

## **EMERGENCY SUPPORT FUNCTION # 5 Information and Planning Annex**

### **PRIMARY AGENCIES**

Mohave County Board of Supervisors - Lead  
Mohave County Manager  
Mohave County Emergency Management

### **SUPPORT AGENCIES**

City Councils in Mohave County  
City Emergency Managers  
Arizona Department of Public Safety  
Volunteer: American Red Cross  
Mohave County Community Organizations Active in Disaster  
Salvation Army

### **Available through the Department of Emergency and Military Affairs**

Arizona Department of Administration  
Arizona Department of Agriculture  
Arizona Attorney General  
Arizona National Guard  
Arizona Department of Commerce  
Arizona Registrar of Contractors  
Arizona Corporation Commission  
Arizona Department of Corrections  
Arizona Department of Economic Security  
Arizona Department of Education  
Arizona Department of Environmental Quality  
Arizona Game and Fish Department  
Arizona Geological Survey  
Governor's Office  
Arizona Department of Building and Fire Safety  
Arizona Department of Health Services  
Arizona Industrial Commission  
Arizona State Land Department  
Arizona Mine Inspector  
Arizona State Parks  
Arizona Department of Health Services Bureau of Radiation Control  
Arizona Department of Revenue  
Arizona Department of Transportation  
Arizona Department of Water Resources

## **I. Purpose, Scope, Situations, and Assumptions**

### ***Purpose***

- To designate the incident command/national incident management system structure to be used for response and recovery command and control for emergency incidents.
- To provide an overview of the command structure and procedures for field incident response.
- To provide an overview of the process for activating and operating the county Emergency Operations Center.

### ***Scope***

- This ESF applies to major emergencies which may occur within the unincorporated areas of Mohave County and may be used in conjunction with Emergency Response Plans of other jurisdictions.

### ***Situation***

- Mohave County is subject on a regular basis to a variety of emergency incidents ranging from traffic accidents to wildfires to floods. Hazardous materials incidents are a particular threat due to the high volume of such material transported by interstate highway and rail through the county. Individual law enforcement and fire departments have attained a high degree of capability in emergency response but require mutual aid assistance on many incidents that stress their resources or cross jurisdictional boundaries. A common incident command system is required to handle such emergencies to avoid causing confusion, miscommunication, operational redundancy or inefficiency, and threats to life safety or incident stabilization. Such a system also allows for efficient acquisition of mutual aid resources and extends to include support operations by local Emergency Operations Centers (EOC's) and state and federal agencies.

### ***Planning Assumptions***

- All first responder agencies within the county operate under National Incident Management System (NIMS) guidelines and can be incorporated into the Mohave NIMS compliant County Incident Command System.

- First responder agencies train their responders to NIMS standards consistent with responder levels of responsibility.
- County and City EOC staffers are trained to appropriate NIMS standards and can provide EOC support to field forces as required by the specific emergency.

## **II. Concept of Operations**

- **National Incident Management System (NIMS)**

All County response agencies utilize Incident Command Systems based on the concepts and principles of the National Incident Management System (NIMS), and the Mohave County Board of Supervisors has adopted NIMS as a standard by resolution. NIMS utilizes the Incident Command System (ICS) as a standard incident management organization for the management of all major incidents. These functional areas include command, operations, planning, logistics and finance/administration. Additionally, the principle of unified command has been incorporated into NIMS to ensure further coordination for incidents involving multiple jurisdictions or agencies. This unified command component not only coordinates the efforts of many jurisdictions, but also provides for and assures joint decision on objectives, strategies, plans, priorities and public communications.

Under NIMS, preparedness is based on national standards for qualification and certification of emergency response personnel. Managed by the NIMS Integration Center (NIC), these standards will help ensure that the participating organizations' field personnel possess the minimum knowledge, skills, and experience necessary to perform activities safely and effectively. The standards include training, experience, credentialing, currency and physical and medical fitness. Personnel who are certified to support interstate incidents will be required to meet national qualification and certification standards.

NIMS resource typing standards will ensure nationwide uniformity in the requesting of needed equipment through mutual aid agreements and through the EMAC protocols.

- **Mohave County Incident Command System**

Command procedures are designed to offer a practical framework for field operations and to effectively integrate the efforts of all members, officers, and agencies. An arriving unit or officer trained and practiced in ICS can quickly and efficiently assume

command and perform the standard ICS procedures, thus facilitating an organized and effective tactical operation. This is particularly important in more complex situations and when Command must be transferred to ranking and/or senior officers.

The Incident Commander is responsible for the overall command and coordination of the scene. As the identity of the Incident Commander changes through transfers of command, this responsibility shifts with the title. The Incident Commander is typically from the agency with the greatest jurisdictional involvement or functional responsibility, and Unified Command will be established when two or more agencies have comparable involvement or responsibility.

The Incident or Unified Command will perform tasks in accordance with standard NIMS /ICS procedures and build a command organizational structure as dictated by the needs of the incident. When necessary, the Mohave County Emergency Operations Center (MCEOC) will be activated to provide logistics support and policy direction to field Incident Commanders. For events inside incorporated cities, the appropriate city EOC's may be activated, and the MCEOC may be activated to provide support to them. The MCEOC will act as primary point of contact with the Department of Emergency and Military Affairs or the State EOC; if the MCEOC is not activated, then Mohave County Risk and Emergency Management will serve as liaison with and among the cities and the state.

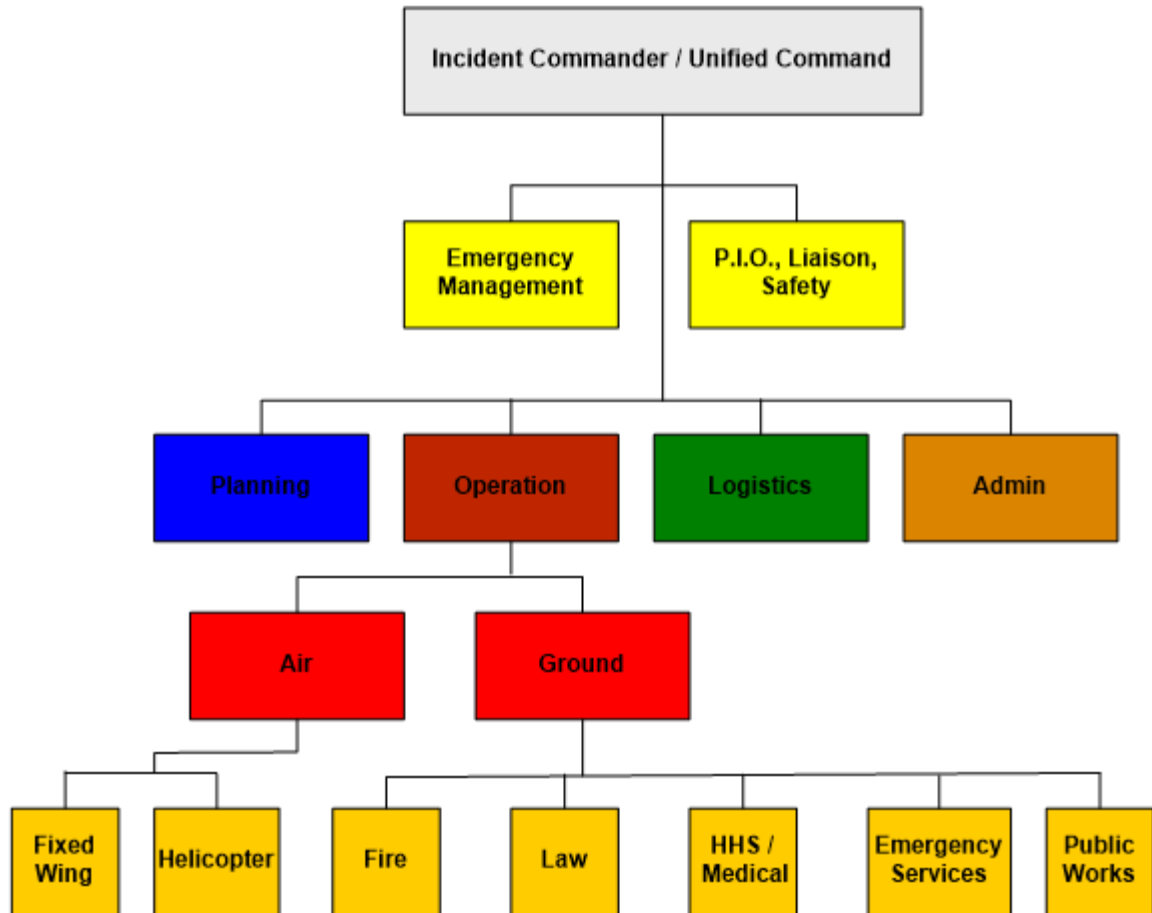
- Priority of tasks under Incident or Unified Command will be life safety of the public and first responders. Rapid incident stabilization and protection of property and the environment will be priority considerations following life safety.
- Emergency management and incident command activities will take into consideration the *whole community*. The Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) will be followed in every aspect of this Plan. Emergency and disaster response services and activities will be accessible and usable to all individuals regardless of disability, access, or functional need. This Plan is committed to the principle that it takes the whole community - the full range of government, private, non-government, faith-based and volunteer groups - to successfully meet the public's needs during times of disaster. Persons with disabilities, access and functional needs will be included in the local emergency planning, training, and exercise processes.

### **III. Organization and Assignment of Responsibilities**

#### ***Incident Command Organization***

- It will be the responsibility of the Incident Commander to develop an organizational structure as soon as possible after the implementation of initial tactical control measures.
- The ideal structure of a complex incident should include the following diagram. This is only an example; more functions (Divisions) may be added as needed, depending on the circumstances of the incident.
- In some incidents, more effective and efficient command and control will require the implementation of a Unified Command System, with the initial Incident Commander sharing or transferring command to Co-Commanders within the Unified Command. Usually, depending upon the primary functional tasks being undertaken at any one time, one Co-Commander will have more direct operational responsibility and therefore more authority and direct operational control than his counterparts.

#### **EXAMPLE OF A TYPICAL FIELD INCIDENT COMMAND POST STRUCTURE**



### ***Organizational Roles and Responsibilities***

- **First Responder Agencies (Law Enforcement, Fire, EMS, Public Works) will:**
  - Provide qualified Incident Commanders and Command and General Staff personnel to incidents in which they have a leading jurisdictional or functional role.
  - Participate in the Incident Command structure as needed and directed by the Incident Commander or Unified Command.
  - Maintain agency personnel and other resources in current compliance with NIMS standards.
- **County Government**
  - **Mohave County Emergency Management will:**

- Assume responsibility for the operation, maintenance, and readiness of the MCEOC in coordination with the Mohave County Sheriff.
- Coordinate with county departments for provision of staffing for all EOC positions. Staffing for the group will be according to the MCEOC SOP.
- Recommend MCEOC activation to the County Manager.
- Coordinate with the County Manager Office the notification to the appropriate agencies with a request that they provide a representative to the MCEOC.
- Coordinate the dissemination of emergency public information through the designated Department Director serving as PIO, who will act as the liaison to the media during emergency operations.
- **Other county agencies will:**
  - Provide representation or staff in the MCEOC as requested; and
  - Establish an agency Department Operations Center (DOC), if necessary, to provide direction and control of their agency's resources.
- **Local Government**

The incorporated cities of Kingman, Lake Havasu City, and Bullhead City have each established EOC's and will maintain and activate them in accordance with their individual procedures. City EOC locations are:

- Kingman EOC (KEOC): Kingman Police Dept., 2730 E. Andy Devine Ave.
- Lake Havasu City EOC (LHCEOC): LHC Police Dept., 2360 McCulloch Blvd., N.
- Bullhead City EOC (BHCEOC): BHC 911 Dispatch, 2500 Tesota Way
- **State/Federal Government**
  - State and Federal Agencies may be requested to:

- Provide resources to aid in maintaining EOC/IC Operations, including Incident Management Teams, during major emergencies.
- Provide resources as requested by the MCEOC when county resources are depleted or insufficient for disaster response needs.
- **Private Organizations**
  - Private organizations may be requested to:
    - provide disaster aid in accordance with their mission and capabilities or as detailed in this document
    - Provide representation in the MCEOC as designated or requested.

#### **IV. Direction, Control, and Coordination**

- **Establishing Incident Command**

The first unit or officer to arrive at the scene of multiple unit responses shall assume command and remain in command until relieved by a more qualified officer as designated by individual agency protocol, by an officer of another agency with greater jurisdictional involvement, or until the incident is terminated. The Incident Commander will be from the agency that has the greatest jurisdictional involvement or primary functional responsibility, depending on the type of incident; Unified Command will be established when multiple agencies or jurisdictions have significant functional response, committed resource, or jurisdictional authority involvement.

The Incident Commander shall transmit a brief initial radio report including:

- Unit identification on the scene and confirming assumption of Command.
- Incident description.
- Obvious hazards; and
- Action taken (brief description).
- **Radio Designation**



The radio designation “Command” will be used with a brief description of the incident location (i.e. “Acid Spill Command”, “Wal-Mart Command”). This designation will not change through the duration of the incident.

- **Command Responsibilities**

The Incident Commander of a multiple unit/agency response is responsible for the following tasks as required by the circumstances of the situation within Command’s judgment. All arriving units will check in with Command for assignment within the ICS structure: each department is responsible for the supervision and direction of their own personnel.

- Establish an incident command post and broadcast its location.
- Transmit a brief initial radio report.
- Rapidly evaluate situation, including potential as well as existing hazards;
- Determine impacted area and the need for public safety warnings, evacuations, shelter in place, or impacted area isolation; and
  - Authorize or, depending on agency authority, request authorization for evacuation directives.
  - Assign or request resources for door-to-door warnings and scene isolation/control points.
  - Request through Dispatch the activation by MCSO of automated telephone public warning system RAVE, Wireless Emergency Alert system (WEA), and/or county Emergency Alert System (EAS) for area evacuation or shelter in place directives.
- Determine need for additional resources, including early requests for mutual aid, and request in a timely fashion.
- Establish and clearly identify a Staging Area as needed.
- Utilize ICS forms or worksheets to record relevant information, including:

- Location of incident.
- Proper radio frequency.
- Responding units and resources.
- Assignments/Designators.
- Assign a Safety Officer.
- Assign a Communications Unit Leader (COML) to develop Incident Communications Plan for extended duration or complex events, or perform COML duties personally for smaller events.
- Expand or contract ICS organization structure as needed, including Operations, Planning, Logistics, and Finance Sections if required, and assign qualified personnel as Section Chiefs or Command Staff.
- Develop, review, evaluate, and revise Incident Action Plan (IAP) as needed, including geographical and functional responsibilities.
- Maintain a continuing progress report and brief relieving Incident Commander on current incident status.
- Provide continuing overall command until relieved.
- Return units to service as the incident de-escalates.
- **Transfer of Command**

The first unit or officer to arrive on the scene will assume and retain command until relieved by a ranking officer within the following guidelines:

The person being relieved will brief the officer assuming command reviewing the:

- General situation status.
- Incident location, extent, and conditions.
- Effectiveness of control efforts.

- Deployment and assignments of operating units.
- The IAP, Communications Plan, and Safety Plan (or ICS forms or tactical worksheets in smaller events).
- Appraisal of needs for additional resources at the time.

Command officers should eliminate all unnecessary radio traffic while responding unless such communications are required to ensure that command functions are initiated and completed.

The arrival (in itself) of a ranking and/or senior Officer on the incident does not mean command has been transferred to that officer. Command is transferred only in accordance with individual agency procedures and when the outlined transfer procedures have been completed.

The arrival of a ranking and/or senior officer does not necessarily mean that person must assume command of the incident. If the ranking and/or senior officer feels the junior officer is effectively handling the tactical situation and is knowledgeable of the

general status of the operation, it may be desirable for the ranking officer to allow that person to continue as the Incident Commander and for the ranking officer to assume a supportive role.

If the operational response or recovery function of the incident changes to one that is a primary responsibility of an agency other than the initial lead agency, then command should be transferred to the senior officer present of the new lead agency.

- **Emergency Operations Centers**

- **Purpose**

The Mohave County Emergency Operation Center (MCEOC) will utilize an ICS-like model incorporating Emergency Support Functions (ESF's) and will:

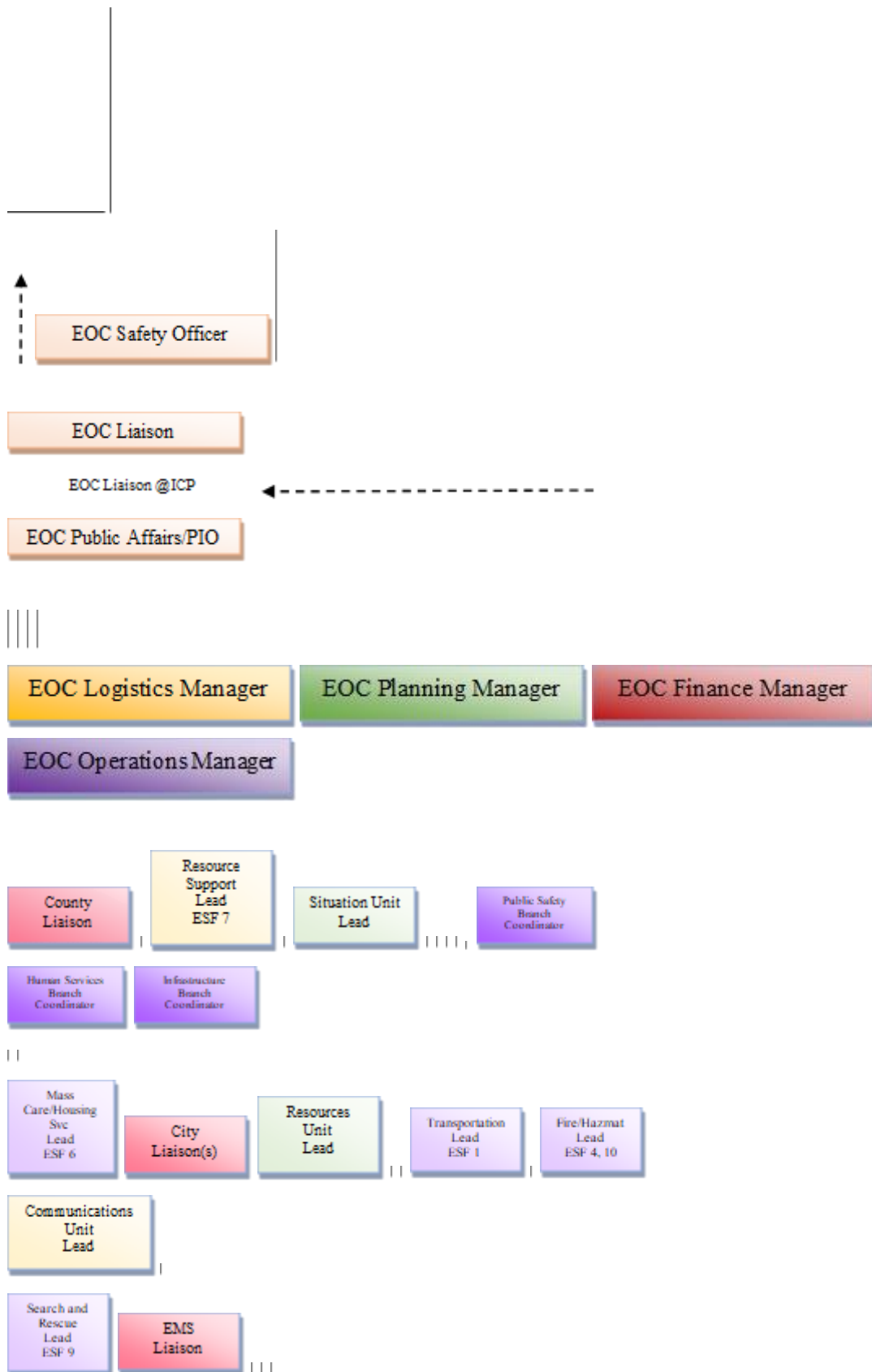
- Provide direction, control, and coordination of Mohave County resources in support of field Incident Commanders during emergency operations.

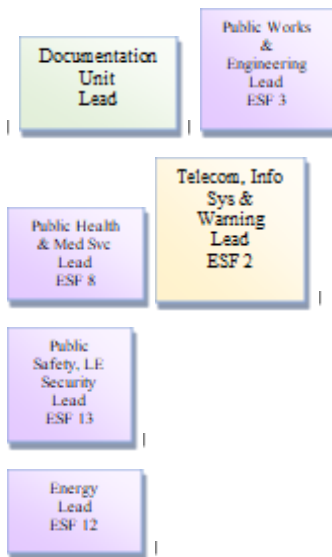
- Provide policy direction as needed from the Policy Group to Incident Commanders.
  - Ensure the efficient use of all resources to protect lives and property.
  - Pre-establish the procedures and support requirements necessary for the activation and operation of the MCEOC.
  - Collect, process, and disseminate information about an actual or a potential emergency.
  - Act as point of contact with Department of Emergency and Military Affairs or the State EOC for situation updates, mutual aid requests, and resource coordination.
  - Provide support and coordination to the EOC's of the incorporated cities or tribes if MCEOC is activated in support of a city emergency event.
- **City and Tribal EOC's will:**
- Establish, activate, and operate jurisdictional EOC's as needed in accordance with their chosen internal EOC organizational structures and procedures.
  - Establish purposes and goals like those of the MCEOC.
  - Communicate and coordinate with MCEOC or MCEM for situation updates, public information, resources requests, and mass care/supply management.

Policy Group

Incident Command Post(s)

EOC Director ESF 5, 11, 14





- **Scope and Structure (MCEOC)**

The MCEOC will coordinate the information, planning, operations, and resources activities at the county level. Individual city EOC's will perform the same functions within their jurisdictions. Direction and Control Essential Support Function (ESF) activities are grouped in the following functional MCEOC Groups and Sections:

- **Policy Group**

This group is responsible for the strategic direction of county level emergency operations. It performs or supports the command function and may include representation from other county agencies or jurisdictions. Mutual aid liaison at the policy level is established here. Strategic direction is articulated from the Policy Group. The Policy Group will:

- Analyze all available information about the emergency.
- Develop, refine, and carry out a joint response and recovery policy.
- Plan the deployment of appropriate resources to ensure response agencies adequate support for management of the emergency.
- Ensure that the operating forces of the various response and support agencies work together in a mutually supporting effort; and
- Communicate through the MCEOC staff with field Incident Commander(s).
- Consist of, as dictated by need and the circumstances of the event:
  - The Chairperson of the Mohave County Board of Supervisors.
  - Members of the Mohave County Board of Supervisors.
  - The Mohave County Manager or designee.
  - The Mohave County Attorney or designee.
  - The Mohave County Sheriff or designee.
  - The Mohave County Director of Public Works or designee.

- The Mohave County Public Health Director or designee.
- The Mohave County Risk and Emergency Management Director or designee.
- The Fire Chief or designee of affected area.
- Other Department Officials as determined by the Executive Policy Group.

See Mohave County Emergency Operations Center (MCEOC) Standard Operating Procedures (SOP) for duties of each member.

- Oversee the following sub-elements:
  - The Joint Information Center (JIC), which is responsible for processing and disseminating emergency public information.
  - Public Inquiry (PI), which is responsible for receiving and responding to public inquiries regarding the disaster. Releasable information will be provided by Mohave County Emergency Management (MCEM) and the JIC.
- **Command and General Staff**
  - The EOC Director, either the County Manager or a designee, will:
    - Direct EOC operations and provide necessary direction and control for county agency response and recovery activities in support of field Incident Command.
    - Set the overall objectives and priorities for the EOC.
    - Monitor and coordinate EOC Operations through the Public Information Officer, Legal Advisor, Emergency Management Coordinator, and the Operations, Planning, Logistics, and Finance/Administration Managers.
  - The Public Affairs Officer/PIO, designated by the County Manager or an assigned County Department Director, will:



- Oversee the preparation of and approve all public information releases relating to the emergency event.
  - Coordinate with the PIO's of other jurisdictions involved in the event to ensure consistent public information.
  - Advise the MCEOC Director on public information issues and obtain approval when needed for public information release guidelines.
  - Report directly to the MCEOC Director.
- The Liaison Officer, typically the Emergency Management Coordinator or designee will:
    - Supervise the EOC Message Center Chief, Security Chief, and other EOC staff outside of the Command and General Staff.
    - Act as Liaison Officer with other jurisdiction's representatives at the EOC.
    - Advise the MCEOC Director on Emergency Management issues
    - Act as primary contact with Department of Emergency and Military Affairs.
    - Report directly to the MCEOC Director.
- The Safety Officer will, if needed and appointed, will:
    - Supervise all safety aspects of the EOC.
    - Aid and support to branches as assigned by EOC Director.
    - Report Directly to the MCEOC Director.
- The Operations Manager will:
    - Set priorities and supervise task accomplishment of the Operations Section.

- Report Directly to the MCEOC Director.
- The Planning Manager will:
  - Set priorities and supervise task accomplishment of the Planning Section.
  - Report Directly to the MCEOC Director.
- The Logistics Manager will:
  - Set priorities and supervise task accomplishment of the Logistics Section.
  - Report Directly to the MCEOC Director.
- The Finance/Administration Manager will:
  - Set priorities and supervise task accomplishment of the Finance/Administration Section.
  - Report Directly to the MCEOC Director.
- **Operations**

MCEOC Operations includes all activities, which are directed toward reducing the immediate hazard, establishing control, and restoring normal operations. This Section consists of those departments or agencies that are responsible for public safety and carrying out direct field response activities in support of the field Incident Commander. The individual agencies receive and evaluate requests for assistance and resources from the Incident Command staff, establish priorities, and relay operational status and information to the Operations Manager.

The overall responsibility of Operations is to set the direction for all field operations in response to the priorities and operational needs of the Incident Commanders. Under Operations will typically be three branches, which will coordinate the appropriate Emergency Support Functions (ESF's) as needed.

The functional branches and subordinate ESF's which can be established are:

- PUBLIC SAFETY BRANCH COORDINATOR
  - Fire/Hazmat Lead- ESF 4, 10
  - Search and Rescue Lead– ESF 9
  - Public Safety, Law Enforcement, Security Lead– ESF 13
- INFRASTRUCTURE BRANCH COORDINATOR
  - Transportation Lead– ESF 1
  - Public Works and Engineering Lead– ESF 3
  - Energy Lead– ESF 12
- HUMAN SERVICES BRANCH COORDINATOR
  - Mass Care/Housing/Human Services Lead– ESF 6
  - Public Health and Medical Services Lead– ESF 8

- **Planning Section**

Planning is responsible for gathering, analyzing, evaluating, displaying, and disseminating technical information and forwarding recommendations to the Policy Group. While Operations is involved with immediate response to the disaster, Planning provides forward planning and considers possible contingencies and alternate means of action. It has the primary responsibility to produce action plans and works directly with other MCEOC staff elements to coordinate operational requirements. Typically, Plans supervises three subordinate Units.

- Situation Unit Lead
  - Evaluate the disaster situation, including information gathering, verification, and status reporting.
  - Assess damage, including information gathering, verification and reporting.

- Initiate and update demobilization and initial recovery planning.
- Brief and update the EOC staff.
- Resources Unit Lead
  - Tracks and lists all incoming staged and deployed resources not tracked by an Incident Management Team or Incident Command.
  - Assists in resource requests, staging and demobilization.
- Documentation Unit Lead
  - Post and display pertinent information.
  - Maintain a detailed activities log.
  - Document all key incident information, including damage assessments, situation reports, plans, committed and requested resources, etc.

○ **Logistics**

This group coordinates personnel, resources, communications augmentation, supplies, procurement, etc., required to support county department response. Logistics for the Incident Command, including Incident Management Teams, are handled through the IC or IMT. Requests for assets or resource support, whether from the IC or IMT or from county departments, are validated and processed by this group in coordination with Operations. Resource support may include Communications support and IT assistance. Logistics handles the procurement for resources needed by county departments and is typically run by County Procurement Department personnel.

**Note:** Some of the larger county departments have Logistics Sections built into their own organizations; however, all needs that cannot be met by those sections should be passed along to the MCEOC Logistics Section.

- Resource Support Lead– ESF 7

- Manages resources, including assessing needs, allocation, procuring, and documenting.
- Provides shelter, food, fuels, and transportation for all county response personnel or equipment as needed and requested; and
- Maintains a master list of all available county resources.
- Communications Unit Lead
  - Provides radio or IT support to deployed county resources.
- Telecom, Information Systems Lead– ESF 2
  - Provides telecom and IT support to deployed county resources.

National Incident Management (NIMS) protocols developed for national credentialing and resource typing will be utilized where applicable.

○ **Finance/Administration Manager**

Finance/Administration consists of those departments that have a primary responsibility of monitoring and analyzing all financial aspects of the emergency.

- Major Finance responsibilities include:
  - Obtains records of all hours worked by all personnel.
  - Maintains records of all costs arising out of the emergency.
  - Manages compensation and claims arising from the emergency; and
  - Liaison with City, State or other jurisdiction financial officials involved in the response.
- The functional sectors of Administration are:
  - Cost Control & Analysis (Finance Department)
  - Compensation & Claims (Risk Management)

- Legal Advice (County Attorney's Office)
  - Outside Agency Liaisons
- **EOC Policies**
  - When this plan is activated, the MCEOC will provide direction, control, and coordination of resources at the county level. Individual incorporated city EOC's will fulfill a similar role in the cities and will establish communication links to the county EOC.
  - The MCEOC is a staff level body that provides guidance, decision-making and resources to the lead agencies for other ESFs. It obtains information from a variety of sources and seeks information to develop an accurate picture of the disaster or emergency. It identifies information gaps that require additional collection efforts and will request information directly from the appropriate element.
  - To manage their operations, all lead agencies for ESF's will collect and process information. The MCEOC will focus on collecting critical information that is of common value or need to more than one ESF or operational element to create an overall perspective of the situation. The MCEOC will rely on other ESF's lead agencies to provide this critical information that will be disseminated to appropriate users and developed into reports, briefings, and displays.
  - The Planning Section will produce Situation Reports (SITREPs), which will be distributed to the Board of Supervisors, DEMA, and others as required.
  - The MCEOC will provide technical advice to the ESF's from support agencies with technical expertise.
  - The staff of the MCEOC will support short- and long-term planning activities. Plans will be short and concise, based on priorities established by the MCEOC Director in consultation with the Incident Commander(s). The MCEOC staff will record the activities planned and track their progress. The response priorities for the next operational period may be addressed in the SITREP.

- The staff of the MCEOC will not release information directly to the public. It will provide information to the Mohave County Communications Director or to a JIC, if activated, for release to the public and the media.

- A State or Federal Incident Management Team can be brought in to run EOC Operations, or to run Incident Command functions in the field, with approval from the County Manager or his designee/successor. The IMT Leader will be under the immediate direction and authority of the County Manager or his designee/successor and the ultimate authority of the Board of Supervisors. Specific authorities to make independent decisions for various operational functions would be granted to the Team Leader by Delegation of Authority from the BOS with the authorization of the County Attorney and County Manager.

- **County Departments/EOC Operational Concept**

- The County Manager /MCEOC Director, on behalf of the Board of Supervisors, will direct EOC operations and provide necessary direction and control for county agency response and recovery activities in support of field Incident Command.

- The Department Directors, or their designees, of each county agency involved in disaster response operations will:

- Exercise direction and control of their operations from normal duty location during routine operations, and, for certain departments, from their Department Operations Centers (DOC's) during emergencies. Overall coordination will be exercised from the MCEOC upon its activation. County agency representatives will report to the MCEOC upon the request of the County Manager /MCEOC Director.

- Maintain operational control of the agency's personnel, equipment, and supplies.

- Identify a minimum of one primary and two alternate individuals to manage disaster response operations and ensure that the agency Standard Operation Procedures/Internal Operation Procedures (SOP/IOP) outlines:

- The specific emergency authorities that designated successors assume during emergencies.

- The circumstances under which the successor's authorities become effective and are ended.

- **County Emergency Operations Facilities**

- Primary MCEOC is in the Mohave County Sheriff's Office, 600 W. Beale Street, Kingman, Arizona. An emergency generator with a 10-hour supply of fuel is located within this building. The MCEOC will be:
  - The Primary facility utilized to coordinate county emergency operations. It will maintain communications with affected political subdivisions.
  - Partially or fully staffed on a 24-hour basis as determined by the County Manager/MCEOC Director.
    - Alternate MCEOC will be designated based on the type of emergency and extent of the threat to the area of primary MCEOC. Possible alternate locations are the:
      - Mohave County Development Services Building, 3250 E. Kino, Kingman.
      - Mohave County Administrative Building, 700 W. Beale, Kingman.
      - Kingman Police Department.
      - City EOC's at Lake Havasu City or Bullhead City.
    - Field Offices may be established in the emergency/disaster area and staffed by appropriate agencies and organizations.
      - The Joint Information Center (JIC) is a functional element of the MCEOC and will operate from a designated room in the County Administration Building, 700 West Beale, Kingman, or other locations as designated by the MCEOC Director.

- **MCEOC Activation Procedures**

- The MCEOC is available for occupancy and operations within 45 minutes during normal working hours and 60 minutes during non-business hours.



- The MCEOC will be activated when:
  - An impending or declared state of war emergency exists.
  - An emergency situation has occurred or may occur that is of such magnitude that it will require an extraordinary commitment of resources from numerous departments over an extended period of time to control or mitigate (with or without a declared emergency); and
  - An impending or in progress response to a natural or technological emergency that endangers or disrupts public health, safety, well-being, or property is imminent or has occurred.
- Activation levels are as follows:
  - **Level 3** – Involves an event which is becoming, or has become a emergency or disaster and requires significant County response. The County Manager declares a State of Emergency, and the County ERRP is implemented. The MCEOC is fully staffed twenty-four hours a day, seven days a week.
  - **Level 2** -- Involves any event which has the potential to develop into an emergency or disaster and likely to require the Emergency Management Staff, Operations Section Staff and one or two other County Departments Directors to report to the MCEOC. Staffing may require 24-hour manning. Daily activities may be altered to accommodate the situation. Other County Departments may be notified of the situation.
  - **Level 1** -- Involves an event likely to be within the capabilities of local government and results in very limited need of County resources. Typical activities continue while the event is monitored. County EOC Response Team members will be notified of the situation and placed on standby status.
- The MCEOC will be activated solely by the Mohave County Manager (MCEOC Director) or his designee or successor. Requests for activation may be made from pre-designated officers and officials of county departments; the mayors, or their designees, of incorporated cities; fire departments/district chiefs; or state or federal officials.

Activation requests must be made to the Mohave County Director of Risk and Emergency Management or Emergency Management Coordinator, who will immediately forward the requests and his activation recommendation to the County Manager.

An activation request for the MCEOC can be made during normal business hours by contacting MCEM directly at (928) 753-0739 or (928) 279-2226. During non-business hours contact either (928) 279-2226, (928) 279-2504, or the Mohave County Sheriff's Office at (928) 753-0753 and request that the Director of Risk and Emergency Management or the Emergency Management Coordinator be contacted.

Depending upon the event and surrounding circumstances, a person authorized to request the activation of the MCEOC may request a 'partial activation' only. This type of activation can be tailored to the emergency circumstances and response required and can be expanded as needed.

## **V. Information Collection and Distribution**

### ***Pre-Event***

- Information and intelligence with potential impacts on incident management activities are shared by Mohave County Emergency Management with county first responder agencies via e-mails and meetings.

### ***During the Event***

- Initial on scene information will be gathered by Incident Commander and transmitted to the dispatch center covering the incident.
- On scene information will be continually gathered and updated by the Incident Commander, or by his designated Planning Section Chief.
- Relevant information for responding agency and mutual aid units, such as command post and staging area locations and radio frequencies in use, will be passed by dispatch center to those units or through other dispatch centers coordinating mutual aid response.
- Gathered on scene information will be utilized and distributed by Incident Commander or Planning Section in IAP's, situation reports, briefings, and other means as necessary to first responders on scene.

- Requests for activation of public warning systems such as automated telephone calls to impacted areas or the EAS system will be made from the Incident Commander to MCSO Dispatch.
- Situation updates, mutual aid requests, resource coordination communications, and public warnings or information will be transmitted from the Incident Commander or ICS staff through the agency dispatch center to either Mohave County Emergency Management or the County Fire Resource Coordinator, or during large events when the MCEOC is activated, to the County MCEOC.
- For large events, the Incident Commander may designate an on-scene PIO to handle media enquiries and coordinate joint media releases with the MCEOC, if it is activated.
- Field Incident Command Section personnel and MCEOC Section personnel may communicate directly with their counterparts in the other location for resource and information coordination.
- The Incident Commander or designee will participate in regular teleconference updates with the MCEOC to ensure up to date situation information flow.
- The MCEOC Planning Section will compile, record, and update all relevant incident information from Field Incident Command, county departments, and other sources.
- All relevant information will be distributed to the appropriate Sections within the MCEOC via messages, e-mail, telephone, or face to face conversations.
- Each MCEOC Section will maintain a written or e-file record of information relevant to the Section's functions and responsibilities.
- The MCEOC Sections will ensure that all mutual aid requests, situation reports, and other relevant information within their areas of responsibility are promptly transmitted to DEMA or the SEOC via telephone, fax, or e-mail, and that verification of receipt is received from DEMA.
- A designated Department Director serving as the County PIO at the MCEOC will coordinate the development and distribution of public information

and media releases with other jurisdictions and agencies as needed. All releases will be authorized by the Incident Commander and MCEOC Director prior to dissemination.

- A designated Department Director acting as the County PIO may establish a Joint Information Center (JIC), in coordination with other jurisdictions and agencies, to facilitate timely public and media information sharing.
- The MCEOC Director will ensure that all relevant information is provided to the Policy Group to aid in formulations of policy.

### ***Following the Event***

- Mohave County Emergency Management will assume responsibility for:
  - Providing notices of DEMA damage assessment, application briefing, or project field visits to impacted county departments, jurisdictions, and agencies.
  - Coordinating the dissemination among county agencies of information on disaster recovery assistance and related state and federal procedures.
  - Coordinating the compilation of agency after action reports and the development of a county after action report and corrective action plan with all involved agencies.

## **VI. Communications**

- The MCEOC and the Mohave County Sheriff's Office 911 Center is responsible for identifying, maintaining and operating primary, secondary and alternate county public safety communication systems which will allow local and state government to collect and disseminate information, receive requests for assistance, and direct, control and coordinate disaster response and recovery operations through continuing communications with local jurisdictions, state agencies and the federal government. Emergency Communications is handled through ESF#2 Communications.

## **VII. Administration, Finance, and Logistics**

- Primary support for this ESF will come from MCEM. Other county agencies will be called upon to provide support as needed.
- Training for this MCEOC staff will be provided by MCEM.

- The MCEOC operations will be exercised as determined by the County Manager /MCEOC Director with input from MCEM.
- All organizations, agencies, and departments are responsible for administrative and logistics arrangements to support their individual emergency response activities.
- Additional needed resources will be requested from Incident/Unified Command to supporting EOC, which will obtain resources from county resources or via request to the state while tracking and documenting resource use, delivery, and expenditures.
- All Logistics Sections and individual agencies involved in requesting or providing resources will maintain records of requests and details of fulfillment of requests.
- The Finance/Administrative Sections or individual agencies will determine value of resources being requested, obtain approval from the government or agency official with the required level of expenditure authority prior ordering or commitment of resources and maintain records of expenditures.
- County department emergency expenditures outside of approved budgets must receive approval from the County Manager /MCEOC Director or the Board of Supervisors, depending on the level of expenditure requiring approval.
- All command posts, operations centers, and organizations involved in the emergency will maintain appropriate activity records including logs, case records, resource and personnel records, and daily situation updates for use during the event and which will be retained in files for future reference;
- For state or federally declared disasters, reimbursement for some resources and expenditures may become available; individual agencies should maintain a current accounting of resource expenditures, including personnel costs, during disaster operations and for an extended period after the end of the disaster.