

## DIRECTION AND CONTROL ANNEX

### 1. PURPOSE

The purpose of the Direction and Control Annex is to provide an overview of information on the means of the jurisdictions direction and control of the activities of the city government that are essential to saving lives, protecting property, and restoring the government services during and following emergency/disaster situations.

### II. SITUATION AND ASSUMPTIONS

#### A. Situation

Extraordinary emergency situations associated with natural disasters, technological incidents, and other major incidents that could warrant a multi-response group effort. Direction and Control of the command structure during the entire response effort must be achieved to restore the city government operations. It is assumed that the mutual aid resources will be available within a reasonable time frame.

#### B. Assumption

1. The Emergency Operations Center (EOC) will be activated. All local officials having a role in the disaster management system will respond to the EOC. The EOC will operate until the disaster has been down graded and government operations can resume to normalcy.
2. The Incident Command System (ICS) will be activated. The ICS will ensure that the appropriate response leader will assume proper command of the situation. The ICS will provide for a manageable span of control where supervisors are expected to manage 3-7 subordinates.
3. Capacity limitations, resource shortfall, use of personnel or resources from outside the city (Mutual Aid) to augment the city's response organization or other considerations that may directly impact the ability of the city to respond to emergency situations.

### III. CONCEPT OF OPERATIONS

#### A. Command Structure

1. The Emergency Operations Center (EOC) will be activated and will be the centralized management center for the Emergency Management Policy Group for policy making, coordination, communications, resource dispatch and tracking and information collection, analysis and dissemination.
2. The Chief Elected Official (CEO) of the City of Salem or appropriate designee ( The DOEM Coordinator) directs all response and recovery activities from the EOC. The DOEM Coordinator is responsible for the proper functioning of the EOC or Alternate EOC.
3. The on-scene Incident Command System (ICS) will be responsible for the direction and control of all response actions with a senior emergency response group individual That has reported to the scene of the emergency. The on-scene control will utilize the Incident Command System.
4. Unified Command Structure (UCS) will be established and implemented.
5. The Operations Section Chief will be responsible to the IC or UC for the direct management of all incident-related operational activities. The OSC will establish tactical objectives for each operational period with other Section Chiefs and Unit Leaders establishing their own supporting objective.
6. OSC will be designated for each operational period and should have direct involvement in the preparation of the IAP Branches will be established when the number of divisions or groups exceed the recommended span of control for the Operations Section Chief.
7. Area Command will be activated only if necessary. Area Command will be established to oversee the management of multiple incidents that are each being handled by a separate ICS Organization or to that involves multiple ICS

Organizations. Area Command will be used when there a number of incidents in the same area and of the same type such as two or more Haz Mat situations. Unified Command will be established when incidents under the authority of the Area Command are Multi-jurisdictional.

8. The Safety Officer will monitor the incident operations and Advises the IC on all matters relating to safety issues. SO has emergency authority to stop and/or prevent unsafe acts. SO coordinates across jurisdictions, across functional agencies, and with private sector and non Government Agencies.
9. Operations Section Chief is responsible to the IC or UC for Direct management of incident related activities. OS establishes tactical objectives, has direct involvement in the preparation of the IAP.

B. Authorities and Limitations.

1. The Incident Command (IC) has authority to coordinate the Use of resources and personnel at the scene of the emergency/disaster.
2. When more than one scene is involved, the ICS coordinates On scene activities with EOC.
3. The IC provides overall management at the incident site. This includes public safety, public information actions and incident communication.
4. The IC will direct, control and order resources including People and equipment.
5. The ICS concentrates direction and control activities in the Field operations of the emergency services organizations that have responded to the scene of an emergency. The ICS Coordinates multi agency coordination of entities.
6. ICS relies on Incident Action Plans (IAP)

C. Emergency Response Notification Procedures

1. The Marion County 911 Public Safety Answering Point (PSAP'S) are located in Salem and Centralia Police Departments. The 911 PSAP's are the primary contact for the emergency responders by activating alerting paging systems. Some notifications may be done by telephone.
2. Several of the emergency response groups may use own Paging alerting systems and telephone notification.
3. The EOC may notify EOC response groups using its own Alerting system and telephone notification.
4. Accountability of responders:
  - A. All responders will report into and receive an assignment.
  - B. Assignment established by the IC.
  - C. Response operations will be directed and coordinated as outlined by IAP.
  - D. Each individual involved in an incident will be assigned to one supervisor.
  - E. Supervisors will adequately supervise and control their subordinates.
  - F. Supervisors will communicate with and manage all resources under supervisor.
  - G. Record and Reports will be managed by supervisor for tracking resource.

D. Information

1. The Incident Command shall initiate disaster intelligence Gathering upon arrival and relay it to the EOC via any means possible.
2. The EOC shall monitor all public safety frequencies and Local commercial broadcast media. EOC will provide information runner to 911 PSAP located short distance from EOC in same building in the City of Salem.
3. All emergency representatives at the EOC will review all Information collected to analyze pertinent data. Pertinent information will be forwarded to the Public Information Officer (PIO) and to the IC.

4. The EOC will conduct personal interviews of witnesses to the event.
5. Messages may be delivered by “runners”. If runners are Not available, radio will be used discriminately to avoid rumors or misinformation by the general public. The Illinois Wireless Information Network (IWIN) may be used to deliver messages to 911 PSAP’s from police vehicles. The Salem 911 PSAP has a secure frequency that may also be used to transmit information. The IWIN and secure frequency cannot be monitored by the general public.

E. EOC and ICP relationship

1. The Incident Command Post (ICP) is responsible for Tactical operations on-sight location and for safety of responders. Safety Officer (SO) will be appointed.
2. The EOC is responsible for strategic operations.
3. The ICP is responsible to the EOC.

F. Coordination and Communications

1. All response groups will utilize primary frequencies unless Informed otherwise be the IC or 911 PSAP.
2. All emergency response groups must identify themselves With their standard call signs with all transmissions.
3. Secondary frequencies may be utilized if coordinated with IC and 911.
4. Cell phones may be used but not relied on.

G. Incident Command System (ICS)

1. The Incident Command System will be used in all re- sponses to disasters.
2. On a single emergency response group response, the ICS may be reduced to solely on incident commander.
3. Within the ICS, the span of control of any individual with

Incident management supervisory responsibilities should Range from 3 – 7 subordinates.

4. ICS will appoint a Safety Officer for Incident Command System operation.

#### H. Inter-jurisdictional Relationship

1. A Unified Approach will be used during Inter-jurisdictional assistance operation.
2. The initial emergency response will, to the maximum extent possible, be by the local jurisdiction.
3. Emergency response groups shall address any formal arrangements in order to request from or to provide assistance to other jurisdictions and the private sector during emergency situations.
4. Receiving and Staging areas will be in operation for major Emergency/Disaster assistance (Mutual Aid) for the local jurisdiction.
5. Any emergency response group requiring mutual aid agreements shall maintain the agreements and shall supply a copy to the agreements to the City of Salem DOEM Coordinator for EOC reference.
6. Request for state resources form IEMA will be made through the City of Salem DOEM.  
IEMA 24 Hour Telephone 1-800-782-7860
7. Request for federal resources from FEMA will be made through IEMA.

## VI. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. Chief Executive Official (CEO) is the Mayor of the City of Salem.
  1. Activates EOC (full or partial activation), when appropriate.
  2. Directs tasked organizations to ensure response personnel Report to the appropriate locations (EOC, emergency scene

Work center, staging area, ECT). In accordance with the organizations SOP.

3. When notified, reports to the EOC.
4. If appropriate, identifies and establishes contact with the IC's in the field.
5. Provides overall direction of emergency response operation Until an emergency scene is established and an IC assumes This responsibility. ( For emergency situations that occur With little or no warning, an IC may already have respond-Ed to the scene and taken charge before notification on the CEO)
6. As appropriate, directs implementation of protective Actions for the public safety.
7. An appropriate, designates an IC to direct tactical opera-tions at each scene.
8. If necessary, directs EOC staff to relocate to the alternate EOC to continue operations.
9. When appropriate, terminates response operations and re-lease personnel.

B. Fire District

1. When notified of an emergency/disaster situation, sends re-sponse teams, personnel, equipment, and vehicles to the emergency site, staging/receiving areas or other locations as appropriate.
2. Identifies an IC and establishes and ICP, if appropriate, Assigns appropriate personnel to IC staff.
3. Performs IC duties at the emergency scene, if appropriate.
4. Notifies the EOC of the situation if the original notification did not come from the EOC.
5. Sends a senior representative to the EOC, when the EOC Been activated during an emergency

6. Assist as appropriate in the evacuation of people at risk in Immediate area in and around the emergency scene.
7. Manages fire/rescue resources, directs fire operations, Rescue injured people during emergency operations. And Determines the need as appropriate for evacuation of the Immediate area in and around the emergency scene.
8. Alerts all emergency response organizations of the dangers Associated with technological hazards and fire during the Emergency operations.

C. Law Enforcement

1. Manages law enforcement resources and directs emergency Operations. Duties may include:
  - A. Directing and controlling traffic during emergency.
  - B. Assisting in the evacuation of people in risk in and around the emergency scene.
  - C. Controlling access to the scene of the emergency or the area that has been evacuated.
  - D. Providing security in the affected area by the to protect the public and private property.
2. Performs IC duties at the emergency scene if appropriate.
3. Identifies an IC and establishes an ICP if appropriate, Assigns appropriate personnel to IC staff.
4. Notifies the EOC of the situation if the original notification Did not come from EOC.
5. Sends a senior representative to the EOC when activated.

D. EOC Manager

1. The EOC manager is assigned by the DOEM Director.
2. Activates the EOC when directed to do so by the CEO or DOEM Director or when the situation warrants action.
  - A. In the event the primary EOC has to be shut down, The EOC manager will be responsible for moving Control operations to the alternate EOC site.



- B. Ensures that the Alternate EOC is appropriate.
3. Notifies the CEO immediately of significant emergency situation that could affect the jurisdiction. When directed by the CEO, or the DOEM Coordinator or when circumstances dictate, notifies all tasked organizations, informs them of the situation, and directs them to take the action appropriate for the situation (report to EOC, scene of the emergency, stand by, Ect.) In accordance with their organizations SOP.
  4. Manages EOC resources and directs EOC operations. Duties may include ensuring the following activities/action are done.:
    - A. Information processing
      1. Maintaining a significant events log.
      2. Message handling.
      3. Aggregating damage information from all resources.
      4. Identifying resource needs.
      5. Preparing summaries on status of damage.
      6. Preparing briefings for senior management officials.
      7. Displaying appropriate information in the EOC.
      8. Preparing and submitting necessary reports when required (re situation, critical resource status, ect.), including situation reports to the State IEMA EOC, as appropriate.
    - B. Coordinating logistical support for response personnel and disaster victims.
    - C. When directed by the CEO, or DOEM Coordinator Or when conditions warrant such action, relocating staff to the alternate EOC in order to continue response operations.
    - D. When directed by the CEO, or DOEM Coordinator, Terminating operations and closing the EOC.

E. Public Works Coordinator

1. Public Works Coordinator is assigned by the Public Works Director.
2. When notified of an emergency situation, sends response teams/personnel and equipment and vehicles to the emergency scene, staging area, or other location, as appropriate.
3. Identifies IC and establishes ICP, if appropriate, assigns appropriate personnel to IC staff.
5. Performs IC duties at the emergency scene, if appropriate.
6. Sends a senior representative to the EOC, when EOC has been activated during an emergency.
7. Manages public works resources and directs public works operations. Duties may include:
  - A. Performing debris removal operations.
  - B. Assisting in search and rescue efforts.
  - C. Providing emergency generators, fuel, lighting, sanitation to support emergency workers at the emergency scene and at the EOC.
  - D. Assisting in the evacuation of people at risk in and around the emergency scene.
  - E. Coordinating with utility companies to restore power to disaster victims.
  - F. Responsible for debris removal from the incident site and the proper disposition thereof.

F. DOEM Coordinator (Emergency Manager)

1. Ensures appropriate staff members report to EOC.
2. Duties may include:
  - A. Coordinating and/or managing the EOC operations.
  - B. Staffing the Information Processing Section.
  - C. Advising/Briefing the CEO and other key members of the emergency response organization on the emergency situation.
  - D. Recommending to the CEO actions to protect public

G. Public Information Officer.

1. Is assigned by the CEO or IC.
2. When notified, reports to EOC or incident scene as appropriate.
3. Handles inquiries and informs the public about disaster damage, restricted areas, actions to protect and care for companion animals, farm animals, and wildlife, and available emergency assistance.
4. Coordinates press releases among all response organizations.