

**HARRISON COUNTY EMERGENCY MANAGEMENT AGENCY
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
EMERGENCY SUPPORT FUNCTIONS ANNEX**

1. EMERGENCY SUPPORT FUCTIONS (ESF’S)

1.1 SCOPE OF THE PLAN

The Harrison County Emergency support Functions (ESF’S) plan identifies the specific activities required to support each numbered function and specifies the local agencies and organizations that are responsible for performing those activities. These ESF functions shall be supported by the Harrison County Emergency Operation Centers Hurricane Standard Operating Guidelines.

1.2 PURPOSE

1. To establish guidelines for staffing and activating the Emergency Support Functions (ESF’S) at the Emergency Operations Center for any type of event that it is required.
2. To make sure each person knows what is expected of them when they are operating at the EOC in the capacity of an Emergency Support Function (ESF) during a disaster or catastrophic event.

1.3 GENERAL

1. Coordination of disaster response and recovery activities will be facilitated by using ESF Functions.
2. The ESF Functions shall be activated by the EMA and/or the Deputy Director prior to the storm making landfall and are direct support for the EOC Operations.
3. The EOC shall use the best qualified person or persons to fulfill the duties of a specific ESF function.
4. The EMA Director shall appoint the individual and/or individuals to work the ESF Functions at the EOC and have the Board of Supervisors approve their appointment.
5. No person shall work an ESF Function without approval from the EMA Director and the Board of Supervisors and without a back ground check by the Harrison County SO.
6. Each ESF Function shall be advised by the EMA and/or the Deputy Director on the time for them to start arriving at the EOC.
7. Each ESF Function shall have a coordinator that is designated by the EMA Director and approved by the Board of Supervisors after a back ground check is done by the Harrison County SO. Each ESF Coordinator is responsible for their specific function and personnel.

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8. Each ESF Coordinator and personnel are under the direct supervision of the EMA Director and/or the EMA Deputy Director.
9. Any ESF Coordinator and/or ESF Personnel shall be replaced immediately by the EMA Director and/or the EMA Deputy Director if they are not fulfilling their specific job requirements.
10. Each ESF Function shall work directly out of the EOC Operations Room unless other wise advised by the EMA Director and/or the Deputy Director.
11. The amount of ESF Functions activated at the EOC will be determined by severity and magnitude of the storm.
12. Shall attend all briefings held at the EOC and give status report.
13. Shall do Incident Action Plan and turn into planning and/or the EMA Director.
14. Work times for all ESF Functions shall be determined and set by the EMA Director and not by the individual ESF functions.
15. All ESF Coordinators and Personnel shall be at the EOC ready for work when the times are set by the EMA Director. Each ESF Function shall not and will not be allowed to set their own work schedule.
16. All ESF Coordinators and Personnel shall be given a copy of their job responsibilities as written in these guidelines and all ESF Coordinators and personnel shall show professionalism and courtesy to anyone they deal with at all times.
17. Any outside agency, State or Federal assets shall coordinate with and work in unison under the Direction of the Emergency Operations Center Director, Deputy Director and the ESF 1 Coordinators while operating in Harrison County. There will be no free lancing by these agencies and if these agencies choose not to work and coordinate with the Emergency Operations Center, they will be removed from Harrison County.

1.4 EMERGENCY SUPPORT FUNCTIONS (ESF'S) DEFINITIONS

ESF 1 - Transportation: Provides transportation support to the public, county departments and others requiring transportation to accomplish disaster evacuation, response and recovery.

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ESF 2 - Communications: Provides coordination of telecommunications support necessary to conduct disaster response and recovery operations including the restoration of downed communications systems.

ESF 3 - Public Works: Provides Public works and engineering support necessary to restore the community's infrastructure. Includes the areas restoration of critical public services, restoration of water and waste water systems.

ESF 4 - Fire Rescue: Supports detection and suppression of urban, rural structure fires, Vehicle Fires and woods fires occurring coincidentally with disasters.

ESF 5 - Emergency Management/Damage Assessment: Does damage assessment after every disaster or catastrophic event. Collects and analyzes the data collected and turns in reports to the EOC Director/Incident Commander and/or the EOC Deputy Director on the amount of damage in the county.

ESF 6 - Mass Care, Food & Water: Coordinates efforts to provide sheltering, and emergency first aid.

ESF 7 - Resources & Logistics: Locates, procures and provides required resources in support of emergency operations.

ESF 8 -Public Health: Provides a coordinated response to public health and medical needs.

ESF 9 - Search and Rescue: Locates, rescues and provides immediate medical treatment to victims who are lost, isolated or trapped as a result of a disaster.

ESF 10 - Hazardous Materials: Responds to actual or potential hazardous materials discharge and other situations threatening citizens and the environment.

ESF 11 - Animals, Agriculture and Natural Resources: Focuses on issues concerning animals (pets), exotic animals, poultry and wildlife as well as disposal of from natural disasters or any type of catastrophic event.

ESF 12 - Energy: Coordinates the restoration of energy systems and

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availability of petroleum products for response and recovery operations.

ESF 13 Public Safety, Security & Law Enforcement: Coordinates Law Enforcement activities from the EOC during evacuation, response and recovery operations to include Law and Order, traffic control, security and entry.

ESF 14 - Long-Term Community Recovery/Volunteers & Donations: Coordinates the effective utilization of Disaster volunteers and donated goods during response and recovery operations. Manages the County's relief supplies reception and distribution.

ESF-15 - Public Information Office (PIO) / External Affairs: Coordinates and disseminates appropriate Information to the public during emergency operations.

ESF 16 - County Coroner/Examiner: provide a systematic and coordinated effort in locating, recovering and identifying bodies during a catastrophic event such as Hurricanes or any other Natural or man-made Disaster.

ESF 17 - GIS Mapping: Provides mapping resources and other data for the Emergency Operations Center.

ESF 18: - Business and Industry: Provides guidance and coordinate issues with Harrison County's business community in all phases of emergency management – preparedness, response, recovery and mitigation.

1.5 Other Emergency Operations Center Support Functions

1. Safety Officer: Provides safety reports to the EOC during EOC operations.
2. FEMA: Provides the EOC with Federal Assets and Assistance.
3. MEMA: Provides the EOC with State assets and assistance.
4. Harrison County: Shall provide County personnel for EOC support if possible.
5. City Governments: Shall provide City personnel for EOC support if possible.
6. Harrison County School Board: Shall provide schools for regular shelters and special need shelters. Shall provide buses for evacuation and drivers if possible, shall Coordinate the closing of the County Schools with the EMA Office.

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Emergency Support Function (ESF-1) Transportation

Lead Coordinating Agency: Harrison County School District
City Schools Districts

Support Agencies: Law Enforcement
Mississippi Emergency Management Agency
Ms State Board of Education
Harrison County Emergency Operations Center
Red Cross
Emergency Medical Services
Fire Services

2.1 Purpose

The purpose of Emergency Support Function 1 (ESF-1) is to provide, in a coordinated manner, the resources (human, technical, equipment, facility, materials and supplies) of member agencies to support emergency transportation needs during an emergency or disaster in Harrison County. ESF-1 can provide personnel and resources to support the coordinated response to event throughout Harrison County. ESF-1 resources are used when individual agencies are overwhelmed and the County Emergency Operations Center requests additional transportation services.

The priorities for allocation of these assets will be:

1. Evacuating persons from immediate peril.
2. Transporting materials, personnel, and supplies for the support of emergency activities being conducted and as requested by the Harrison County EOC and its member agencies.
3. Transporting relief supplies necessary for recovery from the emergency.
4. Coordinating activities with assistance from support agencies, and prioritize the allocation of available resources.

2.2 General

A critical function during disaster operations is emergency transportation. During a localized disaster, transportation may be needed to move evacuees from hazard areas to a shelter or medical facilities. A mass evacuation, such as that required for a hurricane, will involve substantial emergency transportation before and after the event.

2.3 Concept of Operations

1. During localized emergencies, requests for transportation will be made by the Transportation coordinator to the appropriate agencies. If the magnitude of the disaster is such that numerous emergency transportation resources are required, the Harrison County Transportation Coordinator (HTC) or his/her representative will coordinate this activity from the EOC. All requests for emergency transportation will include the following information:

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1. Agency requesting assistance.
2. Type and amount of vehicles requested.
3. Purpose of transportation.
4. Reporting location.
5. Citizen requesting assistance
6. Number of citizens to be transported.
7. Radio frequency/net for contact, if available.

2. During mass evacuations, transportation priorities will be given to the citizens and people with special needs. Public transportation will also be provided to individual citizens who have no other way to proceed from evacuation zones/mobile homes to public shelters.

3. ESF-1 is organized consistent with State Emergency Operations Center, the requirements of the National Response Plan, and the Incident Command System. This structure supports incident assessment, planning, procurement, deployment, coordination, and support operations to Harrison County through the Harrison County Emergency Operations Center to assure a timely and appropriate response to an emergency or situation.

4. Procedures, protocols and plans for disaster response activities are developed in coordination with MEMA to govern staff operations at the Harrison County Emergency Operations Center and in the field. Periodic training and exercises are also conducted to enhance effectiveness.

5. In a large event requiring local or State mutual aid assistance, ESF-1 will work with MEMA to seek and procure, plan, coordinate and direct the use of required assets.

6. Throughout the response and recovery periods, ESF-1 will evaluate and analyze information requests to move people, materials, equipment and other resources as necessary; develop and update assessments of the transportation service situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.

7. During an activation of the County Emergency Operations Center, support agency staff will work with MEMA Staff to provide support that will allow for an appropriate, coordinated and timely response.

8. During an emergency or disaster event, ESF-1 Function shall operation under the Operations Coordinator.

9. During the response phase, ESF-1 will evaluate and analyze information regarding

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transportation services requests. Also, Emergency Support Function 1 will develop and update assessments of the transportation services status in the impacted area and undertake contingency planning to meet anticipated requirements.

10. The Harrison County Emergency Management Agency with support from the ESF-1 Coordinator will develop and maintain the overall Emergency Support Function 1 Standard Operating Procedures as well as Appendices, and Annexes in support of the CEMP. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall CEMP. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

11. In the post-disaster timeframe, emergency transportation will be used for:

1. The return of patients to hospitals and nursing homes.
2. The return of evacuees from public shelters to homes.
3. The movement of disaster victims to recovery centers.
4. The delivery of people, supplies and equipment to disaster areas.

12. Emergency transportation activities prior to and after the landfall of a hurricane will be coordinated by the EOC Transportation Coordinator.

13. Emergency transportation requirements will be determined by Transportation Coordinator working in conjunction with the EMA Director and Deputy Director. They will determine the number and type vehicles available within the county and coordinate their utilization.

14. Harrison County will utilize buses from the Harrison County School District and /or city school districts for transportation purposes. If more buses are needed, the Transportation Coordinator shall request in writing through the EMA Director to the Mississippi Emergency Management Agency requesting more buses from the State Department of Education.

15. The Transportation Coordinator is tasked with providing a sufficient amount of drivers for the buses that Harrison County will utilize. Volunteers, Volunteer Firefighters will be asked to assist in this endeavor. If enough drivers cannot be found locally, a written request will be forwarded to MEMA to ask the State Department of Education to provide bus drivers.

16. Planning must also provide for sustained operations for continuing 24 hours operations in advance of a hurricane, as well as during response and recovery operations.

17. Transportation of the General Public: During hurricane evacuations, public

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transportation is available to members of the general public who do not have their own transportation. The bus routes are indicated in the Evacuation Plan that is in these guidelines. The Transportation Coordinator shall advise the public by using Radio, TV and other information outlets.

18. Ambulance Support: Ambulances are a critical resource that must be centrally coordinated at the EOC during a Hurricane or other type disaster evacuation. The Transportation coordinator shall coordinate with the ESF-8 Coordinator for all transportation of citizens by an ambulance. The Primary ambulance assets for evacuations will be American Medical Response Ambulance Service. Ambulances will be needed to transport a certain portion of evacuating hospitals, nursing homes and the special needs population. The ESF-8 function at the EOC will handle all ambulance transportations. The ESF-8 Coordinator shall advise the Transportation Coordinator on all transportations so accurate records can be kept.

19. Transportation of Hospital Patients: Hospitals must plan for transportation to evacuate their patients and necessary supporting equipment and supplies. Hospitals must have agreements with transportation providers if they do not have sufficient internal transportation assets to evacuate their facility. This is especially critical for those hospitals in hurricane evacuation zones. If an evacuating hospital determines that sufficient transportation is not available, request for transportation support can be submitted to the EOC. The Transportation Coordinator shall work turn all hospital, nursing home, etc.. request to the ESF Coordination of People with Special Needs: Evacuation of people with special needs will be accomplished primarily by the ESF 8 Coordinator and the County Ambulance Company. The ESF 8 Function is the primary agency handling Evacuations of Special needs patients. The Transportation Coordinator shall work with the ESF 8 Coordinator with the availability of other transportation assets.

20. Special needs patients that meet the requirements shall be transported to the Harrison County Special needs shelter. Requirements of special needs patients will be done by the ESF 8 Coordinator.

21. Transportation of Patients in Nursing Homes is the responsibility of the Nursing Homes. The Transportation Coordinator and the ESF 8 Coordinator shall assist the nursing homes if resources are available. Nursing homes, Assisted Living Facilities (ALF) and other residential health care facilities must have current agreements with transportation providers if they do not have sufficient internal transportation assets to evacuate their facility. If a facility determines that sufficient transportation is not available at time of disaster, transportation support may be coordinated with the EOC if possible.

22. The Transportation Coordinator shall keep accurate and detailed records of transportation assets and citizens that were transported. Transportation providers must

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keep detailed records of all personnel/vehicle activities. Information includes number of passengers, dates and times, operator numbers, vehicle numbers, departure/destination locations, mileage per day devoted to disaster activities. Support staff hours must also be documented.

23. No post hurricane activity may begin until the evacuation order has been lifted. Transportation providers should plan to return passengers to initial pickup locations unless these locations have been rendered unsafe or inoperative by the storm. The EOC will issue specific instructions on return of passengers to their departure locations. Transportation providers should continue to keep detailed records on return of evacuees.

24. During the disaster recovery period, emergency transportation may be needed to assist the community to resume normal patterns. Such assistance may be needed to provide transportation to government offices, assistance centers, medical facilities, schools, major employment centers and other locations.

2.4. Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County EMA will notify the point of contact for Emergency Support Function 1 through multiple methods.

2. The Lead ESF 1 Coordinator or designee will coordinate all activities of Emergency Support Function 1.

3. Upon instructions to activate Emergency Support Function 1, The ESF-1 Coordinator will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance in coordination with the other support agencies.

2.5 Actions

1. Actions carried out by ESF-1 are normally grouped into phases: preparedness, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-1 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

2. Assessment of potential impacts to transportation systems.

1. Continuous inventory of transportation assets, including transit buses, trolleys, passenger vans, wheel chair equipped buses, School District school buses, and private vendors.

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2. Coordination of transportation of ambulatory and wheelchair bound persons.
3. Coordination of transportation of resources and ESF-1 assets, including buses, vans, equipment and supplies.
4. Coordinate transportation public information with the PIO.
5. Transportation management, command and control of assets to meet local needs.
6. Evacuation and re-entry support.
7. Maintenance of list of essential employees who because of their expertise and nature of assigned responsibilities are “on call” throughout all phases of a major disaster operation.

2.5.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop Transportation response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 1 personnel (i.e., County, State, Regional, and Federal).
2. Coordination with Emergency Support Function 5 (Information and Planning)/Planning Section to identify essential elements of information.
3. Coordinate planning with Emergency Support Function 1 support agencies, and other emergency support functions to refine Transportation operations.
4. Prepare and maintain standard operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
5. Coordinate the development and presentation of training courses for Emergency Support Function 1 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
6. Participate in all hazards exercises involving Emergency Support Function 1.
7. Assess vulnerability of evacuation routes.
8. Assign and schedule sufficient personnel to implement Emergency Support

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Function 1 tasks for an extended period of time.

9. Coordinate the maintenance of lists of Emergency Support Function 1 assets that that can be deployed during an emergency.

10. Coordinate inventories of wheelchair lift-equipped buses and other pre-designated assets that are essential to meeting the transportation needs of special needs groups.

11. Coordinate the development, test, and maintain an automated or manual listing of emergency contacts, agency transportation resources, and points of contact for assets that can be attained through vendors or other sources.

12. Coordinate communications with all deployed transportation assets.

2.5.2 RESPONSE ACTIONS

1. Coordinate Emergency Support Function 1 operations at the County Emergency Operations Center and/or at other locations as required.

2. Establish and maintain a system to support on-scene direction and control and coordination with County EOC and Logistics Section.

3. Pre-position response resources when it is apparent that transportation resources will be necessary. Relocate transportation resources when it is apparent that they are endangered by the anticipated impacts of the emergency situation.

4. Monitor and direct transportation resources and response activities.

5. Participate in EOC briefings, and prepare Incident Action Plans and Situation Reports through the Planning Section.

6. Coordinate/Obtain State resources through the Mississippi Emergency Management Agency (MEMA) when local resources are no longer available; coordinate, track, and monitor, all transportations resources (state and local) in the affected areas.

7. Coordinate with other County ESF-1 Coordinators to obtain resources and to facilitate an effective emergency response among all participating agencies.

8. Notify drivers of the potential threat and put drivers on stand-by alert status, updating as conditions change. In the event drivers are off duty when a potential threat arises, those designated will report by telephone or in person to the dispatch

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office at the EOC for further instructions.

9 Evaluate and task the transportation support requests for threatened and/or impacted areas.

10. Establish communications with appropriate field personnel and ensure that they are ready for timely response.

11. Coordinate with EMA Director and/or Deputy Director to develop, prioritize and implement strategies for the initial response to EOC requests.

12. Utilize pre-determined evacuation routes to the extent possible. These routes are based on the designated general and special need shelters and are reviewed annually. Updates will be provided by the various EOC agencies as to the conditions of existing routes and any additional routes available by existing and changing conditions.

13. Relay all emergency traffic regulations to all affected personnel.

14. Provide information to the EOC Citizen Information Center.

2.5.3. RECOVERY ACTIONS

1. Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.

2. Initiate financial reimbursement process for recovery activities when such support is available.

3. After the initial actions are completed, assist in recovery operations of the EOC. Support agencies will continue to provide necessary emergency transportation, transportation of persons with special needs, transportation of emergency personnel, and transportation of emergency goods and services.

2.5.4. MITIGATION ACTIONS

1. Coordinate with the Emergency Management Director and the EMA Deputy director to identify potential hazards and their impacts, and determine how these impacts may impede the Emergency Support Function 1 operation.

2. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

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2.6 Direction and Control

1. Emergency Support Function 1 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Harrison County Board of Supervisors and the Harrison County Emergency Management Agency which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Harrison County.

2. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the Emergency Support Function 1 Coordinator along with the EMA Director and/or the Deputy Director.

3. A staffing directory and the Emergency Support Function 1 Standard Operating Procedures, its accompanying Appendices, Annexes and Standard Operating Procedures are maintained by the Harrison County Emergency Management Agency, ESF-1 Coordinator and updated as required.

4. All ESF-1 field personnel support operational activities of Emergency Support Function 1 at the County Emergency Operations Center.

5. Once Tropical winds reach a sustained 40 MPH wind, all transportation operations will cease. A decision will be made to cease transportation if winds are gusting up to 40 MPH, depending on if the conditions are safe enough to drive in.

6. In accordance with a mission assignment from Emergency Support Function 1, and further mission tasking by the EMA Director and/or the Deputy Director, each support organization assisting Emergency Support Function 1 assignment will retain administrative control over its own resources and personnel, but will be under the operational control of Emergency Support Function 1.

7. Any outside agency, State or Federal assets shall coordinate with and work under the Direction of the Emergency Operations Center and the ESF-1 Coordinator while operating in Harrison County. There will be no free lancing by these agencies and if these agencies choose not to work and coordinate with the Emergency Operations Center, they will be removed from Harrison County.

2.7 Responsibilities

2.7.1 Lead Coordinating Agency – Harrison County EMA/ESF-1 Coordinator

1. Provide leadership in coordinating and integrating overall County efforts to provide Transportation evacuation assistance to affected areas and populations.

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2. Staff and operate a National Incident Management System compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
3. Coordinate the activation and deployment of support agencies under Emergency Support Function 1 in carrying out specified missions to evacuate personnel from vulnerable areas.
4. In coordination with the Emergency Management Director and/or the Deputy Director, evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
5. Coordinate supplemental assistance in identifying and meeting the Transportation needs of disaster victims.
6. Assume the lead in the organization, assignment and staffing at the facilities at the EOC where Emergency Support Function 1 is required to be located.
7. Coordinate the use of transportation resources to support the emergency response, including the movement of evacuees in need to designated shelters.
8. Maintain a current inventory of transportation assets and disaster contact information from participating agencies, including their location and condition.
9. Pre-position transportation resources as needed.
10. Maintain a list of available resources at the Harrison County Emergency Management Office. This list will be updated at least once each year, and contains the following:
 1. Contact information for essential employees who have a role and responsibility in Emergency Support Function 1.
 2. Inventory of resources that can be deployed for Emergency Support Function 1 support, including vehicles (trolleys, passenger vans, buses).

2.7.2 Support Agencies

1. Maintain lists of current resources to support transportation needs within the county.
2. Maintain appropriate rosters to support EOC and field operations.
3. Coordinate with ESF-1 lead on supporting agency activity in meeting the needs of the community, before, during, and after a disaster event.

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2.8 Financial Management

Emergency Support Function 1 is responsible for working through the Emergency Management Agency Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted for reporting purposes, directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

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Emergency Support Function (ESF) 2 Communications

Primary Agency: Harrison County Emergency Operations Center

Support Agencies: Harrison County E-911
Harrison County Amateur Radio Association
Harrison County Sheriff's Department
City Police Departments
Amateur Radio Emergency Services (ARES)
Bell South
Mississippi Emergency Management Agency (MEMA)
Other commercial carriers,(media, print.)

3.1. Purpose

Emergency Support Function 2 (ESF 2) provides communications during emergencies. ESF 2 can provide personnel and resources to support mitigation, preparedness, response, and recovery in support of the primary emergency management objectives. The ESF 2 Coordinator, appointed by the Harrison County Emergency Management Director and approved by the Harrison County Board of Supervisors, directs emergency communications. ESF 2 resources are used when the County Emergency Response Team requests additional communications services.

ESF 2 objectives include:

1. Establish and maintain communications for facilities that are integral to efficient disaster operations.
2. Ensure the E-911 Dispatch Communications Center and other local emergency communications centers and systems are prepared for emergencies.

3.2 General

One of the major elements for any successful disaster response is effective communications an integrated blend of all communication systems (radio, telephone, and internet-based systems) is mandatory during major or catastrophic event.

3.3 Responsibilities

1. The primary responsibility for coordinating communications during Hurricanes or any other type of disaster rests with the Harrison County Emergency Operations Center working in coordination with the Harrison County Government, County E-911 Communications Coordinator, The Cities of Biloxi, D'Iberville, Gulfport, Long Beach and Pass Christian and the Harrison County Sheriff's Department.

2. The Harrison County EOC is directly involved with providing and maintaining Communications and information and technology services to Harrison County EOC,

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Harrison County Government, City Governments, Harrison County Sheriff's Department and other agencies in the county that will need assistance.

3.4 Concept of Operations

3.4.1 General

1. The Harrison County Emergency Operations Center (EOC) has overall responsibility for providing direction and control for coordinating resources and services during disaster situations. The EOC has access to numerous radio, telephone and internet based systems to ensure direction and control of the community's response to any emergency. The EOC has an emergency generator, a fuel tank and additional fuel on site which will allow continuous operations.
2. ESF 2 is organized in accordance with the State EOC, the National Response Plan, the National Incident Management System (NIMS), and the Incident Command System (ICS).
3. Emergency Operations Plans are developed to guide staff at the Harrison County Emergency Operations Center (EOC) and in the field. Training and exercises are also conducted to enhance effectiveness.
4. In an event requiring mutual aid assistance, ESF 2 will work with MEMA to plan, procure, coordinate, and direct assets.
5. ESF 2 will develop plans, assess the communications status, and evaluate communications requests.
6. Additional expertise may be provided by other agencies.
7. As NIMS is implemented in Harrison County, the Communications Division will play a pivotal role in implementing ICS, focusing on communications interoperability and common standards. The Concept of Operations is guided by the following assumptions:
8. Exact actions will be dictated by the severity of the event.
9. Each communications center is tasked with maintaining adequate spare parts, resources, plans, and personnel to ensure operations during a disaster or emergency.
10. Each communications center is tasked with maintaining adequate staffing. Employees are recalled as needed and scheduled appropriately.

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11. Assistance is available via State EOC.

12. The ESF-1 Coordinator and Emergency Management Director and/or Deputy director will establish priorities for restoration of communications resources.

13. ESF 2 will support the establishment of communications between facilities listed below. These facilities have a key role in emergency response and recovery.

- Communications Systems
Local EOC and local government agencies:
Telephone and fax
Paging
E-mail
Dedicated lines, when applicable
Radio, when applicable
- Commercial wireless
Local EOC and State EOC:
Telephone and fax
ESATCOM
e-mail
Local EOC and other municipal EOC:
Telephone and fax
ESATCOM
e-mail
- Commercial wireless, when applicable
ESF/ICS groups:
Radio
Paging
Commercial wireless
Mobile communications vehicle (Mobile 1).
Shelters and feeding sites:
Telephone
Commercial wireless
Amateur radio (ARES)
e-mail
Distribution sites, staging area (CSA), Disaster Recovery Centers:
Telephone
Commercial wireless
Amateur radio (ARES)
Paging
Mobile communications vehicle.

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Priorities for Repair and Restoration

1. 911 Emergency Communications:

Public Safety radio

2. Non-Emergency communications:

Telephone service, including wireless Local Government radio communication systems

1. Land Line Telephone is the primary communications system during emergencies. Bellsouth is responsible for maintaining and restoring telephone service within the county.

There are numerous Cell Phone providers in Harrison County.

The EOC has 800 radio communications, VHF High Band radio Communications and Amateur Radio (HAM).

3.5 Organization

3.5.1. COUNTY

1. Support agencies assist ESF 2.

2. The ESF-2 Coordinator will coordinate support resources with the EOC Operations Coordinator.

3. The Harrison County Emergency Management Agency with support from the ESF-2 Coordinator will develop and maintains the overall ESF 2 Emergency Operations Plan. Support agencies may develop their own documents for internal use.

4. ESF 2 shall regularly brief ESF 5 on the status of communications systems.

3.6. Notifications

1. The E-911 Dispatch Center's serve as the County 24 hour Warning Point.

2. The E-911 dispatchers shall notify the Harrison County Emergency Management Director per Standard Operating Procedures.

3. The E-911 Coordinator notifies Communications staff per Standard Operating Procedures.

4. The ESF-2 Coordinator will notify other personnel upon direction to activate ESF 2.

3.7 Actions

3.7.1 MITIGATION ACTIONS

Work with the Emergency Management Agency, County and City Governments to identify potential hazards and vulnerabilities and correct them.

3.7.2. PREPAREDNESS ACTIONS

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- 1 Identify mission essential functions.
- 2 Assess the vulnerability of communications equipment to hazards.
- 3 Regularly test and inspect all systems.
- 4 Maintain spare parts cache.
- 5 Prepare and maintain standard operating procedures, resource inventories, personnel rosters, and mobilization information.
- 6 Develop training and exercises.
- 7 Develop contingency plans.
- 8 Coordinate planning with support agencies and other ESF'S.
- 9 Provide personnel with training for operations during major emergencies.
- 10 Train personnel in ICS.

3.7.3. RESPONSE ACTIONS

- 1 Coordinate operations at the ESF 2 desk in the County EOC.
- 2 Monitor communications status.
- 3 Monitor and direct communications requests and resources.
- 4 Participate in EOC briefings, meetings and prepare Incident Action Plans and Situation Reports through the Planning Section..
- 5 Coordinate/obtain resources through the Mississippi Emergency Management Agency (MEMA) when local resources are no longer available.
- 6 Coordinate resources from staging areas. Coordinate with other County ESF 2 Coordinators.

3.7.4 RECOVERY ACTIONS

- 1 Provide communications support.
- 2 Assess communications systems for damage.
- 3 Contact other ESF'S to determine their communications requirements.
- 4 Contact other Public Safety agencies for damage reports.
- 5 Contact wireless providers and local media for damage reports.

3.8 Direction and Control

- a. ESF 2 operates at the County EOC and falls under the direct supervision of the EMA Director and the EMA Deputy Director.
- b. Response decisions are made by the ESF 2 Coordinator in conjunction with the Harrison County Emergency Management Agency.
- c. The Communications Division will maintain a staffing directory, the ESF 2 Emergency Operations Plan, and other guidelines.
- d. Each support organization assisting ESF 2 will retain administrative control over its

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own resources and personnel.

- e. Any outside agency, State or Federal assets shall coordinate with and work under the Direction of the Emergency Operations Center and the ESF-2 Coordinator while operating in Harrison County. There will be no free lancing by these agencies and if these agencies choose not to work and coordinate with the Emergency Operations Center, they will be removed from Harrison County.

3.9. Responsibilities

3.9.1 PRIMARY AGENCY – Harrison County EMA/ESF-2 Coordinator

- 1 Provide and maintain communications during an emergency.
- 2 Provide ESF 5/Planning Section with updates on the potential impacts of winds and storm surge on communications systems, resource shortfalls, and potential impacts on carrying out the ESF 2 mission.
- 3 Maintain an inventory of personnel, equipment, and vendors, which will be used in the restoration of services.

3.9. Responsibilities

3.9.2 SUPPORT AGENCIES

- 1 The E-911 Dispatch of each agency provides communications for all of Fire and Law Enforcement.
- 2 The Harrison County Sheriff’s Office, Biloxi, D’Iberville, Gulfport, Long Beach, and Pass Christian Police Department’s provides communications for its activities and coordinates with the EOC on it’s needs.
- 3 The Harrison County Amateur Radio Emergency Services provides communications at shelters, feeding sites, staging areas, distribution centers, and DRCs within their capabilities.
- 4 Various companies provide communications services in the area.

3.10 Financial Management

- 1 Emergency Support Function 1 is responsible for working through the Emergency Management Agency Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
- 2 Expenditures by support entities will be documented by those entities and submitted for reporting purposes, directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.
- 3 Support entities will document expenditures and submit documentation directly to

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the Finance Section for disaster tracking.

3.11 ESF 2: Communications Coordinator

- 1 It is the intent of the Harrison County Emergency Operations Center to have a Communications Coordinator for all disasters affecting Harrison County. This person shall be in charge of the Communication systems at the EOC. This person is responsible for the following.
- 2 Coordinates and is in-charge of all radio communications with in the EOC before, during and after a hurricane or other disaster.
- 3 Provides coordination of radio communications support necessary to conduct disaster response and recovery operations including the restoration of downed EOC Communications.
- 4 Coordinates with the EMA Director and Deputy Director to ensure that all EOC radio's are functional prior to the storm.
- 5 Coordinates all Amateur radio operators coming to Harrison County to assist after a storm.
- 6 Radio frequency coordinator for the EOC.
- 7 Request outside resources from MEMA through the EMA Director and/or the EMA Deputy Director if necessary.
- 8 Coordinates to ensure continuity of communications with all outside responding agencies.
- 9 Attends all briefings held at the EOC to advise of their status and fills out an Incident Action Report to be turned into the Planning Section and/or the EMA Deputy Director.
- 10 Coordinates and is in-charge of all Internet and Phone Communications with in the EOC before, during and after a hurricane or other disaster.
- 11 Installs, activates and maintains the EOC information systems.
- 12 Assists all EOC positions in determining appropriate types and numbers of computers, computer applications and phones that will be needed for their specific functions.
- 13 Provides coordination of Internet and Phone communications support necessary to conduct disaster response and recovery operations including the restoration of downed EOC IT and Phone Communications.
- 14 Coordinates with the EMA Director and Deputy Director to ensure that all EOC Internet and phone systems are functional prior to the storm.
- 15 Coordinates all Internet and phone agencies coming to Harrison County to assist after a storm.
- 16 Coordinates to ensure continuity of Internet and phone communications with all outside responding agencies.
- 17 Ensures all EOC Computers for internal information management are operational to include message, e-mail systems and printer assignments.
- 18 Assists ESF 18 GIS as required.

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- 19 Attends all briefings held at the EOC to advise of their status and fills out an Incident Action Report to be turned into the Planning Section and/or the EMA Deputy Director.

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Emergency Support Function (ESF) 3 Public Works and Engineering

Lead Coordinating Agency: Harrison County Public Works
Harrison County Road Manager

Support Agencies: County Road Department
City Public Works
Harrison County EMA
Water Departments(Public & Private)
Health Department

4.1 Purpose

The purpose of Emergency Support Function 3 (ESF-3) is to provide Public Works and Engineering coordination in support of emergency events within Harrison County. ESF-3 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-3 is lead and coordinated by Harrison County and directs/coordinates all aspects of public works and engineering. ESF-3 resources are used when individual agencies are overwhelmed and requests additional public works and engineering service assistance.

4.2 Concept of Operations

4.2.1 A. General

- 1 Emergency Support Function 3 is organized consistent with the Incident Command System and the Harrison County CEMP. This structure and system supports incident assessment, planning, procurement, deployment, coordination, and support operations to Harrison County through the Harrison County Emergency Response Team.
- 2 Procedures, protocols and plans for disaster response activities are developed by the Lead and supporting agencies to govern staff operations at the Harrison Emergency Operations Center and in the field. These are in the form of the CEMP, ESF Annexes, and Standard Operating Guidelines, which describe Emergency Support Function 3 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
- 3 In a large event requiring local or State mutual aid assistance, ESF-3 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
- 4 Throughout the response and recovery periods, ESF-3 will evaluate and analyze information regarding public works and engineering service requests for response, develop and update assessments of the impacted area, and undertake contingency planning to meet anticipated demands or needs.

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4.3 Organization

Emergency Support Function 3 falls under the Operations Group. The key emergency functions that fall under ESF 3 can be grouped into five functional categories:

- 1 Damage Assessment
- 2 Restoration of Critical Facilities and Infrastructure
- 3 Building Inspection and Stabilization
- 4 Restoration of Transportation
- 5 Debris Management

COUNTY

- 1 During an activation of the County Emergency Operations Center, Harrison County Road Dept. shall staff the ESF-3 Position at the EOC and provides support that will provide for an appropriate, coordinated and timely response.
- 2 During an emergency or disaster event, the Emergency Operations Center, Operations Coordinator shall coordinate with the ESF-3 Coordinator to prioritize resource allocation from support agencies.
- 3 During the response phase, ESF-3 will evaluate and analyze information regarding public works and engineering service requests. Also, ESF- 3 will develop and update assessments of the public works and engineering services status in the impacted area and undertake contingency planning to meet anticipated demands and needs.
- 4 The Harrison County EMA and the ESF-3 Coordinator shall develop and maintains the overall Emergency Support Function 3 Standard Operating Procedures that govern s response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall CEMP.

4.4 Alerts/Notifications

- 1 Upon activation of the CEMP, the Harrison County Emergency Management Agency shall notify the Coordinator for Emergency Support Function 3 through multiple methods.
- 2 The ESF 3 Coordinator or designee will coordinate all activities of ESF-3.
- 3 Upon instructions to activate ESF-3, The ESF-3 Coordinator Shall implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

4.5 Actions

- 1 Actions carried out by ESF-3 are grouped into phases. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of

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service. ESF-3 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, may assume direct operational control of provided services.

- 2 ESF-3 will maintain lists of essential employees who because of their expertise and nature of assigned responsibilities are “on call” throughout all phases of a major disaster operation.

4.5.1 PREPAREDNESS ACTIONS

- 1 Actions and activities that develop Public Works and Engineering response capabilities may include planning, training, orientation sessions, and exercises for ESF-3 personnel.
- 2 Prepare and maintain standard operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- 3 Coordinate the development and presentation of training courses and exercises for ESF-3 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
- 4 Participate in all-hazards exercises involving ESF-3.
- 5 Assign and schedule sufficient personnel to implement ESF-3 tasks for an extended period of time.
- 6 Coordinate the maintenance of lists of ESF-3 assets that can be deployed during an emergency.
- 7 Identify anticipated resource shortfalls.
- 8 Address planning issues on an on-going basis to identify response zones and potential staging areas.
- 9 Coordinate planning with ESF-3 support agencies and other emergency support functions to refine Public Works and Engineering operations.
- 10 Develop and implement emergency response activities for Public Works and engineering strategies.
- 11 Maintain liaison responsibilities with support agencies.
- 12 Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
- 13 Annually update and maintain inventory of the personnel, vehicles and equipment to be used during the preparation, response and recovery phases of an emergency or disaster.
- 14 Prepare and maintain a list of personnel to ensure that the 24-hour staffing needs are met to facilitate the restoration of vital infrastructure.
- 15 Maintain a list of construction contractors and engineering firms with active County contracts who would be available for infrastructure repairs.

4.5.2 RESPONSE ACTIONS

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- 1 Coordinate ESF-3 in the County Emergency Operations Center and/or at other locations as required.
- 2 Establish and maintain a system to support on-scene direction and control and coordination with county EOC.
- 3 Participate in EOC briefings, meetings and provide and prepare Incident Action Plans and situation reports through the Planning Section.
- 4 Implementation of Impact Assessment Teams (as required) to determine post-storm impact to Infrastructure Services functional group resources and ability to perform Continuity of Operations of essential functions.
- 5 Mutual Aid procedures to assist with supporting issues related to a terrorist event.
- 6 Pre-position response resources when it is apparent that public works and engineering resources will be necessary. Relocate public works and engineering resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- 7 Monitor and direct/coordinate public works and engineering resources and response activities.
- 8 Coordinate with support agencies, as needed, to support emergency activities.
- 9 Request State resources through the logistics section; coordinate all resources into the affected areas from designated staging areas.
- 10 Coordinate/obtain resources through the Mississippi emergency Management Agency (MEMA), when local resources are not available.
- 11 Prioritize and implement emergency clearing of debris from transportation routes to provide access for emergency response personnel, equipment, and supplies in areas affected by an emergency or disaster.
- 12 Provide life-safety services as required and appropriate.

4.5.3 RECOVERY ACTIONS

- 1 Continue to provide support as required until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.
- 2 Coordinate and complete damage assessment for public and private infrastructure and structures. Coordinate with GIS/Planning Section to map damage assessment results and provide data to the Finance Section for potential declaration documentation.
- 3 Support the Finance Section in the initiation of financial reimbursement process for these activities when such support is available.
- 4 Prioritize and implement the clearing, repair or reconstruction of transportation facilities (i.e., streets, roads, bridges, ports, waterways, airfields) necessary to restore transportation capabilities.

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- 5 Implement Debris Management Plan.
- 6 Provide damage assessment data to the Planning Section for inclusion into the incident action plan.
- 7 Prioritize and implement the restoration of critical public facilities and services, including but not limited to: electricity, potable water, sanitary sewer, storm water systems, natural gas, and telephone service.
- 8 Prepare a prioritized list and perform the demolition or stabilization of damaged public structures and facilities, which pose an immediate hazard or safety risk to the public health.
- 9 Coordinate and assist other ESFs (Emergency Support Functions) within the Harrison County EOC (Emergency Operations Center).
- 10 When requested through Harrison County's EOC, provide assistance to other local governments through existing inter-local agreements.

4.5.4 MITIGATION ACTIONS

- 1 Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- 2 Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

4.6 Direction and Control

- 1 ESF-3 complies with the Harrison County CEMP.
- 2 ESF 3 will operate under the ICS system as supported by the CEMP and ESF-3. ESF 3 will coordinate all activities through the Operations Coordinator and EOC Incident Commander.
- 3 ESF 3 Lead Agency will coordinate all activities of ESF 3 in cooperation with the support agencies.
- 4 ESF 3 will coordinate damage assessment for all public and non-profit infrastructure.
- 5 Each supporting agency under ESF will be responsible for their own organizations infrastructure damage assessments. ESF 3 will coordinate and facilitate the acquisition of damage assessment data with the other organizations and jurisdictions under ESF 3 to compile the data and provide it to the Finance Section for inclusion in the Countywide damage assessment.
- 6 Other County Departments outside of ESF 3 will coordinate damage assessment information and figures through the Planning Section for inclusion in the countywide data compilation.

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- 7 As a Department, County Engineering Department will complete the damage assessment for County owned drainage and transportation systems. This information will be coordinated through ESF 3 and the accumulated package of damage assessment information, which will be provided to the Planning Section for potential declaration documentation and GIS for mapping purposes.
- 8 As a Department, Building Inspections along with the Harrison County Damage Assessment Team will do a Countywide Individual damage assessment that will identify individual business and home damages and coordinate that information through ESF 3. This information will be coordinated through ESF 3 and the accumulated package of damage assessment information, which will be provided to the Planning Section for potential declaration documentation GIS for mapping purposes.
- 9 ESF 3 will also facilitate the acquisition of the City's I.A. damage assessment information to include with data and then provide the summarized data both to GIS and the Planning Section immediately following an event.
- 10 All other eligible organizational damage assessments again, will be completed by those organizations, but that data will be coordinated and facilitated by and through the ESF-3 Coordinator.
- 11 A staffing directory and the ESF-3 Standard Operating Procedures, its accompanying Appendices, Annexes and Standard Operating Procedures are maintained by the Harrison County EMA and ESF-3 Coordinator, and updated as required.
- 12 ESF 3 will operate in support of the EOC operations to provide any support to any other ESF operation as needed, required, or appropriate through resource requests.
- 13 Any outside agency, State or Federal assets shall coordinate with and work under the Direction of the Emergency Operations Center and the ESF-3 Coordinator while operating in Harrison County. There will be no free lancing by these agencies and if these agencies choose not to work and coordinate with the Emergency Operations Center, they will be removed from Harrison County.

**4.7 Responsibilities 4.7.1 LEAD COORDINATING AGENCY –
HARRISON COUNTY ROAD DEPAETMENT**

- 1 Serve as the lead agency for ESF 3, supporting the response and recovery operations after activation of the EOC.
- 2 Will coordinate damage assessments for public and private infrastructure with all supporting agencies and report damage assessment information to the Operations Group Coordinator.

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- 3 Attend and document all EOC briefings to better disseminate any important information or actions to their staff and support agencies. This representative or their alternate should be prepared to provide status reports on all actions under the public works function (ESF 3) at each EOC briefing and for the Incident Action Plan (IAP).
- 4 Coordinate with first responders, ESF 4, 8, 9, 10, and the County & City Road Departments in setting priorities for road clearing to better assist ESF 9 (Search & Rescue) and their emergency response personnel.
- 5 Coordinate the recovery efforts of support agencies under ESF 3.
- 6 Assist other local governments under existing or future Mutual Aid Agreements made between Harrison County and representatives of the local governments as coordinated through ESF 5 (Information & Planning).
- 7 Maintain a listing of construction contractors and engineering consulting firms with active County contracts who would be available to assist with infrastructure repairs. Maintain an alternate list of contractors and engineers who do not have active County contracts, but who have expressed interest in assisting.
- 8 Negotiate and administer design contracts with consulting engineering firms for the repair of storm water management systems and the transportation infrastructure, as required.
- 9 Coordinate with County Purchasing in awarding and administering construction contracts for the repair of storm water management systems and the transportation infrastructure.
- 10 Provide documentation on utilization of manpower, equipment, and costs directly related to emergency operations by the Planning and Engineering Department. This shall be done in the Incident Action Plan and given to the Planning Section) for official record keeping.

4.7.2 SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Department of Transportation)

- 1 Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Operations Center addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the ESF-3.
- 2 Harrison County Road Department and all city Public Works.
- 3 Identify and train the staff of the road department and public works in emergency

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and disaster response procedures.

- 4 The County Road Department representative, and city Public Works Representative's shall attend and document all EOC briefings to better disseminate any important information or actions to their staff. This representative or their alternate shall be prepared to provide status reports on all actions taken by Harrison County Road Department personnel under ESF 3 at each EOC briefing.
- 5 Evaluate the initial damage assessment received from the damage assessment teams to participate in setting priorities for road clearing to better assist ESF 9 (Search & Rescue) and their emergency response personnel.
- 6 Provide in-house repair and construction services, as resources are available, after clearing and stabilization phases are complete.
- 7 As a part of ESF 3, assist other local governments under existing or future Mutual Aid Agreements made between Harrison County and representatives of the local governments as coordinated through EMA Director and MEMA.
- 8 Develop, maintain, and update annually an inventory showing the location of personnel, equipment, and supplies on hand to accomplish recovery of the transportation infrastructure of Harrison County.
- 9 Assist the ESF 3 process to facilitate and compile relevant damage assessment information from all support agencies and provide to the Planning Section and GIS Section.

4.7.2.1 Harrison County Department of Solid Waste

Identify and train the staff of the Harrison County Department of Solid Waste in emergency and disaster response procedures. A Representative from the solid waste group shall coordinate with the EOC'S ESF-3.

4.7.2.2 Harrison County Damage Assessment Team Coordinator.

- 1 Identify and train staff through the Training Officer at the EOC to perform damage assessments under the control of the Damage Assessment Team Coordinator during exercises and EOC activations.
- 2 Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to the representative under Operations Coordinator for official record keeping and reporting to Federal and State for possible reimbursement.
- 3 Direct the Damage Assessment Team in all preliminary damage assessment activities.
- 4 Identify personnel to be trained through the Training Officer at the EOC in damage assessment methodology.
- 5 The Coordinator will provide the ESF-3 Coordinator at the EOC initial damage assessment information as soon as possible so priorities for emergency debris clearance can be directed to assist ESF 9 (Search & Rescue).
- 6 Assist and provide unassigned personnel as needed to the disaster recovery centers

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or shelters.

- 7 Inspect and enforce regulations regarding any un-permitted activity and/or un-licensed contractors.

4.7.2.3. City Department of Public Works

- 1 Identify to the ESF 3 representative all critical transportation routes and water supplies requiring immediate clearing and restoration in order to save lives and property within the jurisdictional City Limits.
- 2 Provide equipment and personnel for clearing of prioritized transportation routes within the Cities, to allow emergency personnel and equipment to rescue and respond to an affected area.
- 3 Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to their City representative, for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate Public Worksheet from Federal or State governments.

4.7.2.4 Other Utility Companies

- 4 Advise the ESF 3 representative of the status of restoration of utility services within service areas.
- 5 Have one representative available to respond to questions and provide information at EOC briefings. Maintain one representative from each utility company until each is deactivated by the EOC. Provide damage assessment information to the Damage Assessment Team Coordinator so the Public Works representative can prioritize recovery operations.
- 6 Provide adequate manpower to restore their particular utility.
- 7 Provide documentation on utilized manpower, equipment, and costs directly related to emergency operations to their representative for official record keeping and reporting to Federal and State for possible reimbursement or make arrangements for separate D.S.R. from Federal or State governments.

4.8 Financial Management

1. Emergency Support function 3 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

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Emergency Support Function (ESF) 4 Fire Fighting

Lead Coordinating Agency: Harrison County Fire Coordinators Office
 Harrison County Fire District

Support Agencies:

Harrison County Volunteer Fire Departments
City of Biloxi Fire Department
City of Gulfport Point Fire Department
City of Long Beach Fire Department
City of Pass Christian Fire Department
Mississippi Fire Coordinators Office
Mississippi Division of Forestry

5.1. Purpose

The purpose of Emergency Support Function-4 (ESF-4) is to provide fire service coordination and support services in support of emergency events in Harrison County. ESF-4 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-4 resources are used when individual agencies are overwhelmed and additional fire service assistance is requested.

5.2 General

1. Coordination and support services in support of emergency events in Harrison County. ESF-4 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-4 resources are used when individual agencies are overwhelmed and additional fire service assistance is requested.
2. The Harrison County EOC shall have a Fire Service Liaison Coordinator in the EOC before, during and after a Hurricane and/or other catastrophic event.
3. Fire Services are utilized in situations where a fire in itself presents a hazard to the community or in response to some other hazard or disaster. Fire Services are an immediate response element for fire suppression, fire prevention, hazardous materials incidents, evacuation of citizens, warning systems, medical emergencies, extrication and other emergencies which may requires immediate action.

5.3 Concept of Operations

5.3.1 General

1. ESF-4 is organized consistent with the CEMP. This structure and system supports incident command, assessment, planning, procurement, deployment, coordination, and support operations to Harrison County through the Harrison County Emergency

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Operations Center.

2. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Harrison Emergency Operations Center and in the field. These are in the form of the CEMP and corresponding Appendices, and Standard Operating Guidelines, which describe ESF-4 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local and State mutual aid assistance, ESF-4 will coordinate with EOC Director and/or the Deputy Director and the Mississippi Emergency Management Agency (MEMA) to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF-4 will evaluate and analyze information regarding fire detection, suppression, and prevention requests for response, develop and update assessments of the fire service situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. Maintains communications with the Volunteer Fire Departments and Municipal Fire Departments.
7. Coordinates activities of Fire/Rescue Service and Mutual aid.
8. Coordinates Fire/Rescue Services during Evacuation.
9. Coordinates Fire/Rescue Services during Recovery Operations.
10. Provides information to damage assessment teams for areas where there have been fires.
11. Maintains a current list of each Volunteer Fire Department Personnel and their resources.
12. Maintains a map of each Fire Department Legal District Boundaries.
13. Attends all briefings held at the EOC to advise of their status and fills out an Incident

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Action Report to be turned into the Planning Section and/or the EMA Deputy Director.

5.4 Organization

5.4.1. COUNTY

1. During an activation of the Harrison County Emergency Operations Center, support agency staff are integrated with the Harrison County Fire Service staff to provide support that will allow for an appropriate, coordinated and timely response.
2. During an emergency or disaster event, the Emergency Operations Center, the ESF-4 Coordinator will oversee resource prioritization and allocation from support agencies through the Operations Coordinator.
3. During the response phase, ESF-4 will evaluate and analyze information regarding fire service requests. Also, ESF-4 will develop and updates assessments of the fire service status in the impact area and undertake contingency planning to meet anticipate demands and needs.
4. The ESF-4 Coordinator working in conjunction with the Harrison County Emergency Management Agency develops and maintains the overall ESF-4 Standard Operating Procedures that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the County Comprehensive Emergency Management Plan.
5. ESF 4 will also provide impact assessment and needs assessment information back to the EOC as an organization in the field and in the community in the aftermath of a disaster to assist with data needed in the decision making process for prioritization of response in the community.

5.5 Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County Emergency Management Agency shall notify the Coordinator for Emergency Support function 4 through multiple methods.
2. The ESF 4 Coordinator or designee will coordinate all activities of ESF-4.
3. Upon instructions to activate ESF-4, The ESF-4 Coordinator shall implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

5.6 Actions

Actions carried out by ESF-4 are grouped into phases. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all

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supporting agencies and the intended recipients of service. ESF-4 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

1. Assessment of Fire Rescue needs and potential impacts.
2. Fire Rescue personnel.
3. Fire Rescue equipment and supplies.
4. Evacuation and Re-entry support.
5. Emergency responder health and safety.
6. Radiological/chemical/biological hazards.
7. Mental health and crisis counseling for responders.
8. Fire Rescue Public Information and risk communication.
9. Fire Rescue Management, Command and control of assets.
10. Fire Rescue activities related to terrorist threats and/or events.
11. Catastrophic incident and alternate Fire Service facility support.

5.6.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop fire service response capabilities may include planning, training, orientation sessions, and exercises for ESF-4 personnel and other emergency support functions that will respond with ESF-4. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
2. Fire Departments will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, potential medical facilities, and establish specialized teams as needed.
3. Coordinate planning with ESF-4 support agencies, MEMA, State Fire Coordinators Office and other emergency support functions as appropriate to refine fire- rescue operations.
4. Coordinate the development and refine procedures to be used in the following field surveys: Rapid Impact Assessment, as required, and community Fire-Rescue assessments.
5. Coordinate training and exercise for EOC and fire service response team members.
6. Prepare and maintain standard operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the ESF-4 Coordinator. Ensure that ESF-4 personnel are trained in their responsibilities and duties.
7. Coordinate the development and implementation of emergency response and fire fighting strategies.
8. Coordinate and participate in training courses for ESF-4 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
9. Maintain liaison with the Mississippi Emergency Management Agency, Ms State Fire

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Coordinators Office and other support agencies.

10. Coordinate vulnerability analysis at critical facilities and make recommendations to improve the physical security.
11. Coordinate/participate in all-hazards exercises involving ESF-4.

5.6.2 RESPONSE ACTIONS

1. Coordinate ESF-4 operations in the County Emergency Operations Center and/or at other locations as required.
2. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, the State EOC, or other coordination entities as appropriate.
3. Coordinate implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
4. Fire-Rescue support to the appropriate agency, in the investigation of a terrorist attack.
5. Pre-position response resources when it is apparent that fire-fighting resources will be necessary. Relocate fire-fighting resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
6. Monitor and direct fire fighting resources and response activities.
7. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
8. Coordinate/Obtain resources through the Mississippi Emergency Management Agency (MEMA) when local resources are not available.
9. Obtain additional State resources through the Logistics section; coordinate all resources into the affected areas from designated staging areas.
10. Coordinate with other County ESF'S to obtain resources and to facilitate an effective emergency response among all participating agencies.

5.6.3. RECOVERY ACTIONS

1. The ESF-4 Coordinator in consultation with the requesting jurisdiction, may obtain additional fire service resources via established mutual aid agreements.
2. The Ms State EOC and State Fire Coordinators Office serves as the lead agency for fire rescue coordination for State resources in support of local operations and will designate a liaison to the EOC. The liaisons have been trained to carry out ESF-4 responsibilities and will function as State coordinators, assessors, and operational personnel in support of local EOC or field activities.
3. If more than one county emergency management operation center is activated, fire service may support the coordination of an event response with regional resources or request additional resources from the State Emergency Operations Center. The State Fire Service agencies will participate in a Multi-Agency coordinating entity to coordinate requests for fire service resources among multiple Emergency

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Operations Centers.

5.6.4 MITIGATION ACTIONS

Identify and seek funds for retrofitting critical facilities (Fire-Rescue) and providing auxiliary power. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

5.7 Direction and Control

1. ESF-4 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System to manage its emergency/disaster responsibilities.
2. The ESF-4 system operates at two levels:
 - a. County Emergency Operations Center;
 - b. Field operations.
3. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center in coordination with ESF-4 and the incident commander.
4. A staffing directory and the ESF-4 Standard Operating Procedures are maintained by the Harrison County Emergency Management Agency and ESF-4 Coordinator and updated as required.
5. In accordance with a mission assignment from ESF-4, and further mission tasking by the Harrison County Emergency Operations Center, each support organization assisting ESF-4 assignment will retain administrative control over its own resources and personnel but will be under the operational control of the Harrison County Emergency Operations Center and the EOC ESF-4 Coordinator.
6. Any outside agency, State or Federal assets shall coordinate with and work under the Direction of the Emergency Operations Center and the ESF-4 Coordinator while operating in Harrison County. There will be no free lancing by these agencies and if these agencies choose not to work and coordinate with the Emergency Operations Center, they will be removed from Harrison County.

5.8 Responsibilities

5.8.1 PRIMARY AGENCY – Harrison County Fire District Office

1. Provide leadership in directing, coordinating and integrating overall County efforts to provide fire rescue assistance to affected areas and populations through ESF 4

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and the supporting agencies.

2. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
3. Coordinate and direct the activation and deployment of County agencies fire rescue personnel, supplies, and equipment and provide certain direct resources.
4. ESF-4 Coordinator or designees will jointly evaluate the emergency situation, make strategic decisions, identify resource needs and secure resources required for field operations.
5. Monitor fire fighting emergency response and recovery operations. ESF-4 Coordinator or designees will coordinate all State and Federal fire fighting resources into the affected areas from staging areas.
6. Manage fire fighting and other emergency incidents in accordance with each department's Standard Operating Procedures and under the direction of ESF-4 Representatives or designee.
7. Make specific requests for fire fighting assistance to MEMA and the State ESF 4/State Fire Coordinators Office, through the EOC, as needed.
8. Re-assess priorities and strategies, throughout the emergency, according to the most critical fire service needs.
9. Assist with emergency evacuations and re-entry of threatened areas of the County.
10. Demobilize resources and deactivate the ESF 4 station upon direction from the County Incident Commander.
11. Coordinate field impact assessment information back through the EOC as appropriate.

5.8.2 SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Emergency Operations Plans)

1. Support agencies will provide assistance to the Emergency Support Function and coordinate services, staff, equipment, and supplies to meet the community needs and that compliment the entire emergency response effort generated by the hazards that may impact the County.
2. The Harrison County EOC Director and/or Deputy will conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.
3. Harrison County Search and Rescue. (Emergency Support Function 9) will provide assistance in initial needs assessment, and augment fire service operations through specialized response capabilities.
4. The Department of Agriculture and Consumer Services, Division of Forestry serves as a primary agency during activation of the State Emergency Operations Center for a wildfire, will also request and coordinate the use of all State controlled and/or

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Forestry Agency Compact assets that are ordered for control of wildfires.

5.9 Financial Management

1. Emergency Support function 4 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

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Emergency Support Function (ESF) 5 EMERGENCY MANAGEMENT / DAMAGE ASSESSMENT

Lead Coordinating Agency: Harrison County Emergency Management Agency
Harrison County Planning Department

Support Agencies: Engineering Departments, Red Cross, Building Officials,
Law Enforcement, Fire Services, Public Works, Utility
Company's (public & private). Designated Damage
Assessment Teams.

HARRISON COUNTY EMERGENCY AGENCY/EMERGENCY OPERATIONS CENTER

6.1 PURPOSE

1. The Harrison County EMA is here to protect the lives and property of the citizens of Harrison County from threats posed by natural or man-made hazards or any other type catastrophic event.
2. It is the intent of the Harrison County Emergency Management Agency to reduce the vulnerability to the citizens of Harrison County.
3. To prepare for the efficient evacuation and sheltering of threatened or effected persons and for the coordination of activities relating emergency preparedness, response, recovery and mitigation between both Cities, County and private organizations.
4. It is the intent of this department to respond to and handle all emergencies when called upon to do so. Our emergency services shall be prompt, courteous and professional.
5. We value life safety and property for those individuals whom we serve.
6. We value our volunteers who give their time so unselfishly and to their dedication and commitment to the EOC, our communities and it's citizens.

6.2 GENERAL

1. The Harrison County Emergency Management Agency is in-charge and over-sees all threats posed by natural or man-made hazards, Hurricanes, tropical storms, disasters or any other type of catastrophic event.
2. The Harrison County Emergency Management Agency is responsible for preparedness, response, recovery and mitigation in relationship to storms, disasters or any other type catastrophic event.

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3. The Emergency Operations Center will be opened and staffed for all emergencies as necessary. All Harrison County emergency operations shall be run out of the Emergency Operations Center only.
4. The Harrison County Emergency Operations Center shall be staffed by the EMA Full-time employees, selected County Workers, Selected City employees, American Medical Response Ambulance, Red Cross, Department of Human Services (DHS), Mississippi Emergency Management Agency (MEMA), State Department of Health, Emergency Support Functions (ESF'S), Harrison County Amateur Radio Association and many volunteers.
5. The Harrison County Emergency Management Director shall be the Incident Commander for all emergencies that requires the EOC to be activated.
6. The Harrison County EMA Director shall coordinate Emergency Management Services with State and Federal Agencies to support the County and City Governments.
7. During all threats posed by natural or man-made hazards, hurricanes, tropical storms or any other disaster or catastrophic event, the Harrison County Emergency Management Agency/Emergency Operations Center shall coordinate the emergency response of all State and Federal Agencies to ensure that the most appropriate resources are dispatched to the impacted and most needed areas.
8. No persons shall perform in an ESF Function without being approved the Harrison County EMA Director and/or the EMA Deputy Director. No one in the County or City Governments shall appoint someone to an ESF Function without the approval of the EMA Director and/or the Deputy Director.
9. The Harrison County Emergency Management Agency/Emergency Operations Center shall be in charge of all Search and Rescue operations during threats posed by natural or man-made hazards, Hurricanes, tropical storms, disasters or any type catastrophic event that the EOC is activated.
10. Any outside agencies, EMAC, SMAC, State Resources, Federal Resources or any other type agency that comes to Harrison County to render help shall not freelance and shall work through the Emergency Operations Center. If any agency refuses to work through the EOC, they shall be removed and escorted out of Harrison County.
11. Damage Assessment shall be coordinated by the Harrison County Emergency Management Agency/Emergency Operations Center in cooperation with the Harrison County Building Officials Office.

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6.3 DAMAGE ASSESSMENT:

6.3.1 Purpose

1. To establish Standard Operating Guidelines for damage assessment resulting from a natural disaster or man-made incident. See the Harrison County Emergency Management Agency Hurricane Standard Operating guidelines for further information on damage assessment.
2. The purpose of Emergency Support Function-5 (ESF-5) is to provide an accurate
3. account of damages in the affected areas of Harrison County after any type natural
4. disaster or a man-made incident.
5. Most hazardous events which may affect Harrison County has the potential for causing damage.
6. A planned damage assessment procedure is essential for effective response and recovery operations.
7. A preliminary damage assessment produces a descriptive measure of the severity and magnitude of the disaster.
8. Response requirements and capabilities, effectiveness of initial response operations and requirements for supplemental assistance can be determined form preliminary damage assessments.

6.4 GENERAL

1. Most hazardous events have the potential for causing extensive property damage.
2. ESF-5 shall provide personnel and resources to support damage assessment.
3. The Harrison County EOC shall have a Damage Assessment Liaison Coordinator in the EOC before, during and after a Hurricane and/or other catastrophic event.
4. Damage Assessment is utilized in situations where there is an event that causes damage to Harrison County and an accurate account of these damages are needed.

6.5 Concept of Operations

6.5.1 General

1. The damage assessment process shall be initiated by the Harrison County

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Emergency Management Agency as soon as the damage has reached a peak and can be estimated with a reasonable degree of accuracy. It shall be conducted separately from life-saving and property protection operations.

2. The forms to be used for damage assessment are attached at the back of this ESF Annex. After the various forms are completed, the Harrison County Emergency Operations Center shall fax the information to MEMA. If fax capabilities are not available, the EMA Director shall phone the data into MEMA or use the SATNET Communications Systems.
3. Following local damage assessment, if the Harrison County Emergency Management Director detect a vast amount of damage, he shall contact MEMA to request State and/or Federal Damage Assessment Teams. These teams shall work in coordination with the ESF-5 Coordinator.
4. Immediately following a disaster in Harrison County, information needs to be relayed to the Mississippi Emergency Management Agency (MEMA) on possible damages and needs, if any. This reporting activity needs shall be taken care of before by the Harrison County Emergency Management Agency before any structured damage assessment takes place.
5. ESF-5 is organized consistent with the CEMP. This structure and system supports incident command, assessment, planning, procurement, deployment, coordination, and support operations to Harrison County through the Harrison County Emergency Operations Center.
6. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Harrison Emergency Operations Center and in the field. These are in the form of the CEMP and corresponding Appendices, and Standard Operating Guidelines, which describe ESF-5 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
7. In a large event requiring local and State mutual aid assistance, ESF-5 will coordinate with EOC Director and/or the Deputy Director and the Mississippi Emergency Management Agency (MEMA) to seek and procure, plan, coordinate and direct the use of any required assets.
8. Throughout the response and recovery periods, ESF-5 will evaluate and analyze information regarding damage assessments, develop and update assessments of the damage assessment situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.

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9. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
10. Maintains communications with the all damage assessment teams.
11. Coordinates activities of damage assessment teams and Mutual aid.
12. Coordinates damage assessment services during Evacuation.
13. Coordinates damage assessment services during Recovery Operations.
14. Provides information to EOC Command Staff on the areas where they have searched, bodies found, etc...
15. Maintains a current list of all damage assessment team members and their resources.
16. Attends all briefings held at the EOC to advise of their status and fills out an Incident Action Report to be turned into the Planning Section and/or the EMA Deputy Director.

6.6 Organization

6.6.1 COUNTY

1. During an activation of the Harrison County Emergency Operations Center, support agency staff are integrated with the Harrison County Damage Assessment staff to provide support that will allow for an appropriate, coordinated and timely response.
2. The timely and accurate assessment of damage to public and private property will be of vital concern to local officials following ad Disaster and will have great bearing upon the manner in which recovery is affected in Harrison County.
3. Pre-arranged local teams set up by the Harrison County Emergency Management Agency will be available after all major or minor storms to conduct damage assessment throughout Harrison County.
4. During an emergency or disaster event, the Emergency Operations Center, the ESF-5 Coordinator will oversee resource prioritization and allocation from support agencies through the Operations Coordinator.
5. During the response phase, the ESF-5 coordinator will evaluate and analyze information regarding fire service requests. Also, ESF-5 Coordinator will develop

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and update assessments of the damage assessment status in the impact area and undertake contingency planning to meet anticipate demands and needs.

6. The ESF-5 Coordinator working in conjunction with the Harrison County Emergency Management Agency develops and maintains the overall ESF-5 Standard Operating Procedures that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the County Comprehensive Emergency Management Plan.
7. ESF 5 will also provide impact assessment and needs assessment information back to the EOC as an organization in the field and in the community in the aftermath of a disaster to assist with data needed in the decision making process for prioritization of response in the community.

6.7 Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County Emergency Management Agency shall notify the Coordinator for Emergency Support Function 5 through multiple methods.
2. The ESF 5 Coordinator or designee will coordinate all activities of ESF-5.
3. Upon instructions to activate ESF-5. The ESF-5 Coordinator shall implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.
4. Coordinate reporting of initial disaster information and damage estimates to the MEMA representative. This will include facilitating information from all those organizations eligible under the Public Assistance Program. Act as liaison between FEMA and all outside agency applicants for public assistance.

6.8 Actions

Damage Assessment Actions shall be carried out by ESF-5 and other groups deemed necessary to complete the damage assessment task. Doing damage assessment requires specific skills and knowledge to accomplish the task and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-5 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. .

6.8.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop damage assessment capabilities may include planning, training, orientation sessions, and exercises for ESF-5 personnel and other

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emergency support functions that will respond with ESF-5. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.

2. The Damage Assessment Coordinator and EOC Command Staff will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, and establish specialized teams as needed.
3. Coordinate planning with ESF-5 support agencies, MEMA, EOC Command Staff and other emergency support functions as appropriate to damage assessment operations.
4. Coordinate the development and refine procedures to be used in conducting damage assessment after a incident occurs.
5. Coordinate training and exercise for EOC and fire service response team members.
6. Prepare and maintain standard operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the ESF-5 Coordinator. Ensure that ESF-5 personnel are trained in their responsibilities and duties.
7. Coordinate the development and implementation of emergency response and fire fighting strategies.

6.8.1 PREPAREDNESS ACTIONS

1. Coordinate and participate in training courses for ESF-5 personnel, provide information on damage assessments to the County Emergency Management and develop protocols for frequently provided services.
2. Maintain liaison with the Mississippi Emergency Management Agency, and other support agencies.
3. Coordinate vulnerability analysis at critical facilities and make recommendations to improve the physical security.
4. Coordinate/participate in all-hazards exercises involving ESF-5.

6.8.2 RESPONSE ACTIONS

1. Coordinate ESF-5 operations in the County Emergency Operations Center and/or at other locations as required.
2. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, the State EOC, or other coordination entities as appropriate.
3. Coordinate implementation of Assessment Teams to determine post-storm impact to the entire County.
4. Pre-position damage resources when it is apparent that damage assessment resources will be necessary. Relocate damage assessment resources when it is apparent that they are endangered by the likely impacts of the emergency situation.

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5. Monitor and direct damage assessment resources and response activities.
6. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
7. Coordinate/Obtain resources through the Mississippi Emergency Management Agency (MEMA) when local resources are not available.
8. Obtain additional State resources through the Logistics section; coordinate all resources into the affected areas from designated staging areas.
9. Coordinate with other County ESF'S to obtain resources and to facilitate an effective emergency response among all participating agencies.

6.8.3 RECOVERY ACTIONS

1. The ESF-5 Coordinator in consultation with the requesting jurisdiction, may obtain additional fire service resources via established mutual aid agreements.
2. The Ms State EOC serves as the lead agency for damage assessment coordination for State resources in support of local operations and will designate a liaison to the EOC.

6.9 Direction and Control

1. During emergency situations, the Harrison County Emergency Management Agency in conjunction with the ESF-5 Coordinator shall coordinate all damage assessment activities. Summary reports shall be forwarded to the Mississippi Emergency Management Agency.
2. ESF-5 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System to manage its emergency/disaster responsibilities.
3. The ESF-5 system operates at two levels:
 - a. County Emergency Operations Center;
 - b. Field operations.
4. The ESF-5 Coordinator will dispatch personnel to survey the disaster-affected areas and report back their findings to the ESF-5 Coordinator.
5. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center in coordination with ESF-5 and the Incident Commander.
6. A staffing directory and the ESF-5 Standard Operating Procedures are maintained by the Harrison County Emergency Management Agency and ESF-5 Coordinator and updated as required.
7. In accordance with a mission assignment from ESF-5, and further mission tasking by

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the Harrison County Emergency Operations Center, each support organization assisting ESF-5 assignment will retain administrative control over its own resources and personnel but will be under the operational control of the Harrison County Emergency Operations Center and the EOC ESF-5 Coordinator.

8. Any outside agency, State or Federal assets shall coordinate with and work under the Direction of the Emergency Operations Center and the ESF-5 Coordinator while operating in Harrison County. There will be no free lancing by these agencies and if these agencies choose not to work and coordinate with the Emergency Operations Center, they will be removed from Harrison County.

6.10 Responsibilities

6.10.1 PRIMARY AGENCY – Harrison County EMA

1. Provide leadership in directing, coordinating and integrating overall County efforts to provide damage assessment in the affected areas and populations through ESF 5 and the supporting agencies.
2. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
3. Coordinate and direct the activation and deployment of County agencies, personnel, supplies, and equipment and provide certain direct resources.
4. ESF-5 Coordinator or designees will jointly evaluate the emergency situation, make strategic decisions, identify resource needs and secure resources required for field operations.

6.10.2 PRIMARY AGENCY – Harrison County Fire Coordinators Office

1. Manage damage assessment and other emergency incidents in accordance with each department's Standard Operating Procedures and under the direction of ESF-5 Representatives or designee.
2. Make specific requests for damage assessment assistance to MEMA and the State ESF 5 Coordinators Office, through the EOC, as needed.
3. Re-assess priorities and strategies, throughout the emergency, according to the most critical damage needs.
4. Demobilize resources and deactivate the ESF 5 station upon direction from the County Incident Commander.

6.10.3 SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Emergency Operations Plans)

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1. Support agencies will provide assistance to the Emergency Support Function and coordinate services, staff, equipment, and supplies to meet the community needs and that compliment the entire emergency response effort generated by the hazards that may impact the County.
2. The Harrison County EOC Director and/or Deputy will conduct briefings; direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.

6.11 Financial Management

1. Emergency Support function 5 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible.

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**Emergency Support Function (ESF) 6
Mass Care, Housing, Human Services, Food & Water**

7. MASS CARE

- Lead Coordinating Agency: American Red Cross
Gulf Coast Mississippi Chapter
Harrison County EMA
- Support Agencies: Harrison County Department of Human Services
Mississippi Emergency Management Agency
Harrison County School District
City School Districts
Mississippi Department of Health
Harrison County Department of Health
Salvation Army
Mississippi National Guard

7.1 Purpose

The purpose of Emergency Support Function-6 (ESF-6) is to coordinate the emergency provision of emergency shelter, emergency mass feeding, and the distribution of coordinated relief supplies for victims of a disaster and disaster workers. ESF-6 resources are used when individual agencies are overwhelmed and additional mass care, mass feeding assistance, and distribution of coordinated relief supplies is requested.

7.2 General:

1. Mass care and human services are necessary to provide for the most immediate needs of disaster victims: shelter and feeding; care of unaccompanied children, the aged, and others unable to care for themselves; disaster welfare inquiry; and provision of various types of human services assistance to victims. All of these services are provided through the coordinated efforts of governmental and volunteer agencies.
2. ESF-6 will fall under the American Red Cross and the Harrison County EMA.

7.3 Concept of Operations

7.3.1 General

1. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Harrison County Emergency Operations Center and in the field. These are in the form of the CEMP and corresponding Appendices, and Hurricane Standard Operating Procedures, which describe ESF-6 responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.

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2. In a large event requiring local or State mutual aid assistance, ESF-6 will work with the EMA Director and/or Deputy Director. Mississippi Emergency Management Agency (MEMA), Mississippi National Guard and other support agencies to seek and procure, plan, coordinate and direct the use of any required assets.
3. Throughout the response and recovery periods, ESF-6 will evaluate and analyze information on requirements for mass care, mass feeding and distribution of relief supplies; develop and update assessments of the mass care and mass feeding situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.
4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
5. All shelters regardless of the scale of the emergency or disaster, all shelters shall be managed in accordance with the Red Cross guidelines. The Harrison County Department of Human Services and American Red Cross, Gulf Coast Mississippi Chapter shall provide trained personnel to be shelter managers and shelter staff to operate shelters under American Red Cross guidelines.
6. ESF 18 has been tasked to address the requirements of persons with special needs, including their sheltering requirements. ESF 6 will coordinate with ESF 18 to ensure regular dietary feeding at the special needs shelter. Special diet requirements will remain the responsibility of ESF 18.

7.4 Organization

7.4.1 COUNTY

1. During an activation of the County Emergency Operations Center, support agency staff are integrated with the American Red Cross and Human Services staff to provide support that will allow for an appropriate, coordinated and timely response.
2. During an emergency or disaster event, the Emergency Operations Center, the ESF-6 Coordinator will coordinate with the Human Services Coordinator, EOC Director and Deputy Director on prioritization of resources from the support agencies .
3. During the response phase, ESF-6 will evaluate and analyze information regarding mass care, mass feeding and distribution of relief supplies. Also, ESF-6 will develop and update assessments of the mass care services status in the impact area and undertake contingency planning to meet anticipate demands and needs.
4. The American Red Cross will be responsible to coordinate with the Human Services

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County Director, the Harrison County EOC Director and Deputy Director developing and maintenance of the overall ESF-6 Standard Operating Procedures that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall CEMP. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

5. ESF-6 falls under the Department of Human Services Branch, and is closely coordinated with the other Emergency Support Functions that address basic needs of the impacted population: Food and Water (ESF-6), Volunteers and Donations (ESF 16), Animal Protection (ESF 11) and Special Needs (ESF 18). ESF-6 organization will be guided by the following:
6. The Human Services County Director will provide input to the Operations Section in the assessment of the magnitude of the disaster impacts, the identification of operational priorities; and assessments of resources needs and potential shortfalls.
7. The American Red Cross Chapter will be the lead coordinating agency for ESF 6 with operational support provided from the support agencies.
8. Lead and support agencies will provide sufficient personnel to staff the Emergency Support Function 24 hours per day, seven days per week. The staff will be qualified persons able to facilitate decisions for the department they represent.
9. ESF-6 representative at the EOC will be the coordinating link or conduit for operations during an emergency or disaster operation.
10. The Red Cross Chapter will continuously provide support information to the ESF-6 representative at the EOC by providing comprehensive reports on all sheltering and mass feeding operations. These comprehensive reports will address openings, closings, shelter locations, shelter censuses and mass feeding locations.
11. Support agencies, other than those represented at the EOC, will coordinate all their responsibilities under ESF-6 with the ESF-6 Coordinator.
12. The EOC Director and/or the EOC Deputy Director through the Logistics/Resource Section will determine the need to establish a County Staging Area to receive disaster related commodities from the State Logistics Staging Area. County Staging Areas receive these disaster commodities, account for them, store commodities as required, ship commodities to Points of Distribution, redirect and recover unused supplies.

7.5 Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County EOC will notify the point of contact for ESF-6 through multiple methods.
2. The ESF- 6 Coordinator or designee will coordinate all activities of ESF-6.

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3. Upon instructions to activate ESF-6, The ESF-6 Coordinator will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

7.6 Actions

1. Actions carried out by ESF-6 are grouped into phases. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-6 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.
2. Assessment of the potential disaster impacts on the general population, including vulnerable groups that are identified in the Basic Plan.
3. Emergency responder health and safety.
4. Mental health and crisis counseling for responders.
5. Activities of support agencies.

7.6.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop Mass Care response capabilities may include planning, training, orientation sessions, and exercises for ESF-6 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with ESF-6. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
2. Coordinate planning with the EOC Command Staff, ESF-6 support agencies, and other emergency support functions to refine Mass Care operations.
3. Coordinate training of ESF-6 staff in the utilization of disaster intelligence from the EOC Command Staff and other support Agencies to identify and scale the potential ESF-6 mission, including Mass Care and Mass Feeding.
4. Coordinate training and exercise for EOC and Mass Care Team members.
5. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.

7.6.1 PREPAREDNESS ACTIONS (CONTINUED)

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1. Ensure ESF-6 personnel are trained in their responsibilities and duties.
2. Coordinate the development and presentation of training courses for ESF-6 personnel, provide information on critical facilities and develop protocols for frequently provided services.
3. Maintain liaison with support agencies.
4. Coordinate vulnerability analysis at critical facilities and make recommendations to improve the physical security.
5. Coordinate all hazards exercises involving ESF-6.
6. Coordinate and plan for the operations of community risk and host shelter needs before, during, and after a disaster event with all necessary support agencies and organizations.
7. Maintain up to date data on all operations and coordinate with the Planning Section on such information.
8. Coordinate with Logistics Section for any anticipated or potential shortfalls in resources.

7.6.2 Shelter Planning

1. Work with local government, and voluntary service delivery units, Harrison County Department Emergency Management, School District of Harrison County, and other applicable agencies in activities related to survey the suitability of facilities to be used as shelters utilizing Florida State standards adopted from ARC 4496 as guidelines.
2. Maintain and annually update a roster of primary contact ESF-6 Personnel representing each agency under ESF 6.
3. Coordinate closely with the EOC and Division of Emergency Management to ensure an annually updated shelter list is available and maintained at the EOC.
4. Plan and coordinate comfort station operations as needed and appropriate.
5. Coordinate with the EOC in the assessment of public need to determine the opening or closing of public shelters before and after an emergency or disaster event.

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7.6.3 Mass Feeding

1. Coordinate with Emergency Support Function 5 and Emergency Support Function 11 to develop and refine procedures for establishing and operating mass feeding sites, to be operated by volunteer agencies.
2. Coordinate with Logistics in establishing, managing and supplying mass feeding sites to meet any unmet needs as appropriate.

7.6.4 RESPONSE ACTIONS

1. Coordinate operations at the ESF-6 desk in the County Emergency Operations Center and/or at other locations as required as permitted by the Command Staff.
2. Establish and maintain a system to support on-scene direction and control and coordination with county EOC.
3. Activate mutual aid procedures to assist with supporting issues related to a terrorist event.
4. Implement mass care support to Ms Department of Homeland Security in the event of a terrorist attack.
5. Pre-position response resources when it is apparent that Mass Care resources will be necessary. Relocate Mass Care resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
6. Monitor and direct mass care resources and response activities.
7. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
8. Coordinate with support agencies, as needed, to support emergency activities.
9. Obtain additional resources through the Logistics Section; coordinate all resources into the affected areas from designated staging areas.
10. Coordinate with other County Emergency Support Functions to obtain resources and to facilitate an effective emergency response among all participating agencies.

7.6.5 Shelter MANAGEMENT

1. Once the CEMP is activated, ESF-6 will be organized in a manner that ensures rapid response to the mass care needs of people affected by a disaster. When activated,

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agencies in ESF 6 will operate under these plans.

2. ESF 6 will coordinate with ESF 2 as appropriate and necessary to ensure that each shelter has a working communications system and has contact with Harrison County EOC and the American Red Cross DOC. This may include radio, telephone, and/or cellular telephone communication devices. The ESF 6 Representative at the EOC will keep the EOC director, Deputy Director and ESF 2 informed about any unmet need regarding communications.
3. Open shelters at the request of the Incident Commander.
4. Register all persons seeking shelter using an American Red Cross Standard "Shelter Registration Form."
5. Provide ESF5 basic Zip Code information on occupants of shelters.
6. Monitor occupancy levels and ongoing victim's needs and provide the EOC with a listing of "Open" shelters and their populations as requested or needed.

7.6.6 Mass Care

1. Coordinate with ESF 8 (Health and Medical) and ESF 18 (Special Needs Groups) to ensure people's needs are being met where appropriate.
2. Ensure that a sufficient number of first aid trained and qualified personnel are stationed at each mass care site.
3. Coordinate with ESF 16 (Volunteers and Donations) regarding the use and coordination of voluntary agencies that spontaneously engage in providing mass care.
4. Coordinate with ESF 12 (Energy): Provide for power service restoration to mass care sites and for the acquisition of supplemental power sources.
5. Coordinate with ESF 13 (Law Enforcement): Provide security resources needed at mass care sites. Harrison County Sheriff's Department provides security at shelter, and Mass care facility locations in the county.

7.6.7 Mass Feeding

1. Provide information to and coordinate with Command staff, regarding mass feeding sites established by the American Red Cross, Salvation Army, and other volunteer agencies.
2. Coordinate with EOC established mass feeding sites operated by volunteer agencies as

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appropriate. The first priorities of mass feeding activities will be disaster victims. Emergency workers will be encouraged to utilize established mass feeding sites in lieu of individual site distribution.

3. Coordinate mass feeding locations to ensure optimal logistics for public service based on emergency needs.
4. Coordinate with ESF 8 for sanitary/health inspections at risk and host shelter locations, comfort stations, and other mass care service locations and work to resolve any issues.
5. Emergency Support Function 16: Coordinate with ESF-6 in provision of food and water to mass feeding sites. This will include procuring food from the USDA, donations and private vendors.
6. Coordinate with Command Staff to identify the need for storage and distribution of food for mass feeding sites.
7. Provide staffing in the EOC under coordination of the lead agency if required. Agencies may be called upon to supply clerical/ administrative personnel.
8. Coordinate with Logistics Section for unmet resource needs.

7.6.8 RECOVERY ACTIONS

1. Continuously monitor occupancy levels and ongoing victims' needs at shelters and will provide the EOC with a daily listing of data for each shelter.
2. Coordinate the consolidation of shelters, staff, resources (i.e., communications and law enforcement), and supplies as sheltering needs diminish. Coordinate host sheltering outside of school district resources as appropriate.
3. Continue to coordinate with ESF 16 and other agencies to establish and maintain mass and mobile feeding sites. The need and location of these sites will be reviewed and evaluated daily. Sites may be closed when no longer needed and feeding routes for mobile units should be established or changed according to need.

7.6.9 MITIGATION ACTIONS

1. Participate in shelter deficit reduction strategies/activities and shelter demand studies.
2. Work with the Harrison County Emergency Management Agency on public education programs to reduce shelter demand.

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3. Educate citizens on disaster preparedness activities.

7.7 Direction and Control

1. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center.
2. A staffing directory and the ESF-6 Standard Operating Procedures are maintained by the Lead Coordinating and support agencies and updated as required.
3. All Mass Care field personnel will coordinate activities with ESF-6 at the County Emergency Operations Center.

7.8 Responsibilities

7.8.1 Lead Coordinating Agency - American Red Cross/Salvation Army

1. The Chapter will coordinate ESF-6 (Mass Care) and the support agencies during activation of the EOC due to an emergency or disaster.
2. Lead Coordinating Agencies coordinate all aspects of their supporting agencies.
3. The ARC will open shelters and establish mobile and fixed feeding sites. Partnering in shelters first aid will be available at mass care sites.

7.8 Responsibilities (CONTINUED)

7.8.1 Lead Coordinating Agency - American Red Cross/Salvation Army

The ARC will develop and maintain a roster of personnel to staff an ESF desk. Ensure the presence of resource materials in sufficient quantities in the ESF EOC location.

1. Support ESF-6 with information regarding Salvation Army services in the impacted area. Provide staff to the ESF 6 desk when requested.
2. Supply lists of Salvation Army personnel and facilities in Harrison County to the ESF-6 representative.
3. The Salvation Army will establish mobile and fixed feeding sites. They are the primary agency for managing comfort stations. They will assist in the distribution of relief supplies. Provide crisis counseling, and supplement shelters where needed.

7.8.2 Support Agencies

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(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the American Red Cross)

7.8.2.3 Division of Emergency Management

1. Determine risk shelter locations in coordination with ESF 6.
2. Determine the need for comfort stations and coordinate with ESF 6 to implement operations.
3. Coordinate the opening and closing of host and risk shelter operations as appropriate with ESF 6.
4. Coordinate with ESF 6 to implement operations to meet any unmet needs as appropriate.

7.8.2.4 School District of Harrison County

1. Support ESF-6 sheltering activities with shelter facilities.
2. Provide buses for logistical support to ESF 6.

7.9 Financial Management

Emergency Support function 6 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as ESF-6 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

7.10 FOOD, WATER & ICE

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7.11 Purpose

The purpose of this portion of the ESF 6 is to plan for and provide the distribution of food, water and ice to local victims following a disaster. Hurricane preparedness education campaigns teach the public to be prepared to be self sufficient for 72 hours. However other potential hazards may create the need for distribution of these basic necessities.

In the wake of a major disaster requiring the need for distribution of food, water and ice to the public, pre-identified locations for distribution will be prepared and the commodities transported to each location.

The Harrison County Emergency Management Agency Hurricane Standard Operating Guidelines will provide the exact locations and logistical support for distribution sites.

7.12 Concept of Operations

7.12.1 General

1. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Harrison Emergency Operations Center and in the field. These are in the form of the Comprehensive Emergency Management Plan (CEMP) and corresponding Appendices and Hurricane Standard Operating Procedures, which describe ESF Responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.
2. In a large event requiring local and State mutual aid assistance, ESF-6 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
3. Throughout the response and recovery periods, ESF-11 will evaluate and analyze requirements for food, water and ice; develop and update assessments of the food and water situation and status in the impact area; and undertake contingency planning to meet anticipated demands or needs.
4. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
5. The Points of Distribution (POF) Plan in the Harrison County Hurricane Standard Operating Guidelines outlines a concept of operations that will govern commodities logistics planning, including: responsibilities for the mobilization, set up templates, distribution guidelines, to receive, stage and distribute emergency relief supplies and, and demobilization of County Staging Areas and Points of Distribution in Harrison County.

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7.13 Organization

7.13.1 COUNTY

1. During an activation of the Harrison County Emergency Operations Center, support agency staff is integrated with the Red Cross Staff, Human Services staff to provide support that will allow for an appropriate, coordinated and timely response.
2. During an emergency or disaster event, the Emergency Operations Center, Operations Section Chief will coordinate the support resources from the support agencies with the Human Services Branch Coordinator.
3. The ESF 6 Coordinator in cooperation with the Human Services Branch Coordinator and the EOC Command Staff coordinates the development of the overall ESF-6 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall CEMP. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
4. Water, ice, meals and potentially additional bulk items (i.e. tarps) will be shipped through the County Staging Area, where they will be accounted for and further shipped to the POD'S for distribution to the community.
5. Public information will be released through the local media to inform the public of the locations for assistance.

7.14 Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County Emergency Management Agency will notify the ESF-6 Coordinator through multiple methods.
2. The ESF-6 Coordinator or designee will coordinate all activities of ESF-11.
3. Upon instructions to activate ESF-6, The ESF-6 Coordinator will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

7.15 Actions

1. Actions carried out by ESF-6 are grouped into phases of emergency management: preparedness, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between

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all supporting agencies and the intended recipients of service. ESF-6 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

2. Maintain lists of essential employees who because of their expertise and nature of assigned responsibilities are “on call” throughout all phases of a major disaster operation.

7.15.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop food and water response capabilities may include planning, training, orientation sessions, and exercises for ESF-6 personnel (i.e., County, State, Regional and Federal) and other emergency support functions that will respond with ESF-6. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
2. Address planning issues on an ongoing basis to identify POD locations and potential staging areas, along with operational support resources, and obtain mutual aid agreements or contracts where appropriate to support operations.
3. Maintain an accurate roster of personnel assigned to perform ESF 6 missions during an emergency or disaster.
4. Coordinate disaster response training for ESF 6 personnel.
5. Periodically update the list of available ice and water vendors. Identify local resources for the acquisition of food, potable water and ice and attempt to obtain written agreements.
6. Coordinate with the Mississippi Emergency Management Agency for food and water supplies in advance as appropriate.
7. Coordinate with Faith based organizations and their distribution points, and incorporate them into the operation as appropriate.
8. Plan and coordinate resource support to fulfill operational resource needs for all operations under ESF 6. This will include equipment, human resources, etc. through local businesses, contracts, etc.
9. For those unmet resource needs that are not able to be acquired locally, work with the Logistics Section to assist in fulfilling the unmet needs as appropriate.

7.15.2 RESPONSE ACTIONS

Inventory food and water supplies.

Coordinate with Command Staff to identify mass feeding sites and the potential number of people in shelters to assist and support shelter activities where appropriate.

Work with ESF 16 to coordinate use of donated goods and services to support the ESF 6 mission.

Coordinate the transportation and escort of food, water and ice to the distribution sites and maintain a resource list for equipment needed for moving and handling the materials.

Coordinate with local utility companies and businesses to identify where power and water have been or will be restored throughout the community to coordinate the mobilization or

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demobilization of POD location and operations.

Coordinate with the ESF 8 for testing and treatment of all potable water distributed.

Coordinate with Logistics Section for any unmet needs locally.

7.15.3 RECOVERY ACTIONS

1. Continue to monitor food, water and ice needs.
2. Maintain logistical links with supporting agencies with a role in ESF 6.
3. Demobilize operations as soon as appropriate and coordinated through the incident commander.

7.15.4 MITIGATION ACTIONS

Use risk assessment tools to identify vulnerable populations in Harrison County.

7.16 Direction and Control

1. ESF-11 complies with the National Response Plan, the National Incident Management System and uses the Incident Command System.
2. The ESF-11 system operates in two arenas: 1) the county Emergency Operations Center; 2) field locations.
3. During emergency activations, all decisions regarding County or regional response are coordinated in County Emergency Operations Center with the incident commander.

7.17 Responsibilities

**7.17.1 LEAD COORDINATING AGENCY – RED CROSS AND DEPARTMENT
of COMMUNITY SERVICES**

1. Identify local resources with the ability to supply large amounts of non-perishable food, potable water, ice and equipment necessary to transport and handle the commodities following a major disaster.
2. Coordinate with Logistics Section to obtain contracts or agreements with local businesses to supply necessary commodities to meet all operational planning needs.
3. Prior to hurricane season each year, work the Mississippi Emergency Agency (MEMA) and the Harrison County Emergency Management Agency to identify possible locations to be used for the distribution of food, water and ice.
4. Work with other volunteer agencies to obtain volunteers to staff distribution centers. Also coordinate with the other county departments and elected officials for use of non-essential post-disaster employees to work at the sites.

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5. Notify the ESF-8 Coordinator of the locations of distribution sites and arrange for testing and treatment of all bulk potable water if appropriate and necessary.
6. Attempt to coordinate with local businesses and relief organizations to ensure that all locations of feeding stations, distributions sites and other assistance sites are placed where there is the most need, and coordinate press releases through ESF 15 as required and appropriate.
7. Coordinate unmet operational needs with other ESF's and the logistics section.

7.17.2 SUPPORT AGENCIES

7.17.3.1 Division of Emergency Management

Each year, prior to hurricane season the department will coordinate with ESF 6 on the selection of sites for POD'S and as appropriate and necessary.

Assist ESF 6 with coordinating resources to meet mission needs.

7.17.3.2 Interfaith Organizations and Agencies

Coordinate with ESF 6 to support local distribution operations in an efficient and effective manner to provide for community needs.

7.18 Financial Management

1. Emergency Support function 6 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.
2. Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as ESF-6 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

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Emergency Support Function (ESF) 7 Resource Support & Logistics

Lead Coordinating Agency: Harrison County EMA

Support Agencies: Local Government
 State Government
 Federal Government

8.1 Purpose

The purpose of Emergency Support Function-7 (ESF-7) is to acquire the necessary resources to support disaster operations. Provide fiscal and logistical managerial support through timely and efficient acquisition and distribution of resources, purchasing, contracting, renting and leasing of supplies and equipment.

8.2 GENERAL

1. The ability to bring needed resources and logistical support to bear is critical during disaster response and recovery operations. Necessary support includes locating, procuring through purchase or contracting, issuing and transporting resources such as equipment, materials, personnel and fuel.
2. The Harrison County Emergency Operations Center will be focal point for all the request for resources.
3. All resource requests will be put into the WEB EOC Tracker System.

8.3 Concept of Operations

8.3.1 General

1. ESF-7 is organized consistent with the Harrison County CEMP and Harrison County Hurricane Standard Operating Guidelines. This structure and system supports incident assessment, planning, procurement, deployment, coordination, financial responsibilities, and support operations to Harrison County through the Harrison County Emergency Operations Center.
2. ESF 7 will coordinate under the Logistics and Finance Sections of the ICS command structure.
3. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Harrison County Emergency Operations Center and in the field. These are in the form of the CEMP and corresponding Appendices, and Standard Operating Procedures, which describe ESF-7 responsibilities. Periodic training and exercises are also

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conducted to enhance effectiveness.

4. The focal point for all requests for resources will be the Harrison County Emergency Operations Center (EOC). Resource requests unable to be provided by applicable ESF'S will be routed to ESF-7. The ESF-7 representative will determine the sources of the needed resources.

8.3.2 Procurement Process

1. Equipment and materials will be procured from both intra-departmental and inter-departmental supplies. Inter-departmental resource requests will be submitted and routed through ESF-7 under the Logistics Section. Requests unable to be filled by in County inventories are procured by ESF-7, the Mississippi Emergency Management Agency (MEMA). Sources include assets within county government and the municipalities. During disaster situations, all resources within county government agencies are considered available. Coordination for such resource reallocation will be accomplished within the EOC. If necessary, reimbursement will be made in accordance with local directives.
2. If needed supplies and equipment are not available within county government resources, ESF-7 will attempt to purchase or lease them from commercial sources.
3. When resources cannot be acquired through local sources, requests for these items will be made to the State EOC. These requests may be filled by state resources, Intra-state mutual aid, interstate mutual aid or federal resources.
4. Note: Local Government will be responsible for costs incurred for resources brought in from outside sources. If the county has been declared for federal disaster assistance, funds expended for requested resource support may be reimbursable.
5. The Harrison County Purchasing Department maintains lists of vendors and suppliers of equipment, materials and services needed during disaster response and recovery operations. In addition, the EOC maintains a comprehensive database of resources that may be needed during disasters. In some cases, contingency contracts may be written for known critical services or items.
6. The Statewide Mutual Aid Agreement will be implemented as necessary to obtain required goods and services from other jurisdictions.
7. Contracts for resources or services will be initiated by ESF-7. Contracts will be managed by the agency responsible for the support provided.
8. ESF-7 will conduct operations in accordance with all local, state and federal laws and regulations.
9. In some cases, needed resources may be available through Volunteers and Donations. Coordination will be maintained between ESF-7 and Emergency Support Function 16 on a continual basis.
10. Information is disseminated to volunteer groups, vendors and other governmental

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agencies that may supplement local resources in a variety of ways. Volunteer organizations have direct participation in emergency operations in Harrison County. The Harrison County EOC ESF 6 Function is responsible for coordinating all volunteer efforts for resource distribution. Emergency vendors have agreed to a certain degree of flexibility during emergency declarations.

8.3.3 Transportation- Transportation requirements will be coordinated through Emergency Support Function 1.

1. All available transportation assets will be used to deliver resources to affected areas.
2. Sources include county and municipal assets, as well as those belonging to private nonprofit organizations.
3. Existing County resources will be transported to the disaster area by the County department normally responsible for the resources.
4. Commercial vendors are responsible for transportation of their own product/service.

8.3.4 Staging Areas. The Mississippi Gulf Coast Coliseum in Biloxi, Ms is identified as the County Staging Area for resources brought into Harrison County.

1. The County Staging Area is mission tasked and reports to the EOC'S ESF-7 Function.
2. The County will establish a County Staging Area (CSA) to receive and distribute resources to the Points of Distribution.
3. The EOC'S ESF 7 Function will manage the CSA.
4. Points of Distribution will be established as required. A list of current POD'S is located in this section of the CEMP.

8.3.5 Storage Facilities. Harrison County does not at this time have any procured Space. ESF-7 will identify and lease any storage space necessary.

1. If necessary, temporary office/warehouse space can be obtained through the County Administrator and/or Board of Supervisors on an Emergency basis.
2. The replacement of any damaged or destroyed facilities would be accomplished by relocating the affected personnel to other county-owned buildings, or space obtained as outlined above, temporarily until the damaged facilities can be repaired or replaced by County personnel or through contractual arrangements secured on an emergency basis through ESF-7.
3. It is the responsibility of agencies receiving loaned property to maintain appropriate accountability of items received. The following shall apply:
 - a. Agencies will monitor and track loaned items.
 - b. Documentation will be provided to lending organizations for their records.
 - c. Intra-departmental property/equipment requests are documented through ESF-7

8.4 Organization

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8.4.1 COUNTY

1. During an emergency or disaster, the primary and support agencies of ESF-7 will work out of the Harrison County Emergency Operations Center and in the field. In addition, ESF-7 will:
2. Operate under the direction of the EOC Director, Deputy Director and Logistics/Finance Branch Coordinator.
 - a. Operate throughout the emergency, either in the Harrison County Emergency Operations Center, or at a location designated by the Logistics/Finance Branch Coordinator as approved by the EOC Director and/or the EOC Deputy Director.
 - b. Alert designated primary personnel of possible resource needs and to report to the Harrison County Emergency Operations Center.
 - c. Maintain liaison with other Emergency Support Functions and interested parties. This will be accomplished through the coordination of the EMA Director and/or Deputy Director the Logistics/Finance Coordinator.
 - d. At the tasking of the ESF-7 Coordinator and/or EOC Command Staff, take action if another Emergency Support Function requires assistance in obtaining needed items. ESF-7 finds a source for needed items and provides to the requesting emergency support function the name of the contact person, the price and schedule for when the material can be made available at the established location.
 - e. Unless otherwise directed and in order to provide resource support when needed during disaster operations, the ESF-7 function will be staffed on a 24 hour basis at the EOC.

8.5 Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County Emergency Management Agency will notify the ESF-7 Coordinator through multiple methods.
2. The ESF 7 Coordinator or designee will coordinate all activities of ESF-7.
3. Upon instructions to activate ESF-7, The ESF-7 Coordinator implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

8.6 Actions

Actions carried out by ESF-7 are grouped into phases of emergency management: prevention, preparedness, protection, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

8.6.1 PREPAREDNESS ACTIONS

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1. Actions and activities that develop Resource capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 7 personnel (i.e., County, State, Regional, and Federal).
2. Assign portable equipment (laptop computers and portable printers) to key personnel.
3. Establish a work schedule for staff to report to the EOC before, during and after the storm and a general outline of individual responsibilities.
4. Pack office supplies, telephone lists, disaster files and laptops for transfer to the EOC.
5. Keep disaster file up to date with phone numbers of employees, State EOC and FEMA representatives. Establish emergency contact persons for all support agencies and outside agencies who are likely applicants for public assistance. Obtain home phone, cellular, and/or pager numbers for each agency's designated contact persons.

8.6.2 RESPONSE ACTIONS

1. Coordinate operations at the ESF-7 office in the County Emergency Operations Center and/or at other locations as required and approved by the Command Staff.
2. Provide fiscal guidance, technical support and funding options to the and EOC.
3. Provide other support as requested by the Incident Commander. Prepares budget transfers, amendments or loan documents for approval by the Board of Supervisors.
4. Fulfill other responsibilities as ESF-7 Coordinator. Coordinate as necessary with the Department of Facilities Management, Clerk of the Circuit Court, Clerk to the Board, Department of Purchasing, and Department of Human Resources.
5. Support agencies may be directed to deploy personnel and other resources.
6. Lease buildings for staging area warehouses or to replace damaged or destroyed facilities as approved by the Board of Supervisors.
7. Provide communications resources in coordination with Emergency Support Function 2.
8. Provide transportation resources in coordination with Emergency Support Function 1.
9. Assist, facilitate, and coordinate contractual services between the County and commercial sources.
10. Provide office furniture, equipment, and supplies from existing County inventories, or have them procured.
11. Provide security for the County Staging Area, Points of Distribution and other facilities through Emergency Support Function 13.

8.6.3 RECOVERY ACTIONS

ESF-7 will support the County's Logistics Section with providing logistical support for:
Staff movement.
Procuring equipment after disaster events.

8.6.4 MITIGATION ACTIONS

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Work with other county agency and local purchasing directors and other purchasing agents. Encourage local cities to work with the County Emergency Operations Center personnel to build data bases for acquisition of goods and services that may be needed for preparedness, response, and recovery.

8.7 Direction and Control

1. ESF-7 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Harrison County, which functions as the official disaster response, preparedness, recovery, and mitigation organization.
2. The County Administrator is responsible to the BOS for the operation of the Department of Administrative Services during normal operations and emergencies. In times of emergency, when the County Emergency Operations Center is in operation, the ESF 7 Coordinator works directly with the senior official in the emergency operations center to meet the needs of this support function.

8.8 Responsibilities

8.8.1 LEAD COORDINATING AGENCY – Harrison County EMA

1. The primary responsibility for coordinating resource support for disaster operations rests with the Harrison County EMA in support of the Logistics Section. Other agencies directly supporting this function include: Board, Department of Purchasing, Department of Human Resources and County Administrator.
2. Responsible for allocating and coordinating resources and support activities through ESF-7. Designated support agencies will furnish resources as required. Such support will be terminated at the earliest practical time.
3. Provide support staff for the procurement of commodities and services, the leasing of buildings, and other facilities and facilities management.
4. Coordinate and allocate food, equipment, and supplies made available through current county stocks or if necessary, from commercial sources.
5. Serve as the Coordinator for ESF-7 and be present at the Harrison County Emergency Operations Center and/or on call at the Department of Administrative Services on a 24-hour basis.
6. Identify funding for emergency expenditures.
7. Maintain records of expenditures.
8. Keeps the Board Of Supervisors and Finance Section Coordinator informed of expenditure and reimbursement information.
9. Provide training to EOC agencies for proper financial management during disasters.
10. Activate disaster plan for County building located in evacuation areas.
11. Provide staff in EOC to coordinate requests.
12. Maintain essential facilities during disasters.
13. Coordinate reporting of initial disaster information on County facilities.

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8.8.2 SUPPORT AGENCIES

Support agencies will provide manpower and any materials (additional computer hardware/software, vendor contacts, etc.) dependent on the characteristic needs of the impending disaster.

8.8.2.1 Department of Purchasing

Develop memorandums of understanding with vendors for essential items needed before and after a disaster.

Provide staff in EOC to coordinate resource requests.

Identify suppliers for resources.

8.8.2.2 Department of Human Resources

1. Identifies and coordinates in pre-and post event, with all the human resource supplies in the community and activates any sources needed to fulfill human resource missions.
2. Maintains and implements the employee manpower pool policy/program.
3. Maintains all legal and policy requirements as it relates to human resources.
4. Activate disaster plan for computer equipment in County buildings located in evacuation areas.
5. Protect vital County computer records.
6. Provide staff assistance to EOC as requested

8.9 Financial Management

1. During a state of general emergency in Harrison County (officially declared by the Board of Supervisors) certain "procedures and formalities otherwise required of Harrison County" are waived including "entering into contracts & incurring obligations."
2. The power to temporarily suspend such procedures and formalities is granted under Section 33-15-17-C-1 and Section 33-1-13-K of Mississippi Code of 1972.
3. Once the Emergency Declaration is in effect, ESF-7, in conjunction with the support agencies, assumes the full responsibility for resource support for all BOS Departments and other Elected Officials within the guidelines of the Emergency Declaration.
4. All inter-departmental and a portion of intra-departmental procurement from existing inventories is handled on the departmental level with no assistance from ESF-7. If this course is pursued, departments are instructed to document all transactions pursuant to

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FEMA audit requirements.

5. Resources obtained from outside sources (other governmental entities or commercial suppliers) are routed through ESF-7 as necessary.
6. Expenditures for cost recovery are documented during the incident and after the incident period. All response agencies work with ESF-7 personnel in notifying the Finance Section Coordinator of expenditures based on standard accounting procedures.
7. Each county agency is responsible for tracking its own costs associated with ESF-7 operations, using the standard procedures established by the support agency's standard accounting and tracking procedures.
8. Each county agency will file for reimbursement of the costs it incurs through its own agency's accounting and reimbursement filing system and coordinated through ESF 7 and the Finance Section. Each county agency is responsible for monitoring staff hours using its own tracking system, and requesting financial reimbursement for staff hours incurred in coordination with ESF-7 operations.
9. The State Emergency Operations Center through the Harrison County Emergency Operations Center will provide appropriate forms, and provide guidance to complete forms for efficient tracking and reimbursement.

8.10. POINTS OF DISTRIBUTION SITES GUIDELINES (POD'S)

8.10.1 PURPOSE:

This document was developed in order to provide a coordinated effort to insure that Points of Distributions (PODS) are sufficiently placed and manned in Harrison County after a catastrophic event. It will also ensure that the citizens of Harrison County are provided food, water, ice and other necessary items after a catastrophic event.

8.10.2 ASSUMPTIONS:

It is assumed that the citizens will have enough supplies to last them for several days. They will act its own interest and start preparing their supplies when the EMA Office puts the County on alert.

8.10.3 RESPONSIBILITIES:

8.10.3.1 Harrison County Emergency Management Agency

1. Oversees the over-all operations of the Points of Distributions (PODS).
2. Coordinates with the Emergency Managers from the Cities to establish Points of Distribution Sites (PODS) for Harrison County.
3. Makes sure that the main POD receiving/distribution sites are ready to begin receiving food, water and ice.
4. Coordinates with MEMA to advise them on how many initial PODS there will be and how many more are expected, along with their locations.
5. Coordinates with MEMA to make sure they are sending an efficient amount of food, water

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and ice to supply the PODS.

6. Advises the Harrison County Board of Supervisors, the Mayors of the cities as to how many and where the PODS will be set up.
7. Coordinates with Law Enforcement or a private security firm to assure security is set up at the POD receiving/distribution sites.
8. Coordinates with the Mississippi National Guard on manning and operating the distributions sites.
9. Coordinates with the Mississippi National Guard on keeping records of the quantity coming in and going out of the PODS.
10. Coordinates with FEMA on food, water and ice they are sending.

8.10.3.2 Emergency Managers of Cities in Harrison County

1. Coordinates with the Harrison County Emergency Management Director to establish POD Sites for Harrison County.
2. Advises the Mayors of the cities as to how many and where the PODS will be set up.
3. Coordinates with Law Enforcement or a private security firm to assure security is set up at the POD receiving/distribution sites in their respective cities.
4. Assists in the coordination with the Mississippi National Guard on manning and operating the distribution sites.
5. Assists in the coordination with the Mississippi National Guard on keeping records of the quantity coming in and going out of the PODS.

8.10.3.3 Mississippi Emergency Management Agency:

1. Coordinates food, water and ice coming into Harrison County.
2. Coordinates with the Emergency Management Director on when and how much food, water and ice will be received in Harrison County.
3. Coordinates with the Mississippi National Guard on running the Points of Distribution Sites.
4. Deploys a liaison at the main distribution site to coordinate with the Emergency Management Director.
5. Coordinates with FEMA on what food, water and ice they are sending to Harrison County.
6. Coordinates having forklifts, pallet jacks and the necessary equipment to run a successful POD Site.

8.10.3.4 Mississippi National Guard Unit:

1. Oversees and runs all the PODS in Harrison County.
2. Coordinates with MEMA and the Harrison County Emergency Management Director, the Emergency Managers of the cities.

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8.11 CONEPT OF OPERATIONS:

1. Early alerting of the County Government, City Government and the Citizens of Harrison County to prepare their supplies for the impending storm.
2. Overall direction and decision making for PODS will be by the Harrison County Emergency Management Director assisted by the Emergency Managers of the cities.
3. Points of Distributions Sites (PODS) will be executed as warranted. Coordination of the PODS will be between the Harrison County EMA Office, the Emergency Managers of the cities, MEMA, MS National Guard Unit, County and City Law Enforcement.
4. There are several factors after a catastrophic even which must be considered when planning the Points of Distribution sites. Among these factors are determining if the pre-determined POD locations were damaged by the storm, are they ready to be used and do we have to add new sites.
5. All PODS will be coordinated through the Harrison County EMA Office.
6. Assessment and identification of the geographic areas in need of food, water and ice.
7. Identification of the population that cannot physically make it to the POD locations and make arrangements for them to get food, water and ice.
8. Initiate the closing of the PODS when it is deemed they are no longer needed.

8.12POINTS OF DISTRIBUTION SITES (PODS):

1. The Harrison County Emergency Management Agency has Five (5) pre-determined POD Sites. After a catastrophic event impacts Harrison County, the Harrison County EMA Director along with the Emergency Managers of the cities shall inspect and determine if the pre-determined POD Sites are available to be used.
2. It is the intent of the Harrison County Emergency Management Agency to have with-in several days after the storm the pre-determined PODS as needed open to service the citizens of Harrison County as needed. This will be done for at least the first week after the storm. The remainder of PODS will be added on an as needed basis.
3. The Harrison County Emergency Management Agency shall have all POD Sites open if necessary to meet the needs of the citizens of Harrison County.
4. The Harrison County Emergency Management Agency can and shall add POD Sites that are not pre-determined to meet the needs of the citizens of Harrison County.
5. The MEMA logistics coordinator will work with the EOC to make sure they are receiving enough food, water and ice to supply all the pods. The logistics coordinator is also responsible for coordinating with the National Guard about the PODS.
6. Initially, MEMA will have food, water and ice staged in safe location outside of Harrison

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County prior to the storm and will be sent in the next day after the storm. The amounts are as followed:

7. First Day Push:
 - a. 9/10 trucks of water per day
 - b. 9/10 trucks of ice per day
 - c. 5/8 trucks of MRE'S per day

8. After initial first day, the following food, water and ice will be supplied by MEMA:
 - 5 trucks of water per day
 - 6 trucks of ice per day
 - 3 trucks of MRE'S per day

9. The above daily amount of deliveries will continue until the Emergency Management Director and the Emergency Managers of the cities advise MEMA to scale back on the deliveries.

10. One (1) pallet of MRE'S equal up to 576 meals. One (1) pallet holds forty eight (48) cases at twelve MRE'S per case.

11. MEMA will also provide the equipment needed at the central staging area and the regular pods. The equipment to be supplied will be fork lifts and pallet jacks.

12. One (1) pallet of MRE'S equal up to 576 meals. One (1) pallet holds forty eight (48) cases at twelve MRE'S per case.

13. MEMA will also provide the equipment needed at the central staging area and the regular pods. The equipment to be supplied will be fork lifts and pallet jacks.

14. The water and mre's will be returned to the central staging area every evening by the National Guard Unit. The ice that is left over will be left at the POD Site.

15. All POD Sites will be open from 8:00 am to 7:00 pm every day. This will continue for the duration it is needed.

8.13 Points of Distribution Sites: These sites can be adjusted as needed and new sites will be added if the need arises. Once a Catastrophic event is over, each pre-determined site will be evaluated to see if the site can still be utilized. It will be then that new sites will be determined if they will be needed.

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8.14 CENTRAL POD STAGING AREA:

- 1 The Mississippi Gulf Coast Coliseum will be the central staging areas for food, water and ice coming in. Once the food, water and ice is in this location, it will then be sent out to Points of Distribution Sites set up by the Harrison County EMA Office by the National Guard Unit.
- 2 The National Guard Unit will be tasked by MEMA to man the central pod area and the other pods.
- 3 MEMA will have a Liaison working at the central staging area who will report to the MEMA logistics coordinator.
- 4 MEMA will use commercial trucks to haul the food, water and ice to the other POD Sites from the central staging area.

8.15 POD SECURITY

It is the intent of the Harrison County Emergency Management Agency to have paid Law Enforcement or a contracted security company at all of the POD Sites. The Harrison County Sheriff's Department, and the City Police Departments will be used if their man power allows them. If the County and Cities Law Enforcement Agencies does not have enough man power, a private security company will then be contracted, if possible.

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Emergency Support Function (ESF) 8 Health and Medical

Primary Agency: American Medical Response Ambulance Service

Support Agencies: Harrison County Health Department
Ms State Department of Health
Department of Human Services (DHS)
Ms Emergency Management Agency (MEMA)
Harrison County School District
American Red Cross

9.1 Purpose

The purpose of this guideline is to provide guidance concerning the administration of public health and medical services during disaster situations. Only through appropriate coordination of local health and medical services will the county be able to prevent, control and resolve the total scope of emergency health problems during disasters.

The purpose of Emergency Support Function 8 is to provide health and medical coordination in support of emergency events in Harrison County. Emergency Support Function 8 can provide personnel and resources to support, preparedness, response, recovery and mitigation in support of the primary emergency management objectives. The Emergency Support Function 8 Lead is appointed by and located in the Harrison County Health Department and directs all aspects of emergency management. When individual agencies are overwhelmed , Emergency Support Function 8 coordinates additional Health and Medical assistance from local, regional, state and federal resources.

9.2 GENERAL

- 1 The Harrison County Emergency Operations Center shall over see all Health & Medical situations in Harrison County by using the ESF-8 Function and by having a Coordinator to oversee all operations.
- 2 Provides a coordinated response to public health and medical needs following a disaster.
- 3 Disasters can cause conditions that threaten the general health and safety of the citizens of Harrison County. A variety of public health hazards may exist following a disaster, including contaminated water and food supplies, epidemics, failures of sanitation facilities, etc., medical care must be readily available for the injured and sick.

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9.3 Concept of Operations

9.3.1 General

- 1 Emergency Support Function 8 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by the Department of Public Safety, which functions as the official disaster prevention, protection, response, preparedness, recovery, and mitigation organization within Harrison County.
- 2 Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Harrison County Emergency Operations Center and in the field. These are in the form of Emergency Operations Standard Operating guidelines and corresponding Appendices, Incident Annexes, Support Annexes which describe Emergency Support Function 8 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
- 3 In a large event requiring local or State mutual aid assistance, Emergency Support Function 8 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
- 4 Throughout the response and recovery periods, Emergency Support Function 8 will evaluate and analyze information regarding health and medical assistance requests for response; develop and update assessments of the health and medical situation and status in the impact area and; and undertake contingency planning to meet anticipated demands or needs.
- 5 When an event is focused in scope to a specific type or response mode (i.e., hospital evacuation, biological threat, hazardous materials release, pandemic disease or radiological event.), technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

9.4 Organization

9.4.1 COUNTY

- 1 During an activation of the County Emergency Operations Center, American Medical Response Ambulance Service and State Health Department provide staff support.
- 2 During the response phase, Emergency Support Function 8 will evaluate and analyze information regarding health and medical assistance requests. Also, Emergency Support Function 8 will develop and update assessments of the Health and Medical status in the impact area and does contingency planning to meet

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anticipate demands and needs.

9.4.1 Organization (CONTINUED)

The Harrison County EMA and ESF 8 Coordinator develops and maintains the overall Emergency Support Function 8 Standard Operating Guidelines, accompanying Appendices, Annexes that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

9.5 Alerts/Notifications

- 1 Upon activation of the CEMP, the Harrison County Emergency Management Agency will notify the ESF-8 Coordinator through multiple methods.
- 2 Emergency Support Function 8 will be activated or placed on standby upon notification by the County Emergency Management Office.
- 3 The ESF 8 Coordinator or designee will coordinate all activities of ESF-8.
- 4 Upon instructions to activate ESF-8, The ESF-8 Coordinator implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

9.6 Actions

Actions carried out by Emergency Support Function 8 are grouped into phases of emergency management: preparedness, response, recovery and mitigation. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. Emergency Support Function 8 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services provide framework upon which actions will occur:

- a. Assessment of Health and Medical needs and potential impacts.
- b. Health and Medical personnel.
- c. Health and Medical equipment and supplies.
- d. Emergency responder health and safety.
- e. Radiological/chemical/biological hazards.
- f. Mental health and crisis counseling for responders.
- g. Health and Medical Public Information and risk communication.
- h. Health and Medical Management, Command and control of assets.

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- i. Health and Medical activities related to terrorist threats and/or events.
- j. Evacuation support.
- k. Logistical Staging and Points of Distribution.

9.6.1 PREPAREDNESS ACTIONS

- 1 Actions and activities that develop Health and Medical response capabilities may include planning, training, orientation sessions, and exercises for Emergency Support Function 8 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with Emergency Support Function 8. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
- 2 Development of support documents to this Annex with regard to request, receipt, distribution, and sustainment of the National Strategic Stockpile (SNS) and Pandemic Influenza.
- 3 Jointly address with State Health and Medical, planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.
- 4 Conduct planning with Emergency Support Function 8 support agencies, Regional Domestic Security Task forces, and other emergency support functions to refine Health and Medical operations.
- 5 Coordinate training and exercises for ESF-8 primary and support agency personnel.
- 6 Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
- 7 Develop and implement emergency response and Health and Medical strategies.
- 8 Preposition response resources when it is apparent that health and medical resources will be necessary. Relocate health and medical resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
- 9 Primary and support agencies will conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security. Support agencies will forward results of vulnerability analysis to ESF-8 annually.

9.6.1 PREPAREDNESS ACTIONS

- 1 Coordinate operations at the Emergency Support Function 8 in the County Emergency Operations Center and/or at other locations as required.
- 2 Establish and maintain a system to support on-scene control, direction and coordination with county EOC.
- 3 Coordinate Harrison County Mortuary Operations, Disaster Medical Assistance Teams (DMAT), Hazardous Materials medical support, Disaster Mortuary

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Operational Response Team (DMORT) resource support as appropriate. Ascertain the medical and health status, conditions, and situations of the local hospitals, ambulatory surgical centers, and the special needs shelter, Red Cross Shelters, medical suppliers, healthcare facilities, etc. regularly throughout the disaster response and recovery process to anticipate unmet needs and coordinate resources to meet those needs through the EOC.

- 4 Deploy Rapid Needs Assessment Teams to determine post-event impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
- 5 Monitor and direct Health and Medical resources and response activities.
- 6 Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
- 7 Coordinate with other County ESF'S to obtain resources and to facilitate an effective emergency response among all participating agencies.
- 8 Coordinate with the ESF 7 for any local unmet resource needs.
- 9 Coordinate mental health services as appropriate for victims and/or first responders.
- 10 Coordinate morgue operations as required and appropriate with Medical Examiner's Office.
- 11 Coordinate lab testing and evaluations of community environmental health conditions and provide health advisories as required or appropriate.
- 12 Coordinate prescription drug access for healthcare facilities and individuals needing medication refills.

9.6.2 RECOVERY ACTIONS

- 1 Recovery operations of ESF-8 will be initiated commensurate with emergency priorities within the county and based on availability of resources.
- 2 Continue to provide support as required to facilitate the recovery phase.
- 3 Initiate financial reimbursement process for these activities when such support is available.
- 4 Organize and coordinate special expert advisory groups based on the complexity of health and medical issues post-event. These advisory groups will be organized and coordinated in concert with State level ESF-8 to review health and medical intelligence information and advise on specific strategies to manage and respond to a specific situation. Develop recovery strategy to return community health issue back to normal or pre-event conditions.

9.6.3 MITIGATION ACTION

- 1 Report post-disaster analysis of the performance of essential health and medical facilities that can be used in future mitigation measures to strengthen these facilities.

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- 2 Identify and seek funds for retrofitting critical facilities and providing auxiliary power.
- 3 Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

9.7 Direction and Control

- 1 Emergency Support Function 8 complies with the National Response Plan, and the National Incident Management System (NIMS). The NIMS guides the direction and control system adopted by Harrison County,.
- 2 The Emergency Support Function 8 operates at two levels 1) County Emergency Operations Center; and 2) Field operations.
- 3 During emergency activations, all management decisions for ESF 8 are made at the County Emergency Operations Center under the Incident Commander and the ESF 8 coordinator.
- 4 A staffing directory and the Emergency Support Function 8 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the Harrison County ESF 8 Coordinator.
- 5 In accordance with a mission assignment from Emergency Support Function 8, and further mission tasking by a local primary agency, each support organization assisting Emergency Support Function 8 assignment will retain administrative control over its own resources and personnel but will be under the operation control of Emergency Support Function 8.

9.8 Responsibilities

9.8.1 PRIMARY AGENCY – Health Department

- 1 Provide leadership in directing, coordinating and integrating overall County efforts to provide Health and Medical assistance to affected areas and populations.
- 2 Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
- 3 Coordinate and direct the activation and deployment of County agencies Health and Medical service personnel, supplies, and equipment and provide certain direct resources.
- 4 Evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.

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- 5 Coordinate supplemental assistance in identifying and meeting the Health and Medical needs of disaster victims.
- 6 Implement the organization, assignment and staffing at the facilities at which ESF 8 is required to be located.
- 7 Coordination of all support agency actions in performance of missions assigned to ESF-8.

9.8.2 SUPPORT AGENCIES

- 1 Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Response Team addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental, biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the Emergency Support Function 8.
- 2 Harrison County Emergency Operations Center ESF 8 Function coordinates the evacuation of patients from disaster areas when deemed appropriate, transport of victims to medical facilities outside the at risk area in accordance with approved Trauma Transport Protocols, transport needs with ESF 1, and coordinate the following resources; ALS/BLS vehicles, Emergency Medical Technicians, and Paramedics, EMS procurement, aircraft transport and ensure the health and safety of emergency responders in accordance with ESF 8 SOP.
- 3 Harrison County Medical Examiners Office will assure the provision for decedent identification and mortuary services including temporary morgue services in accordance with established, victim identification protocol, preparing and disposing of remains, coordinate with the ARC on victim identification, mortuary protocol for family notification in accordance with established ARC procedures.

9.8.2 SUPPORT AGENCIES (CONTINUED)

Harrison County Mosquito Control Division of NESD provides consultation and advice in the management of invertebrate pests of public health importance, support in vector control as needed and required, conducting field investigations and laboratory analysis of relevant samples, providing vector control equipment and supplies; coordinate with Environmental Health to provide technical assistance and consultation on protective actions regarding vector-borne diseases.

9.9 Financial Management

Emergency Support function 8 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources

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that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible. ESF 8 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

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Emergency Support Function (ESF) 9 Search and Rescue

Lead Coordinating Agency: Harrison County Fire Services
 Harrison County Law Enforcement

Support Agencies: Harrison County Sheriffs Search & Rescue
 Civil Air Patrol
 Mississippi Dept. of Wildlife & Fisheries and Parks
 Military Support
 MEMA
 Harrison County EMA
 FEMA USAR

10.1 Purpose

The purpose of Emergency Support Function 9 (ESF-9) is to provide search and rescue coordination and support services in support of emergency events in Harrison County. Emergency Support Function 9 shall provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-9 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional assistance.

10.2 GENERAL

The first priority after a disaster is to locate any victims in affected areas and ensure the safety of injured or stranded personnel. The injured must be treated on the scene and moved to medical facilities as soon as possible. Those stranded must be relocated to safe areas. The search and rescue effort will be a coordinated effort involving law enforcement, fire, emergency medical, public works and electric utilities functions.

10.3 Concept of Operations

10.3.1 General

1. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Harrison County Emergency Operations Center and in the field. These are in the form of the Comprehensive Emergency Management Plan (CEMP) and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Procedures, which describe ESF-9 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

2. In a large event requiring local and State mutual aid assistance, ESF-9 will work MEMA and with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.

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3. Throughout the response and recovery periods, ESF-9 will evaluate and analyze information regarding search and rescue, and prevention requests for response, develop and update assessments of the search and rescue situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.
4. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

10.4 Organization

10.4.1 COUNTY

1. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Harrison County ESF 9 Staff to provide support that will allow for an appropriate, coordinated and timely response.
2. During an emergency or disaster event, the Emergency Operations Center ESF 9 Coordinator will coordinate the support resources from the support agencies with the Incident Command Staff..
3. During the response phase, ESF-9 will evaluate and analyze information regarding search and rescue requests. Also, ESF-9 will develop and update assessments of the search and rescue status in the impact area and do contingency planning to meet anticipate demands and needs.
4. The Harrison County ESF 9 Coordinator along with the Harrison County EMA Staff will develop and maintain the overall ESF-9 Emergency Operations Plan and accompanying Appendices, and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

10.5 Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County Emergency Management Agency will notify the ESF 9 Coordinator through multiple methods.
2. The ESF 9 Coordinator or designee will coordinate all activities of ESF-9.
3. Emergency Support Function 9 will be activated or placed on standby upon notification by the County Emergency Management Office.

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4. Upon instructions to activate ESF-9, The Lead Coordinating Agency will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

10.6 Actions

Actions carried out by ESF-9 are grouped into phases. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-9 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided:

1. Assessment of Search and Rescue needs and potential impacts.
2. Search and Rescue personnel.
3. Search and Rescue equipment and supplies.
4. Evacuation and Re-entry support.
5. Emergency responder health and safety.
6. Radiological/chemical/biological hazards.
7. Mental health and crisis counseling for responders.
8. Search and Rescue Public Information and risk communication.
9. Search and Rescue Management, Command and control of assets.
10. Search and Rescue activities related to terrorist threats and/or events.
11. Logistical Staging areas and Points of Distribution/Dispensing.
12. Catastrophic incident and alternate Search and Rescue facility support.

10.6.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop Search and Rescue response capabilities may include planning, training, orientation sessions, and exercises for ESF-9 personnel (i.e., Local, State, Regional, and Federal) and other emergency support functions that will respond with ESF-9. This involves the active participation of inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
2. Local and State search and rescue teams will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.
3. Coordinate planning with ESF-9 support agencies, and other emergency support functions to refine Search and Rescue Operations.
4. Coordinate the development and refinement of procedures to be used in field surveys:
5. Coordinate training and exercises for EOC and Search and Rescue Team members.
6. Prepare and maintain standard operating procedures, resource inventories, personnel

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rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.

7. Establish Mutual Aid procedures for the following resources; Urban Search and Rescue, Interoperable Communications and Command Vehicles, Resource Management and Logistical Support.
8. Develop and implement emergency response and Search and Rescue strategies.
9. Coordinate and participate in the development and presentation of training courses for ESF-9 personnel, provide information on critical facilities to the Department of Ms Department of Homeland Security and the Ms Emergency Management Agency and develop protocols for frequently provided services.
10. Maintain liaison with support agencies.
11. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
12. Conduct all hazards exercises involving ESF-9.
13. Preposition response resources when it is apparent that fire-search and rescue resources will be necessary.

10.6.2 RESPONSE ACTIONS

1. Coordinate operations at the ESF-9 office in the County Emergency Operations Center and/or at other locations as required.
2. Establish and maintain a system to support on-scene direction and control and coordination with county EOC, and State EOC.
3. Implementation of Impact Assessment Teams to determine post-storm impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
4. Implement Mutual Aid procedures to assist with supporting issues related to a terrorist event.
5. Relocate search and rescue resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
6. Monitor and direct Search and Rescue resources and response activities.
7. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
8. Coordinate with support agencies, as needed, to support emergency activities.
9. Coordinate with other County ESF'S to obtain resources and to facilitate an effective emergency response among all participating agencies.
10. Coordinate all local resources as required. Once local resources are expended, solicit Logistics Section for additional assistance in meeting unmet resource needs.

10.6.3 RECOVERY ACTIONS

1. Continue to provide support as required until response activities are concluded or until

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they can be managed and staffed by the primary incident agency or jurisdictions. This will include support to other jurisdictional or agency incident commanders.

2. Continue to provide support as required to support the recovery phase.
3. Initiate financial reimbursement process for these activities when such support is available.

10.6.4 MITIGATION ACTIONS

Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

10.7 Direction and Control

1. The ESF-9 system operates in two arenas; 1) the county Emergency Operations Center; 2) field locations.
2. During emergency activations, all management decisions regarding County or regional response are made in coordination with County Emergency Operations Center Command Staff and the ESF 9 Coordinator.
3. A staffing directory and the ESF-9 Standard Operating Procedures, its accompanying Appendices, are maintained by the Hancock County Emergency Management Agency and the ESF 9 Coordinator and updated as required.
4. All search and rescue field operations will be coordinated through ESF 9 in the County Emergency Operations Center. EMAC, SMAC, State or Federal Search & Rescue Teams shall work with and through the Harrison County Emergency Operations Center. If any of these groups do not work with and through the Harrison County Emergency Operation Center, they will be removed from Harrison County. There will be no free lancing by these outside agencies.
5. In accordance with a mission assignment from ESF-9, and further mission tasking by the Local ESF 9 Coordinator, each support organization assisting ESF-9 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF-9.

10.8 Responsibilities

10.8.1 LEAD COORDINATING AGENCY– COUNTY EMA/ESF 9 COORDINATOR

1. The Primary responsibility for coordinating the ESF 9 resource support for disaster operations rests with the ESF 9 Coordinator.
2. The first Priority after a any type of disaster or catastrophic event is to locate any live victims in the affected areas and ensure the safety of injured and stranded citizens.

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3. Locates, rescues and provides immediate medical treatment to any victims found.
4. Mobilize Search and Rescue Teams at the request of the Harrison County EMA Director and/or the EMA Deputy Director.
5. As areas requiring Search & Rescue are identified, Search and Rescue assets will assigned according to the location, type of situation, etc. Injured victims will be treated, as needed and transported to the closet appropriate medical facility.
6. Establishes and maintains rescue teams position logs and other appropriate files, monitor and track their progress.
7. Coordinates with all Search Teams to determine missions for all Search & Rescue Teams based on established priorities.
8. Coordinates with ESF 13, (Law Enforcement) on any deceased bodies found. (Follow Coroners Guidelines that is outlined in the Hurricane SOG'S)
9. Coordinates with ESF 8 (Health & Medical) on assistance that may be needed on injured citizens,
10. Provide leadership in directing, coordinating and integrating overall County efforts to provide Search and Rescue assistance to affected areas and populations.
11. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
12. Coordinate and direct the activation and deployment of County agencies Search and Rescue personnel, supplies, and equipment and provide certain direct resources.
13. Evaluate the emergency situation, make strategic decisions, identify resource needs and secure resources required for field operations.
14. Monitor Search and Rescue emergency response and recovery operations. ESF 9 Representatives or designees will coordinate all State and Federal Search and Rescue resources into the affected areas from staging areas.
15. Make specific requests for Search and Rescue assistance to the State ESF 9/Homeland Security Office through the Ms Emergency management Agency (MEMA) representative at the EOC, as needed. The State will activate resources through the State Emergency Response Plan.
16. Continue to re-assess priorities and strategies, throughout the emergency, according to the most critical Search and Rescue needs.
17. Demobilize resources and deactivate the ESF 9 station upon direction from the County Incident Commander.
18. Attends all briefing held at the EOC to advise of their status and fills out Incident Action Report to be turned into the Planning Section.

10.8.2 SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the EOC'S ESF 9 Function.

1. Support agencies will provide assistance to the Emergency Support Function with services,

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staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Operations Center addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the ESF-9.

2. All support agencies fall under the direct supervision of the ESF 9 Coordinator and shall operate in that manner. The Hancock County Emergency Operations Center and ESF 9 Coordinator EOC support, conduct briefings, direct needs assessments, distribute key information, and serve as liaison to the State EOC to request resources.

10.9 Financial Management

Emergency Support function 9 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible. ESF 9 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

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EMERGENCY SUPPORT FUNCTION (ESF) 10 HAZARDOUS MATERIALS

Lead Coordinating Agency: Harrison County Fire Services

Support Agencies : Ms Department Of Environmental Quality (MDEQ)
Environmental Protection Agency (EPA)
United States Coast Guard
Harrison County Sheriff's Department
Harrison County Fire District HAZMAT
Harrison County EMA

11.1 PURPOSE

The purpose of Emergency Support Function-10 (ESF-10) is to provide hazardous materials coordination and support services in support of emergency events in Harrison County. ESF 10 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-10 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional hazardous materials assistance.

11.2 GENERAL

Hazardous materials incidents require a speedy and effective response. An airborne release may pose a serious hazard to the community, depending on the kind and amount of material released. The ability of a response team to quickly take control of a release is critical to reducing the necessity of evacuating the surrounding area and also in reducing or preventing environmental degradation.

The Harrison County Emergency Operations Center shall over see all Hazardous Materials activities in Harrison County by using the EOC'S ESF 10 Function in coordination with the Ms Department of Environmental Quality (MDEQ), Environmental Protection Agency (EPA), United States Coast Guard (USCG) and many other support agencies.

11.3 Concept of Operations

11.3.1 General

1. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Harrison County Emergency Operations Center and in the field. These are in the form of the Comprehensive Emergency Management Plan (CEMP) and corresponding Appendices and Standard Operating Procedures, which describe ESF-10 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

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2. In a large event requiring State, Federal or mutual aid assistance, ESF-10 will work with MEMA and its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
3. Throughout the response and recovery periods, ESF-10 will evaluate and analyze information regarding the identification of securing, removing and disposing of the hazardous materials requests for response, develop and update assessments of the hazardous materials situation and status in the impact area, and do contingency planning to meet anticipated demands or needs.
4. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

11.4 Organization

11.4.1 COUNTY

1. During an activation of the County Emergency Operations Center, support agency staff are integrated with the Harrison County EOC ESF 10 staff shall provide support that will allow for an appropriate, coordinated and timely response.
2. During an emergency or the ESF 10 Coordinator shall coordinate with the support agencies and the EOC Command Staff after disaster event.
3. During the response phase, ESF-10 will evaluate and analyze information regarding hazardous materials requests. Also, ESF-10 will develop and update assessments of the hazardous materials status in the impact area and does contingency planning to meet anticipate demands and needs.
4. The Harrison County Emergency Operations Center and the EOC'S ESF 10 Coordinator develops and maintains the overall ESF-10 Emergency Operations Plan and accompanying Appendices, annexes and Standard Operating Procedures that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Comprehensive Emergency Management Plan.

11.5 Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County Emergency Management Agency will notify the ESF-10 Coordinator through multiple methods.

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2. The ESF 10 Coordinator or designee will coordinate all activities of ESF-10.
3. Upon instructions to activate ESF-10, The ESF 10 Coordinator will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

11.6 Actions

Actions carried out by ESF-10 are grouped into several phases. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-10 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided.

1. Assessment of Hazardous materials needs and potential impacts.
2. Hazardous materials personnel.
3. Hazardous materials equipment and supplies.
4. Evacuation support.
5. Emergency responder health and safety.
6. Radiological/chemical/biological hazards.
7. Mental health and crisis counseling for responders may e provided.
8. Hazardous materials Public Information and risk communication.
9. Hazardous materials Management, Command and control of assets.
10. Hazardous materials activities related to terrorist threats and/or events.
11. Logistical Staging areas and Points of Distribution/Dispersing.
12. Catastrophic incident and alternate Hazardous materials facility support.
13. Oil and hazardous substance incident response.
14. Information on drinking water, wastewater and solid waste facilities.
15. Information on SARA Title III fixed facilities, storage of extremely hazardous substances within the county.

11.6.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop hazardous materials response capabilities may include planning, training, orientation sessions, and exercises for ESF-10 personnel (i.e., Local, State, Regional, and Federal) and other emergency support functions that will respond with ESF-10. This involves the active participation of inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
2. Local and State hazardous materials teams will jointly address planning issues on an on-going basis to identify response zones, potential staging areas, and potential medical facilities and establish specialized teams.

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3. Coordinate planning with ESF-10 support agencies, and other emergency support functions to refine hazardous materials operations.
4. Develop and refine procedures to be used in the following field surveys: Community Hazardous Materials Assessments.
5. Conduct/coordinate training for EOC and hazardous materials response team members.
6. Prepare and maintain standard operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency.
7. Ensure lead agency personnel are trained in their responsibilities and duties.
8. Participate in training courses for ESF-10 personnel, provide information on critical facilities to the County Emergency Management and develop protocols for frequently provided services.
9. Maintain liaison relationships with support agencies.
10. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
11. Provide resource management and logistical support to the incident.
12. Preposition response resources when it is apparent that hazardous materials response resources will be necessary.
13. Conduct/coordinate/participate in all exercises involving ESF-10.
14. Develop mutual aid procedures to assist with supporting issues related to a terrorist event or hazardous substance incident.

11.6.2 RESPONSE ACTIONS

1. Coordinate operations at the ESF-10 desk in the County Emergency Operations Center and/or at other locations as required.
2. Establish and maintain a system to support on-scene direction, control and coordination with the EOC Incident Commander and the EOC Deputy Incident Commander, State EOC, and / or other coordination entities as appropriate.
3. Activate Mutual Aid procedures for the following resources; Hazardous Materials Response Teams, Interoperable Communications and Command Vehicles, and any other as required and necessary.
4. Implementation of Impact Assessment Teams to determine post-event impact to Emergency Services functional group resources and ability to perform Continuity of Operations of essential functions.
5. Provide hazardous materials support in the investigation of a terrorist attack.
6. Relocate hazardous materials response resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
7. Monitor and direct hazardous materials resources and response activities.
8. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
9. Coordinate with support agencies, as needed, to support emergency activities.
10. Coordinate with other County ESFS to obtain resources and to facilitate an effective

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emergency response among all participating agencies.

11. Once all local resources have been utilized and expended, coordinate with the logistic section and MEMA to to assist in locating additional support resources.

11.6.3 RECOVERY ACTIONS

Continue to provide support as required to support the recovery phase of the incident through the appropriate incident commander.

Initiate financial reimbursement process for these activities when such support is available.

11.6.4 MITIGATION ACTIONS

Identify deficiencies or areas to be improved and seek funds to enhance protective measures to lessen the impact on vulnerable populations and/or minimize damage to critical facilities.

Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

11.7 Direction and Control

1. The ESF-10 system operates in two arenas; 1) the county Emergency Operations Center, 2) field locations.
2. A staffing directory and the ESF-10 Standard Operating Procedures, its accompanying Appendices, and Standard Operating guidelines are maintained by the Harrison County EMA and the EOC'S ESF 10 Coordinator with status of the call lists updated at least monthly and all other documents at least annually.
3. All hazardous materials field personnel and activities will be coordinated through the ESF-10 function at the County Emergency Operations Center.
4. In accordance with a mission assignment from ESF-10, each support organization assisting ESF-10 assignment will retain administrative control over its own resources and personnel but will be under the operation control of ESF-10. Delegation of mission operational control may be delegated to a Management Support Unit, Multi-Agency Coordination Team or a local entity.

11.8 RESPONSIBILITIES

11.8.1 LEAD COORDINATING AGENCY – HARRISON COUNTY EMA

1. Determine the scope of hazardous material incidents throughout the County.
2. Mobilize the appropriate agencies to handle the hazardous materials incidents.

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3. Coordinates with ESF 8 function to determine where the victims of a Hazardous Materials Incidents can be transported following decontamination.
4. Provide leadership in directing, coordinating and integrating overall County efforts to provide hazardous materials assistance to affected areas and populations.
5. Maintain a list of mutual aid agencies and private contractors that are trained and qualified to respond to an incident.
6. Ensure that all first responders are trained in awareness and operations level of hazardous materials response as defined in the guidelines established by the State of Mississippi.
7. ESF-10 will coordinate the response and recovery efforts to hazardous materials incidents upon notification of a release by ensuring that coordination and cooperation is maintained in identifying the material. Then securing, removing and properly disposing of the hazardous material.
8. The presence of any radioactive material will be determined by properly trained personnel using basic detection equipment who will then determine if any evacuations are necessary. If evacuations are necessary, ESF 10 will coordinate with other ESF'S to ensure operational missions are supported to the fullest extent possible.

11.8 RESPONSIBILITIES (CONTINUED)

11.8.1 LEAD COORDINATING AGENCY – HARRISON COUNTY FIRE SERVICE

1. Coordinate the response of all agencies required to handle the hazardous materials incident and the necessary cleanup involved in recovery.
2. Minor incidents are usually handled by jurisdictional fire departments with minimal use of resources. Larger incidents will involve a cooperative effort between all support agencies, private contractors and the Mississippi Department of Environmental Quality (MDEQ).
3. In a large event requiring local and State or mutual aid assistance, ESF-10 will work with its support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. During a State declared disaster requests for resources or assistance from State agencies will be made through the EOC Incident Command Staff, the MEMA Representative at the EOC, ESF 10 Coordinator.
5. Coordinate with the Ms Department of Environmental Quality (DEQ) for notification and response to hazardous materials incidents when the ability to identify the material or mitigate the incident is beyond the capabilities of the county.

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6. Staff and operate a National Incident Management system compliant command and control structure (i.e., Incident Command System) to assure that services and staff are provided to areas of need.
7. Coordinate and direct the activation and deployment of County agencies hazardous materials personnel, supplies, and equipment and provide certain direct resources.
8. ESF 10 members or designees will jointly evaluate the emergency situation, make strategic decisions, and identify resource needs and secure resources required for field operations.
9. ESF 10 is responsible for monitoring hazardous materials emergency response and recovery operations. ESF 10 members or designees will coordinate all State and Federal hazardous materials resources into the affected areas from staging areas.
10. ESF 10 will manage hazardous materials and other emergency incidents in accordance with the Harrison County EOC'S Standard Operating Guidelines under the direction of ESF 10 Coordinator or designee.
11. ESF 10 Coordinator or designee will make specific requests for hazardous materials assistance to the State ESF 10 through the Harrison County EOC and the ESF 10 Coordinator, as needed. The State will activate resources through the State Emergency Response Plan.
12. ESF 10 members or designees will continue to re-assess priorities and strategies, throughout the emergency, according to the most critical hazardous materials needs.
13. ESF 10 will demobilize resources and deactivate the ESF 10 station upon direction from the County Incident Commander.

11.8.2 SUPPORT AGENCIES

1. Support agencies will provide assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort as the County Emergency Operations Center addresses the consequences generated by the hazards that may impact the County (i.e., severe weather, tropical cyclones, environmental biological, terrorism, technological, and mass migration, etc.). Because services and resources are subject to change from time to time, emergency coordinators are responsible for frequently updating their resources capabilities with the ESF-10.
2. Emergency Medical Services will be responsible for transporting injured personnel to medical facilities. Patients will be decontaminated by the fire department personnel before delivery to EMS when possible. EMS will be responsible for notification of the local hospitals regarding the number of patients, severity of injuries and the material involved in the incident. Baptist Hospital is responsible for patient coordination with all other hospitals during multiple casualty incidents. Contaminated patients will be handled by each hospital in accordance with their standard operating procedures.
3. The appropriate fire departments will be dispatched to any release of a hazardous material upon notification. It will be their responsibility to attempt to positively identify the material, determine the hazard and take immediate actions necessary within their

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capabilities to protect life and property. Each fire department is responsible to ensure their personnel receive the required training to perform any actions taken during a hazardous materials incident and to call for assistance when the necessary actions are beyond their capabilities.

4. Law enforcement agencies (ESF13) may be tasked to provide crowd control, security measures, roadway assessments, and ingress/egress actions to protect the public and property in, near and around areas involved in fire fighting operations; keep emergency forces informed of hazardous areas.
5. City, county, and private utilities (ESF12) will coordinate with ESF 10 to address fire prevention and suppression problems due to leaking natural gas, power line risks, and water flow contamination issues.
6. City and County Public Works (ESF3) and other departments will provide road clearing equipment and other major resources needed to clear roadways in support of emergency response actions.
7. City and County Communications Centers (ESF2) will provide radio communications support, to the extent possible, to support communications among various Fire Department agencies responding to the impacted areas.
8. Harrison County Emergency Medical Services (ESF 8) will provide emergency medical care and transportation of victims beyond initial collection sites.
9. American Red Cross and other community agencies (ESF6) will provide field support to emergency response personnel and evacuees as needed and required (food, water, basic assistance, etc.).

11.9 Financial Management

Emergency Support function 10 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible. ESF 10 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

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Emergency Support Function (ESF) 11 Animal Protection, Agriculture

Lead Coordinating Agency: Harrison County Animal Control
Harrison County Extension Services

Support Agencies: Harrison County Emergency Operations Center
Local Veterinarians
Harrison County Sheriff's Department

12.1 Purpose

1. The purpose of Emergency Support Function-11 (ESF-11) is to provide for the coordination of local resources in response to small pet, livestock, and exotic animal care needs before, during, and following a significant natural or technological disaster. Animal issues are often overlooked in the planning process for disasters. This lack of planning, caused by the belief that animals can fend for themselves, leads to serious problems when these animals are forced from their habitats due to injury or hunger. By developing operational procedures to care for these animals prior to such an event, this Emergency Support Function will help reduce animal-related problems in emergencies.
2. ESF-11 will provide overall management, coordination and prioritization of countywide Animal Control services and assets to support pet and livestock animal needs in the event of a major emergency or disaster.
3. ESF-11 readiness planning is guided by the following assumptions:
4. Human lives may be lost due to the refusal of owners to evacuate without their pets or livestock. Public education by the County and animal-related organizations is needed to make the people aware of pet sheltering facilities available, and the need to plan in advance.
5. The large number of homeless/injured pets, livestock, and exotic animals, would be a health and nuisance/bite threat, which would necessitate a response to address the capture and subsequent sheltering of these animals.
6. Triage and treatment of sick and injured animals to include euthanasia, if necessary, would have to be coordinated by veterinarians at designated shelters and private offices for small pets, and in the field for larger livestock.
7. Importing of commercial pet/livestock food for the feeding of animals would need to be coordinated with the State ESF 17 and the Ms Emergency Management Agency. Food drops for wild animals would be organized by the ESF 11 Coordinator, various wild-animal-related groups and state agencies.
8. The accumulation of animal carcasses throughout the County must be removed to approved solid waste dumping sites and/or burnt or buried on site.

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9. Sheltered animals will need to be re-united with their owners after the disaster.

12.2 Mission.

To coordinate animal protection activities for both small and large animals to include emergency medical care, emergency disease control, evacuation, rescue, temporary confinement, shelter, food and water, identification for return to the owner and the disposal of dead animals. When a large-scale disaster occurs in Harrison County, there will be hundreds and perhaps thousands of animals that become victims of the disaster. The protection of animals prior to, during, and after a major disaster such as a hurricane, will require the cooperative efforts of many organizations and individual volunteers.

12.3 Concept of Operations

12.3.1 General

1. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Harrison County Emergency Operations Center and in the field. These are in the form of the Comprehensive Emergency Management Plan (CEMP), corresponding Appendices, and Standard Operating Procedures, which describe ESF-11 responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.
2. In a large event requiring local or State mutual aid assistance, ESF-11 will work with its support agency counterparts and MEMA to seek and procure, plan, coordinate and direct the use of any required assets.
3. Throughout the response and recovery periods, ESF-11 will evaluate and analyze information regarding the availability of animal care and control services.
4. Requests for Animal Control assistance will be channeled through the EOC'S ESF11 Function, with calls taken by dispatcher's at other times. At the time of activation of the EOC, ESF-11 will be staffed on a 24-hour schedule and/or to the schedule of the Emergency Operations Center to interface and communicate with other agencies and prioritize assistance requests. The Harrison County Animal Control will be the ESF 11 Coordinator and/or a designee, will be deployed to the EOC to coordinate actions with other agencies represented in the EOC.

12.4 Organization

12.4.1 COUNTY

1. ESF 17 will operate under the ICS structure through the CEMP, working under the IC, but responsible directly to the Operations Section Coordinator.

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2. During an activation of the County Emergency Operations Center, support agency staff is integrated with the Harrison ESF 11 Function control staff to provide support that will provide for an appropriate, coordinated and timely response.
3. During an emergency or disaster event, the Emergency Operations Center, the ESF 11 Coordinator shall work with the Operations Section Coordinator to coordinate the support resources from the support agencies.
4. During the response phase, ESF-11 will evaluate and analyze information regarding volunteers and donations requests. Also, ESF-11 will develop and update assessments of the requirements for resources to provide animal care and control services in the impacted area and undertake contingency planning to meet anticipated demands and requirements.
5. The Harrison County EMA and the ESF 11 Coordinator develops and maintains the overall ESF-17 Standard Operating Procedures that govern response actions related to emergencies. However, support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall CEMP. All such documents will be in compliance with the National Response Plan, the National Incident Management System, and the Incident Command System.
6. Staffing of ESF 11 positions is the responsibility of the ESF 11 Coordinator by using county resources and state resources.

12.5 Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County Emergency Management Agency shall notify the ESF 11 Coordinator through multiple methods.
2. The ESF 11 Coordinator or designee will coordinate all activities of ESF-17.
3. Upon instructions to activate ESF-11, The ESF 11 Coordinator will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

12.6 Actions

Actions carried out by ESF-17 are grouped into phases. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-11 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

12.6.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop Animal Protection response capabilities may include planning, training, orientation sessions, and exercises for ESF-11 personnel (i.e., County,

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State, Regional, and Federal).

2. Coordinate planning with ESF-11 support agencies, and other emergency support functions to refine Animal Protection operations.
3. Coordinate the delivery of preparedness programs that address small pet issues. The Harrison County Extension Service will coordinate preparedness and response measures that address livestock or other large animals.
4. Identify local “pet-friendly” resources that can provide services, solutions, and options for residents and visitors with pets. Provide the information through a public campaign effort as appropriate.
5. Stockpile water and food supplies at the Harrison County Animal Shelter for domestic small animal needs.

12.6.2 RESPONSE ACTIONS

1. Coordinate with support agencies to offer support in identifying shelter options for animals whose owners will not evacuate without their pets. Animal Control will accept pets from Special Needs Shelter clients to the extent possible.
2. Identify, mobilize and deploy assessment representatives to the disaster area(s) to determine the specific health and safety needs and priorities. ESF-11 will coordinate with other Emergency Support Functions represented at the EOC to provide support to aid in the relief of nuisance and health-related problems involving animals and their impact on human relief efforts.
3. Provide assistance in the following areas: capture of injured and displaced animals, sheltering, medical care, feeding, relocation and reunification with owners, acquisition of additional food and supplies from vendors to support the relief efforts, continued coordination with other ESF’S for timely and proper carcass disposal.

12.6.3 RECOVERY ACTIONS

Provide continued care of sheltered animals, provide an extended network for the adoption of unclaimed animals, and assist in the relocation of sick and injured animals to permanent facilities until a return to normal operations.

12.6.4 MITIGATION ACTIONS

Develop and deliver guidance for farmers and owners of livestock on measures that can be take to reduce losses from scenario disaster events.

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12.7 Direction and Control

1. The ESF-11 system operates at two levels: 1) County Emergency Operations Center; and 2) Field operations.
2. A staffing directory and the ESF-11 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating Procedures are maintained by the Harrison County EMA and the ESF 11 Coordinator with status of the call lists updated periodically as appropriate.

12.8 Responsibilities

12.8.1 LEAD COORDINATING AGENCY – HARRISON CO ANIMAL

1. Notify, activate, and mobilize all agencies and personnel assigned to the EOC and the ESF 11 Function.
2. Coordinate all support agency actions in performance of missions assigned to this ESF function.
3. Coordinate requests for assistance and additional resources necessary during performance of the mission with the appropriate agencies.
4. Function as the County's representative/liaison to the Emergency Operations Center (EOC) Team for the activities and responsibilities carried out by the primary and support agencies of this ESF Function.
5. Investigate all animal bites.
6. Impound animals roaming at large. Provide for necessary quarantine of bite animals for observation.
7. Facilitate the transportation of injured, stray, or nuisance animals to animal care facilities.
8. Assist emergency response teams with animal-related problems.
9. Make the arrangements for the removal and disposal of dead animals.
10. Coordinate with the State Department of Health for the release of public information regarding animals and related health issues.
11. Euthanize sick and/or injured animals through assigned and authorized persons.
12. Return wild animals to their natural environment.
13. Respond to animal-related inquiries.
14. Investigate animal cruelty and neglect complaints.
15. Compile report data for inclusion into the incident action plan and information needed for public release through ESF 15.

12.9 SUPPORT AGENCIES

1. Notify, activate, and mobilize all personnel and equipment to perform or support assigned functions.
2. Designate and assign personnel for staffing of all facilities at which this Emergency Support Function is required, and providing representation when it is determined by the primary

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- agency of this Emergency Support Function to be necessary.
3. Coordinate all actions of the support agencies through ESF 11 and Animal Control for the efficient and effective response and recovery efforts.
 4. Harrison County Extension Services and the EOC'S ESF 11 Coordinator will maintain equipment and resources necessary to manage livestock in a disaster situation and provide, arrange, or assist in meeting the needs for the transportation of livestock and housing in the aftermath of an event
 5. Identify all personnel and resource requirements to perform assigned missions, which are in excess of the support agencies' capabilities.

12.10 financial Management

Emergency Support function 11 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible. ESF 11 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

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Emergency Support Function (ESF) 12 ENERGY

Lead Coordinating Agency: Harrison County Emergency Management Agency

Support Agencies: Coast Electric Electric Power Association
Mississippi Power
Public and Private Utility Company's
Local Public Works
Military Support

13.1 Purpose

The purpose of Emergency Support Function-12 (ESF-12) is to establish policies to be used in the coordination with private providers for restoration of power during emergencies or following a major disaster. Expedient recovery is dependent upon the restoration of power to homes and businesses. Power outages are usually caused by major disasters such as hurricanes, tornadoes or other severe weather. However, other events such as fuel shortages, civil disturbances, disruption of transmission and distribution systems, or power generating plant failure may also cause temporary disruption of power.

ESF-12 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-12 resources are coordinated when individual agencies are overwhelmed and local resources may be able to be utilized more efficiently and effectively in a cooperative manner.

13.2 GENERAL:

1. The Harrison County Emergency Management Agency shall over see all electrical and power problems using the ESF 12 Function in coordination with the EOC'S ESF 3 Function.
2. Coordinates the restoration of energy systems and availability of petroleum products for response and recovery operations.
3. Mississippi Power and Coast Electric Electric Power Association are the two power companies that service Harrison County. It is the intent of the Harrison County Emergency Management Agency to have representatives in EOC when it is activated.

13.3 Concept of Operations

13.3.1 General

1. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Harrison Emergency Operations Center and in the field. These are in

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the form of the Comprehensive Emergency Management Plan (CEMP) and corresponding Appendices, and Standard Operating procedures, which describe ESF-12 responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.

2. In a large event requiring local and state mutual aid assistance, ESF-12 will coordinate with support agency counterparts and MEMA to seek and procure, plan, coordinate and direct the use of any required assets.
3. When an event is focused in scope to a specific type or response mode, technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
4. The potential for widespread loss of power is relatively high in Harrison County due to the frequency of severe weather. Loss of power to large areas of the County may require that shelters be opened with some basic services provided.
5. ESF 12 is not a typical ESF that will provide emergency support services to the EOC ESF'S. ESF 12 operates to restore infrastructure that delivers energy services to the community. If there is service out within the community, ESF 12 will take that information, prioritize it and process it within their own organizations and provide progress reports as to the status of energy service restoration. ESF 12 is more of an informational ESF where the EOC provides information of problems to the ESF and the ESF provides information to the EOC as to the status of resolution to those problems.
6. ESF 12 is not an energy solution resource as it relates to fuel. Fuel will be the responsibility of specific organizations for both facility operations and for employee staff. Pre-planning fueling needs will be critical to maintain and recover daily operations during a large-scale event. Each facility and organization will need to identify solutions in advance of an event that meets their complete need.
7. Harrison County fuel supplies will be coordinated through MEMA, the County Administrator, The EMA Director/Incident Commander, and ESF 7.
8. For fueling issues that cannot be resolved by the individual organization, the needs should be addressed through a request to EOC'S ESF 7 Function. Fuel sources will attempt to be identified by ESF 7. (see fuel plan in the Harrison County Emergency Management Agency Hurricane Standard Operating Guidelines Fuel Plan.

13.4 Organization

13.4.1 COUNTY

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1. The Harrison County Emergency Management Agency serves as the lead agency for ESF 12 and will work with the support agencies listed above to coordinate the response and process resource requests for power companies during major power outages.
 2. Mississippi Power and Coast Electric Electric Power Association, using established hurricane response plans and standard operating procedures will:
 3. Provide their own resources through contractual agreements with other power providers to perform damage assessment; and
 4. Obtain necessary equipment, repair or rebuild transmission and distribution systems, and restore power.
 5. The Harrison County Emergency Management Agency shall maintain a power restoration priority plan that will guide the allocation and restoration of power as the situation dictates.
 6. Mississippi Power and Coast Electric Electric Power Association both have public information officers who, in conjunction with ESF 15 and the Joint Information Center (JIC), will issue statements and press releases that address existing or potential power problems or shortages.
 7. During an activation of the County Emergency Operations Center, support agency staff are integrated with the ESF 12 Staff to provide support that will allow for an appropriate, coordinated and timely response.
 8. During an emergency or disaster event, the Emergency Operations Center, the ESF Coordinator in coordination with the Operations Section Coordinator will coordinate the support resources from the support agencies.
 9. The Harrison County Emergency Management Agency and the ESF 12 Coordinator maintains the overall ESF-12 Emergency Operations Plan, accompanying Appendices, and Standard Operating Procedures that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall Emergency Operations Plan. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
- 13.5 Alerts/Notifications
1. Upon activation of the CEMP, the Harrison County Emergency Management Agency will notify the ESF 12 Coordinator through multiple methods.

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2. The ESF 12 Coordinator or designee will coordinate all activities of ESF-12.
3. Upon instructions to activate ESF-12, The ESF 12 Coordinator will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

13.6 Actions

1. Actions carried out by ESF-12 are grouped into phases. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-12 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.
2. Maintain a list of essential employees who because of their expertise and nature of assigned responsibilities are “on call” throughout all phases of a major disaster operation.

13.6.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop energy service response capabilities may include planning, training, orientation sessions, and exercises for ESF-12 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with ESF 12. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
2. In preparation of an emergency or disaster, ESF 12 will coordinate with Mississippi Power and Coast Electric Electric Power Association and major fuel providers to determine response and recovery needs and priorities.
3. The Harrison County Emergency Management Agency will coordinate with the American Red Cross to identify emergency shelter power generation capacity and needs, or other emergency power needs.
4. Mississippi Power and Coast Electric Electric Power Association will deliver public education campaigns that address safety around electricity, emergency procedures for homes and businesses and hurricane preparedness.
5. The Harrison County Emergency Management Agency will maintain the special needs registration list, which includes those citizens that are dependant on electricity to operate medical equipment.

13.6.2 RESPONSE ACTIONS

1. Coordinate operations at the ESF-12 desk at the County Emergency Operations Center.

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2. Establish and maintain a system to support on-scene direction and control and coordination with County EOC, the State EOC, or other coordination entities as appropriate.
3. Prioritize the restoration of electric power, based on the priority restoration list that is maintained by the Harrison County Emergency Management Agency.
4. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings
5. Provide information up through the Operations Section Chief, Planning Section, and Incident Commander on the Status of Energy Systems locally for the benefit of the EOC and the incident action plan and adjust response actions accordingly.
6. Monitor and direct energy restoration resources and response activities.

13.6.3 RECOVERY ACTIONS

1. The ESF 12 Coordinator, in consultation with the requesting jurisdiction, may obtain additional energy service resources via established mutual aid agreements.
2. Local ESF'S will support any resource needs to ESF 12 as appropriate.
3. Additional resources not locatable locally or regionally within the organizations capabilities will be requested through logistics section and MEMA.

13.6.4 Mitigation Actions:

1. Identify mitigation measures and funds to reduce the vulnerability of electric power to the effects of hurricanes and other major hazards.
2. Provide personnel with the appropriate expertise to participate in activities designed to reduce or minimize the impact of future disasters.

13.7 Direction and Control

1. The ESF-12 system operates in two arenas; 1) The County Emergency Operations Center; 2) field locations.
2. During emergency activations, all management decisions regarding County or regional response are made at the County Emergency Operations Center by the ESF-12 coordinator, in coordination with the EOC Command Staff.
3. A staffing directory and the Emergency Support Function 12 Standard Operating Procedures, its accompanying Appendices, and Annexes are maintained by the Harrison County Emergency Management Agency and the ESF 12 Coordinator and updated as required.

13.8 Responsibilities

13.8.1 PRIMARY AGENCY – HARRISON COUNTY EMERGENCY MANAGEMENT

1. Maintain a close working relationship with the local energy companies to ensure that

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timely notification of potential problems are received and requests for support and resources are processed as quickly as possible.

2. Maintain a power restoration priority list based upon the facilities required to provide sheltering, sanitary facilities, food water, ice and other basic needs. This priority list shall be used and amended as the situation dictates, as a priority list for energy allocation.
3. Coordinate with power companies to prepare and release public information regarding the power emergency. This information will be disseminated through the Emergency Alerting System when necessary and through all local media in cooperation with ESF 15 and the Joint Information Center (JIC).
4. When requested, coordinate with other ESF 12 support agencies to obtain needed resources and make requests to the State Division of Emergency Management when local resources have been exhausted through the logistics section.
5. Coordinate all ESF activity and information and provide information to the Planning Section of inclusion into the incident action plan as appropriate.
6. Attends all briefings, meetings, fills out Incident Action Plan (IAP), gives status report.

13.8.2 SUPPORT AGENCIES

1. Support the ESF Lead Coordinating Agency and all ESF activity and information and provide information to the Planning Section of inclusion into the incident action plan as appropriate.
2. All agencies should work together to provide system recovery efficiencies and effectiveness to promote quick recover of energy infrastructure.

13.8.3 Mississippi Power and Coast Electric Electric Power Association

1. Both companies will be responsible for maintaining an emergency plan to restore power as quickly as possible following the event. They will ensure that the Harrison County Emergency management Agency is kept abreast of problems or potential problems and will have a representative in the EOC when activated.
2. Ms Power and Coast Electric Electric Power Association will continue to maintain contractual agreements with other power providers and fuel providers to ensure power availability even in the event of a failure of the local power generating plant.
3. Work with the Harrison County Emergency Management Agency to provide power as quickly as possible to the facilities identified on the power restoration list.
4. Both will prepare press releases regarding the incident to keep the public informed. When necessary, coordinate with the Harrison County Emergency Management Agency for

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release of information. Continue a public education campaign dealing with disaster situations and hurricane preparedness.

13.9 Financial Management

Emergency Support function 12 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible. ESF 12 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

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Emergency Support Function (ESF) 13 Public Safety, & Law Enforcement

Primary Agency: Harrison County Sheriff’s Department
 Biloxi Police Department
 Gulfport Police Department
 Long Beach Police Department
 Pass Christian Police Department

Support Agencies: Harrison County Emergency Management Agency
 Ms Department of Public Safety
 Ms Highway Patrol
 Ms Department of Transportation
 Ms Fish and Wildlife Conservation Commission
 Other State, Federal and Local Law Enforcement

14.1 Purpose

The purpose of Emergency Support Function-13 (ESF-13) is to provide law enforcement coordination and support services in support of emergency events in Harrison County. ESF-13 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-13 resources are used when individual agencies are overwhelmed and County Emergency Response Team requests additional law enforcement assistance.

14.2 GENERAL

1. Protection of the public during emergency conditions requires the timely and coordinated efforts of all levels of law enforcement agencies to include municipal, county, state and federal. A countywide disaster, such as a hurricane, will require a full scale, concerted effort by all law enforcement agencies to ensure public safety requirements. The purpose of this annex is to assure proper coordination of law enforcement activities during disaster situations.
2. The Harrison County Emergency Operations Center shall coordinate all Law Enforcement Activities in Harrison County by using the ESF 13 Function.
3. The EOC shall have Law Enforcement Personnel overseeing the ESF 13 Function.
4. Any outside Law Enforcement Agency, State, Federal, SMAC, EMAC, etc.. that comes into Harrison County, shall work with and through the ESF 13 Coordinator and the Emergency Operations center. These agencies shall work the assignments that are given to them and shall not pick and choose their assignments. If any of the above group free lances or

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refuses an assignment from the ESF 13 Coordinator, they shall be removed from Harrison County.

14.3 Concept of Operations

14.3.1 General

1. ESF-13 is organized consistent with the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Harrison County Emergency Management Operations to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Emergency Operations Center and in the field. These are in the form of the Comprehensive Emergency Management Plan (CEMP), and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Procedures, which describe ESF-13 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.
3. In a large event requiring local or State mutual aid assistance or Federal assistance, ESF-13 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF-13 will evaluate and analyze information regarding law enforcement support requests, and develop and update assessments of the law enforcement resource status in the impact area, and conduct contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.

14.4 Organization

14.4.1 COUNTY

1. During an activation of the County Emergency Operations Center, all support agency staff are integrated with the Harrison County Sheriff's Department, and city police departments staff to provide support that will allow for an appropriate, coordinated and timely response to the field Incident Commander.
2. During an emergency or disaster event, the Emergency Operations Center ESF-13 coordinator shall coordinate the support resources from the support agencies with the Emergency Operations Command Staff.
3. During the response phase, ESF-13 will evaluate, coordinate, and fulfill all valid requests for law enforcement resources. Also, ESF-13 will complete and update assessments and contingency plans for the law enforcement support services deployed or anticipated in the

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incident area.

4. The Harrison County Emergency Operations Center and ESF-13 Coordinator will coordinate and maintain all Comprehensive Emergency Management Plans, accompanying Appendices, and Standard Operating Procedures that govern response actions related to emergencies within the ESF 13 realm. Support agencies may develop and maintain supporting documents for agency use, which must be compatible with the overall CEMP. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

14.5 Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County Emergency Management Agency will notify the ESF-13 Coordinator through multiple methods.
2. The ESF 13 Coordinator or designee will coordinate all activities of ESF-13.
3. Upon instructions to activate ESF-13, The ESF 13 Coordinator will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

14.6 Actions

Actions carried out by ESF-13 are grouped into the phases. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-13 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided but are not limited to:

1. Scene security, intelligence, investigations or other special law enforcement services.
2. Law Enforcement personnel.
3. Law Enforcement Specialty Teams (SWAT, Forensics, Perimeter Security, Waterborne Response Teams.)
4. Law Enforcement equipment and supplies.
5. Evacuation and Re-entry support.
6. Post event security and escort services.
7. Law Enforcement Management - Command and control of assets.
8. Law Enforcement activities related to terrorist threats and/or events.
9. Catastrophic incident and alternate law enforcement service facility support.

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14.6.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop law enforcement response capabilities may include planning, training, orientation sessions, and exercises for ESF-13 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with ESF-13. This involves the active participation of inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
2. Local and State law enforcement will coordinate planning issues.
3. Coordinate planning with ESF-13 support agencies, State Department of Public Safety and other emergency support functions to refine law enforcement coordination and support operations.
4. Develop and refine procedures to be used in response operations.
5. Coordinate/ participate in training and exercises for EOC and response team members.
6. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of ESF13.
7. Develop and implement emergency response and law enforcement security and/or investigations services.
8. Maintain liaison with support agencies.
9. Conduct vulnerability analysis at critical facilities and make recommendations to improve the physical security.
10. Participate in all hazards exercises involving ESF-13.

14.6.2 RESPONSE ACTIONS

1. Coordinate operations of ESF-13 in the County Emergency Operations Center and/or at other locations as required.
2. Establish and maintain a system to support on-scene direction, control and coordination with the local Incident Commander, the county EOC, State Department of Public Safety, and the State EOC, or other coordination entities as appropriate.
3. Establish Mutual Aid and liaison procedures for the following resources; Urban and Light Search and Rescue, Physical Security, Traffic Control, Escort Services, Patrol, Intelligence and Investigations support, Interoperable Communications and other resources, as required.
4. Resource Management and Logistical Support.
5. Intelligence and Investigations support in the investigation of a suspected terrorist attack.
6. Pre-position response resources when it is apparent that law enforcement resources will

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be necessary and be prepared to relocate resources to a safe area if they are endangered by the impact of the emergency situation.

7. Monitor and direct law enforcement resources and response activities.
8. Participate in EOC briefings, develop Incident Action Plans, Situation Reports and attend meetings.
9. Coordinate with support agencies, as needed, to support emergency response activities.
10. Obtain State resources through the Logistics Section coordinate all resources into the affected areas from designated staging areas.
11. Coordinate with other county ESF'S to obtain resources and facilitate effective emergency response among all participating agencies and jurisdictions.
12. Support security mission for public shelters as needed and tasked.
13. Support security mission for Points of Distribution/Dispersion as needed and tasked.
14. Support security mission for County Staging Area and POD'S as needed and tasked.
15. Support resource escort mission in and around County as needed and tasked.
16. Support law enforcement and security needs for the community in the aftermath of a disaster event as needed and required.
17. Support security mission for search and rescue operations as needed and required.
18. Support evacuation, re-entry, and traffic control mission as needed and required.
19. Enforce evacuation orders as needed and required.
20. Enforce and manage curfew mission as needed and required.
21. Coordinate with other local ESF'S and agencies for support resources in the effort to meet resource needs in completing mission assignments and tasks.

14.6.2 RESPONSE ACTIONS (CONTINUED)

1. Once local resources have been expended, coordinate with the Logistics Section to identify additional resources to meet the mission needs.

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2. Coordinate all activities and resources with all agencies of ESF 13 to efficiently and effectively utilize resources available.
3. All actions, resource requests, etc. should be coordinated with the Emergency Operations Center and in the best interests of all ESF 13 agencies.

14.6.3 RECOVERY ACTIONS

Continue to coordinate with all ESF 13 agencies and provide support as required to all operations as appropriate, until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.

14.6.4 MITIGATION ACTIONS

ESF 13 will work to mitigate organizational infrastructure through lessons learned from disaster event impacts and to improve operational readiness through after action reviews and reports noting areas for improvement both at the agency level and through ESF 13 and their operational cooperation.

14.7 Direction and Control

1. ESF-13 system operates in two arenas; the County Emergency Operations Center; 2) field locations.
2. ESF 13 will operate under the ICS structure as identified in the EOC and the ESF 13 Coordinator will coordinate all activities and agencies under ESF 13 in meeting mission goals and tasks efficiently and effectively.
3. ESF 13 Shall operate in coordination the Emergency Operations Center Incident Command through the event as appropriate and required.
4. ESF 13 will coordinate resources of lead and support agencies in meeting mission requests and requirements.
5. ESF 13 will coordinate with the Emergency Operations Center to development and implement any required or needed operational plans and procedures to enhance the ESF 13 operations in collaboration with the support agencies.
6. ESF 13 will coordinate all operational information and status report through ESF 13 to the Incident Command Staff and will provide information available for reporting purposes and Incident Action Plan development to the Planning Section.

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7. ESF 13 is comprised of many different law enforcement agencies, but will coordinate to act in unison in the best interests of the community and all the agencies involved.

14.8 Responsibilities

14.8.1 PRIMARY AGENCY – HARRISON COUNTY SHERIFF'S DEPARTMENT

1. Coordinates with the EOC/Incident Commander and Deputy Incident Commander on Law Enforcement Activities.
2. Coordinates Harrison County Requests for Law Enforcement Mutual Aid Resources through the Harrison County Emergency Operations Center and MEMA.
3. Provide leadership in coordinating and integrating overall County efforts to provide law enforcement assistance to affected areas, populations, and operations.
4. Coordinate the activation and 24-hour staffing of ESF 13 at the EOC as needed or required.
5. Coordinate all activity, response, recovery, resource requests, resource deployment, resource management, and other law enforcement activity within ESF 13.
6. Coordinate all resource requests to and from ESF 13 locally and through the logistics section as necessary.
7. Will coordinate ESF-13 efforts in continuing to re-assess priorities and strategies, throughout the emergency, according to the most critical law enforcement needs.
8. ESF-13 will demobilize resources and deactivate the ESF-13 station upon direction from the Emergency Operations Center Incident Command Staff.
9. Will coordinate all status reports and information from ESF 13 to the PIO, Planning Section, and Operations Coordinator as needed, requested, or required for input into the EOC briefings and the development of the Incident Action plan and PIO press releases.
10. Responds to request for Law Enforcement Resources from the field in a timely manner, following established priorities (life safety, protection of environment and protection of property).
11. Monitors and tracks Law Enforcement Resources utilized during the event.
12. Assists in Evacuation before and after an event that evacuation is required.

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13. Ensures that the EOC has an accurate up-to-date list of County/City Traffic Control Points.
14. Protects property in evacuated areas.
15. Obtains and gives the EOC a regular status report on the Law Enforcement situations in the field.
16. Assesses the impact of the disaster/event on all Law Enforcement Operation capability.
17. Ensures that additional patrols are provided during recovery operations to protect against looting.
18. Attends all briefings held at the EOC to advise of their status and fills out an Incident Action Report to be turned into the Planning Section and the EOC Director and/or the Deputy Director.

14.8.2 SUPPORT AGENCIES

1. Support agencies will provide and coordinate assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort.
2. The Harrison Sheriff's Department, and city Police departments shall provide EOC support, attend briefings, direct needs assessments, distribute key information, and works with the Emergency Operations Center in requesting State resources.
3. Support agencies will coordinate all operational activity through ESF 13 to minimize duplication of effort and maximize the efficiency of resources.
4. Support agencies will operate efficiently and effectively in the best interest of all agencies supporting disaster operations and may work outside their normal operations and jurisdictions in the effort to accomplish mission assignments as appropriate and required.
5. Support agencies will coordinate all status report information and press release information through ESF 13 to the PIO, Incident Command Staff, and Planning Section for the development of press releases and the Incident Action Plan.
6. The Ms Department of Public Safety Law Enforcement, a state agency, is responsible for maintaining liaison with Harrison County Emergency Operations Center, ESF-13 Coordinator and providing support as requested. The State Department of Public Safety's responsibility is to coordinate with ESF 13 and the deployment of State law enforcement assets to support affected local agencies.
7. The Mississippi Fish and Wildlife Conservation Commission, a state agency, is responsible for maintaining liaison with the Emergency Operations Center and the ESF13 Coordinator and providing support as requested. The agencies state responsibility is for conducting waterborne security evacuations, search and rescue, waterborne law enforcement, and patrol of rural natural areas, assist ESF 13 with communications issues and assist in mission

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requiring four-wheel drive, all terrain vehicles, vessels or aircraft. Further, provide assistance in fixed post and other assignments as required.

8. The Department of Transportation, a state agency, is responsible for maintaining liaison with Emergency Operations Center and ESF-13 coordinator and providing support as requested. The agencies state responsibility is for assisting .

14.9 Financial Management

Emergency Support function 13 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible. ESF 13 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

14.10 MISSING PERSONS

14.10.1 INTENT

It is the intent of the Harrison County Emergency Management Agency to have no less than one (1) Law enforcement Officer handling the missing persons portion of ESF -13. It is also the intent to have this Law Enforcement Officer work in unison with the Harrison County Corners Office, all Law enforcement Agencies and the Harrison County Emergency Management Agency in trying to find missing persons of Harrison County.

14.2 Purpose

The purpose of having a Missing persons Coordinator in the Emergency Support Function-13 (ESF-13) is to provide coordination and support services in finding any missing Harrison County Citizen. ESF 13 and the Harrison County Emergency Management Agency can and shall provide personnel and resources to support the Missing Person coordinator. ESF-13 resources are used when individual agencies are overwhelmed and County Emergency Operations Center requests additional law enforcement assistance.

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14.3 PROCESS

Intake form, personal information, identification, last know location, confer with law enforcement systems to find out info on missing persons, family and associates. See attachment 17 for missing persons questionnaire.

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Emergency Support Function (ESF) 14 Long Term Recovery, Volunteers and Donations

Lead Coordinating Agency: Harrison County Emergency Management Agency

Support Agencies: American Red Cross
United Way
Salvation Army
Interfaith Organizations and Agencies

15.1 Purpose

1. The purpose of Emergency Support Function-14 (ESF-14) to coordinate the efficient and effective utilization of affiliated and unaffiliated volunteers and donated resources to meet the needs of the impacted area(s) of Harrison County following a disaster or other incident of significance.
2. Overall management, coordination and prioritization of volunteer support and distribution of donated resources to meet the needs of the impacted area(s) following a disaster or other incident of significance will be coordinated out of the Harrison County Emergency Operations Center by the ESF-14 Coordinator.
3. The following policies apply:
4. All unaffiliated volunteer activity shall be coordinated by ESF-14.
5. All unsolicited offers of donations will be routed to and/or coordinated by EOC'S ESF-14 Function.
6. All requests for goods or services that can be provided through volunteers or donations will be coordinated by ESF-14.
7. All volunteers and donated goods shall be coordinated with and through the EOC'S ESF 14 Function.
8. The following assumptions will guide the implementation of ESF-14 in Harrison County:
 - a. A significant natural or man-made catastrophic event will produce an overwhelming public response both locally and from outside of Harrison County.
 - b. Type and location of damage sustained during the event will influence the amount and type of assistance required.
 - c. Effective coordination of disaster response requests will be difficult during the immediate post-event time period due to damage or destruction of communication networks.
 - d. Damage or destruction of transportation networks will slow response and delay arrival of volunteer and donations resources.
 - e. It is impossible to have advance knowledge of the arrival of all donations.
 - f. Numerous unaffiliated volunteers will arrive without prior coordination.
 - g. An accurate inventory management system is essential to the effective and timely distribution of donated resources.

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15.2 GENERAL

1. Disaster experience has shown that large amounts of donated goods and volunteers will flow into an area impacted by a disaster. Effective reception and distribution of donated relief supplies are absolutely essential to ensure needed items get to victims in a timely manner. In addition, an effective volunteer coordination center will allow vital personnel resources to be used most productively in response and recovery operations.
2. The purpose of this annex is to define the local concept for handling donated goods and services, as well as for reception and assignment of volunteer workers.
3. The Harrison County Emergency Operations Center shall oversee all Volunteers and Donations and Donations Warehouse activities in Harrison County by using the ESF 14 Functions.
4. The Volunteers & Donations Coordinator shall be appointed by the EMA Director and/or the Deputy Director only.
5. No person shall be in the ESF 14 Function unless appointed by the EMA Director and/or Deputy Director.

15.3 Concept of Operations

15.3.1 General

1. Procedures, protocols, and plans for disaster response activities are developed to govern staff operations at the Harrison Emergency Operations Center and in the field. These are in the form of the Comprehensive Emergency Management Plan (CEMP), and corresponding Appendices and Standard Operating Procedures, which describe ESF-14 responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.
2. In a large event requiring local or State mutual aid assistance, ESF-14 will work with its support agency counterparts to seek and procure, plan, coordinate, and direct the use of any required assets.
3. Throughout the response and recovery periods, ESF-14 will evaluate and analyze information regarding the availability of volunteers and donated goods and services.
4. The ESF 14 Coordinator shall coordinate all volunteer & donation activities at the EOC under the ESF 14 function.
5. ESF 14 will establish a Donations and Volunteers Hotline.
6. Pre-designated warehouse space will be utilized by ESF-14 to receive, sort, inventory, and

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redistribute donated goods to agencies and churches.

7. The ESF 14 Coordinator shall establish a volunteer reception centers adjacent to donations warehouse facilities, if at all possible and conditions permit.
8. Prioritization of needs will be established following survey of health and human services agencies.

15.4 Organization

15.4.1 COUNTY

1. During an activation of the County Emergency Operations Center, support agency staff is integrated with the ESF 14 staff to provide support that will allow for an appropriate, coordinated and timely response.
2. During an emergency or disaster event, the ESF 14 coordinator shall coordinate the support resources from the support agencies with the Incident Command Staff.
3. During the response phase, ESF-14 will evaluate and analyze information regarding volunteer and donation resource requests. Also, ESF-14 will develop and update assessments of the requirements for volunteers and donations in the impacted area and undertake contingency planning to meet anticipated demands and requirements.
4. The ESF 14 Coordinator and the Harrison County EMA Staff shall develop and maintains the overall ESF-14 Comprehensive Emergency Management Plan, accompanying Appendices and Standard Operating Guidelines that govern response actions related to emergencies. However support agencies may develop and maintain their own similar documents for internal use, which must be compatible with and in support of the overall CEMP. All such documents will be in compliance with the National Response Plan, the National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.
5. The ESF 14 Coordinator shall recruit his/her staff through the various support agencies and volunteers. All personnel used in the ESF 14 function shall be approved by the Harrison County EMA Director and/or the Deputy Director.
6. Individual organizations supporting ESF 15 shall work through and maintain contact with the ESF 14 Function at the EOC. They shall advise of their status and response capabilities.

15.5 Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County Emergency Management Agency shall notify the ESF-14 Coordinator through multiple methods.
2. The ESF 14 Coordinator or designee will coordinate all activities of ESF-14.
3. Upon instructions to activate ESF-14, The Coordinator shall implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on

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the emergency circumstance.

15.6 Actions

Actions carried out by ESF-14 are grouped into phases. Each phase requires specific skills and knowledge to accomplish and requires significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF-14 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services.

15.6.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop Volunteers and Donations response capabilities may include planning, training, orientation sessions, and exercises for ESF-14 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with ESF-14. This involves the active participation on inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
2. Local and State Volunteers and Donations will jointly address planning issues on an on-going basis to identify response zones, potential staging areas and specific requirements.
3. Conduct planning with ESF-14 support agencies, and other emergency support functions to refine Volunteers and Donations operations.
4. Coordinate and participate in training and exercise for EOC and Volunteers and Donation Team members.
5. Prepare and maintain Standard Operating Procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of the lead agency. Ensure lead agency personnel are trained in their responsibilities and duties.
6. Establish and maintain a system to support on-scene direction and control and coordination with county EOC and state EOC.
7. Pre-position response resources when it is apparent that volunteer and donations resources will be necessary. Relocate ESF 14 resources when it is apparent that they are endangered by the likely impacts of the emergency situation.
8. Participate in all hazards exercises involving ESF-14.
9. The ESF 14 Coordinator with PIO/JIC ESF 14 to disseminate timely and specific messages to the public regarding guidelines for donors and potential volunteers.

15.6.2 RESPONSE ACTIONS

1. Coordinate operations at the ESF-14 office in the County Emergency Operations Center and/or at other locations as required.
2. Monitor and coordinate ESF 14 resources and response activities.

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3. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.
4. Coordinate with other ESFS and serve as an informational group on the availability and coordination of resources from volunteers and donations.
5. Catalog and update local unmet needs and communicating those needs to volunteer and donations primary support staff.
6. Coordinate with ESF 14 agencies to identify staging areas for donations.
7. Coordinate with EFS 14 agencies in identifying Volunteer Reception Centers.

15.6.3 RECOVERY ACTIONS

1. Recovery operations of ESF-14 will be a continuation of activity begun during the Response Phase and may continue beyond EOC activation period.
2. Case management for individual needs and the efforts to meet those unmet needs will be coordinated through the ESF 14 agencies.
3. Recovery will naturally transition to demobilization based on indicators including, but not limited to: immediate needs being met, donor fatigue becomes apparent.

15.6.4 MITIGATION ACTIONS

ESF-14 will work with Harrison County Department Emergency Management Agency to assist in the promotion of the benefits of individual, neighborhood and community preparedness.

15.7 Direction and Control

1. The ESF-14 system operates in two arenas; 1) The county Emergency Operations Center; 2) field locations.
2. During emergency activations, all decisions will be coordinated through ESF 14 and the EOC Incident Command Staff in an effort to meet the community needs in coordination with and as directed by the incident commander.
3. A staffing directory and the ESF-14 Emergency Operations Plan, its accompanying Appendices, Annexes and Standard Operating guidelines are maintained by the ESF 14 Coordinator and the Harrison County EMA Staff with status of the call lists updated at least monthly and all other documents at least annually.

15.8 Responsibilities

15.8.1 PRIMARY AGENCY – Harrison County Emergency Management Agency

1. Coordinates all volunteer and donations coming into Harrison County.
2. Provides volunteer and donation resources as requested in support of the EOC and Field Operations.

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3. Identifies, recruits and registers volunteers for Harrison County.
4. Documents and tracks all volunteer hours and turns them into the EMA Director and/or Deputy Director. These hours will be given to each respective governmental entity to be used as in kind matching funds.
5. Coordinates with ESF 7 on donations that are coming into Harrison County.
6. Establishes communications with volunteer agencies and other organizations that can provide personal resources.
7. Maintains a status board to keep track of incoming volunteer resources coming.
8. Process all incoming requests for volunteer support, Identifies the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly.
9. Coordinates with the EMA Director and/or the Deputy Director to ensure access, badging, or identification and proper direction for volunteer personnel upon arrival at the designated location.
10. Attends all briefings held at the EOC to advise of their status and fills out an Incident Action Report to be turned into the Planning the EMA Director and/or Deputy Director.
11. Activate the ESF-14 liaison for duty at the EOC.
12. Notify all support agencies for assessment, activation and mobilization purposes.
13. Coordinate with other ESF'S to determine available resources and needs.
14. Organize and provide lead staff for all facilities directly related to ESF-15 purpose.
15. Coordinate receipt and disbursement of all donated goods and services to agencies and individuals in need.
16. Documents and tracks all donated items coming in and all items going out. Items going out shall be document by doing the following.
17. Have form to be filled out for donated items leaving the warehouse.
18. All items given out shall be listed separately on the form and the exact amount that was given out.
19. Name and address of person requesting the donated items:
 - a. County Government
 - b. City Government
 - c. Emergency Operations Center
 - d. Citizens
 - e. Volunteer Groups
20. Turn in weekly reports to EMA Director and/or the Deputy Director.

15.8.2 SUPPORT AGENCIES

(NOTE: Each Support Agency should review its own roles and responsibilities and revise in conjunction with the Harrison County Emergency Management Agency ESF 14 Function)

1. Provide personnel and resources to staff operations supportive of ESF-14 purpose.

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2. Notify and mobilize personnel as directed by ESF-14 representative.
3. Maintain regular communication with ESF-14 representative at the EOC.
4. Maintain records of personnel, funds and time expended in support of directed operations.
5. Coordinate and cooperate with the Lead Coordinating Agency the receipt and disbursement of all donated goods and services to agencies and individuals in need.
6. Coordinate and contribute resources to efficiently and effectively meet the mission goals and community unmet needs.

15.9 Financial Management

Emergency Support function 14 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible. ESF 14 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

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Emergency Support Function (ESF) 15 PUBLIC INFORMATION OFFICE (PIO)/EXTERNAL AFFAIRS

Lead Coordinating Agency: Harrison County Emergency Management Agency
Harrison County Public Information Officer

Support Agencies: Local Media

16.1 Purpose

1. The purpose of Emergency Support Function-15 (ESF-15) is to disseminate information on emergencies to the public through various media outlets.
2. The following assumption will guide the dissemination of public information in Escambia County:
 - a. Extensive destruction of media communications facilities and loss of electrical power may severely disrupt the normal flow and dispersal of information in the disaster area.
 - b. After a disaster, information can be erroneous, vague, difficult to confirm and contradictory.

16.2 GENERAL

1. The dissemination of reliable, timely information to the public is essential to the county's ability to mount successful disaster preparedness, response, recovery and mitigation activities. This annex describes the activities of the county public information function, which operates in tandem with Information and Planning, to collect, classify and transmit information to the public.
2. Various Types of emergencies may occur in Harrison County. There are media outlets in or around Harrison County when used effectively, can provide information to the public about the events taking place and what response is appropriate.
3. The immediate source to give out important information from the EOC to the citizens of Harrison County is local media.(Television, radio, and newspaper).
4. The other sources to give out information for Harrison County is various TV and Radio stations along the Gulf Coast and Mobile County, Alabama.
5. During an emergency, members of the public need and expect to receive detailed information about action that they can or should take to avert loss of life and minimize

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property damage. There are times, however, when an emergency will occur without warning and the public information system is unable to respond fast enough to properly inform the public about the emergency. For this reason, it is important that prior to the time of an actual emergency, the public should be made aware of possible emergencies and protective measures that can be taken.

6. Demand for information will be overwhelming during an emergency. To cope with the situation, there must be sufficient number of staff members involved and they must be following an Emergency Public Information Plan.

16.3 Concept of Operations

16.3.1 General

1. Procedures, protocols and plans for disaster response activities are developed to govern staff operations at the Harrison County Emergency Operations Center and in the field. These are in the form of Comprehensive Emergency Management Plan (CEMP), corresponding Appendices and Standard Operating Procedures, which describe ESF-15 responsibilities. Periodic training and exercises are also conducted to enhance effectiveness.
2. The Harrison County Emergency Management Agency will act as the lead agency for ESF 15. Should the event require additional jurisdictional PIO participation, a Joint Information Center (JIC) will be established where all public information will be coordinated through the JIC to and from all the jurisdictions and agencies to enforce one consistent, clear message to the community is provided.
3. The Citizen's Information Center may be activated to assist ESF 15 in providing a consistent message to the community and will be managed and under the direction of the County PIO.
4. ESF 15 will manage all media access, interviews, and information to and from the media as they operate from the EOC, which will include all types of media formats, locally, regionally, and national.

16.4 Organization

16.4.1 COUNTY

1. The Public Information function will be a part of the Command Staff. The Public Information Officer is responsible for interfacing with the public and media and/or agencies with incident-related information requirements.
2. During a disaster, the County EOC will act as the central coordinating facility for receiving and disseminating public information. Information flow to the EOC will occur directly from

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various sources and citizen public information phone calls. Information will flow from the EOC in the form of media briefings, news releases and situation reports.

3. 16.5 Alerts/Notifications
4. Upon activation of the CEMP, the Harrison County Emergency Operations Center shall notify the ESF 15 Coordinator through multiple methods.
5. The ESF 15 Coordinator representative or designee will coordinate all activities of ESF-15.
6. Upon instructions to activate ESF 15, the ESF 15 Coordinator shall implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

16.6 Actions

Actions carried out by ESF-15 are grouped into phases of emergency management: preparedness, response, recovery and mitigation. Each phase requires specific skills and knowledge, as well as significant cooperation and collaboration between all supporting agencies and the intended recipients of service.

16.6.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop Public Information capabilities may include planning, training, orientation sessions, and exercises for ESF-15 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with ESF-15. This involves the active participation of inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
2. Coordinate with local media and other local PIO offices on public information procedures, content of information, information dissemination strategies, and roles and responsibilities of the Harrison County EOC Public Information Officer under the Incident Command System.
3. Coordinate training of Public Information Officers in the role of the PIO under NIMS and the Incident Command System, including legal issues, risk communication, communication in emergencies, and the role of the Joint Information System.
4. Continue to develop new methods for dispensing EOC messages to overcome communication barriers to include languages and physical impairments as appropriate.

16.6.2 RESPONSE ACTIONS

1. The EOC ESF 15 Staff members will be directly involved in the warning process. The release of essential information to the public, including the appropriate protective actions that

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have to be taken, must be assured.

2. In both the response and recovery phases, the ESF 15 Function may employ a Joint Information System (JIS) and on-scene staff members, as appropriate and possible, depending upon the nature of the emergency as well as its size and other characteristics.
3. Notify the media of disaster impacts, protective measures, and other topics that will facilitate Harrison County and expedite response and recovery, and address public information needs.
4. Assist the Department of Public Safety in the coordination of the Citizens Information Center and providing updated information for public dissemination in managing telephone inquiries from the public.. Escambia County's 9-1-1 system is TTY compatible. The ATT Language Line handles inquiries from callers who do not speak English.
5. Provide updates to the news media about disaster conditions and actions taken in response to those conditions.
6. Regularly disseminate information from summary reports and briefings to the news media.
7. Participate in EOC briefings, Incident Action Plans, Situation Reports and meetings.

16.6.3 RECOVERY ACTIONS

1. Appropriate information shall continue to be released to the media, including changes being made because of the Emergency. When time permits, actions taken during the emergency shall be assessed and the Emergency Public Information Plan and checklist will be revised as necessary.
2. Coordinate closely with the Planning Section in assessing disaster recovery issues, priorities, problems, and other factors that need to be shared with the news media.
3. Support establishment of a Joint Information Center, if required. Provide/coordinate staffing on a 24-hour basis as needed.
4. Maintain records of all releases for documentation after the event.
5. Coordinate with the planning section and appropriate ESF's in answering reporters' questions on disaster response and recovery issues.

16.6.4 MITIGATION ACTIONS

Continue to evaluate methods, techniques and tools to more efficiently and effectively get the "message" out to the community.

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16.7 Direction and Control

1. ESF-15 is part of the executive branch of the ICS. The County PIO answers directly and coordinates with the IC. ESF 15 will establish the JIC as needed and appropriate and will coordinate all activities of the JIC.
2. The ESF-15 system operates in two arenas; 1) The County Emergency Operations Center; 2) field locations.

16.8 Responsibilities

16.8.1 LEAD COORDINATING AGENCY – HARRISON COUNTY EMA

1. Harrison County ESF 15 (Public Information Officer) disseminates emergency information to the general public during disasters. The agency provides information to the news media in briefings, situation reports, news releases, or emergency alert announcements.
2. The ESF 15 function shall Coordinate and shall have all press releases directly from the EOC approved by the Harrison County EMA Director/Incident Commander and/or the Deputy Director/Deputy Incident Commander.
3. Coordinates with county PIO and informs the other media of Emergency Operations, Warnings, Evacuation, Shelters, Weather Conditions, etc.. for public broadcasting.
4. Responsible for keeping all media sources that are in the Emergency Operations Center in the designated media room.
5. Shall have permission from the EOC Director and/or the Deputy Director before allowing any type of media in the EOC Operations Room.
6. Shall print out and deliver PIO information sheets to the citizens of Harrison County. Sites of these deliveries will be determined at the time of the disaster.
7. Coordinates with MEMA and FEMA PIO'S on information concerning Harrison County.
8. Disseminate information concerning specific disasters, their associated threats, and protective actions to the news media and general public. Media interviews, as well as scripted and recorded public service announcements, are part of this effort.
9. Provide a central point allowing the news media and general public access to information concerning protective actions taken by the County. Media representatives visiting the Emergency Operations Center (EOC) during a disaster will be housed in the specified locations. Media access to the EOC itself will be limited and temporary.
10. Establish a format for managing and staffing web sites and public information telephone lines before, during and after a disaster.

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11. Release public information concerning needed volunteer goods and services. Coordinate closely with support agencies in the preparation of consistent and accurate messages, and the dissemination of messages through briefings and news conferences and establish a JIC as appropriate.
12. Provides staffing for rumor control telephone banks. This phone bank will also provide disaster information to the public. Coordinates with the ESF 2 Coordinator to have these phones set up.
13. Establish a “Disaster Hotline” with an up-to-date recorded message, when appropriate. Coordinates with the ESF 2 Coordinator to have these phones install.
14. Correct rumors by providing factual information based on confirmed data.
15. All information shall be coordinated at and released from one assigned location.

16.8.2 SUPPORT AGENCIES

1. The support agencies will provide staff support to manage and operate the JIC as appropriate under the coordination of the Lead Coordinating Agency.
2. The support agencies will work closely with all agencies and organizations under ESF 15 to develop reliable, consistent, and appropriate messages to the media, community, and CIC.
3. All ESF support agencies will collaborate and coordinate resources as needed, required, and appropriate for a more efficient and effective operation to meet the needs of the community and media operations.

16.9 Financial Management

Emergency Support function 15 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible. ESF 15 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the

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Emergency Support Function (ESF) 16 County Coroner/Examiner

Primary Agency: Harrison County Coroner's Office

Support Agencies: Harrison County Emergency Management Agency
Harrison County Sheriff's Department
Ms Department of Public Safety
Ms Highway Patrol
Mississippi Bureau of Investigations

17.1 Purpose

This document was developed in order to provide a systematic and coordinated effort in locating, recovering and identifying bodies during a catastrophic event such as Hurricanes or any other Natural Disaster. This document will also ensure that the deceased will be picked up as soon as possible. Harrison County is 561 square miles and has four municipalities. The Population of Harrison County is approximately 185,000. (U.S. Census 2005 estimate)

The purpose of Emergency Support Function-16 (ESF-16) is to provide Coroner Service coordination and support services in support of emergency events in Harrison County. ESF-16 can provide personnel and resources to support preparedness, response, recovery and mitigation in support of the primary emergency management objectives. ESF-16 resources are used when coroner's office is overwhelmed and County Coroner requests additional assistance.

17.2 Intent

It is the intent of this document to have a coordinated effort after a catastrophic event between the Harrison County Coroner's Office, Harrison County Sheriff's Department, All local Police Departments and the Harrison County Emergency Management Agency to locate, remove and identify the deceased that is found after a catastrophic event. After a Hurricane or Catastrophic Event, it may be necessary to have temporary morgues set up in the County. It is the intent of the Harrison Emergency Management Agency and the Harrison County Coroner's Office to assess the need for temporary morgues after a catastrophic event. It is also the intent of the Harrison County EMA and the Harrison County Coroner's Office to have all bodies recovered in Harrison County to stay in Harrison County to be identified and processed. The Harrison County Coroner, Harrison County Sheriff's Department, all Police Departments and the Harrison County Emergency Management Agency shall work in unison to provide these needs after a catastrophic event.

17.3 GENERAL

1. A disaster or catastrophic event that impacts Harrison County can cause many deaths. Having the Harrison County Coroner, all Local Law Enforcement and the Emergency Management Agency working in unison shall make things run more efficient.

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2. A countywide disaster, such as a hurricane or any type disaster, will require a full scale, concerted effort by Coroners Office, Law Enforcement and the Harrison County EMA to assure the deceased is professionally and quickly taken care of.
3. The Harrison County Emergency Operations Center shall have the Harrison County Coroner or designee to be the coordinator of the ESF 16 function and shall have at last one representative at the EOC during hours of operation..
4. Any outside Coroner Personnel, State Medical Examiners, Federal DMORT Teams, SMAC, EMAC, State Department of Public Safety and Law Enforcement Agencies that comes into Harrison County, shall work with and through the ESF 16 Coordinator and the Emergency Operations center. These agencies shall work the assignments that are given to them and shall not pick and choose their assignments. If any of the above group free lances or refuses an assignment from the ESF 13 Coordinator, they shall be removed from Harrison County.
5. After a disaster or catastrophic event, all bodies of the deceased that is recovered in Harrison County shall be processed and identified in Harrison County and stored in a predetermined morgue until the Harrison County Coroner releases the Body to the family. Under no circumstances shall bodies of our citizens be processed in another County.
6. The Harrison County Coroner (ESF 16) shall request through the Harrison County Emergency Operations Center to send a request to MEMA to send a Disaster Mortuary Response Team (DMORT) to Harrison County if all of the County mortuary resources are destroyed.

17.4 Concept of Operations

17.4.1 General

1. ESF-16 is organized consistent with the requirements of the National Response Plan, the National Incident Management System, and the Incident Command System in order to provide incident assessment, planning, procurement, deployment, coordination and support operations to Hancock County Emergency Management Operations to assure a timely and appropriate response to an emergency or situation.
2. Procedures protocols and plans for disaster response activities are developed to govern staff operations at the Emergency Operations Center and in the field. These are in the form of the Comprehensive Emergency Management Plan (CEMP), and corresponding Appendices, Incident Annexes, Support Annexes and Standard Operating Procedures, which describe ESF-16 capabilities. Periodic training and exercises are also conducted to enhance effectiveness.

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3. In a large event requiring local or State mutual aid assistance or Federal assistance, ESF-16 will coordinate with support agency counterparts to seek and procure, plan, coordinate and direct the use of any required assets.
4. Throughout the response and recovery periods, ESF-16 will evaluate and analyze information regarding Coroner support requests, and develop and update assessments of the Coroner resource status in the impact area, and conduct contingency planning to meet anticipated demands or needs.
5. When an event is focused in scope to a specific type or response mode technical and subject matter expertise may be provided by an appropriate person(s) from a supporting agency with skills pertinent to the type of event, who will advise and/or direct operations within the context of the Incident Command System structure.
6. The Harrison County Coroner and/or Designee shall be the only ones who notify the families about the deceased.
7. The Temporary Morgue Locations shall be set up by the Coroner and/or her designee in coordination with the Emergency Operations Center.
8. All deceased bodies shall not be left on the scene for more that twelve hours after they have been discovered if at all possible.
9. No deceased bodies will be removed from the scene with out the Coroner and/or designee releasing it and without an identification tag.
10. Once a body is discovered, the Harrison County Sheriff's Investigator will photograph the scene and body, then contact the Coroner.
11. Before the body is removed from the scene, the Investigator shall get a GPS Reading and an address if possible.
12. The ESF 16 Coordinator and Emergency Operations Center shall keep a log of all the Deaths reported after a Hurricane and/or a Catastrophic Event.
13. The Harrison County Coroner and/or designee are the only ones who can release a body from the morgue.
14. Under no circumstances shall a picture taken of a deceased body be shown to anyone outside the Harrison County Coroners Office and the Harrison County Sheriff's Investigators Office.

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15. No one shall receive any information about the identified deceased unless given by the Harrison County Coroner.
16. Requests Corners mutual aide through the Emergency Operation Center.
17. Ensure that human remains are transported from the pick-up point to the temporary morgue.
18. In conjunction with local mortuaries and, cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of the disaster.
19. Procure through the EOC'S ESF-7, all necessary fatalities Management equipment and supplies, such as, temporary cold storage facilities or vehicles, body bags, identification tags.

17.5 Organization

17.5.1 COUNTY

1. During an activation of the County Emergency Operations Center, all support agency staff are integrated with the Harrison County Coroners Office, to provide support that will allow for an appropriate, coordinated and timely response to the Incident.
2. During an emergency or disaster event, the Emergency Operations Center ESF-16 coordinator shall coordinate the support resources from the support agencies with the Emergency Operations Command Staff.
3. During the response phase, ESF-16 will evaluate, coordinate, and fulfill all valid requests for Coroner resources. Also, ESF-16 will complete and update assessments and contingency plans for the Coroner support services deployed or anticipated in the incident area.
4. The Harrison County Emergency Operations Center and ESF-16 Coordinator will coordinate and maintain all Comprehensive Emergency Management Plans, accompanying Appendices, and Standard Operating Procedures that govern response actions related to emergencies within the ESF 16 realm. Support agencies may develop and maintain supporting documents for agency use, which must be compatible with the overall CEMP. All such documents will be in compliance with the National Response Plan, The National Incident Management System, the Incident Command System and the County Comprehensive Emergency Management Plan.

17.6 Alerts/Notifications

1. Upon activation of the CEMP, the Harrison County Emergency Management Agency will notify the ESF-16 Coordinator through multiple methods.

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2. The ESF 16 Coordinator or designee will coordinate all activities of ESF-13.
3. Upon instructions to activate ESF-16, The ESF 16 Coordinator will implement procedures to notify and mobilize all personnel, facilities, and physical resources likely to be needed, based on the emergency circumstance.

17.7 Actions

Actions carried out by ESF-16 are grouped into phases of emergency management: preparedness, response, recovery and mitigation. Each phase requires specific skills and knowledge, as well as significant cooperation and collaboration between all supporting agencies and the intended recipients of service. ESF 16 encompasses a full range of activities from training to the provision of field services. It also functions as a coordinator and, at times, assumes direct operational control of provided services. The following services may be provided but are not limited to:

1. Establishes and maintains a position log and other appropriate files
2. Ensures that locations where fatalities are discovered is secured
3. Ensures temporary morgue locations are established and secured as needed
4. Coordinates the number of fatalities and locations found with the ESF 9 Coordinator.
5. Does identification and notification of the next of kin.

17.7.1 PREPAREDNESS ACTIONS

1. Actions and activities that develop the Coroners response capabilities may include planning, training, orientation sessions, and exercises for ESF-16 personnel (i.e., County, State, Regional, and Federal) and other emergency support functions that will respond with ESF-16. This involves the active participation of inter-agency preparedness organizations, which collaborate in such activities on a regular basis.
2. Coordinate planning with ESF-16 support agencies, Local Law Enforcement, MEMA, Harrison County EOC, State Department of Public Safety and other emergency support functions to refine the Coroners coordination and support operations.
3. Develop and refine procedures to be used in response operations.
4. Coordinate/ participate in training and exercises for EOC and response team members.
5. Prepare and maintain emergency operating procedures, resource inventories, personnel rosters and resource mobilization information necessary for implementation of the responsibilities of ESF16.
6. Maintain liaison with support agencies.
7. Participate in all hazards exercises involving ESF-13.

17.7.2 RESPONSE ACTIONS

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1. Coordinate operations of ESF-16 in the County Emergency Operations Center and/or at other locations as required.
2. Establish and maintain a system to support on-scene direction, control and coordination with the County EOC, Local Law Enforcement, State Department of Public Safety, and the State EOC, or other coordination entities as appropriate.
3. Establish Mutual Aid and liaison procedures for the following resources for all Coroner resources.
4. Resource Management and Logistical Support.
5. Pre-position response resources when it is apparent that Coroner resources will be necessary and be prepared to relocate resources to a safe area if they are endangered by the impact of the emergency situation.
6. Monitor and direct Coroner resource and response activities.
7. Participate in EOC briefings, develop Incident Action Plans, Situation Reports and attend meetings.
8. Coordinate with support agencies, as needed, to support emergency response activities.
9. Obtain State resources through the EOC ESF 7 Logistics Section coordinate all resources into the affected areas from designated staging areas.
10. Coordinate with other county ESF'S to obtain resources and facilitate effective emergency response among all participating agencies and jurisdictions.
11. Coordinate with other local ESF'S and agencies for support resources in the effort to meet resource needs in completing mission assignments and tasks.
12. Once local resources have been expended, coordinate with the Logistics Section to identify additional resources to meet the mission needs.
13. Coordinate all activities and resources with all agencies of ESF 16 to efficiently and effectively utilize resources available.
14. All actions, resource requests, etc. should be coordinated with the Emergency Operations Center and in the best interests of all ESF 16 agencies.

17.7.3 RECOVERY ACTIONS

Continue to coordinate with all ESF 16 agencies and provide support as required to all operations as appropriate, until response activities are concluded or until they can be managed and staffed by the primary incident agency or jurisdictions.

17.7.4 MITIGATION ACTIONS

ESF 16 will work to mitigate organizational infrastructure through lessons learned from disaster event impacts and to improve operational readiness through after action reviews and reports noting areas for improvement both at the agency level and through ESF 16 and their operational cooperation.

17.8 Direction and Control

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1. ESF-16 system operates in two areas; the County Emergency Operations Center; 2) field locations.
2. ESF 16 will operate under the ICS structure as identified in the EOC and the ESF 16 Coordinator will coordinate all activities and agencies under ESF 16 in meeting mission goals and tasks efficiently and effectively.
3. ESF 16 shall operate in coordination with the Emergency Operations Center Incident Command through the event as appropriate and required.
4. ESF 16 will coordinate resources of lead and support agencies in meeting mission requests and requirements.
5. ESF 16 will coordinate with the Emergency Operations Center to development and implement any required or needed operational plans and procedures to enhance the ESF 16 operations in collaboration with the support agencies.
6. ESF 16 will coordinate all operational information and status report through ESF 16 to the Incident Command Staff and will provide information available for reporting purposes and Incident Action Plan development to the Planning Section.

17.9 Responsibilities

17.9.1 PRIMARY AGENCY – HARRISON COUNTY CORONER

1. Coordinates with the EOC/Incident Commander and Deputy Incident Commander on ESF 16 activities. .
2. The Coroner and/or designees are Sole persons responsible for all deaths and information regarding the deaths after disaster or catastrophic event.
3. The Coroner and/or designees are sole persons responsible for securing and identifying all of the deceased bodies for Harrison County after a disaster or catastrophic event.
4. Shall be the only one who notifies the family of the deceased.
5. Shall provide a list of the deceased to the Harrison County EMA Director and/or Deputy Director.
6. Shall make sure there is enough body bags and identifying tags for the deceased.
7. Shall coordinate with the Harrison County Emergency Operations Center to make sure temporary morgues are set up.
8. Coordinates Harrison County Requests for Coroner Mutual Aid Resources through the Harrison County Emergency Operations Center and MEMA.
9. Provide leadership in coordinating and integrating overall County efforts to provide Coroner assistance to affected areas, populations, and operations.
10. Coordinate the activation and 24-hour staffing of ESF 16 at the EOC as needed or required.

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17.9 Responsibilities

17.9.1 PRIMARY AGENCY – HARRISON COUNTY CORONER

1. Coordinate all activity, response, recovery, resource requests, resource deployment, resource management, and other Coroner activity within ESF 16.
2. Coordinate all resource requests to and from ESF 16 locally and through the logistics section as necessary.
3. Will coordinate ESF-16 efforts in continuing to re-assess priorities and strategies, throughout the emergency, according to the most critical Coroner needs.
4. ESF-16 will demobilize resources and deactivate the ESF-16 station upon direction from the Emergency Operations Center Incident Command Staff.
5. Will coordinate all status reports and information from ESF 16 to the PIO, Planning Section, and Operations Coordinator as needed, requested, or required for input into the EOC briefings and the development of the Incident Action plan and PIO press releases.
6. Responds to request for Coroner Resources from the field in a timely manner, following established priorities (life safety, protection of environment and protection of property).
7. Monitors and tracks Coroner Resources utilized during the event.
8. Assesses the impact of the disaster/event on the Coroners Operation capability.
9. Attends all briefings held at the EOC to advise of their status and fills out an Incident Action Report to be turned into the Planning Section and the EOC Director and/or the Deputy Director.

17.9.2 Deputy Coroner

1. Shall assist the Coroner in identifying and securing the deceased bodies in Hancock County after a disaster or catastrophic event.
2. Shall assist the Coroner as needed.

17.9.3 Criminal Investigators: Harrison Sheriff's Department, local Police Departments.

1. Shall assist the Coroner and/or Deputy Coroner with identifying and securing the deceased bodies after a disaster or catastrophic event.
2. Each Chief Criminal Investigators for each respective department shall assign a criminal investigator to work with the Coroners Office.

17.9.4 Harrison County Emergency Management Agency

1. The ESF 9 Coordinator shall coordinate all Search & Rescue efforts after a disaster or catastrophic event.
2. The Harrison County EOC Director and/or the ESF 9 Coordinator shall coordinate all

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findings of the deceased that the Search & Rescue Teams find.

3. The Harrison County EOC Director, Deputy Director and/or ESF 9 Coordinator shall be in constant communications with the Coroner's office and the Criminal investigators for each respective department on the deceased being found.
4. The Harrison County EOC ESF 13 Missing Person Coordinator shall coordinate all missing persons with the Coroner and Chief Criminal Investigators of each respective departments.

17.9.5 Harrison County SO Deputy, City PD Officer.

Any Deputy or Police Officer dispatched to a possible death or death after a disaster or catastrophic event shall work it as he would any other case. They shall advise Dispatch if finds a deceased body or not. If the they find a deceased body, they are to dispatch a criminal investigator.

17.9.6 Harrison County Dispatch

Shall dispatch a Law Enforcement Officer to any possible death after a disaster or catastrophic event. Dispatch shall also dispatch a Criminal Investigator for that respective department and the Coroner.

17.9.6 Mississippi Highway Patrol

The Harrison County Coroner and/or designee shall make a request to the Mississippi Highway Patrol to assist the Harrison County Coroner in identifying the deceased at the morgues.

17.9.7 SUPPORT AGENCIES

1. Support agencies will provide and coordinate assistance to the Emergency Support Function with services, staff, equipment, and supplies that compliment the entire emergency response effort.
2. Support agencies will coordinate all operational activity through ESF 16 to minimize duplication of effort and maximize the efficiency of resources.
3. Support agencies will operate efficiently and effectively in the best interest of all agencies supporting disaster operations and may work outside their normal operations and jurisdictions in the effort to accomplish mission assignments as appropriate and required.
4. Support agencies will coordinate all status report information and press release information through ESF 16 to the PIO, Incident Command Staff, and Planning Section for the development of press releases and the Incident Action Plan.

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17.10 Financial Management

Emergency Support function 13 is responsible for working through the Emergency Management Director and the Finance/Administration Coordinator on Financial matters related to resources that are procured and used during an event. If federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Expenditures by support entities will be documented by those entities and submitted directly to the Finance/Administration Section or a designated Finance Service officer as soon as possible. ESF 13 is responsible for managing financial matters related to resources that are procured and used during an event. During a response, each agency/department is responsible for recording and tracking its own expenditures and seeking reimbursement from the appropriate resource after the event. If a federally declared disaster exists, then a reimbursement formula is established by the Federal Emergency Management Agency that may be as much as 100 percent, but usually does not exceed 75 percent.

Access into the temporary morgue locations will be limited and there shall not be free access into the temporary morgue. The Coroner, Deputy Coroner, Criminal Investigators, Law Enforcement Officers, EMA Director, Deputy Director and ESF 9 Coordinator shall be allowed into the temporary morgue location. Law Enforcement if available shall man the access point to the temporary morgue. If Law Enforcement is not available, a private security company shall be contracted to man the access point.