

Humboldt County
Comprehensive Emergency Management Plan



Prepared By:
Humboldt County
Emergency Management Agency

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Table of Contents

Forward Section

Table of Contents
Executive Summary
Board of Supervisors Resolution
Plan Instructions for Use

Basic Plan

Introduction

Purpose
Scope
Methodology

Situation

Hazard Analysis
Geographical Information
Demographics
Economic Profile

Concept of Operations

General
Authority
Emergency Operations Center (EOC) Activation
EOC Locations
EOC Focus
EOC Notification
EOC Roles and Responsibilities

Emergency Support Functions (ESF) Concept

ESF Primary Agencies

Training and Exercises

Training Program
Exercise Program
Exercise and Training Requirements

Public Awareness and Education

Plan Development and Maintenance

Plan Development
Maintenance

References and Authorities

Federal
State
Local

Appendices

Appendix 1: ESF Primary and Support Agency Matrix
Appendix 2: EOC Incident Mission Guides
Appendix 3: List of Terms and Acronyms

Emergency Support Functions

ESF 1 – Transportation
ESF 2 – Communications
ESF 3 – Public Works
ESF 4 – Fire Operations
ESF 5 – Emergency Management
ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services
ESF 7 – Logistics Management and Resource Support
ESF 8 – Public Health and Medical Services
ESF 9 – Search and Rescue
ESF 10 – Hazardous Materials
ESF 11 – Agriculture and Natural Resources
ESF 12 – Energy
ESF 13 – Public Safety and Security
ESF 14 – Long Term Community and Recover
ESF 15 – Public Information

Support Annexes

All Hazards Mitigation Plan
Special Needs Populations
Volunteer and Donations Management
Debris Management
Critical Infrastructure and Key Resources (Working on)

Incident Annexes

Severe Weather

Pandemic Influenza

Mass Casualty Incident

Mass Fatality Incident

CBRNE Incident

Foreign Animal Disease Incident

EXECUTIVE SUMMARY

The Comprehensive Emergency Management Plan (CEMP) is an operations oriented document authorized by Chapter 29C of the Iowa Code. The CEMP establishes the framework for an effective system to ensure that Humboldt County and its municipalities will be adequately prepared to deal with the occurrence of emergencies and disasters. The plan outlines the roles and responsibilities of local government, state and federal agencies and volunteer organizations. The CEMP unites the efforts of these groups under the Emergency Support Function (ESF) format with a designated lead agency for a comprehensive approach to mitigation, planning, response and recovery from identified hazards.

The plan is structured to parallel state and federal activities set forth in the “State of Iowa Emergency Operations Plan”, and the “National Response Framework”, and describes how state, federal and other outside resources will be coordinated to supplement county resources and response.

The CEMP is divided into five sections:

The Basic Plan includes the purpose, scope, and methodology of the plan, direction and control, organizational structure, alert notification and warning, the four phases of Emergency Management (preparedness, response, recovery and mitigation) actions, responsibilities, authorities and references.

The Emergency Support Function Annexes group county resources and capabilities into functional areas that are most frequently needed in a county response.

The Support Annexes describes essential supporting aspects that are common to all incidents.

The Incident Annexes address the unique aspects of how we respond to specific types of incidents.

The Appendices are a collection of various information in support of and to supplement the previous sections of the CEMP.

Humboldt COUNTY
COMPHENSIVE EMERGENCY MANAGEMENT PLAN
Resolution NO. _____

WHEREAS, the Board of Supervisors of Humboldt County, Iowa, pursuant to Iowa Code is vested with the authority of administering the affairs of Humboldt County, Iowa, and

WHEREAS, it has been determined that a County Comprehensive Emergency Management Plan has been developed in order to provide for a coordinated response to a disaster or emergency in Humboldt County.

WHEREAS, the Board of Supervisors of Humboldt County, deems it advisable and in the best interest of Humboldt County to approve said Comprehensive Emergency Management Plan;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of Humboldt County, Iowa, the Humboldt County Comprehensive Emergency Management Plan be, and hereby is, approved.

PASSED AND APPROVED THIS _____ DAY OF _____, 2009

ATTEST:

Humboldt County Board of Supervisors

Humboldt County Auditor

Chairperson

Plan Instructions for Use

This plan, when implemented, shall be used by Humboldt County response organizations to obtain full and efficient use of existing resources, organizations, and systems in their response to emergencies and disasters that could and/or have occurred in the county. The following is the format that will be used:

Basic Plan

Developed by the county emergency management agency, the Basic Plan details the policies, organization, concept of operations, and assignment of responsibilities needed for Humboldt County response and recovery operations. The Basic Plan includes attachments and Appendices as needed.

Emergency Support Function Annexes

Each Emergency Support Function (ESF) maintains an annex to the Basic Plan detailing the concept of operations for the function. A standard outline will be used for each ESF Annex in order to ensure continuity of the CEMP and allow for easy reference.

Standard Operating Procedures

Standard Operating Procedures (SOPs) are not contained in the plan, but must be developed by each ESF and/or agency, and are essential to the implementation of this document.

Checklists

Detailed checklists are developed to implement ESF and agency SOPs. Checklists are simple, bullet-style documents to be used by operational personnel as a reminder for actions to take.

BASIC PLAN

I. Introduction

Chapter 29C Iowa Code 2003 and Iowa Administrative Section 605 Chapter 7 require the development of this document, the Humboldt County Comprehensive Emergency Management Plan (CEMP). The CEMP shall be integrated into and coordinated with emergency management plans and programs of the State of Iowa and federal governments. The CEMP provides a framework through which Humboldt County and its municipalities prepare for, respond to, recover from, and mitigate the impacts of various disasters that could adversely affect the health, safety and/or general welfare of its citizens.

The CEMP is operations-oriented and will address county coordination of inter-county evacuation, sheltering, and recovery; rapid and efficient usage of resources; communications and warning systems; annual exercises to test ability to respond to emergencies; and clearly defined responsibilities for county/municipal departments through an emergency support function (ESF) approach to planning and operations.

The CEMP describes the basic strategies assumptions and mechanisms through which the county will mobilize resources and conduct activities to guide and support local emergency efforts through response and recovery efforts. To facilitate effective intergovernmental operations, the CEMP adapts a functional approach that groups the type of assistance to be provided under ESF to address functional needs at the county and municipal level. Each ESF has a primary agency, which has been selected based on its expertise, authorities, resources, and capabilities in the functional area.

A. Purpose

The purpose of the CEMP is to establish uniform policies and procedures for the effective coordination and response to a variety of natural, manmade and technological disasters. These emergencies may differ in size and severity and affect the health, safety, and/or general welfare of the citizens of Humboldt County. The CEMP has been designated to accomplish the following specific purposes:

1. Limit the vulnerability of the communities and citizens of Humboldt County to damage, injury and loss of life and property resulting from natural, technological, or human-caused emergencies, and/or catastrophes.
2. Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies.

3. Respond to emergencies, making use of all systems, plans and resources necessary to preserve the health, safety and welfare of the citizens of Humboldt County.
4. Recover from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies.
5. Provide an emergency management system encompassing all aspects of preparedness, response, recovery and mitigation.
6. Minimize damage to property, material shortages, and service system disruptions which would have an adverse impact on the citizens, the economy, and the overall well-being of the county.
7. Manage the emergency operations within the county by coordinating the use of resources available from municipal governments, the private sector, civic and volunteer organizations, and state and federal agencies.

B. Scope

The Basic Plan describes the various types of emergencies that are likely to occur in Humboldt County. It further provides procedures for disseminating warnings, coordinating response, ordering evacuations, opening shelters, and for determining, assessing, and reporting the severity and magnitude of such emergencies. The Basic Plan establishes the concept under which the county and municipal governments will operate in response to natural and technological disasters by:

1. Establishing fundamental policies, program strategies and assumptions.
2. Establishing a concept of operations spanning the direction and control of an emergency from initial monitoring through post-disaster response and recovery.
3. Defining the responsibilities of elected and appointed local officials.
4. Defining the emergency roles and functions of county and municipal departments and agencies, private industries, and volunteer and civic organizations.
5. Creating a framework through the emergency support function concept for effective and coordinated utilization of county and municipal government resources.

C. Methodology

1. This plan and its implications for the design and develop of the CEMP is an important facet in the planning development cycle. It is only through a concentrated effort by all Humboldt County agencies and organizations employing a wide variety of approaches to get maximum participation in the planning process. This plan is a product of various staffing, coordinating and research meetings with different departments and agencies. The primary and support agencies assigned to each ESF are responsible for coordinating the necessary updates to their respective ESFs.

II. Situation

This section of the CEMP provides a summary of the County's population; the major hazards the county is vulnerable to; and several planning assumptions that were considered in the planning process.

A major or catastrophic emergency will overwhelm the capabilities of Humboldt County and its municipalities to provide prompt and effective emergency response and short term recovery measures. Transportation infrastructure will be damaged and local transportation services will be disrupted. Widespread damage to commercial telecommunications facilities will be experienced and the ability of governmental response and emergency response agencies to communicate will be impaired.

In addition, homes, public buildings, and other critical facilities and equipment will be destroyed or severely damaged. Debris may make streets and highways impassable, making the movement of emergency supplies and resources will be seriously impeded. Public utilities will be damaged and either fully or partially inoperable. Many county and municipal emergency personnel will be victims of the emergency, preventing them from performing their assigned emergency duties. Numerous separate hazardous conditions and other emergencies as a result of the major event can be anticipated and further complicate the situation.

Hundreds of emergency victims may be forced from their homes and a large numbers of dead and injured could be expected. Many victims will be in life-threatening situations requiring immediate rescue and medical care. There will also be shortages of a wide variety of supplies necessary for emergency survival. Hospitals, nursing homes, pharmacies and other health/medical facilities will be severely damaged or destroyed, and those that remain in operation will be overwhelmed by the number of victims requiring medical attention. Food processing and distribution capabilities will be severely damaged or destroyed.

There will be damage to fixed facilities that generate, produce, use, store or dispose of hazardous materials into the environment. There will also be near-total disruption of energy sources and prolonged electric power failure.

A. Hazard Analysis

The Hazard Analysis completed for Humboldt County identified the following hazards as the top hazards for the County. The hazards are ranked from highest to lowest priority.

(INSERT HAZARD ANALYSIS – RANKING AND TEXT)

Rank	Potential Hazard	Probability of Occurrence
1	Tornadoes and high winds	Low
2	Flooding/Flash Flooding	Low
3	Severe Spring/Summer Storms	Medium
4	Extreme Heat and Cold	Low
5	Severe Winter Storm	Medium
6	Hazardous Materials (HAZMAT)	Medium

1. Tornadoes

The Midwest has the reputation for the worst tornadoes in the country. Iowa, which is in a region called “Tornado Alley”, has had several devastating tornadoes over the past several years. The part of Iowa area where Humboldt is located has experienced 8 tornadoes since 1950.

2. Flooding/Flash Flooding

Each year, flooding is a possible threat for Humboldt County. While localized flooding of agricultural land or flood prone green areas is common, there is always the possibility of populated areas being flooded. Flooding resulting from riverbank overflowing is almost always caused by heavy rains within a drainage area and the subsequent inability of a river to accommodate the added runoff. There are several drainage areas within Humboldt County which would be similarly affected, including the East and West branches of the Des Moines River.

3. Severe Springs/Summer Storms

From late spring through the summer months, the north west area of the state experiences significant thunderstorm activity. Although, most thunderstorms are of low intensity, there are several that will become violent. These violent storms can produce straight-line winds of up to 100 miles per hour, dangerous lightning, damaging hail and

significant precipitation leading to flash flooding and flooding. These storms can cause significant damage to structures, agricultures, power and telephones transmission lines and may lead to personal injury or death to these within the storm area.

4. Extreme Heat and Cold

Humboldt County is susceptible to extreme temperatures. During winter, temperatures can drop to double digits below zero for extended periods. With wind chills, temperatures can reach -60 to -70 degrees F below zero. These temperatures are detrimental to equipment and extremely dangerous to anyone outside and not properly protected. They can also be dangerous to livestock. Extreme summer temperatures can reach the upper 90's to low 100 degrees. These temperatures together with the common high humidity experienced in this area of Iowa can be dangerous to humans, pets, and livestock. Power for cooling can place a strain on power distribution systems leading to brown outs and blackouts.

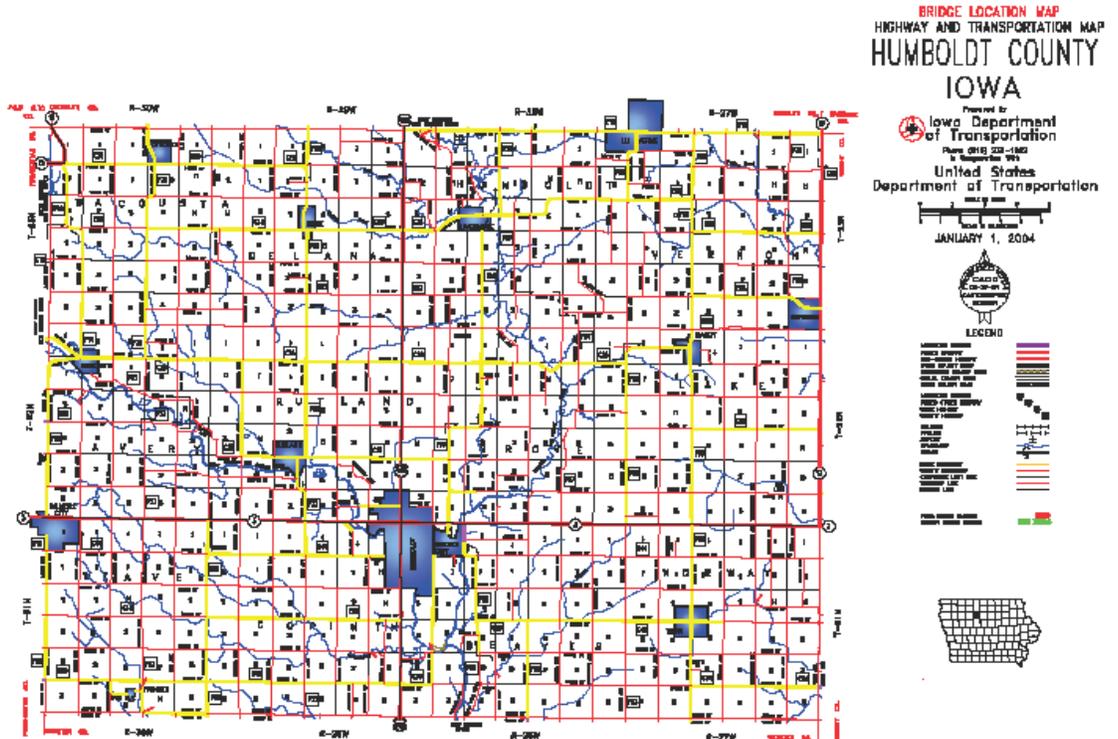
5. Severe Winter Storms

The occurrence of large snow storms and severe blizzards has a substantial impact on communities, utilities and transportation systems and often result in loss of life due to accidents or hypothermia.

6. Hazardous Materials (HAZMAT)

There are a total of 31 HAZMAT facilities in Humboldt County. While some of the facilities are located within communities in the county, all of the facilities affect the county's rural areas due to risks associated with transporting and storing hazardous materials. In addition to the designated HAZMAT facilities within the county, there is an anhydrous ammonia pipeline that intersects the county, and numerous hazardous materials are transported through the county each day on its highways and railroads.

INSERT MAP OF Humboldt COUNTY



A. Geographic Information

Humboldt County is located in North Central Iowa. The county covers an area of 432 square miles, with a current population of 10,381.

Humboldt County is a land of four seasons. The county receives an average 30 inches of rain per year. The average yearly snowfall is 32 inches. The number of days with any measureable precipitation is 83.

On average, there are 201 sunny days in Humboldt County. The average high temperature in July is around 84.9 degrees. The average low temperature in January is approximately 6.7 degrees.

Information from the Iowa State University Extension and Humboldt Assessor office breaks down countywide land use allocation inventory as follows:

Land Use

Incorporated	Acreage	% Total
Agriculture	267,214.54	95.17%
Public Facilities	2,521.73	.55%
Private Open Space	N/A	N/A
Commercial	892.06	.32%
Industrial	206.74	.07%
Residential	2,875.75	1.03%
Transportation	7,964.18	2.86%
TOTAL COUNTY ACRES	278,585.00	100%

Local Government Structure

Dakota City is the County Seat and functions under the mayor/council system. The city council consists of a mayor and five council members. Day-to-day affairs of the city are under the direction of a city administrator. The other communities in the county also use the mayor/council form of government. The councils consist of a mayor and five council members.

The affairs of Humboldt County are managed by a five-member elected Board of Supervisors. Their authority extends to all unincorporated areas of the county. Humboldt County has a residential population of approximately 10,381.

Transportation

1. Roads

State Highway 3 and U.S. Highway 169 intersect Humboldt County. The County can easily gain convenient access to other areas of the state, and to areas outside the State. In addition to the U.S. and State Highways in the county, there are approximately 713.5 miles of rural secondary roads for all systems of area services and farm-to-market access.

2. Aviation

Humboldt Municipal Airport serves Humboldt and Humboldt County and is owned by the City of Humboldt. The paved runway extends for 3400 feet. The facility is at an elevation of 1110 feet at a distance of about one mile from Humboldt.

3. Railroads

There is one Class 1 rail line which runs through Humboldt County. The Union Pacific Railroad (UP) Company is a Class 1 rail line running multiple trains daily throughout the year on a North/South line. The UP carries various loads including, coal, grain, chemicals, mixed loads and hazardous wastes.

B. Demographics

Populations of Cities of Humboldt County, 2000 Census

Humboldt County	10,381
Bode City	327
Bradgate City	101
Dakota City	911
Gilmore City	272
Hardy City	57
Humboldt City	4,452
Livermore City	431
Luverne City	45
Ottosen City	61
Pioneer City	21
Renwick City	306
Rutland City	145
Thor City	174
Unincorporated Population	3,099

Population by Age of Humboldt County, 2000

<u>Subject</u>	<u>Number</u>	<u>Percentage</u>
Under 5 years	562	5.4%
5 to 9 years	647	6.2%
10 to 14 years	826	8.0%
15 to 19 years	832	8.0%
20 to 24 years	440	4.2%
25 to 34 years	936	9.0%
35 to 44 years	1,632	15.6%
45 to 54 years	1,330	12.8%
55 to 59 years	536	5.2%
60 to 64 years	471	4.5%
65 to 74 years	1,004	9.7%
75 to 84 years	845	8.1%
85 years and older	330	3.2%

1. Special Facilities/Populations

Special facilities/populations are those that would be, in effect, more vulnerable to the effects of given hazards than the general inventory of facilities or the general population. This could include portable or mobile buildings which are unable to withstand the effects of a natural disaster such as straight line winds or tornado winds, or a population that is not able to protect itself without assistance, such as a hospital or nursing home.

The county anticipates the needs of persons requiring special attention during disaster situations will become more prevalent each year. In fiscal year 2010, the state will be developing special needs registration system.

The number of **group home facilities** and other **special facilities** in Humboldt County is as follows:

<u>Type</u>	<u>Number of Facilities</u>
Nursing Homes	2
Assisted Living	1
Disabled Person Services	1
Hospitals	1
Addiction Treatment Center	0
Ambulatory Surgical Center	1
Retirement Homes	1
Senior Centers	1

Schools:	
Head start	1
Pre-School	4
Elementary	5
Middle School	2
High School	2
Colleges	0
Mobile Home Parks	2

2. Non-English Speaking Population

According to the United States Census Bureau in 2000, the vast majority of the residents of Humboldt County spoke English as a first language. The next most often spoken language was Spanish, yet it was only 2.8% of the population. The complete breakdown is included in the chart below.

Languages Spoken at Home (Humboldt, IA) 2000 Census

<u>Subject</u>	<u>Number</u>	<u>Percent</u>
Population 5 years and over	9,824	100%
English Only	9,552	97.2%
Spanish	187	100%
Speak English less than very well	98	52.4%
Other Indo-European	77	100%
Speak English less than very well	19	24.7%
Asian Language	8	100%
Speak English less than very well	8	100%
Other	0	0%

3. Homeless Population

Homelessness is a concern in the United States. According to 2000 statistics, there were 0 homeless individuals in Humboldt County.

4. Transient Population

Humboldt County has been host to Ragbri through out the past years. This event attracts large numbers of people the day of the event. Various industries have business representatives visiting the county for a single day to a week at a time.

Humboldt County Lodging Inventory

Number of Establishments	Number of Rooms
1	34

D. Economic Profile

Humboldt County's largest industry in regards to workers is the Manufacturing industry. The second largest industry is Health Care. Humboldt County's total labor force was 5,090 as of 2007. From this, 177 are now unemployed.

2006 Employment and Unemployment Statistics

Year 2006	Yearly Average
Labor Force	5,090
Employment	4,913
Unemployment	177
Unemployment Rate	5.6%

1997 Employment Statistics

	No. of Establishments	No. of Employees	Annual Payroll (\$1,000)
Manufacturing	27	1,064	34,052
Wholesale Trade	38	252	9,202
Retail Trade	52	484	10,652
Real Estate, Rental & Leasing	8	-	506
Professional, Scientific & Technical Services	20	67	1,963
Administrative	10	-	407
Educational Services	1	-	-
Health Care and Social Assistance	22	515	11,081
Arts, Entertainment & Recreation	4	-	101
Accommodation & Food Services	24	261	2,110

According to the 2000 U.S. Census Bureau, there were a total of 4,645 housing units in Humboldt County.

Cost of Housing Units in Humboldt County, 2000 Census

Less than \$20,000	2.5%	68
\$20,000 to \$39,999	2.7%	74
\$40,000 to \$59,999	14.4%	464
\$60,000 to \$79,999	18.8%	516
\$80,000 to \$99,999	18.6%	513
\$100,000 to \$149,999	14%	385
\$150,000 to \$199,999	4.6%	127
\$200,000 to \$299,999	3.5%	95
\$300,000 to \$399,999	.4%	12
\$400,000 to \$499,999	0%	0
\$500,000 to \$749,999	0%	0

III. Concept of Operations

A. General

1. The emergency management program addresses the four integral components of emergency management: preparedness, response, recovery and mitigation. The Comprehensive Emergency Management Program addresses these components in detail. Figure 1 summarizes the emergency management system.



The Emergency Management System

Figure 1

2. The basic concept for emergency operations in Humboldt County calls for a coordinated effort and graduated response by personnel and equipment from municipal, county, and other agencies/organizations in preparation for, and in response to, emergencies and/or disasters. The municipal governments will bear the initial responsibility for disaster response and recovery operations within their jurisdiction. When a municipality's resources are inadequate or have been depleted, assistance will be requested from the county. If the requested assistance is beyond the county's capability, it will request state and federal assistance from the State Emergency Operations Center (SEOC). To ensure an adequate and timely response by emergency personnel and the maximum protection and relief to citizens of Humboldt County prior to, during and after a disaster, the concept also provides for:
 - a. Preparation for, and mitigation of, natural and technological disaster.
 - b. Early warning and alert of citizens and officials.
 - c. Reporting of all natural disasters between levels of government.
 - d. Establishment of the Emergency Operations Center (EOC) and the organization for command and control of emergency response personnel.
 - e. Movement of citizens from disaster danger areas to shelters or safe areas.
 - f. Shelter and care of evacuees.
 - g. Damage assessment reports and procedures.
 - h. Return of evacuees when authorized by the appropriate authorities after the disaster danger has past.
 - i. Recovery operations.
3. The County and all municipalities are signatories to the Iowa Mutual Aid Concept (IMAC). If resources within the county are insufficient for disaster response and recovery operations, mutual aid will be requested from the SEOC, or other local jurisdictions in the State.
4. During disaster operations, numerous private sector and private nonprofit organizations provide resources upon request of the emergency management coordinator and the EOC staff. Included among these are the American Red Cross, the Salvation Army, various church-related groups, United Way, and Chamber of Commerce, etc.

B. Authority

In the event of a natural disaster or any significant emergency affecting the county, the EOC will be activated by the Chairman of the Board of Supervisors, the county sheriff, or the county emergency management coordinator. Upon EOC activation, the emergency management coordinator reports directly to the county EOC and is designated the EOC Director (EOC-D). All county departments and municipal representatives will come under the Operational Control of the EOC-D. The Chairman of the Board of Supervisors or their designated representative shall be the County Disaster Preparedness Officer (CDPO), and will call into session the Executive Policy Group (EPG). The EPG is the decision making body for the EOC. The CDPO will chair the EPG. The EPG, as a minimum, will consist of the Chairman of the Board of Supervisors or their representative, the auditor or his/her representative, and the County Administrative Officer, and the county emergency management coordinator. Others may be added at the discretion of the CDPO.

C. EOC Activation

The county must be able to respond quickly and effectively to developing events. When an event or potential event is first detected, the emergency management agency may initiate Level I activation (monitoring).

When a major or catastrophic emergency has occurred or is imminent, the County Board of Supervisors, or their designated representative, may issue a declaration of a local state of emergency. Such an action will activate immediately all portions of this Plan. In the absence of a local state of emergency, the emergency management coordinator may activate portions of this plan in accordance with the appropriate levels of mobilization to facilitate response readiness or monitoring activities.

After initial activation is accomplished, the CDPO will call together the executive policy group. While emergency response actions necessary to protect public health and safety are being implemented, the executive policy group will convene to provide guidance and direction to the CDPO to facilitate the rapid deployment of resources, fully activate the county's EOC, and implement this plan.

The executive policy group may through the CDPO, direct county evacuations, open shelters, and request state assistance. They may also activate mutual aid agreements with neighboring counties, and may broker mutual aid agreements between municipalities within the county.

1. EOC Activation Levels

To facilitate the use of the EOC for disasters resulting from a variety of hazards, graded levels of response to varying levels of events have been identified. An event may escalate through the different activation levels sequentially.

- **Level I: Monitoring**

Notification shall be made to the appropriate local agencies, municipalities and the Emergency Support Functions (ESFs) who would need to take action as part of their everyday responsibilities.

- **Level II: Activation of Select ESFs and EOC Staff**

Incidents such as storms, down airplane, major accident with multiple injuries, etc. Limited response required.

This will be a **“LIMITED AGENCY ACTIVATION.”** This Level will be determined by the Board of Supervisors or their designee, the sheriff or the emergency management coordinator. The emergency management coordinator will be notified to activate the EOC. All primary or lead ESFs will be notified, but may not be required to staff their ESF station. The EOC will be staffed by representatives of the sheriff’s department, emergency management, emergency medical services, fire/rescue, and communications. The dispatch center shall inform the emergency management coordinator who shall then direct the notification list.

- **Level III: Full Activation**

Catastrophic natural, technological or human-caused disasters that require all call response.

This will be a **“FULL ACTIVATION”** of the Humboldt County Emergency Operations Center and all ESFs. This activation will be determined by the County Board of Supervisors, the sheriff, or the emergency management coordinator.

C. Location(s) of the Emergency Operations Center

When activated for a declared State of Emergency, the EOC serves as the county’s central coordination, command and control point for emergency related operations and activities, and requests for deployment of resources. In the event the primary EOC is threatened, the secondary or alternate EOC will be activated.

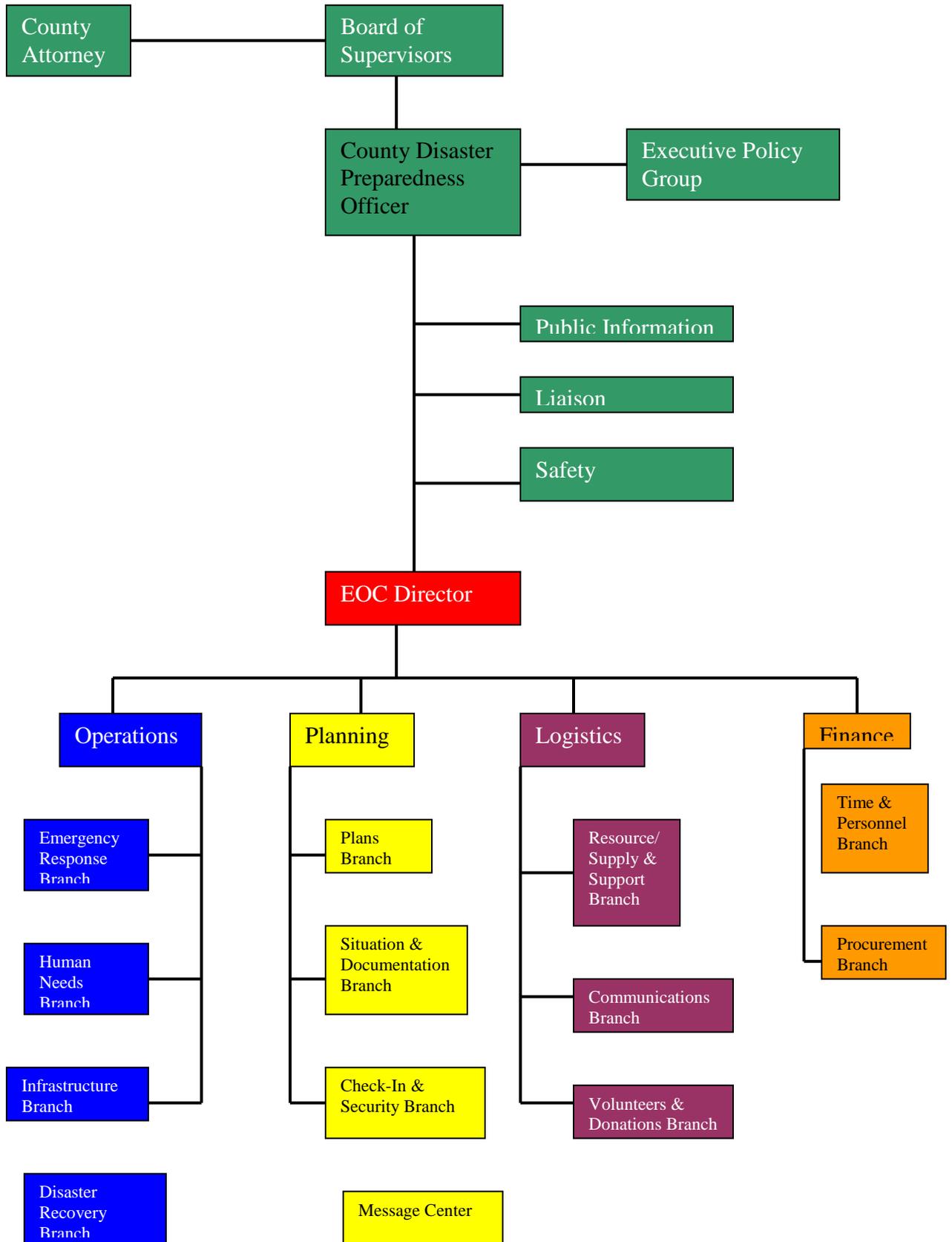
emergency management personnel. Primary notification will be through multiple systems including but not limited to telephones, cell phones, paging systems, computer networks, and radio systems. Each EOC staff member shall be notified that the “EOC has been activated” and that they should immediately report to the EOC. They will also be given a number to contact to verify receipt of this notification.

Emergency management will maintain a current list of all EOC staff positions. EOC staff personnel will immediately report any change in their contact information to the emergency management staff. EOC staffing shortfalls and subsequently identified EOC staffing requirements will be filled by personnel from each of the county departments and personnel from the City of Humboldt. Every department will develop and maintain a contact list of personnel that would be available to fill needed positions within the EOC. Each department will maintain these lists current and provide a quarterly status to emergency management.

E. EOC Roles and Responsibilities

Staffing and responsibilities are as listed below. (See Figure 2)

Figure 2



1. EOC Director

The county emergency management coordinator will normally serve as the EOC Director (EOC-D); however, circumstances may dictate the designation of another individual to serve as the EOC-D. The County Disaster Preparedness Office (CDPO) will then designate the EOC-D. Once designated the EOC-D reports directly to the CDPO. The EOC-D is responsible for EOC activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources.

The EOC-D will:

- Obtain situation briefing from prior EOC-D (if applicable).
- Assess incident situation.
- Conduct initial briefing.
- Activate elements of the EOC staff.
- Brief the EOC staff.
- Ensure planning meetings are conducted.
- Approve and authorize implementation of incident action plan.
- Determine information needs and inform staff personnel of needs.
- Coordinate staff activity.
- Manage event operations.
- Approve requests for additional resources and requests for release of resources.
- Responsible for overseeing the mutual aid process, in coordination with the Liaison Officer.
- Coordinate with Executive Policy Group on event progress.
- Recommend that a “state-of-emergency” be declared when indicated.

2. Liaison Officer

The Liaison Officer is the point of contact for assisting and cooperating agency and municipal representatives. This includes agency representatives from other fire agencies, support agencies, law enforcement, public works, state and federal agencies not yet represented in the EOC, and any teams responding from the State for assistance. The county will respond to local requests for assistance through the EOC Liaison Officer.

The Liaison Officer will:

- Obtain briefing from EOC-D.

- Shall be the point of contact for assisting/cooperating agencies, including those municipal representatives located within the EOC.
- Identify agency representatives from each agency including communications link and location.
- Respond to requests from event personnel for inter-organizational contacts.
- Monitor EOC operations to identify current or potential interagency/organizational problems.
- Coordinate with state assigned liaison officer.
- Maintain Unit Log.

3. Public Information Officer (PIO)

The Public Information Officer is responsible for the formulation and release of information about the event to the news media, other appropriate agencies, and organizations, and the public.

The Public Information Officer will:

- Obtain briefing from EOC-D.
- Contact the jurisdictional agency (if event is not within the unincorporated areas of Humboldt County to offer information coordination.
- Arrange for necessary workspace, materials, telephones, and assistance.
- Prepare for initial information summary as soon as possible after arrival.
- Observe constraints on the release of information imposed by CDPO.
- Obtain approval for release from CDPO.
- Release news-to-news media, post information in designated media information area and in operational area of the EOC.
- Attend meetings to update information releases.
- Arrange for meetings between media and event personnel.
- Respond to special requests for information.
- Provide copies of all news releases to State EOC (SEOC)
- As required establish a Joint Information Center (JIC).

4. Safety Officer

The Safety Officer is responsible for monitoring and assessing hazardous or unsafe situations and developing measures for assuring EOC personnel safety. Although the safety officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required, the officer will generally correct unsafe acts or conditions through the regular line of authority. The officer maintains

awareness of active and developing situations, approves the Medical Plan, and includes safety messages in each Incident Action Plan.

The Safety Officer will:

- Obtain briefing from the EOC-D.
- Identify potentially unsafe situations and pre-plan possible solutions.
- Participate in planning meetings.
- Review Incident Action Plans.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents that have occurred within the EOC or in conjunction with EOC operation.
- Review and approve Medical Plan.
- Maintain Unit Log.

5. Section Chiefs

An individual may be designated as the Section Chief for a number of reasons. The individual may have a statutory responsibility to perform that function, or the individual has developed the necessary expertise to lead that section. Whatever the reason an individual is designated as a Section Chief, they have the necessary contacts and expertise to coordinate the activities support that function. Upon activation of the EOC, the lead agencies for Planning, Operations, Logistics and Finance functions will designate a Section Chief. It is up to the Section Chiefs discretion as to how many support agencies they will to be present with them in the EOC. However, due to the limited space available in the EOC, the attendance of support agencies will be closely coordinated with the emergency management coordinator.

The Section Chief will be responsible for obtaining all information relating to their functional activities and requirements caused by the emergency and disaster response. This information gathering may frequently require the Section Chief to step outside their traditional information gathering protocols. Information gathering and resource request will be coordinated through the Planning Section Chief in the EOC.

Within the EOC, requests for assistance will be tasked to the appropriate Functional Section Chief for completion. The Section Chief will be responsible for coordinating the delivery of that assistance.

The Section Chief will be responsible for identifying the particular resource or resources that will best accomplish the mission and coordinate the delivery of that resource to the local government.

a. Planning Section

The Planning Section is responsible for the collection, evaluation, dissemination and use of information about the development of the event and the status of resources. Information is needed to 1) understand the current situation; 2) predict probable course of incident events; 3) prepare alternative strategies and control operations for the incident. The EOC-D in conjunction with the Planning Section Chief, will issue mission statements to the Operations, Logistics and Finance Section Chiefs, for each identified resource shortfall. The Planning Section is comprised of four branches as follows:

- Plans Branch
- Situation and Documentation Branch
- Check-in and Security Branch
- Message Center

The Planning Section Chief will:

- Obtain briefing from EOC-D.
- Activate Planning Section branches.
- Establish information requirements and reporting schedules for all EOC organizational elements for use in preparing the Incident Action Plan.
- Establish a weather data collection system.
- Supervise preparation of Incident Action Plan.
- Assemble information on alternative strategies.
- Identify need for specialized resources.
- Perform operational planning for Planning Section.
- Provide periodic predictions on event potential.
- Compile and display event status summary information.
- Advise general staff of any significant changes in incident status.
- Supervise Planning Section branches.
- Prepare and distribute EOC-D orders.
- Instruct Planning Section branches in distribution of messages.
- Ensure that normal agency information collection and reporting requirements are met.
- Prepared recommendations for release of resources for submission to the CEO.

- Coordinate taking and processing of calls for service or assistance as follows:

Calls will be taken by the Call-Takers and prioritized according to the following guidelines:

- Priority 1 - Lives endangered – Immediate response required.
- Priority 2 – Timely operational response required.
- Priority 3 – Routine logistical/administrative.
- Priority numbers will be annotated in the appropriate spaces on the Message Forms and routed to the proper section(s) for handling. Request will be logged on the Incident Action Board.

a.1 Plans Branch

The Plans Branch is responsible for 1) coordinating and publishing the Incident Action Plan, 2) assembling information on alternate strategies and 3) providing periodic predictions on event potential.

The Plans Branch Leader will:

- Obtain briefing and special instructions from the Planning Section Chief.
- Prepare predictions at periodic intervals or upon request of the Planning Section Chief.
- Publish the Incident Action Plan.
- Maintain Unit Log.

a.2 Situation and Documentation Branch

The Situation and Documentation Branch is responsible for the collection and organization of incident status and situation information. They are also responsible for the evaluation, analysis, and display of information obtained for use by EOC personnel and upon review by the PIO in coordination with the EOC-D, may provide information for release to the media.

The Situation and Documentation Branch Leader will:

- Obtain briefing and special instruction from Planning Section Chief.
- Prepare and maintain EOC information displays.

- Collect incident data at earliest possible opportunity and continue for duration of incident.
- Post data on work displays and EOC displays at scheduled intervals.
- Participate in incident planning meetings as required by the County Disaster Preparedness Officer.
- Prepare the Incident Status Summary form.
- Provide photographic services and maps.
- Provide resource and situation status information in response to specific requests.
- Maintain Situation Branch records.
- Receive order to demobilize situation unit.
- Dismantle Situation Unit displays and place in storage.
- Maintain a list of expendable supplies that will need to be replenished.
- Maintain Unit Log.

a.3 Check-In/Security Branch

The Check-In/Security Branch ensures that only authorized personnel are given access to the EOC; entrance and exit to the EOC will be strictly controlled. All personnel granted access to the EOC must be badged. Persons will enter EOC through Check-In and/will check out upon leaving or being relieved.

The Check-In/Security Branch will:

- Obtain briefing from the Planning Section Chief.
- Obtain work materials, including Check-in lists and participant badges.
- Issue EOC badges.
- Post sign so that arriving participants can easily find Check-in.
- Post sign so that media can easily find Media Center.
- Record Check-in information on Check-in lists.
- Transmit Check-in information to Planning Section Chief on regular prearranged schedule.
- Ensure that only authorized personnel gain access to the EOC.

a.4 Message Center

The Message Center is responsible for documenting events, initiating messages, determining priority of messages and routing to proper section(s) for handling.

The Message Center Leader will:

- Complete phone extension assignments sheet and give a copy to each person in the EOC.
- Answer calls coming into the EOC and complete Message Form as Needed or forward call to appropriate section.
- Date and time stamp all incoming and outgoing messages.
- Assign priority to messages and route to proper section(s) for action.
- Assign message numbers to messages and log on Message Log.
- Document events on event board and update as appropriate.
- File all EOC/event messages when returned in time-received order.
- Update relief personnel as to Message Center status.
- Demobilize when advised.

b. Operations Section

The Operations Section is responsible for the management of all operations directly applicable to the primary mission. The Operations Chief advocates and supervises response organization elements in accordance with the Incident Action Plan and directs its execution. The Operations Chief also directs the preparation of unit operational plans, requests or releases of resources, makes expedient changes to the Incident Action Plan as necessary, and reports such to the County Disaster Preparedness Officer. The Operations Section is composed of three branches as follows:

- Emergency Response Branch
- Human Needs Branch
- Infrastructure Branch

The Operations Section Chief will:

- Obtain briefing from EOC-D.
- Develop operations portion of the Incident Action Plan.

- Brief and assign operations personnel in accordance with Incident Action Plan.
- Supervise operations.
- Determine need and request additional resources.
- Review suggested list of resources to be released and initiate recommendation for release or resources.
- Report information about special activities, events, and occurrences to the County Disaster Preparedness Officer.

Operations Branches

The Branch Leaders report to the Operations Section Chief when activated. Each leader is responsible for the implementation of the assigned portion of the Incident Action Plan, assignment of resources within the branch, and reporting on progress of the operation and status of resources within the branch.

Operations Branch Leader will:

- Obtain briefing from Operations Section Chief.
- Implement Incident Action Plan for represented branch.
- Review division assignments and incident activities with subordinates and assign tasks.
- Ensure that incident communications and/or resources branch is advised of all changes in status of resources assigned to each branch.
- Coordinate activities with adjacent branches.
- Determine need for assistance on assigned tasks.
- Submit situation and resource status information to Operations Section Chief.
- Resolve logistics problems within branches.
- Participate in development of plans for the next operational period.
- Maintain Unit Log.

Emergency Response Branch

The Emergency Response Branch is responsible for responding to immediate calls for assistance; coordinating and supervising evacuations and conducting search and rescue operations in all emergency situations; providing command, control and coordination of all State and local law enforcement personnel and equipment used to support law enforcement responsibilities; and coordinating the use of military assets supporting the emergency.

Human Needs Branch

The Human Needs Branch is responsible for the opening and staffing of shelters, including the provision of nursing staff, security, and radio communications. The Human Needs Branch is also responsible for the provision of food and water for shelter occupants, and when large mass care is initiated, and the coordination necessary to meet those needs.

Infrastructure Branch

The Infrastructure Branch is responsible for emergency debris clearance, temporary construction of emergency access routes, emergency restoration of critical facilities including potable water, water supply systems, and water for firefighting; emergency demolition or stabilization of structures deemed hazardous to public health; restoration of public facilities, and coordinate the provisions of emergency power and fuel to support response operations as well as provide power and fuel to normalize community function; and coordinate transportation of equipment and personnel.

Disaster Recovery Branch

The Disaster Recovery Branch is responsible for preliminary damage assessment, technical assistance and damage assessment including structural inspections; work with business and industry to maintain economic stability of communities and the county; work with the state and federal organizations to obtain recovery assistance to the county; and draft the After Action Report upon closing of the disaster.

c. Logistics Section

The Logistics Section is responsible for providing facilities, services, and material in support of the event. The Section Chief participates in the development and implementation of the Incident Action Plan, coordinates the activation of the EOC and supervises the branches within the Logistics Section. The Logistics Section is comprised of three branches as follows:

- Resource/Support and Supply Branch
- Communications Branch
- Volunteers and Donations Branch

The Logistics Section Chief will:

- Obtain briefing from EOC-D.
- Plan organization of Logistics Section.
- Assign work locations and preliminary work tasks to section personnel.
- Assemble and brief agency representatives.
- Participate in preparation of the Incident Action Plan.
- Identify service and support requirements for planned and expected operations.
- Provide input to and review communication plan and safety plan.
- Coordinate and process request for additional resources.
- Review Incident Action Plan and estimate section needs for next operational period.
- Ensure Incident Communications Plan is prepared.
- Advise on current service and support requirements.
- Prepare service and support elements of the Incident Action Plan.
- Receive Demobilization Plan for Planning Section.
- Recommend release of unit resources and agencies in conformity with Demobilization Plan.

Resource/Supply and Support Branch

The Resource Branch is responsible for 1) transportation of public to shelters and, when necessary, personnel, supplies, food, and equipment, 2) the preparation and processing of resource status change information, 3) the preparation and maintenance of displays, charts, and lists that reflect the current status and location of resources, transportation, and support vehicles, 4) maintaining a master Check-in list of resources assigned to an incident, 5) support of out-of-service resources, 6) coordination of fueling, service, maintenance, and repair of transportation vehicles, 7) implementing the traffic plan for the incident, 8) placing all orders for supplies and equipment for the incident/event, and 9) receiving and distributing of all supplies and equipment.

The Resource/Supply and Support Branch Leader will:

- Report to and obtain briefing and special instructions from Logistic Section Chief.

- Using the Incident Briefing, prepare and maintain the EOC display including the organizational chart and resource allocation.
- Assign duties to Resource Branch personnel, if applicable.
- Participate in meetings as required by the Logistics Section Chief.
- Gather, post, and maintain incident resource status.
- Gather, post, and maintain resource status of transportation, support vehicles and personnel.
- Maintain master roster of all resources checked in through the EOC.
- Provide resource summary information to Situation and Documentation Branch as requested.
- Dismantle and store Resource Branch displays.
- List expendable supplies that need replenishing.
- Implement traffic plan.
- Support out-of-service resources.
- Arrange for and activating fueling, maintenance, and repair of ground resources.
- Maintain inventory of support and transportation vehicles.
- Provide transportation services.
- Collect use information on rented equipment.
- Requisition maintenance and repair supplies such as fuel and spare parts.
- Obtain necessary agency order forms.
- Establish ordering procedures.
- Establish name and telephone numbers of agency personnel receiving orders.
- Set up filing system for ordering, receiving and distribution of supplies and equipment.
- Place orders in a timely manner.
- Consolidate orders when possible.
- Identify times and locations for delivery of supplies and equipment.
- Maintain inventory of supplies and equipment.
- Establish procedures for receiving supplies and equipment.
- Maintain Unit Log.

Communication Branch

The Communication Branch, under the direction of the Logistics Section Chief, is responsible for supervision of Incident Communications, distribution of communications equipment to EOC personnel, the maintenance and repair communications

equipment and coordination with amateur radio personnel. The person assigned as Communications Unit Leader will coordinate with the Operations Section Chief to ensure that all communication needs are being met.

The primary agency for the Communications Branch is the Humboldt County communications center. The support agencies for communications include:

- Humboldt Dispatch
- Humboldt Amateur Radio
- Humboldt County Emergency Management

The Communications Branch Leader will:

- Obtain briefing from Section Chief.
- Advise on communications capabilities and/or limitations.
- Prepare and implement the Radio Communications Plan.
- Ensure the Incident Communications Center and Message Center is established.
- Ensure communications systems are installed and tested.
- Establish appropriate communications distribution location within the EOC.
- Ensure an equipment accountability system is established.
- Provide technical information as required on:
 - Adequacy of communications systems currently in operation.
 - Geographic limitation on communications systems.
 - Equipment capabilities.
 - Amount and type of equipment available.
 - Anticipated problems in the use of communications equipment.
- Supervise communications activities.
- Maintain records on all communications equipment as appropriate.
- Ensure equipment is tested and repaired.
- Maintain Unit Log.

Amateur Radio Coordinator

The Amateur Radio Coordinator, under the direction of the Communications Unit Leader is responsible for coordinating the installation and testing of amateur radio equipment in the EOC.

The Amateur Radio Coordinator will:

- Obtain briefing from the Branch Leader or Section Chief.
- Advise on communications capabilities and/or limitations.
- Ensure communications systems are installed and tested.
- Provide technical information as required on:
 - Adequacy of communications systems currently in operation.
 - Geographic limitation on communications systems.
 - Equipment capabilities.
 - Amount and type of equipment available.
 - Anticipated problems in the use of communications equipment.
- Maintain records on all communications equipment as appropriate.
- Maintain Unit Log.

Volunteers and Donation Branch

The Volunteers and Donation Branch will coordinate the requirements for volunteers to assist with all phases of the emergency. The branch will coordinate for the housing and delivery of all donated goods for support to the emergency.

d. Finance Section

The Finance Section is responsible for all financial and cost analysis aspects of the incident and for supervising members of the Finance Section. The Finance Section is composed of two Branches; they are respectively, the Time/Personnel Branch and the Procurement/Cost Branch.

The Finance Section Chief will:

- Obtain briefing from the EOC-D.
- Attend planning meeting to gather information.
- Identify and order supplies and support needs for Finance Section.
- Develop operating plan for finance function on incident.
- Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
- Inform Chief Executive Officer and staff when section is fully operational.

- Meet with assisting and cooperating agency representatives as required.
- Provide input in all planning sessions on financial and cost analysis matters.
- Maintain contact with Humboldt County Auditor's Office on finance matters.
- Ensure that all personnel time records are transmitted to home agencies according to policy.
- Participate in demobilizing planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.

Time/Personnel Branch

The Time/Personnel Branch is responsible for personnel time recording.

The Time/Personnel Branch Leader will:

- Obtain briefing from the Finance Section Chief.
- Determine incident requirements for time recording function.
- Establish contact with appropriate agency personnel/representatives.
- Organize and establish time unit.
- Initiate, gather, or update a time report from all applicable personnel assigned to the incident for each operational period.
- Ensure that all employee identification information is verified to be correct on the time report.
- Establish unit objectives, make assignments, and evaluate performance.
- Ensure that daily personnel time recording documents are prepared and comply with the time policy.
- Submit cost estimate data forms to Cost Unit as required.
- Provide for records security.
- Ensure that all records are current or complete prior to demobilization.
- Ensure that time reports are signed.
- Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.
- Brief Finance Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.
- Maintain Unit Log.

Procurement/Cost Branch

The Procurement/Cost Branch is responsible for administrating all financial matters pertaining to vendor contracts and collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the incident.

The Procurement/Cost Branch Leader will:

- Obtain briefing from the Finance Section Chief.
- Contact appropriate branch leaders on incident needs and any special procedures.
- Coordinate with the Humboldt County Auditor Office on cost reporting procedures.
- Obtain and record all cost data.
- Prepare resources-use cost estimate for planning.
- Prepare and sign contracts and use agreements as necessary.
- Establish contracts with supply vendors as required.
- Interpret contract/agreements, and resolve claims or disputes.
- Finalize all agreements and contracts.
- Make recommendations for cost savings to Finance Section Chief.
- Maintain cumulative incident cost records.
- Ensure that all cost documents are accurately prepared.
- Complete final processing and send documents for payment.
- Coordinate cost data in contracts with Finance Section Chief.
- Complete all records prior to demobilization.
- Maintain Unit Log.

F. Emergency Support Function (ESF) Concept

The Federal Response Plan, developed in 1992, describes the basic mechanisms and structures by which the federal government will mobilize resources and conduct activities to augment state and local response efforts. The Plan is designed to address the consequences of any disaster or emergency situation which there is a need for federal response assistance under the authorities of the Stafford Act (Public Law 93-288, as amended). The Federal Response Plan uses a functional approach to group the type of federal assistance that is most likely to be needed under 15 ESFs. Each ESF is assigned a primary agency and support agencies for one or more ESFs on their role and capabilities in a disaster.

Humboldt County has adopted the ESF concept to facilitate coordination with state and federal agencies. The Humboldt County Comprehensive Emergency Operations Plan contains the following ESFs:

Emergency Support Functions

ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works
ESF 4	Fire Operations
ESF 5	Emergency Management
ESF 6	Mass Care
ESF 7	Resource Support
ESF 8	Health and Medical
ESF 9	Search & Rescue
ESF 10	Hazardous Materials
ESF 11	Agriculture and Natural Resources
ESF 12	Energy
ESF 13	Public Safety and Security
ESF 14	Long-Term Community Recovery
ESF 15	External Affairs

G. Humboldt County Emergency Support Function (ESF) Primary Agencies

- **ESF-1 - Transportation**

ESF-1 provides overall coordination of transportation assistance to city/county departments, other governmental and private agencies, and voluntary organizations requiring transportation capacity to perform disaster missions. A primary priority of this ESF will be the coordination of evacuation.

Primary Agency – Humboldt Co-City Bus

- **ESF-2 - Communications**

ESF-2 will assure the provisions of required communications support to operations.

Primary Agency – Humboldt Communications Center

- **ESF-3 - Public Works**

ESF-3 is responsible for emergency debris clearance, temporary construction of emergency access routes, emergency restoration of critical facilities including potable water, water supply systems, and water for firefighting; emergency demolition or stabilization of structures deemed hazardous to public health; technical assistance and damage assessment including structural inspection. This ESF has two primary responsibilities; debris clearance and removal, and restoration of public facilities.

Primary Agency – Humboldt County Engineer's Office

- **ESF-4 - Fire Operations**
 ESF-4 will detect and suppress wild-land, rural and urban fires resulting from or occurring coincidentally with a disaster. All fire personnel will report to this ESF.
Primary Agency – Humboldt Fire Department
- **ESF-5 - Emergency Management**
 ESF-5 will be responsible for the command and control of incident operations and the operation of the EOC.
Primary Agency – Humboldt County Emergency Management
- **ESF-6 - Mass Care**
 ESF-6 will coordinate efforts to provide sheltering, feeding and emergency first aid in the event of a potential or actual disaster; operate a Disaster Welfare Inquiry system regarding status of victims; and coordinate bulk distribution of emergency relief supplies to disaster victims.
Primary Agency – American Red Cross
- **ESF-7 - Resource Support**
 ESF-7 will provide logistical and resource support during the response and early recovery phases to include emergency relief supplies, space, office equipment, office supplies, and telecommunications, contracting services, transportation services and personnel required to support response phase activities.
Primary Agency – Humboldt County Emergency Management
- **ESF-8) - Health and Medical Services**
 ESF-8 will provide a coordinated response to medical needs following a disaster; provide a structure to receive assistance from Disaster Medical Assistance Teams (DMATs) and Volunteer medical personnel.
Primary Agency – Humboldt County Public Health
- **ESF-9 - Search & Rescue**
 ESF-9 activities included developing search patterns and procedures to locate disaster victims in damaged urban areas; and locating, extricating and providing for the immediate medical treatment of victims trapped in collapsed structures.
Primary Agency – USAR

- **ESF-10 - Hazardous Materials**
 ESP-10 will respond to an actual or potential discharge and/or release of hazardous materials.
Primary Agency – Region V HAZMAT Team
- **ESF-11 - Agriculture and Natural Resources**
 ESF-11 will provide a coordinated response to natural disasters, foreign animal diseases or crop diseases that have or will impact agricultural assets, including crop and animal assets with Humboldt County.
Primary Agency – County Extension Service
- **ESF-12 - Energy**
 ESF-12 will facilitate restoration of energy systems following a disaster; coordinate the provisions of emergency power and fuel to support response operations as well as provide power and fuel to normalize community function.
Primary Agency – MidAmerican
- **ESF-13 - Public Safety and Security**
 ESF-13 will provide command, control and coordination of all state and local law enforcement operations.
Primary Agency – Humboldt County Sheriff's Office
- **ESF-14 - Long-Term Community Recovery**
 ESF-14 will be responsible for developing recovery assistance management plan, the business recovery program, managing community assistance programs, and coordinating the contracting of recovery/reconstruction efforts; coordinating economic stabilization; establish long-term recovery goals and developing the after-action and lessons learned reports.
Primary Agency – County Administrative Office
- **ESF-15 - External Affairs**
 ESF 15 will provide emergency information to the general public, and provide information to the media in the event of a disaster.
Primary Agency – County Public Information Officer

IV. Training and Exercises

The Humboldt County Emergency Management Agency is the overall coordinator within Humboldt County for emergency management training and exercises. County departments/authorities, municipalities and all other public and private emergency response agencies bear the responsibility of ensuring their personnel with emergency responsibilities are sufficiently trained. All agencies should take the necessary steps to ensure appropriate records are kept reflecting emergency training received by their personnel.

A. Training Program

1. The Emergency Management Agency will coordinate all disaster preparedness, response, recovery, and mitigation training provided to county personnel by the Iowa Homeland Security and Emergency Division (HSEMD) and FEMA. The emergency management agency will also provide schedules of the HSEMD training courses to appropriate county agencies.
2. Training for local emergency response personnel will be under all-hazards approach to emergency management. Training will ensure that current state and federal concepts on emergency preparedness, response, recovery and mitigation are provided.
3. The emergency management coordinator will be the point of contact for providing and coordinating training on the most current county, state and federal disaster policies and procedures. Representatives from county, municipalities, state and federal agencies in the local area, as well as volunteer agencies (e.g. Red Cross, Salvation Army, etc.) will participate and share information on respective roles and responsibilities during disasters.

B. Exercise Program

1. The emergency management agency ensures county plans and procedures are exercised and evaluated on a continuing basis. Exercise after-action reports will be completed and provided to participating agencies to ensure corrective action is taken. Subsequent exercises will ensure previous discrepancies are reevaluated.
2. Humboldt County's exercise and training program will endeavor to involve all public and private agencies with emergency response functions. Primarily this includes the members of the EOC staff. Emergency management officials of adjoining counties may be invited to participate or observe when appropriate.
3. The emergency management agency will provide disaster exercise assistance to government and non-government agencies as requested. As resources allow, emergency management personnel will participate in hospital and nursing home disaster drills, as coordinated by the hospital and nursing home disaster planning committees.
4. Detailed planning will be accomplished on an interagency basis in preparation for county EOC sponsored exercises. Representatives of each participating agency will develop action items for their EOC participants to resolve during the actual exercise.

D. Exercise and Training Requirements

1. Annually
 - a. Conduct two EOC tabletop exercises, varying scenarios.
 - b. Conduct one or more emergency responder exercise involving mass casualties under various scenarios (e.g. Hazmat, transportation accident, natural disaster, terrorists act, etc.)
 - c. Conduct multi-hazard briefings and training meetings with department heads, municipal officials and all other government heads, and private emergency response agencies.
 - d. Brief elected and key appointed officials on emergency management activities and overall preparedness.
 - e. Conduct severe weather and emergency management seminars as requested.
 - f. Attend Federal Emergency Management Agency and Iowa Homeland Security and Emergency Management courses as subject matter and availability dictate.
 - g. Attend planning meetings as established.
2. On-going training

- a. Conduct disaster-planning meetings with hospitals, nursing homes/assisted living facilities, shelter agencies, emergency transportation representatives and home health care agencies.

V. Public Awareness and Education

- A.** County officials must strive to keep residents informed about disaster preparedness emergency operations and hazard mitigation. Public information in the disaster preparedness/emergency management area is divided into three phases: continuing education, pre-disaster preparation and post-disaster recovery and mitigation.
 - Continuing education is intended to increase awareness of disaster preparedness information.
 - Educate on ways to protect life and property.
 - Inform the public on the availability of further assistance and information.
 - Pre-disaster preparation informs the public of the imminent danger and provides details about evacuation procedures and sheltering.
 - During the post-disaster period, the public is informed about such things as disaster assistance, health precautions, long-term sheltering, etc.
- B.** It is important, especially immediately before and after a disaster, to keep the public informed on all relevant matters to include government decisions, recommendations and instructions. Reliable official information is imperative to ensure against rumors that can cause panic, fear and confusion.
- C.** The County Disaster Preparedness Officer has the overall responsibility for providing disaster preparedness, response and recovery information to the public. The County Public Information Officer (PIO) and the emergency management coordinator, in coordination with the media agencies will ensure that public service announcements are prepared to keep the public informed on disaster preparedness, response and recovery.
- D.** Upon activation of the Humboldt County Emergency Operations Center, the Humboldt County PIO will direct the public information element of the EOC. ESF-15 will serve as the County's representative to all media (TV, radio and newspaper) and as the focal point for all public information.

VI. Plan Development and Maintenance

A. Plan Development

The Humboldt County Comprehensive Emergency Management Plan (CEMP) will be updated and revised in cooperation with all county departments, organizations, corporate partners, and municipalities. The CEMP is a living document and is constantly reviewed and updated to reflect the changing situation and hazards that exist within Humboldt County.

B. Plan Maintenance

As was mentioned above, the CEMP is a living document so maintenance of this plan is on-going.

1. Basic Plan Review

The Basic Plan is updated annually by the Humboldt County Emergency Management Agency and submitted for review and approval to the Iowa Homeland Security and Emergency Management Division every two years.

2. Emergency Support Function Review

The 15 Emergency Support Functions of the CEMP are updated by the primary agency designees. State of Iowa requirements are for 20% of the Response portion of the CEMP be submitted annually so that no part of the plan is more than five years old. EPCRA requirements are for an annual submission of the Hazardous Materials piece of the Response Plan (ESF 10 Hazardous Materials).

3. Incident and Support Annexes

Currently, the CEMP includes the following:

A. Support Annexes

- Mitigation (Local Mitigation Strategy)
- Debris Management
- Private Sector Coordination
- Mass Facilities
- Mass Casualties

- Special Needs Populations
- Volunteer and Donations Management

B. Incident Annexes

- CBRNE Incidents
- Pandemic Influenza
- Foreign Animal Disease
- Severe Weather
- Terrorism Law Enforcement and Investigation

The support and incident annexes will be updated annually and submitted every two years to HSEMD for review and approval.

VII. References and Authorities

A. Federal

1. Public Law 103-337, which reenacted the Federal Civil Defense Act of 1950 into the Stafford Act
2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act (PL100-707 which amended PL 93-288)
3. Public Law 106-390, Disaster Mitigation Act of 2000
4. FEMA Public Assistance Guide (FEMA 322)

B. State

1. Iowa Code Chapter 29C
Iowa Mutual Aid Compact (IMAC), Iowa Code Chapter 29C.22
2. Iowa Code Chapter 30

VII. Appendices

County Government Organization

The affairs of Humboldt County are managed by a five-member elected Board of Supervisors. Their authority extends to all unincorporated areas of the county.

Dakota City is the county seat and functions under the mayor/council system. The city council consists of a mayor and five council members. Day-to-Day affairs of the city are under the direction of a city administrator.

The other communities in the county also use the mayor/council form of government. The councils consist of a mayor and five council members.

GLOSSARY OF TERMS AND ACRONYMS

Allocation: The process of designating where evacuees or shelterees would go for protective shelter, temporary lodging, or feeding.

Armed Violence - a hazard classification that encompasses civil disturbance, terrorism, and military conflict.

Assessment (Radiological): The interpretation of radiological measurement in such a way that the measurements can form a basis for decision-making. Assessment can include making dose or effect predictions and advisory actions that might be taken to minimize harmful effects. Assessment Actions imply measures outlined in the Environmental Protection Agency Manual of Protective Action Guides and Protective Actions for Nuclear Incidents.

Capability Assessment - an evaluation of the ability of the jurisdiction to effectively utilize the emergency management resources present. A part of the capability of a community could be an organized police and fire department and the training and talent of the personnel.

CHEMTREC - Chemical Transportation Emergency Center: Located in Washington D.C., this facility, sponsored by the chemical industry, provides 24-hour assistance in dealing with chemical transportation emergencies.

CSP - Community Shelter Plan: A document that enables a local government to give its people the answers to questions, "Where do I go for shelter?" and "What do I do?" when the warning sounds. The CSP designates specific shelters to be used by people working or living in specific areas of the community, thus allocating the people to the best available protection.

Critical Worker: An individual from the hazard area whose skills or services are required to continue operation of vital facilities and activities that will provide goods and to secure the hazard areas to insure continuance of vital industry, protection of public property, and preservation of the economic system.

Decontamination: The reduction or removal of contaminating radioactive or chemical material from a structure, area, object, or person.

DAC - Disaster Assistance Center: A location established in a disaster area which houses all federal, state, and local agencies that deal directly with the needs of the individual victim. DACs are established only after a Presidential Declaration.

Disaster/Emergency - an event that causes or threatens to cause loss of life, human suffering, public and private property damage, and economic and social disruption. Disasters and emergencies require guidance and resources that are beyond the scope of local agencies in routing responses to day-to-day emergencies and accidents, and may be of such magnitude or unusual circumstances as to require response by several or all levels of government; federal, state, and local.

Electromagnetic Pulse (EMP) - the release of electromagnetic radiation as a result of the detonation of a nuclear device. The radiation interacts with the earth's atmosphere, producing electrons, which subsequently generate electromagnetic waves, which severely affect electrical power and radio frequencies.

Emergency Alert System - EAS : The Emergency Alert System is composed of AM, FM, and TV broadcast stations and nongovernmental industry entities operating on a voluntary, organized basis during emergencies at the national, state, or operational levels.

Emergency Clinic: A temporary facility established to render out-patient medical care for relocatees.

Emergency Hospital: A temporary facility established to care for hospital patients when the capacity of the existing medical facilities are exceeded.

Emergency Medical Technician - EMT: An individual who has completed the required training and is licensed by the State of Iowa to perform emergency basic life support functions.

Emergency Operating Center - EOC: a facility in which command and control functions are carried out during times of emergency or disaster.

EOC Staff: The County Emergency Management Coordinator and members of the County and/or municipal government tasked to operate the Emergency Operating Center during disasters. Also includes key coordinating and supporting staff positions that function during disasters such as: EOC Communications Officer; Public Information Officer; Medical Coordinator; etc.

Emergency Public Information - EPI: Information concerning individual actions, which will be made available to affected residents, transients, and evacuees in an emergency to insure their safety and well-being.

Emergency Worker: A person or persons who are primarily responsible for carrying out emergency functions. Emergency functions include radiological monitoring, fire fighting services, law enforcement, medical and health services, rescue activities, area security, communications, evacuation measures, social services, and other related functions assigned by competent authority to protect the health, safety, and property of the general populace.

Executive Group: The control group in the Emergency Operating Center during emergency operations. Consists of the Chief Executives (Mayor, County Board Chairman, etc.) of the affected jurisdictions and/or their deputies.

Federal Agency: Any department, independent establishment, government corporation, or other agency of the executive Branch of the Federal Government, including the United States Postal Service, but shall not include the American Red Cross.

Federal Agency Disaster Designation: Certain federal agencies have programs under their own authorities which allow them to provide assistance without a Presidential Declaration.

Federal Coordinating Officer - FCO: The person appointed by the Associate Director, Federal Emergency Management Agency, who operates under the Regional Director, FEMA, to coordinate federal assistance in a major disaster.

Federal Emergency Management Agency - FEMA: The federal agency charged with development of an Integrated Emergency Management System and with supporting Emergency Management and Disaster Assistance efforts at all levels of government.

Governor's Authorized Representative: The person named by the Governor in the Federal-State Agreement to execute on behalf of the State all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of applications for public assistance.

Governor's Proclamation - State of Disaster Emergency: The Governor has found that a disaster has occurred or that the occurrence or threat thereof is imminent with the state or any part thereof, and he has activated the disaster response and recovery aspects of state, local and interjurisdictional organizations for the purpose of aiding the affected individuals and local governments.

Hazard - a potential natural or technological force or event that could cause damage to life, property or environment or create a disaster.

Hazard Analysis - the name of a process for determining the emergency management needs of a jurisdiction. It is a series of steps or activities which include the concepts of Hazard Identification, Vulnerability Analysis and Risk Analysis. The hazard analysis identifies potential hazards, estimates how serious the hazards are and establishes planning priorities. It provides a factual basis for planning and the necessary documentation for planning and response efforts.

Hazard Identification - the process of deciding which hazards have the potential of affecting your jurisdiction. Inventory of hazards.

Hazard Area: A specified area directly affected by a disaster, or with high probability of being affected by specific hazards.

Hazardous Materials - HazMat: Substances which, if released in an uncontrolled manner (i.e., spilled), can be harmful to people, animals, property, and/or the environment.

Health Physics Professional: A person who is registered with or meets the qualifications of registration as a Plenary Member with the Health Physics Society, 1340 Old Chain Bridge Road, McLean Virginia 22101.

Incident Command Terms:

I.C. (Incident Command/Management): individual that takes responsibility for control of incident

- system can be expanded and reduced as the need arises. Any responsibility not delegated belongs to Incident Commander. Any time there are more than seven sectors needed, an operation officer should be appointed.

Sector/Division Officer: individual who has the responsibility of managing a particular area of response (i.e., fire, EMS, law enforcement) and reports directly to incident commander - multiple sectors are often assigned.

Safety Officer: individual that coordinates and secures safety at scene.

Rehabilitation Officer: individual that is responsible for firefighting accountability and assembles and disassembles strike team.

Strike Team: crew of responders that are given a particular task.

Staging Officer: individual that is responsible for staging equipment and apparatus. Also advises incident commander of inventory.

Information Center - IC (Local): Located at or near the Emergency Operating Center (EOC). Information is compiled and verified as factual before releases. Concerned with the confirmation of information and rumor control.

ICU: Intensive Care Unit

Inquiry Center (Local): A location separated from the Emergency Operating Center which information requests from the public can be handled. Special Disaster Information telephone numbers are published relieving pressure on the Emergency Response System. This term is synonymous with "Rumor Control".

Integrated Emergency Management System - IEMS: A concept introduced by the Federal Emergency Management Agency (FEMA) to develop and maintain a credible emergency management capability nationwide by integrating activities along functional lines at all levels of government and, to the fullest extent possible, across all hazards.

Implementation of the Plan - to put the plan into effect by testing and updating the plan and integrating it into the overall preparedness of the jurisdiction. The Emergency Management Coordinator may take the lead in implementing the plan. The is implemented when each agency, department, or organization recognize their responsibilities in the plan.

Key Personnel: Those officials of local government and other agencies and organizations who have primary functional responsibilities under this plan.

Lodging Facilities (Congregate Care): Public or private buildings in designated reception areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as a protective or fallout shelter.

Mass Casualty Incident - MCI: An incident, emergency, or disaster which generates sufficient casualties where:

1. The number of patients and the nature of their injuries make the normal level of stabilization and care unachievable, or
2. The number of Emergency Medical Technicians and ambulances that can be brought to the field within the time allowed is not enough, or
3. The stabilization capabilities of the hospital are insufficient to handle all the patients.

Media Release Point (Local): Designated location for release of information from the Information Center (IC) to the general media for dissemination to the public. May be located at or near the Information Center.

Medical Control: The term used to designate overall command of medical treatment field operations.

Mobile Assistance Team: Personnel from federal, state, local, and private relief agencies which conduct meetings throughout an affected area to immediately aid victims or refer victims to where assistance may be available.

Mutual-Aid Agreements: a formal, written agreement between organizations, either public or private, for reciprocal aid and assistance in case of disaster too great to be dealt with unassisted or when local resources are inadequate or exhausted.

National Emergency: An emergency declared by the President of the United States or Congress pursuant to applicable federal law finding that an attack upon the United States has occurred or is anticipated and that national safety requires the invocation of the emergency authority provided for by federal law.

National Security - events which include large scale natural disasters, technological disasters or terrorism, nuclear attack, biological warfare or conventional warfare which threatens the stability and security of the nation.

Presidential Emergency Declaration: Is issued when the President has decided that a catastrophe, in any part of the United States, requires federal emergency assistance to supplement state and local efforts to save lives and protect property, public health and safety, or to avert or lessen the threat of a natural disaster which because of the pressure of time or because of the unique capabilities of a federal agency, assistance can be more readily provided by the federal government.

Presidential Major Disaster Declaration: Is issued when in the determination of the President, a catastrophe causes damage of sufficient severity and magnitude to warrant federal assistance under PL 93-288 or subsequent legislation, above and beyond emergency services provided by the federal government to supplement the efforts and available resources of states, local governments, and other relief organizations in alleviating the damage, loss, hardship, or suffering as a result of the catastrophe.

Preventive Measures: An action deemed necessary to provide protection to the public which occurs prior to actualization of a specific threat. Generally associated with complex or time consuming actions.

Protective Shelter: Any shelter with the capability to protect individuals, animals, or equipment from the effects of hazards such as tornadoes, blast, fire, initial radiation, and fallout. Some additional terms associated with protective shelters are:

- A. Expedient Shelter: Any shelter constructed in an emergency or crisis period on a crash basis by government, individuals or single families.
- B. Fallout Shelter: A habitual structure, facility, or space used to protect its occupants from radioactive fallout. Criteria include a protection factor of 40PF or greater, a minimum of 10 square feet of floor space per person, and at least 3 cubic feet of fresh air per minute per person when capacity is based on minimum space requirements. In unventilated underground space, 500 cubic feet of space per person is required.
- C. Upgradeable Shelter: Shelter space obtained by taking actions to improve fallout protection in existing facilities and spaces; usually accomplished by adding mass overhead and to walls through use of earth and other materials to establish a protection factor of PF 40 or better.

Public Information Officer: The public information activities are directed by the Public Information Officer (PIO). The PIO is responsible for the collection, coordination, and dissemination of emergency public information material to the resident and transient population.

Radiological Emergency: A radiological/nuclear incident/accident which requires immediate action to save lives, to protect public health, to preserve property, or to reduce or avoid an increase in the threat resulting from the incident/accident.

Radiological Monitoring: The use of detection equipment to determine the levels of radiation or the presence and concentration of radioactive contamination to include the planning and data collection necessary to the task.

Radiological Protection: The organized effort, through warning, detection, and preventive or remedial measures, to minimize the effect of nuclear radiation on people and resources.

Reception Area: A specified area designated for reception and care of evacuees that is unaffected by the disaster, or hazard, or in the case of possible nuclear attack is relatively unlikely to experience direct weapons effects (blast of 2 psi or more, heat, and initial nuclear radiation).

Risk probability - the likelihood that the potential hazard will occur.

Roentgen: The unit of exposure from X or gamma rays.

Roentgen Equivalent Man - REM: A special equivalent or radiation dose equivalent.

Standard Operating Guidelines - SOG: A ready and continuous reference to those guidelines which are unique to a situation and which are used for accomplishing specialized functions.

Standard Operating Procedures - SOP: A ready and continuous reference to those procedures which are unique to a situation and which are used for accomplishing specialized functions.

State Coordinating Officer SCO: The person appointed by the Governor to act as the state representative for state assistance and to coordinate with the Federal Coordinating Officer.

Technological disaster - loss of life-lines that people depend upon such as electricity, natural gas, and transportation, or accidental release of chemical, biological or nuclear substances.

Traffic Control Points: Places along evacuation routes that are either manned by law enforcement personnel or volunteers, or marked with barricades to direct and control movement to and from the area being evacuated.

Triage: A system of assigning priorities of medical treatment to the injured and/or ill on the basis of urgency, chance of survival, etc.

Vulnerability - susceptibility of life, property, and environment to injury or damage. If people or structures can be damaged by a hazard's impact, they are vulnerable.