

ANNEX A

DIRECTION & CONTROL

I. PURPOSE

This annex will develop a capability for the chief executive and key individuals of the City of Rolla to direct and control response and recovery operations from a centralized facility (an emergency operations center-EOC) in the event of an emergency.

II. SITUATION AND ASSUMPTIONS

A. Situation

1. The City of Rolla will control operations from an EOC within its respective jurisdiction.
2. Rolla EOC

- a. The City of Rolla will direct and control operations from the Police Department Headquarters Building Basement, 1007 N. Elm, Rolla, hereafter designated as the primary emergency operations center (EOC).
- b. Communications for the primary EOC will be provided by the Police Chief. The Police Department is staffed 24 hours a day and has the communications equipment to communicate with county, city and state departments or agencies. An emergency generator is available.
- c. Depending on the nature and location of the emergency, the alternate EOC for Rolla will either be the Rolla Fire Department, Phelps County Courthouse or Missouri State Highway Patrol, Troop I.
- d. The alternate EOC facility would become the official site for all city officials and departments/agencies having emergency functions should the primary EOC become inoperable.

3. Rolla Central Dispatch Center

The Central Dispatch Center is located within the Police Department at 1007 N. Elm Street, Rolla. Central Dispatch will serve as the primary EOC for the City of Rolla. The Central Dispatch Center is used for normal day-to-day operations of providing radio communications for the Rolla Police and Fire Departments and handling emergency 911 calls from the city and county. An emergency generator is located in the Police Department Building along with a 1,000 gallon fuel supply.

4. Other Municipal Emergency Operations Centers - Each municipality will establish their EOC at either their Police Departments or City Hall or a facility to be designated as warranted by the situation. Primary EOCs have been designated for the following communities:

- a. Phelps County

- (1) Primary EOC – Phelps County Courthouse
- (2) Alternate EOC – Rolla Police Department Headquarters

- b. St. James

- (1) Primary EOC - Fire Station, 300 W. Eldon
- (2) Alternate EOC - Community Building

- c. Doolittle

- (1) Primary EOC – City Hall, 380 Eisenhower

- d. Newburg

- (1) Primary EOC – City Hall, Second & Main Streets

5. Mobile EOC

On-site direction and control can be established as necessary with radio-equipped emergency vehicles (law enforcement, fire, medical). The vehicle can be placed at any location in the city or county giving a good communications base for conducting emergency operations. The following designated mobile EOCs are available to the City of Rolla.

- a. Rolla Police Department - mobile communications van
- b. Phelps County Sheriff's Department - mobile command trailer

6. Space will be provided in the EOC for the chief executive and Direction and Control staff (see Appendix 2 to this Annex for EOC staffing roster and call-up list). Space for briefing the media will be available but separate from the actual operations room. State and/or federal officials that support disaster operations will also be provided space to operate in the EOC.

- B. Assumptions

1. When an emergency/disaster occurs or threatens to occur, the EOC will be activated in a timely manner. Local officials will respond as directed in this Annex and Appendix 3 to the Basic Plan.
2. Should a total evacuation become necessary, operations can be successfully

controlled from nearby safe locations.

3. Close coordination must be maintained between the EOC and the disaster scene to identify special considerations, secondary threats, and available resources.
4. Most emergency situations are handled routinely by emergency response personnel and can be managed at the field level under established departmental procedures.

III. CONCEPT OF OPERATIONS

NOTE: The time frame for performing these actions is listed in parentheses.

- A. The EOC will be activated by the chief elected official or in accordance with Appendix 3 to the Basic Plan. (PREPAREDNESS or RESPONSE)
- B. The Mayor along with representatives of city departments (i.e., Direction and Control Staff) will assemble in the EOC to direct and coordinate emergency response operations within their respective jurisdiction. (PREPAREDNESS or RESPONSE)
- C. Staffing of the EOC will be determined by the severity of the situation (see Appendix 3 to the Basic Plan). (PREPAREDNESS or RESPONSE)
- D. In some situations, it may be necessary to utilize an on-scene incident command post and implement the Incident Command System (ICS). ICS is a management tool consisting of procedures for organizing personnel, facilities, equipment and communications at the scene of an emergency. Title III of the Superfund Amendments and Reauthorization Act (SARA), requires that organizations that deal with hazardous material incidents must operate under an Incident Command System (see Annex H, Hazardous Materials Response). (PREPAREDNESS or RESPONSE)
- E. The FBI has been designated as the Lead Federal Agency (LFA) for Law Enforcement Operations in a terrorist event, to include weapons of mass destruction. FEMA is designated as the LFA for Recovery. At the onset of a terrorist event, the FBI (Crisis) is the overall LFA. Once Crisis has diminished, the overall LFA role will change to FEMA. Local and state agencies pertinent to law enforcement operations, to include certain consequence groups, are to work jointly with the FBI in resolving the Crisis aspect of a terrorist situation. See Appendix 4 to Annex E for further information on terrorism incidents. (PREPAREDNESS or RESPONSE)
- F. The on-scene incident commander will direct and control operations at the disaster site. He will maintain contact with the EOC and keep them informed of the situation. (RESPONSE and RECOVERY)
- G. The emergency support services that do not operate from the EOC will designate and establish a work/control center to manage organizational resources and response personnel. During emergency situations they will maintain contact with the EOC

through their designated representative. (PREPAREDNESS or RESPONSE)

- H. Emergency response personnel provided by the various organizations/agencies to support emergency operations will remain under the direction and control of the sponsoring organization, but will be assigned by the EOC to respond to a specific disaster location. (PREPAREDNESS, RESPONSE, and RECOVERY)
- I. Each emergency response service (i.e., fire, law enforcement, etc.) will provide for the continuous staffing of emergency response jobs. Work shifts will be established to provide the necessary response. (PREPAREDNESS or RESPONSE)
- J. Procedures for handling reports/messages coming in and out of the EOC (i.e. review, verification, distribution, etc.) will be as outlined in Appendix 3 to this Annex. (PREPAREDNESS, RESPONSE, and RECOVERY)
- K. Information received in the EOC from field units and other reliable sources will be compiled and reported to the State Emergency Management Agency as requested and/or required. This information will be displayed in an appropriate place in the EOC. (See Appendix 3 to this annex for a copy of the significant events log form.) (PREPAREDNESS, RESPONSE, and RECOVERY)
- L. State and/or Federal officials will support disaster operations as appropriate. These officials will coordinate their efforts through the designated EOC. (RESPONSE and RECOVERY)
- M. Should a life-threatening situation develop or appear imminent, emergency instructions for the public will be coordinated with the EOC and disseminated by all available means. (PREPAREDNESS, RESPOPNSE, and RECOVERY)
- N. EOC operations will continue as determined by the situation, and will conclude by order of the chief elected official. (PREPAREDNESS, RESONSE, and RECOVERY)

IV. ORGANIZATION AND RESPONSIBILITIES

A. Organization

A diagram of the Direction and Control function is shown in Appendix 1 to this annex.

B. Responsibilities

- 1. The primary responsibility for Direction and Control for the City of Rolla rests with the Mayor. See Section VI of the Basic Plan for lines of succession. This Direction and Control Coordinator will:
 - a. Implement this Emergency Operations Plan.
 - b. Activate response personnel and direct emergency response operations

upon advice of the EOC staff.

- c. Declare a state of emergency and request state and federal assistance when appropriate.
 - d. Summarize damage assessment information and submit appropriate reports.
2. All departments, agencies, and individuals support the Direction and Control function as follows:
- a. Coordinate their activities with the EOC (through established lines of communications or by designating a representative to report to the EOC).
 - b. Advise the Direction and Control staff in their area of expertise/responsibility.
 - c. Include in their SOGs the specific emergency authorities that may be assumed by a designated successor, the circumstances under which this authority would become effective, and when it would be terminated.
 - d. Compile damage assessment figures.
 - e. Tabulate expenditure data for the emergency situation.
3. In addition to the aforementioned responsibilities, the following have these assignments:
- a. Emergency Management Director
 - (1) Maintain the operational readiness of the EOC necessary for a continuous 24-hour operation (i.e., identify EOC personnel, stock administrative supplies and equipment, prepare status boards, furnish maps to plot data and set up displays to post damage assessment information).
 - (2) Train the EOC staff through tests and exercises.
 - (3) Coordinate and manage EOC operations.
 - (4) Implement message handling procedures (see Appendix 3 to this annex).
 - (5) Conduct regular briefings while the EOC is activated.
 - b. The Law Enforcement Coordinator is responsible for providing security

in the EOC.

- c. The Communications and Warning Coordinator is responsible for establishing an EOC communications capability.
- d. The Public Works Coordinator is responsible for ensuring that utilities are restored to the EOC after a disaster has occurred.
- e. The Public Information Officer will coordinate the release of all emergency information with the Direction and Control staff.

V. CONTINUITY OF GOVERNMENT

- A. If the primary EOC is not able to function (i.e., EOC is damaged, inaccessible, etc.), an alternate EOC will be activated (see Section II of this Annex). It is the responsibility of the Emergency Management Director to: manage the alternate EOC, provide for the relocation of staff members to this facility, and transfer direction and control authority from the primary EOC.
- B. Should it become necessary to evacuate the entire city, the EOC will be moved to the nearest safe location.
- C. The lines of succession for elected officials and city departments are identified in Section VI of the Basic Plan and each annex of the plan.
- D. Essential records vital to the direction and control function should be duplicated and maintained at another location, or plans should be made to move these records to a safe location.

VI. ADMINISTRATION AND LOGISTICS

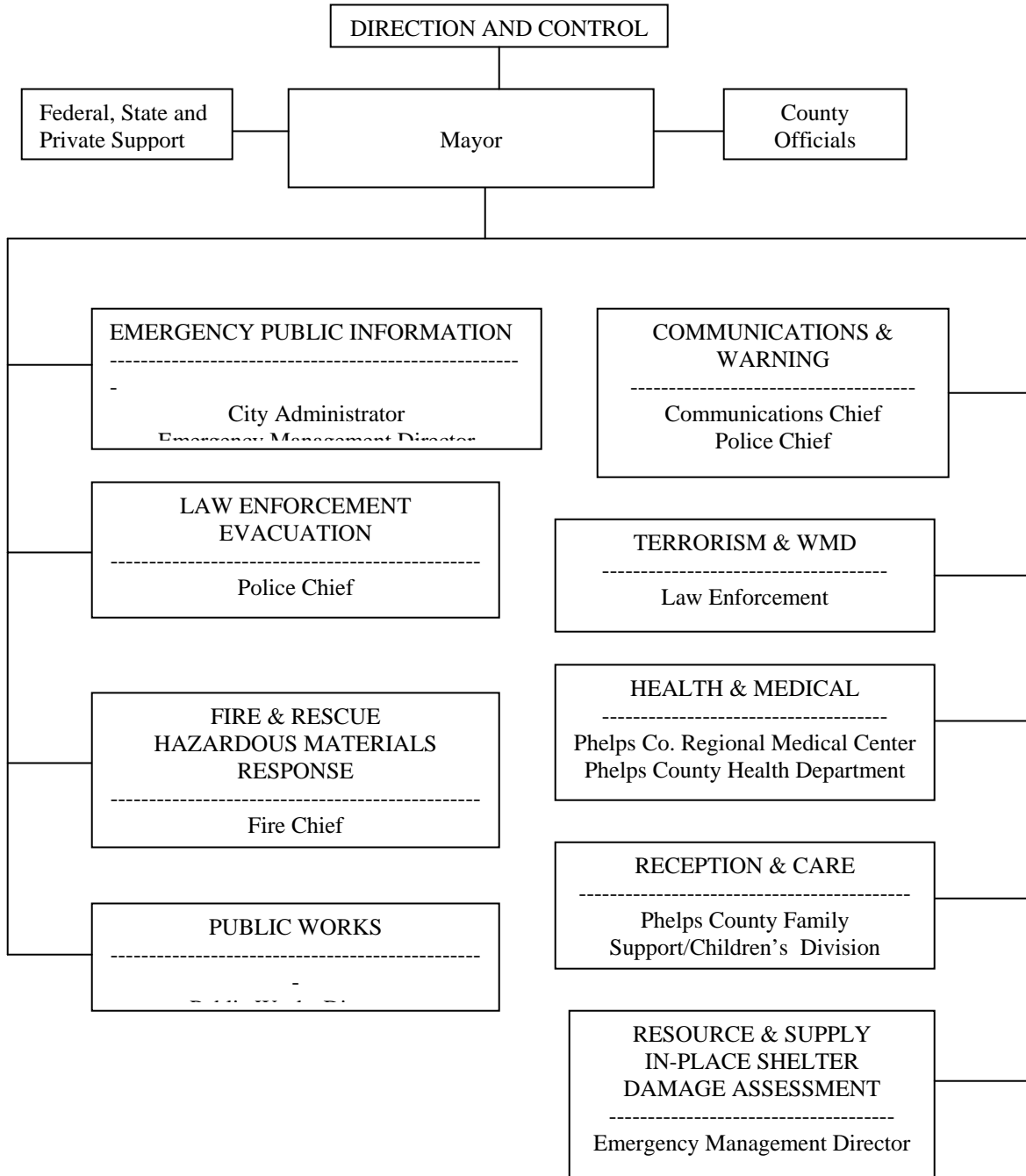
- A. The EOC will serve as a central point for coordinating the operational, logistical, and administrative support needs of response personnel at the disaster site, public shelters, and agency work/control/dispatch centers.
- B. Requests for assistance, general messages, and reports will be handled using the procedures and forms in Appendix 3 to this annex.
- C. A record of all persons entering and departing the EOC will be maintained by security personnel at the entrance. All personnel will be issued a pass to be worn while in the EOC and to be returned when departing from the premises.

APPENDICES

- 1. Direction and Control Diagram

2. EOC Staffing Roster and Call-Up List
3. Message Handling Guidelines
 - Attachment A - Message Form
 - Attachment B - Communications Log
 - Attachment C - Significant Events Log
4. EOC Standard Operating Guidelines

CITY OF ROLLA DIRECTION AND CONTROL DIAGRAM



**EOC STAFFING ROSTER AND CALL-UP LIST
CITY OF ROLLA**

The key individuals and agencies that will direct/coordinate operations from the Rolla EOC are identified here. Names and telephone numbers are not published because they change frequently and therefore will be outdated quickly. Contact information will be maintained by the Rolla Emergency Management Director, Phelps County Sheriff's Department, and the Central Dispatch Center.

Not all city departments/services and organizations are listed here. Additional contact lists can be found in other annexes to this plan (i.e., utility companies, medical services, fire departments, etc.). As noted in Appendix 3 to the Basic Plan, the chief elected official will make the decision as to whether or not the EOC should be activated and which personnel should be called in to staff the EOC.

Rolla EOC Staff

Mayor*
City Council members
Emergency Management Director*
Police Chief*
Fire Chief*
Public Works Director*
City Clerk
City Utilities Director
Parks Superintendent
Community Development Director
Phelps County Ambulance District
Phelps County Regional Medical Center*
County Coroner
County Family Support/Children's Division, Director*
County Health Department, Director*
Phelps County Red Cross Chapter, Director*

* Denotes EOC Direction and Control Staff that have been assigned primary responsibility for the emergency management functions.

MESSAGE HANDLING GUIDELINES

- A. All reports/messages coming into the EOC will be acknowledged by recording them on the message form (see Attachment A to this Appendix). This procedure applies to anyone receiving a message by radio, telephone, etc.
- B. Each message will be entered into the communications/message log (see Attachment B to this Appendix). The log will show date and time the message was received along with the individual/department sending it.
- C. After the message has been logged, it will be given to the Emergency Management Director for routing to the appropriate function coordinator(s). A copy of each message that contains damage information will also be given to the damage assessment coordinator for collection, analysis and display of information in the EOC.
- D. If the information contained in the message is vitally important, it will be entered into a significant events log. This log will be used to record key disaster related information (i.e., casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, radiation dose, etc.). See Attachment C to this Appendix for a copy of the log.
- E. The message receiver is responsible for checking the accuracy of the message. (If the message is found to be inaccurate, the Emergency Management Director will be notified who will then inform any others who have also received this message.) The appropriate action will be taken to either complete the request or if unable to respond, forward it to the Emergency Management Director.
- F. The response to the message will be disseminated as appropriate (i.e. reported to response personnel in the field, provided to the EOC staff through regularly scheduled briefings, forwarded to state officials, or disseminated to the public). Means to communicate message will include radio, telephone, runner, etc.
- G. Outgoing messages from the EOC will also be entered into the communications/message log as mentioned previously. This will include messages that originate from the EOC which are also to be recorded on a message form.
- H. Personnel required for message handling will be furnished by the Emergency Management Director.

Attachment A
Appendix 3 to Annex A

MESSAGE FORM

DATE

TIME

INCOMING

OUTGOING

TO: _____

FROM: _____

MESSAGE:

ROUTED TO: _____

INFORMATION COPY TO: _____

RECEIVED

SENT

BY _____

Appendix 4 to Annex A

EOC STANDARD OPERATING GUIDELINES

The Emergency Operations Center (EOC) will be activated when a call or message is received from the National Weather Service, fire, police, or any other reliable source indicating a possible emergency situation according to Appendix 3 of the Basic Plan.

The EOC may be activated by the chief elected official, or the Emergency Management Director.

Upon activation, the call-up of all agencies and response personnel may begin pursuant to the emergency.

At the time of activation, the Emergency Operations Plan will be put into operation and all procedures followed.

Once the emergency situation has subsided and a shutdown commences, there shall be a run-down of the call list indicating an end to the emergency.