

ANNEX N

Direction and Control

City of San Benito



APPROVAL & IMPLEMENTATION

Annex N

Direction & Control


Animal Control Supervisor

03-30-2020
Date


EMC

3-30-2020
Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the first signature block is used by the individual having primary responsibility for this emergency function and the second signature block is used by the Emergency Management Director or the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex may sign the annex.

ANNEX N
DIRECTION AND CONTROL

I. AUTHORITY

Refer to Section I of the Basic Plan for general authorities.

II. PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary to accomplish direction and control for this jurisdiction. This annex describes our concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

III. EXPLANATION OF TERMS

DDC	Disaster District Committee
DHS	U.S. Department of Homeland Security
DPS	Department of Public Safety
DSHS	Department of State Health Services
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
TDEM	Texas Division of Emergency Management
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
SOP	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System

IV. SITUATION & ASSUMPTIONS

A. Situation

1. Our community is vulnerable to many hazards, which threaten public health and safety and public or private property. See the general situation statement and hazard summary in Section IV.A of the Basic Plan.
2. Our direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that **may**

begin with a single response discipline and could expand to multidiscipline requiring effective cross-jurisdictional coordination. These emergency situations include:

a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

- 1) Involves a limited area and/or limited population.
- 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
- 3) Warning and public instructions are provided in the immediate area of the incident, not community-wide.
- 4) Typically resolved by one or two local response agencies or departments acting under an incident commander.
- 5) Requests for resource support are normally handled through agency and/or departmental channels.
- 6) May require limited external assistance from other local response agencies or contractors.
- 7) For the purpose of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.

b. Emergency. An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

- 1) Involves a large area, significant population, or important facilities.
- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- 3) May require community-wide warning and public instructions.
- 4) Requires a sizable multi-agency response operating under an Incident Commander. The EOC may be activated.
- 5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
- 6) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."

c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:

- 1) Involves a large area, a sizable population, and/or important facilities.
- 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
- 3) Requires community-wide warning and public instructions.
- 4) Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICP) may be activated.
- 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- 6) For the purposes of the NRF a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the

President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.

- d. Catastrophic Incident. For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities.

B. Assumptions

1. Many emergency situations occur with little or no warning. If warning is available, alerting the public, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.
2. We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to mutual aid agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.
3. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.
4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.
5. Our City of San Benito has adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type of incident response.

V. CONCEPT OF OPERATIONS

A. General

1. Our direction and control structure for emergency operations is pursuant to the NIMS, which employs two levels of incident management structures.
 - a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.

- b. Multiagency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.
2. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.
3. During major emergencies, disasters, or catastrophic incidents, a Multiagency Coordination System may be advisable. Central to this System is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:
 - a. When a threat of hazardous conditions exists but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the public. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.
 - b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.
5. For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

B. Incident Command Operations

1. The first local emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to local officials, identify response resources required, and direct the on-scene response from the ICP.
2. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff sections charged with

those functions. For these serious emergency situations, it is generally desirable to transition to a Unified Command.

3. If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.
4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

C. EOC Operations

1. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff; to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.
2. The principal functions of the EOC are to:
 - a. Monitor potential threats.
 - b. Support on-scene response operations.
 - c. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.
 - d. Analyze problems and formulate options for solving them.
 - e. Coordinate among local agencies and between the City of San Benito and state and federal agencies, if required.
 - f. Develop and disseminate warnings and emergency public information.
 - g. Prepare and disseminate periodic reports.
 - h. Coordinate damage assessments activities and assess the health, public safety, local facilities, and the local economy.
 - i. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

D. ICS - EOC INTERFACE

1. When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2. The IC is generally responsible for field operations, including:
 - a. Isolating the scene.
 - b. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.
 - c. Warning the population in the area of the incident and providing emergency instructions to them.
 - d. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.
 - e. Implementing traffic control arrangements in and around the incident scene.
 - f. Requesting additional resources from the EOC.
 - g. Keeping the EOC informed of the current situation at the incident site.
3. The EOC is generally responsible for:
 - a. Mobilizing and deploying resources to be employed by the IC.
 - b. Issuing community-wide warning.
 - c. Issuing instructions and providing information to the general public.
 - d. Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.
 - e. Organizing and implementing shelter and mass care arrangements for evacuees.
 - f. Requesting assistance from the State and other external sources.
4. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

- a. From EOC to the ICP. In some situations, the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.
- b. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it

is essential that the IC brief the EOC on any on-going tasks or operational issues that require follow-on action by the EOC staff.

5. Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

6. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one incident command post may be established. In this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

E. Activities by Phases of Management

1. Mitigation

- a. Establish, equip, and maintain an EOC and or an Alternate EOC.
- b. Identify required EOC staffing; see Tab B to Appendix 1.
- c. Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.
- d. Identify and stock supplies needed for ICP and EOC operations.
- e. Develop and maintain procedures for activating, operating, and deactivating the EOC. See Appendix 1 and its tabs.

2. Preparedness

- a. Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.
- b. Pursuant to NIMS protocol, conduct NIMS training for department/agency/volunteer group representatives who will staff the EOC and ICP.
- c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations
- d. Test and maintain EOC equipment to ensure operational readiness.
- e. Exercise the EOC at least once a year.

- f. Maintain a resource management program that includes identifying, acquiring, allocating, and tracking resources.
- 3. Response
 - a. Activate an ICP and the EOC if necessary.
 - b. Conduct response operations.
 - c. Deactivate ICP and EOC when they are no longer needed.
 - 4. Recovery
 - a. If necessary, continue EOC activation to support recovery operations.
 - b. Deactivate EOC when situation permits.
 - c. Restock ICP and EOC supplies if necessary.
 - d. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

- 1. Our normal emergency organization, described in Section VI.A of the Basic Plan, will carry out the direction and control function during emergency situations.
- 2. The organization of incident command operations will be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC based on the tasks that must be performed and the resources available for those tasks.
- 3. The organization of the EOC is depicted in Tab A to Appendix 1. The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the Mayor based on the needs of the situation.

B. Assignment of Responsibilities

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

- 1. The Mayor will:
 - a. Establish general policy guidance for emergency operations.
 - b. Direct that the EOC be partially or fully activated.
 - c. When appropriate, terminate EOC operations.

2. The EMC will:
 - a. Develop and maintain the EOC Staff Roster and EOC operating procedures.
 - b. Activate the EOC when requested or when the situation warrants.
 - c. Serve as an EOC Supervisor.
 - d. Advise the Mayor on emergency management activities.
 - e. Coordinate resource and information support for emergency operations.
 - f. Coordinate emergency planning and impact assessment.
 - g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.
3. The IC will:
 - a. Establish an ICP and direct and control emergency operations at the scene.
 - b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
 - c. Provide periodic situation updates to the EOC, if that facility is activated.
 - d. Identify resource requirements to the EOC, if that facility is activated.
4. Departments/Agencies, and Volunteer Groups assigned responsibilities for ICP or EOC operations will:
 - a. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.
 - b. Provide personnel to staff the ICP and the EOC when those facilities are activated.
 - c. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

VII. DIRECTION & CONTROL

- A. General.** The Mayor will provide general guidance for the direction and control function, pursuant to NIMS protocols.
- B. Incident Command Operations.** The first responder on the scene will take charge and serve as the IC until relieved by a more senior or qualified individual or an individual designated by the Mayor. An ICP will normally be established at the incident scene; the IC

will direct and control response forces from that command post. Attachment 7 to our Basic Plan provides a detailed description of our incident management system, the NIMS.

C. EOC Operations

1. The Mayor may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
2. The EMC may activate the EOC, will normally determine the level of EOC staffing required based upon the situation, and also notify appropriate personnel to report to the EOC.
3. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the Mayor activate the EOC to provide a suitable facility to work the issue.
4. The EMC or Assistant EMC will serve as the EOC Supervisor.

VIII. READINESS LEVELS

A. Level IV--Normal Conditions

See the mitigation and preparedness activities in sections V.E.1 and V.E.2.

B. Level III--Increased Readiness

1. Check status of EOC equipment and repair or replace as needed.
2. Check status of EOC supplies and restock as needed.
3. Update EOC resource data.
4. Alert staffs, determine personnel availability, and update EOC staff call lists.
5. Consider limited activation of EOC to monitor situation.
6. Consider situation briefings for senior staff.

C. Level II-- High Readiness

1. Update EOC staffing requirements based on threat.
2. Determine specific EOC staff assignments and alert staff.
3. Monitor potential emergency situation and determine possible impact areas.
4. Update maps, charts, displays, and resource data.
5. Consider situation briefings for EOC staff.

6. Consider partial activation of EOC if this has not already been accomplished.
7. Check status of Alternate EOC and Mobile Command Post.

D. Level I-- Maximum Readiness

1. Summon EOC staff and activate the EOC.
2. Monitor situation.
3. Update maps, charts, displays, and resource lists.
4. Arrange for food service if needed.
5. Determine possible hazard impact areas and potential hazard effects.
6. Conduct briefings for senior staff and EOC staff.
7. Formulate and implement precautionary measures to protect the public.
8. Coordinate with adjacent jurisdictions that may be affected.

IX. ADMINISTRATION & SUPPORT

A. Facilities & Equipment

1. EOC
 - a. The City of San Benito Office of Emergency Management EOC is located at 485 North Sam Houston San Benito, Texas 78586 and is maintained by the City of San Benito.
 - b. The EOC is equipped with the following communication equipment necessary for conducting emergency operations:

See Annex B, Communications, for communications connectivity.
 - c. The EOC is equipped with emergency generator and a 3-day supply of fuel.
 - d. The EOC has emergency water supplies for 10 days of operation.
 - e. Food for the EOC staff will be provided by: The City of San Benito with purchases to be made prior or during an event.
2. Alternate EOC

- a. Should the primary EOC become unusable, the alternate EOC, located at 601 North Oscar Williams Road San Benito, Texas 78586, will be used to manage emergency operations.
 - b. Communications available at this facility include: Cell phone, portable radio and Hamm Radio.
 - c. Facility limitations at the Alternate EOC include: None
3. Mobile Command Post
 - a. The Incident Command may request that the Mobile Command Post, operated by San Benito Police and or San Benito Fire personnel, be deployed for use as an on-scene command post.
 - b. Communications capabilities of the Mobile Command Post include:

B. Records

1. Activity Logs. The ICP and the EOC shall maintain accurate logs recording key response activities, including:
 - a. Activation or deactivation of emergency facilities.
 - b. Emergency notifications to other local governments and to state and federal agencies.
 - c. Significant changes in the emergency situation.
 - d. Major commitments of resources or requests for additional resources from external sources.
 - e. Issuance of protective action recommendations to the public.
 - f. Evacuations.
 - g. Casualties.
 - h. Containment or termination of the incident.

The EOC shall utilize the Emergency Operations Center Log (Tab E to Appendix 1) to record EOC activities. The ICP shall use the Unit Log (ICS form 214) or an equivalent.

2. Communications & Message Logs

Communications facilities shall maintain a communications log. The EOC shall maintain a record of messages sent and received using the EOC Message Log (Tab F to Appendix 1).

3. Cost Information

- a. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.
- b. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:
 - 1) Personnel costs, especially overtime costs
 - 2) Operation costs
 - 3) Costs for leased or rented equipment
 - 4) Costs for contract services to support emergency operations
 - 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

C. Reports

1. Initial Emergency Report

An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation. See Appendix 2 for the report format.

2. Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations. See Appendix 3 for the report format.

D. Agreements & Contracts

Should our local resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with existing mutual aid agreements and contracts.

E. EOC Security

1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their EOC staff badge.

2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined. EOC administrative staff will issue a visitor badge to those visitors with a valid need to enter the EOC, which will be surrendered upon departure.

F. Media

Media relations will be conducted pursuant to the NIMS. See Annex I, Public Information.

X. ANNEX DEVELOPMENT & MAINTENANCE

A. Development

1. The EMC is responsible for the development and maintenance of this annex.
2. The EMC is responsible for the development and maintenance of EOC Standard Operating Procedures.

B. Maintenance.

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI. REFERENCES

A. TDEM, *Local Emergency Management Planning Guide* (DEM-10)

B. FEMA, *Comprehensive Preparedness Guide* (CPG-101)

APPENDICES

Appendix 1..... Emergency Operations Center

Tab A	EOC Organization
Tab B	EOC Staff Roster
Tab C	EOC Activation/Deactivation
Tab D	EOC Operations
Tab E	EOC Log
Tab F	EOC Message Log
Tab G	EOC Message Form
Tab H	EOC Info/Action Record

Appendix 2..... Initial Emergency Report

Appendix 3..... Situation Report

EMERGENCY OPERATIONS CENTER

1. Organization & Staffing

- a. The general organization of the EOC during a full activation for emergency operations is depicted in Tab A to this appendix. For a partial activation of the EOC, only those staff members required to deal with a particular emergency situation will be summoned to the EOC.
- b. A sample EOC Staff Roster is provided in Tab B to this appendix. The EMC shall maintain and distribute a current EOC Staff Roster, including the names of EOC team members and contact information (office and home telephone numbers and pager numbers) for those individuals.

2. Facilities

- a. Procedures for activation and deactivating the EOC and alternate EOC are provided in Tab C.

3. EOC Operations

General operating guidelines for the EOC are provided in Tab D.

4. EOC Log

The Basic Plan requires that the EOC maintain accurate logs recording response activities, including:

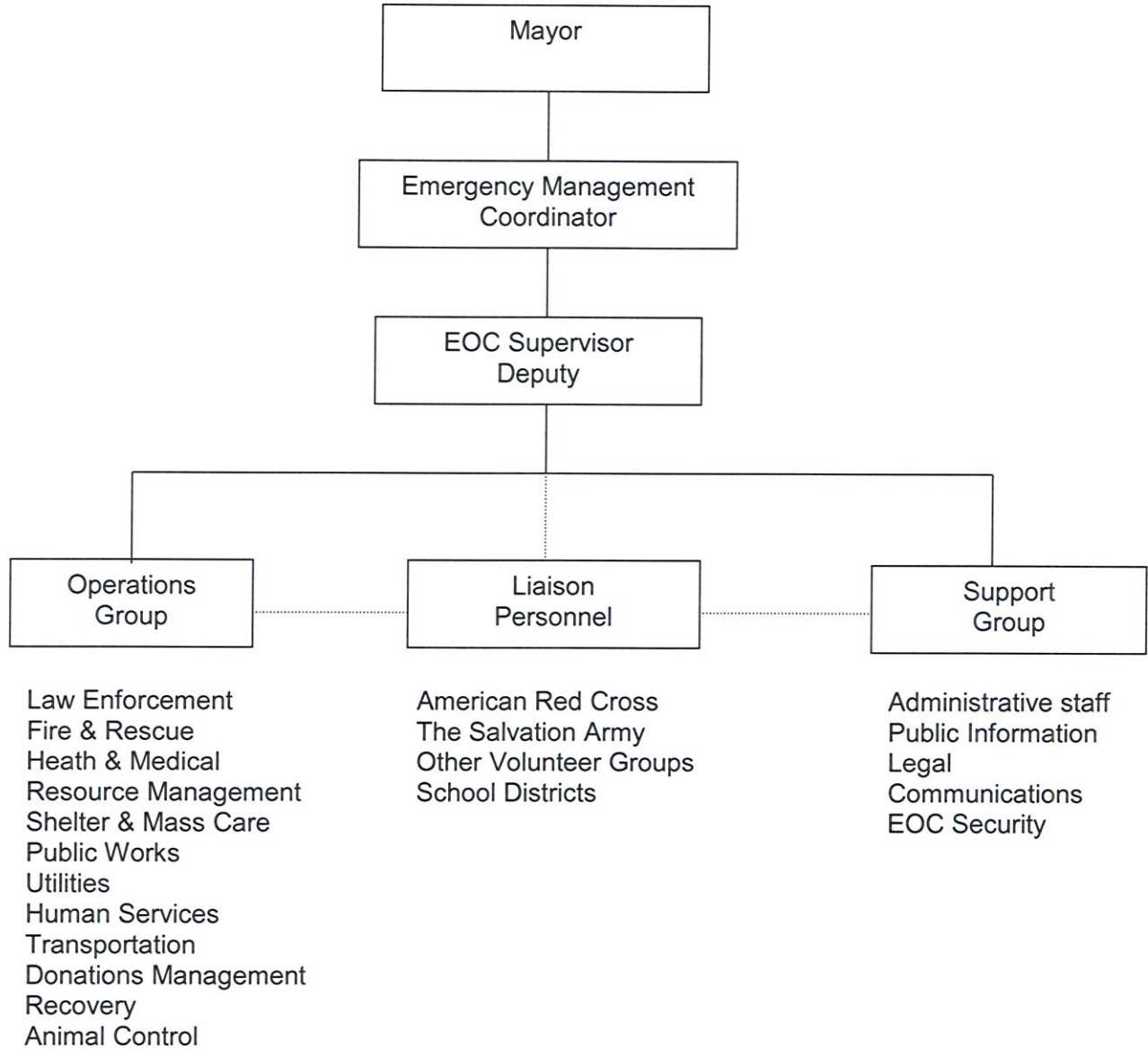
- a. Activation and deactivation of the EOC.
- b. Emergency notifications to other local governments and to state and federal agencies.
- c. Significant changes in the emergency situation.
- d. Major commitments of resources or requests for additional resources from external sources.
- e. Issuance of protective action recommendations to the public.
- f. Evacuations.
- g. Casualties.
- h. Containment or termination of an incident.

The EOC Log, provided in Tab E shall be used to record this information and other pertinent information.

5. Message Handling

- a. All messages sent by or received in the EOC will be recorded in the EOC Message Log, a copy of which is provided in Tab F.
- b. Outgoing messages will normally be prepared on an EOC Message Form, which is also used to specify how the message should be sent and record the time of dispatch and message number. A copy of the form is provided in Tab G to this appendix. Typed messages may simply be attached to the form.
- c. Incoming verbal messages will be recorded on an EOC Info/Action Record, a copy of which is provided in Tab H to this appendix. For messages that require action, the form is used to assign responsibility for action to EOC staff members and to record the action taken.

EMERGENCY OPERATIONS CENTER ORGANIZATION CHART



This Organization Chart should be changed as needed to represent your EOC Organization. See Planning Notes for additional examples.

EOC ACTIVATION/DEACTIVATION

1. General

- a. The Mayor may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.
- b. The EMC may activate the EOC and will normally determine the level of EOC staffing required based upon the situation.
- c. The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

2. Activation Checklist

✓	Action
<input type="checkbox"/>	Determine level of EOC staffing required.
<input type="checkbox"/>	Make notifications to the appropriate EOC staff and liaison personnel
<input type="checkbox"/>	Advise the City switchboard and Dispatch Center that EOC is being activated.
<input type="checkbox"/>	Move EOC status boards from storage closet and mount.
<input type="checkbox"/>	Check and clean all EOC map boards
<input type="checkbox"/>	Test EOC telephones
<input type="checkbox"/>	Turn on and test EOC fax in communications room.
<input type="checkbox"/>	Activate and test radios in communications room. (Qualified communications operator only)
<input type="checkbox"/>	Activate EOC computer and printer; test e-mail function and Internet access.
<input type="checkbox"/>	Check operation of EOC copier and ensure copier paper is available.
<input type="checkbox"/>	Turn on the two EOC TV monitors.
<input type="checkbox"/>	Check operation of EOC VCR and ensure blank tapes are available.
<input type="checkbox"/>	Check status of supplies and forms in the EOC work area and replenish from storage closet.
<input type="checkbox"/>	Test emergency generator and determine fuel status. Make arrangements for fuel delivery if required.
<input type="checkbox"/>	Secure EOC entrance and set out EOC sign-in roster.
<input type="checkbox"/>	Ensure Conference Room is cleared out for work use.
<input type="checkbox"/>	Determine requirements for food service.
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	

3. Deactivation Checklist

✓	Action
<input type="checkbox"/>	The EMC shall collect the EOC Log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference.
<input type="checkbox"/>	Advise City switchboard and Dispatch Center that EOC is being deactivated.
<input type="checkbox"/>	Remove EOC status boards from walls, clean, and return to storage closet.
<input type="checkbox"/>	Clean all EOC map boards.
<input type="checkbox"/>	Turn off EOC fax in communications room.
<input type="checkbox"/>	Deactivate radios in communications room.
<input type="checkbox"/>	Deactivate EOC computer and printer.
<input type="checkbox"/>	Turn off EOC copier and replenish copier paper.
<input type="checkbox"/>	Turn off the two EOC TV monitors.
<input type="checkbox"/>	Ensure EOC VCR is turned off.
<input type="checkbox"/>	Replenish working supplies and forms from storage closet.
<input type="checkbox"/>	Determine generator fuel status and arrange for refueling if necessary.
<input type="checkbox"/>	If Conference Room was used as a work area, ensure it is cleaned up.
<input type="checkbox"/>	Arrange for cleaning of EOC and removal of trash, if necessary,
<input type="checkbox"/>	
<input type="checkbox"/>	

EOC OPERATIONS

See the Planning Notes for this annex
for recommendations regarding
the content of this Tab

EOC MESSAGE FORM

From	
To	
Subject	

Message Text

Send By

Radio
 Teletype
 Fax
 E-mail

Date:	Time:	Message #:
--------------	--------------	-------------------

DISTRIBUTION:

EOC INFO/ACTION RECORD		
Date:	Time:	Message #
Received By		
Message From		
Contact Number/ Location		
Message, Issue, Problem or Information:		
<input type="checkbox"/> Info Only	<input type="checkbox"/> Post on Display Board	<input type="checkbox"/> Plot on Map
<input type="checkbox"/> Action Required. Action Assigned To:		
Action Taken		
DISTRIBUTION:		

INITIAL EMERGENCY REPORT

1. PURPOSE

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that may provide resources under a mutual aid agreement of an incident that has the potential to become a major emergency or disaster. An Initial Incident Report should be dispatched as soon as it becomes apparent that an incident has the potential to become a serious emergency situation. The report should be sent in written form (such as TLETS teletype or facsimile) if possible. If this is infeasible, a verbal report should be made by telephone or radio.

2. FORMAT

DATE/ TIME:

FROM

TO:

The City of San Benito Office of Emergency Management
DPS Weslaco, DDC Chairperson or
Adjacent affected jurisdictions, jurisdictions from which resources
may be requested pursuant to interlocal agreements

SUBJECT:

INITIAL EMERGENCY REPORT

- a. TYPE OF INCIDENT:
- b. DATE & TIME OF OCCURRENCE:
- c. DESCRIPTION: (a short description of what happened or is occurring)
- d. AREA AFFECTED:
- e. RESPONSE ACTIONS UNDERWAY
- f. ASSISTANCE REQUIRED, IF ANY:
- g. POINT OF CONTACT INFORMATION:

3. **SAMPLE MESSAGE** This is a sample message. Do not include in your annex unless used for preformatted messages.

DATE/ TIME: 11-25-00/1820
FROM Disasterville EOC
TO: DPS Aurora, DDC Chairperson
Hazard County SO
Tsunami City PD

SUBJECT: INITIAL EMERGENCY REPORT

- a. TYPE OF INCIDENT: Explosion/Fire/Hazmat Spill
- b. DATE/TIME OF OCCURRENCE: 11-25-00/1915
- c. DESCRIPTION: Peyton Agro-Chem facility on S. Meridian St. exploded. Explosion & resulting fire has destroyed one city block; two more threatened. Possible hazmat plume from stored chemicals.
- d. AREA AFFECTED: 9 blocks, mostly residential, in Southern Disasterville
- e. RESPONSE ACTIONS UNDERWAY: Local fire & police at scene, mutual aid from 2 rural VFDs summoned, Tsunami City Hazmat Team enroute. TCEQ representative enroute.
- f. ASSISTANCE REQUIRED, IF ANY: May need SAR Team and additional Hazmat response resources. Will advise.
- g. POINT OF CONTACT INFORMATION: Joe Jones, EMC, 555-1222.

SITUATION REPORT

1. PURPOSE

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that are providing resources under a mutual aid agreement of the status on an ongoing major emergency situation. It may also be useful to provide this report to local officials who are not working at the EOC to keep them informed of the situation. A Situation Report should be prepared and disseminated at least once a day. The report should be sent in written form (such as TLETS teletype, facsimile, or e-mail).

2. FORMAT

DATE/ TIME: 11-25-00/1820
FROM Disasterville EOC
TO: DPS Aurora, DDC Chairperson
 Hazard County SO
 Tsunami City PD

SUBJECT: **SITUATION REPORT # 1**
FOR [event description] Covering the Period
From _____ To _____

a. CURRENT SITUATION

[What is being done about the emergency situation and by whom? Are there any problems hampering the emergency response? Is the situation getting worse, remaining stable, or winding down?]

b. AREAS AFFECTED:

c. RESPONDING AGENCIES/ORGANIZATIONS:

[Include local, state, and federal responders plus volunteer groups]

d. CASUALTIES (cumulative):

1. Fatalities
2. Injured:
3. Missing:

e. ESTIMATED DAMAGES (cumulative):

1. Homes Destroyed/Damaged:
2. Businesses Destroyed/Damaged:
3. Govt Facilities Destroyed/Damaged:
4. Other:

f. EVACUATIONS (cumulative): *[Estimated number of evacuees]*

g. SHELTERS (cumulative):

1. Number of Shelters Open:
2. Estimated Occupants:

h. ROAD CLOSURES:

i. UTILITY OUTAGES:

j. COMMENTS:

3. SAMPLE REPORT [This is a sample report. Do not include in your annex unless using as preformatted report for specific situations.]

DATE/ TIME:

FROM

[County/City]

TO:

DPS _____, DDC Chairperson

DPS _____, DPS Regional Headquarters

[Adjacent affected jurisdictions]

[Jurisdictions providing mutual aid resources]

SUBJECT:

SITUATION REPORT # 1

FOR PEYTON AGRO-CHEM EXPLOSION

Covering the Period from 11-25-00 To 11-26-00

- a. **CURRENT SITUATION:** Fires in downtown buildings have been extinguished. Chemical plant continues to burn. Search & rescue team has recovered 3 bodies in collapsed buildings in downtown area; firefighters recovered another body. Spilled hazmat in temporary dikes and berms being recovered by contractor Hazwaste, Inc. Evacuees at shelter at Wharton School operated by ARC. Pesticide residue may have contaminated 2 residential blocks south of plant; assessment underway by TNRCC and EPA.
- b. **AREAS AFFECTED:** 1 business block, 8 residential blocks
- c. **RESPONDING AGENCIES/ORGANIZATIONS:**
 Local: Disasterville FD, Floodprone VFD, Monon VFD, Casson FD.
 State: TCEQ, TxDOT, Dept of Ag, TTEX Search & Rescue Team, TDEM RLO
 Federal: US EPA
 Volunteers: ARC, Salvation Army
- d. **CASUALTIES (cumulative):**
 1. Fatalities: 4
 2. Injured: 11
 3. Missing: 2
- e. **ESTIMATED DAMAGES (cumulative):**
 1. Homes Destroyed/Damaged: 8//12
 2. Businesses Destroyed/Damaged: 6/2
 3. Govt Facilities Destroyed/Damaged: 1/0
 4. Other:
- f. **EVACUATIONS (cumulative):** Estimated 260
- g. **SHELTERS (cumulative):**
 1. Number of Shelters Open: 1
 2. Estimated Occupants: 120
- h. **ROAD CLOSURES:**
 1. Monan, Meridian, Western, Key, Travis, Fox, Tiber, Alstead, and Calhoun Streets in southern portion of city
 2. County Road 124 between city limits and Co. Rd 150.
- i. **UTILITY OUTAGES:** Electrical and water service shut off to four blocks of downtown.
- j. **COMMENTS:**
 1. Fire Marshal expects fire at chemical plant to burn itself out this evening. Some fire units will be released at that time.
 2. TCEQ believes it will take another 24 hours to fully map contaminated areas of downtown.
 3. Search and rescue team believes it will complete search of collapsed bldgs this evening.

APPENDIX 4

Direction and Control

City of San Benito



Animal Issues Committee Plan

Approval and Implementation

Appendix 4

ANNEX N

ANIMAL ISSUES COMMITTEE PLAN

Animal Control Director

Date

EMC

Date

NOTE: The signature(s) will be based upon local administrative practices. Typically, the annex is signed by the individual having primary responsibility for this emergency function in the first signature block and the second signature block is used by the Emergency Management Director or the Emergency Management Coordinator. Alternatively, each department head assigned tasks within the annex may sign the annex.

ANIMAL ISSUES COMMITTEE PLAN

I. AUTHORITY

Refer to Section I of the Basic Plan and to Annex N, Appendices 1 and 2.

II. PURPOSE

- A. Emergencies and disasters frequently involve animals as well as people. Consequently, preparation for, response to, recovery from, and mitigation of animal situations related to disasters should be an integral part of any emergency management activity.
- B. An important goal for direction and control activities related to any emergency or disaster situation is knowing who to contact and having the confidence that the individuals identified are fully prepared to provide advice for handling the situation.
- C. An animal issues committee is an integral part of our local emergency management team and is an essential asset to our community. This plan outlines the types of individuals that make up our animal issues team as well as some of the responsibilities they would have and the situations they may encounter.

III. EXPLANATION OF TERMS

A. Acronyms and abbreviations

ACO – City of San Benito animal control officer (could be called the “CAC”)
AHT – Animal health technician (federal government)
AIC – Animal Issues Committee
APHIS – Animal and Plant Health Inspection Service (USDA)
CAC – Cameron County Animal Control Coordinator (probably the same as the “ACO”)
CAFO – Concentration animal feeding operation
DPS – Department of Public Safety
EAD – Emerging animal disease
EPA – Environmental Protection Agency (federal government)
FAD – Foreign animal disease
FEAD – Foreign and emerging animal disease
FSA – Farm Service Agency (USDA)
HSUS – Humane Society of the United States
ICP – Incident command post
Noah’s Wish – Animal welfare organization for rescuing and sheltering animals
NPS – National Park Service
NRCS – Natural Resources Conservation Service (USDA)
SITREP – Situation report
SPCA – Society for the Prevention of Cruelty to Animals
TACA – Texas Animal Control Association
TAHC – Texas Animal Health Commission
TAMUS – Texas A&M University System
TCE – Texas Cooperative Extension (TAMUS)
TCEQ – Texas Commission on Environmental Quality
TDA – Texas Department of Agriculture
TDCJ – Texas Department of Criminal Justice

TDH – Texas Department of Health
TPWD – Texas Parks and Wildlife Department
TRACE – Texas Rural Awareness, Compliance, and Education (Program)
TSSWCB – Texas State Soil and Water Conservation Board (see also NRCS)
TVMA – Texas Veterinary Medical Association
USDA – United States Department of Agriculture
VMO – Veterinary medical officer (federal)
VS – Veterinary Services (APHIS)
WS – Texas Wildlife Services (TCE)

B. Definitions

1. Animal Control Officer (ACO) – The person who has the overall responsibility for animal-related issues within our jurisdiction. Sometimes this person may be referred to as the City of San Benito animal coordinator (CAC).
2. Animal health inspector (livestock inspector) - An animal health technician assigned to the Texas Animal Health Commission (TAHC) who may work with our jurisdiction in his or her TRACE capacity to assist us in solving animal health and welfare issues (similar to a federal AHT)
3. Animal health technician - An individual, assigned to the federal government, who may work with our jurisdiction in his or her TRACE capacity to assist us in solving animal health and welfare issues similar to a state (TAHC) animal health inspector.
4. Companion animals – A term used for pets such as dogs, cats, rabbits, mice, rats, pot-bellied pigs, reptiles, horses, and so forth that generally are raised in a domestic setting, oftentimes as “part of the family”
5. Depopulation – A term used in the animal industry of the United States for the humane destruction of both sick and exposed or non-exposed animals in a certain area to prevent the spread of a contagious animal or zoonotic disease
6. Diagnosis – In regards to this appendix, a determination as to why animals are affected by disease, trauma, poisoning, drowning, etc.
7. Diagnostician – For this appendix, a veterinarian, toxicologist, pathologist, or other medically-trained person who examines animals and collects diagnostic specimens to determine why animals have died
8. Emerging animal disease (EAD) - A new animal disease or a new form of an old disease
9. Epidemiologist – For the purposes of this appendix, a veterinarian who is trained in identifying diseases of animals and can assist in determining why animals have died, how an animal disease was introduced into an animal population, how the disease spreads within the animal population, and what actions will be necessary to contain and eliminate the disease.
10. Field veterinarian – A veterinarian assigned to the TAHC

11. Foreign animal disease (FAD) – A disease that does not currently exist within the borders of the United States. Once a disease become endemic to the U.S. (i.e., with little chance of it ever being totally eradicated), it no longer is considered a FAD.
12. Foreign and emerging animal diseases (FEADs):
 - a. Are usually, but not always, highly infectious and contagious and have the potential for rapid spread, irrespective of national borders.
 - b. Can have serious socio-economic or public health consequence and a major impact on the international trade of animals, animal products, and animal by-products.
13. Holding facility – A designated facility within our community that may be used temporarily to house and feed animals during disaster evacuations or following the aftermath of a disaster event
14. Pathologist - For this appendix, a scientist who interprets and diagnoses the changes caused by a disease in animal tissues and thereby assists in determining why an animal or group of animals may have died
15. Premises – The property where the animal is located
16. TAHC-APHIS/VS/TX Memorandum of Understanding – The agreement by which federal TAHC veterinarians and inspectors work in a “seamless” relationship with APHIS-VS-TX veterinarians and inspectors (i.e., requests for animal health assistance to our jurisdiction may come from either state or federal personnel).
17. Texas Animal Health Commission – A state agency, separate from the Texas Department of Agriculture (TDA), which was created in 1893. Its mission and role is to assure the marketability and mobility of Texas livestock and to sustain and continue to make a vital contribution to wholesome and abundant supply of meat, eggs, and dairy products. TAHC makes and enforces regulations to prevent, control, and eradicate specific infectious and/or contagious animal diseases that endanger livestock.
18. Toxicologist – For the purposes of this appendix, a scientist who assists in determining why animals have died, especially if a hazardous substance is suspected
19. TRACE representative – A TAHC or USDA/APHIS/VS/TX veterinarian, animal health technician, or animal livestock inspector assigned to our county to provide assistance for animal emergency management, public information, and educational purposes
20. Veterinary medical officer (VMO) – A veterinarian employed by the federal government
21. Zoonotic disease – A disease that is transmissible to humans as well as animals

IV. SITUATION AND ASSUMPTIONS

A. Situation

1. Companion animals (i.e., pets), livestock, and non-domesticated (i.e., wild) animals may be affected by all types of natural and man-made emergencies and disasters.
 - a. Natural disasters that could affect animals in Texas include disease, floods, fires, lightning strikes, wind storms and tornadoes, hurricanes, drought, toxic forage, excessive heat, and winter storms.
 - b. Man-made disasters affecting animals result from a myriad of causes such as traffic and other accidents, poisoning, power outages, bioterrorism, hazardous material spills, explosions, radiation incidents, and other biological or chemical events.
2. Animals may be injured, lost, abandoned, or die during or after an emergency or disaster situation.
3. To enhance the welfare of animals during disaster situations, activities may involve many functions such as evacuation, search and rescue, capture, identification, sheltering, feeding, transporting, and medical assistance.
4. In other cases, the diagnosis and control of an animal disease, as well as the proper disposal of diseased animal carcasses, could be a significant issue.

B. Assumptions

1. There are individuals in our community who are knowledgeable and skilled in understanding and working with animals and responding to animal-related emergency situations.
2. These individuals may not know the personnel in our City of San Benito who respond to emergency events involving animals, or they may not understand their responsibilities.
3. Our City of San Benito elected officials, emergency management personnel, and emergency responders may not be fully aware of how to handle certain situations involving animals, and they also may not be aware of the existence of various types of animal experts in our community.
4. This community would benefit significantly by having a viable animal issues committee or team that could help the City of San Benito city officials prepare for, respond to, recover from, and/or mitigate animal-related emergency situations.

V. CONCEPT OF OPERATIONS

A. General

1. Our community will create an Animal Issues Committee (AIC) to plan for, respond to, recover from, and mitigate against emergency or disaster situations involving animals.
2. The AIC will consist of government officials as well as private citizens who have an interest or skill in working with animals.
3. The AIC will have an animal-related mission which will vary depending on the needs of our community.
4. The AIC will prepare animal-related planning appendices to selected functional annexes of our local emergency management plan.
5. If appropriate, the AIC will ensure adequate training is provided for personnel who may respond to animal-related emergency or disaster situations as well as assisting during exercises related to animal issues involving disasters.

B. Animal Issues Committee composition

1. The AIC will consist of a group of individuals with varied backgrounds, experience, skills, and interests that are generally related to the care and/or welfare of companion animals, livestock, or wildlife.
2. Members of our AIC will consist of the following types of individuals: *(The Committee will have as many or as few of the following individuals as deemed appropriate for the mission selected by the group and the needs of the jurisdiction.)*
 - a. Animal control officer (ACO) and ACO personnel *(a key committee member)*
 - b. Veterinarian(s) from private practice, industry, government, public health, the military, and/or the local or regional TVMA organization *(a veterinarian is being identified to assist the Committee in each county)*
 - c. Veterinary technician(s) from local veterinary offices
 - d. TAHC or USDA/APHIS/VS "TRACE" representative *(to represent state animal health; one state or federal person assigned to each county)*
 - e. Public works representative *(for traffic control and carcass disposal issues)*
 - f. County Extension agent for agriculture (TCE) *(for animal disease and non-disease issues)*
 - g. Animal humane association or organization representative(s) e.g., HSUS, SPCA, TACA, Noah's Wish, etc. *(for companion animal rescue and sheltering issues)*

- h. Emergency management coordinator and personnel
- i. City of San Benito Mayor
- j. Farm Bureau representative *(if available; useful for animal disease issues)*
- k. Local animal industry representative(s) from concentrated animal feeding operations (CAFOs) *(as appropriate to the Committee's mission)*
- l. Allied agriculture industry representatives (e.g., feed stores, pet stores, feed mills, livestock markets, food production/processing facilities, slaughter and rendering plants, fuel outlets, equipment stores, animal boarding facilities such as kennels and stables, etc.) *(as appropriate to the Committee's mission)*
- m. Animal association representatives (e.g., cattlemen's, breeders, dairy, and exotic/alternative livestock groups to kennel clubs, horse clubs, and game bird fanciers) *(as appropriate to the Committee's mission)*
- n. Correctional facility representative (if the local prison(s) has an agriculture component) (TDCJ) *(as appropriate to the Committee's mission; can be useful for all aspects of handling livestock in an emergency)*
- o. Environmental representative (TCEQ, TSSWCB, NRCS, and/or EPA) (for carcass disposal and disinfection issues) *(for disease issues involving cleaning, disinfection, and carcass disposal)*
- p. USDA FSA representative *(if available and appropriate for the mission of the Committee; can be useful for obtaining agriculture funds and other agricultural-related assistance)*
- q. Vocational agriculture science teacher(s) *(as appropriate)*
- r. County fair representative *(as appropriate)*
- s. City of San Benito Chief of Police
- t. Private and/or public landfill representative *(important for carcass disposal issues)*
- u. City of San Benito Public information officer *(as appropriate)*
- v. Local media representative *(as appropriate)*
- w. Public health representative (veterinarian, epidemiologist, sanitarian, etc. from the local health department or TDH) *(as appropriate to the mission of the Committee)*
- x. Tribal representative *(if available and as appropriate to the mission of the Committee)*

- y. Animal research or laboratory representative *(if available, and as appropriate to the mission of the Committee)*
- z. Higher education representative who is associated with animals or animal husbandry (community college, university, etc.) *(if available, and as appropriate to the mission of the Committee)*
- aa. Zoo representative *(if available, and as appropriate to the mission of the Committee)*
- bb. TPWD and/or NPS wildlife representative (e.g., fish and game wardens) *(if available, and as appropriate to the mission of the Committee)*
- cc. TCE-WS representative (for predator and scavenger control) *(if available, and as appropriate to the mission of the committee)*
- dd. Volunteers interested in animal care and welfare (individuals and/or groups) *(as appropriate to the mission of the Committee)*
- ee. "Public at large" representative *(as appropriate to the mission of the Committee)*

VI. ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Animal Issues Committee (AIC) will meet as often as necessary at a time and place prescribed by the committee members, by the individual named in the paragraph VII.A. (below), or by his or her representative.
2. The chair of the committee will be either be the individual designated in paragraph VI.A.1 (above) or a person selected by the committee members.
3. The Committee will be an "advisory" group to help solve animal-related emergency or disaster issues within our community. It will not be a tasking (i.e., direction and control) organization.
4. Committee members may, however, in their own capacity or through their daily employment, supervise or participate in activities involving animals to include medical assistance, search and rescue, capture, evacuation, transportation, sheltering, donations management, carcass disposal, and disease eradication.

B. Assignment of Responsibilities

1. Our Animal Issues Committee will consider both non-disease and disease topics.
 - a. Our "non-disease issues" to be considered are:
 - (1) Evacuation and transport of animals from actual or impending disaster locations

- (2) Sheltering and caring for animals during and after emergencies and disasters in holding facilities or other types of shelters
 - (3) Search and rescue capabilities or teams
 - (4) Capture and holding of stray or lost animals affected by a disaster
 - (5) Animal identification and relocation activities
 - (6) Medical care or humane euthanasia for animals injured in an emergency or disaster
 - (7) Disposal of animal carcasses affected by an emergency or disaster situation to eliminate any disease spread from decaying animals and to eradicate any foul odors and unsightly views
 - (8) Wildlife nuisance situations
 - (9) Administration and logistical support for animal-related emergency or disaster activities (e.g., overturned livestock truck, hazardous materials accident in proximity to animals, etc.)
 - (10) Development of county profiles (locations, types, sizes, and other agricultural demographics) of animal-related production, processing, marketing, and carcass disposal facilities/operations
 - (11) Dissemination of public information regarding animal-related issues
- b. Our "disease issues," in which the AIC can lend support to state and federal authorities in a disease response situation, will include:
- (1) Quarantining and containment activities for disease situations
 - (2) Coordination of cleaning and disinfection activities for disease eradication
 - (3) Traffic control activities to include determination of traffic flow within and in proximity to the quarantine area; setting up signage and traffic barriers; establishment and operation of inspection, cleaning, and disinfection stations
 - (4) Obtaining and using appropriate communications capabilities and equipment
 - (5) Operations and communications of the local ICP for animal disease response activities
 - (6) Obtaining appropriate equipment and vehicles for transportation of diseased animals and animal products from one location to another for slaughter and/or disposal

- (7) Zoonotic public health issues (e.g., rabies vaccinations, West Nile Virus prevention, etc.)
- (8) Identification of an appropriate labor force pool
- (9) Working depopulation and indemnification issues
- (10) Determination of the number and location of disposal sites in the local area that could be used in an emergency to dispose of diseased carcasses while minimizing the spread of disease
- (11) Dissemination of public information
- (12) Vector and scavenger control activities
- (13) Local economic impact issues
- (14) Developing county profiles (locations, types, sizes, and other agricultural demographics) of animal-related production, processing, marketing, and carcass disposal facilities/operations
- (15) Obtaining appropriate equipment, chemicals, and drugs for the capture, transportation, confinement, euthanasia, disposal, cleaning and disinfection, traffic control, and other operations related to disease control and eradication operations
- (16) Providing administration and logistical support for animal disease response and eradication activities

VII. DIRECTION & CONTROL

- A. The Animal Issues Committee will provide support to and work under the auspices of the City of San Benito Animal Control Director.
- B. When an emergency or disaster situation arises, the AIC will respond as outlined in their plan(s). This would depend upon the situation and could include a meeting of all or only selected group members, either at a designated location or simply by phone or email.
- C. Generally, the AIC will not perform as a response organization. It will function as an advisement group to assist government authorities in their decision-making process associated with animal-related emergency and disaster situations. In many cases, the success of the AIC will depend on the soundness of their pre-disaster planning and support activities provided to local government officials.

VIII. READINESS LEVELS FOR THE ANIMAL ISSUES COMMITTEE

- A. Readiness Level IV – Normal Conditions
 1. Meet on a regular basis

2. Develop appropriate plans, or maintain and periodically revise those already written
 3. Develop animal-related “injects” for use during exercises and drills, and promote the use of these injects as well as the employment of the jurisdiction’s Animal Issues Committee in these events
 4. Develop a contact list of committee members and local authorities
 5. Develop equipment lists and maintain equipment readiness
 6. Participate in local training and exercises
 7. Participate in critiques of the jurisdiction’s exercises and drills where animal issues were involved
 8. In conjunction with local environmental agencies and producer organizations, plan for the disposal of large numbers of diseased animals and animal products.
 9. Identify appropriate disposal site(s) in the local area that will accept diseased and non-diseased animals and their products (e.g., eggs, milk, etc.).
- B. Readiness Level III – Increased Readiness
1. Review the personnel contact list for accuracy
 2. Review animal-related response, traffic control, and carcass disposal plans
 3. Check on availability of key committee personnel
 4. Review the designated equipment list, know the whereabouts of the needed items, and ensure they are operable
 5. Ensure appropriate medical information is available for care of animals
- C. Readiness Level II – High Readiness
1. Test communications among committee members and key committee personnel
 2. Check on availability and readiness of needed equipment and information
- D. Readiness Level I – Maximum Readiness
1. Contact the Animal Control Officer or EMC to ensure they know that Animal Issues Committee personnel are available and how they can be reached.
 2. Report, if needed, to the City of San Benito Office of Emergency Management operating center (EOC) or other designated facility
 3. Assemble the full committee, as needed

IX. ADMINISTRATION & SUPPORT

A. Resource Support and Readiness

1. Any resources (equipment, materials, supplies) needed by the Animal Issues Committee or its members will be identified and listed.
2. Needed resources will be checked for availability and operability on a periodic basis to include at Readiness Level 3 (see para. VIII.B. above).

B. Communications

1. The Animal Issues Committee should decide what type of real-time communications method(s) would be most appropriate among the members for various situations such as alerting, emergency responses, exercises, and disaster situations (e.g., should it be via telephone or cell phone, radio broadcast announcement, via email, etc.).
2. Once the most appropriate type(s) of communications are established for each situation, the Animal Issues Committee should keep an up-to-date listing of their members; the individual animal-related expertise of each member; and the most appropriate method of contact during working hours, after-hours, weekends, holidays; etc. (see Attachments A and B).

C. Key Facilities

1. The Animal Issues Committee will establish a facility or meeting location at which the group can convene on a periodic basis to consider the myriad of animal issues affecting the jurisdiction.
2. During exercises, as well as actual emergencies, the Animal Issues Committee should decide how they will respond to each and from what location e.g., by simply using phone contact among the members, convening at the regular meeting facility, operating from another designated emergency location, staffing the jurisdiction's emergency operating center (EOC), etc.

E. Reporting

1. During response operations (exercises or actual emergencies), if appropriate, situation reports (SITREPs) will be provided to the jurisdiction's emergency operating center (EOC) and/or incident commander (IC), as requested
2. If appropriate, a SITREP format will be developed that either meets the jurisdiction's requirements or, if no specific format is required, then one that most appropriately reports the Animal Issues Committee's activities, challenges, and achievements during a variety of situations.

F. Records

1. Meeting minutes – The Animal Issues Committee should keep a written record of each meeting in order to maintain an accurate accounting of items discussed and actions taken.
2. Activity logs – During exercises/drills and actual response events, the Committee should maintain a log of the various issues considered and actions taken (see Attachment 3).
3. Documentation of costs – If the animal issues committee responds as a separate entity, then expenses incurred in carrying out the response operations for certain events may be recoverable from the responsible party, or from the state or federal governments depending upon the situation. Therefore, records of supplies and equipment used/consumed as well as regular and overtime hours of committee members during a response or exercise operation should be recorded.
4. Written and cost documentation records, maintained by the Committee, should be protected and “duplicated/backed-up” to the maximum extent feasible to preclude them from being destroyed in an emergency or disaster situation.

G. Post Incident Review

1. An Animal Issues Committee representative(s) should participate in any after-action review of any emergency event response by the jurisdiction in which a member(s) from the Committee was involved.
2. A committee member(s) should also participate in any exercise critique where animal issues were a part of the scenario.

X. ATTACHMENT DEVELOPMENT & MAINTENANCE

- A. The City of San Benito Animal Control Officer and San Benito Office of Emergency Management Coordinator is responsible for developing and maintaining this appendix. Recommended changes to this appendix should be forwarded as needs become apparent.
- B. The appendix will be reviewed periodically and updated in accordance with the (Basic Plan/Annex N/other).
- C. Departments and agencies assigned responsibilities in this appendix are responsible for developing and maintaining SOPs covering those responsibilities.

XI. ATTACHMENTS

- A. Animal Issues Committee Members
- B. Animal Issue Committee Contact List
- C. Animal Issues Committee Activity Log

Planning Notes

ANNEX N



DIRECTION AND CONTROL

Annex N

Direction & Control

1. General

- A. Throughout the sample annex, brackets are used to highlight text that should be tailored for local circumstances. For example, if the annex text indicates [County Judge/Mayor], County Judge will typically be deleted for municipal plans, while Mayor will typically be deleted from county plans. For inter-jurisdictional plans, the entry should be reworked to describe local practice. Hence, in an inter-jurisdictional plan, the entry [County Judge/Mayor] might be replaced by County Judge and Mayors, County Judge or Mayors, County Judge assisted by Mayors, or other text depending on local practice.
- B. The entry [County/City] should be replaced with an appropriate jurisdiction name, generally the city name or the county name, or the terms “this county” or “this city.” For inter-jurisdictional plans (a county and one or more cities), normal practice is to either enter the county name alone or enter the county name followed by the phrase “*and cities adhering to this plan*” or similar to avoid having a lengthy list of cities repeated throughout the annex.

2. Specific

- A. Section I. Add any local legal authorities that affect direction and control of emergency operations.
- B. Section III. Include in this section any additional terms you add to the annex that you feel require explanation. Add to the list of acronyms any additional acronyms that you use in the text. If you have abbreviations to explain and/or terms used in the annex that should be defined, consider reformatting this section into two or three sub-paragraphs, which may include: A – Acronyms, B – Abbreviations, and C – Definitions.
- C. Section IV.B. Add any additional assumptions pertinent to the subject of the annex that you used in developing the annex. If your jurisdiction has adopted the National Incident Management System (NIMS), include information regarding its implementation. If your jurisdiction is in the process of adopting NIMS include a statement to that fact.
- D. Section V.A. Modify the general concept of operations as necessary to describe how your jurisdiction plans to conduct, direct, and control emergency operations pursuant to NIMS. Include information regarding the functions of the Incident Command System as well as the function of the Incident Commander.
- E. Section V.B. 2. Include information regarding a transition from ICS to a Unified Command and the situations which might necessitate that transition.
- F. Section V.C.1. If you have a formal EOC activation scheme with various levels (such as Level A - Monitoring, Level B – Limited Activation, Level C – Full Activation), modify the text to describe those levels, related staffing patterns, and expected activities at each activation level.

- G. Section V.C.2. Delete any functions not performed by your EOC. Add any additional functions performed by the EOC in addition to those listed.
- H. Section V.D. Modify the general responsibilities of the Incident Commander and the EOC to conform to the generally accepted division of responsibilities in your jurisdiction.
- I. Section V.E.1.a. Delete Alternate EOC if your jurisdiction does not have one.
- J. Section VI. B. Include a statement regarding NIMS training for personnel assigned to this plan. Add local officials, departments, or agencies to the list of those assigned tasks and make changes in the task assignments so that such assignments are consistent with your emergency organization and concept of operations. For example, if you have a City Manager who performs some of the tasks assigned in the text to the EMC, add the City Manager to the list of those assigned responsibilities and make appropriate changes in the task assignments. If your Assistant EMC has certain direction and control responsibilities, add that position and describe those responsibilities.
- K. Section IX. A.1.d-e. If food and water are not stockpiled in your EOC, explain how food and water will be provided for the EOC staff during emergencies.
- L. Section IX.A.2. If you do not have a designated Alternate EOC, delete the subparagraphs in this section, and explain how you will direct and control emergency operations if your EOC becomes unusable.
- M. Section IX.A.3. If you do not have a Mobile Command Post, delete this section.
- N. Section IX.B.1. If you use forms other than those listed for logging ICP and EOC activity, identify the forms you use. If you maintain an activity log on an EOC computer using specialized software or a database program, modify the existing text to indicate that fact.
- O. Section IX.B.2. If you use a different form for logging EOC messages, identify the form you use. If you maintain a message log on a computer using specialized software or a database program, modify the existing text to indicate that fact.
- P. Section IX.E.2. Modify this section as necessary to describe the means you use to control access to your EOC. These means may range from minimal, such as personal recognition, to more elaborate systems, such as badges or card key systems.
- Q. Appendix 1, Tab A. Modify this organizational diagram as necessary to describe how your EOC operation is organized.
- R. Appendix 1, Tab B. The EOC Staff Roster provided is an example. The actual roster is subject to change and thus published separately; it should not be included in the annex. Modify the sample roster as needed to describe how you plan to staff your EOC or insert your existing EOC roster format in its place.
- S. Appendix 1, Tab C. The sample checklists should be revised as necessary to describe the tasks that must be performed to activate and deactivate your EOC. If the facility is maintained in a ready-to-use configuration or is continually occupied, the activation and deactivation checklists may be minimal. Considering adding to this tab a paragraph

describing how you plan to go about shifting emergency operations from your primary EOC to the Alternate EOC if that becomes necessary.

- T. Appendix 1, Tab D. This tab should describe how EOC operations will be conducted. It should, at minimum, address the responsibilities of EOC team members, the information flow within the EOC, the maintenance of maps and status boards for used for situation monitoring and resource management, message handling, and internal and external coordination. Attachment 1 to these planning notes, provides a sample tab.
- U. Appendix 1, Tab E. The EOC Log provided is a sample form that may be filled in by hand or typewriter or by using a computer; it may be modified as you see fit or an existing local form may be substituted. If you use a computerized management system that includes an EOC log function, delete this form and describe how the computerized system will be used to document key EOC activities.
- V. Appendix 1, Tab F. The EOC Message Log provided is a sample form that may be filled in by hand or typewriter, or by using a computer; it may be modified as you see fit or an existing local form may be substituted. If you use a computerized management system that includes a message logging function, delete this form and describe how the computerized system will be used to log messages.
- W. Appendix 1, Tab G. This EOC Message Form is designed for outgoing messages. The form provided is a sample that may be filled in by hand or typewriter, or by using a computer; it may be modified as you see fit or an existing local form may be substituted. If you have an existing local form that you feel is more suitable, delete the sample and insert that form.
- X. Appendix 1, Tab H. This EOC Info/Action Record is designed for recording incoming verbal messages. The form provided is a sample that is typically filled in by hand; it may be modified as you see fit or an existing local form may be substituted. If you have a more suitable local form, delete the sample and insert that form.
- Y. Appendices 2 and 3. You should modify the FROM and TO information in the header of each message to include your jurisdiction name and local DPS Disaster District. You may wish to rewrite the sample messages to address emergency situations and locations pertinent to your jurisdiction. Otherwise, leave the sample message and report out of your annex.

Sample Tab D**EMERGENCY OPERATIONS****1. EOC Staff Responsibilities****A. The EOC Supervisor & Assistant**

- 1) Monitor emergency operations and directs EOC operations.
- 2) Screen incoming messages, determines disposition and distribution.
- 3) Assign responsibility for responding to requests for resources or information or formulating options for solving problems to Staff Officers.
- 4) Review proposed options for solving problems and select and implement an appropriate course of action.
- 5) Approve outgoing messages and reports for release.
- 6) Make requests for external assistance or approve requests made by other members of the EOC staff.
- 7) Conduct periodic update briefings for the EOC staff and elected officials.

B. Administrative Staff

- 1) Logger
 - a) Numbers incoming & outgoing messages.
 - b) Records all messages in the EOC Message Log (Tab G to Appendix 1).
- 2) Distribution Clerk
 - a) Picks up incoming messages from Communications and delivers to EOC Supervisor.
 - b) Delivers outgoing message traffic to Communications.
 - c) Reproduces and distributes messages and other materials within the EOC.
 - d) Maintains a file of original incoming and outgoing messages.
- 3) Poster/Plotter(s)
 - a) Posts incident information on EOC display boards, other than those maintained by Action Officers.
 - b) Plots incident information on EOC maps.
 - c) Assists the Distribution Clerk.
- 4) Writer
 - a) At the direction of the EOC Supervisor, records key events in the EOC Log (Tab F to Appendix 1).
 - b) Prepares EOC reports.
 - c) Prepares outgoing messages that require typing.
 - d) Assists the Distribution Clerk and the Logger.

C. Staff Officers

Staff Officers include representatives of departments and agencies that compose the Operations Group and the Support Group, as well as liaison personnel from volunteer groups.

- 1) Have knowledge of their organizational resources and expertise in their use.
- 2) Forward and respond to requests for emergency resources or information from their department, agency, or group, coordinating as necessary with their parent organization.
- 3) Receive emergency information and enter it into the EOC information system.
- 4) Work with other Staff Officers to resolve problems that require multi-agency action.
- 5) Maintain pertinent display boards and maps.

D. Public Information Staff

- 1) Develops and disseminates appropriate emergency public information through news releases, briefings, and, where appropriate, emergency information systems.
- 2) Handles media inquiries.

E. Communications Staff

- 1) Receives incoming EOC message and transmits outgoing EOC message.
- 2) Maintain the required communications log.

2. Information Flow

A. Incoming Messages

- 1) Record Traffic. Incoming messages and faxes will be delivered to Logger for assignment of a message number and then to the EOC Supervisor or Deputy for review. Incoming messages will be numbered sequentially with an R prefix; outgoing messages will be numbered sequentially with an S prefix.
- 2) Verbal Messages. Incoming verbal messages may be received by anyone on the EOC staff. The substance of calls which request resources or information, provide information relating to the emergency situation, or are otherwise pertinent to EOC operations will be recorded by the individual receiving the verbal message on an Emergency Action Record (Tab I to Appendix 1), which will be delivered to the Logger for assignment of a message number and then to the EOC Supervisor or Deputy for review.

B. Screening Messages.

- 1) The EOC Supervisor or Deputy shall screen incoming traffic and determine how it is to be handled. Messages typically fall into two categories: (a) those that provide information about an emergency and (b) those that request resource support or information or identify problems and, thus require action.
- 2) For messages that provide information only, the EOC Supervisor or Deputy will indicate whether the information should be posted on display boards or plotted on map boards by checking the appropriate block on EOC forms or hand stamping a Disposition box on other types of messages. The EOC Supervisor or Deputy shall also indicate the distribution of each message in the approximate block. The EOC Supervisor or Deputy may also highlight information in messages that is to be included

in the periodic Situation Report. All messages that are received will be logged, but messages that are not pertinent to the emergency situation will not be distributed.

- 3) The Distribution Clerk will retain originals of all messages.

C. Outgoing Messages

- 1) Any member of the staff may draft outgoing messages. Messages will be forwarded to the EOC Supervisor or Deputy for review. If necessary, the Writer will type the final copy of an outgoing message and provide it to the EOC Supervisor for approval. The EOC Supervisor or Deputy will provide the approved message to the Distribution Clerk for dispatch.
- 2) Outgoing calls by any staff member, which deal with matters of interest to other members of the EOC staff, should be summarized on an Emergency Action Record (Tab I to Appendix 1) and provided to the EOC Supervisor or Deputy, who will determine further distribution requirements.

D. Exchange of Information

- 1) All Staff Officers are expected to keep the EOC Supervisor or Deputy advised, either verbally or by a note, of important information relating to emergency operations they receive and significant response or recovery issues they identify.
- 2) Staff Officers who receive information that may affect the conduct of other emergency functions are expected to provide that information to Staff Officers responsible for those functions in a timely manner.

3. Task Response & Problem Solving

- A. The EOC Supervisor or Deputy will assign responsibility to specific Staff Officers for responding to requests for resources or information or for formulating solutions to emergency response and recovery problems. Tasks will normally be assigned using the Emergency Info/Action Record form; pertinent messages or information may be attached to the form.

B. Task Response

- 1) Staff Officers assigned tasks to provide resources or information are expected to complete the required action and close out the tasking by completing the Action Taken block at the bottom of the Emergency Info/Action Records and returning the form to the EOC Supervisor or Deputy.
- 2) Staff Officers are expected to complete the specific task assigned as well as any other tasks implied in the original tasking. For example, if the Shelter & Mass Care Staff Officer is given the task of obtaining 400 cots for a shelter, the task includes the explicit task of locating the cots and the implicit task of getting them transported from wherever they are to the shelter. To complete the implicit task, the Shelter and Mass Care Staff Officer may have to coordinate with the Transportation Staff Officer to arrange transportation if the supplier of the cots cannot do so.

- 3) If requests for resources or information cannot be satisfied locally, the Staff Officer should advise the EOC Supervisor or Deputy forthwith and identify possible external sources for the resources or information.
- 4) When responding to requests for resources, it is always advisable for Staff Officers to coordinate with the requestor to confirm specific requirements and coordinate the delivery time and location. Requestors should always be advised of the disposition of their requests.
- 5) For tasks that will take some time to complete, Staff Officers should provide interim progress reports to the EOC Supervisor or Deputy.

C. Problem Solving

- 1) The EOC Supervisor or Deputy may refer specific response or recovery problems or issues to a Staff Officer or a group of Staff Officers for consideration. The EOC Supervisor or Deputy will normally indicate whether he wants either a preferred solution or a range of options to consider.
- 2) In developing a preferred solution or range of options to solve a problem, Staff Officers assigned primary responsibility for the task should coordinate with other Staff Officers who have pertinent expertise and, where appropriate, with external agencies, organizations and groups for assistance. When a range of options is required, it is desirable that those options be prioritized.

4. Status Boards & Maps

A. The following EOC status boards will be maintained by staff members indicated:

- 1) Current Situation board: Poster/Plotter
- 2) Evacuation Status board: Law Enforcement
- 3) Shelter & Mass Care Status board: Shelter & Mass Care
- 4) Resource Commitments board: Resource Manager
- 5) Points of Contact board: Deputy EOC Supervisor
- 6) Route Status board: Law Enforcement
- 7) Damage Summary board: EMC or Asst. EMC

B. The following EOC maps will be maintained by the staff members indicated:

- 1) Current Situation map: Poster/Plotter
- 2) Traffic Control map: Law Enforcement
- 3) Hazmat Facilities/Risk Areas map: Fire Service
- 4) Special Facilities map: Fire Service
- 5) Hurricane/Flood Risk map: EMC or Asst. EMC

5. Reports

- A. When the EOC is activated for a major emergency or disaster for which external assistance may be required, the EOC Supervisor or Deputy will instruct the Writer to

prepare an Initial Emergency Report. See Appendix 2 for the format of and addresses for this report.

- B. The Writer will prepare the periodic Situation Report, with guidance on report content provided by the EOC Supervisor or Deputy. See Appendix 3 for the format of and addressees for this report. The report should be issued at least daily; more frequent reports may appropriate, particularly when circumstances change dramatically. The target time for release of daily reports is 11:00 AM.

6. Briefings

- A. Situation Update Briefings. The EOC Supervisor or Deputy shall conduct periodic informal situation update briefings for the EOC staff, recapping the current situation and highlighting ongoing actions and issues to be resolved. Briefings shall be kept short so they will not disrupt ongoing EOC operations.
- B. Shift Change Briefing. Outgoing EOC team members shall conduct an individual face-to-face turnover briefing to update their replacement on recent and ongoing emergency operations. Such briefings shall always include a detailed review of any tasks in progress or awaiting action that arriving personnel must monitor or complete.
- C. Media Briefings. The Public Information staff shall schedule and conduct briefings for the media as needed. To preclude disruption of EOC operations, media briefings will not be conducted in the primary EOC work area.

7. EOC Security

- A. When the EOC is activated, the push button cipher lock on the main door will be activated and EOC staff members must enter the required code to access the EOC. All staff members will wear their EOC Staff badges while in the facility.
- B. Visitors to the EOC will be identified and their business determined before being admitted to the EOC. Visitors with a valid need to enter the EOC will sign in on the EOC Visitor Log and be provided with an EOC Visitor badge.

State Planning Standards Checklist for Annex N, EOC Direction & Control

Jurisdiction(s): City of San Benito

Annex Date: November 13, 2019 Date of most recent change, if any: November 13, 2019
 (The date which appears on the signature page)

Note: The annex will be considered Deficient if the *italicized* standards are not met.

This Annex shall:	Section/paragraph
I. Authority	
N-1. Identify local, state, and federal legal authorities pertinent to the subject of the annex in addition to those cited in the basic plan.	I
II. Purpose	
N-2. Include a purpose statement that describes the reason for development of the annex.	II
III. Explanation of Terms	
N-3 Identify acronyms and abbreviations and explain terms used in the annex.	III
IV. Situation & Assumptions	
N-4. <i>Include a situation statement related to the subject of the annex.</i>	IV.A
N-5. <i>Include a list of assumptions used in planning for direction and control during emergency situations.</i>	IV.B
V. Concept of Operations	
N-6. <i>Outline a general concept for emergency operations that includes NIMS concepts.</i>	V.A.
N-7 <i>Describe how incident command operations will be conducted.</i>	V.B
N-8. <i>Describe the functions performed by the EOC and how they will be carried out.</i>	V.C
N-9. <i>Describe the interface between ICS and the EOC</i>	V.D
N-10. <i>Include a list of actions to be taken during various phases of emergency management to ensure adequate direction and control during emergency situations</i>	V.E
VI. Organization & Assignment of Responsibilities	
N-11. <i>Describe the organization that will carry out direction and control of emergency operations.</i>	VI.A
N-12. <i>Include assignments of direction and control tasks to departments, agencies, or individuals by position.</i>	VI.B
VII. Direction & Control	
N-13. <i>Identify by position the individuals who will provide direction and control for emergency operations and supervise emergency facilities.</i>	VII
VIII. Readiness Levels	
N-14. <i>Describe actions relating to the direction and control function to be taken at various readiness levels.</i>	VIII
IX. Administration & Support	
N-15. <i>Describe local emergency facilities and their capabilities.</i>	IX.A
N-16. <i>Explain policies on record keeping during emergency operations.</i>	IX.B
N-17. <i>Outline requirements for reporting during emergency operations</i>	IX.C

X. Annex Development & Maintenance	
N-18. Specify the individual(s), by position, responsible for developing and maintaining the annex.	X.A
N-19. Make reference to the schedule for review and update of annexes contained in the Basic Plan.	X.B
XI. References	
N-20. Identify references pertinent to the content of the annex.	XI
Other	
<i>N-21. Describe or depict the EOC organization</i>	App. 1, Tab A
<i>N-22. Make provision for maintenance of an EOC Staff Roster</i>	App. 1, Tab B
<i>N-23. Include a checklist for activation/deactivation of the EOC</i>	App. 1, Tab C
<i>N-24. Summarize how the EOC operates when activated.</i>	App. 1, Tab D
N-25. Describe the forms used in the EOC to record operational events.	App. 1, Tab E
N-26. Describe the forms used in the EOC for message traffic.	App. 1, Tabs F, G, H
<i>N-27. Describe and provide the format for reports prepared by the EOC during emergency operations.</i>	App. 2 App. 3

FOR LOCAL GOVERNMENT USE	Signature	Date
This Checklist Completed By		

FOR GDEM USE	Initials	Date
DEM Preparedness Section Processing		