

IV. CONCEPT OF OPERATIONS

A. GENERAL

1. The XXX County Emergency Management Agency (EMA) is the lead agency for facilitating coordination among local, State, Federal, and private-sector agencies and groups within XXX County.
2. The EMA Coordinator serves as the key element in emergency planning and is the primary coordinator/advisor for the Emergency Management Council.
3. The EMA Coordinator or designee is the point of contact (POC) for State assistance.
4. During a full EOC activation, all EOC representatives are expected to coordinate directly with their functional counterparts in the local/State/Federal government and private sector.
5. The XXX County Community Emergency Management System (CEMS) standardizes:
 - Organizational levels for managing emergencies.
 - Emergency management methods.
 - Training for emergency responders and managers.
6. Local jurisdictions, including XXX County, the cities and towns, fire, schools, utilities, and other special districts, will be encouraged to be part of this system to bring together what will be needed to respond to an emergency event or disaster.
7. CEMS has four basic functions: (1) formalization of a County Emergency Management Organization to coordinate response efforts, (2) the use of the Incident Command System (ICS) in disaster response, (3) standardized training, and (4) the centralized gathering of intelligence and mutual aid requests into one Emergency Operations Center at the county level.
8. Use of CEMS will improve the mobilization, deployment, utilization, tracking, and demobilization of resources and greatly enhance intelligence gathering and sharing capabilities. Mutual aid requests, damage assessment, and situation status information can be shared in a timely, coordinated fashion.

Designation of EMA as lead agency

Designation of EMA Coordinator as primary advisor

Designation of EMA Coordinator as POC with State

Other players

D. EMERGENCY OPERATIONS CENTER (EOC).

1. On behalf of the Emergency Management Council, the EMA Coordinator has the responsibility for coordinating the entire emergency management organization. The Coordinator makes all routine decisions and advises the officials on courses of action available for major decisions. During emergency operations, the Coordinator is responsible for the proper functioning of the EOC. The Coordinator also acts as a liaison with the State and Federal emergency agencies and neighboring counties.
2. The EOC is the central point for emergency management operations. The purpose of this central point is to ensure harmonious response when the emergency involves more than one political entity and several response agencies. Coordination and supervision of all services will be through the EOC Manager and Section Chiefs to provide for the most efficient management of resources.
3. During emergency situations, certain agencies will be required to relocate their center of control to the EOC. During large-scale emergencies, the EOC will become the seat of government for the duration of the crisis. However, in some situations, it may be appropriate for some agencies to operate from an alternate site other than the EOC or their primary locations.
4. All Departments involved in disaster operations will be responsible for coordinating communications and accountability with their respective staff members and/or mutual aid resources. Accountability shall include location of deployed resources, hours worked, applicable expenditures, and emergency staff information.

EMA Coordinator responsibilities

The EOC's purpose

Other departments' responsibilities