**EOC PROCEDURES**

The Augusta County primary EOC is located in the County Administration Building. Adequate space is available for all key service chiefs and the EOC support staff. The alternate EOC is located at the County Sheriff's Department.

EOC Dispatch is a 24-hour operation, which handles incoming calls for emergency services to include law enforcement, fire, and rescue. All message traffic is tape recorded and logged. Dispatchers notify the Emergency Services Coordinator/Deputy Coordinator and other officials in the event of flooding, a hazardous materials incident, or other threatening emergency situation.

The primary EOC should be operational within two hours of official notification or alert (normally received by Central Dispatch). Skeletal staffing is listed at Tab 4. The Emergency Services Coordinator or his designee will ensure the operational capability of the EOC by providing adequate working space and materials for each member of the EOC staff. Wall maps and a status board with damage assessment information should also be provided. The Message Clerk will begin an official log and begin to process and monitor all emergency message traffic (see the forms at Tabs 6 and 7). A photocopier should be available in the EOC.

Also, when the EOC becomes operational, a Dispatcher has been assigned to assure adequate communications. Arrangements must be made to install adequate phone service, either for a skeletal or for a full-staffing operation depending on the situation. The phone system must be geared up to handle a large number of incoming calls; two or three phones and a rotary system should be adequate, at least initially. Each service chief needs a separate phone, preferably within the EOC. The Public Information Officer and the rumor control function should be a separate operation. Back-up radio communications should be established from the local EOC to the State EOC, to in-the-field emergency services, and to adjacent jurisdictions. A licensed RACES operator will be designated to man the radio in the EOC. The 30 KW back-up generator, will be tested.

An operations log should be maintained. Suggested procedures for handling messages are outlined. Periodic briefings should be provided to the EOC staff. A status board with damage assessment information should be displayed.

The Emergency Services Director, assisted by the Deputy Director and Emergency Services Coordinator, will direct and control all emergency operations. The succession of authority for all key positions is listed at Attachment 4 of the Basic Plan Back-up personnel should be dispatched to the alternate EOC as appropriate.

An EOC report section should be established to monitor the emergency situation, provide special reports and briefings as required, and to process and officially record damage assessment information.

The Coordinator/Deputy Coordinator will be responsible for public information and rumor control. This operation will be established in a separate location. Adequate telephone lines, FAX and copy machine, personnel, security, and a news media briefing room must be provided. All news media and public inquiries concerning injured or missing persons will be handled by the County Administrator/PIO.