

## SUPPORT ANNEX C

### DIRECTION AND CONTROL

#### I. PURPOSE

- A. To provide for the effective direction, control, and coordination of emergency management activities undertaken in accordance with the *Island County Comprehensive Emergency Management Plan (CEMP)*.
- B. To ensure continued operation and continuity of county government and its essential functions during and after an emergency or disaster.
- C. To ensure the preservation of public and other records essential to the continued operations of the county government.

#### II. CONCEPT OF OPERATIONS

##### A. General

- 1. In accordance with the National Incident Management System (NIMS) Island County emergency response and incident command is accomplished using the Incident Command System or ICS. In accordance with the NIMS, support to the incident commander (or IC) and coordination with other jurisdictions is accomplished from the county emergency operations center (EOC). Coordination and support to the IC is conducted along the general framework shown at Figure 1, Emergency Management Organizational Chart and Figure 2, Emergency Management Operational Chart.
- 2. Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and the preservation of essential records.

##### B. Direction and Control

- 1. Overall direction and control of Island County emergency management is the responsibility of the Board of Island County Commissioners (BOICC). Direct control and management is the responsibility of the Director, Island County Department of Emergency Management (DEM). The Director, DEM will coordinate with county elected officials, department heads and other jurisdictions for the accomplishment of emergency response tasks and for emergency resources. The heads of political subdivisions within the county are responsible for the emergency management functions within their jurisdictions and may coordinate with Island County DEM for

assistance and resources.

3. Following a formal emergency declaration, the facilities of other county jurisdictions, and state agency services and facilities within the county may be required to support the county disaster response as described in Island County Code Title 9.24A and RCW 38.52.110.
4. The BOICC, directors of county departments or their representatives, and other key individuals will coordinate emergency response and support from the county EOC in Coupeville or the designated alternate EOC (Oak Harbor Fire Station). The EOC is a coordination center not a command center. Its major function is to support incident commanders anywhere in the county.
5. Emergency response coordination will use communications systems that have been specifically established for emergency management operations to avoid conflicts with emergency dispatch communications. (See Emergency Support Function (ESF) 2, Communications, Information Systems, and Warning.)

#### C. Coordination

1. County and local jurisdiction emergency management personnel provide county ICs the means for obtaining resources and assets necessary to respond to an emergency or disaster. Resource requests flow from the IC to the EOC and then to the State EOC.
2. If Island County is not part of a disaster or is not as severely impacted as adjacent counties, it may provide liaison officers to other counties or other jurisdictions based upon their requests for support.

#### D. Continuity of Government

1. Island County codes provide the chain of succession should the position of Chairperson, BOICC or other commissioner positions become vacant in case of removal, resignation, death or disability. In an emergency, the available commissioner or commissioners will approve the declaration of an emergency. The legal alternate for an elected official is designated in writing by the elected official. Those designations are listed in Tab A to this Support Annex.
2. Appointed directors of county departments will formally designate successors to ensure continuity of leadership and operations. Successors should be aware of their emergency responsibilities. Directors will insure that continuity of government, or business continuity plans are in place,

are exercised, and updated as necessary. Departmental emergency plans should clearly specify emergency business procedures, alternate business locations, alternate means of communications, and records protection measures. The heads of county departments and their designated alternates are listed in Tab B to this Support Annex.

3. Elected and appointed directors of county departments will ensure that essential (physical and electronic) records are identified and adequately protected.
4. Other county jurisdictions, by virtue of the Constitution of the State of Washington, are autonomous in nature. They are responsible for ensuring provisions are made for continuity of government within their jurisdictions during emergencies.

#### **E. Emergency Operations Centers**

1. As stated before, county and local jurisdiction emergency operations centers – EOCs provide support to incident commanders (ICs) in their jurisdictions.
2. DEM will provide a staff structure and procedures in the form of an emergency operations plan (EOP) to ensure the county EOC is adequately prepared and equipped to respond to a county emergency or disaster.
3. The EOC is equipped with information display materials, internal communications, additional supporting equipment, and supplies required to ensure efficient and effective emergency management. Back-up power generation is maintained to ensure continued operations.
4. Local jurisdiction EOCs will be equipped, activated, and staffed in accordance with local directives. As a minimum, they should have sufficient emergency communications to coordinate effectively with the County EOC.
5. Supporting external agencies may have representatives in the county EOC. These agencies should be prepared to provide computers and any specialized communications or information equipment they require.

### **III. RESPONSIBILITIES**

#### **A. General**

1. General emergency functional responsibilities for county departments are listed in the CEMP Basic Plan, under Section V, Responsibilities.

2. The responsibilities of local jurisdictions are included in the Concept of Operations Section in the Basic Plan.
3. The complexity of emergency management operations during an emergency or disaster requires that direction, control, and coordination channels be formalized and understood by participants.

**B. County Departments**

1. The Director, DEM shall be responsible to the BOICC for coordinating the emergency management program for the county. The Director, DEM will coordinate the activities of Island County emergency management organizations and maintain liaison and coordination with emergency management organizations of other counties, the state, and the federal government. The Director, DEM shall have such additional authority, duties, and responsibilities as prescribed by the BOICC.
2. County departments will designate specific individuals or positions that will staff the EOC when it is activated. Such designations will be part of departmental emergency and continuity of operations plans.
3. After a Presidential Declaration of Emergency or major disaster a State Coordinating Officer (SCO) is appointed by the Governor for the purpose of coordinating state and local jurisdiction disaster assistance efforts with those of the federal government. The SCO is the principal point-of-contact for the Federal Coordinating Officer (FCO) for coordination of federal assistance with state and local jurisdictions. All county requests for aide or other support going to the state will be approved by the Chairperson, BOICC, available commissioners, or the Director, DEM prior to transmission to the State EOC

**IV. REFERENCES**

See Island County CEMP References

**V. DEFINITIONS**

See Island County CEMP References, Definitions and Acronyms

**Figures**

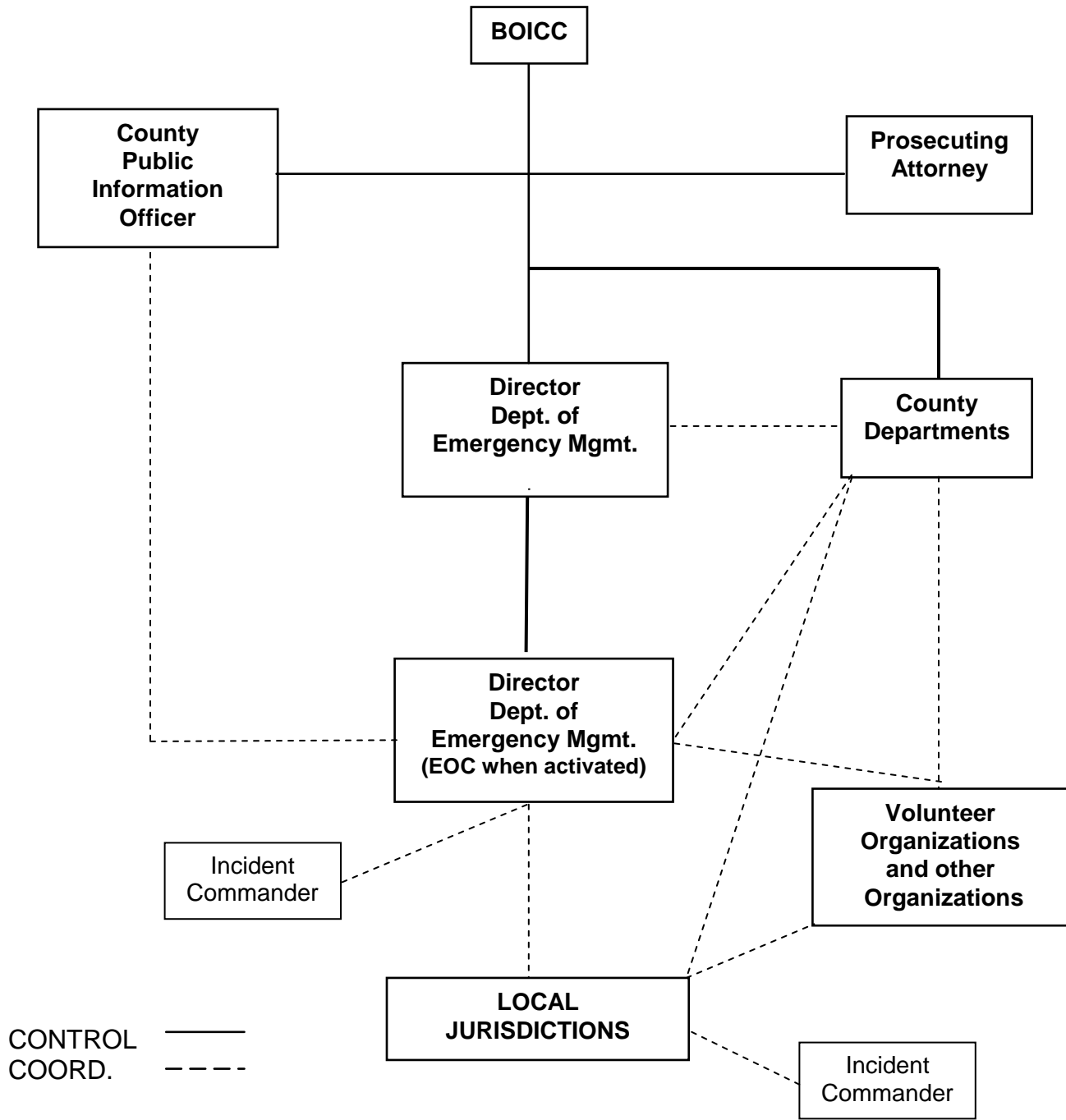
- Figure 1      Emergency Management Organizational Chart  
Figure 2      Emergency Management Operational Chart

**Tabs**

- Tab A      Legal Alternates for County Elected Officials.
- Tab B      Heads and Alternates for County Departments and Agencies

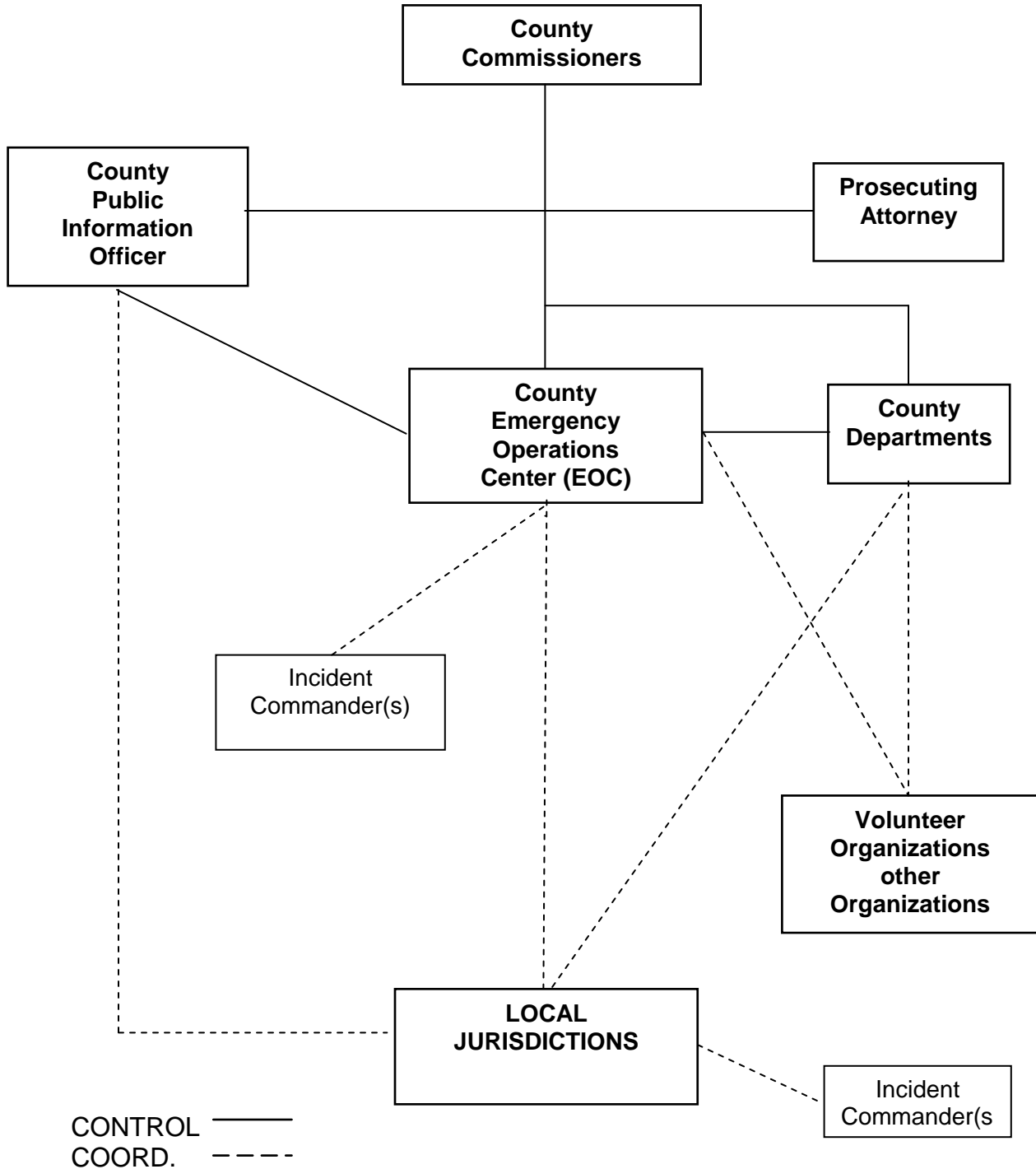
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FIGURE 1  
EMERGENCY MANAGEMENT ORGANIZATIONAL CHART



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**FIGURE 2  
EMERGENCY MANAGEMENT OPERATIONAL CHART**



**SUPPORT ANNEX C  
TAB A**

**Island County Elected Officials and Legal Alternates**

<b>Position</b>	<b>Elected Official</b>	<b>Successor</b>	<b>Position</b>
Commissioner Position 1	Helen Price Johnson	NA	
<b>Commissioner Position 2</b>	Angie Homola	NA	
Commissioner Position 3	John Dean	NA	
<b>Assessor</b>	Dave Mattens	Gary Bur	Chief Deputy Assessor
<b>Auditor</b>	Sheila Crider	Ann Lacour	Chief Deputy Auditor
<b>County Clerk</b>	Patrica Terry	Maggie Lyen	Chief Deputy Clerk
<b>Coroner</b>	Dr. Robert Bishop	Sarah Martin	Deputy Coroner
<b>District Court</b>	Judge Peter Strow	NA	
<b>Prosecuting Attorney</b>	Greg Banks	David Jamison	Chief Civil Deputy Pros.
<b>Sheriff</b>	Mark C. Brown	Kelly Mauck	Undersheriff
<b>Superior Court</b>	Judge Alan Hancock	NA	
	Judge Vicki Churchill	NA	
<b>Treasurer</b>	Linda Riffe	Lois Rusher	Chief Deputy Treasurer



**SUPPORT ANNEX C  
TAB B**

**Island County Departments  
Heads and Alternates**

<b>Department</b>	<b>Head By Name</b>	<b>Alternate Name</b>	<b>Position</b>
<b>Budget Director</b>	Elaine Marlow		
<b>Central Services</b>	Cathy Caryl	Diana Vaughn	Assistant Director
<b>GSA</b>	Betty Kemp	Vicki Henderson	Office Manager
<b>DEM</b>	David Hollett		
<b>Human Resources</b>	Larry Larson		
<b>Human Services</b>	Jackie Henderson		
<b>Maintenance</b>	Dan Sherk	Carla Waite	Office Manager
<b>Planning and Community Development</b>	Robert Pederson		
<b>Public Health</b>	Keith Higman	Aaron Henderson	Env. Health Dir.
<b>Health Officer</b>	Roger Case		Dir. Public Health
<b>Nursing</b>	Suzanne Turner		
<b>Environmental</b>	Aaron Henderson		Env. Health Dir.
<b>Public Works</b>	Bill Oakes	Steve Marx	Assistant Director
<b>Roads Superintendent</b>	Jack Taylor		
<b>Solid Waste</b>	Dave Bonvouloir		