 - c. Restock ICP and EOC supplies if necessary.
 - d. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES
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A. Organization

1. Our normal emergency organization, described in Section VI.A of the Basic Plan, will carry out the direction and control function during emergency situations.
2. The organization of incident command operations will be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC based on the tasks that must be performed and the resources available for those tasks.
3. The organization of the EOC is depicted in Tab A to Appendix 1. The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the EMD/City Mayor/EMC based on the needs of the situation.

B. Assignment of Responsibilities

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

1. The EMD/City Mayor/EMC will:
 - a. Establish general policy guidance for emergency operations.

- b. Direct that the EOC be partially or fully activated.
 - c. When appropriate, terminate EOC operations.
2. The EMC will:
- a. Develop and maintain the EOC Staff Roster and EOC operating procedures.
 - b. Activate the EOC when requested or when the situation warrants.
 - c. Serve as an EOC Manager.
 - d. Advise the EMD on emergency management activities.
 - e. Coordinate resource and information support for emergency operations.
 - f. Coordinate emergency planning and impact assessment.
 - g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
3. The IC will:
- a. Establish an ICP and direct and control emergency operations at the scene.
 - b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
 - c. Provide periodic situation updates to the EOC, if that facility is activated.
 - d. Identify resource requirements to the EOC, if that facility is activated.
4. Departments/Agencies, and Volunteer Groups assigned responsibilities for ICP or EOC operations will:
- a. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.
 - b. Provide personnel to staff the ICP and the EOC when those facilities are activated.
 - c. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

VII. DIRECTION & CONTROL

A. General. The EMD/City Mayor will provide general guidance for the direction and control function, pursuant to NIMS protocols.

B. Incident Command Operations. The first local emergency responder on the scene will take charge and serve as the IC until relieved in accordance with local procedures. An ICP will normally be established at the incident scene; the IC will direct and control response forces from that command post. Attachment 7 to our Basic Plan provides a detailed description of the National Incident Management System as adopted by all jurisdictions in Brazos County.

C. EOC Operations

1. The EMD/EMC/IC may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
2. The EMD/City Mayor/EMC may activate the EOC, will normally determine the level of EOC staffing required based upon the situation, and also notify appropriate personnel to report to the EOC.
3. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the EMD/City Mayor/EMC activate the EOC to provide a suitable facility to work the issue.
4. The EMC or their designee will serve as EOC Manager.

VIII. READINESS LEVELS

A. Level 4--Normal Conditions

See the mitigation and preparedness activities in sections V.E.1 and V.E.2.

B. Level 3--Increased Readiness

1. Check status of EOC equipment and repair or replace as needed.
2. Check status of EOC supplies and restock as needed.
3. Update EOC resource data.
4. Alert staffs, determine personnel availability, and update EOC staff call lists.
5. Consider limited activation of EOC to monitor situation.
6. Consider situation briefings for senior staff.

C. Level 2-- High Readiness

1. Update EOC staffing requirements based on threat.
2. Determine specific EOC staff assignments and alert staff.
3. Monitor potential emergency situation and determine possible impact areas.

4. Update maps, charts, displays, and resource data.
5. Consider situation briefings for EOC staff.
6. Consider partial activation of EOC if this has not already been accomplished.
7. Check status of Alternate EOC and Mobile Command Post.

D. Level 1-- Maximum Readiness

1. Summon EOC staff and activate the EOC.
2. Monitor situation.
3. Update maps, charts, displays, and resource lists.
4. Arrange for food service if needed.
5. Determine possible hazard impact areas and potential hazard effects.
6. Conduct briefings for senior staff and EOC staff.
7. Formulate and implement precautionary measures to protect the public.
8. Coordinate with adjacent jurisdictions that may be affected.

IX. ADMINISTRATION & SUPPORT

A. Facilities & Equipment

1. Primary EOC - Brazos County/Bryan/College Station/Texas A&M
 - a. The Brazos County Community Emergency Operations Center (CEOC) is located at 110 N. Main St., Bryan, TX and is maintained by Brazos County Interjurisdictional Emergency Management personnel.
 - b. The CEOC is equipped with the following communication equipment necessary for conducting emergency operations:
 - 1) BVWACS radios
 - 2) Cell phones and VOIP telephones
 - 3) Facsimile machine
 - 4) Laptop computers/Internet connections
 - 5) Skyline mobile and handheld radios (back-up radio system)
 - 6) RACES radio and equipment
 - 7) Televisions/AM-FM radios/NOAA radios

See Annex B, Communications, for communications connectivity.

- c. The EOC is equipped with emergency generator and reserve fuel.
 - d. The EOC has the capability to store emergency water supplies for several days of operation and limited sleeping and bathing facilities.
 - e. Food for the EOC staff will be provided by the Interjurisdictional partners, disaster feeding units, and contracts with local restaurants.
 - f. The EOC has an Uninterrupted Power Supply (UPS) electrical system for the radio and computer connections.
2. First Alternate EOC – College Station EOC
- a. Should the primary EOC become unusable, the first alternate EOC, located at 1207 Texas Avenue, College Station will be used to manage emergency operations. This EOC is maintained by the City of College Station.
 - b. Communications available at this facility include:
 - 1) BWWACS radios
 - 2) RACES radio equipment
 - 3) Cell phones and VOIP telephones
 - 4) Facsimile machine
 - 5) Laptop computer connections
 - 6) Skyline mobile and handheld radios (back-up radio system)
 - 7) Televisions/AM-FM radios/NOAA radio
 - c. The EOC is equipped with an emergency generator and reserve fuel.
 - d. The EOC has no emergency water supplies and limited sleeping and bathing facilities.
 - e. Food for the EOC staff will be provided by contracts with local restaurants, disaster feeding units, and interjurisdictional partners.
3. Second Alternate EOC – Kyle Field Command
- a. The second alternate EOC is located at Kyle Field Command, 756 Houston St, College Station, Texas, on the Texas A&M University Campus. This site is maintained by Texas A&M University Athletics Department personnel.
 - b. The EOC is equipped with the following communication equipment necessary for Conducting emergency operations:
 - 1) Hand held BWWACS radios
 - 2) Cell phones and VOIP telephones
 - 3) Facsimile machine
 - 4) Laptop computer connections
 - 5) Internet access
 - 6) Television equipment

See Annex B, Communications, for communications connectivity.

- c. The EOC is equipped with emergency power.
 - d. The EOC has no emergency water supplies and limited sleeping and bathing facilities.
 - e. Food for the EOC staff will be provided by contracts with local restaurants, disaster feeding units, and interjurisdictional partners.
2. Should the primary EOC become unusable, EMC(s) may request the use of an alternate EOC.
 3. The City of Bryan Regional Mobile Command Post (MCP-1)
 - a. Incident Command may request that the Mobile Command Post, operated by the City of Bryan, be deployed for use as an on-scene command post.
 - b. Communications capabilities of the City of Bryan Regional Mobile Command Post include:
 - 1) BVWACS radios
 - 2) VHF Radios
 - 3) UHF Radios
 - 4) Cellular telephones
 - 5) Facsimile
 - 6) Land line telephone hookup
 - 7) Television equipment
 - 8) Computers and Internet
 - 9) ACU 1000 Gateway Device
 4. City of College Station Mobile Command Post
 - a. Incident Command may request that the City of College Station MCP be deployed.
 - b. Communications capabilities of the City of College Station MCP include:
 - 1) BVWACS radios
 - 2) RACES radios
 - 3) Facsimile.
 - 4) Cell phone; and capability for land line connection depending on site location.
 - 5) Laptop computers with city network and internet access.
 - 6) Television equipment.

C. Records

1. Activity Logs. The ICP and the EOC shall maintain accurate logs recording key response activities, including:
 - a. Activation or deactivation of emergency facilities.

- b. Emergency notifications to other local governments and to state and federal agencies.
- c. Significant changes in the emergency situation.
- d. Major commitments of resources or requests for additional resources from external sources.
- e. Issuance of protective action recommendations to the public.
- f. Evacuations or shelter in place directives, locations and time periods.
- g. Casualties and significant injuries.
- h. Containment or termination of the incident.
- i. Shelter populations including opening and closing times.
- j. Damage assessment information.

The EOC shall utilize WebEOC in the Emergency Operations Center or an equivalent to record EOC activities. The ICP shall use the Unit Log (ICS form 214) or an equivalent.

2. Communications & Message Logs

Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log (Tab F to Appendix 1) or an equivalent.

3. Cost Information

- a. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.
- b. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed accounting of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs
 - 2) Equipment operation costs.
 - 3) Operation costs
 - 4) Costs for leased or rented equipment
 - 5) Costs for contract services to support emergency operations
 - 6) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

D. Reports

1. Initial Emergency Report

An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation. See Appendix 2 for the report format.

2. Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations. See Appendix 3 for the report format.

E. Agreements & Contracts

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from neighboring jurisdictions, other agencies, and the private sector in accordance with existing mutual aid agreements and contracts.

E. EOC Security

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their EOC staff badge.
2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. EOC administrative staff will issue a visitor badge to those visitors with a valid need to enter the EOC, which will be surrendered upon departure.

F. Media

Media relations will be conducted pursuant to the NIMS. See Annex I, Public Information.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. Development

1. The Emergency Management Coordinators are responsible for the development and maintenance of this annex.
2. The EMC's are also responsible for the development and maintenance of CEOC Standard Operating Guidelines (SOGs).

B. Maintenance.

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

A. TDEM, *Local Emergency Management Planning Guide* (DEM-10)

B. FEMA, *Developing and Maintaining Emergency Operations Plans* (CPG-101).

APPENDICES

Appendix 1 Emergency Operations Center

Tab A	EOC Organization
Tab B	EOC Staff Roster
Tab C	EOC Activation/Deactivation
Tab D	EOC Operations
Tab E	EOC Log
Tab F	EOC Message Log
Tab G	EOC Message Form
Tab H	EOC Info/Action Record

Appendix 2 Initial Emergency Report

Appendix 3 Situation Report

EMERGENCY OPERATIONS CENTER

1. Organization & Staffing

- a. The general organization of the EOC during a full activation for emergency operations is depicted in Tab A to this appendix. For a partial activation of the EOC, only those staff members required to deal with a particular emergency situation will be summoned to the EOC.
- b. A sample EOC Staff Roster is provided in Tab B to this appendix. The EMC shall maintain and distribute a current EOC Staff Roster, including the names of EOC team members and contact information (office, cell and home telephone numbers) for those individuals.

2. Facilities

- a. Procedures for activation and deactivating the EOCs are provided in the CEOC Standard Operating Guidelines (published under separate cover) and in Tab D.
- b. The floor plan for each EOC is separately maintained in the respective CEOC Standard Operating Guidelines.

3. EOC Operations

General operating guidelines for the EOC are provided in Tab D. The EOC has guidelines established and published under separate cover as CEOC Standard Operating Guidelines.

4. EOC Log

The Basic Plan requires that the EOC maintain accurate logs recording response activities, including:

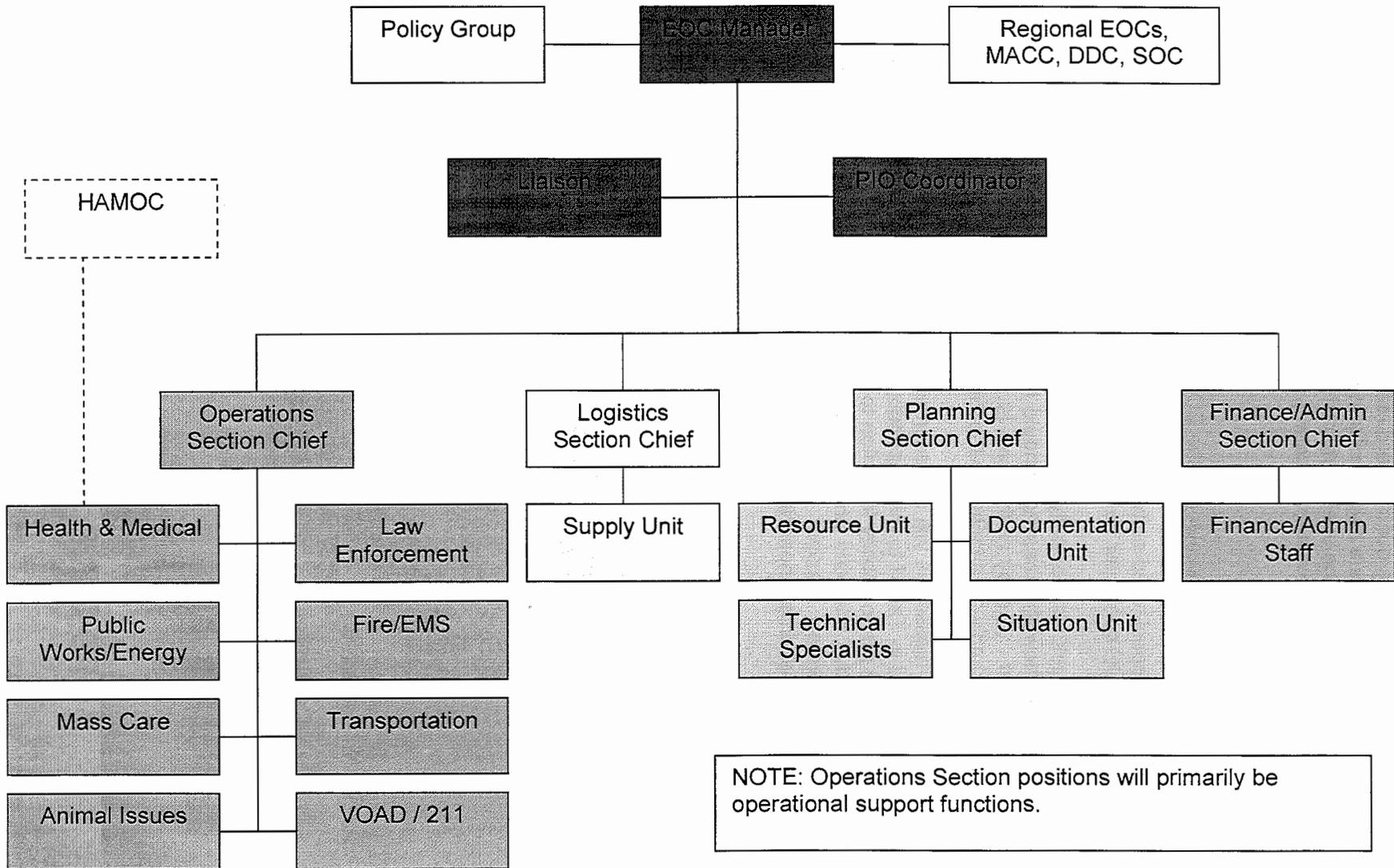
- a. Activation and deactivation of the EOC.
- b. Emergency notifications to other local governments and to state and federal agencies.
- c. Significant changes in the emergency situation.
- d. Major commitments of resources or requests for additional resources from external sources.
- e. Issuance of protective action recommendations to the public.
- f. Evacuations.
- g. Shelter populations
- h. Casualties.
- i. Containment or termination of an incident.

Our EOC will use WebEOC as our standard method of record keeping during activation. The EOC Log, provided in Tab E is a sample of a method that could be utilized. In most cases the log depicted in Tab E will be used to record this information and other pertinent information only if the EOC computer becomes inoperative.

5. Message Handling

- a. All messages sent by or received in the EOC will be recorded in the EOC Message Log, a copy of which is provided in Tab F. Variations of this format may be developed or a computer using specialized software may be utilized. A paper message log will be used if the EOC computer becomes inoperative.
- b. Outgoing messages will normally be prepared on an EOC Message Form, which is also used to specify how the message should be sent and record the time of dispatch and message number. A copy of the form is provided in Tab G to this appendix. Typed messages may simply be attached to the form.
- c. Incoming verbal messages will be recorded on an EOC Info/Action Record, a copy of which is provided in Tab H to this appendix. For messages that require action, the form is used to assign responsibility for action to EOC staff members and to record the action taken. Alternative methods are acceptable, including the use of a computer utilizing specialized software. A paper Info/Action Record would normally only be used if the EOC computer becomes inoperative.

EMERGENCY OPERATIONS CENTER ORGANIZATION CHART



EOC STAFF ROSTER

Position	1 st Shift 7AM to 7PM	2 nd Shift 7PM to 7AM
EOC Manager		
Deputy		
Operations Group:		
Law Enforcement		
Fire & Rescue		
Health & Medical		
Resource Management		
Shelter & Mass Care		
Public Works		
Utilities		
Human Services		
Transportation		
Animal Control		
Support Group:		
Administration #1		
#2		
Communications		
Legal		
Security		
Liaison:		
American Red Cross		
Volunteer Coordinator		
2-1-1		

EOC ACTIVATION/DEACTIVATION

1. General

- a. The EMD, EMC and/or the IC may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
- b. The EMC may activate the EOC and will normally determine the level of EOC staffing required based upon the situation.
- c. The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

2. Activation Checklist

✓	Action
<input type="checkbox"/>	Determine level of EOC staffing required.
<input type="checkbox"/>	Make notifications to the appropriate EOC staff and liaison personnel
<input type="checkbox"/>	Advise the County and/or City switchboard and Communications Centers that EOC is being activated.
<input type="checkbox"/>	Ensure Conference Rooms are cleared out for work use
<input type="checkbox"/>	Check all EOC maps
<input type="checkbox"/>	Test EOC telephones
<input type="checkbox"/>	Turn on and test EOC fax and check paper
<input type="checkbox"/>	Activate and test radios in communications room. (Qualified communications operator only)
<input type="checkbox"/>	Activate EOC computer and printer; test e-mail function and Internet access.
<input type="checkbox"/>	Check operation of EOC copiers and ensure copier paper is available.
<input type="checkbox"/>	Turn on EOC TVs/monitors.
<input type="checkbox"/>	Check operation of EOC audio visual equipment
<input type="checkbox"/>	Check status of supplies and forms in the EOC work area and replenish from storage room
<input type="checkbox"/>	Test emergency generator and determine fuel status. Make arrangements for fuel delivery if required.
<input type="checkbox"/>	Secure EOC entrance if necessary and set out EOC sign-in roster.
<input type="checkbox"/>	Determine requirements for food service.
<input type="checkbox"/>	

3. Deactivation Checklist

✓	Action
<input type="checkbox"/>	The EMC shall collect the EOC Log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference
<input type="checkbox"/>	Advise County and/or City switchboard and Communications Centers that EOC is being deactivated
<input type="checkbox"/>	Remove EOC status boards/easels from walls, clean, and return to storage room
<input type="checkbox"/>	Ensure EOC audio visual equipment is turned off.
<input type="checkbox"/>	Replenish working supplies and forms from storage room
<input type="checkbox"/>	Deactivate radios in communications room
<input type="checkbox"/>	Deactivate EOC computers and printers
<input type="checkbox"/>	Replenish paper in EOC copiers
<input type="checkbox"/>	Turn off EOC TVs/monitors
<input type="checkbox"/>	If Conference Room was used as a work area, ensure it is cleaned up
<input type="checkbox"/>	Arrange for cleaning of EOC and removal of trash, if necessary
<input type="checkbox"/>	Determine generator fuel status and arrange for refueling if necessary
<input type="checkbox"/>	

EOC OPERATIONS

1. Authorities
 - a. Brazos County Interjurisdictional Emergency Management Plan (as updated)
 - b. Community Emergency Operations Center Inter-Local Agreement (dated 19 June 2007)
 - c. Community Emergency Operations Center (CEOC) Standard Operating Guidelines (SOGs) (dated April 27, 2010)
2. Purpose
 - a. The purpose of the CEOC is to mobilize and deploy resources for use by the Incident Commander, coordinate external resources and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operation(s). The CEOC does not provide on-scene command and control, nor does it provide operational tactical decision-making. The CEOC does, however, provide policy-level decision making and incident prioritization. Therefore, some degree of direction and control is maintained within the CEOC.
 - b. In incidents where the CEOC is activated with no Incident Command Post, the CEOC will likely be making some operational decisions (e.g., the number and sequence of shelters to be opened). These operational decisions will be made jointly by the CEOC Manager and the Policy Group in consultation with appropriate personnel within the Operations Section (e.g., Fire Department, Law Enforcement, Red Cross, Public Works, etc.).
3. General
 - a. For most incidents, successful operations may require a coordinated effort from a number of jurisdictions, departments, agencies, and groups. To facilitate a coordinated effort, elected and appointed officials, departments and agency heads, and other personnel are assigned primary responsibility for planning and coordinating specific support functions.
 - b. For an incident that involves and affects only one jurisdiction, the CEOC staffing responsibility may reside with that jurisdiction with appropriate support from the other jurisdictions as requested.
 - c. Representatives and/or department heads of each agency or jurisdiction responding to, or affected by the incident, will work together to collectively agree on objectives, priorities, and overall strategies within the CEOC.
 - d. Representatives and/or department heads retain administrative and policy control over their employees and equipment. However, personnel and equipment will carry out mission assignments as directed by the CEOC Manager, based on the requirements of the Operational Support Plan.

- e. The staffing of the CEOC will be shared by employees from Brazos County, the Cities of Bryan and College Station, and Texas A&M University.

4. Organization

- a. In order for the CEOC to effectively accomplish its mission of supporting the Incident Command Post(s), the organizational structure is based on an ICS-ESF hybrid, refer to Attachment 1 (CEOC Organizational Chart) of the CEOC SOGs.

- b. The recommended minimum staffing of the CEOC consists of eight key positions to include (NOTE: One person may perform the function of multiple positions):

- i. CEOC Manager
- ii. Public Information Officer
- iii. Operations Section Chief
- iv. Logistics Section Chief
- v. Planning Section Chief
- vi. IT Specialist
- vii. Finance/Admin Section Chief
- viii. Administrative Staff

- c. Personnel assigned to the key positions in the CEOC should possess the appropriate qualifications required for their assigned position. Other personnel assigned to the CEOC should possess some minimal qualifications.

- i. Training Requirements for Personnel in Key Positions

- 1. ICS 100
- 2. ICS 200
- 3. ICS 300
- 4. ICS 400
- 5. ICS 700
- 6. ICS 800
- 7. EOC Operations

- d. Full staffing requirements for the CEOC are highly dependent on the situation. Therefore, the eight key positions will always be staffed during a full CEOC

activation, with other positions staffed as needed. A full CEOC activation, though, may necessitate the need to staff a call center for all inbound phone calls to the CEOC. Depending on the situation, the Call Center may require 3 or more personnel per shift.

- e. During prolonged activations, the CEOC should maintain the minimum staffing level throughout the duration of the activation.
 - f. Attachment 3 contains position descriptions for all positions within the CEOC organizational structure.
 - g. The CEOC will operate on 12-hour shifts. All CEOC staff should report to the EOC 30 minutes prior to their shift to be present for the Shift Change Briefing.
 - 1. Day shift: 0700hrs-1900hrs
 - 2. Night shift: 1900hrs – 0700hrs
 - h. Personnel assignments will be for the duration of the shift.
5. CEOC Layout and Setup
- a. CEOC Layout/Personnel Identification
 - i. The layout of CEOC and the placement of personnel within the CEOC are based on an ICS-ESF hybrid organizational structure. Each table in the Operations room is designated by sections within the organizational structure, with one exception; the Finance/Administration Section will be governed by jurisdictional processes, as stated in Section 6.g (Financial Tracking) below.
 - 1. In the circumstances where Finance/Admin is present or requested, this section may collocate at the EOC management table, or other locations in the Operations room as deemed necessary.
 - 2. The placement of personnel at each table will likely be incident-specific. Therefore, there will not be permanently assigned seating from incident to incident. The seating chart will be completed upon activation of the CEOC or prior to CEOC activation, with time permitting.
 - a. When deemed necessary by the CEOC Manager, a completed seating chart will be distributed to all personnel in the CEOC, including the Call Center.
 - b. Any modifications to the seating chart will be distributed to all personnel in the CEOC, including the Call Center.
 - 3. A recommended table layout is shown in Attachment 2 (CEOC Layout / Seating Chart Template).
 - ii. Each position should be designated by table tents, vests or other acceptable placement signs.

- iii. Vests will have either the position or Emergency Support Function (ESF) identified on the back.
- b. Equipment/Supplies
 - i. At the time of CEOC activation, or if possible, prior to, all equipment and supplies will be located on each table for personnel to use.
 - ii. Each position should have, at minimum:
 - 1. Pens
 - 2. Pencils
 - 3. Highlighters
 - 4. ICS Form 213 (General Message Forms)
 - 5. ICS Form 213RR (Resources Request Forms)
 - 6. Job Aids
 - 7. WebEOC instruction manual
 - 8. Telephone call transferring instructions
 - 9. CEOC telephone list
 - 10. CEOC Seating Chart
 - 11. CEOC Standard Operating Guidelines
 - iii. Other equipment and supplies specific to a particular position, if necessary, should also be located at the respective table.
 - iv. A roster of the CEOC staff should be maintained and distributed as needed. The roster should include the person's name, agency, position, telephone extension, and seating location.
- 6. Operations
 - a. Activation
 - i. The Emergency Management Director, City Mayor, Emergency Management Coordinator, Incident Commander or department heads may request the partial or full activation of the CEOC (refer to Annex N, Section VII.C of the Brazos County Interjurisdictional Emergency Management Plan).
 - ii. The Emergency Management Director, City Mayor, or Emergency Management Coordinator may authorize for the partial or full activation of the

CEOC (refer to Annex N, Section VII.C of the Brazos County Interjurisdictional Emergency Management Plan).

- iii. Criteria for Partial Activation – Refer to Annex N, Section VIII of the Brazos County Interjurisdictional Emergency Management Plan.
- iv. Criteria for Full Activation – Refer to Annex N, Section VIII of the Brazos County Interjurisdictional Emergency Management Plan.
- v. For the activation checklist, refer to Attachment 4

b. Notifications

- i. Upon activation of the CEOC, the individuals staffing the eight key positions will be notified of the CEOC activation and should be required to report to the CEOC immediately for an initial briefing.
- ii. Additional staffing of the CEOC will commence after the situation is assessed and the appropriate additional staffing is identified.
- iii. Designated emergency management personnel will be included in the notification process.

c. CEOC Access/Security

Individuals who are not members of the CEOC full-time staff will be identified and their reason for entering the CEOC determined. CEOC administrative staff will issue a visitor badge to those visitors with a valid need to enter the CEOC. All visitors will sign the CEOC Visitor's Log before being issued their CEOC visitor badge. Upon departure, the CEOC visitor badge will be returned, and documented in the CEOC Visitor's Log.

- i. All personnel assigned to work in the CEOC will check in with front desk and obtain the "CEOC Job Aid – For All Positions".
- ii. Upon entering the Operations Room, all personnel assigned to work in the CEOC will update their phone number and associated Unit in WebEOC.
- iii. Upon leaving the CEOC after the shift or the conclusion of the incident, all personnel assigned to work in the CEOC will check out with front desk.

d. Calls to CEOC

- i. All incoming phone calls to the CEOC should be routed through one central phone number and transferred to the appropriate party. If the appropriate party is unavailable (e.g., away from the phone, already on the phone, etc.), the CEOC telephone operators will complete an ICS-213 form (General Message Form) and deliver the ICS Form 213 to the appropriate person.

- ii. As call volume increases, multiple lines and personnel may be dedicated to answering and routing incoming calls. See Attachment 7 for Call Center procedures.
- e. Briefings
 - i. Briefings will be conducted at predetermined intervals based on the situation to ensure all pertinent information is conveyed to all CEOC personnel for the purpose of maintaining situational awareness.
 - ii. The briefings should be as short as possible; long enough for every section and unit to give a brief update of work being done and any major issues that have been encountered. For each unit staffed with multiple personnel, only one person will provide an update on behalf of the entire unit.
- f. Resource Management
 - i. General
 - 1. ICP Established
 - a. The ICP Logistics Section maintains the responsibility to check in and track resources located on site.
 - b. In the case of a single ICP, the CEOC Logistics Section may accept the responsibility to maintain records of and track resources acquired to support the incident.
 - c. In the case of multiple ICPs, the CEOC Logistics Section has the responsibility to maintain records of and track resources up to the respective ICPs.
 - 2. ICP Not Established

The CEOC Logistics Section serves as the focal point to maintain a resource inventory, acquire necessary resources and track resources that are dedicated to the incident.
 - 3. In all circumstances, it is important that the CEOC Logistics Section maintains communication with the CEOC Planning Section about resource allocation to ensure all documentation (i.e., Situation Reports) and CEOC display boards are accurate.
 - ii. Resource Requests
 - 1. Operations Section units field resource requests, complete ICS Form 213RR, and generates a unique resource tracking number

NOTE: Blank ICS Form 213RRs may already be printed with unique tracking numbers. Use the pre-printed forms first. Otherwise the numbering convention stated above should be used.

2. Have the requestor state the problem to be addressed.
 3. Identify the appropriate resource and enter the needed resource in the appropriate field of the ICS Form 213RR.
 - a. Resource Type
 - b. Resource Quantity
 - c. Other fields as required
 4. Notify Finance Section on cost, if applicable.
 5. If the Operations Section Unit can fill the request, then do so and mark the ICS Form 213RR as "filled" or "complete". Otherwise, forward the unfilled ICS Form 213RR to the Logistics Section for resource acquisition.
 6. If the CEOC Logistics Section is unable to fill resource request, complete the ICS Form 213RR as much as possible for routing to the State via the DDC or MACC.
 - a. All open resource requests must be passed from the Logistics Section Chief to the CEOC Manager for approval.
 - b. The CEOC Manager will submit the open resource request to the DDC primarily by WebEOC, however, any other communication method may be deemed appropriate as necessary.
- iii. Resource Tracking
1. Resource Check-in
 - a. ICP Established
 - i. The ICP maintains the responsibility of checking in all resources dedicated to the incident.
 - ii. At pre-determined intervals or as necessary, the ICP will notify the CEOC of any new resources committed to the incident.
 - b. ICP Not Established
 - i. The CEOC Logistics Section Chief is responsible for ensuring all incident resources are checked in. Upon the arrival of the resource to the incident, the CEOC Logistics Section Chief should be notified of the time, date and location of the arriving resource. Other information may be needed to ensure the resource is returned to the originating destination, such as the point of origin, owner of resource, etc.

- ii. In larger incidents where a staging area is deemed appropriate, the Staging Area Manager will ensure the resources are checked in.
 - iii. At pre-determined intervals as deemed necessary or appropriate, the Staging Area Manager will notify the Logistics Section Chief of any newly checked-in resources at the staging area.
 - c. Resource check-ins should be accomplished by using the WebEOC Resource Tracking Board, the ICS Form 211, or other appropriate means.
 - d. In all circumstances, it is important that the CEOC Logistics Section maintains communication with the CEOC Planning Section about resource allocation to ensure all documentation (i.e., Sitreps) and CEOC display boards are accurate.
- 2. Required information for tracking
 - a. Time/Date of Arrival
 - b. Resource Description
 - c. Resource Quantity
 - d. Location
 - e. Resource tracking number from the ICS Form 213RR
- 3. Resource relocation
 - a. The Logistics Section Chief needs to be notified of location change of resources dedicated to the incident.
 - b. The Logistics Section Chief needs to be notified of resource demobilization.
 - c. Upon relocation of resources, the CEOC Logistics Section must maintain communication with the CEOC Planning Section about resource allocation to ensure all documentation (i.e., Sitreps) and CEOC display boards are accurate.
- 4. Method(s) for resource tracking
 - a. The method(s) used to track resources are vast. Any number of methods may be utilized for this purpose as deemed appropriate for the incident. Some of the methods may include, but not limited to:
 - i. WebEOC Resource Tracking Board
 - ii. Excel Spreadsheet
 - iii. T-Cards
 - b. The preferred method for resource tracking is WebEOC through the resource tracking board(s). However, manually tracking resources

through the T-card system should be familiar to all in instances where technology may fail.

g. Emergency Public Information

i. Public Information Officer (PIO Coordinator)

1. The PIO Coordinator is responsible for providing information on the emergency situation to the media.
 - a. All information must have approval by the CEOC Manager prior to being released to the public.
 - b. The PIO Coordinator can be any member of the Emergency Public Information Group who is available during an operational period.
2. The PIO Coordinator will work with other PIOs assigned to the CEOC and the Joint Information Center (JIC) to ensure that a unified message is disseminated.

ii. Joint Information Center (JIC)

1. A JIC should be established during an activation of the CEOC where more than one jurisdiction / agency is involved.
2. The JIC may operate out of the Joint Information Center Room 135 within the CEOC.
3. The JIC should consist of personnel from the Emergency Public Information Group as well as additional staff as determined by the CEOC Manager and CEOC PIO Coordinator.

h. Situational Awareness

i. Status Display Boards

1. The Planning Section staff will maintain all status display boards.
2. Any requests to have displays changed should be directed to the Planning Section.

ii. Activity Log

1. An Activity Log should be maintained to keep a record of events and their timeline.
2. Any position may update the Activity Log via the Position Log within WebEOC. Alternatively, an Activity Log may be utilized and updated by the Planning Section.
3. Entries in the Activity Log should be short and concise.

- iii. Major Issues / Significant Events
 - 1. To provide situational awareness, any major issues or significant events should be displayed.
 - 2. Any position may update the Significant Events board within WebEOC. Alternatively, information should be routed to the Planning Section to be displayed.
- i. Documentation and Message Taking
 - i. All information should be documented on a General Message Form and/or WebEOC Position Log capturing the message for the purpose of documentation.
 - ii. Each General Message Form should contain only one message. That is, each message should be noted on its own General Message Form. However, follow-up information pertaining to a particular message should be noted on the original General Message Form.
- j. Financial Tracking
 - i. The process for tracking expenditures will be jurisdiction specific and will follow jurisdictional policies and procedures.
- k. Planning Process
 - i. While typically used by incident command to allow for timely planning to mitigate an incident or event, the NIMS planning process provides a template for the CEOC to plan how it can best support the incident response. The planning process will identify the resources needed to implement strategies to support the on-scene operations.
 - ii. Each CEOC shift should develop an Operational Support Plan (OSP) for the next shift. The OSP is intended to guide decisions based on the agreed-upon objectives and is coordinated to align all levels of the response effort. The five primary phases of the planning process are:
 - 1. Understand the situation
 - 2. Establish CEOC objectives and strategies to support the on-scene operations
 - 3. Develop the OSP
 - 4. Prepare and disseminate the OSP
 - 5. Revise and evaluate the OSP

- iii. For the detailed planning process and meeting agendas, refer to Attachment 4 of the CEOC SOGs.

- I. Information Technology in the CEOC

- i. Telephone Systems

There are two telephone systems within the CEOC that operate independently from each other. The primary system is maintained by TAMU IT in cooperation with the CEOC staff and uses 979.821.XXXX prefixes. The backup system is maintained/operated by FIBERTOWN and uses the 979-393-XXXX prefixes. If the need arises, the backup system will need to be activated. A call will need to be made to the FIBERTOWN NOC at 979-393-9880.

- ii. Telephone System "Hunt Groups"

The telephone system in the CEOC is set up to quickly change the call flow of the main CEOC telephone number (979.821.1000) through "hunt groups" to accommodate the need of a call center or incidents involving child abduction. Specific instructions on the telephone system "hunt groups" reside at the front desk in the CEOC lobby and the CEOC Activation Checklist (refer to Attachment 4 of the CEOC SOGs).

- iii. Call Transfers

The telephone system in the CEOC has the capability to accommodate call transfers. Procedures for transferring calls are located in Attachment 6 of the CEOC SOGs.

- iv. Wall Plates

Each of the four outer tables in the Operations Room has 1 wall plate each. This provides the capability to have 1 computer from each table be displayed on any screen. There are 6 computers in the RACES Room that are connected to wall plates as well. This provides the capability to have a total of 10 different computers being displayed on any combination of screens within the Operations Room. Refer to Section 6.h.i.1 (Status Display Boards), above, to have displays changed.

- m. Incident Documentation Package

- i. Documentation of the incident is essential for sustaining the actions that went well, improving the actions that did not go well, completing necessary paperwork to file for reimbursement, and any subsequent audits that may arise.

- ii. The documentation package for each incident may include:

- 1. Initial Emergency Report

2. Operational Security Plan (OSP)
 3. SITREPS
 4. Contracts
 5. Declarations
 6. ICS Form 213s (General Message Forms)
 7. ICS Form 213RRs (Resource Request Forms)
 8. ICS Form 211s (Resource Check-in Forms)
 9. Other sections in incident file as needed
- n. Interface with Other Emergency Locations
- i. ICP-CEOC Interface
 1. CEOC Operations Section is comprised of disciplines (emergency support functions) that are represented on scene. The CEOC Operations Section provides operational support for on-scene personnel.
 2. On-scene personnel will likely be communicating with their counterparts in the CEOC (e.g., Public Works on scene to Public Works in the CEOC).
 3. Likewise, communications from the CEOC to the ICP will generally follow the same communications channel (e.g., Law Enforcement in the CEOC to Law Enforcement on scene).
 4. In some instances, it may be necessary to designate a Liaison at the ICP to provide a direct communication link to the CEOC Manager.
 - ii. Staging Area-CEOC Interface
 1. ICP Established – The staging area is an extension of the ICP Logistics Section for “holding” of non-committed response resources. Therefore, all communications from the CEOC pertaining to the staging area will be routed through the IC, unless otherwise instructed.
 2. No ICP Established - The staging area is an extension of the CEOC Logistics Section for “holding” of non-committed response resources. Therefore, communications with the staging area should be through the Logistics Section Chief and the Staging Area Manager, unless otherwise instructed.
 - iii. HAMOC-CEOC Interface

Anytime the Health and Medical Operations Center (HAMOC) is activated, the Health/Medical ESF will be staffed. Therefore, communications with the

HAMOC should be routed through the Health/Medical personnel and the HAMOC, unless otherwise instructed.

iv. MACC/DDC/SOC-CEOC Interface

All communications with the MACC, DDC, and/or the SOC should be routed through the CEOC manager, unless otherwise instructed.

- o. Deactivation – Refer to Annex N (Direction and Control) of the Brazos County Interjurisdictional Emergency Management Plan (Tab C to Appendix 1).

EOC MESSAGE FORM	
From	
To	
Subject	
Message Text	
Send By	
<input type="checkbox"/> Radio <input type="checkbox"/> Teletype <input type="checkbox"/> Fax <input type="checkbox"/> E-mail	
Date:	Time:
Message #:	
DISTRIBUTION:	

EOC INFO/ACTION RECORD		
Date:	Time:	Message #
Received By		
Message From		
Contact Number/ Location		
Message, Issue, Problem or Information:		
<input type="checkbox"/> Info Only	<input type="checkbox"/> Post on Display Board	<input type="checkbox"/> Plot on Map
<input type="checkbox"/> Action Required. Action Assigned To:		
Action Taken		
DISTRIBUTION:		

INITIAL EMERGENCY REPORT

1. PURPOSE

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that may provide resources under a mutual aid agreement of an incident that has the potential to become a major emergency or disaster. An Initial Incident Report should be dispatched as soon as it becomes apparent that an incident has the potential to become a serious emergency situation. The report should be sent in written form (such as TLETS teletype or facsimile) if possible. If this is not feasible, a verbal report should be made by telephone or radio.

2. FORMAT

DATE/ TIME: ____/____/____
FROM Brazos County
TO: DPS Bryan, TX; DDC Chairperson
 [Adjacent affected jurisdictions, jurisdictions from which resources
 maybe requested pursuant to interlocal agreements]

SUBJECT: **INITIAL EMERGENCY REPORT**

- a. TYPE OF INCIDENT:
- b. DATE & TIME OF OCCURRENCE:
- c. DESCRIPTION: (a short description of what happened or is occurring)
- d. AREA AFFECTED:
- e. RESPONSE ACTIONS UNDERWAY
- f. ASSISTANCE REQUIRED, IF ANY:
- g. POINT OF CONTACT INFORMATION:

3. **SAMPLE MESSAGE**

DATE/ TIME: 11-25-11/1820
FROM Brazos County (EOC)
TO: DPS Bryan, DDC Chairperson
[Adjacent affected jurisdictions]
[Jurisdictions providing mutual aid resources]

SUBJECT: INITIAL EMERGENCY REPORT

- a. **TYPE OF INCIDENT:** Explosion/Fire/Hazmat Spill
- b. **DATE/TIME OF OCCURRENCE:** 11-25-00/1915
- c. **DESCRIPTION:** Peyton Agro-Chem facility on S. Meridian St. exploded. Explosion & resulting fire has destroyed one city block; two more threatened. Possible hazmat plume from stored chemicals.
- d. **AREA AFFECTED:** 9 blocks, mostly residential, in Southern Disasterville
- e. **RESPONSE ACTIONS UNDERWAY:** Local fire & police at scene, mutual aid from 2 rural VFDs summoned, Tsunami City Hazmat Team enroute. TCEQ representative enroute.
- f. **ASSISTANCE REQUIRED, IF ANY:** May need SAR Team and additional Hazmat response resources. Will advise.
- g. **POINT OF CONTACT INFORMATION:** Joe Jones, EMC, 555-1222.

SITUATION REPORT

1. PURPOSE

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that are providing resources under a mutual aid agreement of the status on an ongoing major emergency situation. It may also be useful to provide this report to local officials who are not working at the EOC to keep them informed of the situation. A Situation Report should be prepared and disseminated at least once a day. The report should be sent in written form (such as TLETS teletype, facsimile, or e-mail).

2. FORMAT

DATE/ TIME: 11-25-11/1820
FROM: Brazos County
TO: DPS Bryan, TX; DDC Chairperson
 Hazard County SO
 Tsunami City PD

SUBJECT: **SITUATION REPORT # 1**
FOR [event description] Covering the Period
From _____ To _____

- a. CURRENT SITUATION
[What is being done about the emergency situation and by whom? Are there any problems hampering the emergency response? Is the situation getting worse, remaining stable, or winding down?]
- b. AREAS AFFECTED:
- c. RESPONDING AGENCIES/ORGANIZATIONS:
[Include local, state, and federal responders plus volunteer groups]
- d. CASUALTIES (cumulative):
 1. Fatalities
 2. Injured:
 3. Missing:
- e. ESTIMATED DAMAGES (cumulative):
 1. Homes Destroyed/Damaged:
 2. Businesses Destroyed/Damaged:
 3. Govt Facilities Destroyed/Damaged:
 4. Other:
- f. EVACUATIONS (cumulative): *[Estimated number of evacuees]*
- g. SHELTERS (cumulative):
 1. Number of Shelters Open:
 2. Estimated Occupants:
- h. ROAD CLOSURES:
- i. UTILITY OUTAGES:
- j. COMMENTS:

3. SAMPLE REPORT

DATE/ TIME:

FROM: Brazos County
TO: DPS Bryan, TX; DDC Chairperson
 [Adjacent affected jurisdictions]
 [Jurisdictions providing mutual aid resources]

**SUBJECT: SITUATION REPORT # 1
 FOR PEYTON AGRO-CHEM EXPLOSION
 Covering the Period From 11-25-00 To 11-26-00**

- a. **CURRENT SITUATION:** Fires in downtown buildings have been extinguished. Chemical plant continues to burn. Search & rescue team has recovered 3 bodies in collapsed buildings in downtown area; firefighters recovered another body. Spilled hazmat in temporary dikes and berms being recovered by contractor Hazwaste, Inc. Evacuees at shelter at Wharton School operated by ARC. Pesticide residue may have contaminated 2 residential blocks south of plant; assessment underway by TNRCC and EPA.
- b. **AREAS AFFECTED:** 1 business block, 8 residential blocks
- c. **RESPONDING AGENCIES/ORGANIZATIONS:**
 Local: Disasterville FD, Floodprone VFD, Monon VFD, Casson FD.
 State: TCEQ, TxDOT, Dept of Ag, TEEC Search & Rescue Team, GDEM RLO
 Federal: US EPA
 Volunteers: ARC, Salvation Army
- d. **CASUALTIES (cumulative):**
 1. Fatalities: 4
 2. Injured: 11
 3. Missing: 2
- e. **ESTIMATED DAMAGES (cumulative):**
 1. Homes Destroyed/Damaged: 8//12
 2. Businesses Destroyed/Damaged: 6/2
 3. Govt Facilities Destroyed/Damaged: 1/0
 4. Other:
- f. **EVACUATIONS (cumulative):** Estimated 260
- g. **SHELTERS (cumulative):**
 1. Number of Shelters Open: 1
 2. Estimated Occupants: 120
- h. **ROAD CLOSURES:**
 1. Monan, Meridian, Western, Key, Travis, Fox, Tiber, Alstead, and Calhoun Streets in southern portion of city
 2. County Road 124 between city limits and Co. Rd 150.
- i. **UTILITY OUTAGES:** Electrical and water service shut off to four blocks of downtown.
- j. **COMMENTS:**
 1. Fire Marshal expects fire at chem plant to burn itself out this evening. Some fire units will be released at that time.
 2. TCEQ believes it will take another 24 hours to fully map contaminated areas of downtown.
 3. Search and rescue team believes it will complete search of collapsed bldgs this evening.