

ACTIONS TO INCREASE DIRECTION AND CONTROL READINESS

This section outlines actions which local governments can take during crisis periods to increase the ability of key officials to provide direction and control from Emergency Operating Center (EOC) facilities. It is assumed that a physical EOC facility either exists or is being improved or developed as necessary. (See Section Seven of this guide, on development of an EOC facility.)

These actions are intended to increase readiness progressively from a review of plans for operation of the EOC, to minimum manning of the EOC, through to maximum operational readiness. Increased Readiness actions should include planning and manning Shelter Complex Headquarters, where the number or location of public shelters in the locality makes this intermediate level of control desirable.

The Increased Readiness actions described in this section would ordinarily be the responsibility of the head of government, coordinated or directed in detail by the civil defense director.

Actions to Increase Direction and Control Readiness**1. Review and Update Plans and SOP's for EOC.**

If plans or SOP's for EOC operation exist, review and update as necessary (for example, personnel alerting procedures and duty rosters).

If no plans or SOP's for EOC operation exist, develop these.

Review procedures for obtaining reports from shelters, emergency services, etc., on shelter communications and readiness, radiological information, emergency operations, etc. (See CPG 2-10 series "Civil Defense Emergency Operations Reporting System.")

Review essential records required for EOC operations but not located at EOC.

Review State or local declarations of emergency or other emergency documents, for use if situation dictates.

2. Plan for Shelter Complex Headquarters, if Required

If the need for Shelter Complex Headquarters (SCH's) has not already been established by planning for protecting the population in-place, evaluate need for establishing SCH's as a level of

control between local EOC and public shelters. This may be indicated if there are more than approximately 20 to 25 public shelters in the jurisdiction, or if shelters exist in several separated areas.

As needed, designate SCH directors and staffs by conferences with head of local government and department heads. Local officials such as police captains or lieutenants or fire department lieutenants may be designated as Shelter Complex Directors. Small staffs may also be provided. Plan to provide communications (if not already available) between the EOC and SCH's, and between SCH's and shelters. Use of citizens' band (CB) radio should be considered. (See Section Nine of this guide, step 1.)

3. Alert EOC Staff

Place all personnel with EOC assignments on 24-hour alert.

Cancel existing or planned leave of government personnel with EOC assignments and recall personnel.

Advise all personnel with EOC assignments to review shelter and survival plans for their families.

Also alert any Shelter Complex Directors and staffs designated in Step 2 above.

4. Staff EOC 24-hours at Standby Level

Dispatch to EOC minimum number of persons needed to activate EOC, if EOC is not staffed during normal day-to-day operations, and staff EOC on 24-hour basis. Functions of this group should include:

Check operability of all communications systems, including communications to Emergency Broadcast System (EBS) or other channels to communicate to the public, if later situations should so require. Test all communications systems periodically, including emergency power, and take corrective action as necessary. Establish 24-hour communications watch, including NAWAS if available.

Check operability of warning system *without* sounding public warning devices.

Plot DF (high-altitude) winds as received from U.S. Weather Bureau for use in fallout prediction if required.

Inspect EOC supplies (administrative, food, water, medical, bedding). Check availability of

State or local emergency documents.

Alert minimum operational staff designees to be prepared to move to EOC on order, and instruct them on appropriate individual actions.

5. *Staff EOC 24-hours at Minimum Operational Level*

Brief head of government on situation and recommend action to be taken; again review plans for movement of head of government to EOC (if not to be carried out at partial EOC staffing).

Request that head of government instruct one or more of his successors to move to EOC or to preselected locations of relative safety (if not provided for as an SOP action).

Brief key department heads.

Dispatch minimum operational staff to EOC. This should include representatives of *all key local government services* (e.g., police, fire, etc.) and representatives of all necessary support activities, such as communications, disaster analysis staff (including Radef), etc. The initial cadre should also include *deputies to department heads if department heads are not included*. Functions of this group should include continuing all activities listed under 4 above as well as stocking in the EOC essential supplies and records not already pre-positioned there, including State or local declaration of emergency or other emergency documents, for possible later use.

Alert balance of EOC staff for full mobilization.

Determine need for EOC exercises or on-the-job training, to familiarize partial EOC staff with procedures and duties. Conduct exercises or on-the-job training as necessary.

6. *Mobilize Full EOC Staff*

Balance of staff assembles at EOC, including head of government, CD director, and department heads. Continue tests and other activities listed under 4 above, as well as on-the-job training or exercising needed by the full EOC staff.

Important actions by the EOC staff, for maximum local survival in case of attack, included assuring that:

- Emergency Public Information (EPI) releases from the EOC stress the points on fire prevention and control, and on blast and fallout protective postures, outlined in Section Two of this guide, at step 3.
- The Shelter Officer stresses to Shelter Managers (a) the need for fire prevention and control actions, and for placing shelterees in maximum protection postures (see Section Sixteen, step 3); and (b) the need to establish communications between EOC and Shelter Complex Headquarters, and between SCH's and shelters (see step 1 of Section Nine, and step 4 of Section Sixteen).
- The Radiological Defense Officer stresses to Shelter Radiological Monitors the need to be prepared to identify locations within shelters providing best fallout protection, by the use of monitoring instruments. (See step 7, Section Eleven.)

7. *Activate Shelter Complex Headquarters*

Staff Shelter Complex Headquarters with Shelter Complex Directors and any personnel designated in step 2 above. Provide for communications.