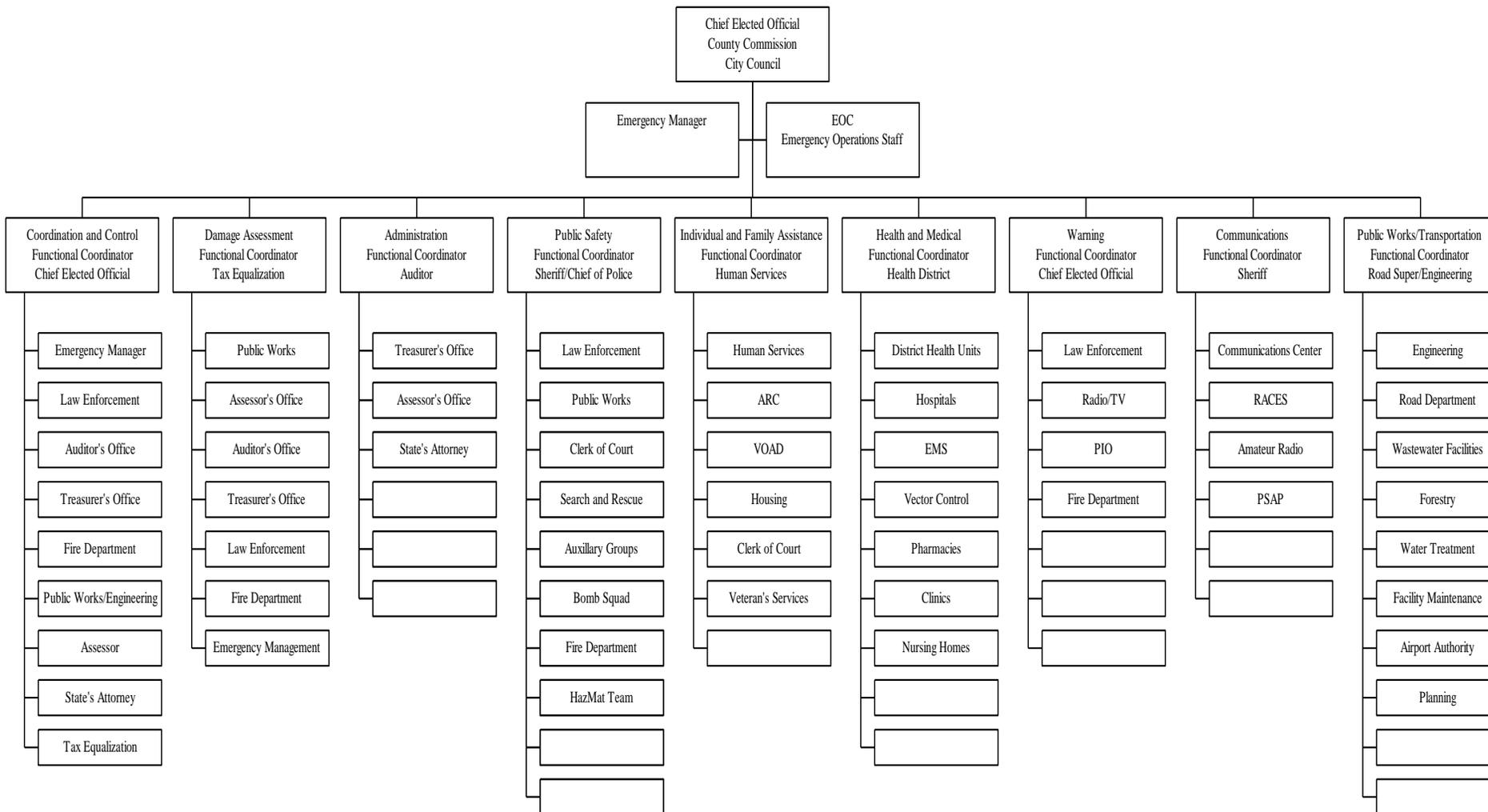


COORDINATION and CONTROL RELATIONSHIP CHART

Emergency Management



**Functional
Coordinators**

County
City

Coordination and Control

Administration

Communications

Damage Assessment

Health & Medical

Individual & Family
Assistance

Public Safety

Public Works

Warning

**Functional
Coordinator**

County Chairperson
Mayor

Auditor
Auditor

State Radio
State Radio

Tax Equalization
Assessor

City/County
Health Department

Social Services
Social Services

Sheriff
Chief of Police

Road Superintendent
Public Works Director

Sheriff
Sheriff

COORDINATION AND CONTROL

Functional Coordinator: County Commission/City Governing Bodies

Purpose

This function provides procedures for coordinated management of preparedness, response and recovery, continuity of government, emergency operations centers (EOC) and policy making in emergency situations.

The principles of NIMS will enable responders at all jurisdictional levels and across all disciplines to work together more effectively and efficiently.

The primary functional coordinator is the principal executive officer of government for his or her designee in either the city or county. The principal officers are responsible for their respective city or county emergency operations, including assuring continuity of resources. The county commission is responsible for all county emergency operations outside of corporate city limits.

All city and county staff and elected officials are activated during emergency situations and are responsible for carrying out emergency operations and advising chief elected officials, functional coordinators and emergency managers on matters pertaining to their areas of functional responsibility.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Coordination and Control		
Task/Responsibility	Task Coordinator	Reference Materials
Maintain and test all equipment necessary for efficient operations	Emergency Manager	
Determine alternate EOC as necessary	Emergency Manager	
Establish training programs for each employee consistent with level of operational responsibility	Department Head	
Review and update communications SOPs and communication annex with the emergency manager	State Radio (Public Safety Answering Point)	
Participate in disaster exercises	Department Head	
Maintain updated version of LEOP	Emergency Manager	
Maintain SOPs necessary for completion of responsibilities	Department Head	
Review and update mutual aid agreements	States/City Attorney	
Exercise all functions on a prescribed four-year schedule	Emergency Manager	
Maintain liaison with key outside agencies that support emergency operations	Emergency Manager	
Initiate public awareness campaigns on possible hazards	Department Head	
Activate the EOC	Department Head	
Conduct initial situation assessment	State Radio	
Initiate priority disaster operations based on initial situation assessment	County Commission/City Council	
Establish schedule of emergency operations staffing	Department Head	
Provide daily briefings and review of emergency staff assignments	Emergency Management	
Provide ongoing and final situation reports to ND Division of Emergency Management	Emergency Management	
Designate on-scene coordinators	Department Head	
Issue a local emergency/disaster declaration, if necessary	County Commission/Mayor	
Coordinate emergency operations with incident commander	Department Head	
Authorize the purchase of emergency supplies, as necessary	Auditor	
Identify and coordinate the use of food/fuel/supply sources for the EOC	Emergency Management	

Response Phase: Coordination and Control

Task/Responsibility	Task Coordinator	Reference Materials
Utilize Mutual Aid Agreement, as necessary	Department Head	
Provide for continuity of government	County Commission/Mayor	
Coordinate and disseminate disaster-related public information or appoint a PIO (public information officer)	Public Information Officer	
Request specific outside assistance from ND Department of Emergency Management	County Commission/City Council	
Issue resolutions affecting the emergency/disaster situations to facilitate local emergency operations (i.e. curfews, policies and other controls)	County Commission/Mayor	
Direct utilization of support resources provided by government and/or private sectors	Department Head	
Support coordination and control and EOC to assess emergency/disaster situation	Department Head	
Keep log of activities performed by all task coordinators and update incoming shifts	Department Head	
Coordinate evacuation activities	Sheriff/Police Department	
Conduct damage assessment	Assessor/Tax Equalization	
Determine when and how evacuees may return to disaster/risk area	Sheriff/Police Department	
Appoint coordinating and operations personnel for recovery duties	Department Head	
Prepare hazard mitigation recommendations and submit after action report to the county/city governing bodies	Department Head	
Reduce EOC hours or close, as appropriate	Emergency Management	
Provide counseling and other mental health services to emergency response personnel, as appropriate	City/County Health Department	

ADMINISTRATION

Functional Coordinator: Auditor/City Auditors

Purpose

This function provides procedures for preparedness, response and recovery to maintain and record all public documents that may be impacted by a disaster.

The functional coordinator will provide a system to carry out the legal, fiscal and administrative responsibilities necessary to maintain the continuity of government and records management as prescribed by law. In addition, the functional coordinator will support EOC operations through administrative support to log all activities taken during an emergency or disaster situation.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Administration		
Task/Responsibility	Task Coordinator	Reference Materials
Issue key emergency workers identification cards	Sheriff/Police Department	
Provide emergency operations and records management training to all personnel	Auditor	
Ensure all records are appropriately stored or backed up for preservation	Auditor	
Participate in disaster exercises	Auditor	
Review and update communications SOPs and communication annex with the emergency manager	State Radio (Public Safety Answering Point)	
Maintain record of all staff contact numbers	Auditor	
Advise local officials on legal actions that they may exercise in handling emergency situations	States/City Attorney	
Promulgate curfew, policies and other controls, as are legal and necessary	County Commission/Mayor	
Initiate record keeping and documentation	Auditor	
Relocate and reactivate administration staff in host area in the event of evacuation	Auditor	
Provide specialized computer services and technical assistance to local departments for response and recovery operations	Auditor	
Provide accountant services upon activation of the EOC to track all expenditures relative to any disaster or emergency	Auditor	
Represent the county in legal proceedings in which the county/city may be involved as a result of an emergency or disaster	States/City Attorney	
Advise departments of local government on maintenance and security of vital records during an emergency or disaster situation	Auditor	
Keep log of activities performed by all task coordinators and update incoming shifts	Emergency Manager	

Response Phase: Administration

Task/Responsibility	Task Coordinator	Reference Materials
Receive, process and maintain all official documentation of executive decisions and/or actions that affect the emergency or disaster situation	Auditor	
Rescind unneeded emergency policies; cancel state of emergency when appropriate	Auditor	
Maintain necessary statistical data, reports and legal forms in accordance with existing laws and regulations	Auditor	
Maintain records on amounts of disaster spending	Auditor	

COMMUNICATIONS

Functional Coordinator: Public Safety Answering Point

Purpose

This function provides procedures for preparedness, response and recovery to establish the ability to communicate between direction and control authorities and between coordinating authorities and response organizations for an effective, efficient and coordinated response and recovery. Should the day-to-day communication systems become unavailable, alternate systems will be planned and implemented.

The functional coordinator has the responsibility, within financial and technical restraints, to establish, use, maintain, and manage the emergency communication network and to ensure that it is protected from hazards that may reduce its effectiveness. Standard operating guidelines should be developed to ensure consistency. This communications network includes back-up systems that are capable of supporting county-wide disaster operations, utilizing all available public and private communication systems, such as ARES, RACES and amateur radio, within the county. Dispatchers have the responsibility to follow established procedures.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Communications		
Task/Responsibility	Task Coordinator	Reference Materials
Identify vulnerable communication locations	State Radio (Public Safety Answering Point)	
Review communications resource requirements	State Radio	
Review and update communications SOPs and communication annex with the emergency manager	State Radio	
Identify/verify agreements with private and public sector agencies to augment communications capabilities	State Radio	
Ensure testing and maintenance of communications equipment	State Radio	
Maintain list of licensed amateur operators within the county	Emergency Management	
Instruct staff on contents and use of message handling system	State Radio	
Ensure availability of message forms	Emergency Management	
Participate in disaster exercises	State Radio	
Renew radio licenses as required	Department Head	
Alert communications personnel, as needed	State Radio	
Advise functional coordinators of communications status	State Radio	
Ensure communication capability for: <ul style="list-style-type: none"> ➤ Teletype ➤ Emergency Alert System (EAS) ➤ Interactive Video Network (IVN) ➤ Pagers ➤ Spotter network ➤ Amateur radio, RACES ➤ NOAA Weather Radio for civil emergency message ➤ Public safety radio channels ➤ Cellular phones ➤ Sirens ➤ NAWAS ➤ Fax ➤ Telephone ➤ Local Area Networks (LAN) ➤ Modems (email) 	State Radio State Radio IS State Radio State Radio EM State Radio State Radio Department Heads State Radio/Fire State Radio IS/Administrative IS IS	
Provide supplemental emergency communications	RACES/ARES	

Response Phase: Communications

Task/Responsibility	Task Coordinator	Reference Materials
Keep log of activities performed by all task coordinators and update incoming shifts	State Radio	
Maintain communications with state government and adjacent communities	State Radio	
Maintain log of communication activity	State Radio	
Prepare report of communication activities during disaster situation	State Radio	
Assess disaster effects on communications facilities and systems	State Radio	
Report status of communications system to emergency management coordinator	State Radio	
Analyze and revise SOPs	State Radio	

DAMAGE ASSESSMENT

Functional Coordinator: Tax Equalization Director/City Assessors

Purpose

This function describes the uniform damage assessment process to document damage from incidents or disasters in North Dakota. An extensive damage assessment is necessary to support requests for future planning, response and recovery programs offered at the state and federal levels. An accurate damage assessment will also support post disaster mitigation efforts that could result in building codes and land-use regulations, which, in turn, could reduce structural damage from future events.

The functional coordinator will act as a central contact for gathering necessary information as to severity, magnitude and overall impact of an emergency or disaster situation. The coordinator will submit completed applicable damage assessment forms (ND Disaster Procedures Handbook) and photos and maps of damaged areas to the North Dakota Division of Emergency Management when damages first occur and when local government requests outside assistance.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Damage Assessment		
Task/Responsibility	Task Coordinator	Reference Materials
Attend training in the damage assessment process and procedures	County Tax Equalization/City Assessor	
Establish damage assessment teams	County Tax Equalization/City Assessor	
Train damage assessment teams	County Tax Equalization/City Assessor	
Purchase supplies/equipment for damage assessment team	County Tax Equalization/City Assessor	
Establish tracking system for use during all phases of damage assessment	County Tax Equalization/City Assessor	
Maintain current maps of the city/ county	Highway Department/City Engineer	
Maintain supply of forms needed for each phase of damage assessment	County Tax Equalization/City Assessor	Disaster Procedure Handbook
Develop list of critical facilities and special needs in the county	Emergency Management	
Review and update communications SOPs and communication annex with the emergency manager	County Tax Equalization/City Assessor	
Participate in disaster exercises	County Tax Equalization/City Assessor	
Distribute to city and county offices ND Disaster Procedures Handbook	Emergency Management	ND Department of Emergency Services
Notify damage assessment teams and other agencies with damage assessment responsibilities	County Tax Equalization/City Assessor	
Assign EOC damage assessment staff	County Tax Equalization/City Assessor	
Define perimeter of disaster area	County Tax Equalization/City Assessor	
Brief local emergency services of initial damage assessment procedures and requirements	County Tax Equalization/City Assessor	
Ascertain safety of affected areas prior to allowing field teams in for damage assessment	Sheriff/Police Department	
Coordinate and compile damage reports from damage assessment teams (private, public, and agricultural) and advise coordination and control group	County Tax Equalization/City Assessor	

Response Phase: Damage Assessment

Task/Responsibility	Task Coordinator	Reference Materials
Keep log of activities performed by all task coordinators and update incoming shifts	Auditor	
Contact city and county offices to notify them of the need and deadline for providing records of emergency work expense	County Tax Equalization/City Assessor	
Complete the preliminary damage assessment within 36 hours from the incident and submit to EOC	County Tax Equalization/City Assessor	
Compile priority list for emergency repairs and submit to EOC	County Highway Department/City Engineer	
Identify areas needing debris removal and provide information to public works/engineering department	Sheriff/Police Department	
Identify areas with damaged transportation routes and coordinate with law enforcement to determine alternate routes	County Highway Department/Public Works	
Identify areas needing restoration of utilities and coordinate with utility services to restore service	County Highway Department/Public Works	
Complete final damage assessment summary within seven days from the incident and submit to NDDES	County Tax Equalization/City Assessor	
Provide assessment information on damage to public parks and trees	Parks Department	
Coordinate support for state and federal public damage inspection teams	Emergency Management	
Assist in preparation of requests for state and federal assistance	Emergency Management	

HEALTH AND MEDICAL

Functional Coordinator: County/City Health Director

Purpose

This function provides procedures for preparedness, response and recovery to provide health, medical care and environmental analysis during an emergency or disaster situation.

The functional coordinator will provide the necessary components to ensure ongoing environmental sanitation, disease control, ambulance services, support to hospitals, mortuary services and protection against contamination of food and water supplies.

Response Phase: Health and Medical

Task/Responsibility	Task Coordinator	Reference Materials
Review plans	City/County Health Department	
Coordinate anticipated requirements with area hospitals	City/County Health Department	
Establish number of additional patients the hospital and nursing homes could receive in the county	City/County Health Department	
Establish number of patients hospitals in surrounding areas could receive	City/County Health Department	
Review procedures at hospitals designated for monitoring and decontaminating incoming patients (RAD and otherwise)	City/County Health Department	
Coordinate with EMS/rescue squads the number of ambulances available to support an evacuation of the hospital or nursing homes, if required	City/County Health Department	
Coordinate alternate patient transportation resources (school buses, vans, etc.) if equipped	Social Services	
Coordinate availability of facilities to be used for emergency medical care	City/County Health Department	
Confer with Social Services to identify disabled individuals that may need medical assistance in the event of evacuation or disaster	Individual and Family Assistance Coordinator	
Coordinate with public safety/law for emergency transportation for medical personnel to critical medical facilities in the event roads are impassable	Sheriff/Police Department	
Radiological/HazMat emergencies	City/County Health Department	
Coordinate anticipated lab support	City/County Health Department	
Coordinate anticipated personnel requirements for inspections	City/County Health Department	
Coordinate with Red Cross for lodging and feeding, if required	Social Services	
Coordinate with medical coordinator and shelter coordinator in reviewing assignments of EMS personnel to shelters to ensure emergency medical capabilities	City/County Health Department	

Response Phase: Health and Medical

Task/Responsibility	Task Coordinator	Reference Materials
Review and update communications SOPs	City/County Health	

and communication annex with the emergency manager	Department	
Determine requirement for inspections of mass care facilities for public health and safety	City/County Health Department	
Participate in disaster exercises	City/County Health Department	
Plan implementation of inspections and gathering of samples to assess any public health threats or adverse environmental impacts	City/County Health Department	
Maintain liaison between public health coordinator, medical command officer and local government officials	Emergency Management	
Coordinate medical resource requirements with the EOC	Emergency Management	
Advise local officials to request the Governor to waive occupancy regulations of hospital and nursing homes, if necessary	City/County Health Department	
Coordinate activities and resource requirements with the emergency manager	City/County Health Department	
Coordinate requirements for mental health counseling	North Central Health Services	
Coordinate requirements for communicable disease prevention or control	City/County Health Department	
Coordinate requirements for mortuary services	Coroner	
Implement gathering of samples (food, water, soil, etc.) as required	City/County Health Department	
Provide potable water for drinking if required	City/County Health Department	
Establish medical command	City/County Health Department	
Coordinate the mechanisms for analyzing any suspect samples	City/County Health Department	
Report findings and recommend actions to the communicable disease officer or local officials, as applicable	City/County Health Department	
Advise mortuary coordinator in the event emergency interment is required	City/County Health Department	

Recovery Phase: Health and Medical

Task/Responsibility	Task Coordinator	Reference Materials
Keep log of activities performed by all task coordinators and brief oncoming shifts of actions	City/County Health Department	
Initiate prescribed vector control measures to ensure public health and safety	Emergency Manager	
Assembles key medical personnel for analysis of all medical operations	City/County Health Department	
Complete required reports	City/County Health Department	
Recommend changes of the Local Emergency Operations Plan to the emergency manager	City/County Health Department	
Advise as to safety regarding public health of citizens reoccupying areas	City/County Health Department	
Coordinate the disposal of animal remains	City/County Health Department	
Assemble public health personnel for analysis of all public health operations	City/County Health Department	

INDIVIDUAL AND FAMILY ASSISTANCE

Functional Coordinator: County Social Services Director

Purpose

This function provides procedures for preparedness, response and recovery to meet the basic and special human needs of individuals and families impacted by emergency or disaster situations.

The functional coordinator will use necessary means to coordinate the use of volunteer groups to meet the tasks set forth in this function. Additionally, the coordinator will provide organizational support for donations management and coordinate the use and registration of volunteers for emergency operations.

The functional coordinator or designees will perform the following tasks to carry out the function:

Preparedness Phase: Individual and Family Assistance		
Task/Responsibility	Task Coordinator	Reference Materials
Provide public awareness campaigns for individual and family protection at home during disasters	Emergency Management	
Identify facilities suitable for shelters, disaster assistance centers, pet care centers, aid stations and temporary morgues	Social Services	
Recruit and train personnel to effectively manage response and assist citizens affected by disaster	Red Cross/ Social Services	
Identify personnel to use for assistance	Social Services	
Develop and implement agreements with local businesses, service organizations and response agencies to supply goods and services during disasters	Social Services	
Inventory medical supplies on hand and suppliers for restocking as needed	Health Department/EMS	
Assign and train a representative to act as part of the assessment team to determine needs of citizens at time of disaster	Social Services	
Recruit personnel for emergency management training offered by government, academic institutes and private organizations	Emergency Management	
Identify special planning considerations for special needs populations	North Central Human Services	
Prepare and maintain current up-to-date pre-done and generic media releases	Public Information Officer	
Review and update communications SOPs and communication annex with the emergency manager	Social Services	
Participate in disaster exercises	Social Services	
Prepare a registration and contact plan for citizens to enlist in services when available	United Way	
Set up operations area, obtain necessary EOC organization chart, floor plan and telephone list	Emergency Management	
Coordinate the release and dissemination of all public information with the EOC	Public Information Officer	

Response Phase: Individual and Family Assistance

Task/Responsibility	Task Coordinator	Reference Materials
Assure that resources for citizens' emotional and financial support are accessible and known (insurance agents, local ministry, local nonprofit organizations)	Social Services	
Activate shelters and shelter personnel, ensure food, potable water, clothing and other basic needs are provided for the citizens of the disaster/event	Red Cross/Salvation Army	
Liaison with government agencies and other organizations providing human services	Social Services	
Facilitate and coordinate with EOC and county emergency management office.	Social Services	
Provide service and support to the operations and personnel in the Family assistance center	North Central Human Services	
Maintain logs to support documentation, expenditures, situation status, resource allocations and reports	Department Head	
Activate and implement pet care center plans	Humane Society	
Request state/federal assistance through county emergency manager	County Commission/Mayor	
Procure required resources to sustain operations	Department Head	
Determine potential public health and environmental hazards	Health Department	
Conduct periodic briefings for the personnel and participate in EOC briefings as required or requested	Social Services	
Inform field units of all locations of shelters, aid facilities and other pertinent facilities and provide updates to relief personnel as they come on duty	Social Services	
Keep log of activities performed by all task coordinators and update incoming shifts	Social Services	
Coordinate with members of clergy for emergency sheltering and counseling	Social Services	
Provide temporary housing for persons in shelters	Housing Authority	
Reunite families and pets	Humane Society	

Recovery Phase: Individual and Family Assistance

Task/Responsibility	Task Coordinator	Reference Materials
Apply for state and federal assistance programs	County Commission/Mayor	
Provide service and support to the operations and personnel in the Family Assistance Center	Red Cross/Salvation Army	
Assist citizens with recovery needs as necessary	Social Services	
Participate in damage assessment	North Central Human Services	
Provide information regarding recovery programs, if necessary	Public Information Officer	
Provide crisis counseling to response agencies and victims	North Central Human Services	