



# Hamilton County Emergency Management Response Plan - 2022

2022



# Hamilton County Emergency Management

## Response Plan

### Proclamation, Approval, and Implementation

The Hamilton County Emergency Operations Plan serves as the strategic foundation for Hamilton County's Emergency Management Plan, and the Response Plan serves as the operational plan for implementing the EOP. All plans in the Emergency Management Program are written to address the specific hazards in the county as outlined in the Hamilton County Multi-Hazard Mitigation Plan (MHMP). The Response Plan is a supporting plan to the EOP, and it also addresses the hazards identified in the MHMP.

The Response Plan was drafted in July 2022 and shared with stakeholders for feedback in August 2022. The feedback was incorporated, and the executive director approved the plan on August 19, 2022. The approved plan has been implemented, and copies have been distributed to stakeholders.

A handwritten signature in black ink, appearing to read "Shane Booker", written over a horizontal line.

Shane Booker, Executive Director

September 19, 2022

Date



# Hamilton County Emergency Management Response Plan

## Record of Changes

<b>Number (ID)</b>	<b>Date of Change</b>	<b>Description of Change</b>	<b>Person(s) Making Change(s)</b>



# Hamilton County Emergency Management Response Plan

## Record of Distribution

<b>Number (ID)</b>	<b>Date of Delivery</b>	<b>Recipient's Name, Title and Organization</b>	<b>Method of Delivery</b>	<b>Distributed By</b>



# Hamilton County Emergency Management Response Plan

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# Hamilton County Emergency Management

## Response Plan

### Executive Summary

Hamilton County established the County's Emergency Operations Plan (EOP) as the basis for the countywide emergency management program, including all phases of emergency management (response, recovery, mitigation, and preparedness). The EOP is approved by the county commissioners, mayors, town council presidents, sheriff, county auditor, and many others. The EOP establishes the foundation for an emergency response to many different types of emergencies and disasters at the strategic level. The Response Plan establishes how Hamilton County Emergency Management (HCEM) monitors hazards, responds to, and operates during an emergency or disaster. This plan shall support the EOP through the plan's implementation and is supported by standard operating procedures and checklists to ensure an efficient implementation of this plan and the EOP.

### Introduction

#### Emergency Operations Center Mission

The Hamilton County Emergency Operations Center (EOC) serves as the central point of coordination for Hamilton County, including the municipalities and unincorporated areas, through efficient and effective information management, resource management, and consequence management to protect life and property and assist with incident stabilization by supporting incident command posts and municipal/local EOCs.

#### Purpose

The Response Plan aims to outline the processes, procedures, organizational structures, and systems in place to direct and coordinate emergency operations at the operational level. As outlined in the EOP, the foundational document is strategic, while this plan is operational.

#### Scope

HCEM takes an all-hazards approach to emergency and disaster response operations. Effective management and coordination of county response activities are carried out in collaboration with local municipalities and county agencies, including primary agencies, support agencies, non-governmental agencies, and private sector organizations, all of which fulfill the roles of the emergency support functions (ESFs) within the EOC. Through effective coordination, the EOC can achieve its mission.

#### Situation Overview

The situations impacting initial and ongoing response operations will be met with endless possibilities such as weather, location (rural vs. urban), the demographics of those impacted, the economic base, type of and level of infrastructure impacted, and the possibilities impacting areas of interest such as special event venues.

#### Threats and Hazards

The Hamilton County MHMP identifies the following hazards for Hamilton County that this plan addresses:

1. Armed Assailant
2. Dam Failure
3. Drought



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4. Earthquake
5. Extreme Heat or Cold
6. Fire
7. Flooding
8. Hazardous Materials Fixed Facility Incident
9. Hazardous Materials Transportation Incident
10. Land Subsidence or Landslide
11. Hail, Thunder, and Wind
12. Snow or Ice Storm
13. Tornado

## Assumptions

The following assumptions are intended as factual statements that apply to this plan.

1. Emergency and disasters are unexpected and require an agile response
2. Personnel must remain flexible and be prepared for ongoing changes
3. Personnel must be able to move from the day-to-day tactical level of operations and move to the operational level, which requires more coordination and direction rather than actually doing
4. It will be difficult to implement NIMS and Hamilton County must continue to rely upon the elements outlined in the EOP

## Concept of Operations

HCEM is tasked with monitoring all hazards, especially those predicted, such as severe weather, coordinating initial information, determining the appropriate course of action, and responding accordingly. The following outlines these areas to establish the concept of operations.

## Hazards Detection and Monitoring

1. HCEM has an on-call duty officer rotation to ensure one response staff member is available 24/7. It is the responsibility of the on-call duty officer to detect and monitor hazards and potential threats by:
  - a. Review information from the NWS, SPC, WPC, and CPC
  - b. Remain logged in to NWSChat
  - c. Monitor USGS earthquakes, flood gauges, news outlets, and other alerting systems
  - d. Monitor runs in the CAD system through Fire Mobile
  - e. Monitor WebEOC Significant Incidents, Traffic Hazards, and Storm Reports
  - f. During their typical shift, monitor radio traffic, including the primary law enforcement and fire talkgroups for Hamilton County
  - g. Maintain a charged mobile phone and keep it with them at all times to receive alerts
    - i. Phone calls from Dispatch, supervisors, etc.
    - ii. Monitor text messages from the CAD
    - iii. Monitor text messages from the weather notification system
  - h. Monitor the EOC email address for alerts from school corporations, municipalities, and other organizations
2. Active911





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The on-call duty officer shall maintain access to Active911 for incidents that may require support from HCEM.

## Initial Coordination

If a potential or actual incident requires HCEM support, the on-call representative will notify the required personnel. The executive director or deputy director shall determine the best means of communication to coordinate initial response activities, including, but not limited to:

1. Direct phone call
  - a. All HCEM personnel, including volunteer program coordinators
  - b. All response staff members are expected to have their phones charged and available, even when not serving as the duty officer.
  - c. It is recommended volunteer coordinators have their mobile phones charged and available to them at all times except while on vacation
2. Conference call  
HCEM may use Microsoft Team in conjunction with Rave to conduct an immediate conference call, also known as a blast call
3. Active911 Chat
4. Group texts
5. CAD Pages
6. Radio communications using the EMA Admin talkgroup  
During initial coordination over the radio, a roll call may be taken, an overview of the incident, and assignments will be made to available personnel.

## Initial Response

Initial response to an incident or emergency occurs within the first hour. During this time, considerations may include the following:

1. The need to send the on-call duty officer to the scene as an HCEM liaison or the automatic dispatch of the duty officer through the CAD

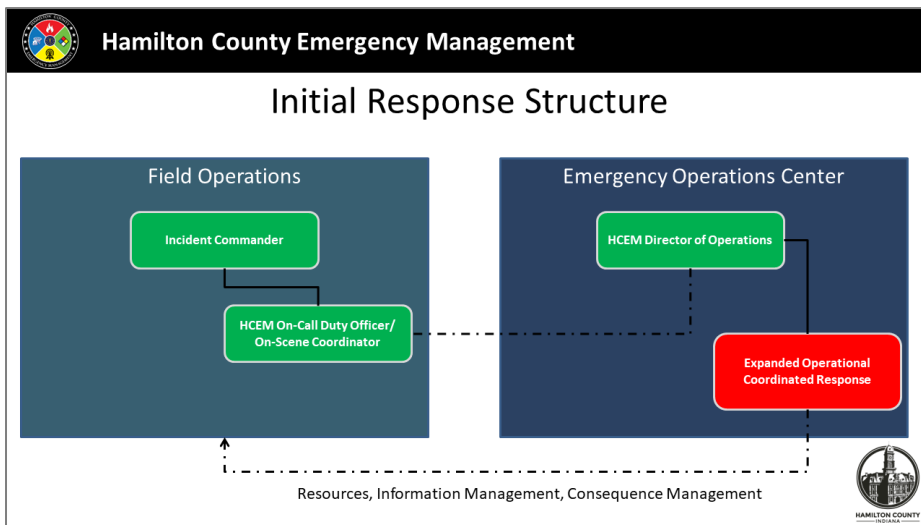


Figure 1: Initial Response Structure



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2. The need to send out notifications (e.g., curfew, shelter-in-place, evacuation, access control, quarantine, isolation, and emergency orders), which may include any of the following and will be determined as dictated by the incident/emergency:
  - a. Send an EOC Rave Alert – SOP 2.01 EOC Alerts
  - b. Send a message through the HCEM app – SOP 2.12 HCEM App
  - c. Use Rave/IPAWS to send EAS and WEA alerts – SOP 2.08 Public Warning
  - d. Post messages on social media
3. The need to send additional resources for coordination support, such as the HCEM Mobile Command Center (CVEMA)
4. The need to activate the EOC
  - a. The executive director or deputy director shall decide if the activation of the EOC is required. Any activation of the EOC shall follow the HCEM – SOP 2.02 EOC Activation and Notification.
  - b. Any change in the EOC activation level requires the following notifications:
    - i. EOC Alert
    - ii. Update EOC status in WebEOC
      1. Hamilton County System: Post a message to Significant Incidents
      2. State System
        - a. Post a message on WebEOC County Incidents board stating the EOC is activated and why
        - b. Update the EOC status on the County Home Board
    - iii. Notify the public of the activation via:
      1. HCEM App
      2. Twitter
      3. Facebook
      4. Nextdoor
5. Advise surrounding counties (EMAs and PSAPs), State Police, and others to not self-deploy
  - a. Send an alert to surrounding EMAs through Rave
  - b. Request Dispatch to notify other PSAPs requesting personnel to not self-deploy
  - c. It may be necessary to push out information to the media, asking them to remind public safety personnel and the public not to self-deploy
6. The need to activate employees and volunteers
  - a. The executive director, deputy director, or EOC manager may dispatch HCEM personnel, including staff and volunteers
    - i. CERT or RACES Response

All HCEM volunteers activated by the EOC are a representative of HCEM and Hamilton County. Members shall only respond as directed by the EOC

      1. CERT and RACES volunteers may serve as a liaison between a command post, local EOC, shelter, sand barn, points of distribution, or other locations deemed necessary by the emergency or disaster.
        - a. CERT may also be used for activities they are trained in, such as:
          - i. Staffing reception centers, setting up shelters, etc.
          - ii. Light search and rescue



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- iii. Triage
        - iv. First aid
        - v. Traffic and pedestrian management
        - vi. Damage assessments
      - b. RACES may also be used for activities they are trained in, such as:
        - i. Public safety and amateur communications support at any location
        - ii. Storm reporting
        - iii. Damage assessments
    2. All deployed HCEM personnel shall be deemed to be in an activated status by the executive director in compliance with Indiana Code 10-14-3-27 and covered by Hamilton County insurance for staff and volunteers.
    3. All deployed personnel will be advised what information to report back to the EOC through the appropriate command structure, which may include, but is not limited to:
      - a. Overview of the situations
      - b. Impacted areas
      - c. Damage reports
      - d. Disaster totals
        - i. Number injured
        - ii. Number dead
        - iii. Number of structures damaged
          1. Destroyed
          2. Major
          3. Minor
          4. Affected
      - e. Levels of local EOC staffing
      - f. Local EOC needs/requests
      - g. Number of shelter occupants
      - h. Quantities of supplies distributed or needed
    4. All activated and deployed personnel will be advised of the frequency of reporting to the EOC; however, the baseline is every hour for critical incidents.
  7. The need to begin resource requests using WebEOC Resource Request board
    - a. See the WebEOC Resource Request board for information on the HCEM Logistics Process and Resource Request Guide
    - b. Complete as much information as possible
    - c. Use NIMS resource typing for resource requests
    - d. The ICS-213RR Resource Request form can be used as a backup only



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8. The need to establish a staging location
9. Begin planning for multiple operational periods and the need for sustained operations
  - a. Short-term logistical support planning for:
    - i. Staging areas
    - ii. Personnel to assist with logistics transport
      1. Hamilton County Parks
      2. Surveyor's Office
      3. Buildings and Grounds
      4. Noblesville Parks
    - iii. Command posts
    - iv. Temporary toilets
    - v. Light towers
    - vi. Water, coffee, ice, etc.
    - vii. Food
    - viii. Tents (temporary or climate-controlled tent systems)
      1. If shelter systems are to be considered, a realistic expectation for setup is 24 hours
      2. Plan on logistical support, such as fuel
  - b. Long-term logistical support planning for:
    - i. Establish shifts for personnel in the field and the EOC per the battle rhythm
    - ii. Fuel support of deployed assets (fuel trailer or Country Mark)
    - iii. Activation of shelters
    - iv. Integration of other teams or resources

## Expanded Operations

1. The EOP identifies the Hamilton County EOC as the central coordination point for emergency and disaster response operations, including information coordination, resource requests, and consequence management.
2. The EOC is a facility staffed through rapid mobilization by key personnel. It is designed and equipped to permit the coordination and implementation of actions at the county level to save lives, preserve property, and alleviate human suffering.
3. An alternate site will be established as defined in the HCEM – SOP 2.07 EOC Relocation if the EOC becomes inoperable.
4. The executive director shall communicate with the board of commissioners to ensure they are aware of the evolving situation and make recommendations such as emergency proclamations (disaster declarations) – SOP 1.03 Emergency Proclamation, travel emergencies – SOP 2.06 Travel Advisory System, and other options available to the board by county ordinance and Indiana Code.
5. The executive director and staff shall monitor potential emergency conditions and make appropriate notifications. One of the executive director's responsibilities is to ensure senior leadership is aware of any severe conditions that may affect the county.



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6. During a disaster response, each ESF representative in the EOC will remain under the administrative control of their agency; however, they will function under the supervision of the EOC manager and operations section chief.
7. County responses to emergencies or disaster situations are conducted utilizing the National Incident Management System (NIMS), guidelines outlined in the National Response Framework (NRF), and the EOP.

## Action Planning Process

The EOC utilizes the NIMS planning process through the use of the EOC Planning P. As a multi-agency coordination center at the operational level, not an ICP, the EOC Planning P differs from a tactical operation.

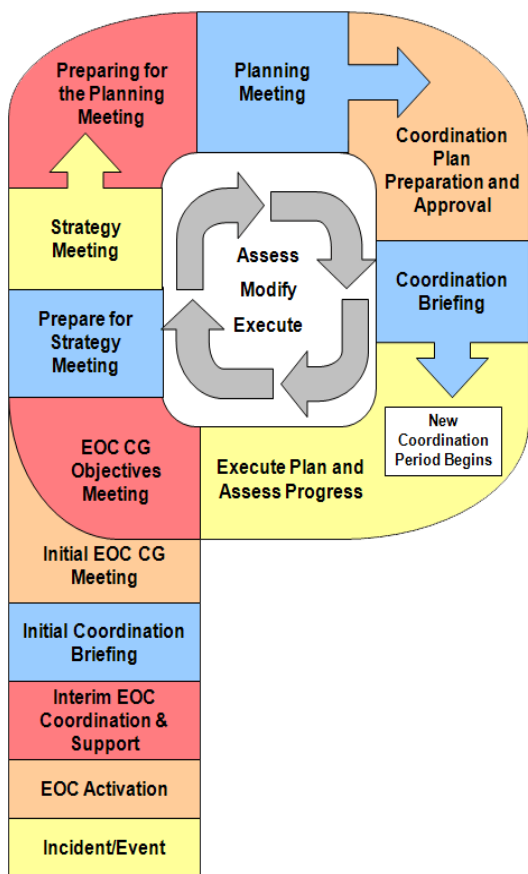


Figure 2: EOC Planning P



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The EOC utilizes the established operational schedule or battle rhythm to manage the timeliness of the operations and incorporate the Planning P process – SOP 2.03 Battle Rhythm. The battle rhythm shall be implemented as quickly as possible to ensure effective EOC management and the planning process implementation.

Time	Action	Responsibility
<b>0700</b>	Incident Action Plan and Situation Report are Complete	Planning Chief
	Section Chief's Meeting (Incoming and outgoing)	Section Chiefs
<b>0730</b>	Conduct Shift Brief	Outgoing EOC Manager
<b>0800</b>	Situation Report and Incident Action Plan are Published	Planning Chief
<b>0900</b>	County-wide Conference Call	EOC Manager
	Executive Summary	Planning Chief
<b>1000</b>	IDHS Conference Call	EOC Manager
	Ensure COP is Accurate/Publish Updated Map(s) if needed	GIS
<b>1100</b>	Executive Summary	Planning Chief
<b>1200</b>	Weather and Hydrology Review	Planning Chief
<b>1300</b>	Executive Summary	Planning Chief
	Section Chief's Meeting	Section Chiefs
<b>1400</b>	Ensure COP is Accurate/Publish Updated Map(s) if needed	GIS
	Mid-Shift Brief	All Personnel
<b>1500</b>	Executive Summary	Planning Chief
<b>1700</b>	Weather and Hydrology Review	Planning Chief
	Executive Summary	Planning Chief
	ESF Situation Reports are Due	ESFs
<b>1800</b>	After Action Comments Submitted	All Personnel
<b>1900</b>	Incident Action Plan and Situation Report are Complete	Planning Chief
<b>1900</b>	Section Chief's Meeting (Incoming and outgoing)	Section Chiefs
<b>1930</b>	Conduct Shift Brief	Outgoing EOC Manager
<b>2000</b>	Publish Situation Report and Incident Action Plan	Planning Chief
<b>2100</b>	Executive Summary	Planning Chief
<b>2200</b>	Ensure COP is Accurate/Publish Updated Map(s) if needed	GIS
<b>0000</b>	Weather and Hydrology Review	Planning Chief



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<b>Time</b>	<b>Action</b>	<b>Responsibility</b>
<b>0100</b>	Section Chief's Meeting	Section Chiefs
<b>0200</b>	Ensure COP is Accurate/Publish Updated Map(s) if needed	GIS
<b>0500</b>	Executive Summary	Planning Chief
	Weather and Hydrology Review	Planning Chief
	ESF Situation Reports Due	ESFs
<b>0600</b>	After Action Comments	All Personnel



# Hamilton County Emergency Management Response Plan

## Organization and Assignment of Responsibilities

This section addresses the organization and assignment responsibilities to implement the EOP and Response Plan.

Below is the 2022 organizational structure of the EOC.

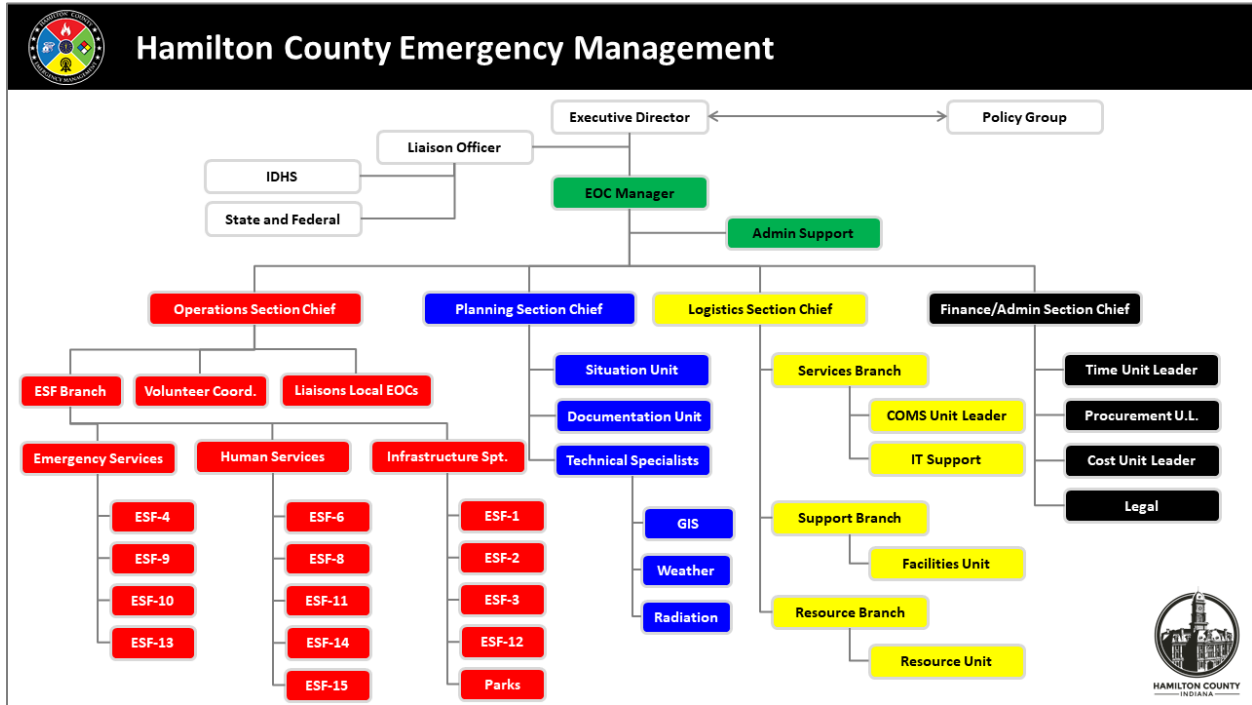


Figure 3: EOC Organizational Structure

Note: The EOC is a multi-agency coordination center and not an incident command post; therefore, the resource unit branch is under the logistics section and not planning.





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## Response Plan

### Overview

The incident shall dictate the organizational structure for any response; however, the system shall follow the NIMS Management Characteristics and structures as established in the EOP.

HCEM personnel deployed to the field shall support the lead agency or incident commander (IC).

The EOC shall be organized into six major functional groups: Policy, Management, Operations, Planning, Logistics, and Finance/Administration.

#### 1. Policy Group

The Policy Group is a committee convened during Level I Activations or whenever strategic executive-level decisions are required following the EOP.

- a. Policy Group will be in strategic command of countywide disaster response operations and determine overall county disaster response goals.

- i. The Policy Group would include but is not limited to:

1. County commissioners
    2. Director of administration
    3. County auditor
    4. HCEM executive director
    5. County legal counsel
    6. Local elected officials

#### 2. Management Section

The Management Section provides operational direction and control of the EOC response activities. The section carries out the strategic directives of the Policy Group and sets operational objectives for the countywide response. Management Section personnel may include:

- a. EOC manager – deputy director
- b. Liaison officer – HCEM volunteer
- c. EOC administrative support – HCEM volunteer

#### 3. Operations Section

The Operations Section is responsible for conducting disaster response activities within the EOC. When fully activated, this section would consist of the ESF Branch, Volunteer Coordination Branch, and Liaisons to Local EOCs Branch. Operations Section personnel may include:

- a. Operations section chief – UAV program manager and training coordinator

- i. ESF Branch Director

1. Emergency Services Group Coordinator
      - a. ESF 4 - Firefighting Coordinator
      - b. ESF 9 - Search and Rescue Coordinator
      - c. ESF 10 – Hazardous Materials Coordinator
      - d. ESF 13 - Public Safety and Security Coordinator
      - e. Community Emergency Response Teams
    2. Human Services Group Coordinator



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- a. ESF 6 - Mass Care Coordinator
    - b. ESF 8 - Health Coordinator
    - c. ESF 11 - Agriculture and Natural Resources Coordinator
    - d. ESF 14 - Long Term Recovery Coordinator
    - e. ESF 15 - External Affairs Coordinator
  3. Infrastructure Support Group Coordinator
    - a. ESF 1 - Transportation Coordinator
    - b. ESF 2 - Communications Coordinator
    - c. ESF 3 - Public Works Coordinator
    - d. ESF 12 - Energy Coordinator
    - e. Parks and Recreation
  - ii. Volunteer Coordination – volunteer coordinator and community outreach
  - iii. Liaisons to Local EOCs Branch
4. Planning Section

The Planning Section is responsible for collecting, evaluating, and disseminating information about the incident, including creating and distributing a comprehensive Situation Report (SitRep) for the whole of Hamilton County, creating the incident action plan (IAP), and drafting executive summaries. Planning Section personnel may include:

  - a. Planning Section Chief – planning section chief (HCEM position)
    - i. Situation Unit Leader
    - ii. Documentation Unit Leader
    - iii. Technical Specialist
      1. GIS/Mapping Unit Leader – Hamilton County GIS manager
      2. Meteorologist
      3. Other technical specialists as needed, such as radiological or others as determined by the Planning Section Chief
5. Logistics Section

The Logistics Section provides and tracks resources, support, and services for emergency operations. Logistics obtains and provides essential personnel, facilities, equipment, supplies, and services not found within the agencies represented in the EOC. Logistics Section personnel may include:

  - a. Logistics Section Chief – logistics section chief (HCEM position)
    - i. Services Branch Director
      1. Communications Unit Leader
      2. IT Support Unit Leader
    - ii. Support Branch Director
      1. Supply Unit Leader
      2. Facilities Unit Leader
        - a. Food Safety
    - iii. Resource Branch Director – LSA manager
      1. Resource Unit Leader



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## 6. Finance/Administration Section

The Finance/Administration Section provides general administrative, finance, procurement, and legal support related to EOC operations. Personnel from other local agencies may be called to assist as required. Finance/Administration Section personnel may include:

- a. Finance/Administration Section Chief – finance/admin section chief (HCEM position)
  - i. Time Unit Leader
  - ii. Procurement Unit Leader
  - iii. Cost Unit Leader
  - iv. Legal Support Unit Leader

## Roles and Responsibilities

### Management Staff

#### *Executive Director of Emergency Management*

1. Ensure efficient and effective communications with the county commissioners and all other stakeholders
2. Serves as the primary point of contact for the Policy Group
3. Serves as a reference for emergency disaster law to elected officials
4. Acts as a liaison between state and federal agencies
5. Assists with resource adjudication – determining where scarce resources shall be sent
6. Reviews and approves requests for procurement (when the finance/admin section chief is not present), requests to be sent to the state, and requests/coordination for state or federal resources

#### *EOC Manager*

1. Staffing, organizing, and coordinating the command section
2. Coordinates EOC activities through the implementation of the EOC planning P process
3. Assesses the situation, prioritizes incident objectives, and establishes the EOC battle rhythm<sup>1</sup>
4. Establish and approve incident objectives
5. Reviews approve and authorize the implementation of a single EOC IAP for each operational period
6. Monitors and evaluates EOC organizational structure, implementation of the EOC IAPs, and the performance of the General Staff Section Chiefs regarding the accomplishment of incident objectives<sup>2</sup>
7. Approves and ensures SitReps are distributed on schedule, and all other required documentation is properly prepared, filed, maintained, secured, and stored
8. Ensures forward flow of information and resolves interruptions in information flow processes
9. Supports EOC/ESF staff as needed and ensures staff members are relieved, fed, and have all the necessary resources to conduct operations.
10. Establishes access control protocols to ensure a productive work environment that is conducive to the efficiency and effectiveness of the overall EOC operations and may include
  - a. Securing the EOC doors

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<sup>1</sup> See the Appendix B for a copy of the Battle Rhythm or the Battle Rhythm SOP

<sup>2</sup> See the incident objectives checklist in Appendix C



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- b. Implementation of a controlled entry process
  - c. Ensures the number of non-essential personnel in the EOC is kept to a minimum, and it may become necessary to politely request non-essential personnel to leave the EOC and log into WebEOC for updates
11. Does not permit the media in the EOC due to the disruption of the productive work environment and potential sensitive/restricted information that could be released in a non-productive manner
  12. Monitors and maintains the cleanliness of the EOC
  13. Oversees maintenance and tracking of all equipment used and issued at the EOC
  14. Ensures the EOC is in a constant state of readiness

## *Additional Positions*

The EOC recognizes the need to expand command staffing during catastrophic or complex incidents and may elect to add the following positions as needed:

### *Liaison Officer (LNO)*

1. Serves as point of contact for assisting and cooperating agency representatives stationed in the EOC, including state and federal agency representatives and subject matter experts
2. Maintains a list of agency representatives in the EOC
3. Ensures agency representatives have needed resources to accomplish tasks, including workspace and office supplies
4. Ensures agency representatives understand the battle rhythm and which meetings they can attend – see meeting agendas for a list of authorized attendees
5. Briefs incoming and outgoing agency representatives on the current situation and keeps representatives up to date on incident status
6. Monitors incident operations to identify existing or potential inter-organizational and inter-jurisdictional problems
7. Participate in planning meetings and briefings of policy, management, and general staff. Note that the LNO attends these meetings, not the state, federal, or other personnel the LNO interacts with during the activation.
8. Provides information concerning the limitations and capabilities of agencies active in response operations

## *Section Chiefs*

### *Operations Section Chief*

1. Staffing, organizing, and coordinating the operations section
2. Ensure achievement of incident objectives outlined in the IAP
3. Directs the execution of the IAP and monitors progress toward operational goals
4. Monitors information flow and ensures mission assignments and resource requests are processed promptly
5. Requests resources needed to accomplish incident objectives
6. Ensures timely execution of the battle rhythm for items pertaining to the ops section, including information from ESFs and local municipalities
7. Manages span of control for their section



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## *Planning Section Chief*

1. Staffing, organizing, and coordinating the planning section
2. Collects, evaluates, and disseminates information about the incident to include:
  - a. Understand the current situation
  - b. Maintains an understanding of geospatial areas of operation, ICPs, staging areas, etc.
  - c. Predict probable course of incident events
  - d. Prepare alternative strategies for the incident
3. Ensures timely execution of the battle rhythm for items pertaining to the planning section
  - a. Chairs planning meetings per the battle rhythm
4. Develops the IAP, SitRep, and Executive Summaries and disseminates at times listed in the battle rhythm

## *Logistics Section Chief*

1. Staffing, organizing, and coordinating the logistics section
2. Implements efficient and effective resource sourcing
3. Follows appropriate methods for resource ordering
4. Tracks resources to ensure accountability for safety and accounting purposes
5. Establishment of logistics facilities as required by the IC, such as:
  - a. Reception and mobilization centers
  - b. Staging areas
  - c. Billeting and feeding

## *Finance/Administration Section Chief*

All emergency procurement requires the approval of the HCEM executive director, who may consult/seek permission from the Hamilton County Board of Commissioners and the Hamilton County Auditor. The auditor shall determine agreement levels for emergency procurement approvals. Additionally, the auditor shall provide oversight and support for finance activities in the EOC to ensure compliance with all applicable rules, regulations, policies, and statutes. The finance/admin section chief shall ensure staffing, organizing, and coordinating the finance/administration section.

## *ESF Organization*

Each ESF will be comprised of a single primary agency/organization and several support agencies/organizations

1. General Role of the Primary Agency/Organization:
  - a. Manages the activities of support agencies/organizations within the ESF Group
  - b. Manages information flow into and out of the ESF group using the designed crisis information management system and/or conference calls
  - c. Acts as point of contact for coordination of activities between other ESF groups
  - d. Coordinate the fulfillment of missions/tasks assigned to the ESF group
2. General Role of the Support Agency
  - a. Support agencies/organizations will be represented in the EOC by the primary ESF representative
  - b. Conducts activities in support of the ESF mission
  - c. Provide a wide range of support activities across the full spectrum of ESFs
  - d. Maintains coordination with the primary ESF agency through the designated crisis information system



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## *ESF 1 Transportation – Hamilton County Highway Department*

1. Intra-state, State Highway, county roads, and public road support
2. Transportation safety
3. Restoration/recovery of transportation infrastructure
4. Movement restrictions
5. Damage and impact assessment

## *ESF 2 Communications – Hamilton County Public Safety Communications*

1. Coordination with the telecommunications industry
2. Restoration/repair and temporary provisioning of communications infrastructure
3. Protection, restoration, and sustainment of cyber and information technology resources

## *ESF 3 Public Works and Engineering – Hamilton County Surveyor’s Office*

1. Infrastructure protection and emergency repair
2. Infrastructure restoration and environmental restoration
3. Engineering services, construction management
4. Critical infrastructure liaison

## *ESF 4 Firefighting – Hamilton County Fire Chief’s Round Table*

1. Firefighting activities, task force, and strike team support
2. Resource support for initial, reinforced, and sustained operations across multiple operational periods

## *ESF 5 Emergency Management – Hamilton County Emergency Management*

1. Coordination of incident management efforts
2. Issuance of mission assignments
3. Resource and human capital
4. Incident action planning
5. Public warning

## *ESF 6 Mass Care, Housing and Human Services – American Red Cross*

1. Mass care and sheltering
2. Establishment of reception centers
  - a. Evacuation reception centers
  - b. Mass causality reception centers
  - c. Family assistance centers
  - d. Volunteer reception centers
3. Disaster housing
4. Human services support

## *ESF 7 Resource Support – Hamilton County Emergency Management*

1. Provides resource support (facility space, office equipment supplies, contracting services, etc.)
2. Provides resource sources (see Logistics Section Chief)

## *ESF 8 Public Health and Medical Services – Hamilton County Health Department*

1. Medical support
2. Mental health services
3. Mortuary services



# Hamilton County Emergency Management Response Plan

## *ESF 9 Urban Search and Rescue – Hamilton County Fire Chief’s Round Table*

1. Life-saving assistance
2. Urban search and rescue
3. Confined space rescue
4. Resource support for initial, reinforced, and sustained operations across multiple operational periods

## *ESF 10 Oil and Hazardous Materials Response – Hamilton County Fire Chief’s Round Table*

1. Oil and hazardous materials (chemical, biological, radiological, etc.) response
2. Spill restoration, short- and long-term cleanup, and environmental support

## *ESF 11 Agriculture and Natural Resources – Purdue Extension Office*

1. Domestic agriculture support
2. Animal and plant disease/pest response
3. Food safety and security
4. Pet care and sheltering

## *ESF 12 Energy – Duke Energy*

1. Energy infrastructure assessment, repair, and restoration
2. Energy industry utility coordination
  - a. Staging
  - b. Response coordination
  - c. Develop task forces as necessary (e.g., utility teams up with police, public works/street department) to:
    - i. Police blocks street
    - ii. Power company representative ensures power lines are not energized
    - iii. Public works/street department begins emergency debris clearance
    - iv. The task force then moves on to the next street
3. Emergency utilities restructuring and transfer
4. Support all providers with access to restricted areas impacted by disasters by coordinating with ESF-13

## *ESF 13 Public Safety and Security – Hamilton County Sheriff’s Department*

1. Law enforcement assistance
2. Security planning and technical and resource assistance
3. Public safety, security support, escort support, etc.
4. Support to access, traffic, crowd control, and evacuation (may include contraflow<sup>3</sup> as coordinated with ESF-1)

## *ESF 14 Long Term Community Recovery – Hamilton County Emergency Management*

1. Economic community impact assessment
2. Long-term community recovery assistance to state, local government, and the private sector
3. Recovery in long-term disaster
  - a. Housing
  - b. Coordination with IDHS Recovery

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<sup>3</sup> Lane reversal of the normal flow of traffic to aid in emergency evacuation (e.g. S.R. 19 turned to two lanes south rather than one lane north and one lane south)



# Hamilton County Emergency Management Response Plan

## c. Completion of FEMA projects

### *ESF 15 External Affairs – Hamilton County Sheriff's Department Public Information Office (PIO)*

1. Emergency public information and warning
2. Media and community relations
3. Congressional and international affairs
4. Public warnings and pre-incident information
5. Coordination with other PIOs
6. Management of social media

### *Parks and Recreation*

1. Provide logistical support, including transportation of equipment, staging areas, and potential incident support sites
2. Coordinate with other parks departments in the county

### *Community Emergency Response Teams*

1. Coordinate with teams helping until help arrives
2. Coordinate the deployment of teams to other areas
3. Ensure information reporting
4. Ensure command structure meets span-of-control
5. Ensure support to deployed teams

For more information on the ESF and their responsibilities, along with their checklist, please refer to ESF Appendix in the EOP.





# Hamilton County Emergency Management Response Plan

## Continuity of Operations

The loss of the EOC would have a catastrophic impact on countywide disaster response operations. To ensure continuity of operations, HCEM created SOP 2.07 EOC Relocation.

1. Conditions for the relocation of EOC to an alternate facility:
  - a. Loss of primary communications capabilities
  - b. Loss of power to the EOC
  - c. Loss of water/wastewater systems
  - d. Inability to gain access to the EOC
  - e. A significant threat exists that prevents the activation or the safe use of the primary EOC
  - f. Complete loss of the EOC facility
2. Decision to Relocate
  - a. The HCEM executive director, deputy director, or designee shall determine to relocate
  - b. Once a decision is made to relocate, a notification shall be made to all stakeholders
3. Alternate Facilities  
Detailed instructions and procedures for relocation are in the SOP 2.07 EOC Relocation.

## Communications

The following means of communication and systems are in place to facilitate the effective communication of information into and out of the EOC. It is critical to implement key NIMS components to include a common communications plan that integrates interoperable communications processes to maintain contact among and between incident resources at all levels of government involved in the response and recovery efforts.

1. Data
  - a. WebEOC – Hamilton County’s System
    - i. Significant Incidents
    - ii. Resource requests (ICS-213RR)
    - iii. Activity log (ICS-214)
  - b. WebEOC – State System  
Only used to change travel and EOC status
  - c. Computer-Aided Dispatch System
  - d. Email  
The email account monitored by the HCEM on-call duty officer and the EOC, when activated, is the EOC account
  - e. Text and alphanumeric paging
  - f. Other systems/applications
    - i. Hamilton County GIS
    - ii. EMResource
    - iii. Department of Energy (EAGLE-I)
    - iv. Homeland Security Information Network (HSIN)
    - v. National Weather Service (NWS) Chat
2. Radio Communications
  - a. Hamilton County Public Safety Communications 800 MHz System



# Hamilton County Emergency Management Response Plan

- b. Indiana Public Safety Commission
  - c. Indiana Department of Homeland Security 155 MHz System
  - d. Amateur Radio (RACES)
  - e. EMA UHF Repeater
  - f. National interoperability (NPSPAC)
3. Telephone
- a. Landline
    - i. HCEM Public: (317) 770-3381
    - ii. EOC: (not for public disclosure)
    - iii. CVEMA: (not for public disclosure)
  - b. Cellular
  - c. Satellite
    - i. Data
    - ii. Phone
      1. 1801 –
      2. 1802 –
      3. Satellite One –

## Training, Exercise, and Evaluation of EOC Operations

### Training

HCEM shall establish and maintain a progressive EOC training program, moving personnel toward improving emergency response capabilities. It requires careful planning, including clearly identifying long-term improvement goals and specific objectives. Courses will be offered through local, state, and federal programs and coordinated through HCEM. Training will be structured in two phases:

1. Foundational

Basic training to provide fundamental concepts and systems employed in the EOC. Completion of the following courses will be required to perform duties during EOC operations effectively:

  - a. [IS<sup>4</sup>-100.b - Introduction to Incident Command System ICS 100](#)
  - b. [IS-200.g – ICS for Single Resource and Initial Action Incidents ICS 200](#)
  - c. [IS-700.a National Incident Management System ICS 700](#)
  - d. [IS-800.c - National Response Framework ICS 800 B](#)
  - e. [IS-230.d - Fundamentals of Emergency Management](#)
  - f. [IS-775 EOC Management and Operations](#)
2. Operational

Training is conducted in the EOC to provide responders, emergency support function leads and support agencies, and EOC staff and volunteers with an orientation to the EOC, operational structure, procedures, and systems used in the EOC. Courses shall be offered throughout the year by the HCEM. These courses would include but are not limited to:

  - a. EOC Operations I – Concept of Operations
  - b. EOC Operations II – Section-specific training for section chiefs

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<sup>4</sup> FEMA Independent Study Courses are available at <https://training.fema.gov/is/>



# Hamilton County Emergency Management

## Response Plan

- c. WebEOC – Training for all personnel involved in EOC or Emergency Management operations. This may include personnel who only require access to WebEOC and not necessarily the EOC, and training may be conducted in the EOC or other locations.

### Advance Training

This level of training would involve in-depth coursework in the critical aspects of major incident management. Numerous emergency management and homeland security courses are available from state and national organizations, such:

1. ICS-300 (Intermediate Incident Command System for Expanding Incidents)
2. ICS-400 (Advanced ICS Command and General Staff – Complex Incidents)
3. Enhanced Incident Management / Unified Command Course – Texas Engineering Extension Service (TEEX).

### Professional Development

The EOC and participating personnel will also pursue professional certifications and additional advanced training if they so desire.

1. Certified Emergency Manager – International Association of Emergency Managers
2. Associate Emergency Manager – International Association of Emergency Managers
3. Professional Emergency Manager – Emergency Management Alliance of Indiana
4. Professional Development Series – FEMA Emergency Management Institute
5. FEMA Basic and Advanced Academies

### Exercising

An exercise program enables the EOC to test the implementation of plans, procedures, and protocols, fine-tune internal coordination, and practice coordinating with external response entities. Depending on the scope and scale of the emergency preparedness exercises, they may involve many internal and external individuals.

1. Tabletop Exercises  
The tabletop is primarily a discussion-based exercise guided by a facilitator who aims to solve problems as a group. There are no simulators and no attempts to arrange elaborate facilities or communications.
2. Functional Exercises  
Functional Exercises is an emergency simulation designed to provide training and evaluation of integrated emergency operations and management. More complex than a tabletop exercise, it focuses on the interaction of decision-making and agency coordination.
3. Full-Scale Exercises  
Full-Scale Exercises includes elements outside the EOC and simultaneously evaluates several components of emergency response and management systems. The critical aspects of a full-scale exercise include the direction and control, mobilization of resources, and communications. The EOC may participate in state, regional, and/or full-scale national exercises.



# Hamilton County Emergency Management

## Response Plan

### Evaluation

HCEM exercise program effectively evaluates performance objectives and identifies and documents strengths and areas for improvement relative to the exercised capabilities based on the hazards in the MHMP.

Through exercise evaluation, jurisdictions/organizations assess the capabilities needed to accomplish a mission, function, or objective. Evaluation ties objectives to priorities, evaluates the performance of capability targets and critical tasks, and documents strengths and areas of improvement.

In addition, the HCEM program seeks to be Homeland Security Exercise and Evaluation Program (HSEEP) compliant to ensure a consistent approach to planning, conducting, and evaluating the training and exercise activities and implementing improvement planning.

HCEM exercise priorities and objectives are designed with increasing complexity over time.

### Corrective Action

Through HSEEP Improvement Planning, HCEM applies SMART Corrective Actions to post-exercise activities. SMART ensures that corrective actions are developed to be Specific, Measurable, Achievable, Relevant, and Time-bound.

All HCEM exercises have a player hot wash or debrief where the exercise strengths and areas for improvement are discussed. A hotwash also allows players to provide clarification and time to fill out Participant Feedback Forms, which helps generate the AAR/Improvement Plan.

During the development of corrective actions, issues are identified and assigned to responsible parties to resolve.

The corrective actions are captured and tracked and continually reported on until completion.

HCEM corrective action program helps identify capability gaps, helps shape preparedness priorities, and supports continuous improvement in building and sustaining capabilities based on county hazards from the MHMP.

## Plan Maintenance Process

### Development

Development of the Response Plan commenced in 2022.

### Maintenance

The Response Plan is reviewed annually by all stakeholders to ensure the plan meets the community's needs, leverages any new technology, evaluates interoperability, and tiered levels of failures for worst-case scenarios.

When systems are used, the evaluation is documented and reviewed for possible improvements by HCEM and stakeholders. Any feedback or changes are made to standard operating procedures and submitted to the planning section chief for plan maintenance.



# Hamilton County Emergency Management

## Response Plan

The planning section chief for HCEM reviews the plan during January with HCEM personnel. Any proposed changes are documented. The proposed revisions are sent to stakeholders with a deadline for revisions. The changes are incorporated into the document, and the final document is sent to HCEM personnel and stakeholders for final review and adoption.

The plan is also evaluated when the hazards for the county change. The Multi-Hazard Mitigation Plan (MHMP) is reviewed every five years, and the Response Plan is considered when the MHMP is revised to ensure it addresses the hazards listed in the plan.

### Authorities and References

The Hamilton County Emergency Operations Plan outlines the authorities for emergency management, including Indiana Code and Hamilton County Ordinances.



# Hamilton County Emergency Management

## Response Plan

### Appendix A - Severe Weather Preparedness and Response Considerations

#### Pre-Incident

1. Complete weather brief
2. Create Storm Ops staffing roster with CERT LNO and EOC Admin positions
3. Create an EOC staffing roster for potential EOC activation
4. Notify damage assessment teams and determine availability
5. Volunteers
  - a. Help until help arrives
  - b. Observe and report via the app
  - c. Be ready to support
    - i. Reception center support
    - ii. Shelter support
      1. Setup
      2. Coms element
    - iii. Staging area management support
    - iv. Damage assessment
    - v. Sand Barn Ops
6. EOC Components
  - a. IT
    - i. Ensure all computers are updated and restarted
    - ii. Apply all New World updates
    - iii. Apply all Windows and Office 365 updates
    - iv. Ensure the EOC printer is the default printer
  - b. Ops
    - i. Touch base with ESFs
    - ii. Ensure you have forms ready (staffing rosters, SitReps, etc.)
    - iii. EOC staffing roster
  - c. Logistics
    - i. Review and verify emergency POCs
      1. Rental of light towers with pricing
      2. Fuel support (gasoline and diesel)
      3. Water supply for restroom trailer
      4. Cleaning support for restroom trailer
    - ii. Ensure support staff are on standby for tactical operations
    - iii. Work through Ops Chief on support for transport from parks
    - iv. Review logistics processes
    - v. Determine if we need to establish a designated county EMA to be our POC as the logistical clearing house. If so, this must be communicated to surrounding directors, PSAP, and response agencies.
  - d. Planning
    - i. Review planning processes
    - ii. Update SITUL info based on new processes
    - iii. Ensure RACES understands processes in WebEOC storm reports board
  - e. Finance and Admin



# Hamilton County Emergency Management Response Plan

- i. Begin cost tracking
  - ii. Review emergency procurement processes
  - iii. Identify meal support if needed
  - iv. Ensure staffing
7. Staff
  - a. Fuel vehicles
  - b. Ensure Honda generators and gas cans are fueled
  - c. Check batteries - helmets, work lights, lanterns, etc.
  - d. Go through vehicle supplies
  - e. Review response expectations

## During Incident

Some of the elements below are considerations during significant incidents, such as a tornado.

1. Follow Storm Ops SOP
2. Send out social media info when sirens are sounded
  - a. What area is warned, which sirens were activated, etc.
  - b. Advise the public of the all-clear
3. Do not self-deploy
  - a. Ask dispatch to notify surrounding PSAPs and ISP for units to not self-deploy
  - b. Send out info to EMA directors
    - i. Reinforce, do not self-deploy, and help remind public safety agencies
    - ii. What do we need, and how will we process it?
  - c. Send out on social media reminders to stay out of area, process for SUVs, and donations
4. Follow EOP
  - a. Is a declaration needed (see SOP 1.03 Emergency Proclamation)?
    - i. Description of the situation and conditions
    - ii. Geographic boundaries of the incident
    - iii. Outline of the resources being used
    - iv. Initial damage assessment outlines the physical and financial impacts and losses
    - v. Details of the emergency powers and authorities enacted (including their effective time periods)
  - b. Determine the need for protective measures (e.g., curfew, shelter-in-place, evacuation, access control, quarantine, isolation, emergency orders)
5. Determine area impacted
  - a. Overlay warning polygon over COP map
  - b. Local jurisdiction to establish boundaries
6. Establish
  - a. ICP
    - i. Request support for ICP (power, coms, IT support, etc.)
    - ii. Is area command needed for large areas?
    - iii. Is a medical treatment and transport area needed?
      1. Consider upgrading the incident to a mass casualty incident
        - a. A battalion will be assigned as the medical sector
        - b. Includes other resources, including mass casualty trailer(s)
      2. May need to treat minor injuries on the scene to relieve stress on transport and hospitals
    - iv. Implement access protocol to keep out unauthorized personnel



# Hamilton County Emergency Management Response Plan

- v. Establish battle rhythm and participation in the countywide conference call
      - vi. Establish goals and objectives (saving and sustaining lives, protecting property, and the environment)
    - b. Reception center - A reception center is a temporary safe gathering place for people displaced from their homes before they are transported to a shelter.
    - c. Shelter
      - i. A shelter is a place for people to live temporarily during an emergency/disaster.
      - ii. A decision to open a shelter is based upon the municipality, HCEM, facility owner, and Red Cross.
      - iii. Once a decision has been made, a resource request needs to be submitted in WebEOC to request the ARC Shelter Trailer.
    - d. Reunification Center
    - e. Warming/Cooling Center - A warming/cooling center is a location with set hours (not recommended for 24-hour ops) for people to warm or cool during extreme temperatures, especially when power is out.
    - f. Staging areas for outside resources
  7. Focus on protecting, saving, and sustaining lives; protecting property and the environment; stabilizing the incident, and maintain essential services.
  8. Transportation
    - a. If buses are needed, ask early
  9. Municipality
    - a. Establish area of operations/areas of responsibilities
    - b. Define perimeter, establish it, and maintain it
      - i. Keep out sightseers and those who self-deployed
      - ii. Determine a credentialing system on how you will allow people back in
      - iii. Determine a credentialing system on how you will let contractors in
  10. If we need help, ask early

## After Initial Response

1. Establish a staffing schedule to ensure proper rest/work ratios
2. Establish a staging area/check-in/check-out/demob process
3. Track equipment deployments
4. Establish refueling procedures
5. Trust, but verify
6. Debris
  - a. Conduct debris clearance operations – emergency clearance.
    - i. Task forces might be established to expedient clearance (street dept., power company, phone company, and law enforcement)
  - b. Conduct debris management operations.
  - c. Public messaging on cleanup (what will be picked up and how to sort)
    - i. Insurance will pay to clean up the damage.
    - ii. What will the municipality be willing to take, and how will it be documented?
      1. Typically, FEMA will only reimburse for limited pickup of debris.
      2. Detailed documentation must be completed for reimbursement.





# Hamilton County Emergency Management

## Response Plan

- iii. Considerations with contractors – public messaging, licensing, attorney general's assistance



# Hamilton County Emergency Management Response Plan

## Appendix B – Critical Incident Response Checklist

- Send EOC alert and establish reporting timeline
  - Establish a scribe at EOC to track information and manage WebEOC
  - Ensure Rave alerts are posted to WebEOC
- Determine the EOC activation level
- Begin following Battle Rhythm
  - Establish a conference call schedule
  - Establish an Executive Summary schedule
- Activate CERT
  - SAR
  - Staffing of critical resources
  - Liaison staffing
  - Tactical level support
  - Call center
- Media Activities
  - Activate PIO Working group to monitor social media
  - Post on social media HCEM is supporting the incident
- Request the American Red Cross and Salvation Army immediately due to lead time
- Is transportation needed? (Janus, school buses, etc.)
- Determine HCEM/HCHD/HCSO Resources
  - ATVs
  - Light towers
  - Generators
  - Pallets of water and coolers
  - Tents
    - Pop up tents
    - Large shelters (four to 24 hour setup time)
- Request maps, imaging, and building plans
- Consider conducting a damage assessment
- Drone ops
  - Need sustained ops (command trailer w/light tower or command truck)
  - Where to stream and how?



# Hamilton County Emergency Management Response Plan

## Municipal Public Safety Considerations

- Establish area of operations
- Coordinate with HCEM for reception center (a temporary safe place for those displaced)
- Establish perimeter control and begin plans for long-term operational control
- Consider how you will manage access control for property owners and contractors
- Coordinate with HCEM for shelter operations (a place for people to temporarily live during an emergency or disaster)
- Coordinate with local schools for transportation
- Determine the status of community lifelines (see WebEOC)

## Logistics

### Immediate Needs

- Water
- Morgue/Coroner Support
- Shelter from sun/heat/cold/elements
- Need for family assistance center
- If open, advise power provider
- Large cooler/portable morgue
- AM Transmitter for road closures
  - Are there other forms of communication (school notifications, EAS, etc.)?
  - Who is our audience?
  - What is our message
- Portlets – Noblesville Parks trailer or see resource list
- Rehab
- Traffic mgmt., change traffic patterns routes, needs for barricades (SR require class III)
- Light towers
- Radio cache
- Plan to manage food donations
  - Include Health Department Food Inspections
- Manage Volunteers and Donations



# Hamilton County Emergency Management Response Plan

## Sustained Operations

- Long-term feeding solutions
- Mental health for first responders
- Staffing for multiple operational periods
- Sustained fuel support
  - Fuel transport
  - Fuel supply
- Site on Wheels from Verizon and AT&T

## Considerations for Sustained Operations

1. Multiple Operational Periods Staffing
2. Briefing Agenda
3. Change in EOC activation level
4. Begin normal planning P process through the implementation of the Battle Rhythm
5. Consult planning objectives document
6. Power operations
7. Fuel operations
8. Feeding for ICP and EOC
9. Disaster declaration



# Hamilton County Emergency Management

## Response Plan

### Appendix C - Sample Initial Incident Briefing Agenda at the ICP/Field Level

Critical elements for IC – What are the issues, leader’s intent, provide objectives, timeline, set ops period

- I. Introductions
- II. Overview of Incident
  - a. What occurred and when
  - b. Where
    - i. Define impacted area
      1. GIS Map
    - ii. Where are the incident elements?
      1. ICP, Staging, LSA, EOC, Shelters, volunteer and donations management, etc.
      2. Media briefing area and when
  - c. What is the command structure?
    - i. Unified command
    - ii. Commander intent
- III. What are the Issues/Define incident impacts
  - a. Number of injured
    - i. Status and hospital status
  - b. Number of dead
    - i. Collection point
  - c. Number displaced
    - i. Shelter status, numbers, needs
  - d. Utilities/Communications
    - i. Public safety radio coverage
    - ii. Electric
    - iii. Landlines and Internet
    - iv. Cellular
      1. Site on wheels
      2. Public safety support
    - v. Gas/Water/Wastewater
- IV. Define incident operational periods
  - a. Set the ops periods
  - b. Establish a planning process and stick to it (where are we in the planning P)
  - c. Establish Battle Rhythm
- V. Define Objectives for the operational period and give a timeline
  - a. Complete SAR
  - b. Accountability with check-in, check-out, hard parameter
  - c. Establish volunteer and donations management plan
  - d. Continue shelter operations
  - e. Aerial damage assessment – determine the extent of damage
  - f. Initial damage assessment – plan out an assessment based on aerial assessment
  - g. Sustained ops
- VI. Next Briefing



# Hamilton County Emergency Management

## Emergency Operations Plan

### Appendix D – Incident Objectives Checklist

#### All Hazards Objectives

1. Provide for the safety of responders and the public/citizens for the duration of the incident
2. Provide for responder safety through the adherence to agency policies and SOPs during incident operations
3. Evaluate safety concerns for incident personnel and the public thru the utilization of risk management principles
4. Ensure proper PPE is worn and appropriate safety procedures are followed at all times
5. Evacuate all residents between ----- and ----- Streets by ---- hours
6. Facilitate orderly evacuation of the affected area/scene/endangered persons
7. Continue to evaluate the effectiveness of the evacuation boundary
8. Construct sandbag diversion away from ----- by ----- hours
9. Monitor activities and respond to maintain peace, order, and life safety
10. Maintain a functional emergency response system
11. Return all public facilities used for the response to at least minimal operational condition within ----- hours
12. Maintain/Provide/Establish normal public safety operations/services
13. Provide for immediate and ongoing Life, Health, and Safety needs
14. Return all public facilities used for the response to at least minimal operational conditions by \_\_\_\_\_ hours
15. Maintain facility isolation
16. Access and document damages to the impacted areas
17. Complete a damage survey within 12/24/ or ----- hour
18. Complete preparations for all aspects of ----- operations
19. Continue reconnaissance at ----- by \_\_\_\_\_ hours
20. Create appropriate documentation to support response (and) efforts
21. Continue on-site assessment of critical infrastructure
22. Complete an “Areas of Risk” Assessment/Size Up
23. Continue to coordinate operations between agencies
24. Manage a coordinated response effort
25. Provide and control support to the incident/event command
26. Keep Costs Commensurate with Values at Risk
27. Utilize best practices relative to cost and time management
28. Ensure a positive work environment for all personnel
29. Maintain high visibility throughout the community
30. Support the physical needs of staff and rescue workers
31. Evaluate requests for assistance as received from external entities
32. Protect Private Property, Improvements, and other Commercial Endeavors
33. Maximize /Continue/Monitor protection of environmentally sensitive areas
34. Minimize the economic impact on the affected area/community
35. Provide resource support for the community
36. Continue volunteer management efforts
37. Provide “just in time” training for responders (searchers) that arrive to assist
38. Assure basic needs services of affected residents
39. Communicate with Unified Command to ensure compliance with -----
40. Keep stakeholders, responders, and the public informed of response activities



# Hamilton County Emergency Management

## Emergency Operations Plan

41. Provide the ability to interface with media
42. Ensure an effective communications system is established
43. Maintain communications within the incident at all times
44. Ensure interoperability of communications
45. Establish communication protocols with public safety, municipalities, schools, public, medical facilities
46. Foster communications between ----- and -----
47. Establish a means to educate the public and responders
48. Keep the public informed on the status of the incident
49. Continue information exchange with media, active personnel, and Incident Command
50. Provide for the media/information management to the public, responders, and family members
51. Provide accurate and timely information to the public, stakeholders, and cooperating agencies
52. Continue to issue emergency public service information concerning the situation
53. Establish a Joint Information System/Center (very tactical - best not to use)
54. Maximize Protection of Environmentally – Sensitive Areas
55. Begin the recovery mission/operations
56. Continue personnel and asset tracking
57. Utilize Unified Command Structure
58. Project an approximate and appropriate number of patients/injuries/causalities
59. Activate and maintain a critical stress management team
60. Establish a Reunification Center/Point for affected persons
61. Establish the Welcome Center by \_\_\_\_\_ hours.
62. Continue mass care and sheltering
63. Establish severe weather shelter(s)
64. Reduce resources as necessary to meet the needs of the incident
65. Monitor weather conditions of the present Operational Period
66. Provide necessary transportation by \_\_\_\_\_ hours
67. Continue academic support for students/staff/responders

### Law Enforcement

1. Establish perimeter control/establish secure site perimeter
2. Isolate terrorists to ----- area by ---- hours
3. Establish an isolation zone to evacuate hostages/casualties/victims into immediately
4. Immediately stop movement into and out of the facility
5. Continue/Establish traffic control/pattern
6. Provide access control
7. Establish safe ingress and egress patterns for all vehicle/ pedestrian traffic
8. Establish investigative efforts/initiate field investigations
9. Prevent any further threat to the public
10. Isolate and eliminate the active threat
11. Preserve the crime scene for investigation
12. Maintain confidentiality of all sensitive data
13. Establish appropriate intelligence functions and intelligence fusion
14. Coordinate information with law enforcement authorities
15. Provide protection for increased gang activity



# Hamilton County Emergency Management

## Emergency Operations Plan

### Coroner

1. Provide mortuary services
2. Establish the ability to interface with the coroner's office
3. Manage incident casualties

### Fire/EMS/HazMat

1. Provide Hazardous Materials mitigation to include decontamination
2. Identify all Hazardous Materials carried on the -----
3. Mitigate life safety/environmental hazards caused by leaking hazardous materials
4. Conduct Hazmat operations in accordance with the site safety plan
5. Identify current and potentially hazardous materials releases with potential impacts to the public and environment, including Human Exposure, Municipal Water Supplies, Air Quality, etc. -  
-----
6. Establish HAZMAT cleanup activities with a target completion time of ----hours
7. Continuously monitor waterways/air quality for possible contamination from hazardous materials
8. Provide the community with Fire and Emergency Services
9. Establish Emergency Medical Services in the impacted areas
10. Provide care for the injured
11. Continue fire suppression efforts in the affected area
12. Protect private property, other improvements, and identified areas of risk by utilizing the appropriate firefighting strategies
13. Apply recognized firefighting tactics and principles to control the fire area
14. Keep abreast of changing fire conditions
15. Provide support for fire suppression activities
16. Continue search and rescue efforts/operations
17. Initiate fire investigation efforts
18. Utilize best practices for smoke management

### Public Works

1. Establish debris removal efforts in the affected areas
2. Maintain all routine public works services
3. Coordinate Public Utility Service issues (Gas, Electric, Water) [usually an Administrative Objective]
4. Secure all utilities before ----- hours to prevent gas leakage and electrical shock

### Public Health and Medical

1. Continue public health and medical efforts/special needs services
2. Maintain facility isolation
3. Depopulate then dispose of ----- at the entire facility
4. Implement rapid testing for ----- on humans
5. Establish a temporary testing site near the facility
6. Establish biosecurity measures on site
7. Establish the ability to identify the source of a public health outbreak
8. Continue to define the scope of the outbreak
9. Provide the ability to process and analyze pertinent information about the evolving disease outbreak
10. Continue surveillance of medical needs





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11. Continue surveillance efforts of the outbreak
12. Characterize the organism, including antibiotics resistance
13. Implement a mass fatality plan (countywide)
14. Initiate investigation efforts/establish field investigations with law enforcement
15. Continue investigative efforts to identify the source of the outbreak
16. Continue to coordinate Public Health and Medical activities between agencies and partners
17. Fulfill SNS Mission (Strategic National Stockpile)
18. Ensure adequate medical supplies are available

### Wildlife Maintenance Objectives

1. Continue detoxification operations
2. Continue sentinel organism monitoring of chemical operations
3. Communicate with Unified Command members to ensure compliance with waterway security and maintenance
4. Complete preparations for all aspects of ----- application and detoxification
5. Protect Threatened, Endangered, and Sensitive Species
6. Recover and Rehabilitate Injured Wildlife

### Training Objectives

1. Provide for the safety of students, staff, the public, and infrastructure
2. Ensure the safe conduct of training with the greatest amount of participation possible
3. Establish a safe and learning conducive environment for students
4. Provide an environment that facilitates student learning
5. Provide comprehensive instruction regarding -----
6. Provide a forum for interaction between those responsible for -----
7. Assist in the development of professional credentials for those involved in the field of -----
8. Teach the highest standards of professional ethics
9. Complete all instructional objectives
10. Return all facilities to the previous state of readiness
11. Complete all course-related documentation in compliance with the Class Checklist
12. Professionally represent the ----- agency, both on and off-site
13. Assist them ----- in the planning and operation of the ----- event
14. Develop assignment lists for the instruction staff that give them proper guidance for conducting their training
15. Strength of the relationship between ----- and -----
16. Contain Fire to the designated training area
17. Protect identified areas of risk within the training area



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### Appendix F – Power Outage Considerations

1. Power lines can typically support up to ¼” of ice
2. It takes approximately eight hours to replace a power (telephone) pole
3. Power companies will not remove trees, and it is a homeowner’s insurance issue
4. Power Head Going into a Home
  - a. The power company will restore lines to the home; however, they will not repair or replace the power head.
  - b. The power head is the customer’s responsibility
  - c. It must be repaired or replaced by a licensed electrician
5. For significant power outages, there must be a public outreach campaign to ensure they understand:
  - a. Fix your power head now to be ready for the power company
  - b. Insurance needs to take care of your debris
  - c. If you cannot afford to take care of your debris, call X for COAD assist
6. Ensure power provider is aware of critical locations running on generator power
  - a. Hospitals
  - b. EOCs
  - c. Shelters
7. Power related messaging
  - a. Stay away from downed power lines
  - b. Call a licensed electrician to fix your power head now (above-ground customers only)
  - c. Do not connect generators to your electrical panel -  
<https://www.takeyourgeneratoroutside.com/index.html>
  - d. Do not run a generator in your house or garage
  - e. Wait for generators to cool before refilling them



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### Appendix G – WebEOC Boards

See the WebEOC User Manual under the help menu for additional information

Board Name	Location	Description
<b>AAR – Feedback</b>	Control Panel - Boards	After Action Report - Used to submit feedback
<b>Access and Functional Needs</b>	Control Panel - Boards	Used to manage requests for transportation and other needs when a call center is activated
<b>Acronyms</b>	Control Panel - Boards	List of acronyms used in Emergency Management
<b>Activity Log (ICS-214)</b>	Control Panel - Boards	Your positions log to track activities
<b>Battle Rhythm</b>	Control Panel - Boards	Operational schedule when the EOC is activated
<b>Checklist</b>	Control Panel - Boards	Checklist for positions and activities
<b>Commodities</b>	Control Panel - Boards	Used by logistics to manage commodities
<b>Common Operating Picture</b>	Control Panel – Maps	Main map to view all information
<b>Contacts</b>	Control Panel - Boards	A shared contact list with all WebEOC users
<b>Facilities and Sites</b>	Control Panel - Boards	Used to track permanent and temporary facilities such as EOCs, ICPs, staging areas, etc.
<b>ICS Forms</b>	Control Panel – Menus	Electronic copies of all ICS forms in a board format
<b>Messages</b>	Control Panel – Messages	A basic messaging system
<b>Potential Vendors/Resources</b>	Control Panel - Boards	A listing of vendors and resources, including cold calls and verified vendors
<b>Power Outages</b>	Control Panel – Menus	A listing of power outage resources
<b>Press Releases</b>	Control Panel - Boards	A collection of all press releases from all municipalities during the incident
<b>Resource Requests</b>	Control Panel - Boards	Used to request resources during an incident
<b>Shelters/Reception Centers/Warming and Cooling Centers</b>	Control Panel - Boards	A listing of all mass care facilities in the county with occupancy and other information
<b>Significant Incidents</b>	Control Panel - Boards	Used to track all incidents of significant incidents that everyone should be aware of
<b>Sirens</b>	Control Panel - Boards	Used to track all sirens in the county and document all siren activations
<b>Traffic</b>	Control Panel – Menus	A listing of traffic resources
<b>Traffic Hazards</b>	Control Panel - Boards	Used to track all traffic issues, including high water
<b>Weather Resources</b>	Control Panel – Menus	A listing of weather resources
<b>WebEOC Help</b>	Control Panel – Menus	A listing of help documents



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### Appendix H – Acronyms

See WebEOC for additional acronyms.

AO: Area of operations

AOR: Area of responsibility

APR: Air Purifying Respirator

ARC: American Red Cross

CAD: Computer-aided dispatch

CERT: Community Emergency Response Team

COAD: Community organizations active in disasters

COML: Communications unit leader

DPW: Department of public works

EMAC: Emergency Management Assistance Compact

EOC: Emergency Operations Center

EOP: Emergency operations plan

EPA: Environmental Protection Agency

ESF: Emergency Support Function

- ESF-1: Transportation
- ESF-10: HazMat
- ESF-11: Agriculture
- ESF-12: Energy
- ESF-13: Law Enforcement
- ESF-14: Recovery
- ESF-15: Public Information
- ESF-2: Communications
- ESF-3: Public Works
- ESF-4: Fire
- ESF-5: Emergency Management
- ESF-6: Mass Care
- ESF-7: Resource Support
- ESF-8: Public Health and Medical
- ESF-9: Urban Search and Rescue

FEMA: Federal Emergency Management Agency

HazMat: Hazardous materials



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HCEM: Hamilton County Emergency Management

ICS: Incident command system

IDEM: Indiana Department of Environmental Management

IDLH: Immediate danger to life or health

IMAT: Incident management assistance team

IMT: Incident management team

IOF: Initial operating facility

IS: Independent Study Program from FEMA

LEL: Lower Explosive Limit

LEPC: Local emergency planning committee

LNO: Liaison officer

LSA: Logistics staging area/logistics support area

LZ: Landing zone

MOU: Memorandum of understanding

MS4: Stormwater representative for a municipality

NFPA: National Fire Protection Association

NIMS: National incident management system

NPSPAC: National Public Safety Planning Advisory Committee (interoperability channels)

NWS: National Weather Service

POD: Point of Distribution

PSAP: Public Safety Answering Point

RACES: Radio Amateur Civil Emergency Service

SA: Staging area

SCBA: Self-contained breathing apparatus

SDS: Safety Data Sheet (formerly MSDS)

SPC: Storm Prediction Center

STEL: Short-term Exposure Limit

SUV: Spontaneous Unaffiliated Volunteers



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UAV: Unmanned aerial vehicle

USAR: Urban search and rescue

USGS: United States Geological Survey

VRC: Volunteer reception center

WPC: Weather Prediction Center