
Director of Emergency Services Annex

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This annex explains the function and responsibilities of the Director of Emergency Services (DES) within the Incident Command System (ICS).

I. OBJECTIVE

- A. Manage and coordinate the Districts emergency response.
- B. Manage and coordinate the Operational Area's emergency response.
- C. Officially activate the Emergency Plan

II. PHASES OF THE EMERGENCY

A. Before

During this phase, review the Emergency Plan and checklist for this position. Any weaknesses in them shall be corrected through the Office of Emergency Services

B. During

1. Warning phase

This phase could begin with a warning such as the forecast of a flood, or an international crisis which could lead to war. During the warning phase, contact those individuals who could be filling the Management Section positions and Section Chiefs and ensure that they review their checklists and Emergency Plans.

2. Impact Phase

Mobilize staff and use the checklist to guide your actions.

C. After (Recovery)

Continue to coordinate the emergency activities until all Sections and

Branches have returned to normal operations.

III. ORGANIZATION AND RESPONSIBILITIES

Within ICS, the Director of Emergency Services has overall command of the emergency response organization.

When a disaster occurs the Director of Emergency services will:

- A. Assume over-all direction and responsibility.
- B. Monitor and coordinate the situation.
- C. Conduct debriefing sessions for EOC staff, Mayor and President of SVFR Board of Directors.
- D. Develop, in conjunction with the Planning Section Chief, the Action plan.
- E. Ensure the implementation of the Action Plan.

IV. ACTION PLAN DEVELOPMENT

The Action Plan is established within the EOC for a specific operational period in order to provide all personnel with appropriate direction for future actions. This plan should be written and contain the following essential elements:

- Incident Name – identified by geographic location.
- Operational Period – the amount of time covered in the Action Plan; generally a 12-hour period.
- Objectives – expected achievements in priority order, consistent with jurisdictional policies.
- Branch Strategies – organization-wide application of resources to meet specified objectives.

Branches have returned to normal operations.

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Management personnel and Section Chiefs of Operations, Planning, Logistics, and Finance convene an Action Planning Meeting to review the situation status, define problems, establish priorities and develop objectives and strategies for the operational period.

Each Section Chief convenes a meeting of his Section Branches/Units to present the results of the Action Planning Meeting and to develop specific actions for inclusion in the written Action Plan.