

COVINGTON COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



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I. Purpose and Scope

A. Purpose of the Plan

The purpose of this **Covington County Emergency Management Plan (CEMP)** is to describe the County's approach to response and recovery activities related to emergencies and major disasters. It establishes the policies and procedures by which Covington County shall coordinate local, State, and Federal response to disasters that affect Covington County and its citizens. Further, it utilizes the Emergency Support Function (ESF) concept to marshal and apply Local and State resources and describes the responsibilities of Local agencies in executing effective response and recovery operations.

The Comprehensive Plan consists of four separate parts: (1) the **Basic Plan**, (2) **Emergency Support Functions** (3), **Support Annexes**, and (4) **Incident Annexes** for Specific Incidents.

This Comprehensive Plan incorporates the concepts and requirements found in Federal, State and County laws, regulations, and guidelines. Furthermore, the Comprehensive Plan provides the decision framework to enable County government to effectively respond to and recover from emergencies and disasters. The plan identifies the responsibilities and actions required to protect lives, property, and the environment from natural, manmade, and technological emergencies and disasters.

This Comprehensive Plan embraces the National Response Plan (NRP) and the National Incident Management System (NIMS), and the State's Comprehensive Emergency Management Plan as fundamental guidance for the County's emergency management program. The **2006** version of this CEMP is amended and updated to reflect evolving guidance and requirements of the NRP and NIMS. The NRP Letter of Instruction provides implementation guidance for all levels of government. The *State, Local and Tribal Governments and Non-Governmental Organizations* section indicates that these entities are requested to "modify existing incident management and emergency operations plans *to ensure proper alignment with NRP coordinating structures, processes and protocols*". The structure of this CEMP mirrors that outlined in the NRP and relevant Federal Emergency Management Agency (FEMA) guidance and State of Mississippi's guidance and the Emergency Management Law.

B. Scope of the Plan

The **Basic Plan** section of the Covington County Emergency Management Plan establishes fundamental policies and assumptions for countywide emergency management, outlines Covington County's vulnerabilities to potential hazards, establishes a comprehensive emergency management concept of operations, and outlines Federal, State, and local relationships and responsibilities. The Basic Plan includes planning assumptions, roles and responsibilities, a concept of operations, incident management actions, and plan maintenance instructions. The incident management actions incorporate the updated requirements of the NIMS.

The second section of Covington County's Emergency Management Plan contains guidance for **Emergency Support Functions (ESF)**. It identifies the specific activities required to support each numbered function and specifies the local agencies and organizations that are responsible for performing those activities. While the ESFs name and describe the specific tasks, they do not describe the detailed procedures to perform them. The detailed procedures shall be developed by the primary ESF and support agencies in the form of Interagency Coordination Procedures (ICPs), Standard Operating Procedures (SOPs), and Standard Operating Guides (SOGs).

The Emergency Support Functions are:

- ESF #1 - Transportation
- ESF #2 - Communications
- ESF #3 - Public Works and Engineering
- ESF #4 - Firefighting
- ESF #5 - Emergency Management
- ESF #6 - Mass Care, Housing, and Human Services
- ESF #7 - Resource Support
- ESF #8 - Public Health and Medical Services
- ESF #9 - Search and Rescue
- ESF #10 - Oil and Hazardous Materials Response
- ESF #11 - Animals, Agriculture and Natural Resources
- ESF #12 - Energy
- ESF #13 - Public Safety and Security
- ESF #14 - Long-Term Community Recovery
- ESF #15 - External Affairs

The third section of the Comprehensive Plan contains the **Support Annexes** that describe the framework through which State, local, and tribal entities, volunteer and non-governmental organizations coordinate and execute the common functional processes and administrative requirements necessary for efficient and effective incident management. **(To Be Developed)**

The fourth and concluding section of the Comprehensive Plan contains **Incident Annexes**, which deal with specific catastrophic and unique hazards unique to this county. These annexes address special considerations and priorities generated by particular hazards affecting Covington County and the corresponding actions required to cope with them. **(To Be Developed)**

II. Planning Assumptions and State Situation

A. Assumptions

- Incidents may occur at any time with little or no warning in the context of a general or specific threat or hazard and they may involve single or multiple geographic/jurisdictional areas.
- County/Civil government at all levels must continue to function under all threat, emergency, and disaster conditions.
- Incident management activities shall be initiated and conducted using the NIMS Command and Management principles. In accordance with NIMS requirements, the Incident Command System (ICS) will be used as the on-scene incident management system.
- Covington County and the State of Mississippi have adopted a Unified Command (UC) structure for incident management. A Unified Command (UC) structure for incident management will be utilized by Covington County and MEMA to manage incidents.
- Incidents may overwhelm capabilities of local governments, and private-sector infrastructure owners and operators. Incidents may also attract a sizeable influx of independent, spontaneous volunteers and supplies and require prolonged, sustained incident management operations and support activities.
- Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level.
- Local governments shall request in writing State assistance when the local resources for incident management become inadequate. If circumstances necessitate an oral request, written documentation is to be provided as soon as practicable. (**Local Emergency Declaration**)
- Incidents may result in numerous casualties and fatalities; displaced people; property loss; disruption of normal life support systems, essential public services, and basic infrastructure; and cause significant damage to the

environment.

- Local governments possess varying levels of capabilities, plans, procedures, and resources to provide for the safety and welfare of their people, and vary in their capacity to protect property and the environment in time of emergency or disaster.
- When a major emergency or disaster occurs in any locality, an evaluation of the severity and magnitude will be made by the Covington County Emergency Manager or designee in coordination with local officials, with information provided to MEMA.
- If the situation in the local area warrants support from State, the Governor will declare a State of Emergency and the State Emergency Operations Center (SEOC) will be activated at the appropriate level to support a coordinated response.

B. Local/County Situation

Covington County lies in south central Mississippi in the Piney Woods Farmland area. The county encompasses 416 square miles and borders the neighboring Mississippi counties of Smith, Jones, Forrest, Jefferson Davis and Lamar. The 2005 U.S. census population estimate of Covington County was 20,273. The County Seat and largest municipality in Covington County is Collins. Other municipalities in Covington County include Seminary and Mount Olive.

HAZARD CATEGORIES

Natural Hazards: Natural incidents related to environmental conditions including Dam and Levee Failure, Drought and Extreme Heat, Earthquake, Flooding, Major Fires (including Grass, Timber, and Urban), Hurricanes, Tornadoes, and Winter/Ice Storms.

Manmade Hazards: Intentional acts including Civil Disorder, Enemy Attack, Sabotage, Terrorism, or other incidents involving the use of Weapons of Mass Destruction.

Technological Hazards: Technological failures or accidents including, but not limited to, Fires and Explosions; Energy Emergencies; Nuclear, Chemical and Hazardous Material, Hazardous Waste, and Transportation accidents; and Water Supply Failure.

SPECIFIC HAZARDS

Flooding

Flooding has the potential to create either temporary conditions or complete inundation. Within Covington County flash flooding, which is the most common is localized and short duration. Such flooding often results in bridges and roads being washed out, making driving hazardous for local residents.

Tornadoes

Mississippi is prone to tornadoes primarily during the months of February thru April and again in early fall thru November, but dangerous tornadoes can strike any time of the year possibly causing damage to homes and businesses, loss of life and economic impact.

Hurricanes

Although Covington County is not a coastal county, damage from hurricanes comes in the form of heavy rainfall, flash flooding and tornadoes. Covington County, located on Highway 49 could potentially be flooded with evacuees cause by hurricane winds affecting the Mississippi Gulf Coast and the neighboring states.

Hazardous Materials/Petroleum Pipelines

Covington County serves as one of the major petroleum storage facilities for the State as it provides resources within the state and all states along the Eastern United States. A hazardous materials/petroleum pipelines accident would result in major economic impact not only to Covington County and the State of Mississippi, but also the whole of the Eastern United States.

Winter/Ice Storm

Although the last recorded Winter Storm for this area was 1994, Covington County could potentially be impacted by severe winter weather in the form of freezing rain, sleet and/or snow. This could result in major power outages, property damage and major transportation problems which equates to economic loss to the county and major strain on local emergency services.

Wildfire

Due to the large areas of pine tree population across Covington County, wildfires have been identified as a major hazard for this area. Potential wildfires may result in loss of property as well as injury or loss of life.

Terrorism

The citizens of Covington County, State of Mississippi have not yet been a target of terrorist activities, but the threat exists for both domestic and internationally spawned incidents. The Covington County's infrastructure includes many critical and key assets such as: major transportation facilities (bridges, railroads), many Petroleum Pipeline Storage Facilities, two Grain storage elevators (silos), many government buildings, one hospital, several nursing homes and six schools, (Refer to Terrorism Incident Specific Annex).

III. Concept of Operations

A. Phases of Emergency Management

Covington County's Comprehensive Emergency Management involves Prevention, Preparedness, Response, Recovery, and Mitigation phases for all types of emergencies.

1. Prevention: Actions to avoid an incident, reduce the effect of, or to intervene so as to stop an incident from occurring constitute the prevention phase. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include countermeasures such as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and appropriate specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
2. Preparedness: Deliberate tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents constitute the preparedness phase. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and among government, private sector, and nongovernmental organizations to identify threats, determine vulnerabilities, and identify requested resources.

Preparedness is also defined as actions taken in advance of an emergency or disaster to develop operational capability and facilitate response operations.

Such measures include the development of plans, procedures, warning and communication systems, training and exercises, mutual aid agreements, and emergency public information packages.

Some examples include:

- Developing, revising, and exercising the Covington County's *Emergency Operations Plan* to determine possible weaknesses and corrective actions needed.
 - Training and exercising personnel in assigned responsibilities.
 - Coordinating with other local agencies, volunteers, and the private sector in the Covington County Emergency Operations Center (EOC) and maintaining an adequate reserve of resources.
 - Preparing, in coordination with lead county officials, public information for emergency release in different languages if necessary.
3. Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs constitute the response phase. Response also includes the execution of EOPs and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include:
- Applying intelligence and other information to lessen the effects or consequences of an incident
 - Increased security operations
 - Continuing investigations into the nature and source of the threat
 - Ongoing public health and agricultural surveillance and testing processes
 - Immunizations, isolation, or quarantine
 - Specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice

Response also includes efforts to begin the process of returning to pre-emergency conditions. Examples of Response include:

- Notifying officials and assigned personnel.
 - Activating the EOC according to need.
 - Coordinating emergency operations.
 - Establishing priorities and allocating resources.
 - Mobilizing personnel and equipment.
 - Implementing evacuation and sheltering plans for senior citizen centers, hospitals, and livestock, special needs and prison populations.
 - Other emergency operations such as searching and rescuing, clearing debris, providing emergency medical services, firefighting, etc.
4. Recovery: Recovery is a process involving the restoring and rebuilding of communities, lives, property, and economy and includes short-term and long-term phases. Recovery must begin as soon as possible, sometimes during the response phase. The Covington County Emergency Manager initiates procedures to assess needs and resources, establish priorities, reviews state and federal aid criteria and coordinates with representatives from both levels of government. Once the extent of the recovery effort is determined, the appointed recovery team members determine how best to manage the specific activities, what resources and personnel will be required and what other actions are needed to return the impacted areas to normal operations as quickly as possible. (Additional long-term recovery is available in ESF # 14)

Recovery includes:

- The development, coordination, and execution of service and site-restoration plans
- The reconstitution of county/local government operations and services
- Individual, private-sector, non-governmental, and public-assistance programs to provide housing and to promote restoration
- Long-term treatment of affected persons

- Additional measures for social, political, environmental, and economic restoration
- Evaluation of the incident to identify lessons learned
- Post-incident reporting
- Development of initiatives to mitigate the effects of future incidents

Examples of recovery actions include:

- Removing debris; restoring utilities; and securing temporary housing, rental assistance, unemployment assistance, food, and clothing.
- Completing damage estimates and requesting assistance as needed (State/Federal assistance through a major disaster declaration).

Long-Term Community Recovery Activities that focus on restoring the community to its normal, pre-disaster condition or to an improved condition constitute long-term community recovery. Assessment of both short and long-term mitigation measures takes place during this phase and the “after action” evaluation process is conducted.

Examples are:

- Implementing property acquisition, reconstruction, relocation, and code enforcement.
- Critiquing emergency operations and making changes in plans and procedures.
- Restocking and refurbishing resources and preparing for the next disaster.

5. Mitigation: Mitigation is one of the cornerstones of emergency management. Its goal is to lessen the impact that disasters have on people's lives and property. Mitigation measures may be implemented prior to and after an incident and are often informed by lessons learned from prior incidents. Mitigation involves actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments,

businesses, and the public on measures they can take to reduce loss and injury. Some examples of mitigation include:

- Implementing building codes, land use regulations, repetitive loss property acquisitions, hazard insurance, etc.
- Developing mitigation plans at the local and county levels.

B. National Incident Management System (NIMS)

The State of Mississippi adopted NIMS as the fundamental principle of emergency management. NIMS provides a consistent nationwide approach for Federal, State, tribal, and local governments to work together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. As of July 2004, Covington County has also adopted the NIMS fundamentals, and local agencies, governmental officials and first responders have been trained on the following principles:

The components of NIMS include:

- Incident Command System (ICS)
- Multi-agency coordination systems
- Training
- Identification and management of resources (including systems for classifying types of resources)
- Qualification and certification
- Collection, tracking, and reporting of incident information and incident resources.

C. Incident Command System (ICS)

ICS is a standardized on-scene emergency management system designed to provide an integrated organizational structure for single or multiple incidents and to enable incident response across jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is based on proven management tools that contribute to the strength and efficiency of the overall system. ICS Management includes the following characteristics:

- Common Terminology

- Modular Organization
- Management by Objectives
- Reliance on an Incident Action Plan
- Manageable Span of Control
- Pre-designated Incident Mobilization Center Locations and Facilities
- Comprehensive Resource Management
- Integrated Communications
- Establishment and Transfer of Command
- Chain of Command and Unity of Command
- Unified Command
- Accountability of Resources and Personnel
- Deployment
- Information and Intelligence Management.

D. Unified Command (UC)

Unified Command is a structure that brings together the Incident Commanders of all major organizations involved in the incident in order to coordinate an effective response while at the same time carrying out their own jurisdictional responsibilities. The UC links the organizations responding to the incident and provides a forum for these entities to make consensus decisions. Under the UC, the various jurisdictions and/or agencies and non-government responders are co-located or closely coordinate and communicate throughout the operation to create an integrated response team.

The State of Mississippi has adopted a Unified Command (UC) structure for catastrophic incident management and recommends the same to all county/local governments. This organizational framework places a state official side-by-side with a Federal official at the Section, Division, and Branch level, as the situation warrants these levels of organization.

The UC will be responsible for overall management of the incident and possess the decision-making authority. The UC directs incident activities, including development and implementation of overall objectives and strategies, and approves ordering and releasing of resources. Members of the UC will work together to develop a common set of incident objectives and strategies, share information, maximize the use of available resources, and enhance the efficiency of the individual response organizations.

UC members shall represent an appropriate level of authority in their respective organizations and agencies as well as the resources to carry out their responsibilities. The UC members may change as the response transitions out of emergency response into recovery. The UC in conjunction with the ICS enables Local, County, State, and the Federal government to carry out their own responsibilities while working cooperatively within one response management system.

E. Multi-agency Coordination

The State of Mississippi has adopted a Unified Command (UC) structure to ensure successful multiagency coordination and recommends the same for local government. On large or wide-scale emergencies that require higher-level resource management or information management, a Multi-agency Coordination System may be required. The primary functions of Multi-agency Coordination Systems are to:

- Support incident management policies and priorities;
- Facilitate logistics support and resource tracking;
- Make resource allocation decisions based on incident management priorities;
- Coordinate incident-related information; and
- Coordinate interagency and intergovernmental issues regarding incident management policies, priorities, and strategies.

Multi-agency Coordination Systems include Emergency Operations Centers and, in certain multi-jurisdictional or complex incidents, Multi-agency Coordination Entities. Multi-agency Coordination Entities are responsible for:

- Ensuring that each involved agency is providing situation and resource status information;
- Acquiring and allocating resources required by incident management personnel;
- Coordinating and identifying future resource requirements;
- Coordinating and resolving policy issues; and
- Providing strategic coordination.

F. Interoperable Communications

NIMS stresses that the success of incident response and recovery operations depends on the availability and redundancy of critical communications systems to support

connectivity to internal organizations, other departments or jurisdictions, and the public. County Government, as well as local jurisdictions, will strive to achieve interoperable communications, including testing their communications equipment biannually to assess the adequacy to support essential functions and activities, and ability to communicate with first responders, emergency personnel, and State government, other agencies and organizations, and the general public. Covington County has in place a communications system with high band/low band capability, which allows for local and other area response teams to communicate with the Covington County EOC, surrounding counties and the state. Additionally Covington County does have the ACU 1000, although at this time it is not fully operational. All communications resources are located at the Covington County Sheriff's Department, as the county does not have a dedicated office for emergency management.

IV. Local, State, and Federal Relationships

The Covington County Emergency Management Plan addresses the full spectrum of emergency management activities related to incident management for response and recovery, consistent with State, County and Local Law.

A. Local Scope

The initial responsibility for the first level of response, emergency actions, direction, control, and coordination rests with the local government through both its elected and appointed officials. County and municipal governments handle the majority of emergencies in accordance with local laws and community requirements.

If an emergency incident escalates and exceeds the capability of local resources and personnel, State resources may be made available through coordination with MEMA. Local authorities should respond to the severity and magnitude of the incident by

1. Proclaiming a "Local Emergency" [Mississippi (MS) Code 33-15-17(d)],
2. Fully employing their own resources [33-15-49], and
3. Designating capable personnel to make requests to MEMA for additional resources, if necessary [33-15-17(a)].

Covington County along with Collins, Seminary and Mount Olive will implement Mutual Aid Agreements with each other, as well as with neighboring jurisdictions, local organizations or chapters of volunteer organizations, private industry or others, as appropriate.

Each municipality within Covington County **must coordinate all requests** for State and Federal emergency response assistance with Covington County Emergency Management Director, who has overall Emergency Management authority for the county.

Assistance from higher levels of government is obtained by requests from Covington County Emergency Management Director or designee on behalf of the affected local government to the head of the next higher level of government. (i.e. Board of Supervisors thru Emergency Management Director to MEMA). **The Covington County Emergency Management Director is recognized as the legal authority for requesting all State and Federal assistance as stated in Mississippi Emergency Management Law and the Mississippi Comprehensive Emergency Management Plan (8/06).**

Local government officials shall take formal action to proclaim the existence of a Local Emergency [MS Code 33-15-17(d)], and record the action in the minutes of the board or council meeting.

Requests for assistance from county /local government will contain the following:

1. The specific cause(s) of the emergency or disaster
2. The effective date and time (beginning of the incident)
3. The anticipated date the emergency will expire. **(By law, an emergency action automatically ends 30 days from the date of enactment unless it is extended by official action of the governing body)**
4. Special provisions deemed necessary to cope with the situation. These include, but are not limited to: (1) suspension of selected routine public services; (2) reallocation of scarce resources such as fuel, energy, food, and water supplies; (3) reassignment of manpower; (4) movement, combination, or relocation of government offices; (5) activation of shelters; (6) imposition of curfews; and (7) provision for emergency purchasing authority.

Local government officials, through the Emergency Management (EM) Director, or designee, will submit minimum prescribed reports to MEMA according to State reporting requirements. These reports (which are found under separate cover in the *Disaster Reporting Package* and are updated periodically) also support ESF-5 and include the following:

1. Initial Disaster Report (MEMA DR-1), commonly called "Flash Report," due within 4 hours of incident.

2. Situation Report (MEMA DR-2), due within 24 hours of the incident and every 24 hours thereafter until the reporting process for that incident is finished.
3. Proclamation of Local Emergency (MEMA DR-3 within 24 hours) **and renewed every 30 days as needed.**
4. If State assistance is requested, a Resolution Requesting the Governor to Proclaim State of Emergency (MEMA DR-4)

If county/local governments request State and/or Federal assistance, local officials are required to execute and forward to MEMA, as agent for the Governor, the above prescribed reports plus the following assessments:

1. Full *Damage Assessment Package* (MEMA DA forms), and
2. Report of obligations and expenditures.

All requests for resources and assistance from local governments must be documented (Web-EOC[®] is designated by MEMA as the primary tool for documentation of all requests (if the electronic connectivity is available during and following the incident). Requests may be made by facsimile, e-mail or telephone. {Field copy to SEOC or SERT team, if applicable, should connectivity not be available}

County/Local governments receiving State or Federal help will provide regular situational updates to MEMA. These updates are required as a minimum once per incident action period or as specified in MEMA reports DR-1 and DR-2.

B. State and Federal Scope

If an event is catastrophic and Covington County resources and personnel become over tasked, State resources will be called upon through MEMA (requested by the Covington County Emergency Manager or Board designee).

It is the policy of the State that all emergency management functions of the State be coordinated to the maximum extent with comparable functions of the Federal government [MS Code 33-15-3(b)].

MEMA is authorized to request other State of Mississippi agencies to complete various tasking as appropriate for effective emergency management as defined in Title 33, Chapter 15, Section 11 of the Mississippi Code of 1972, Annotated to support local government needs.

If the State becomes overwhelmed and Federal assistance is needed, the Governor may proclaim a State of Emergency [MS Code 33-15-11(b)(16)]; implement the State's Comprehensive Plan and request Federal assistance.

When the Governor declares an emergency the full resources of State government as directed by MEMA shall be made available to provide assistance to local governments, or to otherwise fulfill State responsibilities.

The MEMA Director, unless otherwise directed by the governor, serves as the Governor's Authorized Representative (GAR) to sign legal documents specific to the incident or disaster.

C. Levels of Operations and EOC Activations

1. EOC Activation

Depending upon the severity and magnitude of the emergency, the EOC may be activated either partially or fully to support the accomplishment of the activities needed, at the appropriate level described below:

LEVEL-I: Total EOC activation (24 hour staffing), which includes all county employees, department heads, elected/appointed officials, state liaisons, volunteers, and any other response/support teams as needed

LEVEL-II: Total EOC activation (24 hour staffing), which includes select county employees, key department heads, key elected/appointed officials, key state liaisons, volunteers, and any other response/support teams as needed

LEVEL-III: Partial EOC activation, which includes involvement of key ESFs, elected/appointed officials, Emergency Management personnel and volunteers

LEVEL-IV: Full time Emergency Management related employees, 8 hours or more subject to call back

NOTE: Currently in Covington County there is no EOC, however a site will be designated by key elected officials to carry out EOC activation duties.

2. Local/Regional Response Teams

Based on the severity of the incident/disaster, the Covington County Emergency Management Agency may activate a local response team to assist with conducting damage assessment, immediate aid to local citizens, and provide emergency communications to those affected areas.

Any request for regional response team must be made thru the Covington County Emergency Management Agency to the State (MEMA or Mississippi Office of Homeland Security) prior to activation and/or deployment.

D. Alert, Notification, and Warning

1. Alert

- a. Involves procedures within an organization for advising key personnel and emergency operating staff of situations that may require future actions.
- b. All county/local department heads involved in emergency and disaster response will maintain call lists and procedures for alerting officials within the organization of potential or actual situations in which assistance may be required. The call lists shall be reviewed and updated biannually and submit it to the Covington County Emergency Management Director.

2. Notification

Notification procedures will be in accordance with the County Communications SOG or SOP.

3. Warning

- a. Involves forecasting or predicting natural, technological, or manmade phenomena that could result in loss of life, hardship, and suffering, or extensive property damage.

- b. Natural hazards, such as floods, hurricanes, tornadoes, severe storms, and winter storms, usually allow more timely warning. But, some natural, technological, and manmade hazards strike with little or no warning. These include, hazardous material incidents, transportation accidents, enemy attack, and terrorism.
- c. Local and State authorities disseminate warnings of potential or actual disasters to the general public.

Evacuation

1. An organized, phased, and supervised dispersal of people from dangerous or potentially dangerous areas as determined by the incident.
2. Some disasters provide enough time for warning to allow for an orderly, well-planned evacuation. Other disasters do not allow for sufficient warning or preparation for evacuation.
3. Shelters and mass feeding sites will be available for evacuees.
4. Evacuation and shelter instructions will be issued to the broadcast media.
5. Evacuation routes are marked with transportation route signs and list radio frequencies broadcast by Public Radio in Mississippi (if applicable in your county).
6. Evacuation is implemented by local government. Where lives are endangered, the appropriate local government officials issue protective action recommendations. County evacuation plans must be coordinated by county government and will be in accordance with State plans.
7. Local government will coordinate the evacuation requirements with MEMA prior to, during, and following a disaster. This includes, but is not limited to, timeliness of evacuation, initiating evacuation procedures, issuing joint public information statements, and determining evacuation routes and shelter locations.

a. Spontaneous Evacuation

Some residents or citizens in the threatened areas may observe an emergency incident or receive unofficial word of an actual or perceived threat and, without receiving instructions to do so, elect to evacuate the area. Their movement, means, and direction of travel is unorganized and unsupervised

b. Voluntary Evacuation

This is a warning to persons within a designated area that a threat to life and property exists or is likely to exist in the immediate future. Individuals issued this type of warning or orders are NOT required to evacuate; however, it would be to their advantage to do so.

c. Mandatory or Directed Evacuation

This is a warning to persons within the designated area that an imminent threat to life and property exists and individuals MUST evacuate in accordance with the instructions of local officials

8. It will be the responsibility of the individual to make arrangements for transporting family and personal belongings whenever evacuation is performed. Persons who are physically or financially unable to carry out the recommendations of local governments should inform the appropriate authorities in order to take advantage of local operating procedures and plans for persons with special needs.
9. Local government will activate available resources to effectively and timely evacuate personnel from harms way.

Re-entry

Following a disaster, State and local authorities will jointly decide when it is safe for residents and others to return to their homes and businesses.

Information will be broadcast to the public to facilitate and control the re-entry.

E. Recovery Operations

The recovery process will be implemented from the following locations, County EOC, SEOC and any required field offices

1. Disaster Recovery Center (DRC)

The Covington County Emergency Management Director will assist State and Federal officials in establishing local facilities in, or in close proximity to, the community affected by the disaster where persons can meet face-to-face with represented Federal, State, Local, and volunteer agencies to:

- Discuss their disaster-related needs
- Obtain information about disaster assistance programs
- Tele-register for assistance
- Update registration information
- Learn about measures for rebuilding that can eliminate or reduce the risk of future loss
- Learn how to complete the SBA loan application
- Request the status of their application for Assistance to Individuals and Households

Short-term recovery goals should allow for:

- a. Identifying essential records, vital systems, and operations
- b. Establishing priorities for reinstatement of systems and operations
- c. Establishing maximum acceptable downtime before reinstatement to an acceptable system and operational level
- d. Identifying minimum resources needed to recover business operations

Long-term recovery goals should consider:

- a. Strategic planning, to include budgeting for structural and non-structural repairs, and mitigation
- b. Management and coordination of recovery activities
- c. Managing fiscal operations and recovery funding
- d. Management of volunteer, contractual, mutual aid, and agency resources
- e. Development and implementation of mitigation goals and activities.

V. Organization and Assignment of Responsibilities

The State of Mississippi is organized into three levels of government: Municipal, County, and State. After the occurrence of emergencies or disasters, the Executive Branch additional Executive Emergency Powers of the Governor as provided under Title 33-15-11 and 33-15-13, MS Code of 1972, Annotated; otherwise cited as the *MS Emergency Management Act of 1995*.

A. Local

1. Local Government

- a. Covington County will develop an emergency management plan and program that is coordinated and consistent with the State CEMP and program. Incident management activities shall be initiated and conducted using the NIMS Command and Management principles. In accordance with NIMS requirements, the Incident Command System (ICS) will be used as the on-scene incident management system. These plans shall be revised and/or updated annually to reflect any local, state or federal changes.
- b. Powers, rights, duties, functions, and privileges are exercised by the Covington County Board of Supervisors, and by the Mayors and Boards of Alderman in the cities of Collins, Seminary and Mount Olive.
- c. It is the responsibility of local governments through their elected officials to

establish and provide for the necessary organizational structure that will alleviate human distress and return their community to normal as soon as possible after a major emergency or disaster. To accomplish these goals, it is imperative that effective planning be accomplished.

- d. *The Emergency Management Law 1995 as codified Title 33, Chapter 15 of the Mississippi Code of 1972* requires each county operating individually or jointly, to establish and maintain a local emergency management organization. The Covington County Board of Supervisors will appoint a County Emergency Management Director or designee who will have direct responsibility for the organization, administration, and operation of a local organization for emergency management, subject to the direction and control of the Board of Supervisors.
- e. The President of the Board of Supervisors is the primary official responsible for action of county government. The Mayor is the Chief Executive Officer responsible for actions of municipal government. County and City Governing Authorities are authorized to:
 - Assign and make available employees, property, and equipment for emergency operations
 - Establish a local EOC and secondary control centers to serve as emergency command posts
 - If warranted, proclaim a local emergency to exist upon the occurrence or imminent threat of a natural disaster
 - Activate local plans and appropriate mutual aid agreements
 - Prepare and submit requests for State assistance through the counties
 - Accept services, equipment, supplies, or funds by gifts, grant, or loan from the State or Federal Government or any person, firm, or corporation
 - Organize and staff emergency preparedness entities for the purpose of coordinating and managing disaster response and recovery

- f. In case of an emergency/disaster situation, Covington County Emergency Manager will be responsible for the following:
- Coordinating the emergency response effort within their political jurisdictions (Covington County and Collins, Seminary and Mount Olive).
 - Providing regular situational updates to MEMA.
 - Directing local evacuations, coordinating shelter activation, and requesting outside assistance when necessary. The Covington County Emergency Management Director may also activate, mutual aid agreements with neighboring counties and among municipalities within the county and proclaiming a local State of Emergency through the Board of Supervisors and making formal request for State assistance.
 - Protective actions, such as evacuation and re-entry, are local (do not cross county lines) in scope. In such cases, emergency preparation and response activities for an area are coordinated and administered by county officials, using local resources in accordance with county policies and plans.
 - Designate local Public Information Officers for coordination with the Joint Information Center.
 - Document all requests for resources and assistance using Web-EOC[®] (if the electronic connectivity is available during and following the incident).

2. Local Agencies and Organizations

- a. Local governmental agencies are assigned responsibilities and specific tasks by the local governing body according to their capabilities. They are responsible for initial response and relief efforts and for advising their government officials when assistance is needed as outlined in their ESF(Emergency Support Function).
- b. Covington County will update and revise annually their county's plan. MEMA will schedule a review of the county's Comprehensive Emergency Management Plan every 5 years. The county plan will be tested and exercised annually to

ensure that it is adequate and represent the current level of local capability to respond to and recover from a disaster or emergency. This plan will also be compatible with the State's CEMP and provide guidance and operating procedures to apply for supplemental State and Federal assistance after local resources are committed or exhausted.

- c. Provide regular situational updates to MEMA through the Covington County Emergency Management Director.

B. State

1. State Government

- The Governor is responsible for declaring that a State of Emergency exists, and at such time, directs all available State and local resources, as reasonably necessary, to cope with the disaster utilizing NIMS/ICS doctrine. This includes the designation of an "Emergency Impact Area", transfer and direction of personnel or functions of State agencies or units for the purpose of performing or facilitating disaster services, and designation of a state level Incident Commander (IC) as needed.
- The State of Mississippi is responsible for providing assistance to any political subdivision within the State that requests emergency or disaster assistance. The Director of MEMA will coordinate and cooperate with the President and other Federal officials as well as review and execute intrastate and interstate mutual aid agreements and compacts.
- During a declared emergency period, the State may take any action authorized under the provisions of the law without regard to a particular order, rule, or regulation of a State agency, if such action is necessary to protect the safety and welfare of the inhabitants of this State.

2. Mississippi Emergency Management Agency (MEMA)

- Title 33-15-7, MS Code of 1972, and Annotated authorize MEMA, with its Executive Director and staff. MEMA has responsibility for the coordination of all State emergency management activities.

- MEMA operates as the 24-hour State Warning Point. (Refer to ESF-2 Communications, IV.B. and the MEMA Communications SOG for additional information.)
- In the event an emergency or disaster situation develops within the State, the Director of MEMA will activate the SEOC which will be staffed at the appropriate level 24-hours a day throughout the duration of the situation (Refer to Mississippi Comprehensive Emergency Management Plan).
- MEMA will have oversight of all resources in the field.
- MEMA will serve as liaison between Covington County and other State of Mississippi agencies.

3. Other State Agencies

- Responsibilities have been assigned to various State agencies listed in the Mississippi Comprehensive Emergency Management Plan. Agencies assigned the Primary role are responsible for performing special ESFs.
- These agencies have been determined to have the appropriate resources and day-to-day operational expertise to provide guidance and leadership for supporting MEMA and local units of government. Agencies assigned supporting roles are responsible for supporting Primary agencies with resources and personnel. These designations are shown in the ESF designations matrix, Appendix-B to the Mississippi Comprehensive Emergency Management Basic Plan.
- State agencies assigned Primary and Supporting roles in this plan are responsible for planning and preparing in the pre-emergency period to ensure capabilities exist to effectively carry out their emergency responsibilities, and for ensuring rapid response should their assistance be required elsewhere in the State. Planning and preparation responsibilities include, but are not limited to, developing detailed SOPs, checklists, and an alert and notification system for key personnel whose services will be required immediately upon implementation of this plan [Section 33-15-14(2)(a)(viii), MS Code 1972, Annotated].
- In addition to Primary and Support duties, other additional tasks may be assigned by MEMA to State agencies based on the existing need. Title 33, Chapter 15, Section 11, Mississippi Code of 1972, Annotated,

provides for all departments, agencies, offices, and institutions of the State not assigned emergency responsibilities to make their resources available in support of the emergency management program.

- Chief Executives of the Agencies shall designate agency representatives, key decision makers, to be present at SEOC until emergency operations return to manageable levels.
- Chief Executives of the Agencies shall designate PIOs to the JIC.

C. Continuity of Government (COG)/Continuity of Operations (COOP)

1. Local Level

Section 17-7-1 of the *Mississippi Code* provides for relocation of the center of local government in an emergency.

The Covington County Emergency Management Director, along with elected officials, is responsible for all policy level decisions in disaster situations. (In the absence of an appointed Emergency Management Director, responsibility for this function will revert to the Deputy Director or County Administrator.

COG/COOP actions at local levels will be initiated and implemented in close collaboration with MEMA. It is the responsibility of every local government to develop a functional COG/COOP plan.

Continuity of Government

1. Covington County
 - a. President of the Board of Supervisors
 - b. Vice President
 - c. Chancery Clerk
 - d. Board Members in order of Seniority
2. City of Collins and/or other Municipalities
 - a. Mayor

- b. Mayor pro-tempore
 - c. Board of Alderman
3. Covington County Emergency Management Agency
 - a. Emergency Management Director
 - b. Deputy Director
 - c. Board of Supervisors Designee

2. State Level

Article 5, Section 116, of the *Mississippi Constitution* vests in the Governor the powers of Chief Executive of the State.

Article 6, Section 131 of the Mississippi Constitution and Section 7-1-67, *MS Code of 1972*, provides for the line of succession to the Governor as follows:

- a. Governor
- b. Lieutenant Governor
- c. President Pro Tempore of the Senate
- e. Speaker of the House of Representatives
- f. Secretary of State convenes the Senate to elect a President Pro Tempore to discharge the duties of the Governor.

Mississippi Emergency Management Agency Chain of Command

- a. Executive Director
- b. Deputy Director
- c. Office Directors in order of Seniority

The COG/COOP operations in the State of Mississippi has been conducted in accordance with the State's COG/COOP plan and will be maintained under separate cover. It is the responsibility of every State agency to develop a functional COG/COOP plan.

VI. Administration and Logistics

a. General Support Requirements

1. The Covington County Emergency Management Director is responsible for providing administrative and logistical support to the local EOC and its staff. Support includes, but is not limited to, supplying secretarial assistance and office equipment and supplies, arranging for feeding and sleeping, and providing other support as may be required to ensure a continuing long-term response and recovery operation. *(Will be implemented upon declaration of an emergency)*

b. Records, Reports, and Requirements

1. County and city department heads as well as local elected officials are responsible for submission of reports involving their agency's response to an incident to the Covington County Emergency Management Agency.
2. Standard, approved, and accepted records of expenditures and obligations in emergency operations must be maintained by all local government entities employing their own bookkeeping procedures.
3. All local and State government entities must meet all applicable local, State, Federal, and special audit requirements.
4. To supplement written records, local and State government entities are encouraged to maintain narrative and log type records of response actions as well as photographs and videos of "untouched damage."
5. Responsibility of submitting local government reports to the SEOC rests with the local chief executive who may delegate this function to the local government administrative or operations group.
6. Local governments thru the Covington County Emergency Management Director will make reports to the SEOC by the most practical means, which include but are not limited to: Internet,

telephone, or facsimile. Delivery of required reports will be supported by mail or hand delivered copy, as needed.

7. Damage reports (Initial, Situation, Damage Impact and Assessment, and other follow-up reports as prescribed) will be submitted to MEMA in accordance with the schedule of requirements for disaster reports
8. Other reports, either required or requested, will be submitted in accordance with established procedures for specific reports (Refer to the Mississippi Comprehensive Emergency Management Plan).

c. Vital Records Protection

Local emergency operations plan will include provisions for protecting and preserving all legal documents of both a public and private nature in accordance with applicable State and local laws. This responsibility lies with the Covington County Chancery Clerk's Office and all other city and/or town clerks as applicable.

d. Consumer Protection

Consumer complaints pertaining to alleged unfair or illegal business practices during the emergency will be referred to the State Attorney General's Consumer Protection Division or the Office of County Attorney.

e. Non-Discrimination

There will be no discrimination on grounds of race, color, religion, nationality, sex, age, handicap, language, or economic status in the execution of disaster preparedness or disaster relief and assistance functions. This policy applies equally to all levels of government, contractors, and labor unions.

f. Environmental Policy

The Office of Pollution Control of the Department of Environmental Quality will assist Local, State and Federal agencies in the implementation of the National Environmental Policy Act, the

Clean Water Act, and the Resource Conservation and Recovery Act.

g. Preservation of Historic Properties

1. The State Historical Preservation Officer (SHPO) will be notified when the Governor declares that a State of Emergency exists as the result of a disaster.
2. The State Coordinating Officer (SCO) will arrange for the SHPO to identify any existing historic properties within the designated disaster area.

h. Administration of Insurance Claims

1. Insurance claims are normally handled on a routine basis by the commercial insurance companies and their adjustment agencies.
2. Complaints will be referred to the Mississippi Commissioner of Insurance, Office of Consumer Assistance.

i. Duplication of Benefits

No persons, business concerns, or other entities will receive assistance with respect to any loss for which he/she received financial assistance under any other program or for which he/she received insurance or other compensation.

j. Resource Support

All resource acquisition, deployment, and management will be coordinated to obtain the maximum benefit possible thru the County Emergency Manger in accordance with ESF-7 Resource Support.

k. Mutual Aid Agreements, Contracts, and Understandings

Mutual aid agreements and memoranda of understanding are essential components of emergency management planning, response, and recovery activities. These agreements provide reciprocal emergency aid and assistance during an emergency or

disaster. They can increase available resources and improve response and recovery efforts.

VII. Plan Development, Maintenance, and Execution

A. Plan Development

This plan will be updated, revised, or re-written to ensure that all State and Federal requirements are incorporated. The Mississippi CEMP developed by MEMA in response to Federal requirements for integration of the NRP and NIMS was completed in August 2006. The process for developing the 2006 version of that document was based on a review of the documents noted above, as well as other germane Federal guidance on emergency operations planning, particularly as it relates to homeland security issues.

The Covington County Emergency Management Plan, with updates reflects Federal requirements as outlined in the State including the guidance found in:

- Homeland Security Presidential Directive 5 (HSPD-5)
- National Response Plan (December 2004)
- National Incident Management System (March 2004)
- Mississippi Emergency Management Law (Title 33, Chapter 15, Mississippi Code of 1974, Annotated)
- Federal Emergency Management Agency *Guide for All-Hazards Emergency Operations Planning* (State and Local Government Guide 101, September 1996)
- DHS State and Urban Area Homeland Security Strategy (July 2005)

B. Plan Maintenance

- This plan will be reviewed by the Covington County Emergency Management Director on an annual basis. The review will include testing, review, and update of the document and its procedures. This plan will be updated periodically as required, to incorporate new Presidential or State directives, legislative changes, and procedural changes based on lessons learned from exercises and actual incidents.
- Covington County Emergency Management Agency will maintain and update this plan as required, and is responsible for coordinating updates and modifications, as well as changes to the ESFs, annexes, appendices, and

SOPs. Such recommendations should be forwarded to the Director of Covington County Emergency Management through official correspondence, or may be initiated at the periodic CEMP review. Local agency directors/ department heads will provide information to the Covington County Emergency Management Agency periodically as changes of personnel, available resources, and changes in Operating Procedures.

- All agencies will be responsible for the development and maintenance of their respective segments of the plan as set forth earlier in "Section V., Organization and Assignment of Responsibilities."
- This plan applies to all local government agencies, local boards, county commissions, and County or Local departments assigned emergency responsibilities in accordance with current law and Executive Orders.
- Directors of Primary County and Local agencies have the responsibility for maintaining SOPs, checklists, internal plans, and resource data to ensure a prompt and effective response to a disaster in support of this plan.
- For training purposes and exercises, the Covington County Director may activate this plan as deemed necessary to ensure a high level of operational readiness.

VIII. Authorities and References

The following authorities and references may be consulted for further advice and guidance. Other than those references and authorities that have the inherent force and effect of law, this Plan is not intended to incorporate them by reference.

Statutes, Federal and State

- American Red Cross, Congressional Charter, Act of United States Congress, January 5, 1905, as amended, 36 U.S.C. 1 et. Seq., PL 58-4.
- Earthquake Hazards Reduction Act of 1977, 42 U.S.C. 7701 and 7704, as amended by PL 96-472 and 99-105.
- Emergency Management Assistance Compact [EMAC], PL 104-321, 1996.
- Emergency Planning and Community Right-to-Know Act of 1986 (SARA Title III), PL 99-499.
- Federal Emergency Management Agency Guide for All-Hazards Emergency Operations Planning (State and Local Government Guide 101, September 1996)
- Federal Emergency Management Food and Shelter Program, Stewart B. McKinney Homeless Assistance Act, 42 U.S.C. 11331-11352.
- Flood Disaster Protection Act of 1973, as amended by the Flood Insurance Reform Act of 1994, 42 U.S.C. 4001, et.seq.
- Flood Emergencies, PL 84-99, 33 U.S.C. 701n.
- Food Stamp Act of 1964, PL 91-671, in conjunction with Section 412 of the Stafford Act.
- Homeland Security Presidential Directive 5.
- Homeland Security Presidential Directive 7.
- Homeland Security Presidential Directive 8.
- Mississippi Code of 1972, annotated:

- Mississippi Emergency Management Act of 1995, Title 33-15, et.al. [Successor to: Mississippi Emergency management Law of 1980].
- Other applicable MS laws refer to “Compendium of Legislation” found in Mississippi Administrative Plan.
- Mississippi Constitution of 1890.
- National Flood Insurance Reform Act of 1994, PL 103-325 [Successor to: Flood Disaster Protection Act of 1973].
- National Historic Preservation Act, PL 89-665, 16 U.S.C. 470, et.seq.
- National Response Plan (NRP), December 2004.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act [“The Stafford Act”], PL 93-288, as Amended by PL 100-707, 42 U.S.C. 5121 et. seq. [Successor to: The Natural Disaster Relief Act of 1974, which superseded the Federal Disaster Relief Act of 1950, PL 81-875] and Disaster Mitigation Act of 2000 to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 106-390.
- U.S. Department of Homeland Security, National Incident Management System, March 1, 2004.
- U.S. Department of Homeland Security, State and Urban Area Homeland Security Strategy, July 2005.

Governor’s Executive Orders

- E.O. 252, August 11, 1977; Relocation of State Government.
- E.O. 573, March 3, 1987; Mississippi Emergency Response Commission.
- E.O. 653, November 16, 1990, et.seq; Emergency Management Responsibilities.
- E.O. 872, January 3, 2003; Establishment of the Homeland Security Council.
- E.O. 874, February 5, 2003; Establishment of the State Interoperability Executive Committee (the “SIEC”).

- E.O. 916, January 28, 2004; Homeland Security Council Restructuring.
- E.O. 920, August 4, 2004; State Interoperability Executive Committee Restructuring.
- Presidential Executive Orders
- E.O. 11988, May 24, 1977, Floodplain Management.
- E.O. 11990, May 24, 1977, Protection of Wetlands.
- E.O. 12148, July 20, 1979, Federal Emergency Management.
- E.O. 12472, April 3, 1984, Assignment of National Security and Emergency Telecommunication Functions.
- E.O. 12656, November 18, 1988, Assignment of Emergency Preparedness Responsibilities.
- E.O. 12673, March 23, 1989, Delegation of Disaster Relief and Emergency Assistance Functions.
- E.O. 13010, July 15, 1996, Critical Infrastructure Protection (Amended by: EO 13025, November 13, 1996; EO 13041, April 3, 1997; EO 13064, October 11, 1997; EO 13077, March 10, 1998), revoked in part by: EO 13138, September 30, 1999
- E.O. 13228, October 8, 2001, Establishing the Office of Homeland Security and the Homeland Security Council
- E.O. 13231, October 16, 2001, Critical Infrastructure Protection in the Information Age
- E.O. 13260, March 19, 2002, Establishing the President's Homeland Security Advisory Council and Senior Advisory Committees for Homeland Security
- E.O. 13284, January 23, 2003, Amendment of Executive Orders, and Other Actions, in Connection With the Establishment of the Department of Homeland Security
- E.O. 13286, February 28, 2003, Amendment of Executive Orders, and Other Actions, in Connection With the Transfer of Certain Functions to the Secretary of Homeland Security

- E.O. 13295, April 4, 2003, Revised List of Quarantinable Communicable Diseases (Amended by: EO 13375, April 1, 2005)
- E.O. 13311, July 29, 2003, Homeland Security Information Sharing
- E.O. 13321, December 17, 2003, Appointments During National Emergency.
- E.O. 13347, July 22, 2004, Individuals With Disabilities in Emergency Preparedness.
- E.O. 13354, August 27, 2004, National Counterterrorism Center.
- E.O. 13356, August 27, 2004, Strengthening the Sharing of Terrorism Information to Protect Americans.

Federal Guidelines; Code of Federal Regulations in Federal Register

- Audits of State and Local Governments, U.S. 44 CFR, Part 14.
- Coast Guard, U.S., 46 CFR, et.al.
- Department of Defense, U.S., 32 CFR, et.al.
- Department of Energy, U.S., 10 CFR, Parts 200-299.
- Department of Transportation, U.S., 49 CFR, et.al.
- Environmental Considerations, U.S. 44 CFR, Part 10.
- Environmental Protection Agency, U.S., 40 CFR, et.al.
- Federal Disaster Assistance for Disasters Declared after November 23, 1988, U.S., 44 CFR Parts 206.
- Federal Emergency Management Agency; Emergency Management and Federal Disaster Assistance, 44 CFR, Parts 0-399, et.al.
- National Flood Insurance Program and related programs, U.S., 44 CFR, Parts 59-76.
- Nuclear Regulatory Commission, U.S., 10 CFR, Parts 71, 73, 420, et.al.

- Uniform Administrative Requirements for Grants and Cooperative Agreements, U.S., 44 CFR, Part 13 (The Common Rule).

X. APPENDICES

A. List of Acronyms

B. Glossary

C. Organizations and Responsibilities:

C-1: Covington County Emergency Support Function Designation (Chart)

C-2: State Emergency Support Function Designations (Chart)

D. Mississippi Emergency Management Law of 1972 (Amended 2006)

Appendix A (List of Acronyms)

AR Authorized Representative

CERCLA Comprehensive Environmental Response, Compensation, and Liability Act

CEMP Comprehensive Emergency Management Plan

COG Continuity of Government

COOP Continuity of Operations

DFO Disaster Field Office

DHS Department of Homeland Security

DOT Department of Transportation

DRC Disaster Recovery Center

EAS Emergency Alert System

EOC Emergency Operations Center

EMAC Emergency Management Association Compact

EPA Environmental Protection Agency

EPR Emergency Preparedness and Response

ERT Environmental Response Team (EPA)

ESF Emergency Support Function

FCO Federal Coordinating Officer

FEMA Federal Emergency Management Agency

FNS Food and Nutrition Service

GAR Governor's Authorized Representative

HHS Department of Health and Human Services

HSPD Homeland Security Presidential Directive

IC Incident Command

ICP Incident Command Post

ICS Incident Command System

IFG Individual and Family Grant Program

INS Incident of National Significance

JFO Joint Field Office

JIC Joint Information Center

JIS Joint Information System

JOC Joint Operations Center

JUC Joint Unified Command

MACC Multi agency Command Center

MEMA Mississippi Emergency Management Agency

MOBOPS Mobile Operations Center

MS Mississippi

NEMA National Emergency Management Association

NGO Nongovernmental Organization

NIMS National Incident Management System

NRP National Response Plan

OSC On-Scene Coordinator

PA Public Assistance

PIO Public Information Officer

RRT Regional Response Team

SCO State Coordinating Officer

SEOC State Emergency Operations Center

SERT State Emergency Response Team

SLO State Liaison Officer

SMAC Statewide Mutual Aid Compact

SOG Standard Operating Guideline

SOP Standard Operating Procedure

USCG U.S. Coast Guard

USGS U.S. Geological Survey

WMD Weapons of Mass Destruction

Appendix B (Glossary)

Accountable Property. Property that: 1) has an acquisition cost that is \$15,000 or more; 2) has a unique, identifiable serial number (e.g., computer or telecommunications equipment); and 3) is considered “sensitive” (i.e., easily pilferable), such as cellular phones, pagers, and laptop computers.

Agency. A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative. A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency’s or organization’s participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command). An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an EOC facility or at some location other than an ICP.

Available Resources. Resources assigned to an incident, checked in, and available for use, normally located in a Staging Area.

Awareness. The continual process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react effectively.

Casualty. Any person who is declared dead or is missing, ill, or injured.

Catastrophic Incident. Any natural or manmade incident, including terrorism, which results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and

significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

Chain of Command. A series of command, control, executive, or management positions in hierarchical order of authority.

Civil Transportation Capacity. The total quantity of privately owned transportation services, equipment, facilities, and systems from all transportation modes nationally or in a prescribed area or region.

Coastal Zone. As defined by the NCP, means all U.S. waters subject to tide, U.S. waters of the Great Lakes, specified ports and harbors on inland rivers, waters of the contiguous zone, other water of the high seas subject to the NCP, and the land surface or land substrata, ground waters, and ambient air proximal to those waters. The term "coastal zone" delineates an area of Federal responsibility for response action. Precise boundaries are determined by EPA/USCG agreements and identified in RCPs.

Command Staff. In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Community Recovery. In the context of the NRP and its annexes, the process of assessing the effects of an Incident of National Significance, defining resources, and developing and implementing a course of action to restore and revitalize the socioeconomic and physical structure of a community.

Consequence Management. Predominantly an emergency management function and included measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism. The requirements of consequence management and crisis management are combined in the NRP. See also **Crisis Management.**

Credible Threat. A potential terrorist threat that, based on a threat assessment, is credible and likely to involve WMD.

Crisis Management. Predominantly a law enforcement function and included measures to identify, acquire, and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism. The requirements of consequence

management and crisis management are combined in the NRP. See also **Consequence Management**.

Critical Infrastructures. Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Cultural Resources. Cultural resources include historic and prehistoric structures, archeological sites, cultural landscapes, and museum collections.

Cyber. Pertaining to computers and their support systems, such as servers, routers, and switches, which support critical infrastructure.

Defense Support of Civil Authorities (DSCA). Refers to DOD support, including Federal military forces, DOD civilians and DOD contractor personnel, and DOD agencies and components, for domestic emergencies and for designated law enforcement and other activities.

Deputy. A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Disaster. See **Major Disaster**.

Disaster Recovery Center (DRC). A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid.

District Response Group. Established in each DHS/USCG District, the District Response Group is primarily responsible for providing the OSC technical assistance, personnel, and equipment during responses typically involving marine zones.

Emergency. As defined by the Stafford Act, an emergency is “any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.”

Emergency Operations Center (EOC). The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or by some combination thereof.

Emergency Operations Plan (EOP). The “steady-state” plan maintained by various jurisdictional levels for managing a wide variety of potential hazards.

Emergency Public Information. Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider. Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. (See section 2(6), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).) Also known as “emergency responder.”

Emergency Support Function (ESF). A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions of primary Federal responsibility.

Environment. Natural and cultural resources and historic properties as those terms are defined in this glossary and in relevant laws.

Environmental Response Team. Established by EPA, the Environmental Response Team includes expertise in biology, chemistry, hydrology, geology, and engineering. The Environmental Response Team provides technical advice and assistance to the OSC for both planning and response to discharges and releases of oil and hazardous substances into the environment.

Evacuation. Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Facility Management. Facility selection and acquisition, building services, information systems, communications, safety and health, and physical security.

Federal. Of or pertaining to the Federal Government of the United States of America.

Federal Coordinating Officer (FCO). The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.

Federal On-Scene Coordinator (FOSC or OSC). The Federal official predesignated by the EPA or the USCG to coordinate responses under subpart D of the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.

Federal Resource Coordinator (FRC). The Federal official appointed to manage Federal resource support activities related to non-Stafford Act incidents. The FRC is responsible for coordinating support from other Federal departments and agencies using interagency agreements and MOUs.

First Responder. Local and nongovernmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

Hazard. Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Mitigation. Any cost-effective measure, which will reduce the potential for damage to a facility from a disaster event.

Hazardous Material. For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

Hazardous Substance. As defined by the NCP, any substance designated pursuant to section 311(b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. § 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307(a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. § 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. § 2601 et seq.).

Historic Property. Any prehistoric or historic district, site, building, structure, or object included in or eligible for inclusion in the National Register of Historic Places, including artifacts, records, and remains which are related to such district, site, building, structure, or object [16 U.S.C. § 470(w)(5)].

Incident. An occurrence or event, natural or human caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan. An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Command Post (ICP). The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS). A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, designed to aid in the management of resources during incidents. ICS is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, or organized field-level incident management operations.

Incident Commander (IC). The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT). The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

Incident Mitigation. Actions taken during an incident designed to minimize impacts or contain the damages to property or the environment.

Incident of National Significance. Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

Information Officer. See **Public Information Officer.**

Infrastructure. The manmade physical systems, assets, projects, and structures, publicly and/or privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, drinking water systems, electrical systems, communications systems, dams, sewage systems, and roads.

Infrastructure Liaison. Assigned by DHS, the Infrastructure Liaison serves as the principal advisor to the JFO Coordination Group regarding all national- and regional-level critical infrastructure and key resources incident-related issues.

Initial Actions. The actions taken by those responders first to arrive at an incident site.

Initial Response. Resources initially committed to an incident.

Joint Field Office (JFO). A temporary Federal facility established locally to provide a central point for Federal, State, local, and tribal executives with responsibility for incident oversight, direction, and/or assistance to effectively coordinate protection, prevention, preparedness, response, and recovery actions. The JFO will combine the traditional functions of the JOC, the FEMA DFO, and the JIC within a single Federal facility.

Joint Information Center (JIC). A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS). Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during a crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Joint Operations Center (JOC). The JOC is the focal point for all Federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident, and is managed by the SFLEO. The JOC becomes a component of the JFO when the NRP is activated.

Joint Unified Command (JUC). The JUC links the organizations responding to the incident and provides a forum for these entities to make consensus decisions. Under the JUC, the various jurisdictions and/or agencies and non-government responders may blend together throughout the operation to create an integrated response team. At the State level, the State of Mississippi has adopted a Joint Unified Command structure for incident management. This organizational framework places a state

official side-by-side with a Federal official at the Section, Division, and Branch level, as the situation warrants these levels of organization.

Jurisdiction. A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authorities. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison Officer. A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization or, in Alaska, a Native Village or Alaska Regional Native Corporation; or a rural community, unincorporated town or village, or other public entity. (As defined in section 2(10) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Long-Range Management Plan. Used by the FCO and management team to address internal staffing, organization, and team requirements.

Major Disaster. As defined by the Stafford Act, any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought) or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this act to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Materiel Management. Requisitioning and sourcing (requirements processing); acquisition, asset visibility (resource tracking), receipt, storage, and handling; security and accountability; inventory, deployment, issue, and distribution; and recovery, reuse, and disposition.

Mission Assignment. The vehicle used by DHS/EPR/FEMA to support Federal operations in a Stafford Act major disaster or emergency declaration. It orders immediate, short-term emergency response assistance when an applicable State or

local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work.

Mitigation. Activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often developed in accordance with lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization. The process and procedures used by all organizations—Federal, State, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Center. An off-site temporary facility at which response personnel and equipment are received from the Point of Arrival and are pre-positioned for deployment to an incident logistics base, to a local Staging Area, or directly to an incident site, as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their assignment, release, or reassignment and serves as a place to out-process following demobilization while awaiting transportation.

Multi-agency Command Center (MACC). An interagency coordination center established by DHS/USSS during NSSEs as a component of the JFO. The MACC serves as the focal point for interagency security planning and coordination, including the coordination of all NSSE-related information from other intra-agency centers (e.g., police command posts, Secret Service security rooms) and other interagency centers (e.g., intelligence operations centers, joint information centers).

Multiagency Coordination Entity. Functions within a broader multiagency coordination system. It may establish priorities among incidents and associated resource allocations, deconflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination System. Provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multi-agency coordination systems include facilities, equipment, EOCs, specific multi-agency

coordination entities, personnel, procedures, and communications. The systems assist agencies and organizations to fully integrate the subsystems of NIMS.

Multi-jurisdictional Incident. An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual Aid Agreement. Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment, and/or expertise in a specified manner.

National. Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and policy.

National Counterterrorism Center (NCTC). The NCTC serves as the primary Federal organization for analyzing and integrating all intelligence possessed or acquired by the U.S. Government pertaining to terrorism and counterterrorism, excepting purely domestic counterterrorism information. The NCTC may, consistent with applicable law, receive, retain, and disseminate information from any Federal, State, or local government or other source necessary to fulfill its responsibilities.

National Disaster Medical System (NDMS). A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

National Incident Management System (NIMS). A system mandated by HSPD-5 that provides a consistent, nationwide approach for Federal, State, local, and tribal governments; the private sector; and NGOs to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Infrastructure Coordinating Center (NICC). Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of

an incident, the NICC provides a coordinating vehicle to share information with critical infrastructure and key resources information-sharing entities.

National Interagency Coordination Center (NICC). The organization responsible for coordinating allocation of resources to one or more coordination centers or major fires within the Nation. Located in Boise, ID.

Natural Resources. Natural resources include land, fish, wildlife, domesticated animals, plants, biota, and water. Water means salt and fresh water, surface and ground water, including water used for drinking, irrigation, aquaculture, and recreational purposes, as well as in its capacity as fish and wildlife habitat, including coral reef ecosystems as defined in 16 U.S.C. 64501. Land means soil, surface and subsurface minerals, and other terrestrial features.

National Response Center. A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal OSC.

National Response System. Pursuant to the NCP, the mechanism for coordinating response actions by all levels of government (40 CFR § 300.21) for oil and hazardous substances spills and releases.

National Response Team (NRT). The NRT, comprised of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair, and DHS/USCG serves as Vice Chair.

National Special Security Event (NSSE). A designated event that, by virtue of its political, economic, social, or religious significance, may be the target of terrorism or other criminal activity.

Nongovernmental Organization (NGO). A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

On-Scene Coordinator (OSC). See **Federal On-Scene Coordinator.**

Pollutant or Contaminant. As defined in the NCP, includes, but is not limited to, any element, substance, compound, or mixture, including disease-causing agents, which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through food chains, will or may reasonably be anticipated to cause death, disease, behavioral abnormalities, cancer, genetic mutation, physiological malfunctions, or physical deformations in such organisms or their offspring.

Preparedness. The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process involving efforts at all levels of government and between government and private sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources.

Prevention. Actions taken to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions taken to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Principal Federal Official (PFO). The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

Private Sector. Organizations and entities that are not part of any governmental structure. Includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, private emergency response organizations, and private voluntary organizations.

Public Assistance Program. The program administered by FEMA that provides supplemental Federal disaster grant assistance for debris removal and disposal, emergency protective measures, and the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain private nonprofit organizations.

Public Health. Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

Public Information Officer (PIO). A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident related information requirements.

Public Works. Work, construction, physical facilities, and services provided by governments for the benefit and use of the public.

Recovery. The development, coordination, and execution of service- and site-restoration plans for impacted communities and the reconstitution of government operations and services through individual, private-sector, nongovernmental, and public assistance programs that: identify needs and define resources; provide housing and promote restoration; address long-term care and treatment of affected persons; implement additional measures for community restoration; incorporate mitigation measures and techniques, as feasible; evaluate the incident to identify lessons learned; and develop initiatives to mitigate the effects of future incidents.

Regional Response Teams (RRTs). Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the Federal OSC during response actions.

Resources. Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response. Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include: applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or

disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Senior Federal Official (SFO). An individual representing a Federal department or agency with primary statutory responsibility for incident management. SFOs utilize existing authorities, expertise, and capabilities to aid in management of the incident working in coordination with other members of the JFO Coordination Group.

Situation Assessment. The evaluation and interpretation of information gathered from a variety of sources (including weather information and forecasts, computerized models, GIS data mapping, remote sensing sources, ground surveys, etc.) that, when communicated to emergency managers and decision makers, can provide a basis for incident management decision-making.

State. Any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. (As defined in section 2(14) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Strategic. Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategic Plan. A plan that addresses long-term issues such as impact of weather forecasts, time-phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

Telecommunications. The transmission, emission, or reception of voice and/or data through any medium by wire, radio, other electrical electromagnetic, or optical means. Telecommunications includes all aspects of transmitting information.

Terrorism. Any activity that (1) involves an act that (a) is dangerous to human life or potentially destructive of critical infrastructure or key resources; and (b) is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and (2) appears to be intended (a) to intimidate or coerce a civilian population; (b) to influence the policy of a government by intimidation or coercion; or (c)

to affect the conduct of a government by mass destruction, assassination, or kidnapping.

Threat. An indication of possible violence, harm, or danger.

Transportation Management. Transportation prioritizing, ordering, sourcing, and acquisition; time phasing plans; fleet management; and movement coordination and tracking.

Tribe. Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Unaffiliated Volunteer. An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a “spontaneous” or “emergent” volunteer.

Unified Command. An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the Unified Command to establish their designated Incident Commanders at a single ICP and to establish a common set of objectives and strategies and a single Incident Action Plan.

United States. The term “United States,” when used in a geographic sense, means any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, any possession of the United States, and any waters within the jurisdiction of the United States. (As defined in section 2(16) of the Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135, et seq. (2002).)

Unsolicited Goods. Donated items offered by and/or sent to the incident area by the public, the private sector, or other source, that have not been requested by government or nonprofit disaster relief coordinators.

Urban Search and Rescue. Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

Volunteer. Any individual accepted to perform services by an agency that has authority to accept volunteer services when the individual performs services without

promise, expectation, or receipt of compensation for services performed. (See, for example, 16 U.S.C. § 742f(c) and 29 CFR § 553.101.)

Volunteer and Donations Coordination Center. Facility from which the Volunteer and Donations Coordination Team operates. It is best situated in or close by the State EOC for coordination purposes. Requirements may include space for a phone bank, meeting space, and space for a team of specialists to review and process offers.

Weapon of Mass Destruction (WMD). As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; (3) any weapon involving a disease organism; or (4) any weapon that is designed to release radiation or radioactivity at a level dangerous to human life.

Annex C (Local Government Organizational Chart)