

## **Section 3: Direction and Control**

### **General Information**

#### **I PURPOSE**

To describe in general how direction and control of Swift County's response to a disaster will be accomplished.

#### **II OFFICIALS RESPONSIBLE FOR DIRECTION AND CONTROL (\*13)**

County Board of Commissioners: The Swift County Board of Commissioners is ultimately responsible for providing direction and control of county government resources involved in the response to a disaster. The line of succession to the Swift County Board of Commissioners is as follows:

1. Chairperson Swift county Board of Commissioners
2. Vice-Chairperson Swift County Board of Commissioners
3. Other Commissioners in order of seniority
4. County Administrator

Swift County Emergency Manager: The Swift Emergency Manager will implement this plan, and will coordinate emergency operations. The line of succession to the Swift County Emergency Manager is as follows (\*21):

1. Swift County Emergency Manager
2. Swift County Sheriff / Assistant Emergency Manager
3. Swift County Chief Deputy / Assistant Emergency Managers
4. Other Swift County personnel with appropriate training and experience

#### **III DIRECTION AND CONTROL FACILITIES**

For Emergencies / Limited Scope Disasters: The National Incident Management System (NIMS) will be established to direct initial response to the event. If organizational control of the incident escalates beyond the capability of field command, the Swift County Emergency Operations Center (EOC) will be activated.

For Disasters: Direction and control of Swift County's response to a disaster will be carried out at an Emergency Operations Center (EOC). The primary EOC is located in the basement meeting room of the Swift County Sheriffs Office. The alternate EOC is located in the Board Room at the Swift County Courthouse. For additional documentation see Page 3-6.

# **Standard Operation Guide to Section 3: Direction and Control**

## **I INCIDENT COMMAND SYSTEM/MN INCIDENT MANAGEMENT SYSTEM (\*20)**

Any event in Swift County utilizing multi-jurisdictional response will use the incident command system. Swift County will use the unified command system including Law Enforcement, EMS, Fire, and other individuals deemed necessary in the command process. Although the Sheriff is ultimately responsible for all instances occurring outside the incorporated municipal limits, the expertise of other individuals will also be utilized.

## **II EMERGENCY OPERATIONS CENTER AND COMMAND POSTS**

A listing of EOCs and available command posts can be found in supporting document Page 3-6.

## **III ACTIVATION AND STAFFING (#20, #22)**

1. The Emergency Manager will be responsible for managing the operation of the Primary/Alternate EOC. In the event the Primary EOC must be relocated, he/she will make arrangements for the timely relocation to the EOC.  
The Pri/Alt EOC will make every attempt to be operational within two hours after notification by the Emergency Manager. In the interim, the PSAP will handle all emergency calls. Every attempt will be made for earlier operation. (\*20, \*22)
2. Staff will be told to report on an as needed basis only. A listing of suggested EOC staff can be found in supplemental document on Page 3-5.
3. Each EOC Service Chief will be responsible for activation of their support staff and any additional specialty equipment they may require.
4. When the decision is made to activate the EOC the Sheriff will immediately assign personnel as needed to provide security.

## **IV ADDITIONAL INFORMATION IS OUTLINED IN THE FOLLOWING**

<b>Supporting Documents</b>	<b>Page</b>
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EOC / Command Post Staffing.....	3-16
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## **Section 3: Direction and Control**

### **Readiness Conditions**

#### **Readiness Condition 3**

This condition depicts a worsening international situation to a point that a possible break in those relations may occur. This information would be received by the Federal Emergency Management Agency (FEMA) through the national warning system (NAWAS). The following actions are to be taken:

1. The Swift County Sheriff will notify the Emergency Manager.
2. The Emergency Manager will notify the Chairperson of the Swift County Board of Commissioners and the Chairperson will notify the board.
3. The Emergency Manager will notify key staff personnel.
4. The Emergency Manager will advise the public information officer to inform the public that emergency procedures are being reviewed by the County and local government. No public action will be required.

#### **Readiness Condition 2**

This condition depicts a serious deterioration of internal relations, a possible breach of those relations, and a possibility of hostile actions. This information would be received from FEMA through NAWAS. The following actions are to be taken:

1. The Swift County Emergency Manager will notify the Chairperson of the Swift County Board of Commissioners and the Chairperson will notify the board.
2. The Emergency Manager will notify key personnel and place them on standby basis.
3. The Emergency Operations Center will be activated and placed on a standby basis.
4. The Public Information Officer will notify the public as to the situation and the actions local government is taking to be prepared.
5. The public should be further advised to review their individual and family emergency plans.
6. The Federal Authorities may direct implementation of evacuation of people from potential target areas.

## **Section 3: Direction and Control**

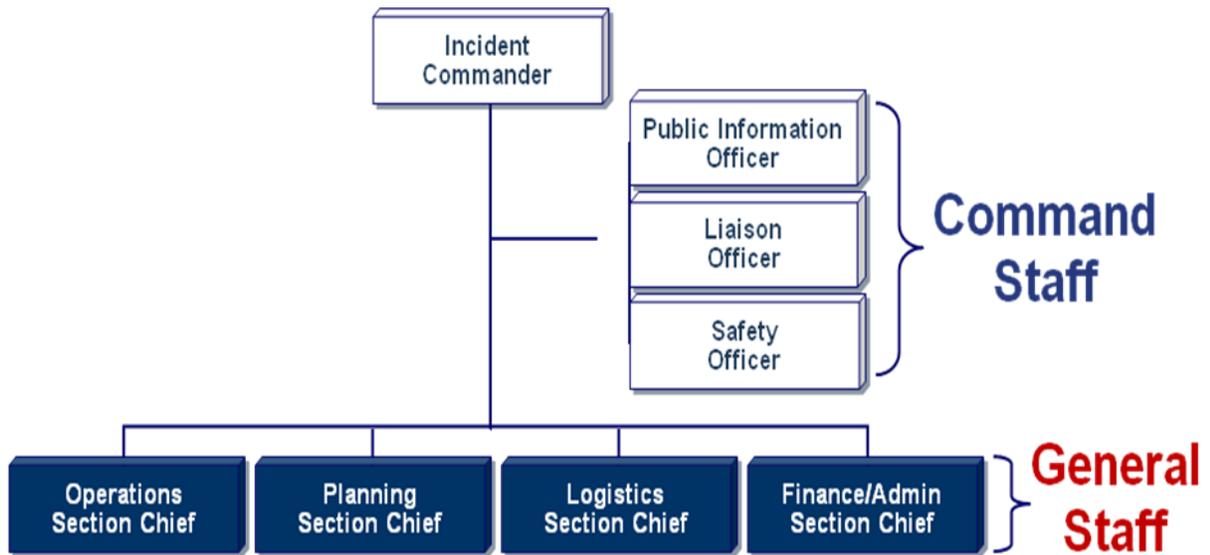
### **Readiness Conditions**

#### **Readiness Condition 1**

This condition depicts a situation where the President of the United States has advised the Governor of Minnesota and the general public that war is imminent or hostilities may have already occurred. Warning procedures via NAWAS may be received prior to or concurrent with Readiness Condition 1. The following actions are to be taken:

1. The Chairperson of the Swift County Board of Commissioners will convene the board in an emergency session.
2. The Emergency Operations Center will be activated for 24-hour operation.
3. Key personnel will be fully mobilized.

### Section 3: Direction and Control NIMS Structure



### Section 3: Direction and Control

#### ICS / NIMS Staffing (\*24)

The following are positions that could be staffed at the E.O.C. during an emergency. Any position not staffed will be the responsibility of the person above in the outline. Suggested personnel can be found in the Resource Manual.

Position	Assigned To	Time
Incident Commander / EOC Chair*	_____	_____
Logistics Chief*	_____	_____
Finance/Administration Chief*	_____	_____
Planning Chief*	_____	_____
Operations Chief*	_____	_____
Public Information	_____	_____
Liaison Officer*	_____	_____
Safety Officer*	_____	_____
Volunteer Agencies	_____	_____

\*Designates individuals who may be delegated with the authority to contact state and federal agencies for assistance. This information should be shared with any state or federal EOC, as soon as possible, to expedite acquiring assistance.

Any state or federal individuals, responding to the emergency, need to be directed to the Liaison Officer.

Also see supporting documents Pages 3-16 to 3-21 for forms to assist in these operations.

### Section 3: Direction and Control

#### ICS / MIMS Staffing During Extended Emergency (\*24)

The following are positions that could be staffed during an extended emergency. Any position not staffed will be the responsibility of the person above in the outline.

Position	Assigned To	Time
<u>Logistics Chief*</u>	_____	_____
Service Branch Leader*	_____	_____
Communications Officer	_____	_____
Medical Officer	_____	_____
Food Officer	_____	_____
Support Branch Leader*	_____	_____
Supply Officer*	_____	_____
Facility Officer	_____	_____
Ground Support Officer	_____	_____
 <u>Planning Chief*</u>	_____	_____
Resource Branch Manger	_____	_____
Situation Status Leader	_____	_____
Documentation Leader	_____	_____
Demobilization Leader	_____	_____
Technical Specialists	_____	_____
 <u>Finance Administration Chief*</u>	_____	_____
Time Leader	_____	_____
Procurement Leader*	_____	_____
Compensation	_____	_____
Cost Unit Leader*	_____	_____

\*Designates individuals who may be delegated with the authority to contact state and federal agencies for assistance. This information should be shared with any state or federal EOC, as soon as possible, to expedite acquiring assistance.

Any state or federal individuals, responding to the emergency, need to be directed to the Liaison Officer.

See also supporting documents Pages 3-16 to 3-21 for forms to assist in these operations.

## **Section 3: Direction and Control**

### **EOCs and Command Posts (\*20, \*22, \*23)**

#### **Primary Emergency Operations Center**

- Location:** Basement Meeting Room  
Swift County Sheriffs Office  
301 14<sup>th</sup> Street North  
Benson, MN 56215
- Contact:** Swift County Emergency Management Director (phone or cell phone)
- Emergency Power:** One 100 Kilowatt engine driven generator
- Water Supply:** City Water
- Medical Supplies:** Available from Appleton and Swift County Benson Hospitals
- Miscellaneous:**
1. Secure and / or outside access
  2. 24-hour phone capability - primary
  3. Handicap accessible
  4. Emergency power
  5. Water supply
  6. Staff feeding
  7. Maps, operating equipment, status boards, and report forms
  8. Medical supplies
  9. Bathroom facilities
  10. Outside/inside ventilation systems
  11. Fuel reserves
  12. Back up communication – two way radio/cell phone
  13. Time needed for both primary and alternate E.O.C. to become functional: one and one-half hours

Note: If the disaster has a direct impact on the Swift County Courthouse, the E.O.C. would be moved to the Benson City Office.

## **Section 3: Direction and Control**

### **EOCs and Command Posts**

#### **Primary Operations Center Layout**

Currently, the basement meeting room of the Swift County Law Enforcement Center services as the EOC.

1. Secure location
2. Emergency stand-by power
3. Telephone
4. NIMS charts, status boards, maps

## SWIFT COUNTY EOC

### **Ceiling Power Cords and Telephone Boxes**

On the ceiling in approximately the center of the room, there are two labels “Emergency Operations Center Access”.

Remove the ceiling tiles.

Drop the power cords and telephone boxes.

Unplug the following phones and plug them into the appropriate jack with the corresponding phone name:

John’s – Ext 229

Judd’s – Ext 226

Kim’s – Ext 228

Telephone by radio in Records – Ext 224

Wait for 30 seconds for the day and time to display before using the phones.

If extra lines needed, Call Sprint Telephone at 1-800-215-8037. Tell them to immediately activate telephone lines

320-843-9961

320-843-9962

320-843-9965

320-843-9967

Single line phones are stored in the cabinet in the Elevator Room.

Plug the single line telephones into the locations marked XXX-XXXX. This will allow the above new telephone numbers to work on these phones.

### **North Wall Phone Jacks**

There are two wall jacks. One is the wall phone already in place, Ext. 234; the second is the phone jack between the two doors.

Flip the switch on the dispatch radio console to “EOC”.

Plug in the “typewriter” telephone into the jack between the two doors.

Wait 30 seconds for the day and date to display before using the phone.

### **South Wall Phone Jacks**

Designated as Dispatch 1 and Dispatch 2. These phones are designated as extra dispatch extensions. There are no switches to flip to make these jacks active.

Any 24-button sheriff’s department phone can be plugged in either of these jacks.

Wait 30 seconds for the day and date to display before using the phone.

## **East Wall Phone Jacks**

Designated as:

Ext 223 – Marlene’s Phone (Switch #10)

Fax – (Switch #9)

Computer Modem

Flip the switch on the dispatch radio console to “EOC”.

Plug Marlene’s phone and/or fax machine into the jack designated.

Wait 30 seconds for the day and date to display before using the phone.

## **West Wall Phone Jacks**

Designated as

Squad 1 – Ext 230 (Switch #12)

Squad 2 – Ext 231 (Switch #13)

Flip the switch on the dispatch radio console to “EOC”.

Unplug the squad room phones and plug them into the appropriate jack.

Wait 30 seconds for the day and date to display before using the phone.

## **Answering 911 in the EOC**

Flip the switch on the dispatch radio console to “EOC”.

Plug in a standard telephone in the SOUTH wall jack marked Benson 911. A multi button phone WILL NOT work at this location.

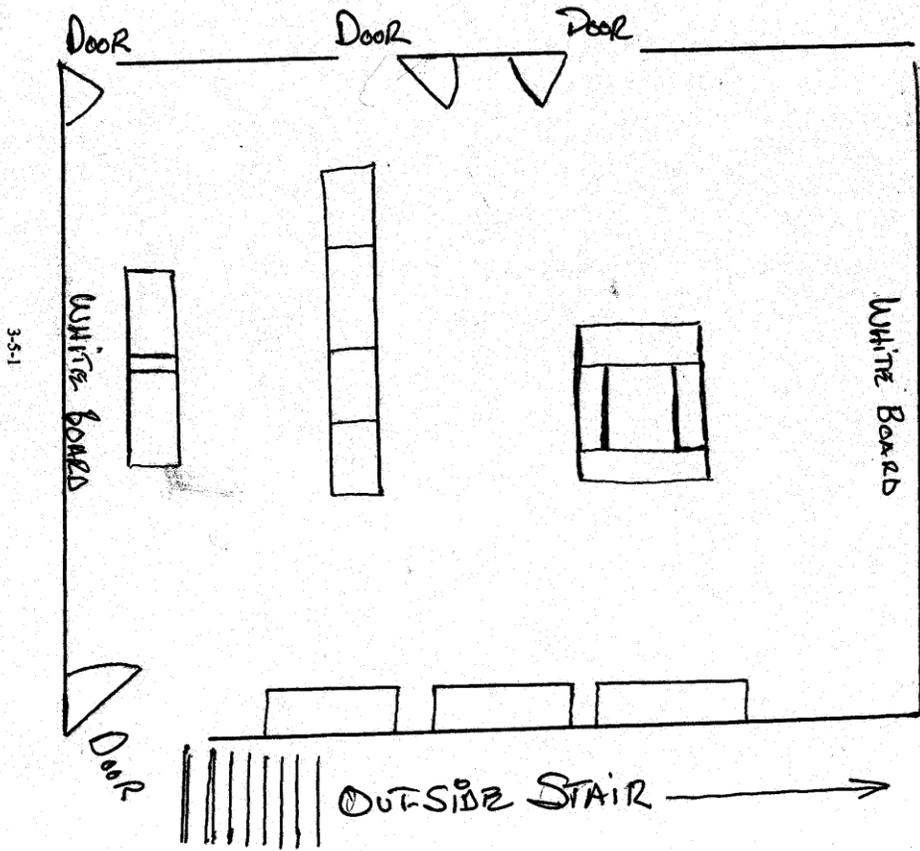
This will allow 911 calls from Benson, Appleton, Kerkhoven (Murdock), Danvers, and Holloway to be answered at this location.

Only one 911 call can be in use at one time at this phone.

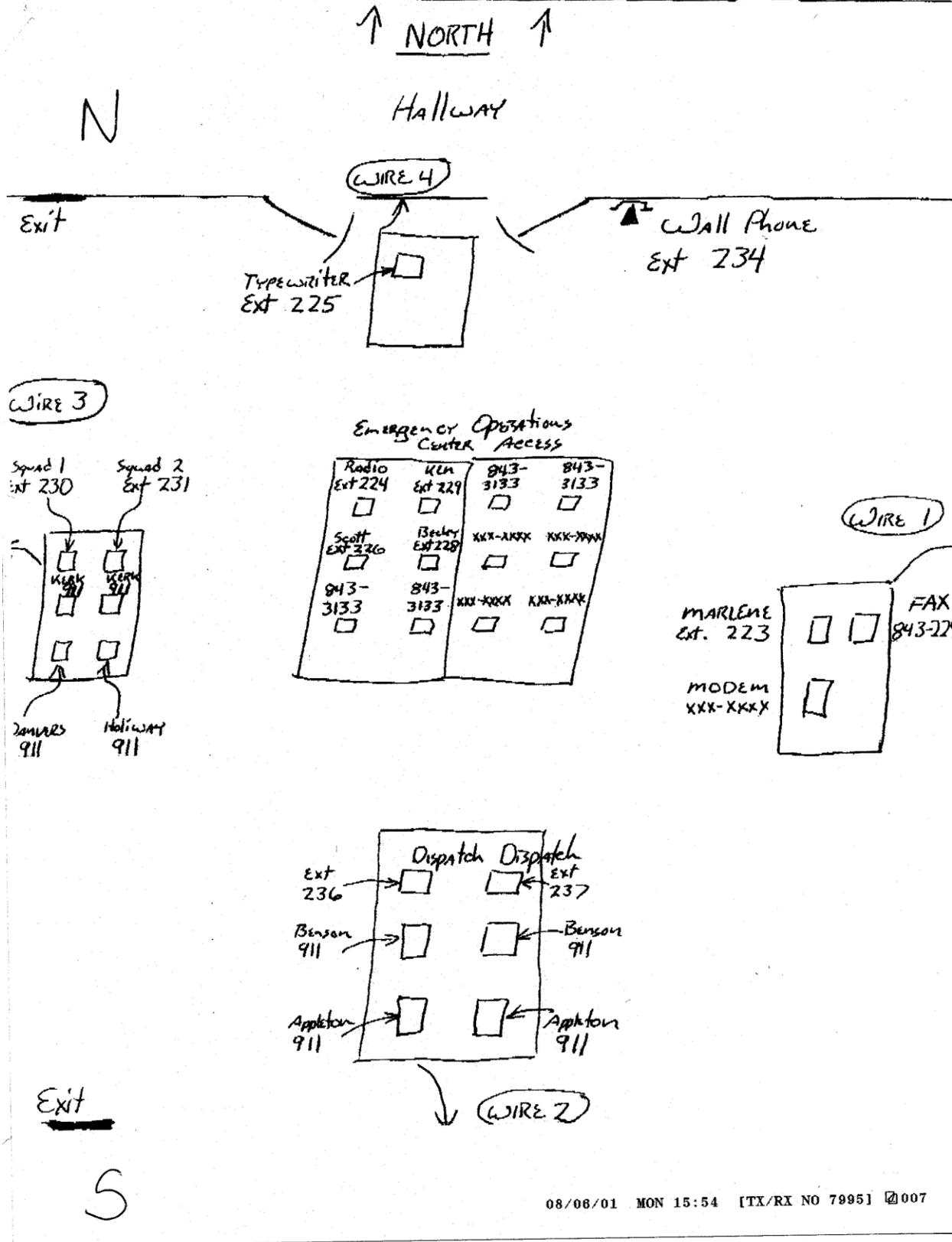
No caller information is displayed.

If this phone is answered after the second ring, caller information will be received by the equipment in the dispatch center.

# Section 3 EOC Map



# Section 3 EOC Map Continued



### **Section 3: Direction and Control** **EOCs and Command Posts**

#### **Alternate Emergency Operations Center**

<b>Location:</b>	_____
<b>Contact:</b>	Emergency Management Director
<b>Emergency Power:</b>	One 100 Kilowatt engine driven generator
<b>Sq. Ft.:</b>	Two rooms, 20' x 20'
<b>Water Supply:</b>	City Water
<b>Cooking Abilities:</b>	Contract with local restaurant
<b>EOC Equipment:</b>	In facility: Including radios, telephones, phone lines, tables, chairs, maps, office supplies, etc.
<b>Medical Supplies:</b>	Available from Appleton and Swift County Benson Hospitals
<b>Miscellaneous:</b>	<ol style="list-style-type: none"><li>1. Secure and / or outside access</li><li>2. 24-hour phone capability</li><li>3. Handicap accessible</li></ol>

## **Section 3: Direction and Control**

### **EOCs and Command Posts**

#### **Alternate Emergency Operations Center Layout**

E-Comm trailer

By policy, the E-Comm trailer is to be used as:

1. Alternate EOC
2. Mobile Command Post

#### **CAPABILITIES**

1. Radio equipped
2. Telephone ready
3. Paging
4. Computer ports
5. Mobile

### **Section 3: Direction and Control** **EOC / Command Post Staffing (\*24)**

The following is suggested staffing of the EOC or alternate EOC\*

<b>Position</b>	<b>Title</b>
Incident Commander	Swift County Sheriff Swift County Chief Deputy Other County Personnel with appropriate training Appleton/Benson Chiefs of Police Swift County Fire Chief
Health / Medical	Countryside Public Health County Coroner
Fire Protection	Fire Chief from appropriate city
Damage Assessment	County Assessor
Congregate Care	Swift County Human Services Red Cross Salvation Army
Debris Clearance	County Engineer/Environmental Services
Utilities Restoration	Local Utilities Companies

\* If the alternate E.O.C. is the E-Comm trailer, the focus will need to be short term and limited so as not to exceed space capabilities.











