TABLE OF CONTENTS

Resolution	1
Preface	2
Responsibilities and Duties	3
Organization and Planning	4
Direction and Control	5
Authorities	6
Administration	7
Personnel and Training	8
Financial and Records Management	10
General References	12

RESOLUTION

WHEREAS, the laws of South Dakota (SDCL 34-48) provide that each political subdivision of the State is authorized and directed to establish a local Office of Emergency Management; and

WHEREAS, the County of Clay recognizes such delegation of authority as outlined in state statutes and further recognizes that it is their responsibility in the event of a disaster either man-made or natural to protect the life, property and environment of Clay County residents and further to minimize human suffering and restore the economy and productivity of Clay County following a disaster;

NOW, THEREFORE, BE IT RESOLVED that Clay County hereby agrees to maintain a County Office of Emergency Management and appoint an Emergency Manager. Said Emergency Manager shall meet the qualifications designed by the County Personnel Resolution and shall be responsible to the Board of County Commissioners. The County Emergency Manager shall make program reports to the County Commissioners as directed, but not less than quarterly. The County Emergency Manager shall prepare and submit a comprehensive budget for the County Commissioners approval. The headquarters and office of record of the County Office of Emergency Management shall be located in Clay County, City of Vermillion, South Dakota.

BE IT HEREBY RESOLVED that this resolution is necessary in the public interest and is hereby adopted and approved by the Clay County Commissioners on this _____ day of _____, 20_____.

_____
Chairperson
Clay County Board of Commissioners

ATTEST:

_____
Auditor
Clay County

PREFACE

The Emergency Management Administrative Plan is a description of administrative procedures for the County Emergency Management Office. It provides guidance to the County Emergency Manager and information to elected and appointed officials throughout the county on the daily administration of County Emergency Management.

The plan is in effect during the mitigation and preparedness period. The County Local Emergency Operations Plan (LEOP) would take precedence when a state of emergency or disaster is determined to exist by the county officials.

The immediate goals of the County Emergency Management Office are:

Save lives, protect property, and maintain the environment.

Coordinate, advise, and assist political subdivision, businesses and the populace in the county regarding emergency management procedures, developments, programs, and policies.

Develop plans relative to the County Local Emergency Operations Plan (LEOP) in support of public safety and health.

The long-range goals of the County Emergency Management Office are:

Insure maximum survival of citizens in the event of natural or technological emergencies/disasters.

Insure the preparedness of county and local governments as well as other public agencies to respond to and recover from natural or technological emergencies/disasters.

Insure maximum survival of county residents by incorporating concepts of emergency/disaster preparedness in schools, educational instructions, and public information programs.

Increase public awareness concerning home safety, storm safety, etc. through a public awareness program.

Initiate and maintain hazardous material protection for the county through the Local Emergency Planning Committee (LEPC).

RESPONSIBILITIES AND DUTIES OF THE COUNTY EMERGENCY MANAGER

Develops, organizes, and conducts emergency and disaster preparedness training programs to ensure those officials within the county, elected or appointed, and emergency management volunteers are adequately prepared to respond to emergency situations in accordance with the county LEOP.

Ensures that the County Local Emergency Operations Plan are consistent with Local, State, and Federal government policies.

Acts as an advisor to the jurisdiction's elected and appointed officials during an emergency or disaster operation. The County Emergency Manager acts as the principal advisor to the Board of County Commissioners and other community leaders within the county.

Assures that the public is made aware of county emergency management programs and activities.

Assures that administration of the County Emergency Management Office is in compliance with the Emergency Management Administrative Plan.

Directs and coordinates for and on behalf of the chief executive the use of all public and private resources available to local government – manpower, supplies, skills, equipment, etc. – to provide the capability of dealing with the effects of natural or manmade disasters.

Performs other technical or administrative duties related to the Emergency Management Program, as directed by the Chairperson of the Board of County Commissioners.

Acts for and on behalf of the Board of County Commissioners, to plan and coordinate the activities of those operating departments and agencies of local government (e.g., fire, police, welfare, public works, health, etc.) which are responsible for carrying out emergency management operations in a disaster.

Prepares and/or assists in the preparation of budgets for the County Emergency Management Program. Prepares and submits justifications for funds used in the procurement of facilities, materials, services, and equipment (e.g., construction of emergency operations center facilities, purchases of additional communications equipment, and office supplies, etc.).

Prepares and maintains, as required, reports and records on the emergency management activities of local government, including those required in accordance with the Emergency Management Performance Grant (EMPG) and State and Local Agreement (SLA).

ORGANIZATION AND PLANNING FUNCTIONS

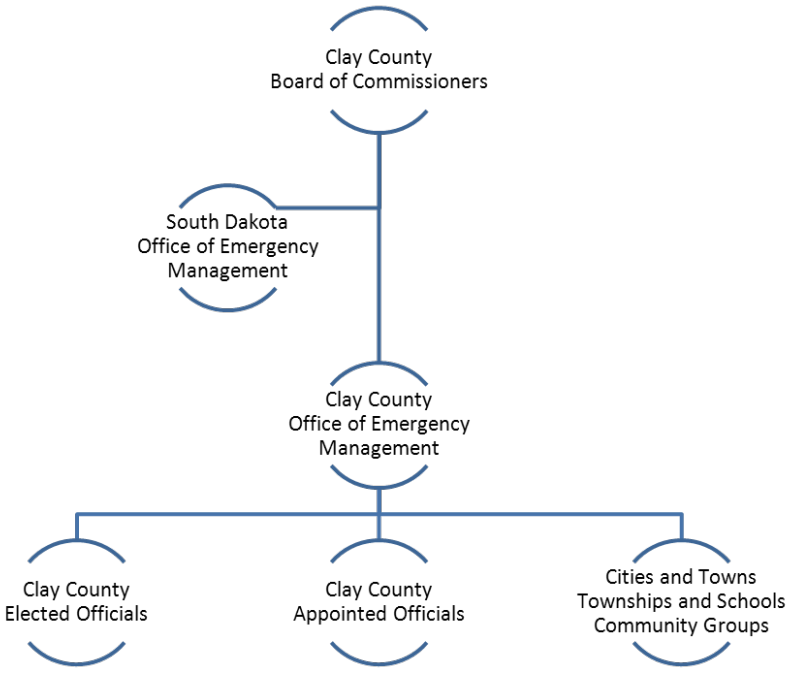
Assists in coordinating and integrating all government emergency operations.

Under the general direction of the Board of Commissioners, provides leadership to the local government departments and agencies in the development of plans for the use of all available manpower, facilities, and equipment during an emergency and enlist the assistance of those resources available from the private sector (e.g., hospitals, public service companies, private institutions, etc). This includes development of the county local emergency operation plan, with all necessary parts or annexes, covering government responsibilities and organization for all types of emergencies (e.g., natural disasters, hazardous material, periods of international crisis, and civil disorders).

Determines, in consultation with local governmental department directors, annual or semi-annual achievement goals, and measures and analyzes progress made in the improvement of the emergency operational capability of local government. Periodically reviews the Board of County Commissioners current policy, and identifies changes required to meet specific goals (e.g., whether present monies and/or manpower are sufficient to achieve the emergency capability needed by government).

County Emergency Management Coordination Organizational Chart

(Note: Lines of coordination, not necessarily of authority)



DIRECTION AND CONTROL FUNCTIONS

Develops procedures and makes arrangements for the Board of County Commissioners and key executives of operating departments of local government to make rapid and coordinated decisions in an emergency, including:

The establishment of a local Emergency Operations Center (EOC) facility, with necessary protection, operating space, emergency communications, emergency power, etc., for the centralized direction of emergency operations, assignment and training of staff from all departments with emergency functions, and development of internal EOC operating procedures.

The coordination of local disaster operations with higher and adjacent levels of government as may be specified in state emergency plans and directives.

The establishment of intelligence and information systems to collect and disseminate disaster information essential to emergency government operations (e.g., situation reports), as well as to the welfare of the general public.

The establishment and operation of a local warning and alerting system in accordance with state and federal plans and directives, for both the general public and the executive and operating personnel of government. During an emergency period, act as chief of staff or principal advisor to the Board Chairperson on local government emergency operations, including the execution of the following actions:

Initiate appropriate preparedness and response measures should a crisis develop.

Implement supporting operations, plans and procedures as are appropriate in an emergency.

Coordination among the operating departments of government and higher or adjacent governments. These actions are necessary in response to an emergency.

AUTHORITIES

To make necessary arrangements to insure that the county elected and appointed officials, business and industry leaders and disaster service volunteers are adequately informed, and organized to respond to any emergency or disaster situation in the county which would endanger lives or property.

To review and update, as required, the Local Emergency Operations Plan (LEOP).

To coordinate and advise on emergency and disaster services during operations as described in the approved LEOP.

To contact all news media serving the county and provide them with information on lifesaving policies, procedures, and responsibilities during an emergency situation.

To administer the County Office of Emergency Management in compliance with the county Emergency Management Administrative Plan.

To ensure compliance with the requirements, programs, and responsibilities identified in the Emergency Management Performance Grant (EMPG) and the State and Local Agreement (SLA).

ADMINISTRATION

The County Office of Emergency Management is the Office of Primary Responsibility (OPR) for the Administrative Plan.

The Administrative Plan will be reviewed and updated as required in January of each year.

The County Emergency Manager is appointed by the County Board of Commissioners. Authorities and responsibilities of the County Emergency Manager are established by the approved position description.

When the County Emergency Manager is changed, refer to the Office of Emergency Management SLA Procedures Manual for completion of a Personnel Action Form.

The County Emergency Manager is the authorized official for signing reports, plans, program papers, and federal financial assistance requests submitted to the Federal Emergency Management Agency through the State Office of Emergency Management. Exceptions are specific documents requiring signature by the Chairperson of the County Board of Commissioners.

The County Emergency Management Office is established by resolution of the County Board of Commissioners to administer the County Emergency Management Program. The County Emergency Manager is responsible to the Board of County Commissioners. See page 1 for a sample resolution.

The County Emergency Manager is responsible for administering and supervising the Emergency Management Program for the county pursuant to SDCL 34-48 and other applicable State statutes.

The County Emergency Manager assists the elected and appointed officials of all political entities in the county with the development of their emergency management plans and programs to assure that all plans are compatible with Local, State, and Federal Emergency Management directives.

The County Emergency Management Office is established to provide an administrative and emergency planning office for the county. The County Emergency Manager is the primary local advisor to elected and appointed officials within the county on emergency management preparedness, as well as during emergency/disaster operations.

PERSONNEL AND TRAINING

Standards for a personnel merit system have been established within Section 2 of the SLA Procedures Manual developed by the State Office of Emergency Management and administered under the authority of 5 CFR Subpart F, standards for a merit system of personnel administration, 900.601 – 900.605.

Employees of the Emergency Management Office with salaries and personnel benefits reimbursed in part with federal funds will be employed under the above referenced rules.

The county agrees to comply with Section 601 of the Civil Rights Act of 1964, as amended, which states that no person in the county shall on the grounds of race, color, or national origin be excluded from participation in, be denied benefits of, or subject to discrimination under any program or activity which receives Federal financial assistance. The County Board of Commissioners will inform the ultimate beneficiaries, participants, and other interested persons of the provision of the Civil Rights Act and of their applicability to the federally assisted programs of the Federal Emergency Management Agency.

To promote professional and educational development and increase performance capabilities in County Emergency Management personnel, the State Office of Emergency Management in support of the Emergency Management Performance Grant (EMPG) requires County Emergency Management employees to complete minimum training and educational programs. Because of the complex nature of the duties and responsibilities, the County Emergency Manager and paid staff will enroll in, and satisfactorily complete the following independent study courses, which are furnished free by FEMA.

A CITIZENS GUIDE TO DISASTER ASSISTANCE (IS-7) The County Emergency Manager and paid staff shall complete this independent study course within the first 19 months of employment.

AN INTRODUCTION TO HAZARDOUS MATERIALS (IS-5.A) the County Emergency Manager and paid staff shall complete this independent study course in the first two years of employment.

It is mandatory that a new EMPG-funded County Emergency Manager and paid staff attend a State sponsored Emergency Management Orientation. The Office of Emergency Management regional coordinator will coordinate the orientation schedule.

Within 3 years the County Emergency Manager and staff will complete the following:

IS-139 Exercise Design Course/ Exercise Evaluation Course
IS-235 Emergency Planning Course
IS-230 Principles of Emergency Management (formerly Introduction to Emergency Management)

Another aspect of training is the Incident Command System. This multi-level program provides all CEMs and responders the tools needed to manage any type of disaster. The program is based on four levels: ICS 100, ICS 200, ICS 300, and ICS 400. Each level is more advanced than the previous and will be taken as the responsibility of the individual increases. Two additional courses are also required by CEMs, The National Incident Management System IS-700 and the National Response Plan IS-800. All SLA county emergency managers are required to complete ICS 100, ICS 200, IS-700 and IS-800 within the timeframe specified in the SLA.

The position description of Emergency Management employees that describes the authorities, responsibilities, and standards of each employee is reviewed, updated, and approved in January by the employee and immediate supervisor.

FINANCIAL AND RECORDS MANAGEMENT

Specific financial and records management guidance is provided by the South Dakota Office of Emergency Management SLA Procedures Manual.

Equipment and services purchased with County Emergency Management funds are subject to the same restrictions and limitations applicable to equipment purchased with other county funds.

The County Emergency Management Office will comply with all Federal Emergency Management Agency regulations and standards regarding federal funds, incurring obligations, and making payments. No part of the federal financial assistance received from the Federal Emergency Management Agency will be used to match other federal funds unless specifically authorized by law.

All equipment procured by County Emergency Management with financial assistance will remain the property of the county and all non-expendable items will be identified and labeled as County Emergency Management equipment.

Such emergency management related records kept by other political entities needed to obtain financial assistance will be duplicated and kept at the County Emergency Management Office.

All such records needed to support federal financial assistance requests shall be made available during normal working hours to duly authorized representatives of the Federal Emergency Management Agency, Comptroller General of the United States, and the South Dakota Office of Emergency Management. Such materials shall be maintained for a period of three (3) years after payment by the Federal government, unless the State or the political subdivision is advised in writing by the Federal Emergency Management Agency to maintain the records for a longer period.

The County Emergency Management Office will maintain on file all records and accounts not kept by other County offices for a period of five (5) years or longer for such items as deemed necessary by the County Emergency Manager.

The County Emergency Manager will make reports in such form and content as the State Office of Emergency Management may require.

South Dakota State Travel Regulation, as amended will be the basis for determining all emergency management travel expenses for authorized individuals who will be reimbursed from funds matched with federal funds administered by the South Dakota Office of Emergency Management.

In-State Travel authorization for the County Emergency Manager and paid staff will be made initially by the County Board of Commissioners. New authorization must be established for new employees.

In-State (unbudgeted) travel for official Emergency Management business will be authorized by the County Board of Commissioners for trips reimbursed from emergency management funds. Authorization will also be in writing and made prior to the date of official travel.

The County Board of Commissioners will make official (unbudgeted) business out-of-state travel authorizations for the County Emergency manager and paid staff and forward to the State Office of Emergency Management for approval.

GENERAL REFERENCES

(Note: Not all items listed here are referenced in this plan)

FEDERAL

The Robert T. Stafford Disaster Assistance and Emergency Relief Act, as amended, 42 U.S.C. 5121, et seq

Sections 311, 312, 316, 404 (Hazard Mitigation Grant Program), 406 (Public Assistance Hazard Mitigation Program) and 406b.

Title III, Superfund Amendments and Re-authorization Act of 1986

44 Code of Federal Regulations (CFR) Section 206, Subpart I: Public Assistance Insurance Requirements (www.gpo.gov)

Flood Disaster Protection Act, P.L. 93-234, Section 102

National Flood Insurance Reform Act (NFIRA), P.L. 103-325, Section 582

National Historic Preservation Act (NHPA) of 1966, as amended

STATE

State of South Dakota Emergency Operations Plan

South Dakota Codified Law (SDCL):

1-17-8: Local Records Management Programs
1-24: Joint Exercise of Governmental Powers
1-27-9: Records Management Programs – definition of terms
1-30-5: Local resolutions and ordinances for emergency interim succession
1-30-6: Designation by local officers of emergency interim successors
1-30-7: Exercise of powers by emergency successor to local officer – termination of powers
3-4-3: Appointments to fill vacancies – by whom made
3-4-4: Filling vacancies on board of county commissioners
6-6-1: Meeting of governing body after or on threat of enemy attack;

Designation of substitute place of government

6-6-2: Powers exercise at substitute location – formalities omitted; Validity of acts
7-21: County appropriations
9-21: Municipal appropriations
34-48: Emergency Management
Coordination with Federal government – cooperation with other agencies
Authority of governor in time of disaster
Emergency coordination of resources by Governor
Preparation of comprehensive plan – Coordination with Federal plan

Supplies and equipment – Cooperation with Federal government – Agreements with other states – Relocation population – Training and information program
Authority to accept Federal monies, services, or equipment - Conditions
County Emergency Management organizations
Director of local organization – Duties and Powers
Contracting Powers of Local Subdivision
Mutual aid arrangements of local organizations

SOUTH DAKOTA CONSTITUTIONAL AUTHORITIES

Article III, 29 (1); Legislative powers in emergency from enemy attack

Article III, 29 (2); Legislative powers in emergency from enemy attack

SOUTH DAKOTA OFFICE OF EMERGENCY MANAGEMENT (SDOEM)

SLA Financial Procedures Manual