

**PUBLIC SAFETY  
FIRE**

**Functional Coordinator: Fire Chiefs**

**Purpose**

This function provides procedures for preparedness, response and recovery to provide a coordinated effort for the immediate protection of life and property.

The functional coordinator will provide direction to coordinate the actions of fire departments, search and rescue units and hazardous materials response teams. Through unified command under the Incident Command System (ICS) responders will ensure the immediate safety of all citizens, protect public and private property, conduct haz-mat assessment and provide protection for essential industries, supplies and facilities for any type of disaster.

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

<b>Preparedness Phase: Public Safety/Fire</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Review mutual aid agreements	Emergency Manager & Fire Chiefs	
Review and update emergency staff assignments	Department Heads	
Determine available resources	Department Heads	
Alert personnel to be on standby status	Law Enforcement/Fire Chiefs	
Coordinate activities with county emergency manager	Fire Chiefs	
Coordinate communications requirements with communications officer	Fire Chiefs	
Check readiness of all equipment	Department Heads	
Coordinate emergency ID for all Fire/EMS personnel	Fire Departments	
Prepare for possible shortage of water, electricity, chemicals and fuel	Fire Departments	
Accomplish inspections of shelter/emergency lodging facilities for safety	Fire Departments	
Review procedures for decontamination/universal precautions	Fire Departments	
Develop plans for utilizing volunteers	Emergency Manager	
Provide refresher training in traffic control procedures	Sheriff/Police	
Provide training for volunteers	Fire Departments	
Coordinate procedures with health and medical functional coordinator in the event of a mass casualty incident	Fire Departments	
Review and update communications SOPs and communication annex with the emergency manager	Fire Departments	
Review fire SOPs	Fire Departments	
Participate in disaster exercises	Fire Departments	

## Response Phase: Public Safety/Fire

<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Provide for decontamination centers, as needed	Fire Departments	
Notify emergency manager of additional requirements	Fire Departments	
Coordinate inspection of affected buildings for safety, as soon as possible	Fire Departments	
Coordinate with public works for utilities shut off, as required	Fire Departments	
Provide damage reports to EOC	Fire Departments	
Coordinate and assist law enforcement with traffic and crowd control areas	Fire Departments	
Consult with Chemtrec (Hazmat Incident/Accident)	Fire Departments	
Coordinate urban search and rescue efforts for collapsed buildings	Fire Departments	
Assist warning function	Sheriff/ Police/Fire Chiefs	
Advise field units of hazardous conditions	Fire Departments	
Request additional communication support	Fire Departments	
Maintain log of activities and itemize financial expenditure records	Emergency Manager/Fire Chiefs	
Maintain status record of manpower, vehicles and equipment	Sheriff/ Police/Fire Chiefs	
Assign personnel to traffic control points in the event of evacuation	Sheriff/ Police/Fire Chiefs	
Request mutual aid and other resources as necessary	Emergency Manager	
Establish on-site command post and communication	Sheriff/ Police/Fire Chiefs	
Establish media briefing area and information	PIO	
Keep log of activities performed by all task coordinators and update incoming shifts	Fire Departments	
Define area to be involved in urban search and rescue operations	Fire Departments	

**Recovery Phase: Public Safety/Fire**

<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Review and analyze fire operations and update plan with any changes in procedures	Fire Departments	
Accomplish equipment checks and maintenance on all equipment	Fire Departments	
Replenish depleted supplies		
Complete administrative and fiscal reports, as required	Fire Departments	
Assist law enforcement with traffic control, where possible	Fire Departments	
Provide public safety fire coordinator with log of fire operations	Fire Departments	
Return borrowed equipment and acknowledge assistance	Emergency Manager/Fire Chiefs	

**PUBLIC SAFETY  
LAW ENFORCEMENT**

**Functional Coordinator: Sheriff, Chief of Police**

**Purpose**

This function provides procedures for preparedness, response and recovery to provide a coordinated effort for the immediate protection of life and property.

The functional coordinator will provide direction to coordinate the actions of law enforcement through Unified Command under the Incident Command System (ICS). Responders will ensure the immediate safety of all citizens, maintain law and order, protect public and private property and provide protection for essential industries, supplies and facilities for any type of disaster.

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

<b>Preparedness Phase: Public Safety/Law Enforcement</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Complete daily assessments on special events, weather reports, road closures, fire danger or other factors that may influence operations	Sheriff/Police Department	NWS ,Schools, CVB (Convention & Visitors Bureau) or Chamber Website
Review mutual aid agreements	Sheriff/Police Department	
Review and update emergency staff assignments	Sheriff/Police Department	
Determine available resources	Sheriff/Police Department	
Alert personnel to be on standby status	Sheriff/Police Department	
Coordinate activities with county emergency manager	Sheriff/Police Department	
Coordinate communications requirements with State Radio	Sheriff/Police Department	
Check readiness of all equipment	Sheriff/Police Department	
Coordinate emergency ID for all on-scene personnel	Sheriff/Police Department	
Prepare for possible shortage of water, electricity, chemicals and fuel	Sheriff/Police Department	
Develop plans for utilizing volunteers	Sheriff/Police Department	
Coordinate with social services to determine locations of special needs groups (handicapped, elderly, and transients) that may need special consideration. Provide assistance as needed	Sheriff/Police Department	
Provide refresher training in traffic control procedures	Sheriff/Police Department	
Provide training for volunteers	Sheriff/Police Department	
Assist in the coordination of special transportation requirements for special needs groups (handicapped, infirm, etc.)	North Central Human Services	
Coordinate security procedures with health and medical function in the event of a mass casualty incident	Sheriff/Police Department	
Review law enforcement SOPs	Sheriff/Police Department	
Review procedures for transporting/guarding prisoners	Sheriff	
Identify potential traffic and security problems and determine law enforcement actions	Sheriff/Police Department	

## Response Phase: Public Safety/Law Enforcement

<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Identify essential facilities needing security	Sheriff/Police Department	
Review and update communications SOPs and communication annex with the emergency manager	Sheriff/Police Department	
Participate in disaster exercises	Sheriff/Police Department	
Coordinate evacuation planning and procedures	Sheriff/Police Department	
Review policies for animal control	Sheriff/Police Department	
Notify emergency manager of additional requirements	Sheriff/Police Department	
Provide damage reports to EOC	Sheriff/Police Department	
Coordinate with public works for priority debris clearance areas	Sheriff/Police Department	
Set up initial hazard area perimeter until further assessment is provided	Sheriff/Police Department	
Coordinate with fire services if evacuation is required	Sheriff/Police Department	
Assist warning function	Sheriff/Police Department	
Advise on road closures and parking restrictions	Sheriff/Police Department	
Advise field units of hazardous conditions	Sheriff/Police Department	
Coordinate search efforts involving lost or missing persons, fugitives and bomb threats	Sheriff/Police Department	
Assign security personnel to shelters, as necessary	Social Services	
Request additional communication support as required	Public Safety Answering Point	
Authorize assistance to support other law enforcement agencies, as appropriate	Sheriff/Police Department	
Keep log of activities performed by all task coordinators and update incoming shifts	Sheriff/Police Department	
Maintain status record of manpower, vehicles and equipment	Sheriff/Police Department	
Assign personnel to traffic control points in the event of evacuation	Sheriff/Police Department	
Provide security to affected areas, as needed	Sheriff/Police Department	
Request mutual aid and other resources as necessary	Sheriff/Police Department	

## Recovery Phase: Public Safety/Law Enforcement

<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Establish on-site command post and communication	Sheriff/Police Department	
Establish media briefing area and information	Public Information Officer	
Review and analyze law enforcement operations and update plan with any changes in procedures	Sheriff/Police Department	
Accomplish equipment checks and maintenance on all equipment	Sheriff/Police Department	
Replenish depleted supplies	Sheriff/Police Department	
Complete administrative and fiscal reports, as required	Sheriff/Police Department	
In the event of evacuation, establish traffic control for return of population and resources	Sheriff/Police Department	
Provide law enforcement functional coordinator with log of law enforcement operations	State Radio	
Assist with return of special needs groups, if required	Sheriff/Police Department	
Return borrowed equipment and acknowledge assistance	Sheriff/Police Department	

## **PUBLIC WORKS/ENGINEERING/TRANSPORTATION**

**Functional Coordinator: County Highway Superintendent/Director of Public Works/City Engineer**

### **Purpose**

This function provides procedures for preparedness, response and recovery to provide a coordinated effort for maintenance, replacement and/or repair of public works facilities and services during and after an emergency or disaster situation.

The basic operational concept is to provide uninterrupted critical services during all situations. Priority actions will be taken to restore critical utility services, provide for debris removal, coordinate movement of transportation networks and protect and repair the infrastructure of the jurisdiction.

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

<b>Preparedness Phase: Public Works/Engineering/Transportation</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Develop and maintain individual departmental emergency plans and procedures	Public Works/Engineering	
Develop and maintain inventory of individual departmental resources	Public Works/Engineering	
During increased readiness or warning periods, alert all operational departments and put personnel on standby status	Public Works/Engineering	
Assemble key departmental personnel	Public Works/Engineering	
Advise resource members of anticipated needs and support required	Public Works/Engineering	
Determine availability, quantity and procedures to obtain sandbags in coordination with Emergency Management	Emergency Management	
Assist in development of general resolution to permit access for emergency stream bank/dike repair	Engineering	
Pre-select sites for acquisition of material for emergency stream bank/dike repair	Engineering	
Pre-select dumping sites for debris and other materials for disposal	Public Works	
Determine condition of roads and implement required maintenance with first priority on evacuation routes	Public Works	
Review requirements for location of traffic control devices and ascertain if sufficient devices are available	Engineering	
Determine current status of public utilities	Public Works	
Develop limited use policies for submission to local officials in the event needs exceed utilities capabilities	Public Works	
Establish liaison with local private utilities	Engineering	
Review and update communications SOPs and communication annex with the emergency manager	Public Works/Engineering	
Participate in disaster exercises	Public Works/Engineering	
Review emergency power generating capability fixed and mobile	Public Works	

## Response Phase: Public Works/Engineering/Transportation

<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Clear emergency routes and arterial streets to facilitate movement of emergency equipment	Public Works	
Initiate temporary emergency road repairs, as needed	Public Works	
Establish detour routings	Public Works	
Position traffic control devices	Public Works	
Ensure all streets, highways and roads are open to traffic	Public Works	
Provide priority service to evacuation routes	Public Works	
Restore interrupted public utility service	Public Works	
Assist resource members in providing emergency power to critical facilities and locations (public and private)	Public Works	
Monitor utility use and assess capabilities	Public Works	
Install or restore service according to priority	Public Works	
Keep log of activities performed by all task coordinators and update incoming shifts	Public Works	
Recommend establishment of reduced service areas, if necessary	Public Works	
Restore all streets, roads and highways to normal conditions	Public Works	
Recover traffic control devices	Public Works	
Make repairs to street or road structures	Public Works	
Complete debris clearance activity	Public Works	
Return borrowed or requisitioned equipment and material	Public Works	
Ensure egress routes are maintained in optimum condition	Public Works	
Complete restoration of normal services	Public Works	
Conduct safety inspection prior to restoration of private dwelling service	Engineering	
Replace damaged or destroyed utility service equipment	Engineering	
Manage emergency construction activities using contractors	Engineering	

## **WARNING**

### **Functional Coordinator: Public Safety Answering Point Director (State Area Warning Point Officer)**

#### **Purpose**

This function provides procedures for preparedness, response and recovery to establish and maintain a 24-hour countywide warning system. To receive and communicate timely warnings to appropriate officials and to the general public concerning actual or potential hazards and other situations so that appropriate preparedness or response actions may be taken.

The functional coordinator will provide program support and operational guidance in maintaining warning systems such as outdoor sirens, Emergency Alert System, NAWAS phones, law enforcement teletype, Internet and emergency public information.

*Functional coordinator or designees will perform the following tasks to carry out the function:*

<b>Preparedness Phase: Warning</b>		
<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Update and review warning capabilities with available technology	State Radio (Public Safety Answering Point)	
Review and update communications SOPs and communication annex with the emergency manager	State Radio	
Review SOPS	State Radio	
Update and confirm warning resources	State Radio	
Release information to public pertinent to preparing for threat/hazard expected	Public Information Officer	
Establish liaison with all functional coordinators	State Radio	
Keep local officials updated on all warning matters	State Radio	
Prepare shelter and evacuation notification	State Radio	
Review procedures with radio stations for continuous broadcasting	State Radio	
Review dissemination and distribution systems to ensure maximum coverage to residents	State Radio	
Contact volunteer groups who may assist with distribution of shelter evacuation notification	State Radio	
Coordinate facility requirements for the joint information center	Emergency Management	
Participate in disaster exercises	State Radio	
Coordinate with communications functional coordinator on communications requirements, including anticipated needs for additional phones	State Radio	
Activate EAS for immediate protective actions to include warning alerts and evacuations (excluding warnings and alerts that are done by communications functional coordinator)	State Radio	
Implement media release point and set schedule for periodic briefings, as required	Department Head	
Confirm policy on admittance of news media to disaster area with local officials	Sheriff/Police Department	

## Response Phase: Warning

<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Implement and assign personnel to citizens inquiry center	Social Services	
Release citizens inquiry center telephone numbers to news media	Public Information Officer	
Coordinate release of all public information advisors and instructions with appropriate EOC staff	Public Information Officer	
Coordinate with EOC staff on requirements for printed public information material that needs to be distributed	Public Information Officer	
Coordinate distribution of all public information printed material to insure maximum coverage to county residents	Public Information Officer	
Upon receipt of a reliable warning, the dispatcher will refer to and automatically implement appropriate established procedures and will activate appropriate warning systems.	State Radio	
Ensure that supplies and equipment for the information center are adequate and in place, as required	Public Information Officer	
Coordinate volunteer weather spotting network	ARES/RACES	
Keep log of activities performed by all task coordinators and update incoming shifts	State Radio	
Advise communications functional coordinator of communications requirements (including additional telephones)	State Radio	
Provide instructions to the public for the recovery phase	Public Information Officer	
Notify media when it is safe for evacuees to return to their homes	Public Information Officer	
Release safety measures and precautions applicable to hazard and recovery activities	Public Information Officer	
Discontinue operation of citizens inquiry center, when appropriate	Social Services	
Notify residents where to call for assistance or for special problems	Public Information Officer	

**Recovery Phase: Warning**

<b>Task/Responsibility</b>	<b>Task Coordinator</b>	<b>Reference Materials</b>
Discontinue operation of media release point and notify media of contact point	Public Information Officer	
Discontinue operation of information center	Public Information Officer	
Review public information office annex and SOPs and implement changes to correct problems and improve operations	Sheriff/Police Department	