

ANNEX A – INFORMATION AND PLANNING (ESF #5)

I. PURPOSE

This annex addresses the coordination of emergency management functions including the facilities, personnel, procedures, and support requirements for activating, managing, and coordinating the Shelby County Emergency Operations Center (EOC) in pre- and post- incident operations.

II. MISSION AREAS AND LIFELINES

A. Mission Areas

1. Prevention

- a. Shelby County officials and agencies who are tasked with EOC duties will work together to prevent incidents of terrorism or other criminal activity and lessen the negative impact of storms and other incidents in the county by enhancing their capability to jointly detect and recognize threats, and to communicate actionable information to the community. They will work to engage the community in a “See Something, Say Something” mindset that facilitates early information, appropriate warnings, and successful notification.

2. Protection

- a. Shelby County will engage in activities that protect the citizens and property of Shelby County through enhancing the information and planning capabilities of those agencies assigned to the EOC during an incident, and by encouraging and facilitating the ability to share information and to plan jointly between those agencies.

3. Mitigation

- a. Shelby County officials and agencies involved in information and planning activities will recognize and mitigate factors that would disrupt or interfere with the sharing of information and communication during an incident and will monitor all information and planning capabilities to identify shortcoming or gaps prior to the impact of an incident.

4. Response

- a. Shelby County officials and agencies charged with information sharing and communication tasks will establish and maintain a constant state of readiness to collect, disseminate, and pass along information to the response organization as well as the whole community when an incident occurs.

5. Recovery

- a. Shelby County officials and agencies charged with information sharing and communication will take part in recovery planning, and will develop actionable tasks that enable and facilitate community wide recovery in a setting of full awareness and knowledge of the recovery process, options for assistance, and avenues for obtaining help.

B. Community Lifelines

1. Safety and Security

- a. The EOC will play a key role in incident status assessment, locating and procuring resources, and communication of critical objectives.

2. Food, Water, and Sheltering
 - a. The EOC will serve as a communication hub for evacuation and human sustenance needs and services, and will maintain information on the status of related operations for the incident at all times.
3. Health and Medical
 - a. The EOC will maintain constant status information about healthcare capabilities, the status of facility and supply needs, and the disposition of mass fatality services.
4. Energy
 - a. The EOC will maintain and verify information about the status of power generation, distribution and restoration as well as the availability of fuel supplies.
5. Communications
 - a. The EOC will maintain constant situational awareness of the status of communication capabilities, including satellite, Internet, broadband, telecommunications, and mass media capabilities.
 - b. The EOC will maintain constant situational awareness of the status of public safety and public works communications capabilities and needs.
6. Transportation
 - a. The EOC will maintain constant situational assessment information about the status of roadways, transportation services, and ingress-egress to the county.
7. Hazardous Materials
 - a. The EOC will maintain a constant awareness of hazardous materials and facilities that use hazardous materials as well as maintain constant status awareness and needs support for the debris removal efforts.

III. SITUATION AND ASSUMPTIONS

A. Situation

1. The Shelby County Emergency Operations Center (EOC) primary location is at the City of Sidney Police Department, 234 W. Court, Sidney, Ohio. The alternate location is at the EMA Building, 800 Fair Road Sidney, Ohio. The two facilities are adequate to support countywide emergency operations. If the primary or alternate location are inoperable or not conducive to support effective management or support of the incident, a mobile support unit, incident command post, or virtual EOC may be established.
2. The EOC is intended to provide a location capable of providing coordination staff to support response personnel through incident action planning, resource coordination, logistics management, and administrative support.
3. Any incident may necessitate the activation of the EOC, including but not limited to a multi-disciplinary response, multi-operational period response where transition from one set of responders to another is needed, or any response that requires significant or critical resource support and coordination, technical support, or one that is a part of a large area-wide response.
4. The EOC may be activated to support responses that deploy non-traditional staff, including those that involve volunteer organizations, social services agencies, public health personnel, and other non-public safety responders as primary or secondary parties in the response.
5. In the event an alternate EOC is activated, resource coordination and emergency management authority of the EOC will be transferred to the alternate location.

B. Assumptions

1. The designated EOC will be activated when an incident is beyond the local capabilities available to handle the situation.
2. The EOC operational readiness will be made available 24 hours per day.
3. Shelby County agencies and response departments are responsible for the direction and control of their own resources.
4. All agencies are responsible for development and maintenance of their own internal operating, notification, and recall procedures.
5. As much as possible, all agencies and organizations involved in the execution of this plan should be organized, equipped, and trained to perform all designated and implied responsibilities.
6. Resources will be obtained and used according to all applicable procurement and utilization rules, policies, and procedures at the time of use. Resources will remain under the guidance and administration of their home jurisdiction, and will comply with all procurement rules and regulations for the purchase of supplies, repair and maintenance, and replacement.

IV. CONCEPT OF OPERATIONS

A. Core Capabilities

1. Planning
 - a. The EOC will be capable of organizing and implementing the Incident Command System including the development of incident action plans during an incident or for a pre-scheduled event, and should assist the EMA and others in developing pre-incident planning for operations prior to an incident.
2. Operational Coordination
 - a. The EOC should activate partially or fully at the discretion of the EOC Coordinator to provide for establishment and maintenance of a coordinated operational structure that integrates all stakeholders and supports fulfillment of all core capabilities across the entire response operations.
3. Situational Assessment
 - a. The EOC will provide decision-makers and incident commanders with relevant information regarding the natures and extent of the incident, the possible cascading event, and the status of the response.

B. Emergency Operations Center

1. The Shelby County EOC is the central coordinating point from which government officials (local, state, and federal) and organizations with emergency responsibilities obtain, analyze, evaluate, report, and record disaster-related information. As the lead agency for ESF #5, Shelby County EMA will activate the ESF #5 personnel when information and planning capabilities are required for assessment, response, and recovery activities during emergencies.
2. The plan is activated through the Shelby County EOC by any requesting agency having response or recovery responsibilities including a local political jurisdiction, an Incident Commander, or as forecasted by the Shelby County EMA.
3. When the EOC is activated, key officials and heads of local agencies and departments will be notified by telephone, mobile phone, text, email, pager, radio, direct contact, or whatever means are necessary. When the EOC requests activation, the Lead Agency and other support agencies are tasked with specific roles as outlined in the Shelby County EOC Manual.

4. Activation may or may not be further contingent on a declaration of emergency by the Shelby County Board of Commissioners.
5. The designated EOC Manager will act as the coordinator of the activated Emergency Operations Center; the EMA Director will act as the manager of the activated EOC..
6. Procedures for activation, set-up, relocation, and deactivation of the EOC are contained in the Shelby County EOC Manual along with diagrams, ICS forms, and staffing patterns.
7. Staffing levels in the EOC are determined based upon the incident, and can be modified as the incident dictates.
 - a. Level 1 is minimal staffing, including the EMA and the first responder departments involved in the response which is generally limited to fire, law enforcement, and emergency medical services.
 - b. Level 2 is a partial activation of relevant agencies. In addition to those activated for a Level 1, hazardous materials specialty response, local elected/appointed officials, American Red Cross, ARES, public health and the county engineer may be activated.
 - c. Level 3 is a full activation of all involved parties, and adds to both Level 1 and 2 the following: hospital representatives, mental health representatives, agriculture representatives, and Ohio EPA, Ohio EMA, ODNR, and the National Guard.

C. Information Collection, Analysis and Dissemination

1. Direction and Control (ESF #5) will typically be among the first ESFs activated, and will begin monitoring events as they are reported. The monitoring phase will be used for this purpose until additional ESFs are needed and require an EOC activation. Phases of EOC management are described in the EOC Manual.
2. Direction and Control (ESF #5) provides for the collection, evaluation, dissemination, and use of information regarding incident response and recovery actions and the status of resources, focusing on the Elements of Essential Information (EEI), as part of the Community Lifelines (Tab 1)
3. The Shelby County EOC will establish communication with the Incident Commander Post. This connection shall be maintained by whatever means are necessary in order to keep open lines of communication for sharing situation and status information, damage observations, and to allow for resource requests.
4. All levels of local, state, and federal government will be invited to attend briefings.
5. Media interaction will be conducted by using a Joint Information System (JIS)
 - a. A Joint Information Center (JIC), may be required in larger events.
 - b. Media briefings will be scheduled on an as needed basis in order to facilitate prompt release of information to the media and the public.
 - c. See Annex D, Emergency Public Information, for further details.
6. Ohio EMA will receive situation updates, including an initial needs assessment, ongoing damage assessment, response priorities, and requests for specific resource needs.
7. Based upon the conditions of the emergency, personnel in the Shelby County EOC will share information with neighboring counties affected by the emergency through the EMA offices in those jurisdictions.

D. Incident Command System/ National Incident Management System

1. In accordance with Ohio mandates (OAC Section 4123:1-21-07), all cooperating agencies/departments train in and practice the Incident Command System (ICS) and the National Incident Management System (NIMS).

V. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. The Shelby County EOC organizational structure is based on the ICS organizational model. The EOC is organized into the following sections: EOC Management, Policy Group, Operations, Planning, Logistics, Finance, Public Information, and Information Technology.

B. Roles and Responsibilities

1. EOC Management Section

The role of EOC management section is to operate and manage the EOC during activations to ensure effective and efficient incident management and coordination. The Shelby County EMA Director serves as the EOC Manager for the county. The EOC Manager sets the priorities, objectives, and strategies according to the Incident Commander's priorities and objectives, and has overall responsibility at the EOC.

2. The EOC Management core responsibilities:

- a. Overall management of EOC operations and activities within primary or alternate emergency operations centers.
- b. Determine overall staffing needs. Provide for a timely activation and recall capability of key officials and EOC staff.
- c. Assist with preparing a County Declaration of Emergency or Disaster with local elected officials.
- d. Maintain coordination with Ohio EMA and state regional operations personnel.
- e. Establish and displaying objectives in the EOC.
- f. Ensure that situational briefings are provided to EOC staff and government officials on a regular basis and as needed.
- g. Recommend resource priorities. Evoke Memorandums of Understanding (MOUs) already in place for response and recovery.
- h. Approve EOC documentation. Collect, analyze, and validate received information with Crisis Communications Team, the Public Information Officer (PIO) and the Joint Information Center (JIC), including 2-1-1 information and referral.
- i. Facilitate legal and contracting services when needed during EOC activations.
- j. Maintain the EOC in a constant state of readiness with adequate supplies, equipment, and resources to carry out the functions of the EOC.

2. The Policy Group

The Policy group is responsible for providing guidance for the overall incident management, including setting resource prioritizations. Key members of the policy group vary and may include the County Commissioners, other elected officials, city/county prosecutor, and appointed officials.

The EOC must have the input of local appointed and elected officials to be effective. In most cases, the EOC acts as the interface with and provides coordination for elected and

appointed officials at all levels of government. It is an important responsibility especially when issues like resource allocation decisions, financial expenditures, or jurisdictional-wide decisions (curfews, evacuations) must be made.

The Policy Group core responsibilities:

- a. Develop emergency policies and operational guidelines as required by the disaster situation.
- b. Approve and authorize expenditure of funds, approve contracts, and authorize distribution of equipment, materials, and supplies for disaster purposes.
- c. Assign and make available for duty employees, property, or equipment of the county or municipality.
- d. Monitor emergency response during disaster situations & provide guidance where appropriate.
- e. Authorize and control information given to the public informed during emergency situations with the assistance of the PIO in conjunction with the Incident Commander.
- f. Invoke emergency powers of government when necessary, including disaster declarations or requests for assistance from other jurisdictions or the State.
- g. Establish priorities between incidents & critical resource distribution.
- h. Monitor emergency response during disaster situations & provide guidance where appropriate.
- i. Provide for the health and safety of persons and property, including emergency assistance to victims of the disaster.

3. Operations Section

The Operations Section is responsible for establishing the interface between the EOC and the Incident Command Post and is normally responsible for coordinating support to all field operations during the emergency activation. The Operations Section at the EOC level supports both the ICP and continuity of government operations objectives.

It is typically staffed by first responder representatives (LE, FS, PW, EMS, PH) or by Emergency Support Function (ESF) model. Operations staff serve as the primary POC for on-scene response personnel with their respective functions.

Operations Section core responsibilities:

- a. Coordinate with on-scene responders to identify and meet needs related to mass care, emergency services, infrastructure, and operations management.
- b. Coordinate with internal and external organizations to clarify resource requirements, deploy available resources, and identify gaps in resource availability.
- c. Provide Planning Section with updates from on-scene contacts.
- d. Maintain the unit log, including operation times, significant events, equipment purchased, and names of Operations Section personnel.

4. Planning Section

The Planning Section develops the EOC-AP to accomplish the objectives that support the ICP and continuity of government during an event. The Planning Section will process requests for information; integrate GIS/geospatial and technical information, develop reports and briefings. Staff coordinate closely with fusion centers, watch offices, or other sources of intelligence or incident-related information.

Planning Section core responsibilities:

- a. Gather and maintain situational awareness. Establish a Situation Unit to collect, analyze, update and disseminate information during the EOC activation, as needed.
- b. Display various types of information, including maps and overhead projections. Establish a Resource Unit to develop display media, log information, and collect reports, as needed.
- c. Maintain and procure all documentation/information for archiving.
- d. Establish a GIS Unit to aid in visual information display. Support incident modeling and mapping requests.
- e. Establish a Technical Unit to gather Subject Matter Expert (SME) information and analysis from outside agencies.
- f. Initiate planning process. Establish an Advanced Planning Unit to assist in the development of an EOC IAP which provides an overview of future EM activities.

5. Logistics Section

The Logistics Section is responsible for providing and maintaining facilities, services, equipment and personnel. The Logistics section provides support, resources, and all other services to meet the operational objectives. They work closely with staff in the Operations section to source and procure resources through emergency contracts and mutual aid agreements. This section also provides resources and services to meet the needs of staff in the EOC to include providing information technology support, resource tracking and acquisition, and arranging for food, lodging, and other support services as needed.

Logistics Section core responsibilities:

- a. Identify, service, and support requirements for EOC operations
- b. Obtain critical resources
- c. Log and display resource request statuses
- d. Develop EOC Communications plan and oversee operations of EOC communications
- e. Order and track arrival of commodities, teams, and personnel ordered by EOC staff to support continuity of government operations and on-scene incident management operation.
- f. Activate MOUs and existing contracts as necessary to obtain required resources and services.
- g. Resource management – EOCs serve as coordination & tracking point for resources committed to incident and those used to continue normal operations within the jurisdiction. Includes following components: locating, identifying, requesting/ acquiring, allocating/prioritizing, tracking, demobilizing.

6. Finance Section

The Finance/Administration Section's primary responsibility is to coordinate payment of emergency supplies, monitor costs, maintain disaster expenditure financial records, and track response staff time sheets throughout the event. The Finance Section also coordinates with Logistics on the negotiation and administration of vendor and supply contracts and procedures.

Finance Section core responsibilities:

- a. Develop cost estimates and projections.
- b. Provide accounting, procurement, time recording, & cost analysis.

- c. Initiate record keeping system to monitor, track, & record expenditures (Burn rate).
- d. Coordinate payment of supplies, equipment, personnel & contracts.
- e. Collect cost estimates of damage to community facilities.

7. Public Information Section

The Public Information Section is comprised of the Public Information Officer and members of the Crisis Communications Team. The PIO is responsible for interfacing with the public and media, as well as with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation, resources committed, and other matters of general interest for both internal and external use. The PIO may also perform a key public information-monitoring role. is responsible for public information activities during the preparedness, pre-incident, incident response, and recovery phases of disaster incidents.

Public Information core responsibilities:

- a. Develop material for use in media briefings. This should include operational information for the public (phone numbers, websites, shelter locations etc.)
- b. Obtain approval of media releases
- c. Schedule briefing times
- d. Inform media of and hold briefings
- e. Maintain current information on news releases and status of incident to assigned personnel.
- f. Monitor social media.

8. Information Technology

Information Technology core responsibilities:

- a. Maintain EOC communication readiness including equipment, trained personnel, and redundant communications paths.
- b. Maintain a communications link (radio, telephone, texting, or any means available) between the Shelby County EOC and field locations.
- c. Provide staff and communications support to the EOC, other public safety locations, and/or field operations as requested.
- d. Maintain City of Sidney's website, to disperse information relating to disaster or emergency event.
- e. Act as Liaison for the county website, to disperse information relating to disaster or emergency event.

VI. DIRECTION AND CONTROL

A. Incident Command/EOC Coordination

- 1. Incident command will be established at the site of the emergency by the authority having Jurisdiction (AHJ) with the most appropriate official having responsibility and authority for the incident. The Incident Commander (IC) is the highest-ranking official of the AHJ, or designee. The IC is responsible to appoint other appropriate Command and General Staff to conduct incident operations in consideration of incident objectives and tactical operations.

- a. During fires, structural collapse, life safety threats, and other general emergencies threatening the safety and welfare of the public, the local Fire Chief is generally the most appropriate IC, having comprehensive statutory authority over emergency incidents.
 - b. During civil unrest, criminal incidents, and other law enforcement-based incidents, it is generally accepted that the Police Chief or Sheriff serve as the IC.
 - c. In a public health emergency involving unsafe water or food supplies and communicable illness, the Public Health Commissioner is generally the most appropriate IC.
 - d. Other unique and unusual incidents may call for the IC to be another local official having authority over the incident threats and consequences.
 - e. Some incidents may span multiple disciplines and authorities, and a Unified Command may be most appropriate to blend and prioritize incident objectives and needs. This Unified Command will result in a single command voice from multiple officials, with the unified voice taking into consideration all incident needs from the combined disciplines and authorities.
 - f. Incident Commanders or Unified Commanders will be located at the Incident Command Post (ICP). If they are absent from the ICP, a Deputy Commander will be appointed, and command will be transferred to the Deputy Commander for the period of absence of the Incident Commander.
2. The IC/UC will appoint a Command Liaison Officer (can be an Assistant Commander or Deputy Commander in a smaller incident, or a specific Liaison Officer in a larger incident) specifically to provide information to the EOC Coordinator.
 3. Technical advisors may be placed at the ICP to assist commanders with technical and specific information needed to effectively and accurately establish and prioritize incident objectives.
 4. The IC/UC will maintain regular and complete information with the EOC in the management objectives, status of the incident, and resource needs of the response organization. This information will be relayed directly to the EOC Coordinator for communication to the Policy Group.
 5. The Command Liaison Officer will notify the EOC Manager of the organizational structure and Command and General Staff roles that are activated, and contacts for each officer that would need to talk with an EOC representative about something.
 6. State and Federal officials arriving at the site of the emergency or at the county EOC will assume direction and control activities only at the request of the local executives and IC/UC. The command and control, and the support of an emergency begins with and remains with the local jurisdiction having authority at the location of the incident, unless that authority requests mutual aid or assigns a designee to the Command or other key roles.

VII. CONTINUITY OF GOVERNMENT

A. Succession of Command

1. The line of succession for the County Board of Commissioners is:
 - a. President
 - b. Vice President
 - c. Member
2. The line of succession for the Emergency Management Agency is:

- a. Director
 - b. Sheriff, under the guidance of an Ohio EMA Field Liaison
 - c. County Commissioners, under the guidance of the Ohio EMA Field Liaison
3. The line of succession of each department head is in accordance with the operating policies and procedures established by the respective department.
 4. When it is possible, the authority activating their line of succession for emergencies shall be responsible for notifying their replacement in the line of succession and reporting such to the Emergency Management Agency Director/EOC Manager.
 5. Organizations supplying response personnel will include in their SOGs specific emergency authorities that may be assumed by designated successors during emergencies.

B. Preservation of Records

1. Preservation of important records and measures to ensure continued operation and reconstitution of emergency management during and after catastrophic disasters or national security emergencies is necessary.
2. Specific procedures for preservation of records for the Emergency Management Agency and records generated through the Emergency Operations Center (EOC) are contained in the Shelby County Emergency Operations Basic Plan.
3. See Appendix 3 to the Basic Plan (Procedures for Relocation & Safeguarding of Vital Records) for detailed information.

VIII. ADMINISTRATION AND LOGISTICS

A. EOC Security

1. A security system has been installed to control access to both the EMA offices and the Sidney Police Department EOCs. This relieves the burden on law enforcement of providing security for the EOC.
 - a. EOC personnel may require identification before granting access.
2. Persons entering and/or leaving the EOC shall sign in on the EOC Security Log. A copy of the format is attached in Tab 2 to this annex.
3. Media representatives and other visitors will only be allowed access to the EOC upon approval of the EMA Director or the EOC manager.
4. Each EOC staff member will be requested to sign out and record an emergency telephone call-back number to ensure their expeditious recall to the EOC.
5. Law enforcement support may be necessary for EOC security.

B. Acknowledgement & Authentication of Information

1. When reports of damage are received in the EOC, the information will be documented on the Ohio EMA Damage Assessment forms for use in the damage assessment and recovery processes.
2. If a report of injuries or potential injuries comes in to the EOC, staff members will immediately verify that the appropriate dispatch facility is aware of the situation.

C. EOC forms and records

1. Message forms and EOC logs will be used to record all information coming into the EOC via telephone or radio.
2. Each individual sending and/or receiving messages will maintain an individual log recording messages sent or received.
3. A significant events status board shall be maintained on a whiteboard in the EOC.
4. Other status boards will be used, as needed, for accurately recording events and actions during the emergency.

D. Fiscal Procedures and Administrative Authority

1. **Expenses for material support requests received by the EOC will be the responsibility of the requesting jurisdiction** and should be approved by the Chief Executive Officer of the affected jurisdiction prior to submittal to the EMA Director.

E. Documentation

1. Documentation of disaster events, actions, and expenses is necessary in order to create a historical record of the incident, allow for recovery of exceptional costs, address insurance needs, and develop mitigation strategies to reduce the impact of future events.
 - a. Records may be in the form of incident and damage assessment reports, Incident Command forms, EOC logs and documents, expense reports, and agency records. These may be recorded on many different types of media including paper, computer files, and audio or video images.
2. During emergencies, the Shelby County Emergency Management Agency and other activated response and recovery organizations will coordinate to document significant events, actions taken, resources utilized, and extraordinary costs incurred during response and recovery operations.
 - a. These extraordinary costs include, but are not limited to: personnel overtime, equipment costs, supplies, and contractual costs for emergency services.
 - b. When possible, it is important to note insurance coverage because of its direct impact on the amount and type of financial assistance that will be available through Federal and State recovery programs. This includes documenting differences between types of insurance such as self-insured, National Flood Insurance Program (NFIP), and homeowner's policies.
3. The Shelby County Emergency Management Agency will maintain all EOC documents related to the emergency. Copies will be provided for EOC representatives or participating agencies upon request.
4. All participating agencies or jurisdictions shall maintain their records and documentation of actions and expenses. Procedures for documentation are detailed in the individual entities Standard Operating Guidelines (SOGs).

F. Critique

1. As soon as practical following the conclusion of an incident the Shelby County EMA will schedule a meeting to review the incident and actions taken, highlight strengths, and note areas in need of improvement in an After-Action Report (AAR)

- a. This process will help the jurisdictions and agencies identify equipment shortcomings, improve operational readiness, update response plans and procedures, and identify training needs prior to future events.
2. Comments and observations will be documented during the critique to create a permanent record of the issues discussed and proposed corrective actions.
3. An After-Action Report (AAR) which will include a summary of the incident and response actions taken, notations of particular strengths and areas in need of improvement, and proposed corrective actions will be generated by the Shelby County EMA using the comments, observations, and notes from the critique.
 - a. Copies of the AAR will be provided to the participating agencies and Ohio EMA.
4. All participants are encouraged to review the AAR and take appropriate action to correct any deficiencies under their authority.
 - a. Any corrective actions taken are to be reported to the EMA for notation as responses to the AAR.

IX. PLAN DEVELOPMENT AND MAINTENANCE

- A. The Shelby County Emergency Management Director is responsible for ensuring that necessary changes and revisions to this annex are prepared, coordinated, published and distributed.
- B. Deficiencies identified through drills, exercises and changes in government structure and emergency organizations will be addressed by the County Emergency Management Director.
- C. The Emergency Management Director is responsible for maintaining an emergency notification roster with 24-hour telephone numbers for EOC representatives, developing an EOC activation checklist/SOG and an inventory of EMA equipment.
- D. Other organizations with Direction and Control duties are responsible for maintaining current Standard Operating Guidelines (SOG), which detail how assigned responsibilities will be performed to support plan implementation.

X. AUTHORITIES & REFERENCES

- A. Authorities
 1. Not used. See item IX A of the Basic Plan for a complete listing of Emergency Authorities.
- B. References
 1. FEMA, Emergency Operating Centers Handbook, CPG 1-20, 1984
 2. FEMA, The Incident Command System (ICS) and the Emergency Operating Center (EOC) Interface, Curriculum Advisory Committee Report, 1991
 3. US Department of Homeland Security, FEMA, National Planning System, February 2016
 4. US Department of Homeland Security, FEMA, Community Lifelines Implementation Toolkit, Version 2.0, November 2019

XI. ADDENDA

Tab 1 – Sample Staffing Pattern

Tab 2 – EOC Security Log

XII. AUTHENTICATION

Shelby County EMA Director

Date

**Shelby County Emergency Operations Center
Security Log**

Date: _____

Page #: _____

Name	Agency/Dept.	Time In	Time Out	24-Hour Recall Number (s)
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				