ANNEX A

EMERGENCY OPERATIONS CENTER PROCEDURES

A.   Reporting To The Emergency Operation Center (EOC)

When reporting to the EOC all personnel are required to sign in at the EOC Sign In computer located at the Finance and Administration Section. After signing in, all personnel will obtain a Position Task Book and an EOC Phone Book for their assigned position and report to their assigned workstation.

At the assigned workstation and at the beginning of each shift all personnel will cleanse their work area equipment using disinfecting wipes. Disinfecting wipes are available at each individual pod. Disinfecting equipment such as telephones, desks, keyboards and mice will minimize the spread of germs and help create a healthy work environment.

Personnel will ensure that an adequate amount of supplies are on hand, log on to their individual work station computer, and accomplish the tasks outlined in their Position Task Books.
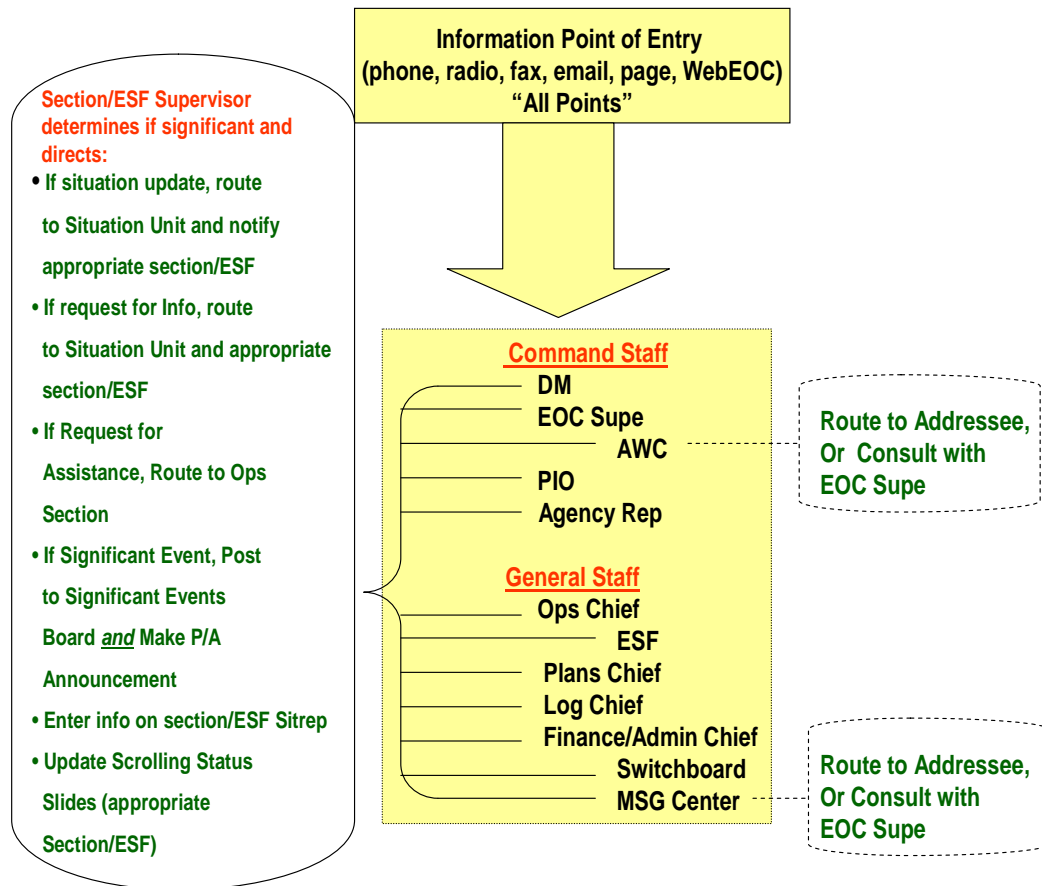
B.   Maintaining Logs

1.   There are three basic methods that will be used within the EOC to record and archive information. They are:

   a.   Activation Binder - A master notebook(s) that collects and compiles all documents and records pertaining to the event. This binder is developed by the SEOOs and maintained in the Alert & Warning Center (A&WC).

   b.   Electronic Panel Boards – Staff may use electronic panel boards to record notes, sketch outlines, maintain contact numbers, etc. As is the case with other logs, important information that may be captured on the panel boards must be copied and submitted for archival into the activation binder at the completion of the event.

   c.   Individual Log using WebEOC – Logs are available within WebEOC for staff to enter both routine and significant activities regarding an event. See the appendices section for instructions on the use of WebEOC.

2.   In all cases, logs and panel boards should be maintained in a neat and concise fashion.

3.   Each person maintaining a log will accurately identify the date and time of entry and place their initials in the column following each entry.

4.   At the end of all activations the information recorded in WebEOC or e-mail will be archived by the Telecommunications Branch and provided to the State Emergency Operations Officer (SEOO) on compact disk (CD) to be stored in the Activation Binder. Paper copies of all other materials that are not able to be stored on CD will be provided to the EOC Supervisor and also stored in the activation binder.

C.   EOC Information Flow and Staff Situational Awareness

Today's technology has expanded the ability of individuals to quickly access information through the use of personal phones, Blackberries, pagers, email, etc. Although these

are welcome tools that should be used, EOC staff must be sensitive to the fact that the abundance of information that may be gained through so many sources can make the routing and sharing of information very challenging. Therefore it is incumbent upon the leadership of the organization to foster an environment that will ensure information is channeled and shared appropriately.

The following chart illustrates how information may be received and the responsibility of the organizations leadership to direct how it will be shared.

Information Point of Entry (phone, radio, fax, email, page, WebEOC) "All Points"

Section/ESF Supervisor determines if significant and directs:
- **If situation update, route to Situation Unit and notify appropriate section/ESF**
- **If request for Info, route to Situation Unit and appropriate section/ESF**
- **If Request for Assistance, Route to Ops Section**
- **If Significant Event, Post to Significant Events Board _and_ Make P/A Announcement**
- **Enter info on section/ESF Sitrep**
- **Update Scrolling Status Slides (appropriate Section/ESF)**

Command Staff
- DM
- EOC Supe
- AWC
- PIO
- Agency Rep

Route to Addressee, Or Consult with EOC Supe

General Staff
- Ops Chief
- ESF
- Plans Chief
- Log Chief
- Finance/Admin Chief
- Switchboard
- MSG Center

Route to Addressee, Or Consult with EOC Supe

Washington State EOC Information Flow & Staff Situational Awareness Concept

D.   EOC Information Routing

1.   Information Routed for General Dissemination

   a.   The Message Center will be the central processing point for the receipt and distribution of all hard copy information. All hard copy documents, such as those received or transmitted via fax, will be date/time stamped by the Message Center and logged in accordance with the procedures outlined in centers Position Task Book.

   b.   Incoming information that is appropriate for distribution will be scanned and distributed from the Message Center to selected positions via email. Hard copy information that cannot be scanned will be date/time stamped; logged and placed into the position distribution boxes that are located at the

Message Center. All staff will check their distribution box's periodically for information.

c. The Deputy EOC Supervisor will determine distribution (action and information) for incoming messages received through the Message Center or Radio Amateur Communications Electronic Service (RACES) Room. (see below message routing form)

EOC MESSAGE ROUTING FORM

EOC Message Routing Form		
Message Center and RACES Room Instructions: On receipt of an incoming message, attached the incoming message to the EOC Message Routing Form and provide it to the Deputy EOC Supervisor to determine the appropriate recipient and to provide additional instructions, if necessary.		
SECTION	**Initials**	**Instructions – back if necessary**
Disaster Manager		
EOC Supe/Dep EOC Supe		
PIO		
Operations		
Plans		
Logistics		
Admin/Finance		
ESF 1 - Transportation		
ESF 2 - Telecommunications		
ESF 3 – Public Works/Engineering		
ESF 4 - Firefighting		
ESF 6 – Mass Care, Housing & Human Services		
ESF 8 – Public Health and Medical Services		
ESF 9 – Search and Rescue		
ESF 10 – Hazardous Materials		
ESF 11 – Agriculture and Natural Resources		
ESF 12 – Energy		
ESF 13 – Public Safety and Security		
ESF 14 – Long Term Recovery		
ESF 15 – External Affairs		
ESF 20 – Defense Support to Civil Authorities		
SEOO		
RACES Room		
Message Center		

d. The Message Center function resides under the Finance and Administration Section of the EOC organization. Within the Message Center, the Message Logger will log all incoming and outgoing messages, and distribute messages as indicated by the Deputy EOC Supervisor.

e. When a message or any other form of document or overlay needs to be transmitted by facsimile, the author/ originator will complete a facsimile header sheet and process the document through the Message Center.

2. Information Routed for Coordination

Information that is routed for the purpose of coordinating or verifying information prior its distribution will be processed using a coordination sheet. Examples of documents that are typically accompanied by a coordination sheet are press releases.

Example Coordination Sheet

Washington State Military Department Emergency Management Division

Coordination Sheet

_____
Review and return to PIO

Date: _____ Activation #: _____ Exercise # _____

Document Title: _____ Document # _____

____News Release   _____ Media Advisory   _____ other

____Draft _____Final   Assigned by _____   Assigned to: _____

Review/Approval		Initial	Time
Production	_____ News Writer, JIC	_____	_____
	_____News Writer, PIO	_____	_____
	_____Other	_____	_____
PIO Review	_____Info Team Leader	_____	_____
	_____PIO Lead or PIO Asst Lead	_____	_____
	_____Other	_____	_____
EOC Review	_____EOC Sup or Deep Sup	_____	_____
	_____Planning Section	_____	_____
	_____Operation Section	_____	_____
	_____Other	_____	_____
Agency Review	_____ESFs	_____	_____
Final Review	_____Disaster Manager	_____	_____

3. Information Routed for Approval

Information that is routed for the purpose of coordinating a decision or to obtain approval for a particular product will be processed using the staff summary (green sheet). Examples of documents typically accompanied by a staff summary are proclamations of emergency or decision packages relating to hazard zone re-entry recommendations

Example Staff Summary

					DATE: (enter date)		
EMD STAFF SUMMARY							
FROM: Planning Section Chief		THROUGH: Operations Section Chief, PIO Manager, Logistics Section Chief, Finance & Admin Section Chief, EOC Supervisor			TO: Disaster Manager		
SUBJECT: (Describe the topic/reason for the proclamation and include the activation #)					DEADLINE: (enter deadline)		
ISSUE OR REASON FOR ACTION: Proclamation to be forwarded to Governor's Office for signature.							
FACTS/DISCUSSION: Attachment 1, Transmittal EMD to TAG Attachment 2, Transmittal TAG to Governor's Chief of Staff Attachment 3, Draft Proclamation of Emergency Additional attachments/studies may be included. **ESFs/Agencies should coordinate with their Policy and PIO staff as appropriate**							
COORDINATION (*initial* appropriate block)							
UNIT/SECTION	CONCUR	NON-CONCUR	DATE	UNIT/SECTION	CONCUR	NON-CONCUR	DATE
DOH				DOT			
FISH & WILD				WSDA			
WSP				N GUARD			
				JAG/Legal			
RECOMMENDATION: Sign the attached memorandum and forward to the TAG's Office.							
APPROVING AUTHORITY ACTION: Plans Section forward to Governor's Chief of Staff upon approval							
APPROVED: ____ DISAPPROVED: ____ APPROVED AS CHANGED: ____ SEE ME: ____		COMMENTS:					

E. EOC Operational Rythm

1. Meeting Coordination Schedule

EOC brieifngs are conducted during key times to ensure information is shared between members of the EOC staff and that the overall efforts are directed towards accomplishing established priorites.

The following Meeting Coordinating Schedule Chart illistrates an example of the times that may be established for meetings and briefings. It also lists times that key activities will occure. The Planning Section is responsible for the development and display of the Meeting Coordination Schedule with guidnace from the EOC Supervisor and Disaster Manager (DM) Although these time are subject to change based on mission requirements, every effort should be made to accommodate the schedule to allow proper coordination of effort amoung the sections.

Example Meeting Coordination Schedule

Meeting or Activity	Location	Time	Attendee/s
DM Action Plan Priorities Validation	Policy Room	0300	DM, EOC Sup, Planning Chief
Satrap Input	EOC	0400	All – Situation as of 0400
EOC Action Plan Approval	Policy Room	0530	DM and Section Chiefs
Shift Change Briefing	EOC	0700	All
Local Jurisdiction Conference Call	Policy Room	0900	DM, EOC Sup, Section Chiefs
EOC Update Briefing	EOC	1000	All
EOC Update Briefing	EOC	1400	All
Planning Meeting for XXX Operational Period	Rm 215	1500	EOC Sup, Section Chiefs
Counties Conference Call	Policy Room	1600	EOC Sup, Section Chiefs
Sitrep Input	EOC	1600	All – Situation as of 1600
JOC Status Update	JOC – Bldg 17	1800	Deputy EOC Sup
Shift Change Briefing	EOC	1900	All
EOC Update Briefing	EOC	2100	All

2.   Shift Change and Update Briefings

Depending on activity levels, Shift Change and EOC Update Briefings will normally occur during the following hours:

0700 and 1900 hrs – Shift Change Briefing

1000 and 2200 hrs – EOC Update Briefing

1400 and 0200 hrs – EOC Update Briefing

The EOC Supervisor or Deputy EOC Supervisor will orchestrated the Shift Change and Update Briefings using a series slides. When called upon, all Section Chiefs and Emergency Support Functions (ESF) will brief information that is relevant to their particular functional areas. Special emphasis will be placed on the accomplishment of objectives identified in the EOC Action Plan (EOCAP).

The following are examples of the slides that will be displayed during the EOC Shift Change and Update Briefings.

EOC Supervisor	EOC Supervisor	Planning Section Chief
Operations Section Chief	ESFs	Logistics Section Chief
Admin/Finance Sec Chief	ESF 15, Public Affairs	Disaster Manager

Example Shift Change and Update Briefing Slides

3.   EOC Rotational Briefing:

The EOC Rotational Briefing is designed to enable all EOC staff, as well as anyone else visiting the EOC, to view important, up to date information without needing to wait for the schedule Update Briefings to occur. Each Section Chief and all ESFs are required to update and maintain their assigned slides with up to date information. The sides, which are accessed through WebEOC, are set to continuously roll with a viewing time set for 5 to 8 seconds for each slide. Each section and ESF has the capability to change his or her slides at any time without the show being taken off line. Once the slides are updated and have been saved, changes will take affect during the next rotational cycle. This process saves time by reducing the amount of update briefings that are needed and allows anyone entering the EOC to quickly gain an understanding of the current situation.

The following are examples of the types of information that will be displayed on the rotating slides and the sections that are responsible for maintaining them. Instructions on the development of the slides can be found in WebEOC.

EOC Supervisor

EOC Supervisor

Planning Section Chief

Planning Section Chief

Planning Section Chief

Planning Section Chief

Essential Information

Counties under Presidential
(11% of state)

Grays Harbor –	71,587
Lewis –	73,585
Mason –	55,951
Kitsap –	240,604
Pacific –	21,735
Thurston –	234,670
Total population -	**698,132**

Approximately 67% of the state's citizens (4,261,287) directly or indirectly affected by the storm

Other Declared Counties
(56% of state)

Clallam –	70,400
Jefferson –	29,279
King –	1,826,732
Pierce –	766,878
Snohomish –	669,887
Wahkiakum –	4,026
Whatcom –	185,953
Total population -	3,553,155

Planning Section Chief

December Storm/Floods 07-3894 12/14/07 0900
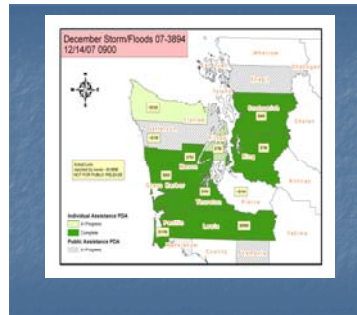
Planning Section Chief

County EOC Status

Jurisdiction	EOC Current Status	Declaration
Clallam County EOC	Normal Operations	Yes
Grays Harbor County	Level 1 Enhanced, 0800-1700	Yes
Jefferson County	Normal Operations	Yes
King County	Normal Operations	Yes
Kitsap County	Normal Operations	Yes
Lewis County	Phase II Activation, 0800-1700	Yes
Mason County	Normal Operations	Yes
Pacific County	Normal Operations	Yes
Pierce County	Normal Operations	Yes
Skamania County	Normal Operations	Yes
Snohomish County	Normal Operations	Yes
Thurston County	Normal Operations	Yes
Wahkiakum County	Normal Operations	Yes
Whatcom County	Normal Operations	Yes

Planning Section Chief

City & Tribal EOC Status

Jurisdiction	EOC Current Status	Declaration
City of Centralia	Normal Operations	Yes
City of Bothell	Normal Operations	Yes
City of Kirkland	Normal Operations	Yes

Jurisdiction	EOC Current Status	Declaration
Quinault Indian Nation	Normal Operations	Yes
Shoalwater Bay Tribe	Normal Operations	Yes
Makah Tribe	Normal Operations	Yes

Planning Section Chief

Other EOC Status

Organization/Business	EOC Status
Department of Health	On Call
Department of Agriculture	On Call
Department of Social & Health Services	On Call
Department of Transportation	On Call
FEMA Region X	JFO Established

Planning Section Chief

EOC Activities / Meetings Schedule

Meeting or Activity	Location	Time	Attendees
DM Action Plan Priorities Validation	Policy Room	0300 (Suspended)	DM, EOC Supervisor, Planning Chief
Sit Rep Input	EOC	0400 (Suspended)	All – Situation as of 0400
EOC Action Plan Approval	Policy Room	Suspended	DM and Section Chiefs
Shift Change Briefing	EOC	0800	All
Local Jurisdiction Conference Call	Policy Room	0900 Dec 17, 2007	DM, EOC Supervisor, Section Chiefs
EOC Update Briefing	EOC	1000	All
Answers for Governor's Questions to EOC Sup	Email to eoc32@emd.wa.gov	1300	All
EOC Update Briefing	EOC	1400	All
Planning Meeting Action Plan Approval	Room 215	1500	EOC Supervisor, Section Chiefs
Local Jurisdiction Conference Call	Policy Room	1600 (Suspended)	EOC Supervisor, Section Chiefs
Sit Rep Input / Publish	EOC	1600 / 1700	All – Situation as of 1600
JOC Status Update	JOC – Building 17	1900 (Suspended)	Deputy EOC Supervisor
Shift Change Briefing	EOC	1900 (Suspended)	All
EOC Update Briefing	EOC	Midnight (Suspended)	All

Planning Section Chief

Analysis

- Rivers have receded, leaving pockets of contaminated standing water, mold in homes and buildings, disposal of dead animals and debris become health concerns. Some home owners are burning their destroyed home furnishings creating a health hazard
- Families returning to impacted continue to need food, shelter, counseling, medicine, and basic services
- Impacted counties can expect a shortage of essential supplies (plywood, paint, sheetrock, building materials, and cleaning supplies)
- Potential of carbon monoxide poisoning continues as alternate uses of heating is used. This potential increases as temperatures drop.
- Health concerns: hypothermia, emersion foot, cold weather related upper respiratory infections, and slow healing / infection of common scratches and cuts

Planning Section Chief

Facts

- Washington State Department of Health is capable of handling the current situation
- A forensic pathologist has been requested by the Spokane Public Health Office to address the current case load as it exceeds their capability
- There is a low probability of an increase in the number of cases over the region in the immediate future
- Economic impact is minimal

Planning Section Chief

Operations Section

Operations Section Chief

EOC ACTION PLAN

Operational PERIOD:
1900 Dec 14, through 1900 Dec 17, 2007

OBJECTIVE:
- Support Life Safety Needs and Affected Local Jurisdictions
- Situation Awareness and Public Information
- Build Comprehensive / Coordinated Situational Awareness / Action
- Recovery

As of: 12/15/07 0700 hours

Operations Section Chief

ALERTS AND WARNINGS IN EFFECT

Homeland Security Advisory System Level
YELLOW - elevated

Other Alerts and Warnings in Effect

Type	Location / Details
High Wind Warning	South WA Coast Mon P.M to Tues A.M.
Winter Storm Watch	NE WA, thru Tues PM

As of: 12/15/07 0800 hrs

Operations Section Chief

SUMMARY OF REQUESTS BY JURISDICTIONS

Jurisdiction	# of Requests	Jurisdiction	# of Requests
Clallam	1	Thurston	9
Grays Harbor	38	Wahkiakum	2
King	1	Tribes	29
Kitsap	4	State Agencies	14
Lewis	49	Federal Agencies	2
Mason	15		
Pacific	14	Others	5
# Cancelled	59	# being worked	20
# Completed	97		
# Rejected	8	Total Requests	184

As of: 12/15/07 0700 hrs

Operations Section Chief

RESOURCE TRENDS

RESOURCE	REQUESTS	Cancelled	Completed	Rejected	In Progress
AIR/HELICOPTER	19	4	14		1
BEDDING/BLANKETS	8	2	4	1	1
COMMUNICATIONS	3	1	1	1	
FOOD / WATER	16	3	12		1
FUEL	10	8	2		
EQUIPMENT / VEHICLES	21	6	11	1	3
GENERATORS	17	8	8	1	
HOUSING	2	1		1	
INFO	5	1	3		1
SANDBAGS	3		3		
SANI – CANS	4	1	2	1	
SAR	4	1	3		
STAFF	32	10	15	1	6
TRANSPORT	15	5	8		2
MISCELLANEOUS	38	13	17	2	5

As of 12/15/07 0700 hrs

Operations Section Chief

ESF 1 - TRANSPORTATION

On Call

As of 12/15/07 0700 hrs

ESF 1

ESF 2 – Communications

- Cell outages   None
- Phone outages   None
- 911 outages   None
- Internet concerns   None
- Radio concerns   Systems Operational
- RACES status   Systems Operational

As of 12/15/07 0700 hrs

ESF 2

ESF 3 - Corps of Engineers

- Levee Breaches: Continuing Salzar Creek (85%) and Airport (80%) levee breach closures. Estimated completion date is 12/15/07.
- Quinault River: Awaiting return phone calls from Tribe to schedule reconnaissance and meeting.
- Port of Willapa: Seattle District will meet with the Port today to assess the Airport Levee.
- Levee Rehabilitation Program: Sponsor requests for assistance due 12/17/2007; 30-day respond time.
- General: Continuing to support requests for assistance, conduct damage assessments, and maintain visibility of possible FEMA mission assignments.

As of 12/15/07 0700 hrs

ESF 3

ESF 4 - FIREFIGHTING

Not Activated

As of: MM/DD/YY HH:MM

ESF 4

ESF 6 - MASS CARE, HOUSING & HUMAN SERVICES

- The Red Cross has Service Centers at:
- Lewis County
  - Bethel Church 132 Kirkland Road, Chehalis, WA 98532
    - Sunday, 10 a.m. to 5 p.m. :Monday thru Saturday, 8 a.m. to 5 p.m.
- Pacific County:
  - American Red Cross, 2870 Ocean Street, South Bend, WA 98587
    - Open Daily: 8 a.m. to 6 p.m.
- Grays Harbor :
  - WSU Extension Office, 32 Elma-McCleary Road, Elma, WA 98541
    - open Daily: 8 a.m. to 5 p.m. (Closed) moved to DRC
  - FEMA Disaster Relief Center, 112 W. 2nd Street, Elma, WA 98541
    - Open Daily: 10 a.m. to 5 p.m.
  - Coastal Community Action Center, 117 E. 3rd Street, Aberdeen, WA 98520
    - open Daily: 8 a.m. to 5 p.m.

As of: 12/16/07 1050hrs

ESF 6

ESF 6 - MASS CARE, HOUSING & HUMAN SERVICES

- Red Cross Operations
  - Red Cross HQ Disaster Headquarters is located at
    - 7510 New Market St SW, Tumwater, WA 98501
  - Response Vehicles being sent into affected areas including Grays Harbor, Lewis, and Pacific Counties
- Operational Statistics

DR # 822-08 Washington	last 24 hr	To Date
Service Delivery Sites	8	9
Total Cases Opened	111	555
Clean Up Kits Distributed	175	2756
Comfort Kits Distributed	38	251
Mental Health Contacts	165	1301
Health Services Contacts	117	659
Total Red Cross Workers	388	470
Red Cross Volunteers	328	406
866 Get-Info Calls	87	663

As of: 12/15/07 0700hrs

ESF 6

ESF 6 - MASS CARE, HOUSING & HUMAN SERVICES

- Operational Statistics (continued)

DR # 822-08 Washington	last 24 hr	To Date
Shelters/Evacuation Centers	0	25
Shelter Total Night Stays	0	1204
Meals Served	1240	19191
Snacks Served	14367	42306
Fixed Feeding Sites	0	13
Mobile Feeding Units	11	17
Kitchens		2
Emergency RV	15	20
Other Response Vehicles	13	16

As of: 12/15/07 0700hrs

ESF 6

ESF 6 - MASS CARE, HOUSING & HUMAN SERVICES

Red Cross Distribution Points

- Kitsap County:
  - American Red Cross – 811 Pacific Avenue, Bremerton, WA 98337
  - Open Daily: 9 a.m. to 5 p.m.
- Lewis County:
  - Bethel Church (Room 3), 132 Kirkland Road, Chehalis, WA 98532
  - Open Monday through Saturday: 8 a.m. to 5 p.m.
- Pacific County:
  - 2821 Ocean Drive (Hwy 101), Raymond, WA 98577
  - Open Daily: 9 a.m. to 5 p.m.

As of: 12/15/07 0700hrs

ESF 6

ESF 8 – HEALTH AND MEDICAL SERVICES On Call

- Department of Health EOC is going to pager protocol.
- Agency in direct contact with local health jurisdictions
- Working partnership with Agriculture and Ecology on animal carcass disposal issues

As of: 12/15/07 0700 hrs

ESF 8

ESF 9 - SEARCH AND RESCUE

SAR assistance coordinated through the Operations Section. Rescue Coordination Center

As of: 12/15/07 0700 hrs

ESF 9

ESF 10 - HAZARDOUS MATERIALS

On Call

Contact POC Through AWC

As of: 12/15/07 0700 hrs

ESF 10

ESF-11: AGRICULTURE & NATURAL RESOURCES

Current Situation:

- Animal carcass disposal containers in Lewis County are in place
- Thurston County is also transporting carcasses to the Lewis County site
- Grays Harbor County reports 6 carcasses – coordinating with contractor for disposal
- USDA – FSA will be present at the JFO

Current Situation:

- WSU has published information on how to care for animals in a disaster
- Food Safety Officers are contacting affected farms and food processors to assess damages and needs and to provide technical assistance

12/15/07 0700 hrs

ESF 11

ESF 12 – ENERGY

POC On Call

As of: 12/15/07 0700 hrs

ESF 12

ESF 13 - PUBLIC SAFETY & SECURITY

On Call

- Provide Aircraft for FLIR flights as needed/requested.

As of 12/15/2007 0700

ESF 13

ESF 14 - LONG TERM COMMUNITY RECOVERY

Not Activated

As of: MM/DD/YY HH:MM

ESF 14

Public Information Officer

Last Operational Period:
- Prepared Press Release No. 24
- Sent Gov's situational update
- Prepared news summary

- Website: www.wadisasternews.com

Media Issues
- Timely updates
- State Recovery Actions

Next Operational Period:
- Continue to monitor situation
- Plan for State Recovery Ops.

As of: 12/09/07 0130

ESF 15

ESF 20 - DEFENSE SUPPORT TO CIVIL AUTHORITIES

- All ESF 20 missions will be coordinated by the National Guard Joint Operations Center
- Tel ext # 8773

As of: 12/14/07 0700 hrs

ESF 20

Logistics Section

Logistics Section Chief

LOGISTICS SECTION

Last 24
- Completed Building Officials mission in Lewis County

Next 24
- Provide logistics support to affected jurisdictions as requested
- Coordination of donations for requesting counties through EMD website
- Provide assistance to the donations management team in Lewis County.

As of: 12/15/07 0800

Logistics Section Chief

LOGISTICS SECTION

- Sandbags
  - Available: 548,767
  - Committed: 56,000
    - Kitsap County 50k
    - City of Snoqualmie 2k
    - Hoh Tribe 4k

As of: 12/15/07 0800

Logistics Section Chief

STAGING AREA STATUS

LOCATION	JURISDICTION	STATUS
Grays Harbor Fairgrounds	Grays Harbor County	Closed
Montesano Armory***	Grays Harbor County	OPEN
Depot – Chehalis 542 NW Center St	Lewis County	OPEN
DG Warehouse - Centralia 3609 Galvin Rd	Lewis County	OPEN
DG Warehouse – Chehalis 1993 S Market	Lewis County	OPEN
DG Warehouse – Chehalis 109 NW Pringle St	Lewis County	OPEN

Activated: ■ Operational: ■ Closing: ■

*** FEMA Trailer On Site

As of: 12/15/07 0800

Logistics Section Chief

POINTS OF DISTRIBUTION

TYPE	LOCATION	JURISDICTION	STATUS

Activated: ■ Operational: ■ Closing: ■

As of: 12/13/07 0900

Logistics Section Chief

Finance & Administration Section

- ACTIVATION # 07-389
- CHARGE CODE: 791AK
- SECURITY ISSUES: None
- STAFFING PATTERN: thru 0700 Wednesday, 19 Dec
- PERSONNEL ISSUES: Please make sure you sign in and out of the EOC.

As of: 12/17-0800hrs

Finance Section Chief

F.   The Planning "P"

For operations extending beyond a single operational period the state EOC will accomplish activities based on priorities established through the use of an EOCAP. To aid in that process an EOCAP approved by the DM will be developed through the use of the Operational Planning "P" concept (see below).

Using the Operational Planning "P" concept will assist in identifying and prioritizing attainable objectives, enable Section Chief's and other key participants' to plan work activities according to an established rhythm or pattern and allow the identification of required tasks in support of overarching objectives

Washington State EOC   **General Activities**

The Operational Planning "P"

OPS Section Chief develop strategy & tactics (plan of action for next OPS period to meet DM direction, priorities, & objectives

Block of time set aside for the Command & General Staff to prepare for the Planning meeting, updating charts, maps, & OPS Section Chief's plan of action, i.e., Safety Plan, etc.

Meeting for the , Command & General Staff, to review planned actions and finalize information that will be incorporated into the EOC Action Plan (EOCAP) Get approval from DM on planned actions

Block of time set aside for OPS & Planning to discuss & document strategies, tactics & contingencies; draft ESF Taskings& identify OPS organizational requirements. I

Time block set aside for completing all documentation associated with the EOCAP DM approves EOCAP Duplicate plan for distribution

Tactics Meeting

Preparing for the Planning Meeting

Planning Meeting

Prepare for the Tactics Meeting

EOCAP Prep & Approval

Meet and brief Command & General Staff on DM direction, objectives & priorities
Assign work tasks
Resolve problems & clarify staff roles and responsibilities

Command & General Staff Meeting / Briefing DM

Operations Briefing

Provide operations briefing to Ops Sec Personnel
Ensure support to operations in place
Deploy next operating period resources

Establish priorities
Develop objectives
Identify response emphasis
Agree on operating policy, procedures and guidelines

DM Develop/ Update Objectives Meeting

Execute Plan & Assess Progress

New Ops Period

Initial DM Meeting

Determine Executive Section Staff
Agree on EOC Staffing levels
Select Liaison to impacted areas

Incident Brief ICS-201

Monitor on-going operations & make tactical adjustments
Measure/ensure progress against stated objectives
Debrief resources coming off shift
Prepare to brief DM/Planning on accomplishments

Initial Response

Brief DM on incident and EOC activities
Clarify issues & concerns
Discuss planned operations & direction
Identify incident escalation potential

Notification

Incident/Event

Initial Response

Initial EOC response activities staffing
Conduct Initial Assessment
Develop plan of action
Complete ICS-201- Incident Briefing
Prepare for command briefing

G. EOC Action Plan

Once approved by the DM, the EOCAP identifies overarching objectives that must be accomplished during established operational periods. The EOCAP further lists the t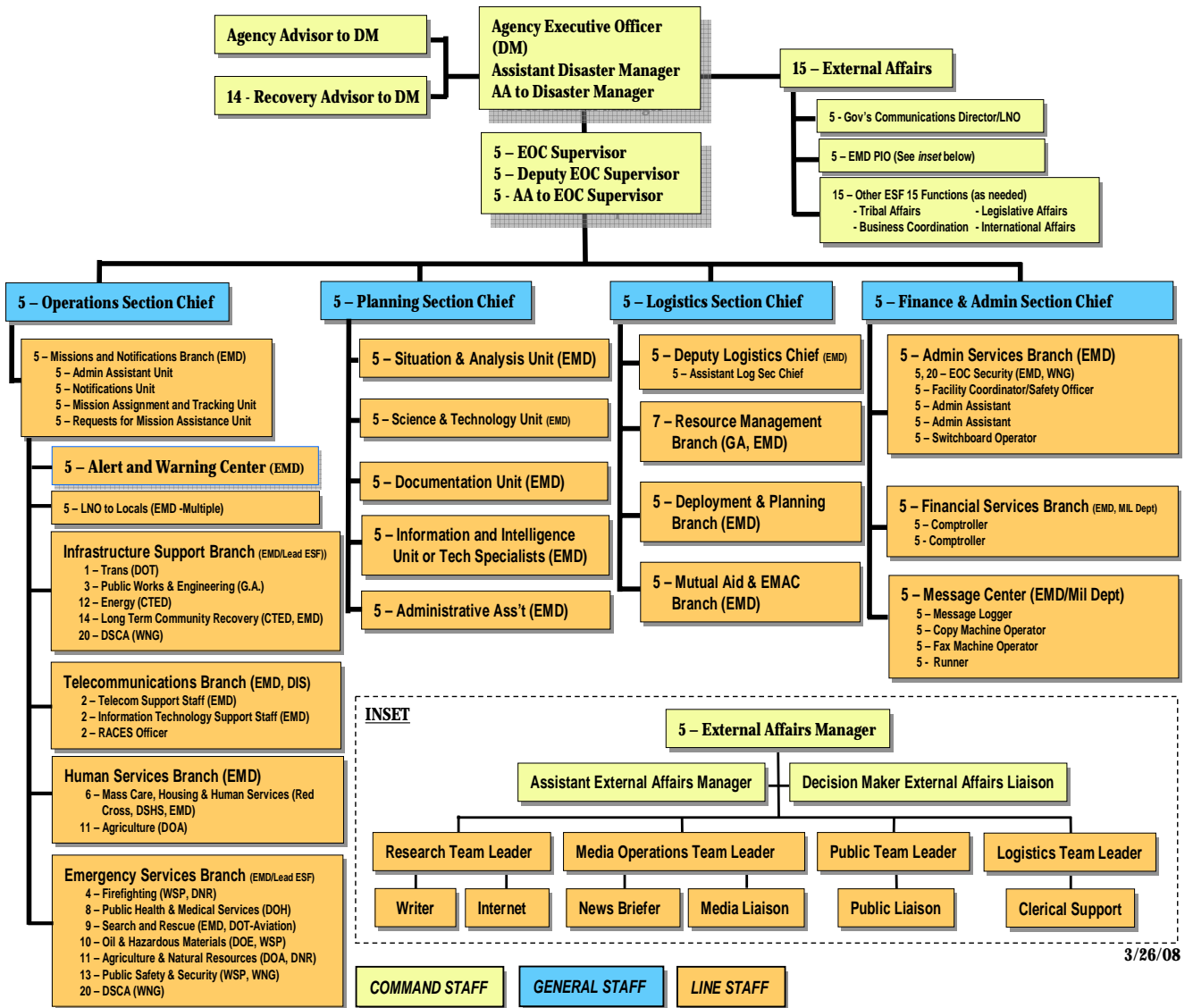asks or actions that must be performed in order to accomplish the objectives and identifies which of the ESFs or functional areas are responsible for their completion (Lead).

Sample EOC Action Plan (WebEOC)

H. EOC Organization Chart

The EOC Organization Chart identifies the positions that are typically filled during a full activation and the Emergency Support Functions that are responsible for staffing them. Since the level of EOC participation is dependent upon the size and complexity of a given event, full representation by all ESFs are not always required. ESFs are activated based on the need for their particular services.

Agency Advisor to DM

14 - Recovery Advisor to DM

Agency Executive Officer (DM)
Assistant Disaster Manager
AA to Disaster Manager

5 – EOC Supervisor
5 – Deputy EOC Supervisor
5 - AA to EOC Supervisor

15 – External Affairs
- 5 - Gov's Communications Director/LNO
- 5 – EMD PIO (See *inset* below)
- 15 – Other ESF 15 Functions (as needed)
  - Tribal Affairs   - Legislative Affairs
  - Business Coordination - International Affairs

5 – Operations Section Chief

5 – Missions and Notifications Branch (EMD)
- 5 – Admin Assistant Unit
- 5 – Notifications Unit
- 5 – Mission Assignment and Tracking Unit
- 5 – Requests for Mission Assistance Unit

5 – Alert and Warning Center (EMD)

5 – LNO to Locals (EMD -Multiple)

Infrastructure Support Branch (EMD/Lead ESF))
- 1 – Trans (DOT)
- 3 – Public Works & Engineering (G.A.)
- 12 – Energy (CTED)
- 14 – Long Term Community Recovery (CTED, EMD)
- 20 – DSCA (WNG)

Telecommunications Branch (EMD, DIS)
- 2 – Telecom Support Staff (EMD)
- 2 – Information Technology Support Staff (EMD)
- 2 – RACES Officer

Human Services Branch (EMD)
- 6 – Mass Care, Housing & Human Services (Red Cross, DSHS, EMD)
- 11 – Agriculture (DOA)

Emergency Services Branch (EMD/Lead ESF)
- 4 – Firefighting (WSP, DNR)
- 8 – Public Health & Medical Services (DOH)
- 9 – Search and Rescue (EMD, DOT-Aviation)
- 10 – Oil & Hazardous Materials (DOE, WSP)
- 11 – Agriculture & Natural Resources (DOA, DNR)
- 13 – Public Safety & Security (WSP, WNG)
- 20 – DSCA (WNG)

5 – Planning Section Chief

5 – Situation & Analysis Unit (EMD)

5 – Science & Technology Unit (EMD)

5 – Documentation Unit (EMD)

5 – Information and Intelligence Unit or Tech Specialists (EMD)

5 – Administrative Ass't (EMD)

5 – Logistics Section Chief

5 – Deputy Logistics Chief (EMD)
- 5 – Assistant Log Sec Chief

7 – Resource Management Branch (GA, EMD)

5 – Deployment & Planning Branch (EMD)

5 – Mutual Aid & EMAC Branch (EMD)

5 – Finance & Admin Section Chief

5 – Admin Services Branch (EMD)
- 5, 20 – EOC Security (EMD, WNG)
- 5 – Facility Coordinator/Safety Officer
- 5 – Admin Assistant
- 5 – Admin Assistant
- 5 – Switchboard Operator

5 – Financial Services Branch (EMD, MIL Dept)
- 5 – Comptroller
- 5 – Comptroller

5 – Message Center (EMD/Mil Dept)
- 5 – Message Logger
- 5 – Copy Machine Operator
- 5 – Fax Machine Operator
- 5 - Runner

INSET

5 – External Affairs Manager

Assistant External Affairs Manager

Decision Maker External Affairs Liaison

- Research Team Leader
  - Writer
  - Internet
- Media Operations Team Leader
  - News Briefer
  - Media Liaison
- Public Team Leader
  - Public Liaison
- Logistics Team Leader
  - Clerical Support

3/26/08

COMMAND STAFF | GENERAL STAFF | LINE STAFF

Organizational Chart (ICS 207)

I. EOC Staffing Pattern

The EOC Staffing Pattern lists the positions that will be filled during a given activation and identifies the individual names of the personnel and times that the positions will be filled. Patterns are maintained for the entire length of activation but as a minimum will be initially established for at least 72 hours, regardless of the anticipated duration of the activation.

Example Staffing Pattern

Staffing Pattern	Day 1 Tuesday, May 9 till 1900	Day 1 Tuesday, May 9 1900 - 0700	Day 2 Wed., May 10 0700 - 1900
Agency Executive Officer (DM)			
Assistant Disaster Manager			
Admin Assistant			
Public Affairs			
Gov's Office PIO **LNO**			
PIO Manager			
RESEARCH TEAM LEADER			
Writer/Reporter			
Internet			
MEDIA OPERATIONS TEAM LEADER			
Media Phones			
Press Briefing			
PIO LOGISTICS LEADER			
Clerical Support			
EOC Supervisor			
Deputy EOC Supervisor			
Admin. /AV Tech.			
Alert and Warning Center			
Planning Section Chief			
Administrative Assistant			
ANALYSIS BRANCH			
SCIENCE & TECHNOLOGY BRANCH			
DOCUMENTATION BRANCH			
Logistics Section Chief			
DEPUTY LOGISTICS CHIEF			
Admin Support			
RESOURCES MANAGEMENT BRANCH			
DEPLOYMENT & PLANNING BRANCH			
MUTUAL AID & EMAC BRANCH			
Operations Section Chief			
Notifications Unit			
Assignment and Tracking Unit			
Request for Assistance Unit			
Administrative Assistance Unit			
Finance & Administration Section Chief			
ADMIN SERVICES BRANCH			
EOC Security			