WILSON COUNTY EMERGENCY OPERATIONS PLAN
DIRECTION AND CONTROL

I. PURPOSE

This section outlines the direction and control procedures for emergency operations and identifies the personnel, facilities, and resources, which will be, utilized in the coordinated response activities.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. Many hazards exist within, or threaten Wilson County, which have the potential to cause disasters of great magnitude. This threat warrants the centralization of the direction and control function in order to conduct effective and efficient emergency operations.

2. Traditionally, most municipalities within the county do not open and operate municipal Emergency Operation Centers (EOC's) during a countywide or regional emergency. Consequently, municipalities depend on direction and control from the county during times of disaster.

3. The Wilson County EOC serves as the central direction and control point for countywide emergency response activities.

4. The Wilson County EOC is located at a secure Wilson County Facility.

5. Wilson County maintains an alternate EOC, located at another facility.

6. Municipalities may utilize facilities within their jurisdictions as EOC's and the county may provide staff as the situation dictates. The City of Wilson maintains and operates an EOC at a secure City facility..

7. The County and/or municipal EOC's will be activated upon the threat or occurrence of a major emergency/disaster. Designated personnel will report to their EOC in a timely fashion.

B. Assumptions

1. All municipalities will not likely send a representative to the county EOC.

2. If not represented in the county EOC, municipalities will maintain communications with the county EOC via telephone, computer network, radio, or FAX.

3. The County and the municipalities will work in unison on such issues as proclamations, security, and public information. **These do not require special meetings of the Board of Commissioners or the various councils/boards.**

III. CONCEPT OF OPERATIONS

A. General

1. Direction and control of normal day-to -day emergencies of single agency response is performed by the senior officer on-scene. (Law Enforcement, Fire-Rescue, EMS, Public Health, etc.). Multi-agency responses are handled in accordance with local policies and procedures. Response forces in Wilson County will utilize the Incident Command System (ICS) including a Unified Command Structure when necessary based on the National Incident Management System (NIMS) criteria.

2. Municipalities within the county may exercise independent direction and control of their own emergency resources, outside resources assigned to the municipality by the county EOC, and resources secured through existing mutual aid agreements with other municipalities or private entities. Prior to activation of the county EOC, requests for state or federal assistance will be directed through the County Emergency Management Director or designee.

3. Countywide direction and control is recommended when one or more of the following situations occur: This can be accomplished through the use of a centralized EOC, Multi-Agency Coordination Center, or individual EOCs depending on the nature and magnitude of the incident.

    a. There exists an imminent threat to the safety or health of the public;

    b. Extensive multi-agency or jurisdiction response and coordination is necessary to resolve or recover from an emergency situation;

    c. Local resources are inadequate or depleted and significant mutual aid resources must be utilized to resolve the emergency situation;

    d. The emergency/disaster affects multiple political jurisdictions within the county which are relying on the same resources to resolve the situation.

4. The type and magnitude of any emergency event occurring in Wilson County or a municipality within the county will dictate the need to activate the EOC.

5. The Wilson County EOC may be activated by the Chairman of the Board of County Commissioners or the County Manager or his designee, and the Emergency Management Director.

6. Municipality EOC activation can be directed by the Mayor or his designee, or the Municipal Emergency Management Director.

7. Emergency operations and coordination at all levels of government will be carried out according to supporting standard operational guidelines.

8. Notification of EOC personnel (on the County level) is the responsibility of the Emergency Management Agency.

9. Operational readiness for the County EOC is the responsibility of the Emergency Management Director, who will serve as EOC Director. Back up electric power is provided to the EOC.

10. Operational readiness of municipal EOC's is the responsibility of the mayor or his/her designee.

11. Administrative decisions regarding food supplies and other incidental needs for the county EOC during activations is the responsibility of the Emergency Management Director.

12. Upon activation of any municipal EOC, the municipality will establish communications with the county EOC or Communications Center, who will in turn notify the Emergency Management Director.

13. Whenever an EOC is activated, or activation of an EOC appears to be imminent, the County Emergency Management Coordinator will in turn notify the Division of Emergency Management, Central Branch Office.

14. Frequent staff reviews/briefings will be conducted during EOC operations.

B. Staffing

1. Personnel reporting to an EOC will operate in one of two functional sections as assigned by the EOC Director.

a. The **Policy and Administration Group** under the direction of the Chairperson of the jurisdiction or his/her designee, consists of the decision makers of the jurisdiction and others as decided by the chairperson. This group is responsible for:

1. The approval of policies and strategies pertinent to the emergency/disaster operation.

2. Provide leadership and decision making for implementation by the Support Group.

3. In coordination with the Public Information Officer, prepare statements for release to the general public.

4. Utilizing communications equipment available to the Policy/Administration group, the members will maintain a line of communication with their respective administrators, and the County/Municipal elected officials.

5. Upon activation, maintain a presence in the EOC to carry out the direction and control function

6. In cooperation with the Support Group and the Operations Officer, maintain an awareness of actions being taken in response to the emergency situation.

b. The **Support Group**, under the direction of the Policy/Administration group is responsible for on-scene operations including the allocation of resources. The Support Group may consist of the following Sub Groups (Emergency Support Functions):

1. Information: Emergency Management Director, Public Information Officer, County Manager.

Group Leader: County Manager

2. Communications/Notification and Warning: Wilson County Communications, Amateur Radio, Sheriff's Dept.
Group Leader: Communications Director

3. Traffic Control/Law Enforcement/Emergency Transportation: Sheriff's Dept., NC Highway Patrol Municipal Police Depts., NC Dept. of Transportation
Group Leader: Sheriff's Department

4. Search & Rescue: Fire Protection Association President, EMS Director, and Sheriff's Department.
Group Leader: Sheriff's Department

5. Shelter/Mass Care: Department of Social Services, Health Department, Emergency Medical Services, Superintendent of Schools, American Red Cross, Mental Health Director
Group Leader: Department of Social Services

6. Medical Emergency/Mass Casualty: Dept. of EMS Health Department, and Sheriff's Dept.
Group Leader: Dept. of EMS

7. Utilities: Operations Officer, City of Wilson Utilities, Progress Energy, Municipal Utilities representatives, Embarq.
Group Leader: City of Wilson Utilities.

8. Damage Assessment/Recovery: Operations Section Chief, Tax Officer, Inspections Department, Mapping Department, Finance Officer, Red Cross.
Group Leader: Tax Officer

9. Hazardous Materials: Fire Service Representative, Dept. of EMS, Emergency Management Coordinator, Sheriff's Department.
Group Leader: Emergency Management Director.

10. Donated Goods/Unmet Needs: County Donations Manager, American Red Cross, Salvation Army
Group Leader: County Donations Manager

11. Volunteers: Operations Officer, Forest Ranger, Fire Association President, Volunteer Resources Coordinator.
Group Leader: Volunteer Resources Coordinator.

12. Animal Control: Animal control officer, Sheriff's Department, Municipal Law enforcement agencies.
Group Leader: Animal Control Officer.

13. Debris Removal and Disposal: Solid Waste Director, Department of Transportation, Municipal public works Directors.
Group Leader: Solid Waste Director

(11 April 2012)