

# Northampton County Emergency Operations Plan

## 2.8 Direction and Control

### Incident Command System (ICS) Overview

ICS is a standardized, on-scene, all-hazards incident management approach that

- allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure;
- enables a coordinated response among various jurisdictions and functional agencies, both public and private; and
- establishes common processes for planning and managing resources.

ICS is flexible and can be used for incidents of any type, scope, and complexity. ICS allows its users to adopt an integrated organizational structure to match the complexities and demands of single or multiple incidents.

ICS is used by all levels of government—federal, state, tribal, and local—as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. It is typically structured to facilitate activities in five major functional areas: command, operations, planning, logistics, and finance/administration. All of the functional areas may or may not be used based on the incident’s needs. Intelligence/investigation is an optional sixth functional area that is activated on a case-by-case basis.

As a system, ICS is extremely useful; not only does it provide an organizational structure for incident management, but it also guides the process for planning, building, and adapting that structure. Using ICS for every incident or planned event helps hone and maintain skills needed for the large-scale incidents.

Northampton County recognizes the critical importance of having such an organizational structure in place and has adopted the ICS. This command system is composed of the following functions:

<b>Normal Operations</b>	
<p style="text-align: center;"><b>Director of Emergency Management</b></p> <p style="text-align: center;"><b>Role: Responsible for the coordination of a comprehensive Emergency Management program in the County.</b></p>	<ul style="list-style-type: none"> <li>• Directs the planning, organizing, and execution of local Emergency Management activities.</li> <li>• Keeps the County Board of supervisors fully informed on all Emergency Management matters and acts as their representative in dealing with other governmental and private organizations.</li> <li>• Maintains and updates hazard mitigation, emergency response, and recovery plans for community and mutual aid agreements with neighboring communities.</li> <li>• Reaches out to the public to keep all residents informed of local information.</li> <li>• Organizes exercises to test local emergency response agencies.</li> <li>• Completes and submits municipal disaster reports to VDEM.</li> <li>• Directs a training program to prepare Emergency Management for emergency operations.</li> <li>• Secures and maintains information regarding facilities and resources of the local jurisdiction and of neighboring mutual aid jurisdictions for use in emergency situations.</li> <li>• Advises the elected official of needs of emergency management.</li> </ul>

# Northampton County Emergency Operations Plan

<p><b>Coordinator of Emergency Management/Deputy Coordinator of Emergency Management</b></p> <p><b>Role: Assists with the coordination of a comprehensive Emergency Management program in the County.</b></p>	<ul style="list-style-type: none"> <li>• Assumes all responsibilities designated or assigned by the Director.</li> <li>• May assume role of EOC Manager during an EOC activation.</li> <li>• Establishes, maintains, and runs the EOC.</li> <li>• May assume other roles in the EOC as assigned or as the situation dictates.</li> </ul>
<p><b>EOC Activation</b></p>	
<p><b>EOC Manager</b></p> <p><b>Role: Has the overall responsibility and management for the incident, as well as for all command and general staff.</b></p>	<ul style="list-style-type: none"> <li>• Assumes command in accordance with NIMS-ICS and provides direct supervision of EOC operations to support the response.</li> <li>• Ensures that staff inside the EOC understands their responsibilities and the actions they must take.</li> <li>• Maintains situational awareness of the incident.</li> <li>• Approves an IAP.</li> <li>• Ensures that information is exchanged with the outgoing EOC Manager.</li> <li>• Ensures that coordination of external agencies is defined and maintained.</li> <li>• Ensures that communication with department personnel and stakeholders is established.</li> <li>• Ensures that incident objectives are communicated to internal and external stakeholders.</li> <li>• Manages the transfer of command within the EOC for an incident or planned event.</li> </ul>
<p><b>Public Information Officer (PIO)</b></p> <p><b>Role: Responsible for interfacing with the public, media, and/or other agencies in order to provide incident-related information.</b></p> <p><b>Note: Role may be assumed by EOC manager depending on size/scope of incident.</b></p>	<ul style="list-style-type: none"> <li>• Assumes the role of PIO within an ICS at the EOC.</li> <li>• Ensures that relevant situational information on the incident or planned event is gained and maintained.</li> <li>• Ensures that the relationship with the outgoing PIO or other personnel performing the function is established and maintained.</li> <li>• Ensures that the EOC Manager's priorities, goals, and objectives are received and understood.</li> <li>• Ensures that the notification of position assumption is verbalized and documented.</li> <li>• Ensures that the location of the PIO is identified and confirmed with the EOC Manager.</li> <li>• Manages the transfer of PIO duties by ensuring that the new PIO is identified and fully briefed on the incident or planned event.</li> </ul>

# Northampton County Emergency Operations Plan

<p><b>Operations Section Chief</b></p> <p><b>Role:</b> Responsible for the overall management of all tactical incident operations and implementation of the IAP.</p> <p><b>Note: Role may be assumed by EOC manager depending on size/scope of incident.</b></p>	<ul style="list-style-type: none"> <li>• Assumes the role of Operations Section Chief within an ICS at the EOC.</li> <li>• Ensures that the Operations Section is established.</li> <li>• Ensures that relevant situational information on the incident is gained and maintained.</li> <li>• Ensures that the relationship with the outgoing Operations Section Chief or other personnel performing the function (if previously established) is established and maintained.</li> <li>• Ensures that the EOC Manager's priorities, goals, and objectives are received and understood.</li> <li>• Ensures that the notification of position assumption is verbalized and documented.</li> <li>• Manages the transfer of Operations Section Chief duties at the EOC.</li> <li>• Ensures that incident information is exchanged.</li> <li>• Utilizes standard ICS forms to track and exchange incident-related information.</li> <li>• Ensures that reports and plans for the subsequent operational period are completed.</li> <li>• Ensures that continuity of authority and situational awareness are maintained.</li> <li>• Ensures that changes in incident complexity are accounted for.</li> <li>• Ensures that the new Operations Section Chief is fully briefed on the incident or planned event.</li> </ul>
<p><b>Planning Section Chief</b></p> <p><b>Role:</b> Responsible for the overall management of the Planning Section and oversees the collection, evaluation, and dissemination of all planning incident-related information, as well as the preparation of the IAP.</p> <p><b>Note: Role may be assumed by EOC manager depending on size/scope of incident.</b></p>	<ul style="list-style-type: none"> <li>• Assumes the role of Planning Section Chief within an ICS at the EOC.</li> <li>• Ensures that a Planning Section is established.</li> <li>• Ensures that relevant situational information on the incident is gained and maintained.</li> <li>• Directs the development of an appropriate IAP.</li> <li>• Ensures that situational awareness is maintained.</li> <li>• Ensures that the relationship with the outgoing Planning Section Chief or other personnel performing the function (if previously established) is established and maintained.</li> <li>• Ensures that the EOC Manager's priorities, goals, and objectives are received and understood.</li> <li>• Ensures that reports and plans for the subsequent operational period are completed.</li> <li>• Ensures that the notification of position assumption is verbalized and documented.</li> <li>• Manages the transfer of Planning Section Chief duties at the EOC.</li> <li>• Ensures that incident information is exchanged.</li> <li>• Ensures that reports and plans for the subsequent operational period are completed.</li> <li>• Ensures that continuity of authority and situational awareness are maintained, changes in incident complexity are accounted for, and the new Planning Section Chief is identified and fully briefed on the incident or planned event.</li> </ul>

# Northampton County Emergency Operations Plan

<p><b>Logistics Section Chief</b></p> <p><b>Role:</b> Responsible for the overall management of the Logistics Section, to include providing facilities, services, and support materials for the incident.</p> <p><b>Note:</b> Role may be assumed by EOC manager depending on size/scope of incident.</p>	<ul style="list-style-type: none"> <li>Assumes the role of Logistics Section Chief within the ICS at the EOC.</li> <li>Ensures that a Logistics Section is established.</li> <li>Ensures that relevant situational information on the incident or planned event is gained and maintained.</li> <li>Ensures that the relationship with the outgoing Logistics Section Chief or other personnel performing the function (if previously established) is established and maintained.</li> <li>Ensures that resource capabilities and relationships are assessed.</li> <li>Ensures that the EOC Manager's priorities, goals, and objectives are received and understood.</li> <li>Ensures that the notification of position assumption is verbalized and documented.</li> <li>Manages the transfer of Logistics Section Chief duties by ensuring that incident information is exchanged, reports and plans for the subsequent operational period are completed, and continuity of authority and situational awareness is maintained.</li> </ul>
<p><b>Finance/ Administration Section Chief</b></p> <p><b>Role:</b> Responsible for overseeing all administrative and financial considerations throughout an incident.</p> <p><b>Note:</b> Role may be assumed by EOC manager depending on size/scope of incident.</p>	<ul style="list-style-type: none"> <li>Assumes the role of Finance/Administration Section Chief within an ICS at the EOC.</li> <li>Ensures that a Finance/Administration Section is established.</li> <li>Ensures that relevant situational information on the incident or planned event is gained and maintained.</li> <li>Ensures that the relationship with the outgoing Finance/Administration Section Chief or other personnel performing the function (if previously established) is established and maintained.</li> <li>Ensures that the EOC Manager's priorities, goals, and objectives are received and understood.</li> <li>Ensures that the notification of position assumption is verbalized and documented.</li> <li>Ensures that the location of the Finance/Administration Section Chief is identified and confirmed.</li> <li>Manages the transfer of Finance/Administration Section Chief duties at the EOC.</li> <li>Ensures that incident information is exchanged and reports and plans for the subsequent operational period are completed.</li> <li>Ensures that continuity of authority and situational awareness is maintained, changes in incident complexity are accounted for, and the new Finance/Administration Section Chief is identified and fully briefed on the incident or planned event.</li> </ul>

## Unified Command

Incidents that involve multiple jurisdictions will be managed under Unified Command, which is a management structure composed of individuals designated by their jurisdictions or by departments within a single jurisdiction. These individuals will be jointly responsible for the development of objectives, strategy, and priorities to effectively address the emergency situation at hand. All agencies involved in the emergency response report to one Incident Command Post and follow one IAP similar to a single command structure.