

**COMMAND AND CONTROL****I. PURPOSE**

This function provides procedures for coordinated management of response activities, continuity of government, emergency operations centers (EOC) and policy making in large scale emergency situations.

**II. SITUATION**

- A. The Lyon County/Municipal Emergency Operations Center (EOC) is located at 410 So. Boone Rock Rapids, IA. 51246
- B. The EOC is considered to be an adequate tornado shelter but does not contain sufficient fallout protection (PF 100) to be a fully qualified EOC under federal guidelines.
- C. The EOC has the capability for controlled access.
- D. The alternate EOC is located at 410 So. Boone Rock Rapids, IA. 51246

**III. ASSUMPTIONS AND PLANNING FACTORS**

The Primary and Alternate EOC will be available and prepared for emergency operations upon anticipation of use. In the event of radioactive fallout, the EOC should be upgraded to provide adequate protection. Adequate supplies will be available for extended operations. Backup communications are available.

**IV. ORGANIZATION/RESPONSIBILITIES**

- A. The Command and Control function is carried out by the Emergency Operating Staff which is comprised of the Executive Heads of government and the officials, as required.
- B. The Executive Heads of government are responsible for their respective city, or county emergency operations including assuring continuity of resources. The County

Board of Supervisors is responsible for all county emergency operations outside of corporate city limits. The Executive Group is comprised of the chief executives within Lyon County. These could include:

1. Board of Supervisors or designated representative
2. Mayors/City Manager

C. EOC Staff members, as designated in the functional Annexes, are appointed or approved by the Chief Executive and are responsible for carrying out emergency operations and advising the Executive Group on matters pertaining to their areas of responsibilities (See Attachment 1).

D. City and county officials are members of the Command and Control Staff as listed in Attachment 3 to this Annex and will advise the Executive Group, as required.

E. The Lyon County Emergency Management Coordinator's Command and Control responsibilities include:

1. Disaster Operations Advisor to the Executive Group,
2. manage the operation of the EOC,
3. develop EOC operating procedures,

4. direct record keeping and message flow activities in the EOC.

5. Develop a radiological protection system and maintain that system in a condition of readiness through regular training and exercises.

6. Development and management of a shelter system.

7. Shall provide for briefing of State and Federal officials on arrival at EOC to include establishment of operational and coordination procedures to be followed by State and Federal agencies in conjunction with the Chief Executive and key EOC staff.

F. Specific responsibilities and tasks for Command and Control activities are contained in the Emergency Response Checklists, Attachment 2, and are broken into three phases: Preparedness, Response, and Recovery.

G. Lines of Succession

1. County Board of Supervisors:
  - a. Chair,
  - b. Vice Chair,
  - c. most senior member through members of the Board in order of their seniority on the Board.
2. City Government:
  - a. Mayor/City Manager,
  - b. Mayor Pro-Tem,
  - c. most senior member of Council in order of seniority on the Council.
3. EOC Staff: as defined in each Annex to this plan.

**V. CONCEPT OF OPERATIONS**

**A. Activation of Emergency operations center (EOC)**

1. The Chair of the County Board, Mayors, Sheriff or County Emergency Management Coordinator or designated official, has the authority to activate the Emergency operations center (EOC).
2. Immediate requests for assistance will be channeled through the Lyon County/City Communications Center to the appropriate agency/organization.
3. The County Emergency Management Coordinator will determine the level of staffing required, based upon the situation, and alert the appropriate personnel, agencies, and organizations.
4. The County Emergency Management Coordinator/Incident Commander may establish a Field Operations Center at the scene in addition to the activation of the EOC. The Field Operation Center will maintain close contact and coordination with the EOC.
5. The County Emergency Management Coordinator will notify the State EMD upon activation of the EOC due to an emergency or disaster.
6. The EOC will operate on a 24-hour basis, if necessary, during the emergency, and the staff may be required to work 12-hour shifts. A member of the Executive Group will be present during EOC operating hours.
7. The County Emergency Management Coordinator shall coordinate logistical support for the EOC staff and any field operations center activity.

**B. EOC Operations**

1. The following officials or functions may operate from the EOC or alternate EOC as disaster dictates extent of participation:
  - a. Executive Group (County Board of Supervisors).  
NOTE: Mayors/City Manager (if city manager form of government is used) of towns will function from their jurisdiction's EOC unless needed in the County EOC.
  - b. Communications

- c. County Attorney
  - d. Public Information
  - e. Fire Department and EMS Representative
  - f. County Emergency Management Coordinator
  - g. Law Enforcement
  - h. County Health Department
  - i. County Human Services
  - j. County Engineer
- k. Utilities
2. The EOC contains updated maps of the County and its cities as well as status boards required for tracking significant events/actions.
  3. EOC security is provided by the Sheriff's law enforcement agency (Annex H).
  4. All radio communications at the EOC are logged by the agency/organization receiving/transmitting the message.
  5. A detailed activity log of EOC operations will be maintained.
  6. The County Communications Center Supervisor oversees all logs and the message/information flow system.
  7. Alternate Emergency Operations Center: in the event the primary EOC is damaged or otherwise unavailable, the Lyon County Courthouse, will be used as the alternate EOC. In the event both the EOC and alternate cannot be used, a Field Operations Center will be established as the alternate EOC until a facility has been readied for this function. The location selected will be determined at the time, dependent on the situation.
    - a. The County Emergency Management Coordinator shall manage the alternate EOC during emergency period.

- b. The alternate EOC shall have its operational capabilities as described in its standard operating procedures.
- c. The alternate EOC staff shall provide for coordination and logistical support needs of response personnel directed by, but not located in, alternate EOC.

C. Coordination and Control

1. Disaster operations conducted by the County will be as directed by the County Board of Supervisors. Mayors/City Managers shall direct operations of their cities. If necessary, a county on-scene commander for command and control will be designated by the board of supervisors.
2. Specific operations are detailed in the Annexes to this plan. These disaster operations shall be performed in accordance with federal and state law and Lyon County Ordinances which cover mutual aid, emergency expenditures, workers compensation, etc.
3. If the disaster operations are associated with an emergency/disaster outside the boundaries of Lyon County, a liaison officer from the affected jurisdiction will be invited to the EOC.
4. Coordination and supervision of all emergency operations will be through the appropriate EOC Staff, or their representative. Reports received shall be acknowledged/authenticated.
5. Periodic briefings will be held during emergency operations with all Executive Heads and Officials. Emergency information will also be disseminated as necessary to other levels of government and to other units of local government.
6. Primary communications will be through normal systems. All emergency communications facilities will be controlled from the EOC. The communications available to the EOC Staff are outlined in Annex B.
7. The organizations with primary responsibility for Annex F, G, H, K, O, and P should designate a control dispatch center to manage organizational resources and response personnel and to maintain contact with the EOC during disaster situations.

8. Emergency Management volunteers and other key emergency workers will be issued an identification card by the Emergency Management Coordinator which will allow them access to restricted areas in order to perform their assigned tasks.

D. Multipurpose Staging Areas (MSA) (Personnel, equipment, supplies)

1. Multipurpose Staging Areas will be activated upon the direction of the Executive Group.
2. MSAs, when activated, will provide a base for coordinated field emergency operations. The locations will be determined at the time based upon:
  - a. location of disaster scene,
  - b. ample parking facilities,
  - c. capability for electrical power (or generators) hook-ups,
  - d. capability of tie-in to telephone lines for emergency telephones.
3. MSAs will be used as a rally point for incoming assistance and a staging area for post-disaster population support and recovery activities.

E. Local Emergency Declaration

In the event of situations where response and recovery are within the capabilities of local government, the Executive Head of the jurisdiction may declare an emergency and issue such directive and activate such local resources as are required to respond to the incident.

F. Local Disaster Declaration

1. A Disaster Declaration may be declared by the Executive Head of the affected political subdivision when it appears that response and recovery efforts will exceed normal local capabilities.
2. Any order or declaration declaring, continuing, or terminating a disaster will be given prompt and general publicity through the Public Information Officer (see Annex D).

3. Any Disaster Declaration will be filed promptly with the Clerk/Auditor of the affected jurisdiction and the State Emergency Management Division (See Sample Disaster Declaration, Attachment 5, to this Annex.)
4. The effect of a declaration of a local disaster/emergency will be to activate response and recovery aspects of all applicable local, interjurisdictional Plans and to authorize the furnishing of aid and assistance from these plans.

G. Request for Assistance

1. Mutual Aid agreements shall be negotiated, coordinated, and prepared to meet projected county needs.
2. The County will first implement mutual aid agreements within the County and with neighboring communities.
3. In the event the available mutual aid resources are not sufficient to meet the requirements, the Executive head of affected jurisdiction, or his representative, may request assistance from the state.



**LIST OF ADDENDA**

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