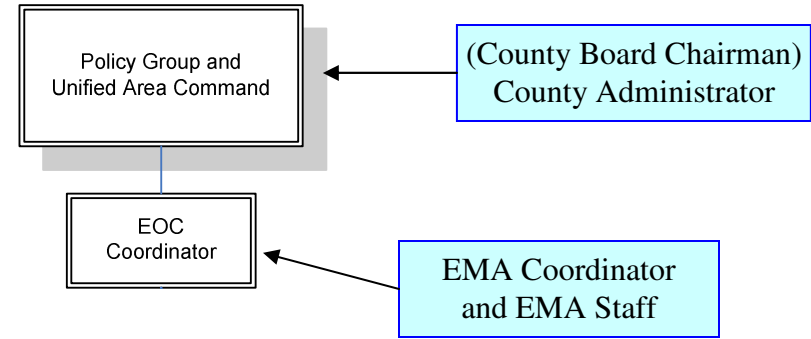


## B02.01 EMA Concept of Operations

### Daily Operations or Small Incident

The Board and Chairman delegate authority to the County Administrator, who manages the day-to-day activities of the County and its departments and agencies.



The Emergency Management Coordinator is assigned daily responsibility for emergency and disaster situations:

- **Information: Letting people know**
  - What's happening
  - What's needed
  - What we're doing
  - What we expect
- **Planning**
  - Figuring out what needs to be done next
  - Anticipating what resources are needed to get it done
- **Resource Management**
  - Acquiring (locating / purchasing / borrowing) the things (equipment / supplies / people) needed for response
- **Logistics**
  - Taking care of the people involved in the response (food, water, sanitation, medical needs)
- **Administration**
  - Documenting what we're doing (hours / purchases / expenses)
  - Asking for more help when needed (expanding the structure)
- **Liaison: Building relationships with partners**

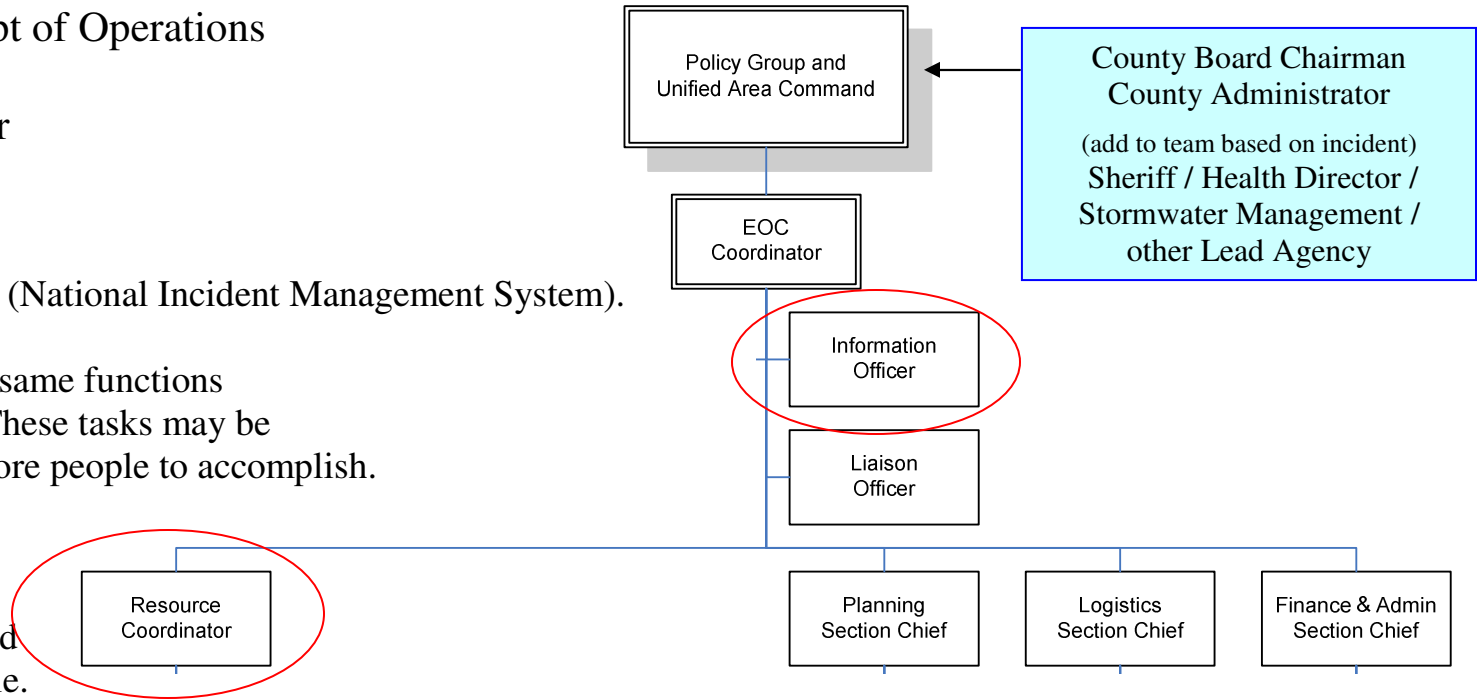
## B02.02. EMA Concept of Operations

### Expanding Incident or Municipal Incident

Lake County uses NIMS (National Incident Management System).

The County is doing the same functions as in smaller incidents. These tasks may be more complex or take more people to accomplish.

NIMS Incident Command is flexible and expandable.



Pre-defined positions are added as needed to support the situation:

- **Information Officer**
  - Manage media relations
  - Manage the Press
  - Establish Joint Information
- **Resource Coordinator**
  - Manage the Resourcing Function
- **Liaison Officer**
  - Point of contact for partners
  - Two-way information sharing

Other core functions are done by EMA, just as in daily or normal operations.

- **Planning**
  - Figuring out what needs to be done next
  - Anticipating what resources are needed to get it done
- **Logistics**
  - Taking care of the people involved in the response (food, water, sanitation, medical needs)
- **Administration**
  - Documenting what we're doing (hours / purchases / expenses)
  - Asking for more help when needed (expanding the structure)

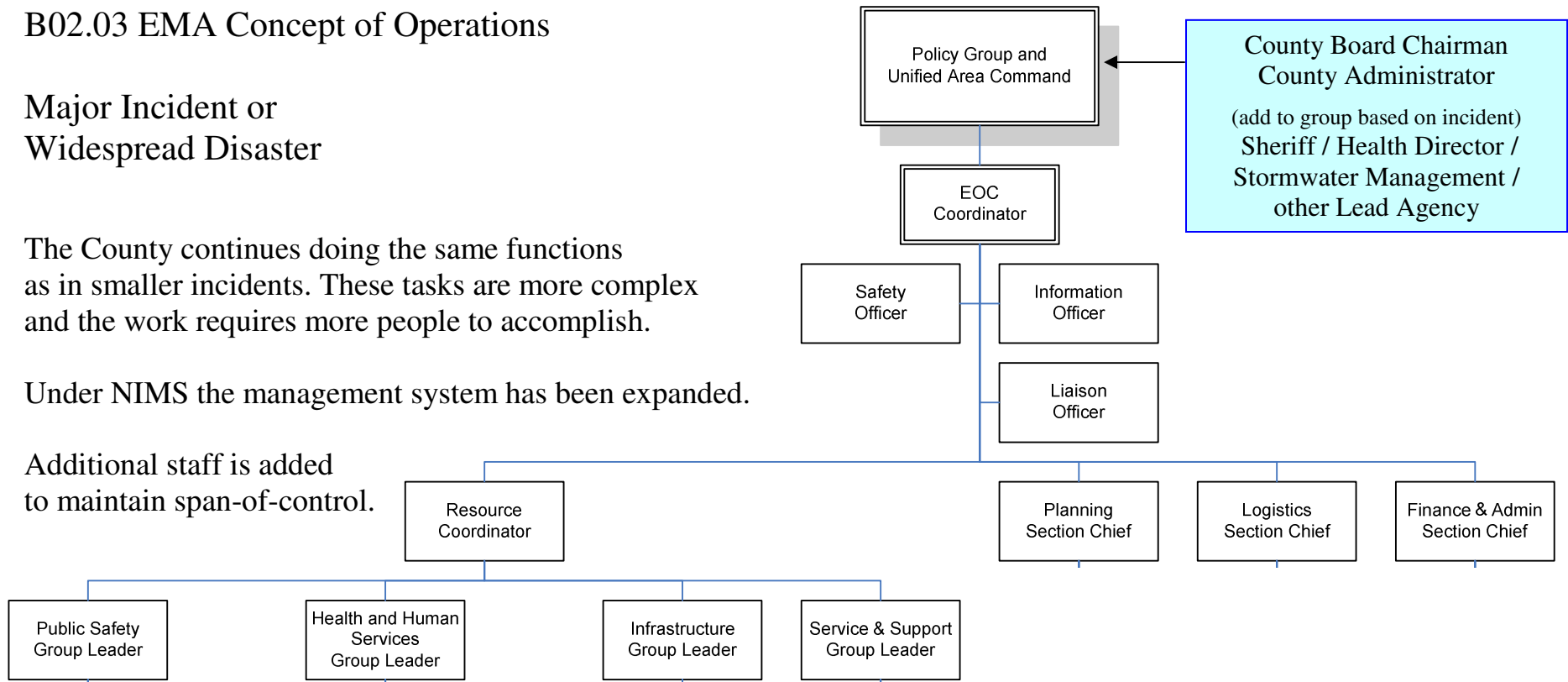
## B02.03 EMA Concept of Operations

### Major Incident or Widespread Disaster

The County continues doing the same functions as in smaller incidents. These tasks are more complex and the work requires more people to accomplish.

Under NIMS the management system has been expanded.

Additional staff is added to maintain span-of-control.



**Resourcing** is likely the busiest function in the EOC.

- Done by representatives from agencies and departments, and described in the functional annexes to the EOP.

**Information** is still critical, and a Joint Information System is in place.

**Liaison** becomes more important, as coordination with multiple partners becomes standard practice.

**Safety** is added as a standalone position to make sure we keep responders and public safe.

**Planning** for the next operational period is done by the All-Hazards Incident Management Team.

**Logistics** is managing the needs of the responders, and **Finance / Admin** is collecting documentation about the incident.

# B02.04. EMA Concept of Operations

## Major / Complex Disaster

The County continues doing the same functions as in smaller incidents. The EOC structure is expanded to accomplish the work required by the incident.

Under NIMS, expansion is based on maintaining realistic span-of-control of three to seven (3-7) subordinates.

