SULLIVAN COUNTY

BASIC
EMERGENCY OPERATIONS
PLAN

TABLE OF CONTENTS

Introduction 1
Situation and Assumptions 1
Concept of Operations 3
Organization and Responsibilities 4
Direction and Control 16
Continuity of Government 18
Administration and Logistics 18
Appendices 21
Annex 1 Emergency Operations Center 22
- Introduction 22
- Policies 22
- Situation and Assumptions 22
- Concept of Operations 22
- Appendix A – EOC Activation 25
- Appendix B – EOC Organizational Chart 26
- Appendix C – EOC Diagram 27
- Appendix D – Planning P 28
- Appendix E – Battle Rhythm Flow 29
- Appendix F – Battle Rhythm Table 30
- Appendix G – ICS-205 31
- Appendix H – ICS-214 36
- Appendix I – ICS-211B 38

Annex 2 Emergency Services Coordinator Program 39
- Purpose 39
- Scope 39
- Program Elements 39
- Concept of Operations 39
- Implementation 40
- Appendix 1 – ESC Agencies 41

I Introduction

A Purpose

This document establishes a comprehensive emergency plan for Sullivan County and its political subdivisions. This emergency management plan directs actions aimed at accomplishing four general goals: (1) to mitigate potential effects of various hazards that might impact the county, (2) to prepare to take actions which will save lives and minimize damage, (3) to respond rapidly to the needs of the citizens and local jurisdictions during emergencies, and (4) to provide for organized recovery to return the county and its communities to normal as soon as possible after disaster. This plan defines the roles and responsibilities associated with the mitigation, preparedness, response, and recovery efforts directed at natural disasters, technological accidents, terrorist attacks, and other major events that may impact Sullivan County.

B Scope

This plan describes emergency functions in Sullivan County, except those emergencies for which the state or federal government has primary responsibility (e.g. Hazardous Material release from Dept. of Energy sites or TVA Nuclear Power Plant). County and city emergency services include: fire and police, emergency medical services; rescue; warning; communications; engineering; hazardous materials response, evacuation; emergency welfare and emergency transportation and all other functions related to the protection of the civil population as defined by Tennessee Code Annotated (TCA 58-2-102). Also, responsibilities concerning preparedness for, response to, and recovery from disasters, enemy attack, sabotage, hostile acts, mob violence, power failures, energy emergencies and/or their threatened occurrence are addressed.

This plan also discusses potential problems resulting from natural disasters, enemy attack, and all technological incidents exclusive of those associated with nuclear power plants. Detailed plans for each of the nuclear facilities are maintained separately by the Tennessee Emergency Management Agency as required by the Nuclear Regulatory Commission and FEMA.

Two key areas are addressed: (1) the relationships between emergency response organizations and related agencies in Sullivan County, (these organizations include various departments and divisions of county government, local governments, the state and federal governments, and the private sector that provide services before or during disasters and/or that assist with recovery efforts) and (2) procedures to ensure that ongoing review and update of this plan and supporting procedures plans are performed and exercises, that test this plan, are carried out.

II Situation and Assumptions

A Situation

Sullivan County is located in East Tennessee. There are three incorporated towns in the county. The 2010 census indicated the county's population was 156,823. The plan's introduction, hazard identification (pages xii to xv), describes various hazards that may affect the county. Events that occur in Sullivan County may also affect an adjoining county and vice versa.

B Threat

Sullivan County's potential for disasters, whether natural, technological, or nuclear is increasing. Although the occurrence of natural disasters is fairly consistent, there are more people in the county to be affected by disasters. Other events, such as unlawful or careless actions of people, are a source of man-made disasters. International terrorism, racial or ethnic strife, and economic struggles cause conflict. Several countries have, or may have, the capability of waging a limited unconventional war and, therefore, the possibility of a chemical, biological or nuclear attack on the United States is still present. Current knowledge and technology cannot eliminate these threats. However, the steps prescribed by this plan should reduce the dangers faced by the citizens of Sullivan County.

C Planning Assumptions

1. Emergencies and disasters will occur in Sullivan County. Citizens of this county and its political subdivisions will be affected. In addition to hazards identified in the Hazard Analysis other hazards may occur in the future.
2. The full authority and resources of Sullivan County will be used to cope with the situation.
3. State and/or federal assistance will be available, when requested, for those situations which exceed the capabilities of county and municipal government.
4. The Sullivan County Basic Emergency Operations Plan (BEOP) is the basis for emergency management actions in the county. It is invoked by the County Mayor when a county wide or other disaster occurs that requires deploying nearly all of the county's resources and may require a presidential declaration of disaster.

III Concept of Operations

A General

1. Local government has the primary responsibility to prepare for emergencies and to take actions that protect life and property. If local government cannot adequately respond, the state is asked to assist. It is Tennessee's responsibility to deal with emergencies that exceed the capabilities of its political subdivisions. Similarly, the state requests help from the federal government to meet emergency needs beyond the state's capabilities to respond.
2. Emergency functions of the response organizations generally parallel daily functions. To the greatest extent possible, the same people and resources will be used in emergencies.
3. Daily functions which do not directly contribute to emergency operations may be suspended for the duration of the emergency. Personnel normally required for those functions will be redirected to accomplishing emergency tasks by the agency concerned.
4. An integrated emergency management plan is concerned with all hazardous situations which may develop within the state or county. This BEOP is more than an operations plan in that it includes activities that occur before and after a disaster.
5. This plan does not contain a complete listing of all department or agency resources. Each organization will maintain an updated resource list and provide it to the county EMA and other agencies as needed. Local resource lists are maintained by EMA at the EOC.

B Phases of Management

1. Mitigation

   Mitigation activities are those which eliminate or reduce the probability of a disaster occurring, or lessen the damaging effects of those that do. Examples of mitigation activities include; adoption of stronger building codes, tax incentives, zoning and land use management, safety codes, conducting public education or hazard analysis.

2. Preparedness

   Preparedness activities develop and improve response capabilities that are needed in an emergency. Planning and training are among the activities done in preparation for emergencies. Other examples include installation of warning and communications systems, development of evacuation plans and mutual aid agreements and conducting exercises.

3 Response

Response provides emergency services during a crisis. These services speed recovery and reduce casualties and damage. Response activities include activation of warning systems, implementing plans, firefighting, rescue and law enforcement.

4 Recovery

The process of recovery is both short-term and long-term. Short-term recovery seeks to restore essential services to the county and provide for the individual needs of the public. Long-term recovery focuses on restoring the county as a whole to a near-normal state. Recovery is an opportunity to institute mitigation measures to alleviate the effects of future disasters. Examples of recovery activities include providing food and shelter, restoring utilities and government services, counseling, and providing damage/disaster insurance, loans, or grants. Mitigation during recovery includes better codes enforcement, better flood plain management, and improved infrastructure to better withstand the next natural disaster.

C Execution

1 The central point of coordination for overall emergency operations is the Sullivan County Emergency Operations Center (EOC).

2 In an emergency there are two levels of control. The first level of control is at the scene of the incident, under the direction of the incident commander (IC). The second level is in the EOC, where overall coordination will be exercised.

3 The agency with jurisdiction responds to the scene. On-scene management falls under the local department best qualified to accomplish rescue, recovery, and control operations. The department's most qualified, typically senior representative at the scene is the IC, who is responsible for the overall emergency operation. In the EOC, the specific department that assumes a lead coordination role is specified in annexes to this plan. If state assistance is requested, TEMA provides an on-scene district coordinator whose job it is to coordinate the activities of state personnel with those of the local responders. State personnel do not assume control of a scene unless otherwise specified by current state or federal law, administrative practice, or policy.

4 The Sullivan County BEOP identifies the agencies, departments, and organizations which provide resources to support emergency response. This plan reflects all agencies which may be tasked to respond to such events.

5 All personnel involved in emergency response must know when and how the County BEOP or various emergency support functions in the plan will be carried out. Guidance concerning the implementation of the plan is in the Direction and Control section of the Basic Plan.

IV Organization and Responsibilities

A General

Most local government departments have emergency functions. Each department will create and maintain operating procedures. Specific responsibilities are outlined below as well as in the ESF annexes that follow. Some organizations not part of local government are also included.

B Organization

1 Geographically

a The Sullivan County Emergency Management Agency (EMA) is charged with the overall responsibility of coordinating the county's preparedness for and response to disasters. Its authority extends to the entire county. Except for those functions for which the state or federal governments are responsible, the Sullivan County EMA is responsible for the coordination of all other emergency functions as defined by state law.

For the purposes of direction, administration, and response coordination the county is divided into two regions: incorporated and unincorporated.

b The EMA Director is notified by 911 and responds to all major incidents occurring in the county. He provides coordination, other assistance and has the authority to request assistance from any agency within the county. This arrangement allows jurisdictional response agencies to perform emergency functions and still enables the EMA Director to more quickly identify needs and call for additional resources.

c When the EMA Director finds that state assistance is needed, he contacts the State EOC (SEOC). The SEOC notifies the TEMA regional administrator, who then sends a district coordinator to the scene to coordinate state assistance to the county. All requests for state assistance are sent through the SEOC.

d The County EMA is assisted during emergencies by Emergency Services Coordinators (ESCs). The ESCs represent key local departments, agencies, volunteer and private sector organizations, as well as some state agencies. Each ESC (or alternate) is available by phone or pager 24 hours/day, seven days per week to assist in emergencies involving his/her agency. The ESC is empowered to act for and on behalf of his agency or department, including the commitment of personnel and or resources. The ESCs are responsible for developing and implementing procedures associated with this plan.

C Responsibilities

1 Common Responsibilities

All county departments and city governments have the following common responsibilities:

a Disaster preparedness training.

b Preparation of internal emergency plans, standard operating procedures (SOPs), and implementing instructions, with provisions for:

(i) Protection of departmental personnel.

(ii) Alerting and warning personnel, determining and reporting readiness.

(iii) Transmission of emergency information to Emergency Operations Centers.

(iv) Establishment of lines of succession for key personnel.

(v) Maintaining a list of available resources within the agency as well as those of the private sector with which they customarily conduct business.

(vi) Activating emergency direction and control within the specific agencies to carry out the agencies' emergency responsibilities to the citizens of the county

(vii) Complete the tasks given in the Mitigation/Preparedness section of each pertinent ESF and be prepared to carry out the requirements for Response/Recovery.

c When Activated. Actions required of all tasked organizations even if not tasked to staff the county EOC.

(i) Send ESCs to EOC as requested by EMA.

(ii) Attend briefings and coordinate activities with other participant organizations.

(iii) Set up work area(s), report to the EMA and begin damage assessment activities.

(iv) Initiate internal notification/recall actions.

(v) Maintain logs of departmental activities, key decisions, messages and activities.

(vi) If not assigned specific tasks in this plan, provide support, for emergency operations.

2 Specific agency responsibilities

a Sullivan County Emergency Management Agency

(i) Coordinate all phases of emergency management and EOC operations.

(ii) Emergency management planning

(iii) Provide timely warning to appropriate officials of information predicting natural or man-made phenomena and attack that could threaten life and/or property.

(iv) Radiological protection monitoring support

(v) Compile and transmit damage reports to the SEOC to determine eligibility for state and federal disaster assistance and to support applications for public assistance under PL 93-288, as amended.

(vi) Manage various ESF sub-functions, see individual ESFs for details.

(vii) Coordinate shelter/evacuation/movement operations with the Sheriff and Sullivan County Health Department.

(viii) Coordinate general supply and resource management with the County Finance Director, County Trustee and County Purchasing Agent

(ix) Develop emergency preparedness training objectives to meet national standards. Provide guidance/assistance to all local agencies, city governments, and citizens

(x) Provide guidance & assistance to affected local governments in disaster response.

(xi) Coordinate/Review disaster response and recovery actions by local agencies as required by this plan.

(xii) Provide overall coordination of quasi-public and private agency disaster assistance.

(xiii) Maintain liaison with state and federal agencies.

(xiv) Inform individuals, local officials, and businesses of authorized disaster assistance and procedures for obtaining such assistance.

(xv) Manage the use of volunteers during emergencies/disasters.

b County EMS Services/ and Rescue Squads

(i) Provide Emergency Medical Services to the community.

(ii) Provide specialized rescue services in the city and county.

c County Schools Superintendent

(i) Provide school buses for use in evacuations.

(ii) Provide school facilities for use as shelters.

(iii) Conduct damage assessment of school facilities following a disaster.

d County Finance Director/County Trustee/County Clerk/City Mayors

(i) Maintain financial records associated with disaster response.

(ii) Manage cash donations received during disasters.

(iii) Manage logistics operations during disasters

(iv) Arrange for payment of vendors.

(v) Procure items/resources needed for emergency operations.

(vi) Provide unassigned, non-emergency personnel to support emergency operations.

e County/City Attorney's Offices

(i) Provide legal/technical advice to County Mayor/City Mayors.

(ii) Provide personnel to assist with EOC operations and public information during extended emergencies that require the activation of this plan.

f County Planning Office

(i) Conduct building inspections following a disaster.

g County Coroner / Medical Examiner

(i) Arrange for identification/transport of deceased victims following a disaster.

h County Mayor / City Mayors
   (i) Exercise direction and control in the EOC during emergency operations.

i Sullivan County Sheriff
   (i) Conduct law enforcement operations in the county.
   (ii) Operate the county jail.
   (iii) Coordinate law enforcement activities with City Police Department and THP.
   (iv) Assist with search operations in the county.
   (v) Coordinate evacuations in the county.

j Sullivan County Utility Districts
   (i) Conduct damage assessment of utility systems following a disaster.
   (ii) Restore utility services to critical facilities and customers following a disaster.
   (iii) Conduct damage assessment and restoration of potable water system.
   (iv) Conduct damage assessment and restoration of sanitary wastewater system (Local Utilities)

k County Emergency Communications District (911)
   (i) Coordinate the development of emergency communications systems in the county.
   (ii) Maintain a county 911 capability and alternate facility
   (iii) Help staff the EOC during periods of communications outage at 911.
   (iv) Provide overall direction and control of emergency communications systems
   (v) Provide timely and accurate warning to city and county officials of natural or man-made hazards.

l Sullivan County Fire Departments / City Fire Departments/County Fire Association
   (i) Perform fire service operations in jurisdiction.
   (ii) Provide EMS, hazardous materials response, and other operations.
   (iii) Manage ESF 4 Support and Coordination (Fire Association)

m Hazardous Materials Team
   (i) Perform hazardous materials response, containment, and mitigation activities.

n Sullivan County Health Department
   (i) Perform public health functions following a disaster.
   (ii) Provide assistance on health hazards associated with emergencies/disasters.

o Sullivan County Local Emergency Planning Committee (LEPC)
   (i) Maintain Records as Required by Federal and State Laws (e.g. SARA Title III)
   (ii) Assist EMA and County Mayor with planning for hazardous material incidents.

p City Police Departments
   (i) Provide law enforcement operations within jurisdiction.

q Sullivan County Highway Department /City Street Departments

(i) Conduct damage assessment, and repair county roads and bridges after a disaster.

(ii) Remove debris following a disaster.

(iii) Provide assistance with building demolition activities.

(iv) Provide containment support to hazardous materials response, in the cold zone.

(v) Provide logistical assistance to emergency operations.

(vi) Provide technical support for debris removal operations following a disaster. (Highway Department)

(vii) Provide assistance with recovery and development issues following disasters.

r County Property Assessor

(i) Provide records for use in damage assessment activities following a disaster.

(ii) With the Highway Department and Kingsport Building Inspector conduct post disaster damage assessment of county-owned buildings and property.

(iii) Provide any available administrative personnel to assist in the EOC.

(iv) Provide assistance with recovery and development issues following disasters.

s Disaster Assessment Team (DAT) (When established)

(i) Work with all county departments and officials to quickly identify scope of damage following a disaster.

t Solid Waste Director

(i) Assist with management of debris removal after disasters.

u Private and Quasi-Governmental Agencies

- American Red Cross
  - Manage and operate temporary emergency shelters during disasters.
  - Perform damage assessment of shelters and homes following a disaster.
  - Provide assistance to disaster victims.

- Amateur Radio Emergency Services (ARES)
  - Provide communications support to local emergency operations.

- Volunteer Organizations Active in Disasters (VOAD)
  - Provide assistance from volunteer organizations.
  - Provide assistance to the county's Donations Coordination Team.

- (Reserved for future expansion)

3 Assignment of Responsibilities by ESF

a ESF 1 – Transportation

(i) Transportation Networking

- Lead Agency: Sullivan County Highway Department
- Support Agencies: City Street Departments
  County Sheriff's Department
  City Police Departments
  Sullivan County Schools Superintendent

b ESF 2 – Communications

(i) Communications Systems

- Lead Agency: Sullivan County Emergency Management Agency
- Support Agencies: Law Enforcement Agencies
  Sullivan County Emergency Management Agency
  Volunteer Fire Departments/City Fire Departments
  Sullivan County Hwy Dept/City PW Departments
  Board of Education
  Amateur Radio Emergency Services (ARES)
  Emergency Communications (E-911)
  Sullivan County EMS/Ambulance/Rescue Services

(ii) Warning

- Lead Agency: Sullivan County Emergency Management Agency
- Support Agencies: Sullivan County Sheriff's Department, City PD
  Volunteer Fire Departments/ City Fire Departments
  Sullivan County Health Department
  Amateur Radio Emergency Services (ARES)

c ESF 3 – Infrastructure

(i) Building Inspection and Condemnation

- Lead Agency: City Building Inspectors/County Codes Enforcement
- Support Agencies: Sullivan County Schools Superintendent
  Sullivan County Highway Department
  City Street Departments
  County EMA Director
  Sullivan County Assessor of Property
  County/City Fire Safety Inspectors

(ii) Route Clearance & Bridge Inspection

- Lead Agency: County Highway Department
- Support Agencies: County Sheriff's Department / City Police Departments
  Fire Departments
  City Street Departments
  County EMS Agencies

Rescue Squads

(iii) Debris Removal

- Lead Agency — Sullivan County Highway Department
- Support Agencies — City Street Departments
  Sullivan County Codes Enforcement
  Solid Waste Department

(iv) Water and Wastewater Systems

- Lead Agency — Jurisdictional Water Commission First Utility District
- Support Agencies — Sullivan County Health Department
  City Water and Sewer Departments
  County Water Utility Districts

d ESF 4 – Firefighting

- Lead Agency — County Fire Association (Coordination & Support)
- Support Agencies — City Fire /County Fire Dept. (Jurisdictional Dept.)
  Sullivan County Emergency Management Agency

e ESF 5 - Information & Planning

(i) Disaster Information

- Lead Agency — Sullivan County Emergency Management Agency
- Support Agencies — County Attorney's Office
  All Local Agencies with Emergency Responsibilities

(ii) Public Information

- Lead Agencies — County Mayor / City Mayors
- Support Agencies — Sullivan County Emergency Management Agency

(iii) Damage Assessment

- Lead Agencies — Sullivan County Emergency Management Agency
- Support Agencies — County Highway/City Street Departments
  County Assessor of Property/County Commission
  Local Utilities
  Sullivan County Schools Superintendent
  American Red Cross
  County Codes Enforcement/City Building Inspectors

f ESF 6 - Human Services

(i) Shelter and Mass Care Operations

- Lead Agencies — Sullivan County Emergency Management
- Support Agencies — American Red Cross (Kingsport)
  Sullivan County Health Department
  County Schools Director
  ARES

(ii) Disaster Victim Services

- Lead Agency — American Red Cross (Kingsport)
- Support Agencies — Sullivan County Emergency Management Agency
  ARES

g ESF 7 - Resource Support

(i) Logistics

- Lead Agencies — County Emergency Management Agency
- Support Agencies — Sullivan County Mayor/City Mayors
  County Trustee
  County Highway/City Street Departments

(ii) Resource Management

- Lead Agency — County Mayor / City Mayors
- Support Agencies — Sullivan County Emergency Management Agency
  County Trustee

(iii) Staging Areas

- Lead Agency — Sullivan County Emergency Management Agency
- Support Agencies — Fire Departments
  County EMS and Rescue Squads
  Sheriff's Department/City Police Departments
  Sullivan County Highway Department
  City Street Departments
  Sullivan County Schools Superintendent

h ESF 8 - Health & Medical Services

(i) Emergency Medical Services

- Lead Agency — Sullivan County EMS
- Support Agencies — Sullivan County Emergency Management Agency
  County Fire Departments/City Fire Departments
  Sullivan County Sheriff's Department
  City Police Departments
  Sullivan County Coroner/County Medical Examiner
  Rescue Squads
  American Red Cross (Kingsport)

(ii) Public Health

- Lead Agency — Sullivan County Health Department
- Support Agencies — Sullivan County Medical Center
  County Highway Department
  City Street Departments
  Local Water Utilities
  Sullivan County Emergency Management Agency

American Red Cross (Kingsport)

(iii) Crisis Intervention Support

- Lead Agency — Sullivan County Sheriff's Department
- Support Agencies — All Tasked Local Agencies

i ESF 9 - Search & Rescue

- Lead Agency — Sullivan County Sheriff's Department
- Support Agencies — County/City Fire Department / Rescue Squads
  County EMS Agencies
  Sullivan County Emergency Management
  Sullivan County Emergency Communications District
  County Highway Department
  City Street Departments

j ESF 10 - Environmental Response

(i) Hazardous Materials

- Lead Agency — Sullivan County Emergency Management Agency
- Support Agencies — Haz Mat Teams, Kingsport & Bristol Fire Departments
  Volunteer Fire Departments
  Sullivan County Highway Dept/City Public Works
  Sullivan County Sheriff's Dept/City Police Departments
  Sullivan County EMS and Rescue Squads
  American Red Cross
  Local Emergency Preparedness Council (LEPC)
  Tennessee Emergency Management Agency (TEMA)
  Emergency Communications District (911)

(ii) Radiological Materials

- Lead Agency — Sullivan County Emergency Management Agency
- Support Agencies — Haz Mat Teams, Kingsport & Bristol Fire Departments
  Bristol, TN Fire Department
  Volunteer Fire Departments
  Sullivan County Sheriff's Dept/City Police Departments
  Sullivan County Hwy Dept/City Public Works
  Sullivan County EMS and Rescue Squads
  American Red Cross
  Local Emergency Preparedness Council (LEPC)
  Tennessee Emergency Management Agency (TEMA)
  Emergency Communications District (911)
  Sullivan County Agricultural Extension Agent
  Division of Radiological Health (DRH)

k ESF 11 – Food

- Lead Agency — Sullivan County Schools Superintendent
- Support Agencies — Sullivan County Emergency Management Agency
  American Red Cross

l ESF 12 – Energy

- Lead Agency — Jurisdictional Electric System
  Sullivan County Gas Utility District
- Support Agencies — Sullivan County Emergency Management Agency
  Tennessee Valley Authority
  LP Gas Suppliers

m ESF 13 - Law Enforcement

(i) Traffic Control

- Lead Agency — Sullivan County Sheriff's Department
- Support Agencies — City Police Department
  County Highway Department
  City Street Department

(ii) Security/Crime Control

- Lead Agency — Sullivan County Sheriff's Department
- Support Agencies — City Police Departments

(iii) Institutions/Jails

- Lead Agency — Sullivan County Sheriff's Department
- Support Agencies — City Police Department

(iv) Evacuation/Movement

- Lead Agency — Sullivan County Sheriff's Department
- Support Agencies — County Mayor/City Mayors
  Sullivan County Emergency Management Agency
  City Police / City Fire Departments
  County Fire Departments/Hazardous Materials Team
  County/City Director of Schools
  County EMS Agencies
  Rescue Squads
  County Highway Department
  County Codes Enforcement/City Building Inspector

(v) Terrorist Incident

- Lead Agency — Sullivan County Sheriff's Department
- Support Agencies — City Police Department
  Sullivan County Emergency Management Agency

n ESF 14 - Donations/Volunteer Services

(i) Donations

- Lead Agency — Sullivan County Finance Director
- Support Agencies — County / City Mayors
  County Sheriff's Department / City Police Departments
  Highway Department / City Street Department
  Sullivan County Emergency Management Agency

(ii) Volunteers

- Lead Agency — Sullivan County Emergency Management Agency
- Support Agencies — American Red Cross
  Tennessee Emergency Management Agency

o ESF 15 – Recovery

(i) Assistance Programs

- Lead Agency — County Mayor/City Mayors
- Support Agencies — Sullivan County Emergency Management Agency
  County Highway Department/City Street Departments
  County/City Superintendent of Schools
  American Red Cross
  Local Utilities
  County Property Assessor
  County Commission
  City Council

(ii) Recovery and Reconstruction

- Lead Agency — County Mayor/City Mayors
- Support Agencies — Sullivan County Emergency Management Agency
  Sullivan County Commission
  County Highway Department
  City Council
  City Street Department

p ESF 16 Animal Care Services and Disease Management

(i) Animal Care Services and Housing

- Lead Agency — Sullivan County Agricultural Extension Agent
- Support Agencies — Sullivan County Emergency Management Agency
  County/City Mayors
  Highway and Street Departments
  Sullivan Animal Owners and Producers
  Sullivan Veterinarians

(ii) Animal Disease Management

- Lead Agency — Sullivan County Agricultural Extension Agent
- Support Agencies — Sullivan County Emergency Management Agency
  County/City Mayors
  Highway and Street Departments
  Sullivan Animal Owners and Producers
  Sullivan Veterinarians

V Direction and Control

A County Mayor/City Mayors

1 The County Mayor and/or City Mayors, through the EMA Director, will exercise direction and control of the emergencies in Sullivan County. The personnel, facilities, and equipment for decision-making and the initiation of response activities are located in the EOC.

B EMA Director

1 The EMA Director, who is appointed by the County Mayor, has the responsibility for coordinating the entire emergency management program in Sullivan County. The Director makes all routine decisions and advises the officials on courses of action available for major decisions. The Director is responsible for the proper functioning of the EOC. The Director also acts as a liaison with other local, state, and federal emergency management agencies.

C Emergency Services Coordinators (ESCs)

1 ESCs have the authority and responsibility to respond to county emergencies that require the assistance or resources of their respective agencies. ESCs are responsible to ensure their agencies' emergency functions are carried out per this plan and other guidance from the Sullivan County EMA. Some agencies may be required to relocate to the EOC.

2 All ESCs will coordinate their activities with the EOC under the direction of the EMA Director.

3 Agencies with emergency responsibilities activate their own office and staffing systems as necessary to fulfill their obligations. ESCs provide the liaison between the EOC and the field units of their respective offices. See Annex 2 to this plan below..

4 Specific persons and agencies are responsible to fulfill obligations as noted in the Basic Plan and its functional annexes. Each agency will be responsible for having its own standard operating procedures or plans to be followed during emergency response operations.

D EOC Location

1 The EOC is in the EMA Office located in Blountville. The EMA Director may move the EOC to the alternate site of 200 Shelby St., Kingsport.

E Line of Succession

1 In the EMA Director's absence, direction and control authority lies with the County Mayor. One of these individuals should be available at all times. If both should be out of service at the same time a memorandum must designate the individual with acting authority.

F Heads of Local Departments

1 This plan requires that the heads of all local departments and agencies with emergency preparedness responsibilities designate primary and alternate ESCs.

2 Department or Agency heads will remain responsible for their personnel and resources.

3 Lines of succession to the department heads are as specified in their respective SOPs.

G State and Federal Responders

1 State and/or federal officials will report to the EOC for a situation briefing and strategy session with the Executive Group, followed by deployment to the field.

H Alert/Increased Readiness Periods/Levels of Local Operation

1 To assist emergency service and government officials with managing an event or possible event, different levels of EOC activation were developed to grow or shrink with the incident as with command and control in NIMS. Having different levels of activation also keeps costs to departments and ultimately the public to a minimum. These levels also correspond similarly with the state EOC activation levels set up by TEMA.

a **Level 5 - Normal Operation**

The Sullivan County Emergency Management Agency is tasked with the responsibility of monitoring activities in the event of an emergency that may affect the residents of Sullivan County. EMA staff are present with access to the EOC

The Sullivan County Emergency Management Agency is also charged with the responsibility of maintaining the EOC in a constant state of readiness. This includes regular tests of equipment and procedures to ensure that they are effective and in working order.

b **Level 4 – Watch**

When an event or situation that may impact the health, welfare or safety of a large number of residents within Sullivan County is detected, The Sullivan County Emergency Management Agency may increase the monitoring activities

c **Level 3 – Limited Activation (1 operational period)**

When Sullivan County Emergency Management Agency detects or is notified of an event or situation that may have significant impact on the residents of Sullivan County or a serious event were to occur in Sullivan County, a Level 3 Activation may occur.

A Level 3 Activation does not require 24 Hour staffing of the EOC in order to meet the needs of the situation. One shift or operational period is all that is necessary.

d **Level 2 – Limited Activation (2 or more operational periods)**

When Sullivan County Emergency Management Agency detects or is notified of an event or situation that will require a limited activation of the EOC on a 24 hour basis then a Level 2 Activation of the EOC will occur.

A Level 2 Activation requires 24 Hour staffing of the EOC in order to meet the needs of the situation. Two shifts or operational periods will be required.

e **Level 1 – Full Activation**

When Sullivan County Emergency Management Agency detects or is notified of an event or situation of significant impact to Sullivan County or an event of national significance, a Level 1 Activation of the EOC may occur.

A Level 1 Activation requires complete 24 Hour staffing of the EOC in order to meet the needs of the situation. Two full EOC shifts or operational periods per 24 hour period will be required.

2 Specific actions for individual organizations and/or departments for each of these levels are provided in their respective SOPs and implementing procedures.

I Legislative Liaison Affairs

1 The County Mayor and City Mayors will keep the jurisdiction's state and local legislative officials advised as to the status of the event in their respective districts. The City Mayors will keep the County Mayor appraised of municipal briefings of Legislators and their staffs.

VI Continuity of Government

A Emergencies/Disasters are rarely of sufficient magnitude to require changes in the governmental structure. Relocating to a structurally sound facility may provide continuity of operations. The size and type of threat or disaster being confronted will dictate whether or not key officials move to other locations.

B Succession of local government officials will follow lines of succession as prescribed in the state constitution, state law, and local ordinances.

C Operating Locations - The County Mayor and his staff may relocate to the EOC during major emergencies. County/City government will continue to occupy current facilities unless they are unusable. Each agency will maintain plans for relocation of critical operations in such cases.

D Preservation of Records - To provide normal government services after a disaster, vital records must be protected. Each local agency will ensure the safety of essential records. Examples of essential records include:

1 Records protecting the rights and interests of individuals, such as vital statistics, land and tax records, license registers, articles of incorporation, and permits.

2 Records relating to emergency operations, such as utility system maps, locations of emergency supplies and equipment, emergency operating procedures, lines of succession, and personnel lists.

3 Records required to re-establish normal governmental functions such as constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records.

VII Administration and Logistics

A Emergency Authority

Authorities for this plan are contained in Part I, Introduction, to this plan.

B Agreements and Understandings

Should local resources prove to be inadequate during an emergency, local jurisdictions will ask for assistance from other local governments, higher levels of government, and other agencies per existing or emergency-negotiated mutual-aid agreements, and state law. All agreements will be entered into by authorized officials and will be in writing.

C Administration

1 Existing forms, reports, and procedures will be used. All records subject to review of actions taken will be retained for at least three years or longer as required by law or ordnance.

2 Local agencies occupying the EOC will maintain their own records and administrative forms. Standard forms used in the EOC (i.e., message and activity logs) will be provided by the EMA.

3 Reimbursement for expenditures will follow established local administrative procedures.

D Plan Development and Maintenance

1 The Sullivan County EMA will:

a Develop and maintain the Sullivan County Basic Emergency Operations Plan.

b Ensure the local BEOP is current by having amendments and changes prepared, coordinated, and issued as necessary.

c Annually review the local BEOP to ensure that it reflects current policy and technology.

d Maintain stocks of the local BEOP and amendments along with distribution lists to assure all plan recipients are properly serviced.

e Review, approve, or disapprove requests for material to be included in the local BEOP.

f Ensure all material prepared to insert in the local BEOP adheres to established guidelines.

g Prescribe format, review procedures, and submission dates for all local emergency management and supporting plans and operating procedures.

h Task local agencies to prepare supporting annexes and documentation for the local BEOP.

2 Local Agencies

a Those agencies in local government that have emergency-oriented missions or support roles are required to provide an emergency response capability 24-hours-a-day, seven days-a-week. Each agency will:

(i) Prepare directives and operating procedures in support of this BEOP and provide the Sullivan County EMA with one copy of each for reference.

(ii) Annually review published directives and their respective portions of the local BEOP to assure that commitments can be filled and resources provided. Each agency must provide the Sullivan County EMA with a copy of any recommended revisions or a signed statement indicating the directive/plan as written remains current and supports this BEOP on or before October 1 each year.

3 City Government will:

a Prepare plans and directives in support of this plan as it relates to their jurisdiction.

b Submit one copy of all supporting plans/documents to EMA for review and approval.

E Plan Implementation

1 This plan (or its components) can be implemented in several ways:

a By direction of the County Mayor or the Sullivan County EMA Director

b As a result of the occurrence of a disaster or an emergency

c By requests for assistance from local governments when disasters exceed their capabilities and/or resources

d As a response to increased international tensions or the threat of enemy attack

e Specific annexes may be activated by the Lead Agency of that annex, with the concurrence of the County Mayor.

F Primary and Support Responsibilities

1 Primary and Support

Primary and support responsibilities for various emergency functions are assigned to departments and agencies of local government, and to organizations in the state government or private sector. Each department, agency, or organization is either a lead agency or a supporting agency in an ESF. Assignments are based on common functions needed in most large emergencies. The lead agency performs most of the planning and mitigation efforts for that ESF. Many of the agencies with primary responsibilities are included as part of the EOC staff for direction and control. Other supporting agencies will work in locations outside the EOC. Other agencies will not be functional until the recovery phase begins. Only those agencies essential to preserve the continuity of government during an emergency, or those necessary to deal effectively with the given set of circumstances of any emergencies, will staff and augment the EOC.

2 Responsibility

a This plan is binding on all local government agencies authorized or directed to conduct emergency management activities.

b The EMA Director's authority under this plan is extensive. As the disaster coordinator, he coordinates the activities of all local organizations as they relate to emergency management. Each local agency that has an emergency-oriented mission will:

(i) Assign personnel as directed to augment EOC operations when implemented.

(ii) Maintain and operate a 24-hour response capability in the department or agency facilities when this plan is activated addition to any staff operating from the EOC.

(iii) Participate in exercises when scheduled by the EMA Director.

(iv) Prepare plans and supporting documents that set forth policies and provisions for carrying out the agency's emergency responsibilities.

(v) Conduct training essential to implementation of assigned functions.

(vi) Conduct an annual review to update the supporting documentation and operating procedures and advise the EMA Director of modifications required.

c Each department or agency of local government having a primary or support role, will prepare and maintain standard operating procedures (SOPs) describing how functions will be accomplished. Subordinate divisions of these agencies will also furnish copies of their SOPs to their parent department for inclusion in the department's supporting plan.

d Several state and federal agencies are delegated responsibilities within this plan. These agencies provide services to local government on a daily basis regardless of whether or not a major disaster declaration exists.

G Logistics

1 Local Agencies

Local agencies are responsible for their own vehicles.

2 Local Resources

ESCs responding to a disaster will apply resources available to them as directed by the EMA Director through the authority of the County Mayor.

3 Sullivan County EMA

The EMA Director or the County Mayor in charge of a disaster response will coordinate with County Trustee and Purchasing Agent to procure and coordinate the use of personnel, materials, equipment, and supplies.

Annex 1 Emergency Operations Center

- Appendix A EOC Activation Checklist
- Appendix B EMA Organizational Chart
- Appendix C EOC Diagram
- Appendix D Planning P
- Appendix E Battle Rhythm Flow Chart
- Appendix F Battle Rhythm Table
- Appendix G EOC Communications Plan
- Appendix H ICS-214
- Appendix I ICS-211B.1

Annex 2 Emergency Service Coordinator (ESC) Program

- Appendix A List of ESC Agencies

ANNEX 1

EMERGENCY OPERATIONS CENTER

I INTRODUCTION

A Purpose

The Emergency Operations Center (EOC) provides a central location to coordinate local emergency management functions. These functions routine activities as well as emergency response and recovery activities.

B Scope

Emergency management response for the county is coordinated from the EOC.

II POLICIES

A EOC access is controlled for security and to ensure control and coordination of local resources during emergencies. The EOC congregates the emergency management staff, Emergency Services Coordinators (ESC) and support personnel from all agencies tasked with emergency responsibilities. Also, National Guard, industry, state and federal relief agencies may also operate from or in concert with the EOC during significant disasters.

III SITUATION AND ASSUMPTIONS

A Situation

1 The EOC is opened when county-wide disasters or other large emergencies occur.

2 There are many regional, state, national, and international disasters that may require emergency management activities be coordinated across the county.

B Planning Assumptions

1 EOC activation may be needed without advance notice. A copy of the EOC activation Checklist can be found in Appendix A.

2 Coordination of response activities and resources is within the scope of county staffing.

IV CONCEPT OF OPERATIONS

A General

1 The EOC, when activated, will be staffed around the clock by key decision-makers.

2 Primary and Alternate Emergency Operations Centers

a Primary EOC - The primary EOC is located in the Sullivan County EMA office, 3193 Hwy. 126, Blountville.

b Alternate EOC – Emergency Management Office, 200 Shelby St., Kingsport.

3 Primary EOC Operations

a When an emergency or disaster occurs, the EMA is notified by radio or telephone. The event is logged by date and time.

b The EMA Director briefs the County Mayor as to the situation and has dispatch perform a call out of ESC personnel (See annex 2).

c The EOC (or the county's primary warning point) relays pertinent data to adjacent counties' emergency response agencies.

d The EOC monitors the progress of the emergency and evaluates efforts to contain the situation. Resource requirements that cannot be met by the county are sent to the State Regional EOC and the appropriate ESCs for action as provided by ESF/individual agency SOPs. This continues until the situation is resolved.

e When the EOC become operational, there is a time table that can be followed to keep the process organized and on schedule. A copy of the planning P and sample battle rhythms can be found in appendices D-F.

f The EMA Director can request mutual aid from an adjoining county or TEMA. In either case, the respective organizations provide liaison officers to the EOC for coordination of operations.

g News releases and emergency public information is prepared and disseminated from the EOC via the PIO, County Mayor or jurisdictional department head

h The EMA Director ensures continuity of operations and sustained manpower capability around the clock for the duration of the emergency.

i When the emergency ends, EOC staff members conduct after-action debriefings, evaluate responses, and compile reports, decision and message logs and expenses.

B Organization and Responsibilities

1 EMA Director

The Director of the Sullivan County Emergency Management Agency is the executive head of the agency and is responsible for coordinating all emergency management activities throughout the county. He/she will:

a Advise elected officials, departments, and agencies of local government and other non-governmental relief agencies with respect to the magnitude and effects of the emergencies that affect Sullivan County. Orient and train the emergency staff, and periodically conduct exercises.

b Coordinate local emergency operations with TEMA and local emergency management offices in the counties that border Sullivan County.

c Develop and maintain local emergency staffing capabilities.

d Develop and maintain appropriate emergency public information, communications and warning capabilities.

e Develop and maintain the County EM Plan, mutual aid agreements, memoranda of understanding, etc., and periodically test and exercise them.

2 County Mayor

a The County Mayor is the chief elected officer of the county and immediate supervisor to the EMA Director.

3 Emergency Services Coordinators (ESCs)

a The ESCs represent local, state, private, and quasi-governmental agencies with emergency responsibilities during major disasters. The roles and responsibilities of the ESCs are provided in Annex 2.

4 Public Information

a The Sullivan County EMA Director or the County Mayor will designate an individual to act as the Public Information Officer.

5 Support Requirements

a Reports and Records

(i) Messages

- The EMA Director will establish procedures for handling messages.

(ii) Event Logs

- A record of major events will be kept by each ESC. A copy of the ICS-214 can be found in appendix G

(iii) Daily Operations Log

- A log of all major vents, decisions made, and actions taken, is maintained by the EMA or EOC staff.

(iv) Security Log

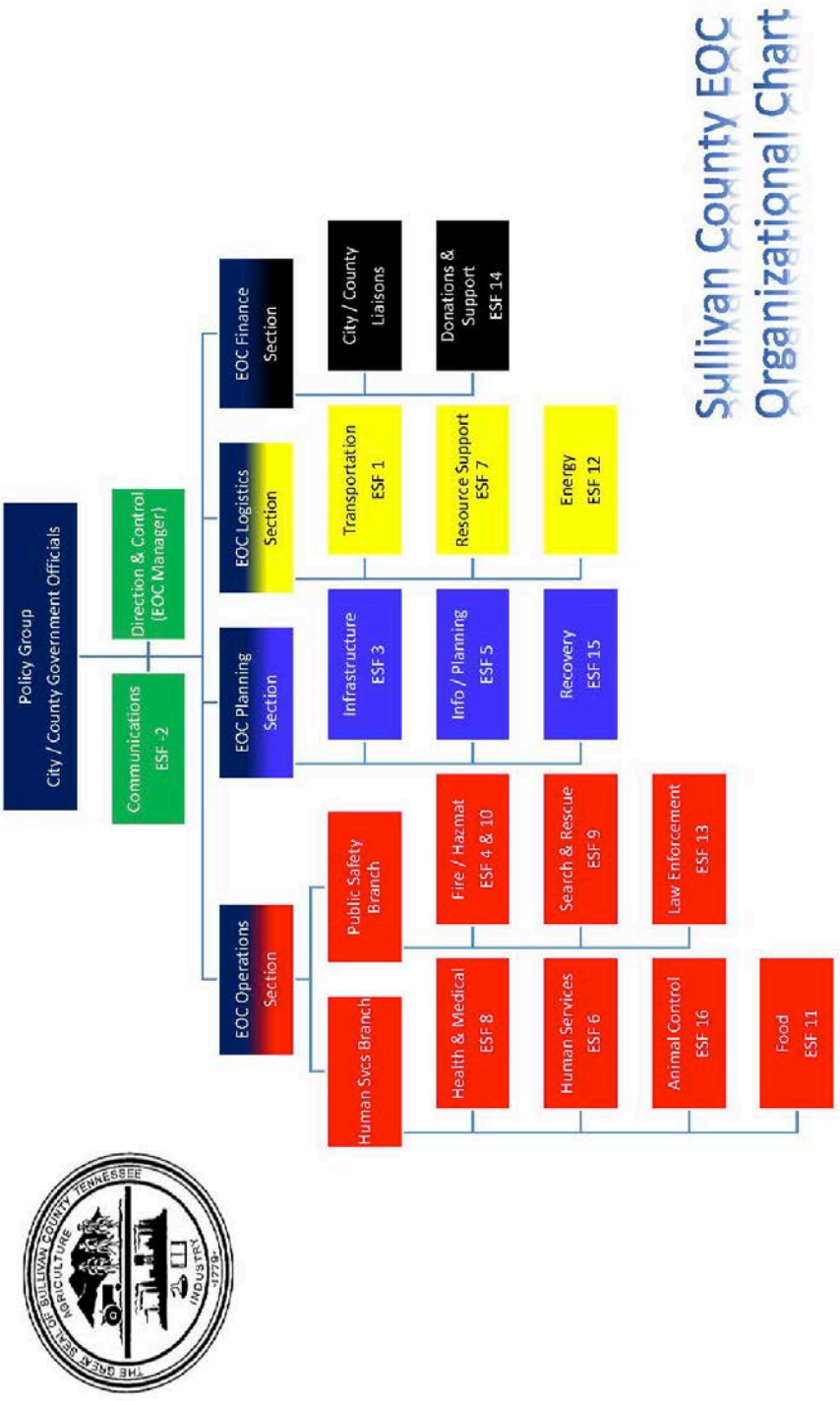
- A record of all persons entering and leaving the EOC is maintained. A copy of ICS-211B.1 can be found in appendix I.

(v) Security

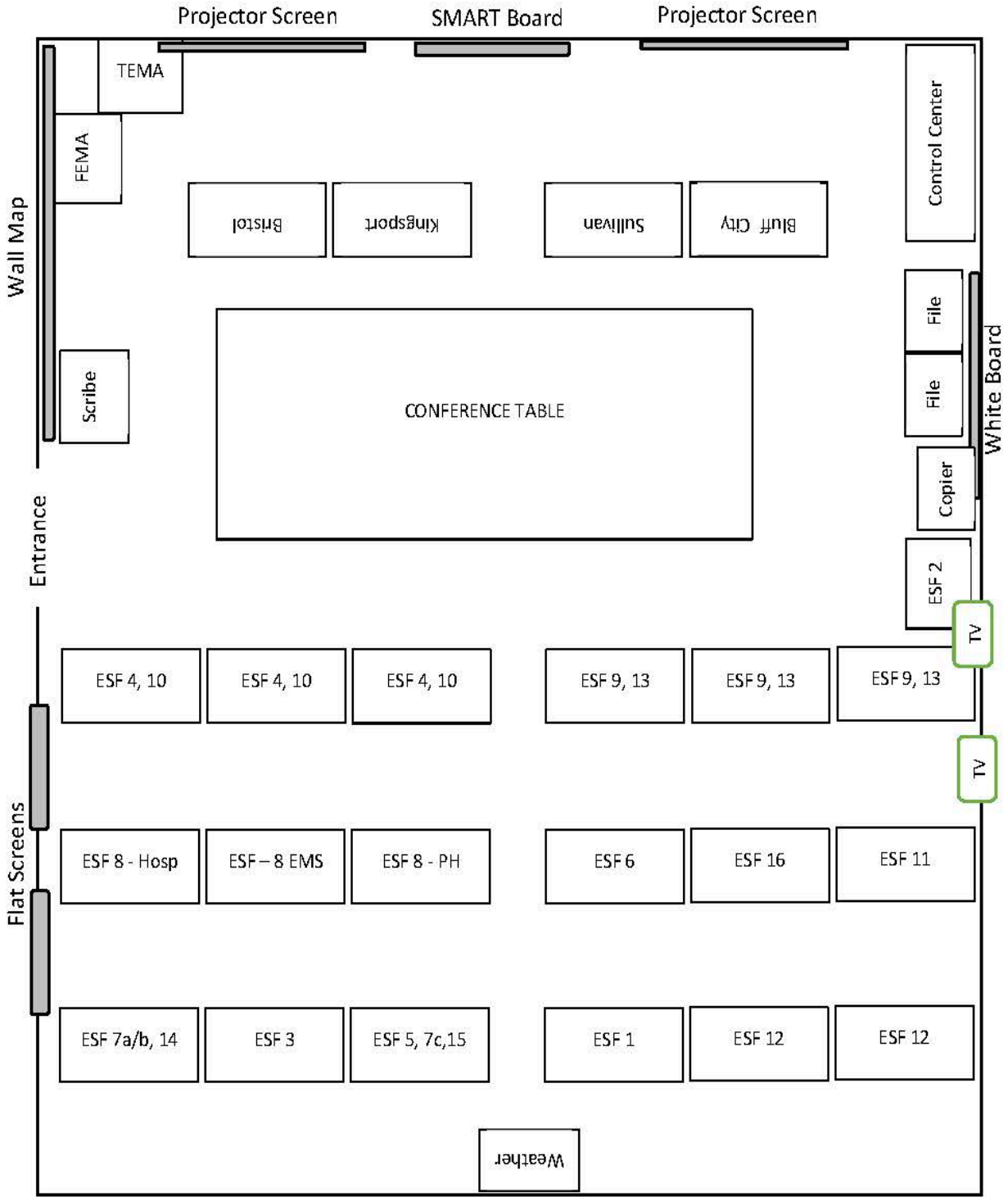
- All EMA staff and ESCs are personally known to each other and have authorized access to the EOC during routine operations.
- During emergency operations, the Sullivan County Sheriff's Department or City Police Departments, stations an officer at the entrance to secure the facility to authorized personnel only.

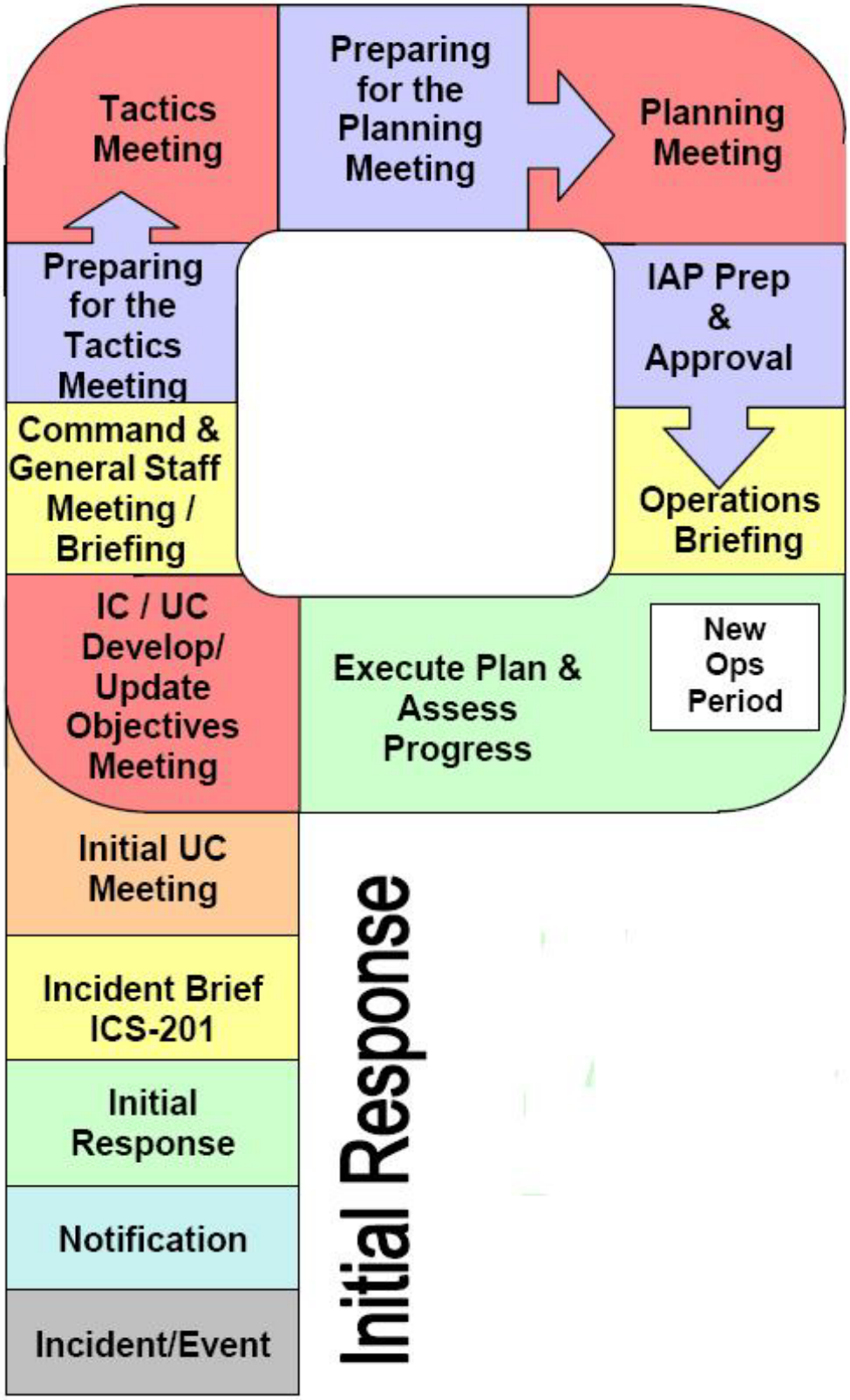
EMERGENCY OPERATIONS CENTER ACTIVATION CHECKLIST

☐	Determine Activation Level	Made by EMA Director or County Mayor or designee Per County BEOP ▪ Level 5 – Normal Operations ▪ Level 4 – Elevated ▪ Level 3 – Limited Activation (1 Operational Period) ▪ Level 2 – Limited Activation (2+ Operational Periods) ▪ Level 1 – Full Activation
☐	Notify EOC ESC's of Activation Level	Call out through dispatch list in reverse 911 ESC List in EOC Startup shelf (Conference Room)
☐	Establish Sign-in Log Sheet	▪ Use form ICS 211-B Check-In List o Located on Clipboard in EOC startup shelf ▪ Place in reception area located at top of stairs
☐	Power on all A/V Equipment	1. Control Computer (should be on but monitor off) 2. TVs (Set to local news WCYB & WJHL) 3. SMART Board 4. Overhead LCDs
☐	Establish incident in WebEOC	▪ Consider need to document in TEMA WebEOC Board
☐	Advise TEMA of EOC Activation by Phone	State EOC Operations (800.262.3400)
☐	Begin development of IAP	• ICS Forms in folder within EOC
☐	Conduct Infrastructure Assessment (Cities & County wide)	☐ Phone Systems ☐ Roads / Bridges ☐ Power Outages ☐ Water / Sewer Systems
☐	Policy Level Briefing with Elected Officials	☐ County Mayor ☐ City Managers / Mayors
☐	Advise Dispatch Centers of Operational Status	
☐	Consider need for security	

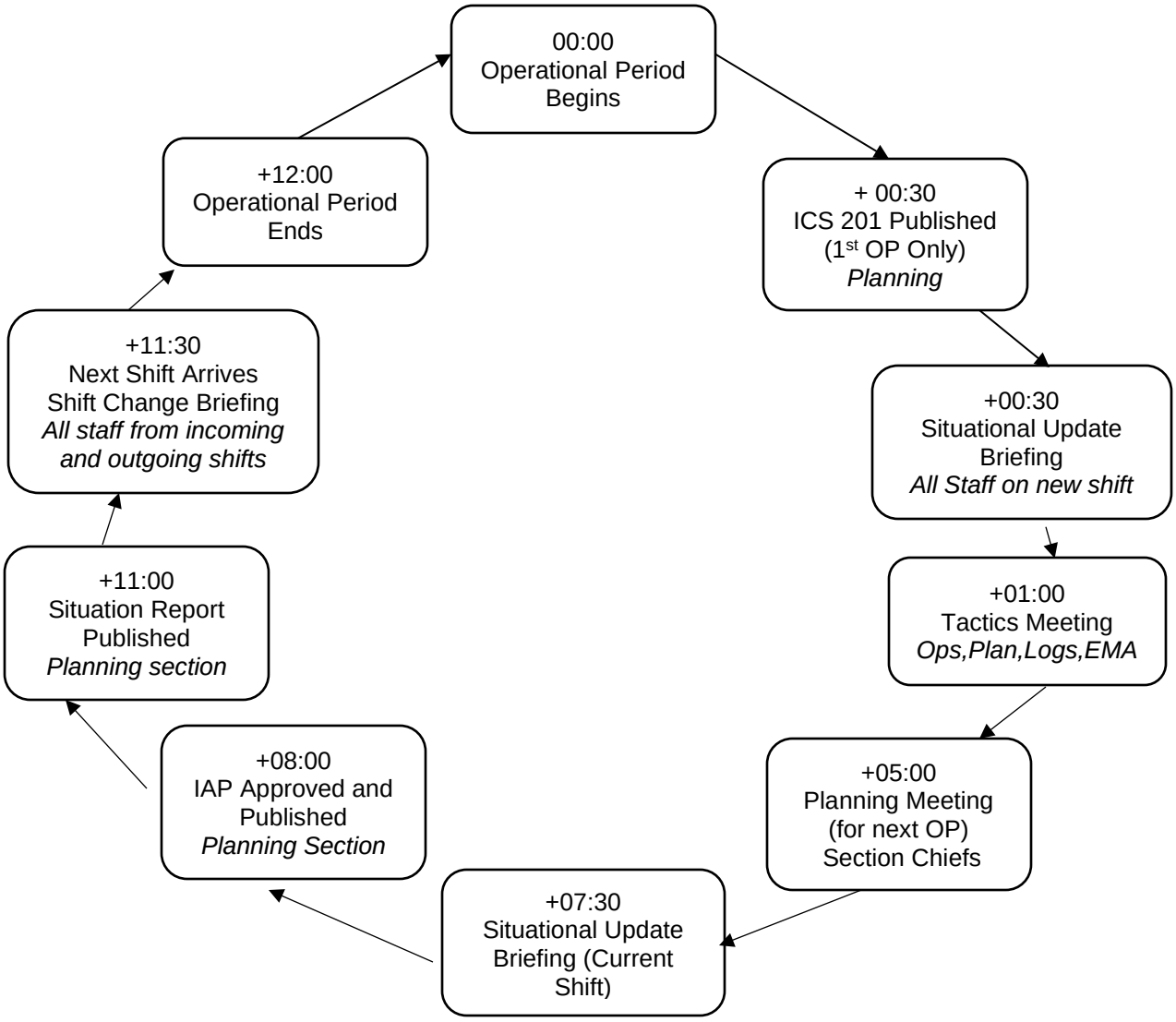

Sullivan County EOC
Organizational Chart
Policy Group
City / County Government Officials
Direction & Control
(EOC Manager)
Communications
ESF -2
EOC Operations
Section
Public Safety
Branch
Human Svcs Branch
Fire / Hazmat
ESF 4 & 10
Search & Rescue
ESF 9
Law Enforcement
ESF 13
Health & Medical
ESF 8
Human Services
ESF 6
Animal Control
ESF 16
Food
ESF 11
EOC Planning
Section
Infrastructure
ESF 3
Info / Planning
ESF 5
Recovery
ESF 15
EOC Logistics
Section
Transportation
ESF 1
Resource Support
ESF 7
Energy
ESF 12
EOC Finance
Section
City / County
Liaisons
Donations &
Support
ESF 14

EMERGENCY OPERATIONS CENTER DIAGRAM




Tactics Meeting
Preparing for the Planning Meeting
Planning Meeting
Preparing for the Tactics Meeting
IAP Prep & Approval
Command & General Staff Meeting / Briefing
Operations Briefing
IC / UC Develop/ Update Objectives Meeting
Execute Plan & Assess Progress
New Ops Period
Initial UC Meeting
Incident Brief ICS-201
Initial Response
Notification
Incident/Event
Initial Response

Suggested Battle Rhythm for EOC by Operational Period



Time	EOC Actions	Internal / External Reports	Conference Calls / Minutes	Planning Tasks Assigned
0100				
0200		SitRep Updates		
0300	Planning Meeting – Overnight Shift			
0400				
0500	Publish EOC Management TPlan and obtain final approval	NWS Weather Report		
0600	OPS Briefing to begin Day Shift Operational Period @ 0700			
0700		SitRep Updates	Media Releases	
0800			Regional / Local Conference Call	
0900	Mgmt & General Staff Meeting – Day Shift			
1000		SitRep Updates		
1100		NWS Weather Report	Media Releases	
1200	Objectives Meeting Strategies Meeting			
1300		SitRep Updates	Regional / Local Conference Call	
1400			Media Releases	
1500	Planning Meeting – Day Shift			
1600		NWS Weather Report		
1700	Publish EOC Management Plan and obtain final approval	SitRep Updates	Regional / Local Conference Call	
1800	OPS Briefing to begin overnight shift @ 1900			
1900				
2000		NWS Weather Report		
2100	Mgmt & General Staff Meeting – Overnight Shift		Media Releases	
2200		SitRep Updates	Regional / Local Conference Call	
2300				
2400	Objectives Meeting Strategies Meeting	NWS Weather Report		
NOTE:	***The schedule and times of events, meetings and calls is dependent on real-life events and is suggestive only.***		***The listing of conference calls and media releases reflect suggested frequency.***	

INCIDENT RADIO COMMUNICATIONS PLAN		Incident Name: Sullivan EOC / Disaster			Date/Time Prepared: 1/2/2018 8:00		Operational Period Date/Time: 12 hour	
Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	Tx Tone/NAC	Mode A, D or M	Remarks
1	Command	SCMAC15	ICP / EOC	Sullivan P25	0	Sullivan P25	0	D	
2	Tactical	SCMAC14	ICP / EOC	Sullivan P25	0	Sullivan P25	0	D	
3	Logistics	SCMAC 13	ICP / EOC	Sullivan P25	0	Sullivan P25	0	D	
4	Staging	SCMAC12	ICP / EOC	Sullivan P25	0	Sullivan P25	0	D	
5	Fire - KPT	KFD Dispatch	KFD	Sullivan P25	0	Sullivan P25	0	D	
6	Fire - BRI	BTFC1	BTFD	Sullivan P25	0	Sullivan P25	0	D	
7	Fire - Cnty	VFDUPERD	VFD	Sullivan P25	0	Sullivan P25	0	D	
8	LE - KPT	PD 1	KPD	Sullivan P25	0	Sullivan P25	0	D	
9	LE - BRI	BCPD1	BTPD	Sullivan P25	0	Sullivan P25	0	D	
10	LE - Cnty	SCSO1	SCSO	Sullivan P25	0	Sullivan P25	0	D	
11	EMS	EMS 1	SCEMS	Sullivan P25	0	Sullivan P25	0	D	
12	Public Health	HDCMD	SCRHD	Sullivan P25	0	Sullivan P25	0	D	
13	Rescue	SAR 1	Rescue	Sullivan P25	0	Sullivan P25	0	D	
14	Airport	TCAAEMER	TCAA PSO	Sullivan P25	0	Sullivan P25	0	D	
15	Air Med	AIRMED 1	Air Medical	Sullivan P25	0	Sullivan P25	0	D	Patched into SCMAC AIR
16	School	SCSCHL 1	Schools	Sullivan P25	0	Sullivan P25	0	D	
17	Shelter Ops	RCOPS1	ARC	Sullivan P25	0	Sullivan P25	0	D	
18	Mut Aid TN	TNMA LE7	EOC / THP	TACN P25	0	TACN P25	0	D	
19	VHF EMS	EMS 205	EMS Mut Aid	155.2050	D205	155.2050	D205	0	Statewide EMS VHF
20		Select Channel		.	.	.	.	.	
	Prepared by:		Phone# 423.440.9626		Incident Location 3193 Hwy 126 Blountville, Tennessee 36D 32.08", -82D 19.04"				

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Time From:	Date To: Time To:

3. Name:	4. ICS Position:	5. Home Agency (and Unit):

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 1 Date/Time: _____

ACTIVITY LOG (ICS 214)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:

7. Activity Log (continuation):

Date/Time	Notable Activities

8. Prepared by: Name: ________________ Position/Title: ________________ Signature: ________________

ICS 214, Page 2	Date/Time: ________________

ICS 211B-1 CHECK-IN LIST Rev 1. 052209	1. INCIDENT NAME	2. DATE	3. INCIDENT NUMBER	4. CHECK-IN LOCATION

PPE	NAME (*PLEASE PRINT*)	VOLUNTEER/DSW CERT/MRC/CARES/SUV	TIME IN	TIME OUT	HOURS	ADDITONAL INFORMATION

ICS 211B-1	5. PAGE _____OF_____	6. PREPARED BY (RESOURCE UNIT)	7. Entered in Presidential Service Awards

05/22/2009

I Purpose

The Emergency Services Coordinator (ESC) program gives the EMA Director an immediate source of expertise from local agencies to cope with disasters and emergencies. In addition to representation, each local department or agency is required to provide the County EMA with personnel, equipment, facilities, or materials needed for disaster response and recovery.

II Scope

The ESC program encompasses all agencies, departments, divisions, and bureaus that have an emergency mission or a role in recovery. Agencies listed in Appendix 1 of this annex are required to provide ESCs to the Sullivan County EMA. Other agencies and departments may participate at their discretion. ESC program functions also include research, plan development, communications tests, and exercises.

III Program Elements

A Department heads and agency executives must ensure that their departments, and agencies under their jurisdiction, promptly respond and fully execute their duties in accordance with this plan. To fulfill this responsibility, each department listed in Appendix 1 will:

1 Provide a primary and alternate ESC to represent their department or agency.

2 Ensure ESCs are empowered with the full authority to coordinate and direct all emergency response functions and services of the department head.

3 Provide the EMA Director with the names of the primary and alternate ESCs, the office they represent, home addresses, office and residence phone numbers.

4 Ensure that the ESC on-call can respond within 30 minutes to the EOC. Provide pagers, phones and access to vehicles to carry out ESC duties.

5 Prepare a directive that establishes a departmental ESC program that details the use of government vehicles, radios, cell phones, periods of on-call duty, and provisions for notifying the EMA Director of schedules and changes.

6 Ensure that plans are developed to carry on agency functions and provide suitable space for personnel, equipment, and essential records during disasters. Agencies scheduled to work in the EOC will address the movement of personnel, equipment, and records.

IV Concept of Operations

A The EOC can accommodate many of the ESCs by providing workspace, telephone capabilities, and access to radio communications.

B Whenever a disaster or emergency threatens or occurs, the EMA Director will determine if any ESCs are to be called in to provide assistance. The EMA Director will assess the situation, bearing in mind that the use and employment of ESCs and their resources must be compatible with the primary responsibility of the agency concerned, and coordinate which, if any, ESCs are to be called.

C The EMA Director or County Mayor will notify ESCs of their recall.

1 Depending on available information about the emergency, ESCs will be instructed to report to the EOC for briefing by the EMA Director or instructed to report to the scene and be briefed over the telephone or radio enroute.

2 ESCs, once committed, will remain committed through the recovery phase unless relieved by the EMA Director or their appointing authority

V Implementation

A The EMA Director is responsible for implementing the ESC program. The Director will:

1 Coordinate this appendix with affected and interested agencies

2 Establish logs or call sheets to record ESC name, address, and telephone numbers, including rosters to confirm who is on call.

3 Conduct no-notice exercises or calls to ensure that the system is working. Failure to call back within 30 minutes is unsatisfactory.

4 Maintain the ESC program in a current, ready-to-use status.

APPENDIX 1
EMERGENCY SERVICE COORDINATOR AGENCIES

The county EOC and Emergency Operations Plan (EOP) are developed and operate under the Emergency Support Function (ESF) system. Each agency that is lead in the EOP is expected to maintain primary and secondary personnel to serve in the ESC position when the EOC is activated. Below is a Listing of the ESF and lead agency:

ESF-1	Highway Department / Public Works
ESF-2	Communications
ESF-3	Planning / Zoning
ESF-4	Fire Department
ESF-5	Emergency Management
ESF-6	American Red Cross
ESF-7	Accounts/Budget and EMA
ESF-8	EMS / Public Health / Hospitals
ESF-9	Law Enforcement
ESF-10	Fire Department HAZMAT
ESF-11	Schools
ESF-12	Utilities
ESF-13	Law Enforcement
ESF-14	Accounts/Budget
ESF-15	Emergency Management
ESF-16	Animal Control

Some agencies may have lead in more than one ESF and may make the decision on number of personnel to send to EOC based on incident complexity