

APPENDIX ONE DIRECTION AND CONTROL

I. **PURPOSE:** To provide for the effective direction, control, and coordination during an emergency or disaster operation.

II. **SCOPE:** This appendix provides for a clear line of authority with provisions for local government succession of command and how the command structure works.

III. POLICIES AND OBJECTIVES

- A. In the event of a disaster which is beyond the normal capabilities of local government, a local proclamation of emergency shall be made by the City Council in accordance with RCW 36.40.180. This proclamation is a prerequisite for state assistance.
- B. The legislative heads of government, department heads and other officials may operate from the Emergency Operations Center (EOC) or an alternative Command Post during emergency or disaster situations. Information from the field will be coordinated at the EOC and policy decisions will be made by the elected and/or senior government officials.
- C. Emergency situations not requiring activation of the EOC, but which require coordination of decision making by several agencies at the scene may be conducted from a Command Post. On-scene direction and control of emergency operations will follow the Incident Command System (ICS).
- D. Incidents which are minor in magnitude and do not require significant coordination with other agencies may be managed from command vehicles at the scene or from the office or home, as appropriate.
- E. During an EOC activation period the EM Director and appointed staff are responsible for control and management of the EOC.
- F. Departments are responsible for providing trained personnel and resources to staff the EOC on a 24 hour basis for extended periods, as necessary.
- G. The EM Director provides the means for coordinating the local capabilities and resources needed to alleviate or lessen the impact of a disaster or emergency. When the situation is determined to be beyond the capabilities of local government, the EM Director will provide the necessary liaison for state and federal assistance.

IV. LEGISLATIVE AUTHORITIES

- A. The Sequim City Council:
 - 1. Is the legislative authority and is responsible for policy actions or decisions during an emergency or disaster, within the scope of its powers.

2. In the event a majority of the City is not available, the remaining members may make decisions dealing with an emergent emergency or disaster.

V. DESIGNATION OF SUCCESSORS: In the event that a city official charged with specific functions or duties becomes unable to perform, regardless of the cause, lines of succession must be established to ensure continuity of emergency operations.

- A. **DIRECTOR OF EMERGENCY MANAGEMENT:** In the absence of the appointed Director the Clerk/Treasurer will assume those duties.
- B. **CITY DEPARTMENT HEADS:** Each city department head will establish internal procedures for succession of leadership within the department.

VI. EMERGENCY RESPONSIBILITIES

- A. The City Council is responsible for:
 1. Establishing the emergency policies for all phases of emergency management affecting their jurisdiction and coordinating these policies with all affected external jurisdictions.
 2. Making legislative representation available to the EOC or other command structure for policy decision making, as appropriate.
 3. Communicating policies and goals to the Incident Commander.
 4. Establishing a line of succession in the event they are not available during an event.
 5. Authorizing emergency expenditures.
- B. Directors, Supervisors, and other heads of departments, and agencies are responsible for:
 1. Appointing and training a line of successors to insure adequate emergency operation in their absence.
 2. Development of Suggested Procedures (SP) for operations that are consistent with the Comprehensive Emergency Management Plan (CEMP), including how the department will function in the event the department head is unavailable.
 3. Maintaining direction and control over their departments/agencies.
- C. The Director is responsible for coordinating government activities taken to mitigate and prepare for, respond to, or recover from an emergency or disaster situation as provided an RCW 38.52.070.1.
- D. Upon notification of an actual emergency or disaster, responding governmental and volunteer organizations are responsible for maintaining their own internal emergency direction and control. However, this authority is subject to the overall direction and control of the executive heads of the political subdivision involved, and/or the local Incident Commander directing operations at the scene.

VII. ESSENTIAL ACTIVITIES

- A. Essential services and activities which are to be directed, controlled, and coordinated include, but are not limited to:
1. Police and fire protection for the affected area.
 2. Search and Rescue.
 3. Emergency medical services.
 4. Road/Public Works activities.
 5. Energy production or distribution.
 6. Production, processing, warehousing, and distribution of life support essentials such as food, fuel and pharmaceuticals.
 7. Water and sewage treatment, solid waste disposal.
 8. Transportation
 9. Public safety communications
 10. Operations of essential financial institutions.

VIII. INCIDENT COMMAND SYSTEM (ICS): Management of an incident will follow the concepts of ICS. See Direction and Control in the Basic Plan for further detail.

IX. EMERGENCY OPERATIONS CENTER

A. AUTHORITY TO ACTIVATE

1. The decision for partial or full activation of the Emergency Operations Center (EOC) will be in conjunction with the level of plan activation, as follows:
 - a. LEVEL 0: Daily, routine emergency response. Disaster readiness is achieved by the maintenance of twenty-four hour coverage by local emergency services agencies operating on internal procedures.
 - b. LEVEL 1: Unusual occurrences which can be dealt with using existing local resources without outside help (or minimal mutual aid assistance), and which are short term in nature and limited in scope. Incident command is routinely established in the event that the situation expands unexpectedly. A command post will be established. The Director may choose to coordinate resources and information in concert with emergency dispatch or the EOC can be activated at Level 1 as a resource coordination center, as appropriate.
 - c. LEVEL 2: Situations which are larger in scope and require the use of mutual aid resource, or special procedures for dealing with the emergency. Single jurisdiction/multi-agency events where broader application of ICS protocols are required to ensure coordination. A command post will be established if site-specific, and the EOC may be activated as appropriate.

- d. LEVEL 3: Broad scope community emergencies with long term impact representing a significant threat to life, property, and/or the environment; requiring a substantial commitment of personnel, equipment, and facilities; requiring considerable outside help. Multi-jurisdictional / multi-agency events which require unified command in order to ensure effective coordination. EOC should be activated to coordinate resources and information.
 - e. LEVEL 4: Recovery activities. These activities include long term reconstruction of public facilities, detailed damage assessment (joint, local/state/federal teams), debris clearance, establishment of disaster assistance centers, and community restoration projects.
2. The following governmental officials have the authority to activate the EOC, regardless of the activation level:
- a. Emergency Management Director, or designee.
 - b. City Manager
 - c. City Council

X. STAFFING NOTIFICATION

- A. It is recognized that the need for emergency staff will expand and contract during the various phases of the disaster, with the largest commitment of personnel required during the response phase.
- B. During a major emergency or disaster, it may become necessary to staff the EOC with personnel from various departments.

XI. LEVELS OF ACTIVATION

- A. Limited Activation (Coordinating in Concert with Emergency Dispatch): When careful scrutiny of an on-going emergency is advisable, limited activation of the Emergency Operations Center may be desirable, by working in concert with emergency dispatch.
- B. Full Activation: As centralized direction, control and coordination of disaster response activities becomes necessary for management of large scale, full disaster operations, activation of the Emergency Operations Center may occur. At this level of operation, all components and sections will be staffed for the duration of the incident.

XII. EMERGENCY OPERATIONS PHYSICAL CHARACTERISTICS

- A. Location: The EOC is located at Headquarters Station, Clallam County Fire District #3 at 323 North Fifth Avenue, Sequim, WA.
- B. Equipment
 - 1. Public alert - Public safety radio communications capabilities and can communicate on most local public safety frequencies.
 - 2. Amateur radios.

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3. Telephones - The EOC has telephones to be used in the event of activation. The EOC also has fax, copier, and internet computer capabilities
4. Emergency power generator - 14 day fuel capacity.