

**ANNEX N**

**DIRECTION  
&  
CONTROL**

**Brackett ISD**

**APPROVAL & IMPLEMENTATION**

**Annex N**

**Direction & Control**

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Signature

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Date

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Signature

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Date

**NOTE:** The signature(s) will be based upon local administrative practices. Typically, the first signature block is used by the individual having primary responsibility for this emergency function and the second signature block is used by the Superintendent. Alternatively, each person assigned tasks within the annex may sign the annex.



# ANNEX N

## DIRECTION AND CONTROL

### I. AUTHORITY

Refer to Section I of the Basic Plan for general authorities.

School Board policies

### II. PURPOSE

The purpose of this annex is to explain how the district will direct and control those activities that are essential to save lives, protect property, and maintain or restore facilities and services during and following emergency situations. This annex describes the district's concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

### III. EXPLANATION OF TERMS

DEM	Division of Emergency Management
DDC	Disaster District Committee
DPS	Department of Public Safety
EOC	Emergency Operations or Operating Center
EMC	Emergency Management Coordinator
FEMA	Federal Emergency Management Agency
OSHA	Occupational Safety and Health Administration
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
SOP	Standard Operating Procedures
TDH	Texas Department of Health
TLETS	Texas Law Enforcement Telecommunications System

### IV. SITUATION & ASSUMPTIONS

#### A. Situation

1. Our district is vulnerable to many hazards, which threaten health and safety and district property. See the general situation statement and hazard summary.
2. Our direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that range from minor to catastrophic. These emergency situations include:

- a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:
  - 1) Involves a limited area and/or limited district population.
  - 2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
  - 3) Warning and public instructions are provided in the immediate area of the incident, not community-wide.
  - 4) Typically resolved by one or two emergency response agencies acting under an incident commander.
  - 5) Requests for resource support are normally handled through the district.
  - 6) May require limited external assistance from other emergency response agencies.
  
- b. Emergency. An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:
  - 1) Involves a large area, significant district population, or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) May require district-wide warning and instructions.
  - 4) Requires a sizable multi-agency response operating under an Incident Commander.
  - 5) May require some external assistance from emergency response agencies, contractors, and limited assistance from state or federal agencies.
  
- c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the local government to handle with its organic resources. Characteristics include:
  - 1) Involves a large area, a sizable population, and/or important facilities.
  - 2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
  - 3) Requires community-wide warning and public instructions.
  - 4) Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICPs) may be activated.
  - 5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

## **B. Assumptions**

- 1. Many emergency situations occur with little or no warning. If warning is available, alerting the school community, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying district emergency response forces may lessen the impact of some emergency situations.
  
- 2. Brackett ISD will use its own resources to respond to emergency situations and, if needed, request external assistance from the emergency responders as needed. Since it takes time to summon external assistance, it is essential for the district to be prepared to carry out the initial emergency response on an independent basis.

3. Emergency operations will be directed by district officials, except where state or federal law provides that a state or federal agency must or may take charge or where district responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.
4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.

<b>V. CONCEPT OF OPERATIONS</b>
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**A. General**

1. District direction and control structure for emergency operations includes an on-scene control system, the Incident Command System (ICS).
2. Emergency situations classified as incidents will normally be handled by an Incident Commander using response resources from within the school.
3. During major emergencies and disasters, both an ICP and the EOC will generally be activated. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.
4. For operational flexibility, ICS operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it.

**B. Incident Command Operations**

1. The first district emergency responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, identify response resources required, and direct the on-scene response from the ICP.
2. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For more serious emergency situations, emergency responders will be contacted

**D. Activities by Phases of Management**

1. Mitigation
  - a. Prepare maintain maps, displays, databases, reference materials, and other information needed to support ICP operations.
  - b. Identify and stock supplies needed for ICP operations.
  - c. Develop and maintain procedures for activating, operating, and deactivating the ICP. See Appendix 1 and its tabs.
2. Preparedness
  - a. Identify department/agency/volunteer group representatives who are qualified to serve in various ICP positions.
  - b. Conduct ICS training for district personnel who will staff the ICP.
  - c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP operations
  - d. Test and maintain equipment to ensure operational readiness.
  - e. Exercise the ICP at least once a year.
3. Response
  - a. Activate an ICP if necessary .
  - b. Conduct response operations.
  - c. Deactivate ICP when no longer needed.
4. Recovery
  - a. Restock ICP supplies if necessary.
  - b. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

<b>VI. ORGANIZATION &amp; ASSIGNMENT OF RESPONSIBILITIES</b>
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**A. Organization**

1. Our normal emergency organization, will carry out the direction and control function during emergency situations.
2. The specific organizational elements to be activated for an emergency will be determined by the Incident Commander based on the tasks that must be performed and the resources available for those tasks.

**B. Assignment of Responsibilities**

1. The Superintendent will:
  - a. Establish general policy guidance for emergency operations.
  - b. Direct that the ICP be partially or fully activated.
  - c. When appropriate terminate ICP operations.
2. The Incident Commander will:
  - a. Establish an ICP and direct and control emergency operations at the scene.
  - b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.
  - c. Provide periodic situation updates to the EOC, if that facility is activated.
  - d. Identify resource requirements to the EOC, if that facility is activated.

**VII. DIRECTION & CONTROL**

**A. General**

1. The Superintendent will provide general guidance for the direction and control function.

**B. Incident Command Operations.**

1. The first responder on the scene will take charge and serve as the Incident Commander until relieved by a more senior or qualified individual or an individual designated by the superintendent. An ICP will normally be established at the incident scene; the Incident Commander will direct and control response forces from that command post.

**VIII. READINESS LEVELS**

**A. Green – Low**

See the mitigation and preparedness activities in sections V.E.1 and V.E.2.

**B. Blue –General**

1. Check status of ICP equipment and repair or replace as needed.
2. Check status of ICP supplies and restock as needed.
3. Alert staff, determine personnel availability, and update ICP staff call lists.
4. Consider situation briefings for senior staff.



**C. Yellow – Significant**

1. Monitor potential emergency situation and determine possible impact areas.
2. Update maps, charts, displays and resource data.
3. Consider situation briefings for ICP staff.
4. Check status of Alternate ICP [and Mobile Command Post].

**D. Orange – High**

1. Monitor situation.
2. Update maps, charts, displays, and resource lists.
3. Arrange for food service if needed.

**E. Red – Severe**

1. Activate ICP for increase situation monitoring, planning, and resource management
2. Increase communication with parent and school community
3. Determine possible hazard impact areas and potential hazard effects.
4. Conduct briefings for district staff.
5. Formulate and implement precautionary measures to protect the staff and students.
6. Coordinate with adjacent districts that may be affected.

<b>IX. ADMINISTRATION &amp; SUPPORT</b>
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**A) Records**

1. Activity Logs. The ICP shall maintain accurate logs recording key response activities, including:
  - a. Activation or deactivation of emergency facilities.
  - b. Emergency notifications to other local governments and to state and federal agencies.
  - c. Significant changes in the emergency situation.
  - d. Major commitments of resources or requests for additional resources from external sources.
  - e. Issuance of protective action recommendations to the public.
  - f. Evacuations.
  - g. Casualties.
  - h. Containment or termination of the incident.

The ICP shall use the Unit Log (ICS form 214) or an equivalent.

2. Communications & Message Logs

Communications facilities shall maintain a communications log.

3. Cost Information

a. Incident Costs. All department and agencies shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain a estimate of annual emergency response costs that can be used as in preparing future department or agency budgets.

b. Emergency or Disaster Costs. For major emergencies or disasters, all departments and agencies participating in the emergency response shall maintain detailed of costs for emergency operations to include:

- 1) Personnel costs, especially overtime costs
- 2) Equipment operation costs
- 3) Costs for leased or rented equipment
- 4) Costs for contract services to support emergency operations
- 5) Costs of specialized supplies expended for emergency operations

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

**B. Reports**

1. Initial Emergency Report

An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation. See Appendix 2 for the report format.

2. Situation Report

For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations. See Appendix 3 for the report format.

**C. Agreements & Contracts**

Should district resources prove to be inadequate during an emergency, requests will be made for assistance from emergency responders, other agencies, and industry in accordance with existing inter-local agreements and contracts.

<b>X. ANNEX DEVELOPMENT &amp; MAINTENANCE</b>
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**A. Development**

1. The Superintendent or designee is responsible for the development and maintenance of this annex.

**B. Maintenance.**

This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

<b>XI. REFERENCES</b>
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**A.** DEM, *Local Emergency Management Planning Guide* (DEM-10)

**B.** FEMA, *Guide for All-Hazard Emergency Operations Planning* (SLG-101).