



HAMILTON COUNTY EMHSA RESPONSIBILITIES

When to call EMA / Assistance provided by Emergency Management:

- Your jurisdiction is going to declare a disaster.
- The event or disaster is so large it has overwhelmed your local capabilities and assets as well as normal mutual aid channels to manage the incident.
- County, State, or Federal resources are needed during the event or disaster that are beyond what is available through your traditional mutual aid. Examples include expanded public works or mass care resources.
- Your local damage assessment staff and/or teams require assistance in evaluating the damage following a disaster.
- Support is needed completing Individual and Public Assistance forms to prior to submission.

Hamilton County Emergency Management & Homeland Security Agency can assist local jurisdictions with:

- Developing, updating, and implementing Emergency Operations Plans.
- Developing, updating, and implementing Continuity of Operations and Continuity of Government Plans.
- Public outreach event educating residents and community groups on the importance of emergency planning, business continuity, general disaster preparedness.
- Ongoing emergency management trainings and exercises.
- Providing weather specific information in advance of potential hazards.



JURISDICTIONAL EMERGENCY MANAGEMENT RESPONSIBILITIES

Individual jurisdictions within Hamilton County are requested to:

- **Designate an emergency management coordinator and/or a designated point of contact** who can work with Hamilton County EMHSA on emergency management before, during and after disasters and who will communicate emergency management information to your jurisdiction as needed (send information to management, public works, police, fire, etc.).
- Create and maintain an Emergency Operations Plan that addresses how the jurisdiction will respond to and recovery from hazards that are natural, technological, or man-made.
- Identify a place (Emergency Operations Center (EOC)) to coordinate disaster response within the jurisdiction, a location where the response and recovery actions of the jurisdiction can be coordinated. Identify and train a team to staff the local EOC.
- Notify Hamilton County EMHSA if a local State of Emergency is declared or needed.
- Conduct and/or participate in regular trainings and exercises so all local government staff understand what their role will be in a disaster.
- Invite Hamilton County EMHSA to participate in public safety fairs, expos, etc. to share preparedness information with residents.
- Identify a damage assessment coordinator to lead the local damage assessment in the jurisdiction and share damage assessments with Hamilton County EMHSA. A damage assessment is required to begin the process to receive Individual and Public Assistance either from the state or FEMA