

APPENDIX 9 COMMAND POLICY GROUP

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OVERVIEW

The response organization of any local government is the responsibility of the jurisdiction's Chief Elected Official (CEO). It consists of all agencies and resources of that local government and applicable volunteer and private resources. The CEO may use the jurisdiction's resources and employees as necessary and alter functions of departments and personnel as necessary in response to an emergency event. The CEO maintains direction and control of all activities within that jurisdiction.

During disaster situations, the CEMA Director may request the assembly of all jurisdiction CEOs to discuss incident information. This unified assembly is known as the Command Policy Group (CPG). The CPG will coordinate with the CEMA Director on all emergency event information, direction and coordination. The CEMA Director has the responsibility to lead the response and recovery effort through guidance and direction of the CPG.

Upon activation of a Local State of Emergency, the Chatham County Emergency Operations Plan becomes active as do prudent emergency protective ordinances. The CEMA Director will coordinate actions between local governments and agencies as necessary and the direct response actions as determined by the CPG. In situations where local resources to contend with an emergency do not exist or have been depleted, the CPG, in coordination with the CEMA Director, will request state assistance.

On behalf of the CPG, the CEMA Director shall have the responsibility for coordinating the entire emergency management organization. The CEMA Director makes all routine decisions and advises the CPG on courses of action available for major decisions. During emergency operations, the CEMA Director is responsible for the proper functioning of the EOC and acts as the liaison with state and federal emergency agencies and neighboring counties.

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COMMAND POLICY GROUP

REPORTS TO:

- General Citizenry of Chatham County

ORGANIZATION:

The Command Policy Group (CPG) is comprised of each jurisdictional Chief Elected Official and the CEMA Director. Other personnel may be asked to participate with the CPG on specific matters of concern or action. The CPG focuses on the overall strategy for the response, the overall response priorities, and policy requirements. Decisions made by the Policy Group are implemented by the Coordination, Operations, and Resource Groups. The meeting schedule for the CPG will be determined by events. During EOC activation, the Green Room on the second floor of the Chatham County Administrative Complex will host the Command Policy Group when utilizing the primary EOC location.

GENERAL RESPONSIBILITIES:

The Command Policy Group is responsible for proclaiming and/or ratifying local emergency orders and provides a point of contact for public input regarding the emergency and response efforts. Specific duties include:

- Ensures that their entity adheres to the Chatham County Emergency Operations Plan.
- Proclaim and/or ratify a local emergency.
- Establish executive-level policies for emergency management.
- Ensures that the CEMA Director has clear policy direction.
- Obtains briefings from the CEMA Director and provides information to the public and the media through coordination with the JIS/JIC.
- Supports a multi-agency disaster response.
- Accompanies VIPs and government officials on tours of the emergency/disaster.

GENERAL PREPAREDNESS / PRE-ACTIVATION:

- Ensure government entities institute comprehensive planning efforts designed to assist in responding to and recovering from an incident of critical significance.

ACTIVATION PHASE:

- Convene a Policy Group as recommended by the CEMA Director.
- Obtain situation status briefing and recommended priorities from the CEMA Director.
- As required, proclaim and/or ratify a local emergency and approve emergency orders as needed to:
 - Initiate a Local State of Emergency and request a State Emergency Declaration
 - Enact Emergency Protective Ordinances
 - Issue additional emergency orders/proclamations as required
 - Develop Initial Operational Period Objectives and Assignments.
 - Support operational and functional meetings as required.

OPERATIONAL PHASE:

- Examine need for new or temporary policies, as required to support the response.
- Consult with CEMA Director to determine appropriate expenditure limits.
- As requested, prepare for and participate in any media briefings.
- Manage the release of public information through the Joint Information Center.
- Consult with CEMA Director and / or Legal Advisors regarding any potential legal issues and recommended courses of action.
- Consult with CEMA Director to determine need for extraordinary resources and / or outside assistance
- Consult with CEMA Director to determine need for Declaration and Termination of “State of Local Emergency.”
- Keep apprised as to the status of the emergency event by reviewing EOC Situation Reports and Incident Action Plans.
- Review, at least every 14 days, the need for continuing the local emergency and proclaim the termination of the local emergency as conditions warrant.
- Establish contact, liaison with Governor (or appropriate state, federal officials).
- Attend and participate in Command Policy Group meetings.
- Monitor the progress of emergency/disaster actions from messages, reports and information charts received by and issued from EOC.
- Consult with and receive input from the CEMA Director.
- Ensure that emergency public information is provided.
- Review and approve emergency public information news releases.
- In consultation with the CEMA Director, develop temporary emergency policies for managing the strategic aspects of the emergency.
- Oversee the release of official statements.
- In coordination with the Public Information Officer (PIO), host and accompany VIPs and governmental officials on tours of the emergency/disaster area.
- In coordination with the PIO provide interviews to the media.
- Refer all requests for emergency information to the JIC or the CEMA Director.
- Develop or utilize existing citizen advisory group(s) to address concerns.
- Consider developing an emergency planning task force within the local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.
- Consider developing a plan to provide a citizen and business aid location which can be utilized for information and assistance to those impacted by an emergency.
- Encourage post-event discussions to identify perceived areas of improvements.

DEACTIVATION PHASE:

- Ensure significant comments are forwarded to the CEMA Director for inclusion into an EOC After Action Report.
- Proclaim termination of emergency response and proceed with recovery efforts.
- Participate in formal post-operational debriefs.