

## Finance/Administration Section Chief Performance Exercise 3 Overview—Unit 3

### Purpose

The purpose of this exercise is to provide participants with an opportunity to identify the Finance/Administration Section Chief's (FSC) responsibilities as well as understand how the FSC must organize his or her staff to help accomplish these responsibilities.

### Objectives

Students will:

- Identify the responsibilities of the FSC.
- Describe how the FSC organizes his or her staff to accomplish the Section's responsibilities.

### Exercise Structure

This exercise is scheduled to last approximately one (1) hour, including small group discussions and presentations of each group's approach and answers. Instructors will assign a limited number of questions to each group. Participants will discuss and answer the questions as a group, and document their answers for each question on an easel pad. Groups will then present their approaches to the full class and discuss.

### Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the exercise:

1. Within your work group, select a group spokesperson.
2. Review the information provided and assigned by the Instructors. Given the information in the situation, answer the questions to the best of your ability.
3. Write your answers to the questions on easel pad paper.
4. Present your group's approach to the full class.

**Instructors** moderate discussions, answer questions, and provide additional information as required.

## Exercise 3 Schedule

Activity	Duration	Participation Type
Exercise Introduction and Overview	5 minutes	Classroom
Discussion/Documentation	35 minutes	Small Groups
Debrief/Review	20 minutes	Classroom

## Exercise 3 Questions

At 1600 hours, January 22nd, there is a Command and General Staff Meeting. The Incident Commander (IC) is concerned about certain items that are not being handled properly. There was some poor coordination on accidents and injuries and problems setting up the base facilities. Also, resources reporting into the incident were delayed at base prior to going out to their assignments.

The following assumptions should be made when answering the questions:

- The FSC did not receive any information on the investigation of the two vehicle accidents and assumed that it would be available by the end of the incident.
- After the FSC left the Planning Meeting, the IC outlined some tasks he wanted done. The FSC did not brief the IC on any noteworthy items and didn't request clarification of the new assigned tasks from the IC.
- The FSC treated the three injuries that were coming off the line as informational and concluded they would be properly processed.
- In making the work assignments, the FSC decided to wait for the balance of the Unit Leaders to arrive before preparing the Operating Plan. The recorders commented that they did not know what their work schedules were.
- The newly arrived Procurement Unit Leader left the area without receiving any briefing concerning the hired equipment workload and decided to wait until later in the afternoon when Logistics would be settled down.
- The FSC has not recorded the significant events and directions occurring from the time of arrival to the present time in the Activity Log.

Given the preceding information, answer the following questions:

1. What does the FSC need to do to meet his or her responsibilities as an advisor and supervisor?
2. What should the FSC do to better perform his or her role as a team member?
3. How would you evaluate the FSC as a manager of the Finance Section to this point? Why?
4. What significant events should have been documented by the FSC?

a. On the FSC's Activity Log (ICS Form 214)?

b. Other items needing documentation?



## Finance Staffing and Ordering Exercise 4 Overview—Unit 3

### Purpose

The purpose of this exercise is to provide participants with an opportunity to become more familiar with the duties and responsibilities of the Finance/Administration Section Chief (FSC) and each of the Finance Unit Leaders.

### Objectives

Students will:

- Be able to identify situations in which the FSC would fulfill Unit Leader responsibilities.
- Identify what options the FSC may use to accomplish the duties of other Unit Leaders.

### Exercise Structure

This exercise is scheduled to last approximately 30 minutes, including small group discussions and presentations of each group's approach and answers. Participants will discuss and answer the questions as a group and document their answers on an easel pad. Groups will then present to the full class.

### Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the exercise:

1. Within your work group, select a group spokesperson.
2. Review the information provided, make a list of staff, equipment, and supplies that need to be ordered, and identify resources which could be used in the interim period.
3. Write your answers to the questions on easel pad paper.
4. Present your group's approach to the full class.

**Instructors** moderate discussions, answer questions, and provide additional information as required.

## Exercise 4 Schedule

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Discussion/Documentation	15 minutes	Small Groups
Debrief/Review	15 minutes	Classroom



## Operating Plan Exercise 5 Overview—Unit 3

### Purpose

The purpose of this exercise is to provide participants with an opportunity to develop a Finance Operating Plan.

### Objectives

Students will:

- Identify key components of an Operating Plan.
- Develop a Finance Operating Plan for the C&C Train Derailment Incident.

### Exercise Structure

This exercise is scheduled to last approximately one (1) hour. Participants will develop a Finance Operating Plan in small groups. Groups will then present their plan to the full class and discuss.

### Rules, Roles, and Responsibilities

Following are the specific activities/instructions for your participation in the exercise:

1. Within your work group, select a group spokesperson.
2. Review a sample Finance Operating Plan—Handout: 3-10 Sample Finance Operating Plan.
3. In small groups, using Handout: 3-17 Sample Finance Operating Plan, develop a Finance Operating Plan for the C&C Train Derailment Incident, using resources such as:
  - a. Handout: 2-6 Agency Administrator Briefing Checklist
  - b. Handout: 2-7 Delegation of Authority
  - c. Handout: 3-12 Incident Objectives
  - d. Handout: 3-13 Columbia Emergency Services Act
  - e. Handout: 3-14 Central City Ordinance
  - f. Handout: 3-15 Liberty County Ordinance
  - g. Handout: 3-16 Basic Emergency Plan
4. Present your group's approach to the full class.

**Instructors** moderate discussions, answer questions, and provide additional information as required.

## Exercise 5 Schedule

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Discussion/Documentation	40 minutes	Small Groups
Debrief/Review	20 minutes	Classroom



## Unit Leader Performance Exercise 6 Overview—Unit 3

### Purpose

The purpose of this exercise is to provide participants with an opportunity to become more familiar with the duties of the Unit Leaders and understand the importance of appropriate supervision.

### Objectives

Students will:

- Be able to identify the duties of the Unit Leaders within the Finance Section.
- Identify the Unit Leader who must take action when specific issues arise.
- Describe potential management solutions.

### Exercise Structure

This exercise is scheduled to last approximately one (1) hour, including small group discussions and presentations of each group's approach and answers. Participants will read the situation, discuss and answer the questions as a group, and document on an easel pad their answers to the questions for each situation. Groups will then present their approach to the full class and discuss.

### Rules, Roles, and Responsibilities

Participants will be divided into small groups. Each group will assume the role of Finance/Administration Section Chief. Players respond to the situation based on their knowledge of Incident Command System and Finance/Administration Section Chief's roles and responsibilities. Following are the specific activities/instructions for your participation in the exercise:

1. Within your work group, select a group spokesperson.
2. Review the information provided and assigned by the Instructor(s). Given the information in the situation, answer the questions to the best of your ability.
3. Write your answers to the questions on easel pad paper.
4. Present your group's approach to the class.

**Instructors** moderate discussions, answer questions, and provide additional information as required.

## Exercise 6 Schedule

Activity	Duration	Participation Type
Exercise Introduction and Overview	2 minutes	Classroom
Discussion/Documentation	45 minutes	Small Groups
Debrief/Review	15 minutes	Classroom

## Exercise 6 Questions

At 2000 hours, January 22, you are holding a meeting with the Finance Section Unit Leaders. After a thorough briefing of the incident status, you take this time to critique job performance. You ordinarily evaluate performance individually, however since it is only a few days into the incident, this is just a constructive hint session with input from everyone.

There are now 100 personnel assigned to the C&C Train Derailment Incident. You and your staff still have several days to go on your assignment. Your present Finance/Administration organization is as follows:

- 1 Finance Section Chief
- 1 Time Unit Leader
- 1 Procurement Unit Leader
- 1 Cost Unit Leader
- 1 Personnel Time Recorder
- 1 Equipment Time Recorder

Ordered, but with no ETA are the following:

- 1 Compensation and Claims Unit Leader
- 1 Claims Specialist

You identified the following concerns. Address each point by identifying the Unit Leader who must take action and how the problem should be handled. Should you absorb any duties? What can your Unit Leaders ask you to do? What immediate training is essential?

1. Although there are approximately 10 pieces of rental equipment on the incident, very few equipment rental agreement forms have been submitted. The Procurement Unit Leader has been busy signing up equipment and completing negotiations that took him away from base for 7-8 hours.
  
2. Some of the equipment time reports indicate improper preparation.
  
3. The Finance Unit still does not have any documents on the injuries responders have incurred.

4. The irate property owner has contacted Central City Mayor's office because he has not heard from anyone concerning the accident. The mayor's office has called the IC to see what is being done.
  
5. The Safety Officer has not shared any information regarding the property damage or the two vehicle accidents.
  
6. The Cost Unit Leader's preliminary cost report is missing the cost for supplies.
  
7. You notice that there are a lot of time reports that have not been recorded. What are some solutions for this problem?



## COST UNIT LEADER JOB AID

**Position:** Cost Unit Leader

**Section:** Finance/Administration Section

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**Mission:**

To collect all cost data, to perform cost effectiveness analysis, to provide cost estimates, and to make cost saving recommendations.

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**Duties:**

Report to Finance/Administration Section Chief for situation briefing.

Establish cost reporting procedures.

Coordinate cost sharing agreements/protocols with Responsible Party and other jurisdictions.

Establish third party billing procedures.

Establish procedures for receiving and depositing funds.

Maintain cost tracking, analysis and estimates

Prepare cost summaries that provide total cost incurred and average cost per day.

Complete all records prior to demobilization.

Maintain unit log (ICS Form 214).

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## INCIDENT STATUS SUMMARY (ICS 209)

<b>*1. Incident Name:</b>		<b>2. Incident Number:</b>		
<b>*3. Report Version</b> (check one box on left): <input type="checkbox"/> Initial      Rpt # <input type="checkbox"/> Update      (if used): <input type="checkbox"/> Final		<b>*4. Incident Commander(s) &amp; Agency or Organization:</b>	<b>5. Incident Management Organization:</b>  	<b>*6. Incident Start Date/Time:</b> Date: _____ Time: _____ Time Zone: _____
<b>7. Current Incident Size or Area Involved</b> (use unit label – e.g., “sq mi,” “city block”):	<b>8. Percent (%) Contained</b>  Completed _____	<b>*9. Incident Definition:</b>	<b>10. Incident Complexity Level:</b>	<b>*11. For Time Period:</b> From Date/Time: _____ To Date/Time: _____

### Approval & Routing Information

<b>*12. Prepared By:</b> Print Name: _____ ICS Position: _____ Date/Time Prepared: _____		<b>*13. Date/Time Submitted:</b>  Time Zone: _____	
<b>*14. Approved By:</b> Print Name: _____ ICS Position: _____ Signature: _____		<b>*15. Primary Location, Organization, or Agency Sent To:</b>	

### Incident Location Information

<b>*16. State:</b>	<b>*17. County/Parish/Borough:</b>	<b>*18. City:</b>
<b>19. Unit or Other:</b>	<b>*20. Incident Jurisdiction:</b>	<b>21. Incident Location Ownership</b> (if different than jurisdiction):
<b>22. Longitude</b> (indicate format): <b>Latitude</b> (indicate format):	<b>23. US National Grid Reference:</b>	<b>24. Legal Description</b> (township, section, range):
<b>*25. Short Location or Area Description</b> (list all affected areas or a reference point):		<b>26. UTM Coordinates:</b>
<b>27. Note any electronic geospatial data included or attached</b> (indicate data format, content, and collection time information and labels):		

### Incident Summary

<b>*28. Significant Events for the Time Period Reported</b> (summarize significant progress made, evacuations, incident growth, etc.):				
<b>29. Primary Materials or Hazards Involved</b> (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
<b>30. Damage Assessment Information</b> (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			
ICS 209, Page 1 of ____		* Required when applicable.		

# INCIDENT STATUS SUMMARY (ICS 209)

<b>*1. Incident Name:</b>	<b>2. Incident Number:</b>
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**Additional Incident Decision Support Information**

<b>*31. Public Status Summary:</b>	A. # This Reporting Period	B. Total # to Date	<b>*32. Responder Status Summary:</b>	A. # This Reporting Period	B. Total # to Date
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Sheltering in Place		
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations		
J. In Temporary Shelters (note if est.)			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations (note if est.)					
M. In Quarantine					
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>		

<b>33. Life, Safety, and Health Status/Threat Remarks:</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%; padding: 5px;"><b>*34. Life, Safety, and Health Threat Management:</b></th> <th style="width: 20%; padding: 5px;">A. Check if Active</th> </tr> <tr> <td style="padding: 5px;">A. No Likely Threat</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">B. Potential Future Threat</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">C. Mass Notifications in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">D. Mass Notifications Completed</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">E. No Evacuation(s) Imminent</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">F. Planning for Evacuation</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">G. Planning for Shelter-in-Place</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">H. Evacuation(s) in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">I. Shelter-in-Place in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">J. Repopulation in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">K. Mass Immunization in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">L. Mass Immunization Complete</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">M. Quarantine in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">N. Area Restriction in Effect</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"></td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	<b>*34. Life, Safety, and Health Threat Management:</b>	A. Check if Active	A. No Likely Threat	<input type="checkbox"/>	B. Potential Future Threat	<input type="checkbox"/>	C. Mass Notifications in Progress	<input type="checkbox"/>	D. Mass Notifications Completed	<input type="checkbox"/>	E. No Evacuation(s) Imminent	<input type="checkbox"/>	F. Planning for Evacuation	<input type="checkbox"/>	G. Planning for Shelter-in-Place	<input type="checkbox"/>	H. Evacuation(s) in Progress	<input type="checkbox"/>	I. Shelter-in-Place in Progress	<input type="checkbox"/>	J. Repopulation in Progress	<input type="checkbox"/>	K. Mass Immunization in Progress	<input type="checkbox"/>	L. Mass Immunization Complete	<input type="checkbox"/>	M. Quarantine in Progress	<input type="checkbox"/>	N. Area Restriction in Effect	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
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<b>35. Weather Concerns</b> (synopsis of current and predicted weather; discuss related factors that may cause concern):																																							

**36. Projected Incident Activity, Potential, Movement, Escalation, or Spread** and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

**12 hours:**

**24 hours:**

**48 hours:**

**72 hours:**

**Anticipated after 72 hours:**

**37. Strategic Objectives** (define planned end-state for incident):



## INCIDENT STATUS SUMMARY (ICS 209)

<b>*1. Incident Name:</b>	<b>2. Incident Number:</b>
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**Additional Incident Decision Support Information** *(continued)*

**38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.** Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

**12 hours:**

**24 hours:**

**48 hours:**

**72 hours:**

**Anticipated after 72 hours:**

**39. Critical Resource Needs** in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

**12 hours:**

**24 hours:**

**48 hours:**

**72 hours:**

**Anticipated after 72 hours:**

**40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:**

- 1) critical resource needs identified above,
- 2) the Incident Action Plan and management objectives and targets,
- 3) anticipated results.

**Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**

**41. Planned Actions for Next Operational Period:**

**42. Projected Final Incident Size/Area** (use unit label – e.g., “sq mi”):

**43. Anticipated Incident Management Completion Date:**

**44. Projected Significant Resource Demobilization Start Date:**

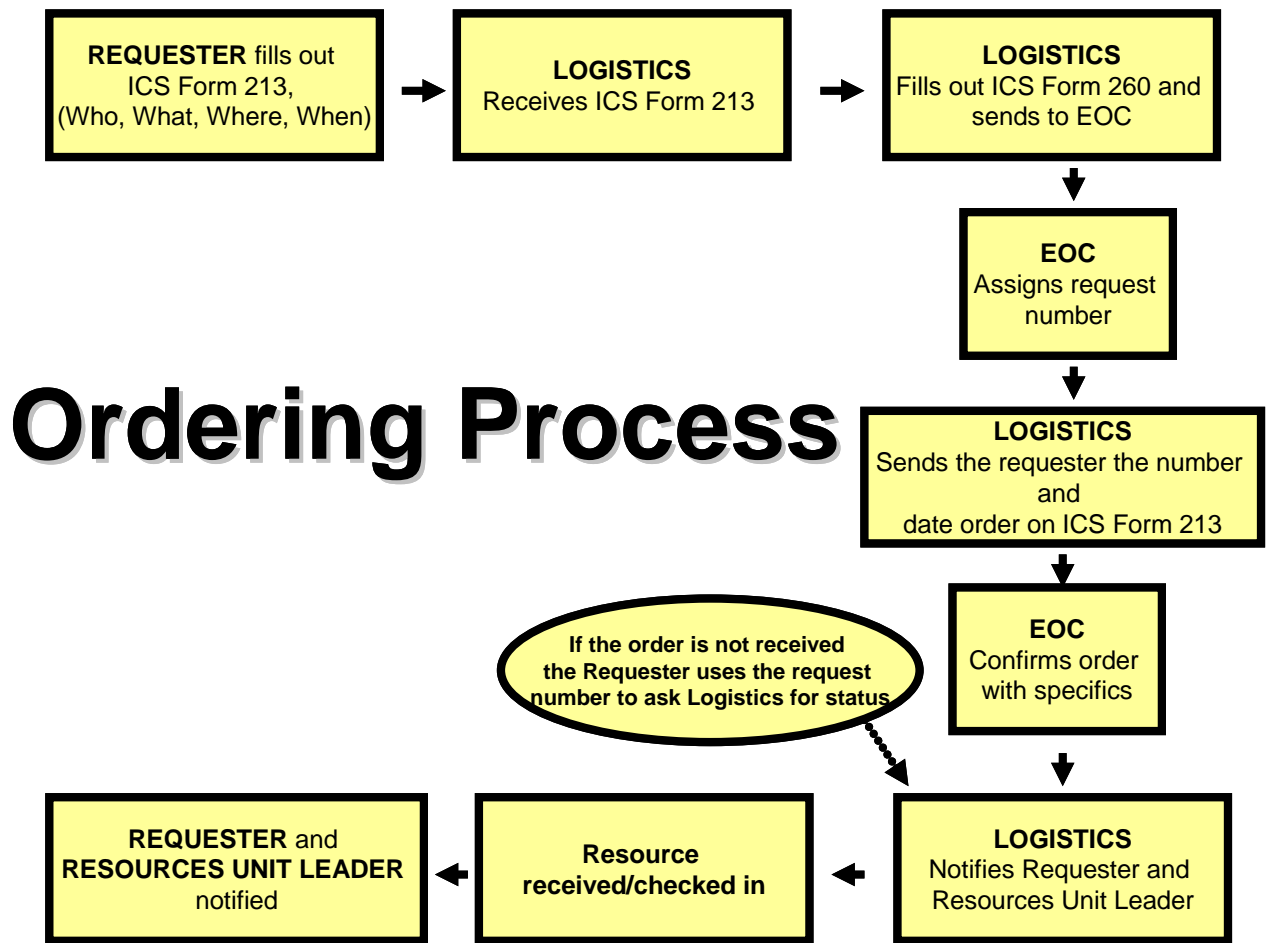
**45. Estimated Incident Costs to Date:**

**46. Projected Final Incident Cost Estimate:**

**47. Remarks** (or continuation of any blocks above – list block number in notation):

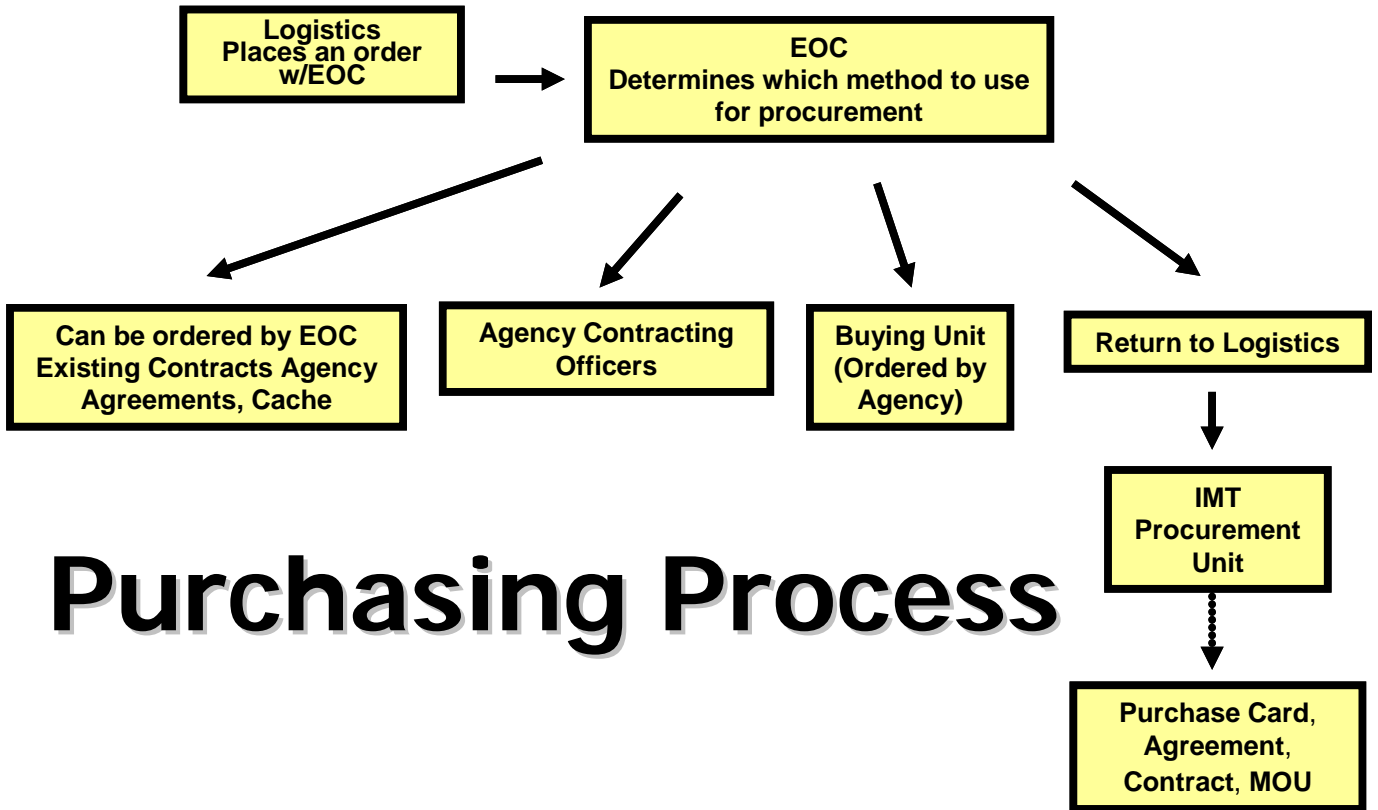
ICS 209, Page 3 of ____	* Required when applicable.
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# Ordering Process





# Purchasing Process



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## Procurement Unit Leader Job Aid

**Position:** Procurement Unit Leader

**Section:** Finance/Administration Section

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**Mission:**

To provide for the administration of all financial services pertaining to purchases and contracts, and to maintain contract equipment time records

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**Duties:**

- Report to the Finance/Administration Section Chief for briefing.
- Arrange for emergency accounts and coding for service contracts and purchases.
- Obtain Incident Procurement Plan.
- Provide administration and finance forms and procedures for purchases and contract management.
- Work with Logistics Section to determine immediate procurement of response equipment and supplies, aircraft, and boats.
- Establish contracts with supply vendors as required.
- Finalize contracts and agreements, and obtain signature from appropriate spending authority.
- Interpret contracts/agreements and resolve disputes.
- Liaise with Technical Specialist Unit regarding contracted services for specialists.
- Keep records of purchases and contracts.
- Coordinate cost data with cost unit leader.
- Maintain unit logs (ICS Form 214).





## TIME UNIT LEADER JOB AID

**Position:** Time Unit Leader

**Section:** Finance/Administration Section

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**Mission:**

To provide for equipment and personnel time recording.

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**Duties:**

Report to Finance/Administration Section Chief for briefing.

Determine resource needs.

Provide forms and procedures for time recording. Obtain check in lists.

Organize and establish a Time Unit and set objectives.

Establish contact with agency representatives.

Establish Equipment Time Recorder and Personnel Time Recorder positions.

Keep records of times of all response personnel, auxiliary staff, and agency representatives.

Submit cost estimate data forms to Cost Unit, as required.

Provide for records security.

Ensure that all records are current or complete prior to demobilization.

Release time reports from assisting agencies to the respective agency representatives prior to demobilization.

Brief Finance/Administration Section Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

Maintain unit/activity log (ICS forms 214).

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## COMPENSATION/CLAIMS UNIT LEADER JOB AID

**Position:** Compensation/Claims Unit Leader

**Section:** Finance/Administration Section

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**Mission:**

To manage and direct all claims and compensation for property damage and personal injury resulting from the incident.

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**Duties:**

Report to Finance/Administration Chief for situation briefing.

Establish contact with Safety Officer and Liaison Officer to ensure claims are directed to the unit.

Establish a claims phone-in number and arrange with the Information Officer to inform media.

Determine the need for compensation for injury and claims specialists.

If possible, co-locate compensation-for-injury work area with the Medical Unit.

Coordinate with Procurement Unit on procedures for handling claims.

Ensure that all compensation for injury and claims documents are up-to-date.

If requested, provide for a disaster financial assistant to advise Incident Command.

Maintain unit log (ICS Form 214).

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## FSC'S EXPECTATIONS WITHIN THE SECTION

### 1. Cost Unit Leader

- A. Complete daily and cumulative incident cost estimate prior to daily submissions of the Incident Status Summary (ICS Form 209); coordinate with Situation Unit Leader
- B. Make recommendations to the Finance Section Chief for cost savings
- C. Maintain a Unit Log (ICS Form 214)

### 2. Compensation/Claims Unit Leader

- A. Accidents – Collect and process all documents dealing with accidents
  - a. Maintain a log
  - b. Coordinate with Safety Officer
- B. Claims – Initiate investigations; collect and process data dealing with possible claims; document everything
  - a. Maintain a log
  - b. Coordinate with Operations Section and Logistics Section (Security/Investigators)
- C. Injuries – Collect and process all documents dealing with injuries
  - a. Maintain a log
  - b. Coordinate with Safety Officer, Medical Unit, Operations Section, and Hospital
  - c. Keep in touch with injured and ill personnel
  - d. In case of serious injury or death, immediate direction comes from Incident Commander and agency
- D. Staffing needs
- E. Maintain Unit Log (ICS Form 214)

### 3. Procurement Unit Leader

- A. Finalize agreements and contracts
- B. Obtain copy of local agreements and contracts (service and supply plan)
- C. Process all payment documents and maintain a current file
- D. Coordinate with Logistics and other Sections on incident needs
- E. Coordinate with buying team or incident agency personnel
- F. Know funding source, limits, and regulations for purchasing

- G. Document all purchases
- H. Close out all agreements and payment documents
- I. Staffing needs
- J. Maintain a Unit Log (ICS Form 214)

4. Time Unit Leader

- A. Organize and supervise a time recording unit including Personnel and Equipment Time Recorders
- B. Request a Commissary Manager if there is a need
- C. Ensure that daily time recording documents are complete, timely, and accurate
- D. Staffing needs
- E. Complete all records before demobilization
- F. Maintain a Unit Log (ICS Form 214)

**UNIT LEADERS' EXPECTATIONS OF THE FINANCE SECTION CHIEF**

1. An Operating Plan for the Section with guidelines and constraints established by the IC and incident agency
2. Continual briefing on incident status changes
3. Feedback on work objectives from continuous evaluation of the unit's performance
4. On-the-job training and direction
5. Prompt response to requests for necessary staff, material, and equipment
6. Fair and objective performance evaluations
7. Care for staff of the Finance Section including, equipment needed, sleeping facilities, and scheduling

## **Information Needed on a Continuing Basis**

Not enough can be stated on the need to maintain good relationships and coordination with the other Section Chiefs and their staffs. The payoff occurs when they voluntarily share information that improves your "data" to anticipate and correct problems. Following are some items of information needed on a continuing basis:

1. Equipment Time—from Ground Support Unit Leader and Operations Section
2. Personnel Time—from crew leaders, Unit Leaders, and individual personnel
3. Accident reports—from Safety Officer, Ground Support Unit Leader, and Operations Section
4. Potential and existing claims—from Operations Section, Safety Officer, equipment contractors, Agency Representative, and Compensation and Claims Unit Leader
5. Arrival and demobilization of personnel and equipment—from Planning Section
6. Daily Incident Status—from Planning Section Chief
7. Injury reports—from Safety Officer, Medical Unit Leader, and Compensation and Claims Unit Leader
8. Status of supplies—from Supply Unit Leader and Procurement Unit Leader
9. Guidelines of responsible agency—from Incident Business Advisor and local administrative personnel
10. Use agreements—from Procurement Unit Leader and local administrative personnel
11. What has been ordered—from Supply Unit Leader
12. Unassigned resources—from Resource Unit Leader and Cost Unit Leader





## SAMPLE FINANCE OPERATING PLAN

### EXPECTATIONS

- Provide accurate and timely customer service with customers and local contacts.
- Conduct yourself in a professional and courteous manner, treating others with respect at all times.
- Structure operational hours to allow for coverage of shift changes but not to exceed 15 hours per day ensuring compliance with the 2/1 work and rest cycles.
- Provide for a safe and positive work environment, and ensure communication is clear and continual to minimize any misunderstandings. Establish contacts and maintain communications continually.
- Uniform components are to be worn at all times while assigned to the incident.
- All overhead and supply orders are to be approved by FSC before placing. Every effort should be made to consolidate orders for the section. Only order the basics needed to complete the job.
- TEAMWORK is expected and promoted at all times as well as unit coordination and coverage.

### PERSONNEL/EQUIPMENT TIMEKEEPING

- **Crew Time Reports (CTRs) and Shift Tickets** – Ensure that each record is being ***turned in daily*** and reviewed for completeness ***before acceptance***. Set up an area outside of the data input area for documents to be received. Completeness includes signatures by the next level Supervisor or the individual responsible for supervising the equipment, excessive shifts justified and a mitigation form completed, compensable meal breaks explained, HP identified, and any other unusual circumstances noted. Set up location for MASTER SET of RESOURCE ORDERS and SUPPORT DOCUMENTATION.
- CTRs are collected for ALL RESOURCES assigned to an incident. Serves as documentation only for agencies not being paid on an FTR to ensure adherence to work and rest cycles and shift lengths.
- Maintain a log of all crews and equipment and have it posted for everyone's access in the work area.
- Maintain a log for work and rest cycle tracking on crews and engines ***when using 24-hour management cycles***.
- Ensure fuel issue records are being recorded correctly and turned in daily by the fuel contractor. Review them for accuracy and ensure fuel issues are posted as a deduction on the contractor's invoices.
- Ensure that all equipment has been inspected and documentation is on file along with a copy of the agreement.
- Keep a log of packages sent to an ADO or unit paying office for partial or full payment.
- Establish a process for auditing all documents before release and payment.

## **COMPENSATION FOR INJURY AND CLAIMS**

- Ensure a log is kept for all claims and injuries and a case file is prepared for every incident.
- Ensure a copy of all treatment documentation is attached to employees' fire time reports.
- Ensure all documentation files are complete. Prepare a Medical Operating Plan outlining process and payment method.

## **COSTS**

- Costs are gathered and reported daily in coordination with ICS Form 209 requirements and obligation of accruals.
- Develop a system to track accumulated costs based on incident requirement.
- Identify high cost areas and make a recommendation to the FSC
- Coordinate with the cost apportionment group if assigned.

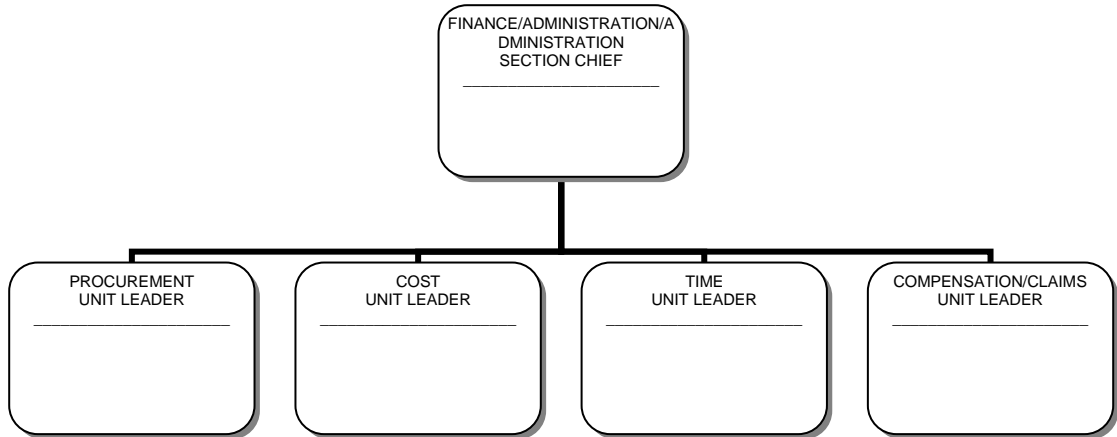
## **DEMOBILIZATION**

- Ensure all time records are accurate and complete and signed by both the Contractor and Government Representatives.
- Ensure all injury and claims documentation is attached to time records and commissary posted.
- Keep one copy of complete finance package for incident package.
- Set up area and file system to allow for a smooth demobilization and filing of documents.

# BLANK FINANCE OPERATING PLAN

Incident Name and No. \_\_\_\_\_ Date \_\_\_\_\_

## 1. FINANCE/ADMINISTRATION ORGANIZATION



Deputy Finance/Administration Section Chief: \_\_\_\_\_

Personnel Time Recorder(s): \_\_\_\_\_  
 \_\_\_\_\_

Equipment Time Recorder(s): \_\_\_\_\_  
 \_\_\_\_\_

Compensation Specialist: \_\_\_\_\_

Claims Specialist: \_\_\_\_\_

## 2. WORK SCHEDULES

Unit Leaders – on duty: \_\_\_\_\_

(Keep Finance/Administration Section Chief advised of your locations when resting or off duty)

Personnel Time Recorders: \_\_\_\_\_  
 \_\_\_\_\_

Equipment Time Recorders: \_\_\_\_\_  
 \_\_\_\_\_

## 3. BRIEFING SCHEDULE

Finance/Administration Section Briefing: \_\_\_\_\_ AM  
 \_\_\_\_\_ PM

Planning Meetings: \_\_\_\_\_ AM  
 \_\_\_\_\_ PM

4. REPORT DUE TIMES

Costs to Planning \_\_\_\_\_

5. WORK PRIORITIES

Time Unit

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Procurement Unit

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Compensation and Claims Unit

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Cost Unit

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## **INCIDENT OBJECTIVES (First Operational Period)**

1. Provide for the safety of the public and a safe work environment for responders.
  - a. Search, rescue, protect life, and prevent further exposures to the public.
  - b. Account for all train crew members and the public in the affected area.
  - c. Prepare and follow an incident Safety Hazard Analysis/Mitigation plan and Site Safety Plans before committing resources into hazardous areas.
  - d. Immediately initiate a 2 to 1 work-rest ratio to manage responder fatigue.
  
2. By 1200 hours today, identify current and potential hazardous materials releases and potential impacts to the public and environment including, but not limited to:
  - a. Human exposure
  - b. Municipal water supplies
  - c. Air quality
  - d. Flora and fauna
  
3. Establish safety mitigations for firefighters, and extinguish fires as soon as the mitigations can be implemented.
  
4. Prepare and initiate a plan to contain and prevent further release of hazardous materials by 1200 hours tomorrow.
  
5. Complete a damage survey within 24 hours.
  
6. Establish HAZMAT clean up activities with a target completion time of 72 hours.
  
7. Initiate actions to return all public facilities used for this response to at least minimal operational condition within 48 hours.
  
8. Identify all agencies and jurisdictions with responsibility for this incident, and prepare an assessment for the Agency Administrator on the need for Unified Command.
  
9. Manage the human resources assigned to the incident in a manner that promotes a positive and harassment free work environment.
  
10. After safety considerations, select the most cost efficient strategies and tactics to control this incident. If there are compelling reasons to select other options, consult the IC.



# Columbia Emergency Services Act

Chapter 7 Title 2 of the Columbia Code as amended

## Chapter 7

Columbia Disaster and Emergency Services Act

### Section 1 Title

This Act shall be cited as the Columbia Disaster and Emergency Services Act.

### Section 2 Purpose

- 1) The State of Columbia has long recognized its responsibility to mitigate the effects of natural and technological / manmade emergencies which result in conditions of disaster or peril to life, property and the resources of the State. The State further recognizes its responsibility to ensure that appropriate preparations are made within the State to deal adequately with such emergencies and disasters.
- 2) It is, therefore, necessary to declare and enact the authority as follows:
  - a) To confer upon the Governor and upon the chief executives and governing bodies of the political subdivisions of Columbia the emergency powers provided herein, and to provide for State assistance in the organization and maintenance of the emergency programs of such political subdivisions;
  - b) To provide for a State agency to be known and referred to as the Division of Disaster and Emergency Services, which will operate within the Governor's office, and to prescribe the powers and duties of the director of that office;
  - c) To provide for the assignment of functions to State agencies to be performed during a disaster emergency and for the coordination and direction of the emergency actions of such agencies;
  - d) To provide for the rendering of mutual aid by State government departments and agencies and by the political subdivisions of the State in carrying out the purposes of this Act;
  - e) To authorize the establishment of such organizations and the taking of such actions as are necessary and appropriate to carry out the provisions of this Act;
  - f) To reduce the vulnerability of the people and communities of the State to damage, injury, and loss of life and property resulting from natural or man-made catastrophes, riots, terrorism or hostile military or paramilitary action;
  - g) To prepare for prompt and efficient rescue, care, and treatment of persons victimized or threatened by disaster emergency;
  - h) To provide conditions conducive to the rapid and orderly restoration and rehabilitation of persons and property affected by disasters emergencies;
  - i) To clarify and strengthen the roles of the Governor, State agencies and departments and local governments in the prevention of, preparation for, response to, and recovery from disaster emergencies.;
  - j) To authorize and provide for cooperation in disaster prevention, preparedness, response and recovery;
  - k) To authorize and provide for coordination of activities relating to disaster prevention, preparedness, response and recovery by agencies, departments and officers of the State and similar state-local, interstate, federal-state and foreign activities in which the State and its political subdivisions may participate;

## **Columbia Emergency Services Act**

- l) To provide a disaster management system embodying all aspects of pre-disaster preparedness and disaster response and post disaster recovery;
  - m) To assist in prevention of disasters which might be caused or aggravated by inadequate planning for and regulation of public and private facilities and land use;
  - n) To supplement, without in any way limiting, the authority conferred by previous statutes and increase the capability of the State and local agencies which have responsibilities for emergency management;
- 3) It is further declared to be the purpose of this Act and the policy of the State that all State emergency services functions be coordinated as far as possible with the appropriate, comparable agencies and departments of the State's political subdivisions well as the various departments and agencies of the federal government, and other states and private agencies so that the most effective use may be made of all personnel, resources and facilities for dealing with any disaster or emergency.

### **Section 3 Limitations**

Nothing in this Act shall be construed to:

- 1) Interfere with any actions authorized by other laws, but all actions authorized by this Act may be taken when necessary to forestall or mitigate imminent danger to the public health or safety.
- 2) Interfere with the dissemination of news or commentary, but any communications facility or organization (including but not limited to radio, television, wire services and newspapers) may be required to transmit or print public service messages, furnishing information or instructions in connection with a disaster or emergency; and such actions may be taken during an emergency or disaster to restrict the intrusion of media representatives in disaster-affected areas for the purpose of preserving life and property.
- 3) Affect the jurisdiction or responsibilities of police forces, fire fighting forces, units of the armed forces of the United States, or of any personnel thereof, when on active duty, but State, local and interjurisdictional disaster or emergency plans shall place reliance upon all forces available for performance of appropriate functions related to disasters and emergencies.
- 4) Limit, modify, or abridge the authority of the Governor to proclaim martial law or exercise any other powers vested in him or her under the constitution, statutes or common law of this State, independent of, or in conjunction with, any provisions of this Act.

### **Section 4 Definitions**

- 1) Unless the provision or context otherwise requires, the definitions contained in this section govern the construction of the terms used in this Act.
- 2a) "Disaster" means occurrence or imminent threat of widespread or severe damage, injury, or loss of life or property resulting from any natural or man-made cause, including, but not limited to, fire, flood, earthquake, wind, storm, wave action, oil spill or other water contamination which requires emergency action to avert danger or damage, volcanic activity, epidemic, air contamination, blight, drought, infestation, energy shortage, explosion, riot, terrorism, or hostile military or paramilitary action.
- 2b) "Local disaster" means the duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within the territorial limits of a political subdivisions caused by any of the conditions enumerated in Paragraph (2a), supra, which are or are likely to be beyond the control of services, personnel, equipment and facilities or that political subdivision; or with respect to regulated



## Columbia Emergency Services Act

energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the Columbia Public Utilities Commission.

2c) "State of war emergency" means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this State or nation is attacked by an enemy of the United States, or upon receipt by the State of a warning from the federal government indicating that such an enemy attack is probable or imminent.

2d) "Public Health emergency" means the duly proclaimed existence of conditions or imminent threat of illness or health condition that:

- I. is believed to be caused by any of the following:
  - i. bioterrorism;
  - ii. the appearance of a novel or previously controlled or eradicated infectious agent or biological toxin;
- II. poses a high probability of any of the following harms:
  - i. a large number of deaths in the affected population;
  - ii. a large number of serious or long-term disabilities in the affected population; or
  - iii. widespread exposure to infectious or toxic agent that poses a significant risk of substantial future harm to a large number of people in the affected population.

*Reference: Model State Emergency Health Powers Act, Article I, Section 104*

2e) "State disaster" means the duly proclaimed existence of conditions of disaster or extreme peril to the safety of persons and property within the State caused by such conditions as are enumerated in Paragraph 2a) supra or other conditions, causing a state of emergency, which conditions by reason of their magnitude, are or are likely to be beyond the control of the services, personnel equipment, and facilities of any single local jurisdiction, and require the combined forces of a mutual aid region or regions to combat.

3) "Political subdivision" means any county, city, town, village, township, district or other unit of local government authorized by law.

4) "Governor" means the chief executive of the State of Columbia or the person upon whom the powers and duties of the office of Governor have devolved pursuant to the Columbia Constitution.

5) "State agency" means any department, division, commission, independent establishment or branch of the executive branch of the State government.

6) "Governing body" means the Board of County Commissioners, County Executive and County Council, Boards of trustees, alderman or directors or other administrative managing entity of a political subdivision.

7) "Chief Executive" means that person authorized by law to act in an administrative and executive capacity for the governing body of a political subdivision..

8) "Public facility" means any facility of the State or a political subdivisions, which is owned, operated or maintained by any combination thereof, through money derived by taxation or assessment.

9) "Sudden and severe energy shortage" means a rapid, unforeseen shortage of energy, resulting from, but not limited to, events such as an embargo, sabotage, or natural disaster, and which has statewide, regional or local impact.

10) "A mutual aid region" is a subdivision of the state emergency services organization established to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more county operational areas.

## **Columbia Emergency Services Act**

- 11) "Master Mutual Aid Agreement" means the Columbia Disaster Master Mutual Aid Agreement, made and entered into by and between the State of Columbia, its various departments and agencies, and the various political subdivisions of the State to facilitate implementation of the purposes of this Act.
- 12) An "operational area" is a level of the State emergency services organization, consisting of a county and all political subdivisions within that county.
- 13) "Emergency plans" means those official and approved documents which describe the principles, policies, procedures, activities and methods to be followed in carrying out emergency operations or rendering mutual aid during emergencies and disasters. These plans include such matters as continuity of government, the emergency services of governmental agencies, mobilization of resources, mutual aid and public information.
- 14) "State emergency plan" means the State of Columbia Emergency Plan as approved by the Governor.

### **Section 5 Powers of the Governor**

- 1) The Governor is responsible for responding appropriately to the dangers to the State and its people presented by disasters.
- 2) The Governor shall have the powers granted by this act which powers shall be in addition to any other powers granted to him by law.
- 3) The Governor may issue, amend and rescind executive orders, proclamations, and regulations, which shall have the force and effect of law, to carry out the provisions of this Act, but in so doing he should give due consideration to the plans and actions of the federal government.
- 4) The Governor is empowered to expend any appropriation for support of the Columbia Disaster and Emergency Services Act to carry out the provisions of this Act.
- 5) The Governor is authorized to establish a Disaster Emergency Council to advise him on matters relating to disasters.
- 6) A disaster emergency shall be declared by executive order or proclamation of the Governor if he finds a disaster has occurred or that this occurrence or the threat thereof is imminent. The state of disaster emergency shall continue until the Governor finds that the threat or danger has passed or the disaster has been dealt with to the extent that emergency conditions no longer exist and terminates the state of disaster emergency by executive order or proclamation. All executive orders or proclamations issued under this subsection shall indicate the nature of the disaster, the area or areas affected or threatened, and the conditions which have brought it about or which justify the state of disaster emergency. An executive order or proclamation shall be disseminated promptly by the best means for bringing its contents to the attention of the general public and, unless the circumstances attendant upon the disaster prevent or impede doing so, the executive order or proclamation shall be promptly filed with the state office of Disaster and Emergency Services, the Columbia State Archives and the local records-keeping agency in the area or areas to which it applies.
- 7) An executive order or proclamation of a state of disaster emergency shall activate the disaster response and recovery aspects of the State, local and interjurisdictional disaster emergency plans applicable to the political subdivision or area in question and shall be authority for the deployment and use of any forces to which the plan or plans apply and for the use or distribution of any supplies, equipment, and materials and facilities assembled, stockpiled to be made available pursuant to this Act or any other provisions of law relating to disaster emergencies.

## **Columbia Emergency Services Act**

- 8) During the continuance of any state of disaster emergency, the Governor is commander-in-chief of the National Guard and of all other forces available for emergency duty. To the greatest extent practicable, the Governor shall delegate or assign command authority by prior arrangement in appropriate executive orders or regulations, but nothing herein is intended to restrict his authority to do so by orders issued at the time of the disaster emergency.
- 9) In addition to any other powers conferred upon the Governor by law, he may:
- a) Suspend the provision of any regulatory statute prescribing the procedures for conduct of State business, or the orders, rules or regulations of any State agency if strict compliance with the provisions of said statute, order, rule or regulations would in any way prevent, hinder, or delay necessary action in coping with the emergency.
  - b) Utilize all available resources of the State government and of each political subdivision of the State as is reasonably necessary to cope with the disaster emergency.
  - c) Transfer the direction, personnel or functions of State departments and agencies or units thereof for the purpose of performing or facilitating emergency services.
  - d) Subject to any applicable requirements for compensation required by law, commandeer or utilize any private property if it is necessary for coping with the disaster emergency.
  - e) Direct and compel the evacuation of all or part of the population from any stricken or threatened area within the State if it is deemed necessary for the preservation of life or for disaster mitigation, response or recovery.
  - f) Prescribe routes, modes of transportation and destinations in connection with an evacuation.
  - g) Control ingress and egress to and from a disaster area, the movement of persons within the area and the occupancy of premises therein.
  - h) Suspend or limit the sale, dispensing, or transportation of alcoholic beverages, firearms, explosives and combustibles.
  - i) Make provisions for the availability and use of temporary emergency housing.

### **Section 6 State Division of Disaster and Emergency Services**

- 1) A Division of Disaster and Emergency Services is hereby established in the office of the Governor. The Division shall have a director appointed by the Governor with the consent of the State Senate and shall serve at the pleasure of the Governor. The Division shall have a planning officer and such other professional, technical, secretarial and clerical employees as is necessary for the performance of its functions. The Division Director shall have all the rights and powers of a department head as provided by the Columbia Government Code.
- 2) The Division of Disaster and Emergency Services shall prepare and maintain a State disaster plan and keep it current. This plan may include:
- a) Prevention and minimization of injury and damage caused by disaster.
  - b) Prompt and effective response to disasters.
  - c) Emergency relief.

## **Columbia Emergency Services Act**

- d) Conducting a hazard vulnerability analysis, identifying areas which are particularly vulnerable to disasters and identify those disasters to which the State is most susceptible.
  - e) Recommending zoning, building, flood plain and other land-use controls, safety measures for securing mobile homes or for non permanent or semipermanent structures, and other preventive and preparedness measures designed to eliminate or reduce disasters or their impact.
  - f) Assistance to local officials in designing local emergency action plans.
  - g) Authorization and procedures for the erection or other construction of temporary works designed to protect against or mitigate danger, damage, or loss from flood, conflagration or other disaster.
  - h) Preparation and distribution to the appropriate State and local officials of catalogues of federal, State and private assistance programs.
  - i) Organization of manpower and chains of command.
  - j) Coordination of federal, State and local disaster activities.
  - k) Coordination of the State disaster plan with the disaster plans of the federal government and the State's political subdivisions.
  - l) Other activities which might be necessary and appropriate.
- 3) The Division shall take an integral part in the development and revision of local and interjurisdictional disaster plans prepared under provisions of this Act. To this end, it shall employ or otherwise secure the services of professional and technical personnel or consultants who are capable of providing expert assistance to political subdivisions, their emergency agencies, and interjurisdictional planning and emergency agencies. These personnel or consultants shall work with subdivisions and agencies on a regularly scheduled basis and shall make field examinations of the areas, circumstances and conditions to which particular local and interjurisdictional disaster preparedness plans are intended to apply and may suggest revisions.
- 4) In preparing and revising the State disaster preparedness plan, the Division shall seek the advice and assistance of local subdivisions' elected and appointed officials, as well as business, labor, industry, agricultural, civic, volunteer and community organizations. In advising local and interjurisdictional agencies, the Division shall encourage them also to seek advice from these representative sources.
- 5) Subject to statutory authority, the State disaster preparedness plan or any part thereof may be incorporated in regulations of the Division which shall have the force and effect of law.
- 6) The Division shall:
- a) Determine the requirements of the State and its political subdivisions for food, clothing, and other necessities in the event of an emergency.
  - b) Procure and pre-position supplies medicines, materials and equipment which might be required in the emergency.
  - c) Promulgate standards and requirements for local and interjurisdictional disaster preparedness plans.
  - d) Periodically review local and interjurisdictional disaster preparedness plans and make recommendations for revision where appropriate.
  - e) Provide for mobile support units.

## **Columbia Emergency Services Act**

- f) Establish and operate or assist political subdivisions, their disaster agencies and interjurisdictional disaster agencies to establish and operate training programs, including practice exercises, and programs of public information and education.
  - g) Conduct surveys of industries, resources, and facilities within the State both public and private, as are necessary to carry out the purposes of this Act.
  - h) Plan and make arrangements for the availability and use of any private facilities, services and property and if, in fact, used provide for payment for such use under terms and conditions agreed upon or according to existing law.
  - i) Establish a register of persons with types of specialized training and skills which might be useful in emergency prevention, preparedness, response and recovery.
  - j) Establish a register of mobile and construction equipment and temporary housing for possible use in a disaster emergency.
  - k) Prepare, for issuance by the governor, executive orders, proclamations and regulations which are necessary and appropriate for implementation of this Act.
  - l) Cooperate with the federal government and any public or private agency or entity in achieving the purposes of this Act and in implementing programs for disaster prevention, preparation, response and recovery.
  - m) Engage in other activities which are necessary and appropriate for the implementation of this Act.
- 7) The Governor may assign all or part of his powers and duties under this Act to the Director of the Division of Disaster and Emergency Services.
- 8) During a state of emergency, the Division Director shall coordinate the emergency activities of all State agencies in connection with such emergency and every State agency and officer shall cooperate with the Division Director in rendering all possible assistance in carrying out the provisions of this Act.

### **Section 7 Financing**

- 1) It is the intent of the Legislature and declared to be the policy of the State that funds to meet disaster emergencies shall always be available.
- 2) A Disaster Contingency Fund is hereby established which shall receive monies appropriated therefor by the Legislature and these monies shall not be expended for any purpose other than to cope with a disaster emergency.
- 3) It is the legislative intent that the first recourse shall be to funds which are regularly appropriated for State and local agencies. If the Governor finds that the demands for funds in coping with a particular disaster emergency exhaust or unreasonably reduce these appropriated funds, the Governor may make funds available from the Disaster Contingency Fund. If monies available from this fund are inadequate, and if the Governor finds that other sources of money to cope with the disaster are not available or are insufficient, the Governor may transfer and expend monies appropriated for other purposes or borrow for a term not to exceed two (2) years from the United States Government or any other private or public source.
- 4) Nothing contained in this section shall be construed to limit the Governor's authority to apply for, receive, administer, and expend grants, gifts, or payments in aid of disaster prevention, preparedness, response or recovery.

# Columbia Emergency Services Act

## Section 8 Disaster Agencies and Services

- 1) Each political subdivision within this State shall be within the jurisdiction of, and be served by, the Columbia Division of Disaster and Emergency Services and by a local or interjurisdictional agency responsible for disaster prevention, preparedness, response and recovery.
- 2) Each county and city within the State of Colombia shall maintain a disaster agency or participate in a local or interjurisdictional disaster agency.
- 3) Notwithstanding any provision of this Act or other law to the contrary, the Governor may require a political subdivision to establish and maintain a disaster agency jointly with one or more contiguous political subdivisions if he finds that the establishment and maintenance of such an agency or participation therein is made necessary by circumstances or conditions that make it unusually difficult to provide for disaster prevention, preparedness response and recovery under the provisions of this Act.
- 4) The mayor, County Executive, chairperson of a board of supervisors, commissioners or aldermen or other principal executive officer of each political subdivision in the State shall notify the Division of Disaster and Emergency Services regarding the manner in which the particular political subdivision is providing or securing disaster planning and emergency services, identify the person who heads the agency from which the service is obtained and furnish additional information relating thereto as the Division requires.
- 5) It is mandated by this Act that each local and interjurisdictional agency shall prepare and keep current a local or interjurisdictional disaster emergency plan for its area.
- 6) The Governor may enter into a compact or compacts with other states if he finds that joint action with other state or states is desirable in meeting common intergovernmental problems of emergency disaster planning, prevention, preparedness, response and recovery.

## Section 9 Local Disaster Emergencies

- 1) A local disaster emergency may be declared only by the principal executive officer of a political subdivision or the executive head of a multijurisdictional entity created among or between political subdivisions pursuant to the authority granted by this Act.
- 2) A locally declared disaster emergency shall not be continued or renewed for a period in excess of seven (7) days except by or with the consent of the governing board of the political subdivision or joint multijurisdictional entity. Any order or proclamation declaring, continuing or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the principal records-keeping agency.
- 3) The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local or interjurisdictional disaster emergency plans and to authorize the furnishing and receiving of aid and assistance thereunder.
- 4) An interjurisdictional agency or official thereof may declare a local disaster and provide aid and services in accordance with the authority pursuant to which it functions.

## Section 10 Disaster Prevention

- 1) In addition to disaster prevention measures as included in the State, local and interjurisdictional disaster plans, the Governor shall consider on a continuing basis steps that could be taken to mitigate, prevent or reduce the harmful consequences of disasters. At the Governor's direction, and pursuant to any other authority and competence they have, State agencies including, but not limited to, those

## **Columbia Emergency Services Act**

charged with responsibilities in connection with flood plain management, stream encroachment and flow regulation, weather modification, fire prevention and control, air quality, public works, land use and land use planning and construction standards, public health, and intelligence gathering shall make studies of disaster prevention-related matters. The Governor from time to time shall make recommendations to the Legislature, local governments, multijurisdictional entities and other appropriate public and private entities as may facilitate measures for mitigation, prevention or reduction of the harmful consequences of disasters.

2) The appropriate State agency, in cooperation with the Division of Disasters and Emergency Services, shall continually study land uses and construction of structures and other facilities to identify areas which are particularly vulnerable to severe land shifting, subsidence, flood or other catastrophic occurrences. The studies under this subsection shall concentrate on means for reducing or avoiding the dangers caused by the occurrence or the consequences of these events.

### **Section 11 Compensation**

1) No personal services may be compensated by the State or any subdivision or agency thereof except pursuant to statute, or local law or ordinance.

2) If the property was commandeered or otherwise used in coping with a disaster emergency and its use or destruction was ordered by an authorized individual or agency, appropriate compensation shall be paid.

3) Any person claiming compensation for the use, damage, loss or destruction of property under this Act shall file a claim therefor with the appropriate agency and in the form and manner prescribed.

4) Unless the amount of compensation for property damaged, lost, or destroyed is agreed to between the claimant and the appropriate state agency, the amount of compensation shall be calculated in the same manner as compensation due for a taking of property pursuant to the condemnation laws of the State.

### **Section 12 Mutual Aid**

1) It is the purpose of the Columbia Legislature in enacting this Act to facilitate the rendering of aid to areas stricken by an emergency.

2) Nothing in this Act should be construed as discouraging political subdivisions from entering into mutual aid agreements with each other. However, emergency plans duly adopted and approved by the Governor shall have the effect of satisfying the requirements for mutual aid operations provided for in the Master Mutual Aid Agreement, notwithstanding the absence of a formal mutual aid agreement.

3) During any state of emergency when the need arises for outside aid in any political subdivision such aid shall be rendered in accordance with approved emergency plans. It shall be the duty of public officials to cooperate to the fullest extent possible in carrying out such plans.

4) In periods other than a state or local emergency, State agencies and political subdivisions have the authority to exercise mutual aid powers in accordance with the Master Mutual Aid Agreements and local ordinances, resolutions, agreements or plans therefor.

5) Political subdivisions not participating in interjurisdictional arrangements pursuant to this Act nevertheless shall be encouraged and assisted by the Division of Disaster and Emergency Services to conclude suitable arrangements for furnishing mutual aid in coping with disasters. The arrangements shall include provision of equipment, aid by persons and units in public employ or in volunteer organizations, including but not limited to, police, fire, public works, public information, building

## **Columbia Emergency Services Act**

inspection and other such services as might be needed in responding to and recovery from a disaster emergency.

6) The Governor, with the advice of the Division of Disaster and Emergency Services, is hereby authorized and empowered to divide the State into mutual aid regions for the more effective application, administration and coordination of mutual aid and other emergency-related activities.

### **Section 12 Operational Areas**

1) Each county is designated as an operational area. In a state of emergency, each operational area shall serve as a link in the system of communications and coordination with the State's emergency operating centers.

### **Section 13 State of War Emergency**

1) During a state of war emergency, the Governor shall have complete authority over all agencies of the State government and the right to exercise within the area or regions designated all police power vested in the State of Columbia in order to effectuate the purposes of this Act. In the exercise thereof, the Governor shall promulgate and enforce such orders and regulations as he or she deems necessary for the protection of life and property in accordance with the provisions of this Act.

### **Section 14 Local Emergency**

1) A local emergency may be proclaimed by the governing body of the political subdivision or by an official so designated and authorized by ordinance or resolution adopted by such governing body.

2) Whenever a local emergency is proclaimed by an official designated and authorized by ordinance or resolution, the local emergency shall not remain in effect for more than seven (7) days unless it has been ratified by the governing body. The governing body shall review at least every fourteen (14) days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant.

3) When two or more political subdivisions have created an interjurisdictional entity or Policy Group to jointly administer and coordinate the emergency response and recovery activities of the participating jurisdictions, the official selected by members of said Policy Group shall have the authority to proclaim a local emergency.

4) In periods of local emergency, political subdivisions have the full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans or agreements therefor.

5) State agencies may provide mutual aid, including personnel, equipment, and other available resources, to assist political subdivisions during a local emergency or in accordance with mutual aid agreements or at the direction of the Governor.

6) In an appropriately proclaimed State or local emergency, the cost of extraordinary services incurred by political subdivisions in executing mutual aid agreements shall constitute a legal charge against the State when approved by the Governor in accordance with orders and regulations promulgated as prescribed in this Act. The Governor may delegate this power of approval.

7) During a local emergency, the governing body of a political subdivision or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders, regulations, amendments and recessions thereof shall be in writing and shall be given widespread public and public notice.



# **Columbia Emergency Services Act**

## **Section 15 Preservation of Local Government**

1) The Legislature recognizes that, if this State or nation were attacked by an enemy of the United States, many areas in Columbia might be subjected to the effects of said enemy attack and some or all of these areas could be severely damaged. During such attacks and in the reconstruction period following such attacks, law and order must be preserved and, so far as possible, governmental services must be continued or restored. To help preserve law and order and to continue or restore local governmental services, it is essential that the local units of government continue to function.

*Reference: The Emergency Interim Executive and Judicial Succession Act which provides for the continuity of the executive and judicial functions of the State by providing for additional officers who can act as Governor, by providing for emergency interim succession to other executive offices of the State; by providing for special emergency judges and by authorizing political subdivisions to enact resolutions and ordinances relating to this subject.*

## **Section 16 Columbia Emergency Council**

1) There is hereby created a Columbia Emergency Council to consist of individuals representing State and local agencies and private organizations, all of whom possess expertise or responsibilities with respect to preventing, preparing for, responding to or recovering from disaster emergencies.

2) Members of this Council shall be appointed by the Governor and shall serve at the Governor's pleasure.

## **Section 17 Local Emergency Councils**

1) Political subdivisions may create emergency councils to develop plans for meeting any condition constituting a local emergency, State emergency or state of war emergency. Such plans shall provide for the effective mobilization of all the resources within the political subdivision, both public and private.

2) The governing body of the political subdivision may in any ordinance or resolution adopted pursuant to this section provide for the organization, powers and duties, services and staff of the emergency organization.

3) Political subdivisions may enact ordinances and resolutions and establish rules and regulations or authorize emergency councils to recommend to the director of the local emergency organization rules and regulations for dealing with local emergencies, and may voluntarily act to carry out mutual aid and may enter into mutual aid agreements with other jurisdictions.

## **Section 18 Effective Date**

This Act shall take effect immediately.



## Central City Disaster and Emergency Service Ordinance 92-468

Reference: *The Columbia Disaster and Emergency Services Act, Section 14 and 15, which are incorporated herein by reference state to wit:*

### *"Section 14 Local Emergency*

*"1) A local emergency may be proclaimed by the governing body of the political subdivision or by an official so designated and authorized by ordinance or resolution adopted by such governing body.*

*"2) Whenever a local emergency is proclaimed by an official designated and authorized by ordinance or resolution, the local emergency shall not remain in effect for more than seven (7) days unless it has been ratified by the governing body. The governing body shall review at least every fourteen (14) days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant.*

*"3) When two or more political subdivisions have created an interjurisdictional entity or Policy Group to jointly administer and coordinate the emergency response and recovery activities of the participating jurisdictions, the official selected by members of said Policy Group shall have the authority to proclaim a local emergency.*

*"4) In periods of local emergency, political subdivisions have the full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements therefor.*

*"5) State agencies may provide mutual aid, including personnel, equipment, and other available resources, to assist political subdivisions during a local emergency or in accordance with mutual aid agreements or at the direction of the Governor.*

*"6) In an appropriately proclaimed State or local emergency, the cost of extraordinary services incurred by political subdivisions in executing mutual aid agreements shall constitute a legal charge against the State when approved by the Governor in accordance with orders and regulations promulgated as prescribed in this Act. The Governor may delegate this power of approval.*

*"7) During a local emergency, the governing body of a political subdivision or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders, regulations, amendments, and recessions thereof shall be in writing and shall be given widespread public and public notice.*

### *"Section 15 Preservation of Local Government*

*"1) The Legislature recognizes that, if this State or nation were attacked by an enemy of the United States, many areas in Columbia might be subjected to the effects of said enemy attack and some or all of these areas could be severely damaged. During such attacks and in the reconstruction period following such attacks, law and order must be preserved and, so far as possible, governmental services must be continued or restored. To help preserve law and order and to continue or restore local governmental services, it is essential that the local units of government continue to function."*

### **Section 1) Title**

This Ordinance shall be referred to as the "Central City Disaster and Emergency Service Ordinance Act."

### **Section 2) Definitions**

1) Unless otherwise clearly required by the context, as used in this act:

## **Central City Disaster and Emergency Service Ordinance 92-468**

a) "Unavailable" means either that a vacancy in an office exists and there is no deputy authorized to exercise the powers and discharge the duties of the office; or that the lawful incumbent of the office and the deputy are absent, deceased, or otherwise unable to exercise the powers and discharge the duties of the office.

b) "Emergency interim successor" means a person designated in the event an officer is unavailable, to discharge the duties of an office until a successor is appointed or elected and qualified as provided by the constitution, statutes, charters, and ordinances or until the lawful incumbent is able to resume the duties of the office.

c) "Office" includes all Central City offices, the powers and duties of which are defined in the Charter, laws, and regulations of Central City.

### **Section 3) Liberty County/Central City Disaster Emergency Policy Group**

The Mayor and City Council of Central City find that the people of this City would be more effectively served by an interjurisdictional arrangement than by maintaining separate disaster agencies and services. In furtherance of this finding, there is hereby created by this ordinance, and by a similar ordinance which has been enacted by the Board of County Commissioners of Liberty County, the Liberty County Central City Disaster Emergency Policy Group. (The Policy Group).

### **Section 4) Delegated Authority**

Authority is hereby delegated to the Liberty County Central City Disaster Emergency Policy Group for conducting all activities relating to the prevention of, preparation for, response to and recovery from disaster emergencies, including, but not limited to, creation of a disaster and emergency services interjurisdictional entity as authorized by the Columbia Disaster and Emergency Services Act, to prepare a joint disaster emergency plan, mutual aid agreements, and such other activities as shall be necessary and appropriate for carrying out the intent of this ordinance.

### **Section 5) Composition of Liberty County/Central City Policy Group**

1) Each jurisdiction shall determine which agencies and personnel shall serve on the Liberty County Central City Disaster Emergency Policy Group and each jurisdiction is authorized to make such changes, deletions or additions as may be appropriate and necessary from time to time.

2) Other political subdivisions may be admitted for inclusion in the interjurisdictional disaster emergency Policy Group when duly authorized by the governing body of the jurisdiction seeking admission and by the existing members of the Policy Group.

### **Section 6) Executive head of the Liberty County Central City Disaster Emergency Policy Group**

1) The Policy Group itself shall choose its presiding officer from the members of the Policy Group and shall establish and define the presiding officer's powers and authority.

2) The Policy Group, on behalf of the respective jurisdictions, shall prepare and distribute to all appropriate officials in writing a clear and complete statement of the emergency responsibilities of all local agencies and officials and set forth the disaster emergency chain of command within the Policy Group. When a disaster is occurring or is imminent the Policy Group shall issue a Policy Statement for the guidance of the departments and agencies of the respective jurisdictions.

### **Section 7) Continuity of government**

## **Central City Disaster and Emergency Service Ordinance 92-468**

To assure continuity of government through legally constituted leadership, authority and responsibility in offices of the Central City government, pursuant to the Columbia "Emergency Interim Executive and Judicial Succession Act;" to provide for the effective operation of the Central City government during an emergency; and to facilitate the early resumption of functions temporarily suspended, it is found and declared to be necessary to provide for additional officers who can exercise the powers and discharge the duties of the head of government; to provide for emergency interim succession to governmental offices of Central City in the event the incumbents thereof and their duly authorized deputies, assistants, or other subordinate officers are unavailable to perform the duties and functions of such offices.

### **Section 8) Emergency Interim Successors – Central City**

1) Pursuant to the provisions of the Columbia "Emergency Interim Successors Act," all department and agency heads of Central City and all school, fire, power and drainage districts shall designate by title, if feasible, or by named person, emergency interim successors and specify their order of succession. Such designations shall be reviewed and revised as necessary to insure their current status. The officer will designate a sufficient number of persons so that there will be not less than three (3), nor more than seven (7) deputies or emergency interim successors or any combination thereof at any time. If the event that any officer of any political subdivision (or his or her deputy) is unavailable, the duties shall be discharged by the designated emergency interim successors in the order specified. The emergency interim successor shall discharge the duties of the office to which he or she is designated until such time as the vacancy is filled; or until the officer or his deputy becomes available to discharge the duties of the office.

2) The office of Mayor shall devolve to the Vice Mayor and thereafter to the member or members of the City Council in order of their succession to office. If two or more shall have the same seniority date, then lots shall be drawn by the highest ranking judicial officer available to fill the office of Mayor on a temporary basis.

3) The powers of other elective officers shall devolve to their chief deputy and thereafter to other persons on the basis of rank. If more than one person shares the same rank, then succession shall be by seniority in entering on duty in the service of Central City. If two or more have equal entitlement to the office on the basis of these criteria, then the vacancy shall be filled by the City Council.

### **Section 9) Formalities of Taking Office**

1) At the time of their designation, emergency interim successors shall take such oath as may be required for them to exercise the powers and discharge the duties of the office to which they are succeeding. Notwithstanding any other provision of law, no person shall be required to comply with any other provisions of law relative to taking office as a prerequisite for assuming such temporary office.

### **Section 10) Period in Which Authority May be Exercised**

1) Officials authorized to act pursuant to this ordinance, are empowered to exercise the powers and discharge the duties of an office as herein authorized only after the disaster has created the vacancy of the office. Emergency interim successors in non elective offices shall serve at the pleasure of the Mayor and may be removed or replaced by the Mayor with or without cause.

2) When the disaster or emergency which created the vacancy abates and an elective office is still vacant, then a special election shall be held at the earliest time feasible to fill such vacant elective office.

3) The persons designated as emergency interim successors are authorized to exercise the powers and discharge the duties of an office in accordance with this ordinance until such time as they are removed by appropriate authority.

## **Central City Disaster and Emergency Service Ordinance 92-468**

4) Any disputes concerning a question of fact arising under this ordinance with respect to an office, shall be adjudicated and resolved by the City Council.

### **Section 11) Financing**

1) It is the intent of the City Council and declared to be the policy of Central City that funds to meet disaster emergencies shall always be available.

2) A Disaster Contingency Fund is hereby established which shall receive monies appropriated therefor by the City Council and these monies shall not be expended for any purpose other than to cope with a disaster emergency.

3) It is the City Council's legislative intent that the first recourse shall be to funds which are regularly appropriated for City agencies. If the Mayor finds that the demands for funds in coping with a particular disaster emergency exhaust or unreasonably reduce these appropriated funds, the Mayor may make funds available from the Disaster Contingency Fund. If monies available from this fund are inadequate, and if the Mayor finds that other sources of money to cope with the disaster are not available or are insufficient, the Mayor may transfer and expend monies appropriated for other purposes or borrow for a term not to exceed two (2) years from any private or public source.

4) Nothing contained in this section shall be construed to limit the Mayor's authority to apply for, receive, administer, and expend grants, gifts, or payments in furtherance of disaster prevention, preparedness, response, or recovery.

### **Section 12) Emergency Purchasing**

1) When an official disaster emergency has been declared in Central City, the laws, regulations, and procedures relating to the purchase or procurement of goods, equipment, or services may be waived if said expenditures are necessary for coping with the emergency.

2) Department and agency heads and incident commanders shall be authorized to purchase or procure goods, equipment and services as required to respond to the emergency up to a limit of \$10,000. Such authority shall exist so long as the declared emergency condition exists. For any purchase or procurement above \$10,000 the approval of the Mayor or the City Manager shall be required.

3) Individuals purchasing or procuring goods and services pursuant to this section shall maintain a record of said transaction and execute such forms as may be prescribed by the Central City Finance Office.

### **Section 13) Effective date**

This ordinance shall take effect immediately.

# Liberty County Disaster and Emergency Service Ordinance 92-651

Reference: *The Columbia Disaster and Emergency Services Act, Section 14 and 15, which are incorporated by reference in this ordinance state to wit:*

## ***"Section 14 Local Emergency"***

*"1) A local emergency may be proclaimed by the governing body of the political subdivision or by an official so designated and authorized by ordinance or resolution adopted by such governing body.*

*"2) Whenever a local emergency is proclaimed by an official designated and authorized by ordinance or resolution, the local emergency shall not remain in effect for more than seven (7) days unless it has been ratified by the governing body. The governing body shall review at least every fourteen (14) days until such local emergency is terminated, the need for continuing the local emergency and shall proclaim the termination of such local emergency at the earliest possible date that conditions warrant.*

*"3) When two or more political subdivisions have created an interjurisdictional entity or Policy Group to jointly administer and coordinate the emergency response and recovery activities of the participating jurisdictions, the official selected by members of said Policy Group shall have the authority to proclaim a local emergency.*

*"4) In periods of local emergency, political subdivisions have the full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements therefor.*

*"5) State agencies may provide mutual aid, including personnel, equipment, and other available resources, to assist political subdivisions during a local emergency or in accordance with mutual aid agreements or at the direction of the Governor.*

*"6) In an appropriately proclaimed State or local emergency, the cost of extraordinary services incurred by political subdivisions in executing mutual aid agreements shall constitute a legal charge against the State when approved by the Governor in accordance with orders and regulations promulgated as prescribed in this Act. The Governor may delegate this power of approval.*

*"7) During a local emergency, the governing body of a political subdivision or officials designated thereby, may promulgate orders and regulations necessary to provide for the protection of life and property, including orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety. Such orders, regulations, amendments, and recessions thereof shall be in writing and shall be given widespread public and public notice.*

## ***"Section 15 Preservation of Local Government"***

*"1) The Legislature recognizes that, if this State or nation were attacked by an enemy of the United States, many areas in Columbia might be subjected to the effects of said enemy attack and some or all of these areas could be severely damaged. During such attacks and in the reconstruction period following such attacks, law and order must be preserved and, so far as possible, governmental services must be continued or restored. To help preserve law and order and to continue or restore local governmental services, it is essential that the local units of government continue to function."*

## **Section 1) Title**

This Ordinance shall be referred to as the "Liberty County Disaster and Emergency Services Ordinance Act."

## **Section 2) Definitions**

1) Unless otherwise clearly required by the context, as used in this act:

## **Liberty County Disaster and Emergency Service Ordinance 92-651**

a) "Unavailable" means either that a vacancy in an office exists and there is no deputy authorized to exercise the powers and discharge the duties of the office; or that the lawful incumbent of the office and the deputy are absent, deceased, or otherwise unable to discharge the duties of the office.

b) "Emergency interim successor" means a person designated pursuant to the law, in the event the officer is unavailable, to exercise the powers and discharge the duties of an office until a successor is appointed or elected and qualified as may be provided by the constitution, statutes, charters, and ordinances or until the lawful incumbent is able to resume the exercise or the powers and discharge the duties of the office.

c) "Office" includes all County offices, the powers and duties of which are defined in the Charter, laws, and regulations of Liberty County.

e) "Political subdivision" includes counties, cities, towns, townships, villages, districts, authorities and other public corporations and entities whether organized and existing under charter or general laws of Liberty County.

### **Section 3) Liberty County/Central City Disaster Emergency Policy Group**

The Board of County Commissioners of Liberty County finds that the people of this County would be more effectively served by an interjurisdictional arrangement than by maintaining separate disaster agencies and services. In furtherance of this finding, there is hereby created by this ordinance and by an ordinance enacted by the City Council of Central City, the Liberty County Central City Disaster Emergency Policy Group. (The Policy Group.)

### **Section 4) Delegated Authority**

Authority is hereby delegated to the Liberty County/Central City Disaster Emergency Policy Group for conducting all activities relating to the prevention of, preparation for, response to and recovery from disaster emergencies, including, but not limited to, creation of a disaster and Emergency Services interjurisdictional entity as authorized by the Columbia Disaster and Emergency Services Act, to prepare a joint disaster emergency plan, mutual aid agreements, and such other activities as shall be necessary and appropriate for carrying out the intent of this ordinance.

### **Section 5) Composition of Liberty County Central City Policy Group**

1) Each jurisdiction shall determine which agencies and personnel shall serve on the Liberty County Central City Disaster Emergency Policy Group and each jurisdiction is authorized to make such changes, deletions or additions as may be appropriate and necessary from time to time.

2) Other political subdivisions may be admitted for inclusion in the interjurisdictional Policy Group when duly authorized by the governing body of the jurisdiction seeking admission and by the existing members of the Policy Group.

### **Section 6) Executive head of the Liberty County/Central City Policy Group**

1) The Policy Group itself shall choose its presiding officer from the members of the Policy Group and shall establish the presiding officer's powers and authority.

2) The Policy Group on behalf of the respective jurisdictions shall prepare and distribute to all appropriate officials in writing a clear and complete statement of the emergency responsibilities of all local agencies and officials and of set forth the disaster emergency chain of command. When a disaster emergency is occurring or is imminent the Policy Group shall issue a Policy Statement for the guidance of the departments and agencies of the respective jurisdictions.



# **Liberty County Disaster and Emergency Service Ordinance 92-651**

## **Section 7) Continuity of government**

1) To assure continuity of government through legally constituted leadership, authority and responsibility in offices of the government of Liberty County, pursuant to the Columbia "Emergency Interim Executive and Judicial Succession Act," to provide for the effective operation of the Liberty County government during an emergency; and to facilitate the early resumption of functions temporarily suspended, it is declared to be necessary to provide for additional officers who can discharge the duties of the head of government; to provide for emergency interim succession to governmental offices of Liberty County in the event the incumbents thereof and their duly authorized deputies, assistants or other subordinate officers unavailable to perform the duties and functions of such offices.

## **Section 8) Emergency Interim Successors – Liberty County**

1) Pursuant to the provisions of the Columbia Emergency Interim Successors Act, all department and agency heads of Liberty County and all school, fire, power, and drainage districts shall designate by title, if feasible, or by named person, emergency interim successors and specify their order of succession. Such designations shall be reviewed and revised as necessary to insure their current status. The officer will designate a sufficient number of persons so that there will be not less than three (3), nor more than seven (7) deputies or emergency interim successors or any combination thereof at any time. If the event that any officer of any political subdivision (or his or her deputy) is unavailable, the powers of the office shall be exercised and duties shall be discharged by the designated emergency interim successors in the order specified. The emergency interim successor shall discharge the duties of the office to which he or she is designated until such time as the vacancy is filled; or until the officer or his deputy becomes available to discharge the duties of the office.

2) The Chairmanship of the Board of County Commissioners shall devolve to the Vice chairman and thereafter to the member or members in order of their succession to office. If two or more shall have the same seniority date, then lots shall be drawn by the highest ranking judicial officer available to determine the chairmanship.

3) The powers of the Sheriff and other elective officers shall devolve to his or her chief deputy and thereafter to the person of the next highest rank. If more than one person shares the same rank, then succession shall be by seniority in entering on duty in the service of Liberty County. If two or more have equal entitlement to the office on the basis of these criteria, then the vacancy shall be filled by the Board of County Commissioners.

## **Section 9) Formalities of Taking Office**

At the time of their designation, emergency interim successors shall take such oath as may be required for them to exercise the powers and discharge the duties of the office to which they are succeeding. Notwithstanding any other provision of law, no person shall be required to comply with any other provisions of law relative to taking office as a prerequisite for assuming such temporary office.

## **Section 10) Period in Which Authority May be Exercised**

1) Officials authorized to act pursuant to this ordinance, are empowered to exercise the powers and discharge the duties of an office as herein authorized only after the disaster has created a vacancy in the office. The Board of County Commissioners by ordinance or resolution may at any time terminate the authority of said emergency interim successors or appoint different persons to serve in the appointive offices.

2) When the disaster or emergency which created a vacancy in an elective office abates and the office is still vacant, then a special election shall be held at the earliest time feasible to fill such vacant elective office.

## **Liberty County Disaster and Emergency Service Ordinance 92-651**

3) The persons designated as emergency interim successors in appointive offices are authorized to exercise the powers and discharge the duties of an office until the vacancy no longer exists or until they are removed by the appropriate authority. All such emergency interim successors shall serve at the pleasure of the County Commissioners and may be removed or replaced by the County Commissioners with or without cause.

4) Any disputes concerning a question of fact arising under this ordinance with respect to an office, shall be adjudicated and resolved by the County Commissioners.

### **Section 11) Financing**

1) It is the intent of the Board of County Commissioners and declared to be the policy of Liberty County that funds to meet disaster emergencies shall always be available.

2) A Disaster Contingency Fund is hereby established which shall receive monies appropriated therefor by the Board of County Commissioners and these monies shall not be expended for any purpose other than to cope with a disaster emergency.

3) It is the Board of County Commissioners' legislative intent that the first recourse shall be to funds which are regularly appropriated for County agencies. If the Board finds that the demands for funds in coping with a particular disaster emergency exhaust or unreasonably reduce these appropriated funds, the Board may make funds available from the Disaster Contingency Fund. If monies available from this fund are inadequate, and if the Board finds that other sources of money to cope with the disaster are not available or are insufficient, the Board may transfer and expend monies appropriated for other purposes or borrow for a term not to exceed two (2) years from any private or public source.

4) Nothing contained in this section shall be construed to limit the Board's authority to apply for, receive, administer, and expend grants, gifts, or payments in furtherance of disaster prevention, preparedness, response, or recovery.

### **Section 12) Emergency Purchasing**

1) When an official disaster emergency has been declared in Liberty County, the laws, regulations and procedures relating to the purchase or procurement of goods, equipment or services may be waived.

2) Department and agency heads and incident commanders shall be authorized to purchase or procure goods, equipment and services as required to respond to the emergency up to a limit of \$10,000. Such authority shall exist so long as the declared emergency exists. For any purchase or procurement above \$10,000 the approval of the Chairman of the Board of County Commissioners or the Chief Administrative Officer shall be required.

3) Individuals purchasing or procuring goods and services pursuant to this section shall maintain a record of said transactions and execute such forms as may be prescribed by the Liberty County Finance Office.

### **Section 13) Effective date**

This ordinance shall take effect immediately.

# Liberty County Basic Emergency Plan

June 2004

## I. Purpose

- A. The purpose of the Liberty County All-Hazard Emergency Management Plan is to develop a comprehensive emergency management program that establishes a process and structure for the systematic, coordinated, and effective delivery of emergency services to mitigate the effects of an emergency, preserve life and minimize damage, respond during emergencies, provide necessary assistance, and establish a recovery system, in order to return the community to its normal state of affairs.
- B. This plan attempts to define clearly who does what, when, where, and how, along with the legal authority to act, in order to mitigate, prepare for, respond to, and recover from the effects of natural and technological disasters.

## II. Situation and Assumptions

### A. Situation.

Liberty County is vulnerable to many hazards, each with varying degrees of likelihood, all of which have the potential for disrupting the community, causing damage, and creating casualties. As described in the Liberty County Hazard/Vulnerability Assessment, these hazards may either be naturally occurring events or technological/industrial (manmade) in origin. The former category includes, but is not limited to, meteorological (i.e. hurricanes, floods, tornadoes, forest fires, earthquakes) and agricultural events, as well as naturally-occurring illnesses (i.e. food-borne diseases, pandemic influenza). In the case of the latter, the County has considered the threat of terrorism-related CBRNE incidents, in addition to other disasters that could develop from a hazardous materials spill, nuclear power plant accident, major transportation accident, or civil disorder.

### B. Assumptions.

1. Liberty County will continue to be exposed to the hazards noted above as well as to others that may develop in the future.
2. The extent of casualties and damage will depend upon factors such as whether the event was anticipated (and length of forewarning), time of the occurrence, severity of the impact, weather conditions, population density, type of infrastructure affected/compromised, and the potential triggering of secondary events.
3. The preservation of life shall have priority over the preservation of property. The safety of citizens and personnel from County departments, supporting agencies, and volunteers will be a primary concern. High risks to personnel may be incurred to protect salvageable lives. Minor to moderate risks to personnel may be incurred to protect salvageable property. No risks to personnel will be incurred to protect non-salvageable lives or property.
4. Local government officials recognize their responsibilities with regard to public safety and well being.
5. These same government officials will assume their responsibilities in the implementation of the emergency management plan.
6. Consistent with Homeland Security Presidential Directive (HSPD)-5, the National Incident Management System (NIMS) is integrated into this plan; and use of the Incident Command

## Liberty County Basic Emergency Plan

System (ICS) is a basic tenet of the emergency management process. All County agencies will implement a unified ICS structure as stipulated in the NIMS during response, recovery, and mitigation operations.

7. Liberty County will endeavor to have sufficient capability to operate for at least 72 hours without external aid.
8. If properly implemented, this plan will reduce or prevent disaster-related losses.

### III. Concept of Operations

#### A. General.

It is the responsibility of Liberty County government to undertake comprehensive emergency management in order to protect life and property from the effects of hazardous events. Local government has the primary responsibility for initial emergency management activities. When the emergency exceeds the local government's capability, supplemented by normal mutual aid, to respond and recover, assistance will be requested from the state government. The Federal Government will provide assistance to the state when appropriate and requested by the Governor.

This plan is based upon the concept that the emergency functions for the various groups involved in emergency management will generally parallel their normal, day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. However, there may be cases where personnel will have to work outside of their normal function.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended or reduced for the duration of the emergency as directed by upper management. This will require addressing those activities with a constitutional mandate. The efforts that would normally be required for those functions will be redirected to accomplish the emergency task by the agency concerned.

A comprehensive emergency management plan is concerned with all types of hazardous situations that may develop in Liberty County; it is more than an operations plan in that it accounts for activities prior to, during, and after, emergency operations.

#### B. Phases of Management.

**Mitigation:** Mitigation activities are those that eliminate or reduce the probability of a disaster occurrence. They also include those long-term activities that lessen the undesirable effects of unavoidable hazards.

**Preparedness:** Preparedness activities develop the response capabilities needed if an emergency should arise. Planning and training are among the activities conducted under this phase.

**Response:** Response is the actual provision of emergency services during a crisis. These activities help to reduce casualties and damage and to speed recovery. Response activities include warning, evacuation, rescue, and other similar operations.

**Recovery:** Recovery is both a short-term and long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those

# Liberty County Basic Emergency Plan

related to the recent emergency. Examples of recovery actions would be provision of temporary housing and food, restoration of vital government services, and reconstruction of damaged areas.

## IV. Organization and Assignment of Responsibilities

### A. General

Most of the departments within local government have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures subject to review and approval of the Board after analysis by Liberty County Emergency management. Specific responsibilities are outlined below under "Task Assignments," as well as in individual annexes (not included in this sample). Responsibilities for certain organizations that are not part of local government are also presented. Not all members of all groups will be represented in all situations.

### B. Organization

1. The Liberty County emergency management policy group is responsible for all policy decisions relating to emergency management. The standing members of this group are:

#### County Representatives:

- a. County manager
- b. Chairperson of the Board of Supervisors
- c. Board of Supervisors
- d. Sheriff
- e. County Attorney
- f. Public Information Officer
- g. Chief Financial Officer
- h. County Fire Coordinator
- i. County Public Health Director
- j. County Public Works Director
- k. EMS Director
- l. Emergency Program Manager
- m. Hospital Medical Director

#### City Representatives:

- n. City manager
- o. Chairperson of City Council (Mayor)
- p. Board of City Council members
- q. City Attorney
- r. Fire Chief
- s. Police Chief
- t. City Public Works Director
- u. Chamber of Business and Industry Designee

2. The emergency management coordination group will ensure that emergency policies, support activities, and resources are coordinated among the spectrum of participating organizations. This group will prepare requests for outside aid operating from the EOC. They will be organized to fulfill the off site responsibilities of Planning, Logistics and Finance. The members of the emergency management coordination group are:

#### County Representatives:

- a. Assistant Emergency Program Manager/Emergency Planning Director
- b. Assistant County Manager

## Liberty County Basic Emergency Plan

- c. Chief Deputy, Sheriff's Department
- d. Assistant Public Works Director
- e. Emergency Medical Services Coordinator
- f. Public Health Liaison
- g. Strategic National Stockpile Coordinator
- h. Bioterrorism Coordinator
- i. School Superintendent
- j. Planning Commission Director
- k. Power company manager
- l. County Engineer
- m. County coroner
- n. Information Technology / GIS Manager

### City Representatives

- o. Assistant City Manager
- p. Assistant Fire Chief
- q. Assistant Police Chief
- r. City Finance Director
- s. Central City Hospital Liaison
- t. Information Technology / GIS Manager

The members of the emergency management coordination group also include:

- u. Water manager.
- v. Gas company manager.
- w. Telephone company manager.
- x. County highway superintendent.
- y. Red Cross representative.
- z. Director, local housing authority.
- aa. Director, local public assistance office.
- bb. Transit authority representative.
- cc. Community Info/Hotline Coordinator
- dd. Purchasing manager
- ee. National Guard Liaison

3. The emergency management operations group will ensure that policies and activities are implemented according to the decisions of the policy group and the guidance of the coordination group. The primary responsibility of the operations group is to deploy the appropriate resources to overcome and reduce the impact of major emergencies. They will be organized to fulfill the off site Operations Section responsibility operating from the community EOC. The members of the emergency management operations group are:

- a. Operations group commander.
- b. Fire operations officer.
- c. Fire dispatcher.
- d. Police operations officer.
- e. Police dispatcher.
- f. Epidemiologist
- g. Disease control
- h. Health educator (PIO)
- i. Environmental Health representative
- j. Street Superintendent
- k. Sewer Superintendent
- l. Water Superintendent
- m. Assistant Public Health official.

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- n. Building/Code Enforcement official
  - o. Assistant school superintendent.
  - p. Public works dispatcher.
  - q. Red Cross representative.
  - r. Power company representative.
  - s. Gas company representative.
  - t. Telephone company representative.
  - u. Deputy, Sheriff's Department.
  - v. Sheriff's dispatcher.
  - w. Emergency medical dispatcher.
  - x. State police representative.
  - y. Public information officer.
  - z. Emergency Medical Services Operations Coordinator
  - aa. Local Military Fire/EMS Liaison
  - bb. State Highways liaison officer
  - cc. IT / GIS representative
4. The organization of the functions means that the Coordination group will fulfill the Logistics, Finance and Planning Sections functions and the Operations Group will satisfy Operations Section function under ICS. These will be linked to the appropriate Section in operation at the incident command post in the field.

### C. Task Assignments (not exhaustive)

1. Emergency Program Management.
  - a. Coordination of all four phases of emergency management
  - b. Comprehensive emergency management planning
  - c. Staff and responder training
  - d. Radiological defense (RADEF) Program management and training
  - e. Resource management (i.e. county and city department oversight, external resource requests – including State and Federal assistance, mutual aid)
  - f. Communications and warning
  - g. Hazardous Materials Training
  - h. SARA Title III activities
  - i. LEPC support
  - j. Management of Drills and Exercises
  - k. Evaluation of community preparedness
  - l. Manage the development of the IAP
  - m. Manage the distribution of emergency information
  - n. Establish interface with Federal agencies
  - o. Manage financial ramifications of disaster
2. Law Enforcement.
  - a. Warning and threat assessment / validation support
  - b. RADEF monitoring support
  - c. Maintenance of law and order
  - d. Traffic control (including aerial and ground traffic flow monitoring, enforcement of travel restrictions)
  - e. Control of restricted areas (access and egress)
  - f. Protection of vital installations (physical structures and soft targets)
  - g. Security of SNS distribution / mass immunization sites if erected
  - h. Damage assessment support
  - i. Liaison and coordination with other law enforcement

## Liberty County Basic Emergency Plan

- j. Establish FBI interface (if deemed necessary)
  - k. Coordination with National Guard
  - l. Aerial monitoring for radiation
  - m. Aerial rescue support
  - n. Medical rescue support
  - o. Policy, coordination, and operations group support
  - p. Advise Policy group on cancellation of events, restrictions, etc.
  - q. Re-entry management
3. Fire Service.
- a. Fire control
  - b. Fire prevention inspections
  - c. Operation of fixed and mobile siren units
  - d. Search and rescue operations
  - e. Assistance for traffic control
  - f. RADEF decontamination support
  - g. Damage assessment
  - h. Hazardous materials operations
  - i. Communications support
  - j. Policy, coordination, and operations group support
4. Emergency Medical Services System.
- a. Mobilize to handle casualties
  - b. Triage, Treat and Transport casualties
  - c. Maintain coverage for unaffected areas
  - d. Coordinate Medical Helicopter Evacuation
  - e. Deliver additional service as directed by Public Health Director
5. Health Department.
- a. Investigation of sanitation conditions
  - b. Inspection of food and drink supplies (and emergency shelters)
  - c. Provision of public health education and information
  - d. Advise Policy group with Emergency Public Health regulations/declarations (including declaration of Public Health Emergencies)
  - e. Assist JIC with release emergency public info (including developing pre-crafted messages)
  - f. Oversee delivery of Emergency Medical Service System
  - g. Coordination and operations groups staff support
  - h. Liaison to local, state and federal medical communities, including the CDC, during a major disaster or emergency resulting in casualties.
  - i. Assist with acquisition of medical personnel to staff (mass) alternate care facilities
  - j. Surveillance activities and detection of (biological) agents
  - k. Laboratory testing support
  - l. Epidemiologic Investigations
  - m. Monitoring and managing local pharmaceutical caches
  - n. Request and acquisition of the Strategic National Stockpile
  - o. Immunizations / Prophylaxis
  - p. Advise Policy, Coordination and Operations group on provision of health/medical and psychological services (i.e. treatment protocols for agent / illness)
  - q. Advise Policy group on quarantine / isolation decisions
  - r. Advise Policy group on declaration of Public Health Emergency



## Liberty County Basic Emergency Plan

- s. Interface with Law Enforcement to assist with crime scene measures (i.e. evidence preservation, chain of custody, crime scene investigation)
  - t. Veterinary / zoonotic issues
  - u. Environmental testing and remediation
  - v. Provision of Critical Incident Stress Management
6. Hospitals.
- a. Advice regarding issues related to hospitals
  - b. Coordination group staff support
  - c. Mass patient care
  - d. Monitoring and reporting of patient
  - e. Monitoring and reporting supply issues and staffing needs
  - f. Sustained tracking and coordination of patients
  - g. Coordinating forward movement from facilities
7. Public Works/Utilities
- a. Maintenance of water and sewage system
  - b. Maintenance of debris and garbage disposal operations
  - c. Road and bridge repairs
  - d. RADEF decontamination support
  - e. Fuel storage
  - f. Provision of (specialized) personnel, equipment and supplies and other resources as needed
  - g. Maintenance of water pressure
  - h. Damage assessment support
  - i. Provision of potable water
  - j. Coordination with Health Department on water tests
  - k. Policy and coordination groups staff support
  - l. Search and Rescue Support
  - m. Building Inspection Program, as needed
  - n. Traffic Control Support (and constructing temporary emergency access routes)
  - o. Restoration of vital facilities
  - p. Clearance of debris
8. County Engineering.
- a. Provision of emergency engineering services and counseling
  - b. Flood control
  - c. Damage assessment support
  - d. Coordination and operations groups staff support
9. Finance Department.
- a. Maintenance of records
  - b. Procurement of supplies
  - c. Coordination group staff support
  - d. Preparation of reimbursement applications
  - e. Processing the financial part of damage assessment
  - f. Staff Compensation and Injury processing
10. Schools.
- a. Protection of school children

## Liberty County Basic Emergency Plan

- b. Provision of public shelters
  - c. Provision of space for mass immunization / prophylaxis (pre-defined PODs)
  - d. Provision for public education regarding emergency management
  - e. Provision of buses for transportation
  - f. Coordination and operations groups staff support
11. Medical Examiner/Coroner's Office.
- a. Collection, identification, and interment of deceased victims
  - b. Chain of custody and evidence preservation to assist Law Enforcement operations
  - c. Coordination with other services, including funeral homes, military, and federal authorities
  - d. Coordination group staff support
12. County/City Attorney
- a. Legal advice support
  - b. Policy group support
  - c. Preparations of ordinances and orders
13. Community Services Department
- a. Coordination of all personal relief activities
  - b. Coordination group staff support
  - c. Identification of client needs
  - d. Maintenance of medical drug support to clients
  - e. Expansion of community crisis intervention programs
14. Red Cross.
- a. Mass Care - Shelter Operations
  - b. Mass Care - Feeding (Fixed sites and mobile)
  - c. Individual/family assistance
  - d. Public education and information support
  - e. First aid and nursing support
  - f. Blood drives
  - g. Counseling support
  - h. Coordination group staff support
15. Telephone Company.
- a. Advice regarding telephone maintenance and operation
  - b. Load-line control
  - c. Coordination and operations groups staff support
  - d. Provide communications assistance to requesting agencies as needed. Coordinate communications planning activities with the EOC.
  - e. Assess damage to cellular telecommunications infrastructure and communicate findings to EOC. Coordinate and conduct repairs as needed.
16. Department of Information Technology:
- a. Coordinate the assessment of telecommunication systems integrity during and after a disaster or emergency.
  - b. Establish emergency communications protocol, including the assignment or reassignment of existing communications equipment.

## Liberty County Basic Emergency Plan

- c. Establish telephone and Intra/Internet communications capability between emergency response departments, as able, based upon availability and infrastructure integrity.
  - d. Operate and maintain citywide telecommunication systems.
  - e. The responsibility for all unique telecommunications systems resides with the host department/agency. IT will provide support assistance, as available, and within technical capabilities.
  - f. Provide necessary GIS capabilities
17. Power Company.
- a. Power distribution advice
  - b. Advice regarding power outages and impact predictions
  - c. Coordination and operations groups staff support
18. Gas Company.
- a. Gas distribution advice
  - b. Advice regarding natural gas shortages, outages, and impact
  - c. Coordination and operations groups staff support
  - d. Gas distribution advice
  - e. Advice regarding gas shortages, outages, and impact
  - f. Coordination and operations groups staff support
19. Transit Authority.
- a. Coordination of mass public transportation resources
  - b. Advice regarding public transportation issues
  - c. Coordination group staff support
  - d. Implement emergency functions to include traffic control if requested
  - e. Identify and supervise emergency vehicle staging areas
  - f. Assist in Assessment of impacted transportation routes
  - g. Identify alternative routes for emergency response vehicles
  - h. Initiate emergency repairs to allow for response to critical facilities and impacted areas if alternate routes cannot be identified
20. Local Housing Authority.
- a. Advice regarding status and condition of housing
  - b. Coordination group staff support
21. Military Support.
- a. Warning support
  - b. RADEF support
  - c. Traffic control support
  - d. Law and order support
  - e. Search and rescue support
  - f. Medical services support
  - g. Debris clearance support
  - h. Fire control support
  - i. Logistics support
  - j. Engineering support
  - k. Shelter support
  - l. Communications support

# Liberty County Basic Emergency Plan

## V. Direction and Control

The final responsibility for all emergency management belongs to the elected official chairing the policy group. The policy group is responsible for all policy-level decisions. They are also required to be the approving agency for public information releases to the public. During response operations, the elected officials of the policy group will be available to their constituents to handle non-routine problems.

The emergency program manager, who has responsibility for coordinating the entire emergency management program, trains and directs the coordination group through staff. This group may make routine decisions within the limits of disaster authority. During emergency operations, the emergency program manager ensures that all groups are working in a concerted, supportive effort to overcome the disaster.

Specific people and agencies are responsible for fulfilling their obligations as presented in the basic plan. Each agency will follow its own operating procedures during response operations. All Liberty County/Central City agencies have been notified of the possibility that their staffs may be called upon to staff emergency management missions such as Rumor Control/Public Information hotlines.

## VI. Continuity of Government

### A. Succession of Command.

In order for any organized emergency response effort to be effective and efficient, the individuals with key emergency management responsibilities must not only be familiar with their assignments, they must also be available to execute these duties. Emergencies may arise, however, when certain critical personnel are either absent (from the community) or the disaster itself may have isolated or incapacitated them. To prepare for this contingency, this section of The Plan has predefined lines of succession for critical decision-makers to ensure the continuity of County government in the advent of a disaster.

The line of succession of the county board of supervisors is from the president to the vice president through the members of the board in order of their seniority on the council.

The line of succession to the emergency program manager will be deputy program manager followed by operations officer.

The line of succession to each department head is according to the operating procedures established by each department and filed in writing with the Emergency Program Manager.

The line of succession of the city council is from the mayor through the members of the council, in order of their seniority on the council.

The line of succession of the county manager is to the sheriff to the deputy sheriff.

The line of succession of the city manager is to the chief of police and to the city fire chief.

### B. Preservation of Records.

# Liberty County Basic Emergency Plan

In order to develop after-action reports, all messages and logs will be maintained and submitted to the emergency program manager immediately after deactivating emergency operations. Consideration must be given to the protection of records critical to the operation of government and those of historical note.

## **VII. Administration and Logistics**

### **A. Emergency Authority.**

A compendium of existing state and local legislation pertaining to disaster preparedness and response and emergency management is shown in Appendix I.

### **B Declaration Procedures**

When an emergency or disaster is determined to tax response and recovery efforts beyond the capability of the City Central City and Liberty County, the Mayor / City Council may, upon declaring a local state of emergency, request a state of emergency declaration from the Governor of Columbia for the purpose of supporting city efforts.

If local and State resources are deemed inadequate to effectively manage the event, the Governor may request a Presidential Emergency or Disaster Declaration. Such procedures are described in the Columbia Emergency Services Act.

The following are standard procedures for declaring a state of emergency. In situations where damage is obviously severe requiring immediate support, the Governor has the option of making a State Disaster Declaration immediately dispatching damage assessment teams.

The sample emergency declarations are presented as a suggestive guide to the content and format for resolutions by the Central City and Liberty County authorities, declaring a local emergency or disaster and requesting the Governor to declare a state emergency. The content should include a description of the emergency conditions and known damage, a description of actions already taken, and a statement of the extent to which local resources are depleted.

### **C. Mutual Aid.**

Should local government resources prove to be inadequate during an emergency operation, requests will be made for assistance from other local jurisdictions and higher levels of government according to existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duty authorized officials and will be formalized in writing whenever possible.

### **D. Consumer Protection.**

Consumer complaints pertaining to alleged unfair or illegal business practices will be referred to the state attorney general's Consumer Protection Division through the responsible police agency.

## **VIII. Homeland Security Advisory System**

## Liberty County Basic Emergency Plan

In voluntary compliance with Homeland Security Presidential Directive (HSPD)-3, Central City and Liberty County have adopted the National Homeland Security Advisory System (HSAS) to trigger certain preparedness activities and disseminate information about the risks of terrorist threats. The system is a color-coded set of graduated threat conditions, with a higher probability of attack associated with each new level: Low/Green indicating a low threat of terrorist attack, Guarded/Blue indicating a general risk condition, Elevated/Yellow indicating a significant risk, High/Orange indicating a high risk and Severe/Red indicating a severe risk of terrorist attack.

Risk includes both the probability of an attack occurring and its potential gravity. The local law enforcement community has the primary responsibility for conducting continuous risk assessments. However, other entities such as Public Health and Healthcare organizations are crucial in anticipating and detecting potential biological threats. Threat condition levels may be set for the entire nation or specific geographical regions based upon the available intelligence information.

The assignment of threat levels prompts the implementation of various operational conditions in order to reduce vulnerabilities and increase response capabilities of public safety and support agencies. The County also posts the current threat condition level on its emergency information website [www.LCALERT.com](http://www.LCALERT.com) in order to keep the public informed of existing conditions and to provide an opportunity for citizens to better prepare for potential emergencies.

### **IX. Evacuation Operations**

Evacuation of citizens from their homes during an emergency requires a coordinated effort among several public safety agencies. A determination must be made to either physically evacuate people to a safe location or shelter in-place.

The decision to evacuate may be made by the Incident Commander, when a clear and immediate danger to human life or health is identified (for instance, a toxic chemical spill). When the threat to life or health slowly increases over time (for instance, dangerous strengthening of a hurricane with a projected track to impact the County and increasing chances of heavy flood damage) the decision to evacuate may be made after the declaration of an emergency, and shall be so ordered by the declaring authority (refer to Emergency Evacuation Order).

The County Sheriff and Central City Police Department shall have the primary responsibility and authority to conduct an evacuation once they are directed to do so by an Incident Commander or by the authority declaring a disaster. Assistance may be provided by the Fire Service, Parks and Recreation, Public Works, the Columbia National Guard, and other allied agencies.

Evacuation of persons in imminent danger is considered mandatory when ordered and persons disobeying a legitimate order to evacuate may be arrested in accordance with state and local legal authorities. Evacuations conducted as a precautionary measure are considered to be voluntary in nature and persons who refuse to be evacuated may be left in their premises at their own risk and peril.

Upon receipt of a directive to evacuate a defined area, officers of the Central City Police Department will first establish a perimeter to prevent entry into the area to be evacuated, and will then establish clear and mandatory avenues of egress from the designated area.

### **X. Joint Information Center (JIC)**

## **Liberty County Basic Emergency Plan**

The City / County EOC will establish a Joint Information Center (JIC) and media center to provide timely and accurate press releases to inform the public about the disaster or emergency using a Joint Information System (JIS). The primary JIC is located in the EOC.

The County's Public Information Officer (or designee) will serve as the official spokesperson issuing press releases on behalf of the Mayor/Chairman of the County Board of Supervisors, City Council, and City/County Manager. Such press releases will serve as the official statements of Central City and Liberty. The Mayor and City Council members, Chairman and County Board members, and City/County Manager may also elect to issue statements coordinated by the Public Information Officer (PIO). Intelligence information about the disaster or emergency will be routed from the EOC to the JIC for collection, validation, and public dissemination. PIO personnel from various departments and supporting agencies will staff the JIC operations. Information relative to law enforcement matters will be reviewed with the appropriate law enforcement agency(s) prior to public release to ensure operational security and investigation integrity. The same holds true for subject matter expertise of the various disciplines staffing the JIC (i.e. Public Health).

### **XI. Multi-Agency Coordination System (MAC)**

For extraordinarily large, complex incidents occurring in the City or County involving numerous agencies and/or jurisdictions, a Multi-Agency Coordination System (MAC) will be established for coordinating and supporting incident management activities. A combination of City and/or allied agency facilities, equipment, personnel and communications will be integrated to coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies. A MAC may contain one or more EOC, Department Operation Centers (DOCs) and a multi-agency coordination entity.

This entity will consist of representative(s) from each involved agency/jurisdiction and, in many instances, may operate within the EOC. Principal functions and responsibilities include ensuring that each agency involved is providing appropriate situational awareness and resource status information; establishing priorities between multiple incidents and/or Area Commands in concert with the unified command; acquiring and allocating resources in concert with the unified command; anticipating and identifying future resource requirements; coordinating and resolving policy issues arising from the incident(s); and providing strategic coordination as required.

### **XII. Termination of Disaster or Emergency**

Once the City or County have determined that emergency response is no longer necessary to save lives or protect property, and when recovery is the primary concern necessary to repair infrastructures and restore normalcy in the community, the disaster or emergency will be terminated through a joint City/County proclamation (see Termination Declaration). The termination proclamation will be transmitted to the Governor and concurrently routed through the County. It will be presented to the City Council and County Board for ratification during the next regularly scheduled meeting.

The City or County upon declaring a local emergency for which the Governor proclaims a state of emergency, shall complete and transmit an after action report to the Governor's office after closure of the incident period as determined by the State. The after action report shall, at a minimum, be a review of response actions, suggested modifications to plans and procedures, identified training needs, and recovery activities to date.

### **XIII. Plan Development and Maintenance**

## Liberty County Basic Emergency Plan

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The emergency program manager and involved department heads will brief appropriate public/private sector officials in emergency management and this plan in particular. There will be training for all involved staff once each quarter.

The plan shall be updated at least once a year and tested by a simulated emergency, regardless of actual events, in order to provide practical, controlled, operational experience to those individuals who have emergency responsibilities.

Departments will be assigned prime responsibility for their component of the plan. Telephone and contact lists are to be updated every three months with a full plan review every year.

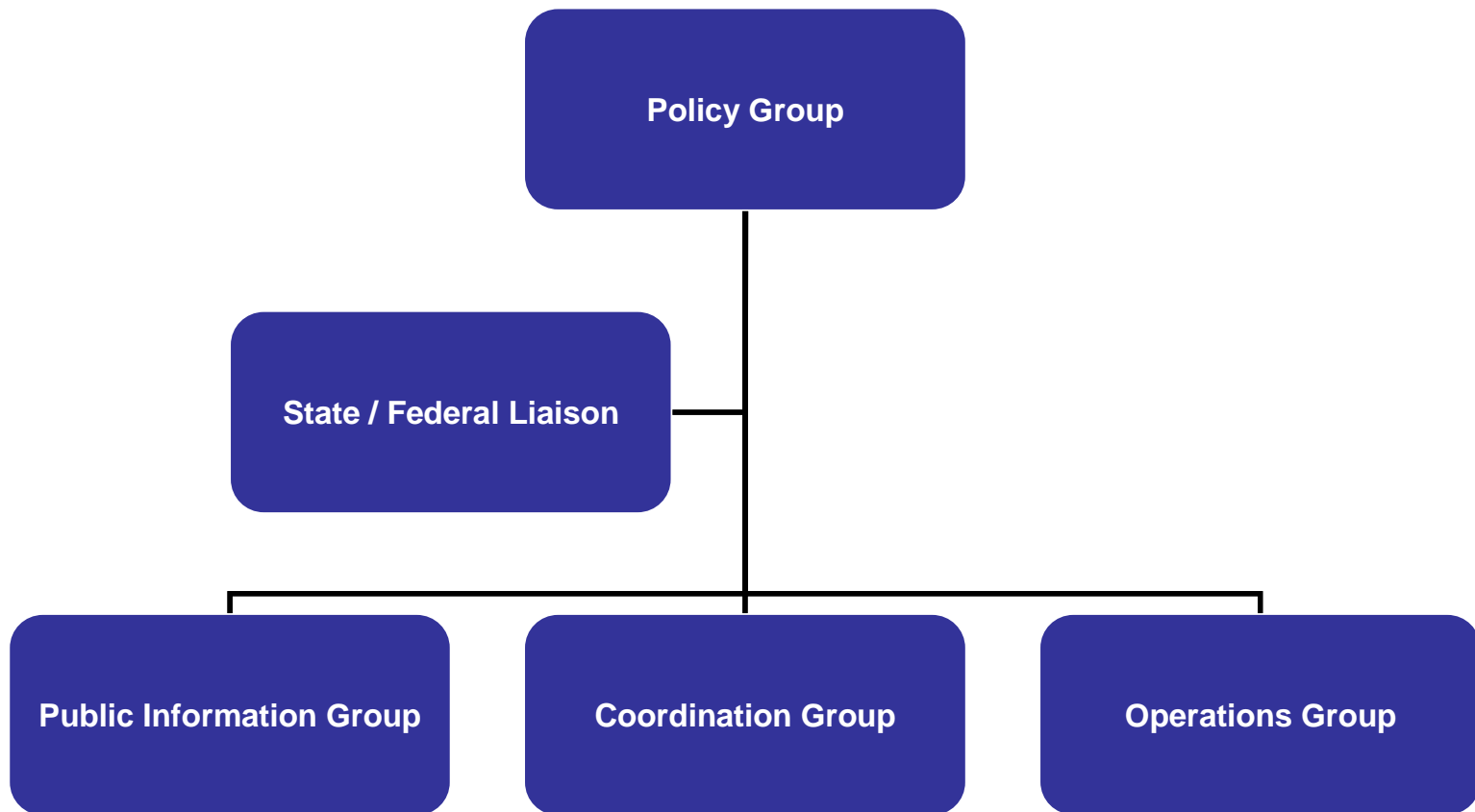
### **XIV. Authorities and References**

- A. Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- B. The Disaster Relief Act of 1974, Public Law 93-288, as amended.
- C. Columbia Emergency Services Act, 1970, as amended.
- D. FEMA CPG 1-8 Guide for the Development of State and Local Emergency Operations Plans
- E. FEMA CPG 1-8 Guide for Reviewing State and Local Emergency Operations Plans
- F. FEMA CPG 1-5 Objectives for Local Emergency Management
- G. FEMA CPG 1-34 Hazard Identification Capability Assessment and Multi-Year Development Plan
- H. State of Columbia Planning Guide, 1990.
- I. Robert P. Stafford Disaster Relief and Assistance Act, Public Law 93-288, as amended.



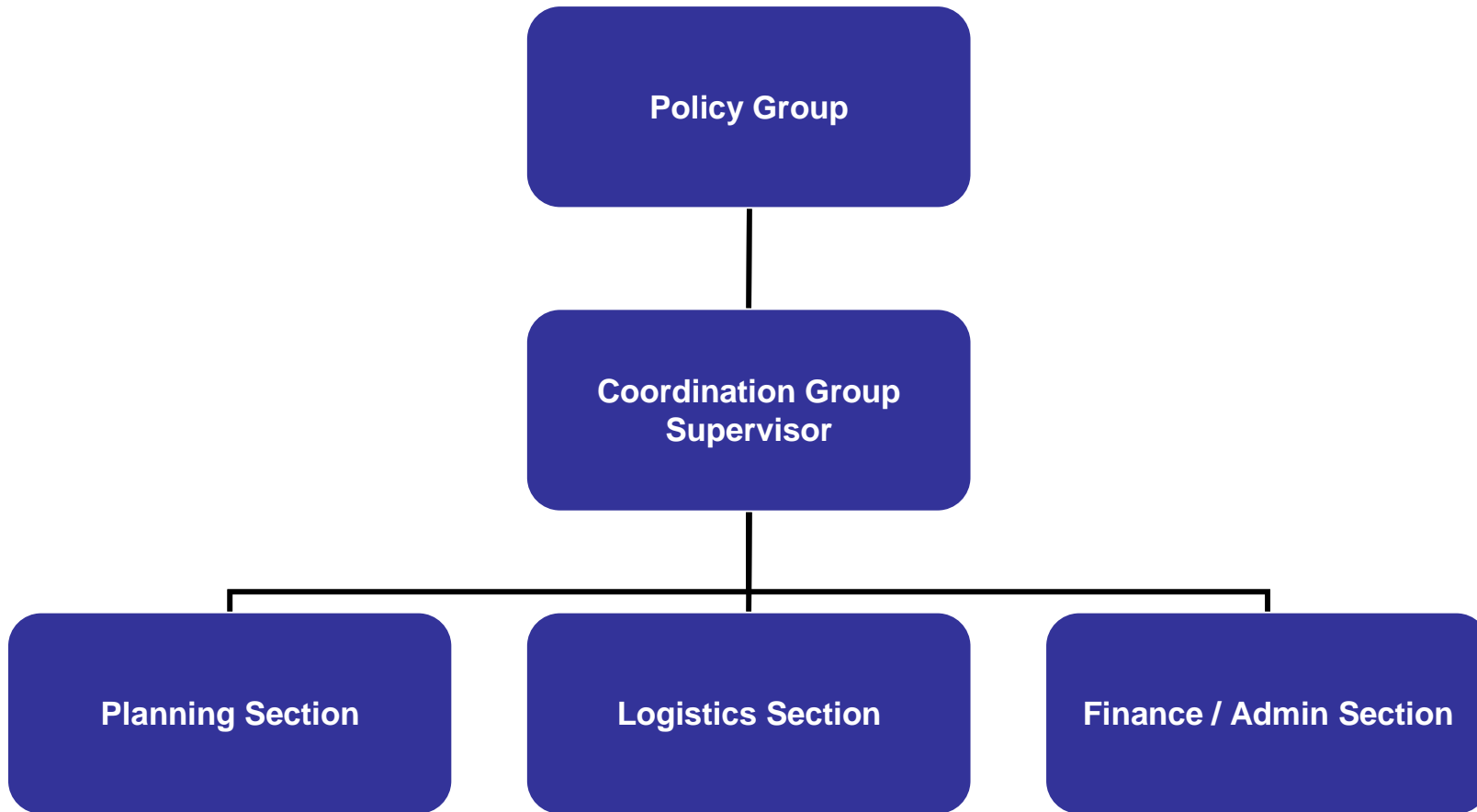
# Liberty County Basic Emergency Plan

## Liberty County / Central City EOC Organization



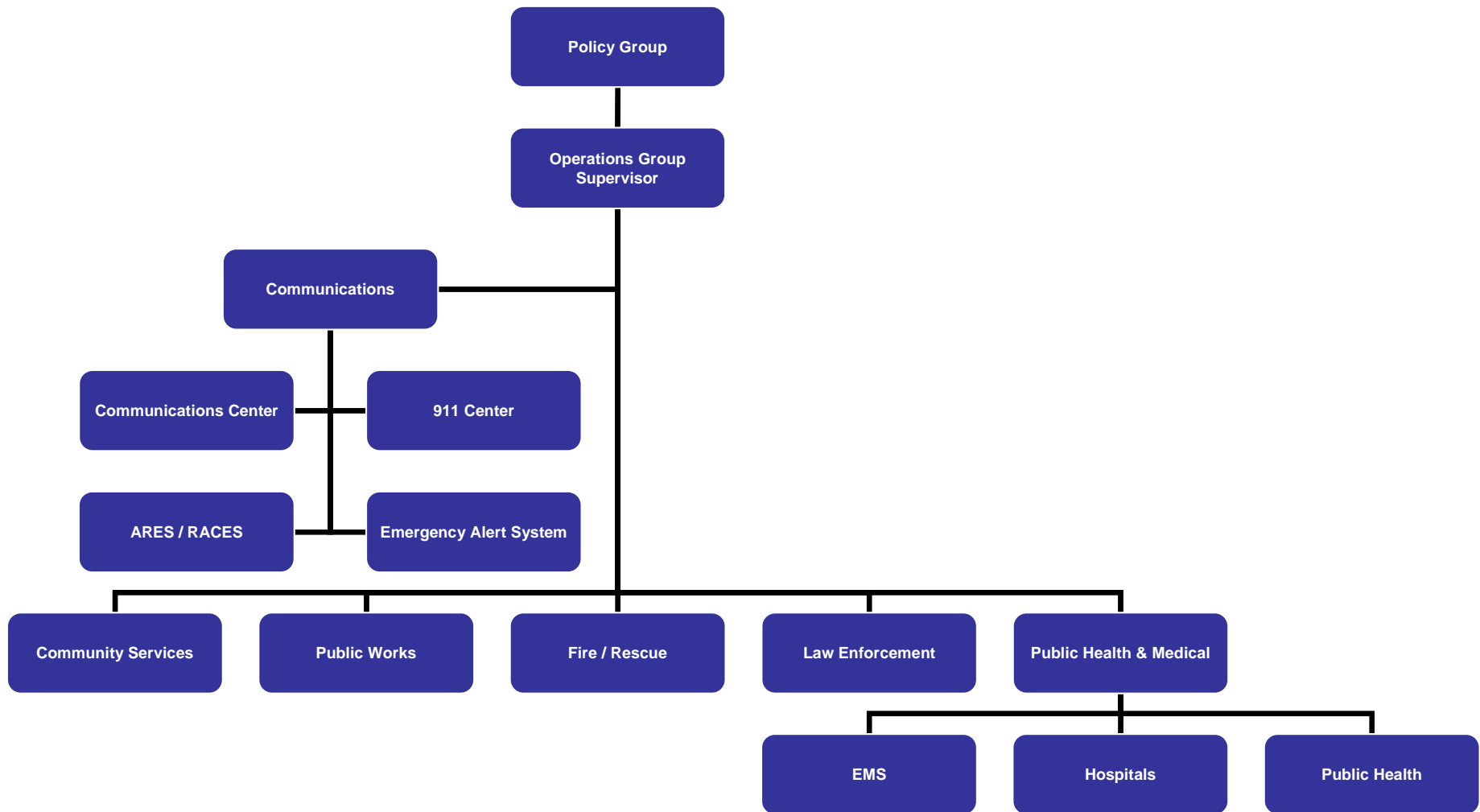
**Liberty County Basic Emergency Plan**

**Liberty County / Central City  
EOC Organization – Coordination Group**



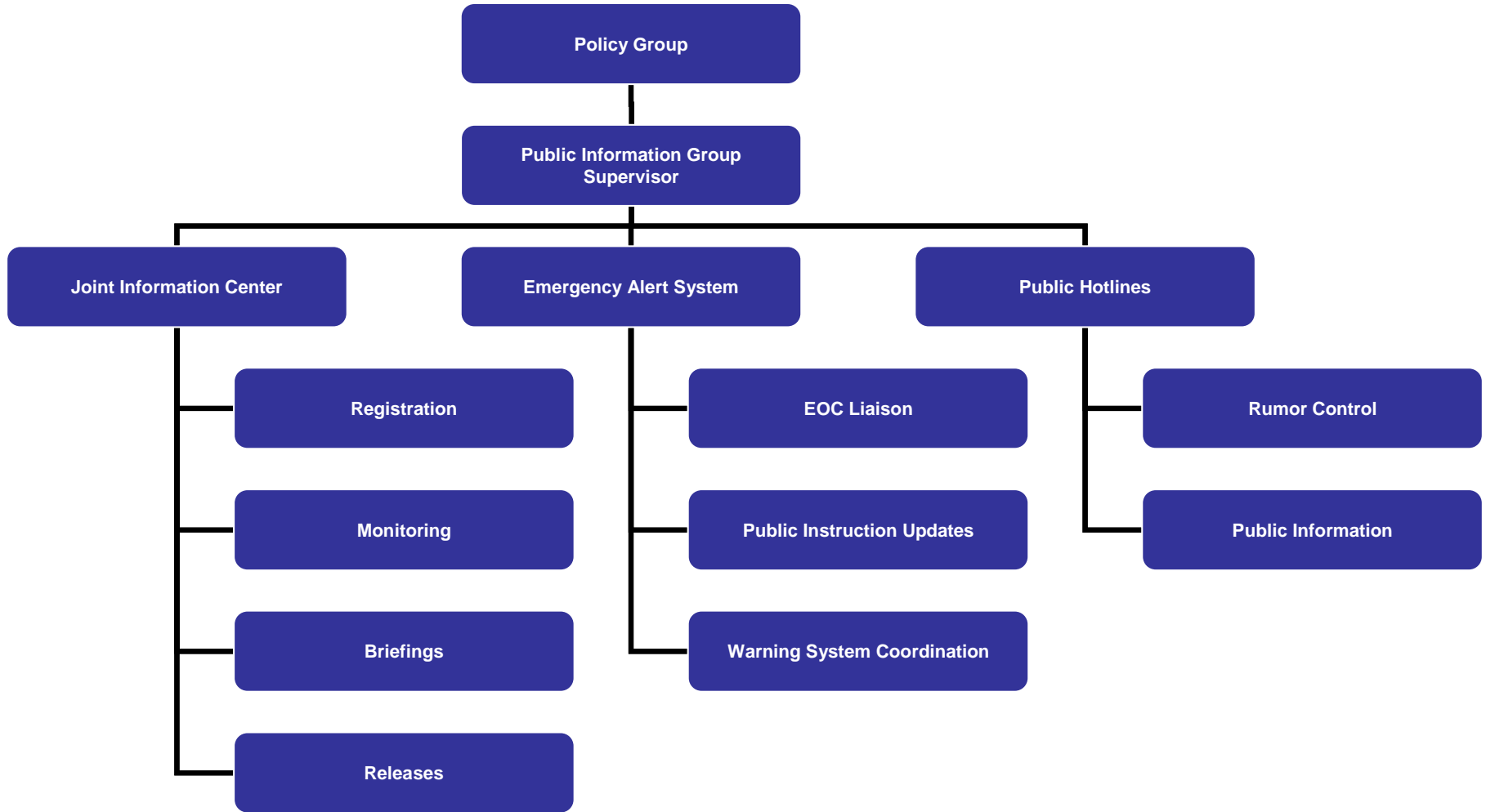
# Liberty County Basic Emergency Plan

## Liberty County / Central City EOC Organization – Operations Group



# Liberty County Basic Emergency Plan

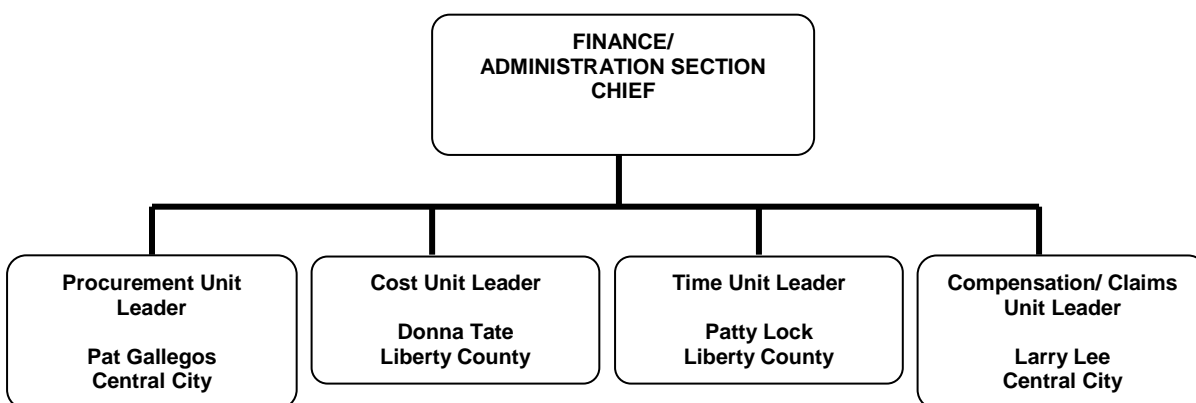
## Liberty County / Central City EOC Organization – Public Information Group



# FINANCE OPERATING PLAN

Incident Name and No. C & C Train Derailment Incident Date \_\_\_\_\_

## 1. FINANCE/ADMINISTRATION ORGANIZATION



Personnel Time Recorder(s): Sherri Elliott, Central City

Equipment Time Recorder(s): Mary Adams, Liberty County

Henry Smith, Liberty County

Claims Specialist: Miguel Martinez, Central City

## 2. WORK SCHEDULES

Unit Leaders – on duty: 0600-2200

(Keep Finance/Administration Section Chief advised of your locations when resting or off duty)

Personnel Time Recorders: 0600-1100, 1200-1700, 1800-2200

Equipment Time Recorders: Mary - 0600-1100, 1200-1700, 1800-2200

Henry - 0600-1200, 1300-1800, 1900-2200

## 3. BRIEFING SCHEDULE

Finance/Administration Section Briefing: 11:00 AM

9:00 PM

Planning Meetings: 10:00 AM

8:00 PM

4. REPORT DUE TIMES

Costs to Planning Section 4:00 PM

5. WORK PRIORITIES

Time Unit

Document time worked for all responders, document separately time worked for personnel responding under state mutual aid, monitor hours worked, and report excessive shifts to Safety Officer.

Procurement Unit

Document hours worked for all contract resources, obtain required approval for all procurements exceeding \$10,000, and ensure that all contract resources are under valid federal or county agreements.

Comp/Claims Unit

Ensure a log is kept for all claims and injuries and a case file is prepared.

Cost Unit

Develop a system to track accumulated costs, assist Planning Section in analyzing costs of operational alternatives, and provide Operations and Logistics Sections with costs of resources with particular emphasis on identifying high cost resources utilized on the incident. Provide Incident Business Advisor (City Manager) detailed daily cost estimates.

# INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT						
<b>1. Name:</b>		<b>2. Incident Name:</b>			<b>3. Incident Number:</b>	
<b>4. Home Unit Name and Address:</b>				<b>5. Incident Agency and Address:</b>		
<b>6. Position Held on Incident:</b>		<b>7. Date(s) of Assignment:</b> From: _____ To: _____		<b>8. Incident Complexity Level:</b> <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5		<b>9. Incident Definition:</b>
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
<b>11. Knowledge of the Job/ Professional Competence:</b> Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	<input type="checkbox"/>	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	<input type="checkbox"/>	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	<input type="checkbox"/>	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.
<b>12. Ability To Obtain Performance/Results:</b> Quality, quantity, timeliness, and impact of work.	<input type="checkbox"/>	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	<input type="checkbox"/>	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	<input type="checkbox"/>	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.
<b>13. Planning/ Preparedness:</b> Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	<input type="checkbox"/>	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	<input type="checkbox"/>	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	<input type="checkbox"/>	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.
<b>14. Using Resources:</b> Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	<input type="checkbox"/>	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	<input type="checkbox"/>	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	<input type="checkbox"/>	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.
<b>15. Adaptability/Attitude:</b> Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	<input type="checkbox"/>	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	<input type="checkbox"/>	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	<input type="checkbox"/>	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.
<b>16. Communication Skills:</b> Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	<input type="checkbox"/>	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	<input type="checkbox"/>	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	<input type="checkbox"/>	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives.

# INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

<b>1. Name:</b>		<b>2. Incident Name:</b>			<b>3. Incident Number:</b>	
<b>10. Evaluation</b>						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
<b>17. Ability To Work on a Team:</b> Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	<input type="checkbox"/>	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	<input type="checkbox"/>	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
<b>18. Consideration for Personnel/Team Welfare:</b> Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	<input type="checkbox"/>	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
<b>19. Directing Others:</b> Ability to influence or direct others in accomplishing tasks or missions.	<input type="checkbox"/>	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	<input type="checkbox"/>	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	<input type="checkbox"/>	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
<b>20. Judgment/Decisions Under Stress:</b> Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	<input type="checkbox"/>	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	<input type="checkbox"/>	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	<input type="checkbox"/>	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
<b>21. Initiative</b> Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	<input type="checkbox"/>	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	<input type="checkbox"/>	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	<input type="checkbox"/>	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking.
<b>22. Physical Ability for the Job:</b> Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	<input type="checkbox"/>	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	<input type="checkbox"/>	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	<input type="checkbox"/>	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
<b>23. Adherence to Safety:</b> Ability to invest in the IMT's future by caring for the safety of self and others.	<input type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input type="checkbox"/>	Ensured that safe operating procedures were followed.	<input type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.
<b>24. Remarks:</b>						
<b>25. Rated Individual</b> (This rating has been discussed with me):						
Signature: _____				Date/Time: _____		
<b>26. Rated by:</b> Name: _____				Signature: _____		
Home Unit: _____				Position Held on This Incident: _____		
<b>ICS 225</b>			Date/Time: _____			



# *Finance/Administration Planning Cycle Guide*

