EMERGENCY OPERATIONS PLAN

First Edition Prepared by:
Ecology and Environmental, Inc.

Updates Completed By:
Umatilla County Emergency Management

Umatilla County, Oregon

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Ecology and Environmental, Inc.

Updated: July 2021

By:

Umatilla County Emergency Management
4700 NW Pioneer Place
Pendleton, OR 97801

Preface

This Emergency Operations Plan is an all-hazard plan that describes how Umatilla County will organize and respond to emergencies and disasters in the community. It is based on, and is consistent with Federal, State of Oregon, Umatilla County and other applicable laws, regulations, plans, and policies, including the National Response Framework and the State of Oregon Emergency Operations Plan. This Emergency Operations Plan is one component of the County's emergency management program designed to be compliant with the National Incident Management System.

It is recognized that response to emergency or disaster conditions in order to maximize the safety of the public and to minimize property damage is a primary responsibility of the government. It is the goal of Umatilla County that responses to such conditions are conducted in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, Umatilla County has formally adopted the principles of the National Incident Management System, including use of the Incident Command System for incident management.

Consisting of a Basic Plan, Emergency Support Function Annexes that complement the Federal and State Emergency Support Functions, Support Annexes, and Incident Annexes, this Emergency Operations Plan provides a framework for coordinated response and recovery activities during an emergency. The plan describes how various agencies and organizations in Umatilla County will coordinate resources and activities with other Federal, State, local, tribal, and private-sector partners.

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Letter of Promulgation

To all Recipients:

Promulgated herewith is the Umatilla County Emergency Operations Plan. This plan supersedes any previous versions of the Emergency Operations Plan. It provides a framework within which Umatilla County can plan and perform its respective emergency functions during a disaster or national emergency.

This Emergency Operations Plan attempts to be all-inclusive in combining the four phases of emergency management, which are:

- **Mitigation**: activities that eliminate or reduce the probability of disaster;
- **Preparedness**: activities that governments, organizations, and individuals develop to save lives and minimize damage;
- **Response**: activities that prevent loss of lives and property and provide emergency assistance; and
- **Recovery**: short- and long-term activities that return all systems to normal or improved standards.

This plan has been approved by the Umatilla County Board of Commissioners. It will be revised and updated as required. All recipients are requested to advise the Emergency Manager of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

George Murdock
Chairman
Board of Commissioners

Dan Doran
Commissioner

John Shafer
Commissioner

DATE

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Plan Administration

The Umatilla County Emergency Operations Plan, including appendices and annexes, will be reviewed and re-promulgated every five years, or as appropriate after an exercise or incident response. See Chapter 6, Section 6.1 – Plan Development for more information. The County will notify the State of Oregon Office of Emergency Management upon re-promulgation of the plan.

Record of Plan Changes

All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Date	Change No.	Summary of Changes
2011	Plan Update	Comprehensive plan revision through State OEM EOP Planning Project
2017	Supporting Appendix Update	Added supporting appendix plans for ChemPack Deployment and HazMat Rail Incident Response
2021	Plan Review	2 Year Plan Review Conducted

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Plan Distribution List

Copies of this plan have been provided to the following jurisdictions, agencies, and persons. Updates will be provided, when available. Recipients will be responsible for updating their respective Emergency Operations Plans when they receive changes. The Emergency Manager is ultimately responsible for all plan updates.

Jurisdiction/Agency/Person
Board of Commissioners
Emergency Management
Sheriff's Office
Public Works (Road) Department
Umatilla Morrow Radio Data District
UCo Health Department
County Finance Department
Local Fire Districts/Departments
CTUIR Emergency Management
Oregon Emergency Management
Camp Umatilla - Oregon Military Department

Emergency Operations Plan Review Assignments

Unless otherwise stated, the following table identifies agencies in coordination with the Emergency Management office, responsible for the review of specific plan sections and annexes. Changes will be forwarded to the Emergency Manager for revision and dissemination of the plan. This does not preclude other departments and agencies with a vital interest in the annex from providing input to the document; such input is, in fact, encouraged.

Section/Annex	Responsible Party(ies)
Basic Plan	Umatilla County Emergency Management
Emergency Support Function Annexes	
ESF 1 Transportation	Umatilla County Public Works (Road) Department
ESF 2 Communications	Umatilla County Sheriff's Office - 911 Communications Division
ESF 3 Public Works	Umatilla County Public Works (Road) Department
ESF 4 Firefighting	Fire Defense Board/Fire Districts
ESF 5 Information and Planning	Umatilla County Emergency Management
ESF 6 Mass Care	UCo Health Department
ESF 7 Logistics Management and Resource Support	Umatilla County Finance Department
ESF 8 Health and Medical	UCo Health Department
ESF 9 Search and Rescue	Umatilla County Sheriff's Office - SAR
ESF 10 Hazardous Materials	Regional HazMat Team (Region 10)
ESF 11 Agriculture and Animal Protection	UCo Health Department
ESF 12 Energy	Umatilla County Emergency Management/Public and Private Utilities
ESF 13 Law Enforcement	Umatilla County Sheriff's Office

Section/Annex	Responsible Party(ies)
ESF 14 Business and Industry	Umatilla County Economic Development and Tourism
ESF 15 Public Information	Umatilla County Sheriff's Office - Admin Division
ESF 16 Volunteers and Donations	Umatilla County Human Resources/Umatilla County Finance Department
ESF 17 Cyber & Infrastructure Security	Umatilla County Administrative Services
ESF 18 Military Support	Umatilla County Emergency Management
Support Annexes	
SA A Protective Actions	Umatilla County Sheriff's Office
SA B Debris Management Plan	Umatilla County Public Works (Road) Department
SA C Mass Commodity Distribution Plan	Umatilla County Emergency Management
SA D Animals in Disaster	Umatilla County Emergency Management
SA E Donations Management	Umatilla County Finance Department
SA F ChemPack Deployment Plan	Umatilla Co Sheriff's / Oregon Health Authority
Incident Annexes	
IA 1 Severe Weather (including Landslides)	Umatilla County Emergency Management
IA 2 Major Fire	Fire Defense Board/Fire Districts
IA 3 Flood (including Dam Failure)	Umatilla County Emergency Management
IA 4 Drought	Umatilla County Emergency Management
IA 5 Earthquake/Seismic Activity	Umatilla County Emergency Management
IA 6 Hazardous Materials	Regional HazMat Team (Region 10)
IA 7 Public–Health Related	UCo Health Department
IA 8 Terrorism	Umatilla County Sheriff's Office

IA 9 Transportation Accident	Umatilla County Public Works (Road) Department
IA 10 Animal and Agriculture– Related	Umatilla County Health Department/OSU Extension Service/Oregon State Department of Agriculture

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Umatilla County EOP Annexes

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ESF 2 Communications
ESF 3 Public Works
ESF 4 Firefighting
ESF 5 Information and Planning
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ESF 8 Health and Medical
ESF 9 Search and Rescue
ESF 10 Hazardous Materials
ESF 11 Agriculture and Animal Protection
ESF 12 Energy
ESF 13 Law Enforcement
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SA A Protective Actions (Evacuation and Shelter in Place)
SA B Debris Management Plan
SA C Mass Commodity Distribution Plan for Umatilla County
SA D Animals in Disaster
SA E Donations Management
SA F CDC ChemPack Deployment Plan
SA G HazMat Incident by Rail Response Plan

Incident Annexes
IA 1 Severe Weather (including Landslides)
IA 2 Major Fire
IA 3 Flood (including Dam Failure)
IA 4 Drought
IA 5 Earthquake/Seismic Activity
IA 6 Hazardous Materials (Accidental Release)
IA 7 Public Health–Related
IA 8 Terrorism
IA 9 Transportation Accident
IA 10 Animal and Agriculture–Related

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Basic

Plan

1 Introduction

1.1 General

This Emergency Operations Plan (EOP) establishes guidance for Umatilla County's (County's) actions during response to, and short-term recovery from, major emergencies and disasters. It promulgates a framework within which the County will conduct emergency operations, utilizing a combination of technical capabilities and resources, plus the sense, judgment, and expertise of its emergency response personnel, County staff, response partners, and policy makers. Specifically, this EOP describes a concept of operations for the County during an emergency and identifies the roles and responsibilities of the County departments and personnel when an incident occurs. It also establishes high-level guidance that supports implementation of the National Incident Management System (NIMS), including adherence to the concepts and principles of the Incident Command System (ICS).

The County views emergency management planning as a continuous process that is linked closely with training and exercises to establish a comprehensive preparedness agenda and organizational culture that prioritizes increased disaster resiliency. The Emergency Manager will maintain the EOP through a program of continuous improvement, including ongoing involvement of County departments and of agencies and individuals with responsibilities and interests in this plan and its supporting documents.

1.2 Purpose and Scope

1.2.1 Purpose

The County EOP provides a framework for coordinated response and recovery activities during an emergency. This plan is primarily applicable to extraordinary situations and is not intended for use in response to typical, day-to-day emergency situations. This EOP complements the State of Oregon (State) EOP and the National Response Framework (NRF).

The Umatilla County EOP is designed to ensure a coordinated, integrated response by the Umatilla County government, with maximum use of all resources, to mitigate the effects of any natural or human-caused disaster impacting the County. Umatilla County has adopted NIMS, which enhances the management of domestic incidents by establishing a single, comprehensive system for incident management. This system will provide a consistent nationwide approach for Federal, State, County, local, and Tribal governments to work effectively and efficiently together to prepare for, prevent (mitigate), respond to, and recover from domestic incidents, regardless of cause, size, or complexity. By adopting NIMS, Umatilla County will achieve greater cooperation among departments and agencies at all levels of government. Implementing NIMS strengthens the County's capability and resolve to fulfill its responsibilities to the residents of Umatilla County in times of emergency. This plan specifies, to the greatest extent possible, the core actions to be taken by Umatilla County, its municipalities, and cooperating private institutions to respond to a disaster situation.

1.2.2 Scope

The County EOP is intended to be invoked whenever the County must respond to an unforeseen incident or planned event, the size or complexity of which is beyond that normally handled by routine operations. Such occurrences may include natural or human-caused disasters and may impact the County itself or neighboring counties. This plan is intended to guide only the County's emergency operations, complementing and supporting implementation of the emergency response plans of the various local governments, special districts, and other public- and private-sector entities within and around the County, but not supplanting or taking precedence over them.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, leaders of local volunteer organizations that support emergency operations and others who may participate in emergency response efforts.

The plan is designed around the four phases of Emergency Management: Planning (Preparedness), Mitigation, Response, and Recovery. This plan was written to identify means to prevent disasters, if possible, (Planning); to reduce the County's vulnerability to disasters and to establish capabilities for protecting the public from the effects of disasters (Mitigation); to respond effectively to actual disasters (Response); and to provide for recovery in the aftermath of any emergency involving extensive damage to or debilitating influence on the normal pattern of life in Umatilla County (Recovery).

1.2.3 Plan Organization

The County EOP is composed of four main elements:

➢ Basic Plan (with Appendices).

➢ Emergency Support Function Annexes.

➢ Support Annexes.

➢ Incident Annexes.

Figure 1-1 Plan Organization
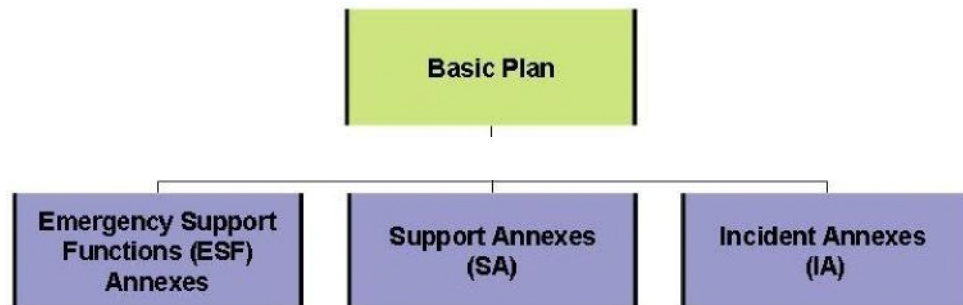
1.2.3.1 Basic Plan

The purpose of the Basic Plan is to:

> ➢ Describe the legal authorities upon which the County has structured its emergency management organization, including the emergency declaration process, activation of mutual aid agreements (MAAs), and request for resources and emergency spending powers.

> ➢ Describe the context under which the County will respond to an incident, including a community profile and discussion of hazards and threats facing the community.

> ➢ Assign and describe roles and responsibilities for the County agencies tasked with emergency preparedness and response functions.

> ➢ Describe a concept of operations for the County that provides a framework upon which the County will conduct its emergency operations and coordinate with other agencies and jurisdictions.

> ➢ Describe the County's emergency response structure, including activation and operation of the County Emergency Operations Center (EOC) and implementation of ICS.

> ➢ Discuss the County's protocols to maintain and review this EOP, including training, exercises, and public education components.

1.2.3.2 Emergency Support Function Annexes

Emergency Support Function (ESFs) Annexes focus on critical operational functions and the positions responsible for carrying them out. These annexes clearly describe the policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after any emergency.

The ESFs, which supplement the information in the Basic Plan are:

> ➢ ESF 1 – Transportation.
> ➢ ESF 2 – Communications.

➢   ESF 3 – Public Works.

➢   ESF 4 – Firefighting.

➢   ESF 5 – Information and Planning.

➢   ESF 6 – Mass Care

➢   ESF 7 – Logistics Management and Resource Support.

➢   ESF 8 – Health and Medical.

➢   ESF 9 – Search and Rescue.

➢   ESF 10 – Hazardous Materials.

➢   ESF 11 – Agriculture and Animal Protection.

➢   ESF 12 – Energy.

➢   ESF 13 – Law Enforcement.

➢   ESF 14 - Business and Industry

➢   ESF 15 – Public Information.

➢   ESF 16 - Volunteers and Donations

➢   ESF 17 - Cyber and Infrastructure Security

➢   ESF 18 - Military Support

During a major emergency or disaster affecting the County or a portion thereof, County departments and special districts may be asked to support the larger response. Requests for such assistance would come from County Emergency Management.

1.2.3.3 Support Annexes

Additionally this EOP contains Support Annexes (SA) which provide information that falls outside of the scope of the 18 ESF annexes. The SAs included in this plan are:

➢   SA A – Protective Actions (Evacuation and Shelter-In-Place)

➢   SA B – Debris Management

➢   SA C – Mass Commodities Distribution

➢   SA D – Animals in Disaster

➢   SA E – Donations Management

➢   SA F - CDC ChemPack Deployment Plan

➢   SA G - HazMat by Rail Incident Response Plan

➢   SA H - EOC Leadership Team (Redacted as Necessary)

1.2.3.4 Incident Annexes

IAs are included with the Basic Plan to provide tactical information and critical tasks unique to specific natural and human-made/technological hazards that could pose a threat to the county. Incident types are based on the hazards identified by the County as follows:

➢   IA 1 – Severe Weather (including Landslides)

➢   IA 2 – Major Fire

➢   IA 3 – Flood (including Dam Failure)

➢   IA 4 – Drought

➢   IA 5 – Earthquake/Seismic Activity

➢   IA 6 – Hazardous Materials (Accidental Release)

➢   IA 7 – Public Health–Related

➢   IA 8 – Terrorism

➢   IA 9 – Transportation Accident

➢   IA 10 – Animal and Agriculture–Related

Note: Resource shortages and civil disobedience are considered secondary risks during any emergency situation.

If the Umatilla County EOP is activated during an incident or Countywide emergency declaration, the City will adopt command and control structures and procedures representative of County response operations in accordance with the requirements of NIMS and ICS.

1.3 Relationship to Other Plans

While the EOP provides the framework for emergency operations within Umatilla County, other plans and programs within or affecting the County contain information and resources useful in emergency planning and response. The most important of these plans are identified below.

1.3.1 Federal Plans

1.3.1.1 National Incident Management System

Homeland Security Presidential Directive (HSPD)-5 directed the Secretary of Homeland Security to develop, submit for review by the Homeland Security Council, and administer NIMS. NIMS, including ICS, enhances the management of emergency incidents by establishing a single comprehensive system and coordinated command structure to help facilitate a more efficient response among departments and agencies at all levels of government and, if necessary, spanning across jurisdictions.

1.3.1.2 National Response Framework

The NRF guides how the Federal government conducts all-hazards responses. It is built upon a scalable, flexible, and adaptable coordination structure to align key roles and responsibilities across the Country. It describes specific authorities and best practices for managing incidents that range from the serious, but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

The NRF organizes the types of Federal response assistance a state is most likely to need into 18 ESFs. Each ESF has a primary agency assigned for maintaining and coordinating response activities.

1.3.2 State Plans

1.3.2.1 State of Oregon Emergency Management Plan

The Oregon Emergency Management Plan (EMP) is developed, revised, and published by the Director of Oregon Emergency Management (OEM) under the provisions of Oregon Revised Statutes (ORS) 401.270, which are designed to coordinate the activities of all public and private organizations that provide emergency services within the State and to provide for and staff a State Emergency Coordination Center (ECC) to aid the Governor. ORS 401.035 makes the Governor responsible for the emergency services system within the State of Oregon. The Director of OEM advises the Governor and coordinates the State's response to an emergency or disaster.

The Oregon EMP consists of three volumes:

> ➢ *Volume I: Preparedness and Mitigation* consists of plans and guidance necessary for State preparation to resist a disaster's effects. Sections include disaster hazard assessment, the Emergency Management Training and Exercise Program, and plans to mitigate (or lessen) a disaster's physical effects on citizens, the environment, and property.

> ➢ *Volume II: Emergency Management Operations Plan* broadly describes how the State uses organization to respond to emergencies and disasters. It delineates the emergency management organization; contains Functional Annexes that describe the management of functional areas common to most major emergencies or disasters, such as communications, public information, and others; and contains hazard-specific annexes.

> ➢ *Volume III: Relief and Recovery* provides State guidance, processes, and rules for assisting Oregonians with recovery from a disaster's effects. It includes procedures for use by government, business, and citizens.

Activation and implementation of the Oregon EMP (or specific elements of the plan) may occur under various situations. The following criteria would result in activation of the EMP, including the EOP:

➢ The Oregon Emergency Response System (OERS) receives an alert from an official warning point or agency, indicating an impending or probable incident or emergency.

➢ The Governor issues a "State of Emergency."

➢ A Statewide disaster is imminent or occurring.

➢ Terrorist activities or WMD incidents are occurring or imminent.

➢ An alert, site emergency, or general emergency is declared at the Washington Hanford Nuclear Reservation in Washington State or at the research reactors at Columbia Generating Station.

➢ A localized emergency escalates, adversely affecting a larger area or jurisdiction and exceeding local response capabilities.

➢ A geographically limited disaster requires a closely coordinated response by more than one State agency.

➢ An affected city or county fails to act.

1.3.3 Umatilla County Emergency Plans

1.3.3.1 Emergency Operations Plan (2021)

The 2021 EOP for the County included a Hazard Vulnerability Analysis, which included an assessment of identified hazards. This analysis has been incorporated into this EOP in Chapter 2.

1.3.3.2 Natural Hazards Mitigation Plan (2009) Updated: 2021

The Natural Hazards Mitigation Plan includes a community profile; an assessment of hazards in Umatilla County based on a variety of data (historical, cultural, economic); and mitigation strategies action items based on priorities determined during the hazard assessment. The Hazards Analysis Matrix from the Mitigation Plan has been included in Chapter 2 of this EOP.

1.3.3.3 Continuity of Operations Plan

The County has not formalized a Continuity of Operations (COOP) or a Continuity of Government (COG) plan to date. However, should the County develop or implement these plans in the future, they may be used in conjunction with the EOP during various emergency situations. The COOP/COG plans detail the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. Parts of these plans identify essential functions of local government, private-sector businesses, and community services and delineate procedures developed to support their continuation. COOP/COG plan elements may include, but are not limited to:

➤ Ensuring the County's continuous functions and operations during an emergency.

➤ Maintaining clear lines of authority and, when necessary, implementing the approved line of succession and proper delegation of authority.

➤ Protecting critical facilities, equipment, vital records, and other assets.

➤ Reducing or mitigating disruptions to operations and essential community services.

➤ Reducing loss of life, minimizing property damage, and protecting the local economy from significant impacts.

➤ Achieving a timely and orderly recovery from emergencies and resumption of full services to the public.

1.3.4 Tribal/City Emergency Plans

City officials have primary responsibility for the safety and welfare of their citizens and maintain oversight of resources and operations within their jurisdictions. Cities and local tribal entities are encouraged to integrate their emergency planning and response operations with the County. All cities should use NIMS/ICS to manage incidents. Regional cities and the Confederated Tribes of the Umatilla Indian Reservation are requested to provide a copy of their current EOPs to the County to aid in coordinated response.

1.3.5 Special District Emergency Plans

Special districts have a separate system of governance, and their service areas often overlap multiple city and county boundaries. Some special districts provide primary emergency response for incidents in their districts using their own plans, policies, and procedures, which are coordinated with county and city emergency plans. Most special district incident response is limited to activities directly related to the service(s) they provide. They rely on support from external agencies during response to a major incident management.

1.4 Authorities

The following section highlights significant County and State regulations and plans governing activities for responding to major emergencies and disasters.

Under the provisions of HSPD–5, the Secretary of Homeland Security is the principal Federal official for domestic incident management.

1.4.1Legal Authorities

In the context of the County EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, ORS, Chapter 401, which establishes the authority for the Umatilla County Board of Commissioners (BOC) to declare a state of emergency.

The County conducts all emergency management functions in a manner consistent with NIMS. Procedures for supporting NIMS implementation and training for the County have been developed and formalized by the County Emergency Management Organization (EMO).

As approved by the BOC, the Emergency Management Department has been identified as the lead agency in the EMO.

Table 1-1 sets forth the Federal, State, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

Table 1-1Legal Authorities
Federal
— Federal Civil Defense Act of 1950, PL 81-950 as amended
—The Disaster Relief Act of 1974, PL 93-288 as amended
—Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707
—Title III, of the Superfund Amendments and Reauthorization Act of 1986, PL 99499 as amended
—Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance
—Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, of November 18, 1988
— Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, of April 3, 1984
State of Oregon
— ORS Chapter 401 – Emergency Management and Services
— ORS Chapter 402 – Emergency Mutual Assistance Agreements
— ORS Chapter 403 – Public Communications Systems
— ORS Chapter 404 – Search and Rescue
— ORS Chapter 431 – Public Health and Safety
—ORS Chapter 476 – State Fire Marshal, Protection from Fire Generally
— Oregon Emergency Operations Plan
— Executive Order of the Governor
Umatilla County
— Umatilla County Order Ordinance No. 2009-08 -- Adoption of Emergency Operations Plan
— Umatilla County Order No. BCC 2005-45 – Adoption of NIMS System
— Umatilla County Order No. 2005-16 – Adoption of Emergency Operations Plan (2003)

1.4.2 Mutual Aid and Intergovernmental Agreements

State law (ORS Chapter 402) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection except in the case of fire suppression pursuant to ORS Chapter 476 (the Oregon State Emergency Conflagration Act).

See Appendix D, for Existing Mutual Aid Agreements

Copies of these documents can be accessed through the Umatilla County Emergency Manager and County Legal Counsel. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

1.5 Emergency Powers

1.5.1 Declaration of Emergency

Under ORS 401, a local state of emergency may be declared by the Umatilla County Commissioners. The effect of the declaration is to activate the recovery and rehabilitation aspects of the plan and to authorize the furnishing of aid and assistance. When the emergency exceeds local government capability to respond, assistance will be requested from neighboring jurisdictions in accordance with existing MAAs and then through the State.

If the emergency area is within a City, the Chief Executive(s) of that city must process requests for assistance through the County Emergency Management Office. Requests for a State Declaration shall be made by the Executive Officer(s) of the County in which the emergency event is occurring. State assistance will be provided only after a "good faith" effort has been made, local resources are exhausted or nearing depletion, and MAAs have been initiated. Local resources include those available under mutual aid or through the County.

The following documents need to be forwarded to the BOC for action:

> ➤ Board of Commissioners Order declaring an emergency (see Appendix A for Sample Disaster Declaration Forms), including a description of the disaster event, impacted area(s), loss of life and injuries, damages to property, special powers enacted, and local resources applied to the disaster.

➢ Supporting documentation or findings as determined necessary by the Chair of the BOC, or successor.

➢ Letter to the Governor advising of the County's declaration and the request for a State declaration as appropriate, as well as any requests for assistance.

Requests for State assistance should be forwarded to OEM as soon as practical. These requests may be sent electronically as the most expedient (if operable and available) method accessible. The OEM electronic system for loading files is OpCenter. The County Emergency Manager has system access. An alternate means is by email to the OEM Executive Duty Officer (EDO) on duty (OERS will be the primary means of contact to the EDO by calling 1-800-452-0311 and requesting the EDO call back).

Requests for State/Federal assistance need to include:

■ Language stating that local and County mutual aid resources are depleted, or nearly so.

■ Specific assistance requirements to be requested (e.g., type and quantity of equipment needed, purpose for which it is needed, and location of the area in need). Multiple requests on the same declaration may be necessary. Be as detailed as possible, and explain the requested mission, not who could provide the requested resources.

■ Expected duration of event or expected time required to gain control.

If circumstances prohibit timely action by the BOC, the Board Chair or the succeeding Commissioner may verbally declare a state of emergency. For purposes of the immediate emergency, a single Commissioner's signature will carry full authority for the County's Emergency Declaration. A formal review before the BOC will follow as soon as prudently possible, with a signed order replacing the emergency order.

Table 1-2Type of Emergency Declaration			
Type of Declaration	**Who Declares**	**When**	**Assistance Available**
Local Emergency Declaration	Umatilla County Commissioners		State assistance/resources as available.
Oregon OEM Director's Concurrence of Local Emergency Declaration	Director of OEM		
Governor's State of Emergency Proclamation	Intergovernmental Agreement/State of Oregon Governor		State assistance. May ask for Presidential Declaration which would access Federal resources
Presidential Declaration of a Federal Major Disaster or Emergency	President	Within 30 days of incident occurrence for Major Disaster Declaration Within 5 days of incident occurrence for Emergency Declaration	State assistance. (as above) Federal assistance under Federal Response Plan. Individual/business assistance in the form of loans or grants.

Source: Umatilla County Emergency Operations Plan, October 2009

1.5.2 Lines of Succession

Table 1-3 provides the policy and operational lines of succession during an emergency for the County.

Table 1-3Lines of Succession	
Emergency Operations	**Emergency Policy and Governance**
Emergency Manager	BOC Chair
Assistant Emergency Manager If Applicable)	BOC (Vice Chair, Third Board Member)
County Undersheriff or Fire Defense Board Chief	Other elected officials (Sheriff to District Attorney)

Each County department is responsible for pre-identifying lines of succession in management head's absence. Lines of succession for each department can be found in each Department's Standard Operating Procedures (SOPs). All employees must be trained on the protocols and contingency plans required to maintain leadership within the department. County Emergency Management will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within the County are responsible for developing and implementing COOP/COG plans to ensure continued delivery of vital services during an emergency.

1.5.3 Request, Allocation, and Distribution of Resources

Resource requests and emergency/disaster declarations must be submitted by the County Emergency Manager to the Director of OEM according to provisions outlined under ORS Chapter 401. Refer to ESF 7 – Logistics Management and Resource Support for additional information regarding available resources and coordination procedures established for the County. The executives of the County's incorporated cities are responsible for the direction and control of their communities' resources during emergencies and for requesting additional resources required for emergency operations. In times of declared disasters, all assistance requests will be made through the County Emergency Manager via the County EOC. The County EMO processes subsequent assistance requests to the State.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal, in close coordination with the local Fire Chiefs. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The local Fire Chiefs assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, notify the State Fire Marshal via the OERS. The State Fire Marshal reviews the information and notifies the Governor, who authorizes the act.

1.5.3.1 Resource Typing

Resource typing is a method for standardizing nomenclature used when requesting equipment and managing resources during an incident; NIMS approves this method for ordering supplies and providing mutual aid to partners during an emergency.

Within many of the resource types are divisions for size, power, or quantity. These are commonly listed as Type I, Type II, Type III, and so on. If interpreted properly, a resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment inaccurate or inappropriate for the situation. Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources.

See http://www.fema.gov/emergency/nims/ResourceMngmnt.shtm for more information on Resource Typing.

1.5.4 Financial Management

During an emergency, the County is likely to find it necessary to redirect funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the BOC. If an incident in the County requires major redirection of County fiscal resources, the BOC will meet in an emergency session to decide how to respond to the emergency funding needs, will declare a State of Emergency, and will request assistance through the County as necessary.

Expenditure reports should be submitted to the Finance Department and managed through the Budget Officer to identify budgetary shortfalls. The Finance Department will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing Federal Emergency Management Agency (FEMA) Public Assistance reimbursement requests.

1.5.5 Liability Issues

Liability issues and potential concerns among government agencies, private entities, and other response partners, and across jurisdictions, are addressed in existing MAAs and other formal memoranda established for the County and its surrounding areas.

Under Oregon law, all local jurisdictions are members of a statutorily created mutual assistance compact (ORS Chapter 402). This compact, meant to streamline the mutual aid process, allows local jurisdictions to request assistance from another local government to prevent, mitigate, respond to, or recover from an event that overwhelms the requesting jurisdiction's available resources. Assistance may also be requested for training, drills, or exercises.

Requests may be either written or oral, although if a request for assistance is made orally, the responding government must document its response within 30 days of the request. Under these provisions, employees from another jurisdiction providing assistance to the County are agents of the County. The County must defend, save

harmless, and indemnify these employees as it would its own employees. Should an employee of a responding government sustain injury in the course of providing requested assistance, he or she is entitled to all applicable benefits, including workers' compensation, normally available while performing regular duties for the responding local government. The County is not obligated to provide resources to the requesting jurisdiction.

This language supplements other State law authorizing local governments to enter into cooperative assistance agreements with public or private entities for reciprocal emergency aid and resources. The County may request and utilize the services, equipment, supplies, and facilities of departments, offices, and agencies of the State and local governments. Except in cases of willful misconduct, gross negligence, or bad faith, emergency service workers acting under these provisions will not be held liable for the death or injury of any person, or damage or loss of property, as a result of that activity.

Note that under the Emergency Conflagration Act (ORS 476.510-610), the Governor (or other authorized State officer) may make available for use and duty in any county, city, or district, any part of the local firefighting forces and equipment in response to fire, a heightened danger of fire, or a significant reduction in available firefighting resources. Response personnel acting under these provisions will be considered agents of the State and will not be held liable for any injury to person or property resulting from the performance of their duties.

1.6 Safety of Employees and Family

All department heads (or designees) are responsible for the safety of employees. Employees should attempt to make contact with their supervisors and managers within the first 24 hours following an incident. 9-1-1 should only be utilized if emergency assistance is needed. Agencies and departments with developed COOPs will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow required procedures established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to performing overall response activities required to protect the County and surrounding community from significant impacts to human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families while also providing health and medical services during a pandemic or other type of public health emergency. Plans formally addressing the safety and protection of medical personnel and response staff during a biological incident and/or contagious outbreak are the responsibility of health and medical responders. Safety precautions and Personal Protective Equipment decisions will be specific to the type of incident occurring and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

If necessary, the Oregon Occupational Safety and Health Administration may provide assistance and guidance on worker safety and health issues.

While all County agencies and employees are expected to contribute to the emergency response and recovery efforts of the community, employees' first responsibility is to their own and their families' safety. Each employee is encouraged to develop family emergency plans to facilitate family safety and self-sufficiency, which in turn will enable employees to assume their responsibility to the County and its citizens as rapidly as possible.

Processes in support of employees and their families during emergency situations or disasters will be further developed through ongoing COOP/COG planning.

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2 Situation and Planning Assumptions

2.1 Situation

The County is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include droughts, floods, wildfires, and winter storms. There is also the threat of a war-related incident such as a nuclear, biochemical, or conventional attack. Other disaster situations could develop from hazardous material accidents, health-related incidents, conflagrations, major transportation accidents, or acts of terrorism.

2.1.1 Community Profile

Umatilla County, Oregon has an area of 3,231 square miles and a current estimated population of 77,950 (US Census Bureau, 2019). Umatilla County is located along the Columbia River in northeastern Oregon. It includes 12 incorporated cities. From an elevation of 296 feet at Umatilla, the County rises to an elevation greater than 5,800 feet in the Blue Mountains on its eastern boundary. Umatilla County is bordered by the Columbia River and Walla Walla County, Washington, to the north; Morrow County to the west; Grant County to the south; and Union and Wallowa Counties to the east. Umatilla County is bisected by Interstate I-84, east to west, and by U.S. Highway 395, north to south. I-82 passes through the County near Umatilla and Hermiston. The Union Pacific Railroad travels east and west the length of the County.

Figure 2-1 Map of Umatilla County
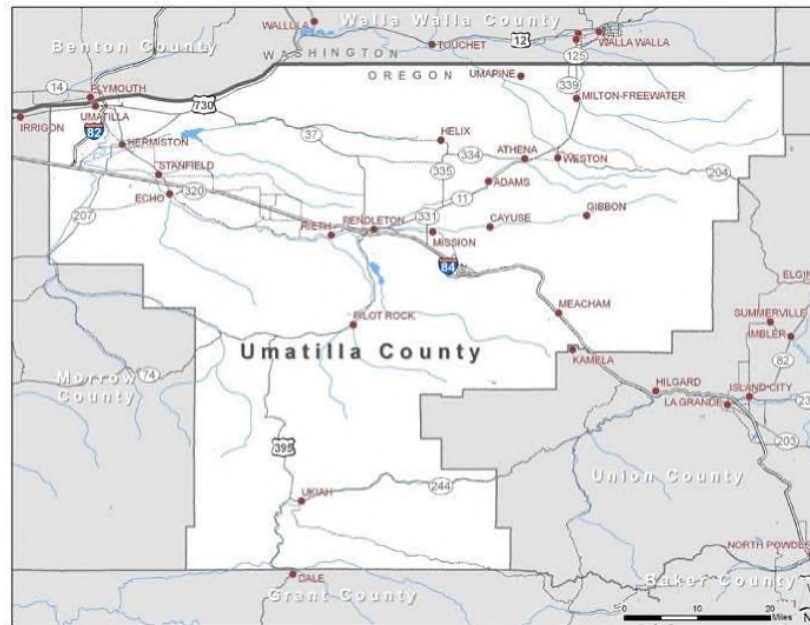
2.1.2 Hazards and Threats

A wide range of natural and human-caused hazards and threats have the potential to disrupt the community, causing casualties and/or damaging property and the environment. These are discussed in the following sections.

2.1.2.1 Severe Weather

Winter storms generally involve severe snow and ice storms that can result in power outages and disrupt transportation. The characteristics of weather hazards are determined by a variety of meteorological factors such as amount of snow or rainfall, air temperature, wind velocity and temperature, ground saturation, and snow-pack conditions. Umatilla County has suffered severe winter storms in the past, and there is no reason to believe that this will change. Some areas of Umatilla County are also subject to risk from avalanche; however, these areas are primarily in the high country of the Blue Mountains and pose minimal risk to most of the population.

Other hazards related to weather may include windstorms and tornadoes. Windstorms may occur suddenly, and can cause damage to homes and property and disrupt vital utilities. Dust storms may occur as well. In 1999, seven people in Umatilla County were killed when a dust storm caused traffic accidents on I84. A 1995 wind and hail storm in the western part of the County caused millions of dollars of damage to vehicles, structures, and crops. Tornadoes periodically touch down in Umatilla County, but they have not caused major damage.

2.1.2.2 Fire/Wildfire

Umatilla County's urban areas face structural fire hazards typical of jurisdictions with a mix of residential, business, and industrial areas. No high-rise buildings are located in the County; however, large numbers of people could be threatened at public gathering places. Approximately 12% of the County consists of forest land used by the timber industry and for recreation. This land is subject to a significant threat of forest fires. In addition, the County faces the threat of wildland/urban interface fires from large areas of rangeland and dry land crops coming into contact with continuing residential construction in the interface zones in the County.

2.1.2.3 Flood

This hazard generally involves a rise in rivers or creeks resulting from heavy rain or rapid melting of the annual snowpack. The Columbia River is located on the northern edge of Umatilla County. Major flooding could also result from failure of a dam. Umatilla County has a number of rivers and creeks that could be subject to flooding. Multiple separate flood events have devastated areas of Umatilla County, 2 of which were declared federal disasters (April 2019 and February 2020).

2.1.2.4 Drought/Extreme Heat

Drought involves a period of prolonged dryness resulting from a lack of precipitation or diversion of available water supplies. Umatilla County has suffered periods of drought in the past; however, the main impact of drought has been on agriculture, fish, and wildlife, as well as increasing fire risk. A severe drought could require strict water conservation measures to ensure an adequate supply of potable water. *See Annex 1A-4 for information specific to Drought Incident Declarations.*

Drought and Extreme Heat, while independent situations, may many times coincide. On June 29th 2021, extreme heat was recorded in Umatilla County (and across the region) with temperatures near the all time recorded record for Oregon at that time of 119 degrees. This resulted in one recorded fatality in Umatilla County and numerous others around the State.

2.1.2.5 Earthquake

Earthquakes are created by tectonic movement within the earth's crust. This movement is manifested as localized ground shaking with possible soil liquefaction. After the initial seismic event, tremors or aftershocks can occur for an extended period of time, resulting in continued structural damage. There are several known fault lines throughout Umatilla County, and further geological analyses are ongoing. An earthquake measuring 5.8 occurred in the area in July, 1936, causing damage throughout the County, especially in the

Milton-Freewater area. Recent evaluation of the earthquake potential in the Pacific Northwest indicates that earthquake threat has been underestimated. Additionally, a regional earthquake caused by a slip in the Cascadia Subduction Zone off the coast of the Pacific Northwest is of growing probability.

2.1.2.6 Oil and Hazardous Materials

This hazard results from the use of chemicals and materials that pose a serious threat to life, property, and the environment. These materials, many of which are used in agricultural, industrial, and other modern technologies, are becoming increasingly complex. Accidents involving the release of hazardous materials may occur during handling at industrial facilities that use such materials or during transportation of such materials by rail, highway, or river barge. Union Pacific Railroad's main line carries thousands of rail cars filled with hazardous materials through Umatilla County each year, and its rail yard south of Hermiston at Hinkle receives, reconfigures, and dispatches 40 to 50 trains per day.

2.1.2.7 Public Health

Although an epidemiological emergency could occur in Umatilla County, the risk is no greater here than in other counties. While population densities in Umatilla County could foster human outbreaks of disease, modern medicine could most likely reduce the disease impact. The COVID-19 world-wide pandemic in 2019 thru 2021 was the cause of lost life, economic and social impacts through Umatilla County.

2.1.2.8 Terrorism

This hazard might include riots, protests, strikes, demonstrations, or acts of terrorism that may result in hostage taking, damage to property, or sabotage and extortion. Terrorism events might include arson, bomb threats, or other unlawful activities. Umatilla County's risk for civil disturbance and terrorism was rated at 13 in the Department of Justice Risk Assessment conducted in Fiscal Year 2001. Adding to the potential, the Oregon Military Department (at the former Umatilla Chemical Depot Site) operates theNational Guard Training Center, Camp Umatilla. This site has the potential to be a target of strategic threat by terrorism.

2.1.2.9 Nuclear Incident

The Hanford Nuclear Reservation and Columbia Generating Station are located northwest of Umatilla County. In the event of a release of radioactive material from these facilities, Umatilla County is located in the ingestion zone.

While the probability of a nuclear incident occurring in Umatilla County is low, the maximum threat posed by an accidental or intentional release of radioactive material, or intentional detonation of a nuclear device, is extremely high. Risk is posed not only by the direct effects of such an event (such as blast and heat), but also by the lingering effects of radioactive fallout.

2.1.2.10 Radiological Incident

A conventional explosive device incorporating radioactive materials, sometimes referred to as a "dirty" bomb, poses a threat to County residents and property. Explosive and incendiary devices are relatively simple to construct, and it is possible for perpetrators to obtain radiological material such as cesium. Dirty bombs can cause large-scale contamination of an area and potentially expose people, livestock, and agriculture. One of the greatest impacts of a radiological incident is the fear of terrorism it would generate among the public. A radiological incident could also occur during the ground transportation of radiological waste as part of Waste Isolation Pilot Plant shipments.

2.1.2.11 Transportation

This hazard may include major incidents involving motor vehicles, trains, aircraft, or water vessels. Its primary risk stems from the possibility of such an incident causing a release of hazardous materials, fire, explosion, or large numbers of casualties. An airline crash, train derailment, or other mass casualty incident could result in a major transportation emergency or disaster. U.S. I-84 travels through Pendleton; I-82 proceeds north from Hermiston. All Interstate routes are heavily used by the trucking industry in addition to motorists.

2.1.2.12 Cyber Attack

This hazard includes any attempt by cybercriminals using one or more computers to launch an assault on the County to cause malicious disruptions of critical operating systems causing a range of impacts from shutting down Government computers or theft of financial data up to disabling critical infrastructure systems such as power supply systems and 911 centers. Umatilla County is committed to actively combating and planning for cyber attacks and mitigation efforts where they are possible.

2.1.3 Hazard Analysis

In the Hazard Analysis, each of the hazards and threats described above is scored using a formula that assesses four measures characterizing risk – history, vulnerability, maximum threat, and probability – are assessed as to severity, weighted, and added together to derive a relative risk score for each hazard. The weights for each measure are noted within the matrix.

Table 2-1Umatilla County Hazard Analysis Matrix Risk Scores and Hazards in Numerical Order (High to Low)		
HAZARD	RISK SCORE	RISK LEVEL (H-M-L)
FLOODS	240	HIGH
AIR QUALITY	224	HIGH
SEVERE SUMMER STORM	223	HIGH
SEVERE WINTER STORM	220	HIGH
WILDFIRE	203	HIGH
DROUGHT	184	MEDIUM
EARTHQUAKES	151	MEDIUM
VOLCANO	127	MEDIUM
LANDSLIDE/DEBRIS FLOW	85	LOW
Source: Umatilla County Hazard Mitigation Plan 2020		

2.2 Assumptions

This EOP is predicated on the following assumptions:

➢ Major emergencies can be managed at the field level under the established procedures of local government emergency service agencies.

➢ In major emergency situations, management activities can be performed at the EOC, thereby allowing field forces to concentrate on essential on-scene tasks.

➢ In large-scale disaster situations, it is appropriate to establish centralized direction and control, such as activation of the local emergency management organization, to manage emergency operations.

➢ The County will continue to be exposed to the hazards noted above, as well as others that may develop in the future.

➢ Outside assistance will be available in most emergency situations affecting the County. Although this plan defines procedures for coordinating such assistance, it is essential for the County to be prepared to carry out disaster response and short-term actions on an independent basis.

➢ It is possible for a major disaster to occur at any time and at any place in the County. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can occur with little or no warning.

➢ Local government officials recognize their responsibilities for the safety and wellbeing of the public and will assume their responsibilities in the implementation of this emergency plan.

➢ Proper implementation of this plan will reduce or prevent disaster-related losses.

Roles and Responsibilities

3

3.1 General

Local and County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure established to support response and recovery efforts maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

The County has developed a plan to implement NIMS and to assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency. Each agency and department is responsible for ensuring that critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies

3.2 Emergency Management Organization

The Emergency Manager is responsible for emergency management planning and operations for the area of the County lying outside the limits of the incorporated municipalities of the County. The Mayor (or other designated official, pursuant to city charter or ordinance) of each incorporated municipality is responsible for emergency management planning and operations for that jurisdiction. (Those responsibilities may be shared with County Emergency Management under agreement.)

Most of the departments within the County have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below, as well as in individual annexes.

The EMO for the County is divided into two general groups—the Policy (Executive) Group and Emergency Response Agencies, organized by function.

3.2.1 Policy Group (Executive Group)

The Policy Group (sometimes referred to as the Executive Group) is referenced in this plan as a single body but in fact may have several components with representation from each local political jurisdiction within the emergency management program. Each group is responsible for the activities conducted within its jurisdiction. The members of the Policy Group include both elected and appointed executives with certain legal responsibilities. Key general responsibilities for those officials include:

- ➢ Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.

- ➢ Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.

- ➢ Supporting participation in local mitigation efforts within the jurisdiction and, as appropriate, with the private sector.

- ➢ Understanding and implementing laws and regulations that support emergency management and response.

- ➢ Ensuring that local emergency plans take into account the needs of:

  - The jurisdiction, including persons, property, and structures,

  - Individuals with special needs, including those with service animals, and

  - Individuals with household pets.

- ➢ Encouraging residents to participate in volunteer organizations and training courses.

3.2.1.1 Board of Commissioners

The BOC is primarily responsible for:

➤ Directing the overall preparedness program for the County.

➤ Making emergency policy decisions.

➤ Declaring a state of emergency when necessary.

➤ Implementing emergency powers of local government.

➤ Keeping the public and the State Emergency Management Office informed of the situation (through the assistance of the Public Information Officer (PIO)).

➤ Requesting outside assistance when necessary (in accordance with existing MAAs and/or then through the State Office of Emergency Management).

3.2.1.2 Emergency Manager

The County Emergency Manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Manager works with the Policy Group to ensure that there are unified objectives with regard to the County's emergency plans and activities, including coordinating all aspects of the County's capabilities.

The Emergency Manager coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls.

In particular, the Emergency Manager is responsible for:

■ Serving as staff advisor to the Sheriff and BOC (Policy Group) on emergency matters.

■ Coordinating the planning and general preparedness activities of the government and maintenance of this EOP.

■ Analyzing the emergency skills required and arranging the training necessary to provide those skills.

■ Preparing and maintaining a resource inventory.

➢ Ensuring the operational capability of the County EOC.

➢ Activating the County EOC.

➢ Keeping the governing body apprised of the County's preparedness status and anticipated needs.

➢ Serving as day-to-day liaison between the County and State OEM.

➢ Maintaining liaison with organized emergency volunteer groups and private-sector partners.

3.2.1.3 County Department Heads

Department and agency heads collaborate with the Policy Group during development of local emergency plans and provide key response resources. This collaboration is primarily achieved through participation in the EOC Leadership Team meetings. A list of individuals responsible for participation in the EOC Leadership Team (and their backups) is maintained by the EMO *See Chart in Supporting Annex SA-H*. County department and agency heads and their staff develop, plan, and train to internal policies and procedures to meet response and recovery needs safely. They also participate in interagency training and exercises to develop and maintain the necessary response capabilities. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the EOC/ Emergency Manager.

3.2.2 Responsibilities of All Departments

Individual departments are an integral part of the emergency organization. While some departments' staff are first responders, the majority focus on supporting these first responders and/or on the continuity of services they provide to the public. Organizationally, they are a component that provides support and communication for responders.

All County departments have the following common responsibilities.

- ➤ Establish, in writing, an ongoing line of succession of authority for each department; this document must be made known to department employees, and a copy must be filed with the County Council and Emergency Manager.

- ➤ Support EOC operations to ensure that the County is providing for the public safety and protection of the citizens it serves.

- ➤ Develop alert and notification procedures for department personnel.

- ➤ Develop operating guidelines to implement assigned duties specified by this plan.

- ➤ Track incident-related costs incurred by the department.

- ➤ Establish internal lines of succession of authority.

- ➤ Ensure that vehicles and other equipment are equipped and ready, in accordance with existing SOPs.

- ➤ Identify critical functions and develop procedures for maintaining and/or reestablishing services provided to the public and other County departments.

- ➤ Assign personnel to the EOC, as charged by this plan.

- ➤ Develop and implement procedures for protecting vital records, materials, and facilities.

- ➤ Promote family preparedness among employees.

- ➤ Ensure that staff complete all NIMS-required training.

- ➤ Ensure that department plans and SOPs incorporate NIMS components, principles, and policies.

- ➤ Allow staff time for preparedness training and participation in exercises.

3.2.3 Responsibilities by Function

This group includes those services required for an effective emergency management program, of which response is a key element. These agencies include fire departments, law enforcement, emergency medical service (EMS) agencies, public health, environmental health, and public works. This section is organized by function, with the primary responsibility assigned to the appropriate County agency. Upon activation of this plan all departments and agencies identified with-in will immediately activate their response procedures and respond accordingly to effectively achieve the requirements outlined in this EOP. Activation of these response functions are intended to be collaborative among all departments, divisions and supporting agencies involved. Functioning as a holistic team is imperative to the overall efficiency and success of the response.

3.2.3.1 Transportation

Umatilla County Public Works (Road) Department

The County Emergency Management Department is responsible for:

➢ Planning for and identifying high-hazard areas and numbers of potential evacuees, including the number of people requiring transportation to reception areas (including special needs populations).

➢ Coordinating transportation needs for special populations..

➢ Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.

The County Public Works (Road) Department is responsible for:

➢ Identifying emergency traffic routes.

➢ Determining optimal traffic flow and movement priority from residences to highways

➢ Coordinating transportation services, equipment, and personnel using emergency routes.

➢ Providing guidance on commuting arrangements for essential workers during the evacuation period.

➢ Proposing locations of roadblocks and patrols for evacuation movement.

➢ Providing patrols and safety measures in the evacuated area and for reassignment of personnel during the evacuation period; and

> Supporting the preparation and maintenance of ESF 1 – Transportation, as well as its supporting SOPs and annexes.

See ESF 1 – Transportation for more details.

3.2.3.2 Communications
Alert and Warning

Umatilla County Emergency Management//Sheriff's Office

Once an emergency has occurred, the following tasks are necessary to ensure that the proper agencies are notified in order to facilitate a quick and coordinated response:

> Disseminate emergency public information as requested.

> Receive and disseminate warning information to the public and key County and City officials.

> Support the preparation and maintenance of ESF 2 – Communications, as well as its supporting SOPs and annexes.

Communication Systems

Umatilla Morrow Radio Data District/Sheriff's Office

The following tasks are necessary to ensure that the County maintains reliable and effective communications among responders and local government agencies during an emergency.

> Establish and maintain emergency communications systems.

> Coordinate the use of all public and private communication systems necessary during emergencies.

> Manage and coordinate all emergency communication operated within the EOC, once activated.

> Support the preparation and maintenance of ESF 2 – Communications, as well as its supporting SOPs and annexes.

See ESF 2 – Communications for more details.

3.2.3.3 Public Works and Engineering

Umatilla County Public Works (Road) Department

The Umatilla County Public Works (Road) Department is responsible for the following tasks in an emergency:

> Barricade hazardous areas.

- ➢ Prioritize restoration of streets and bridges.

- ➢ Protect and restore waste treatment and disposal systems.

- ➢ Augment sanitation services.

- ➢ Assess damage to streets, bridges, traffic control devices, wastewater treatment system, and other public works facilities.

- ➢ Remove debris.

- ➢ Assess damage to County-owned facilities.

- ➢ Condemn unsafe structures.

- ➢ Direct temporary repair of essential facilities.

- ➢ Supporting the preparation and maintenance of ESF 3 – Public Works and Engineering, as well as its supporting SOPs and annexes.

See ESF 3 – Public Works and Engineering for more details.

3.2.3.4 Firefighting

Local Fire Districts/Departments

Fire services agencies are responsible for the following tasks:

- ➢ Provide fire inspection, prevention, and suppression, as well as emergency medical aid to prevent loss of life, loss of property, and damage to the environment.

- ➢ Inspecting damaged areas for fire hazards.

- ➢ Contain hazardous materials spills, clean-up, planning, and coordination.

- ➢ Inspect shelters for fire hazards.

- ➢ Support the preparation and maintenance of ESF 4 – Firefighting, as well as its supporting SOPs and annexes.

Local Fire Districts and Departments are responsible for maintaining their own emergency response plans and procedures to fulfill these responsibilities.
See ESF 4 – Firefighting for more details.

3.2.3.5 Emergency Management

Emergency Operations Center

Umatilla County Emergency Management

The following tasks are necessary for the County to activate and utilize its EOC to support and coordinate response operations during an emergency.

➢ Direct and control local operating forces.

➢ Maintain contact with neighboring jurisdictions, and the State ECC, as appropriate.

➢ Maintain the EOC in an operating mode at all times or be able to convert EOC space into an operating condition.

➢ Assign representatives (by title) to report to the EOC and develop procedures for crisis training.

➢ Develop and identify duties of staff, use of displays and message forms, and procedures for EOC activation.

See Chapter 5 – Command and Control and ESF 5 – Emergency Management for more details.

3.2.3.6 Mass Care, Emergency Assistance, Housing, and Human Services

Umatilla County Health Department/American Red Cross/Umatilla County Emergency Management

The Umatilla County Health Department, with support from the Oregon Trail Chapter of the American Red Cross, is responsible for ensuring that the mass care needs of the affected population are met, such as sheltering, feeding, providing first aid, and reuniting families. Relevant operations are detailed in ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services and ESF 11 – Agriculture and Natural Resources of the County EOP; general responsibilities include:

➢ Maintaining the Community Shelter Plan and Animal Disaster Response Plan.,

➢ Supervising the shelter management program (stocking, marking, and equipping, etc.) for natural disasters.

➢ Coordinating support with other City and County departments, relief agencies, and volunteer groups.

> ➤ Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.

> ➤ Supporting the preparation and maintenance of ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services, as well as its supporting SOPs and annexes.

See ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services and ESF 11 – Agriculture and Natural Resources for more detail.

3.2.3.7 Logistics Management and Resource Support

Umatilla County Emergency Management/Umatilla County Finance Department

The following tasks are necessary to identify and acquire resources before and during an emergency:

> ➤ Establish procedures for employing temporary personnel for disaster operations.

> ➤ Establish and maintain a staffing reserve in cooperation with the Sheriff's Office

> ➤ Coordinate deployment of reserve personnel to County departments requiring augmentation.

> ➤ Establish emergency purchasing procedures and/or a disaster contingency fund.

> ➤ Maintain records of emergency-related expenditures for purchases and personnel.

> ➤ Support the preparation and maintenance of ESF 7 – Resource Support, as well as its supporting SOPs and annexes.

> *See ESF 7 – Logistics Management and Resource Support for more detail.*

3.2.3.8 Public Health and Emergency Medical Services *Umatilla County Health Department*

The Umatilla County Health Department Administrator is responsible for coordinating public health and welfare services required to cope with the control of communicable diseases and non-communicable illness associated with major emergencies, disasters and/or widespread outbreaks caused by bioterrorism, epidemic or pandemic diseases, or novel and highly fatal infectious agents or biological or chemical toxin incidents in urban or rural areas in the County. The Health Department Administrator also serves as the Health Department representative for the County EMO. Relevant operations are included in ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services and ESF 8 – Public Health and Medical Services of the County EOP. General responsibilities include:

➢ Coordinating with hospitals, clinics, nursing homes/care centers, and mental health organizations, including making provisions for the "special needs" population.

➢ Coordinating with the Medical Examiner and Funeral Directors to provide identification and disposition of the dead.

➢ Coordinating mass vaccination chemoprophylaxis.

➢ Coordinating isolation and/or quarantine of infected persons.

➢ Coordinating delivery and set-up of the National Pharmaceutical Stockpile Plan.

➢ Providing emergency counseling for disaster victims and emergency response personnel suffering from mental and emotional disturbances.

➢ Coordinating Council of Churches and other volunteer agencies.

➢ Identifying emergency feeding sites (coordinating with American Red Cross and Salvation Army).

> ➤ Identifying sources of clothing for disaster victims (may coordinate with the Salvation Army or other disaster relief organization).

> ➤ Securing source of emergency food supplies (with American Red Cross and Salvation Army).

> ➤ Coordinating operations of shelter facilities operated by the City or County, local volunteers, or organized disaster relief agencies such as the American Red Cross.

> ➤ Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.

> ➤ Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary, or as requested.

> ➤ Supporting the preparation and maintenance of ESF 8 – Public Health and Medical Services, as well as its supporting SOPs and annexes.

See ESF 8 – Public Health and Medical Services for more detail.

Emergency Medical Services

Umatilla County Emergency Management /EMS/Private Ambulance Providers ■Coordinate provision of Emergency Medical Services.

> ➤ Requesting additional EMS

assets as necessary.

See ESF 8 – Public Health and Medical

Services for more detail.

3.2.3.9 Search and Rescue

Umatilla County Sheriff's Office

General responsibilities include:

➢ Coordinating available resources to search for and rescue persons lost out of doors.

➢ Cooperating with and extending assistance to surrounding jurisdictions on request and as resources allow.

➢ Establishing and monitoring training standards for certification of Search and Rescue personnel.

➢ Supporting the preparation and maintenance of ESF 9 – Search and Rescue, as well as its supporting SOPs and annexes.

See ESF 9 – Search and Rescue for more detail.

3.2.3.10 Oil and Hazardous Materials Response

Hazardous Materials Response

Regional HazMat Team (Region10)/Fire District or Department

Oil and Hazardous Materials responsibilities include:

➢ Maintaining a well-trained and equipped, multi-jurisdictional Hazardous Materials team and response vehicle.

➢ Responding to any spill, release, or abandonment of any oil, gasoline, or other petroleum product, any hazardous substance, or radioactive material.

➢ Serving as a technical resource to the Incident Commander (IC).

➢ Initiating actions to protect responders and the public.

➢ Containing the hazardous materials.

➢ Supporting the preparation and maintenance of ESF 10 – Oil and Hazardous Materials, as appropriate.

See ESF 10 – Oil and Hazardous Materials for more detail.

Radiological Protection and Response

Regional HazMat Team (Region10)/Fire District or Department

For a radiological event, general responsibilities include:

- ➢ Establishing and maintaining a radiological monitoring and reporting network.

- ➢ Securing initial and refresher training for instructors and monitors.

- ➢ Providing input to the statewide monitoring and reporting system.

- ➢ Providing Umatilla County officials and department heads with information regarding fallout rates, fallout projections, and allowable doses when under fallout conditions.

- ➢ Coordinating radiological monitoring throughout Umatilla County.

- ➢ Providing monitoring services and advice at the scene of accidents involving radioactive materials.

- ➢ Supporting the preparation and maintenance of ESF 10 – Oil and Hazardous Materials, as well as its supporting SOPs and annexes.

See ESF 10 – Oil and Hazardous Materials for more detail.

3.2.3.11 Agriculture and Natural Resources

Umatilla County Health Department/OSU Extension Office/State of Oregon Department of Agriculture

General responsibilities include:

- ➢ Providing nutrition assistance.

- ➢ Responding to animal and plant diseases and pests.

- ➢ Ensuring the safety and security of the commercial food supply.

- ➢ Protecting natural and cultural resources.

- ➢ Providing for the safety and well-being of household pets.

- ➢ Assisting in the continued development and maintenance of ESF 11 – Agriculture and Natural Resources.

See ESF 11 – Agriculture and Natural Resources for more detail.

3.2.3.12 Energy and Utilities

Umatilla County Emergency Management/Public and Private Utilities

General responsibilities include:

➢ Working with local energy facilities in restoration of damaged energy utility infrastructure and accompanying systems;

➢ Coordinate temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, government offices/facilities, water/sewage systems, and other essential community services.

➢ Support the preparation and maintenance of ESF 12 – Energy, supporting SOPs and annexes.

See ESF 12 – Energy for more detail.

3.2.3.13 Public Safety and Security

Umatilla County's Sheriff's Office

County enforcement services are responsible for the following tasks:

➢ Law enforcement and criminal investigation.

➢ Traffic, crowd control, and site security.

➢ Isolation of damaged area.

➢ Damage reconnaissance and reporting.

➢ Disaster area evacuation.

➢ Supporting the preparation and maintenance of ESF 13 – Public Safety and Security, as well as its supporting SOPs and annexes.

See ESF 13 – Public Safety and Security for more information.

3.2.3.14 Recovery

Umatilla County Emergency Management, Umatilla County Department of Land Use Planning and Public Works (Road) Department

Recovery related responsibilities include:

➢ Directing emergency recovery in times of disaster by providing leadership in coordinating private and governmental sector emergency recovery efforts.

➢ Participating with County and State partners to conduct damage assessments., identify and facilitating availability and use of recovery funding;

➢ Accessing recovery and mitigation grant and insurance programs; conducting outreach, public education, and community involvement in recovery planning.

➢ Coordinating logistics management and resource support, providing assistance as needed.

➢ Providing support by locating, purchasing and coordinating delivery of resources necessary during or after an incident in Umatilla County.

See ESF 14 – Long-Term Community Recovery for more detail.

3.2.3.15 External Affairs

Umatilla County Emergency Management

The following tasks are necessary to ensure provision of reliable, timely, and effective information/warnings to the public at the onset of, and throughout, a disaster:

➢ Conduct ongoing hazard awareness and public education programs.

➢ Compile and prepare emergency information for the public in case of emergency.

➢ Arrange for media representatives to receive regular briefings on the County's status during extended emergency situations.

➢ Secure printed and photographic documentation of the disaster situation.

➢ Handle unscheduled inquiries from the media and the public.

➢ Be aware of Spanish-only speaking and/or bilingual population centers within the County and prepare training and news releases accordingly.

➢ Support the preparation and maintenance of ESF 15 – External Affairs, as well as its supporting SOPs and annexes.

See ESF 15 – Public Information for more details.

3.2.3.16 Evacuation and Population Protection

County Sheriff's Office, regional/local law enforcement

The following tasks are necessary to implement and support protective actions by the public and coordinate an evacuation:

> ➢ Define responsibilities of County departments and private-sector groups.

> ➢ Identify high-hazard areas and corresponding numbers of potential evacuees.

> ➢ Coordinate evacuation planning, including:

>> ● Movement control,

>> ● Health and medical requirements,

>> ● Transportation needs,

>> ● Emergency Public Information materials, and

>> ● Shelter and reception location.

> ➢ Develop procedures for sheltering in place.

> ■Prepare and maintain supporting SOPs and annexes.

See ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services for more detail.

3.2.3.17 Damage Assessment

Umatilla County Department of Land Use Planning/Umatilla County Code Enforcement/Umatilla County Assessment and Taxation Department

> ➢ Establish a damage assessment team from among County departments with assessment capabilities and responsibilities.

> ➢ Train and provide damage plotting team members to the EOC.

> ➢ Assist in reporting and compiling information on deaths, injuries, and dollar damage to tax-supported facilities and to private property.

> ➢ Assist in determining the geographic extent of damaged areas.

> ➢ Compile estimates of damage for use by County officials in requesting disaster assistance.

➢ Evaluate the effect of damage on the County's economic index, tax base, bond ratings, insurance ratings, etc., for use in long-range recovery planning.

➢ Support the preparation and maintenance of ESF 14 – Long-term Community Recovery, as well as its supporting SOPs and annexes.

See ESF 14 – Long-Term Community Recovery for more detail.

3.2.3.18 Legal Services

Umatilla County Legal Counsel

County Counsel is responsible for the following tasks in the event of an emergency:

➢ Advise County officials on emergency powers of local government and necessary procedures for invocation of measures to:

- Implement wage, price, and rent controls;

- Establish rationing of critical resources;

- Establish curfews;

- Restrict or deny access;

- Specify routes of egress;

- Limit or restrict use of water or other utilities; and

- Remove debris from publicly or privately owned property.

➢ Review and advise County officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.

➢ Prepare and recommend local legislation to implement the emergency powers required during an emergency.

➢ Advise County officials and department heads on record keeping requirements and other documentation necessary for exercising emergency powers.

➢ Thoroughly review and be familiar with current ORS 401 provisions as they apply to County or City government in disaster events.

> Support the preparation and maintenance of the Basic Plan, ESFs, SOPs, and Annexes.

3.2.3.19 Volunteer and Donation Management

Umatilla County Human Resources and Finance Departments

Responding to incidents frequently exceeds the County's resources. Volunteers and donors can support response efforts in many ways, and it is essential that the County plan ahead to effectively incorporate volunteers and donated goods into its response activities. Support Annex C, Mass Commodity Distribution Plan, also provides additional information about volunteer coordination and resources.

3.2.3.20 Other Agency Responsibilities

Other County department and agency heads not assigned a specific function in this plan will be prepared to make their resources (including personnel) available for emergency duty at the direction of the County Emergency Manager.

3.3 Local and Regional Response Partners

The County's emergency organization is supported by a number of outside organizations, including the incorporated cities, service organizations, and the private sector. A list of supporting local and regional agencies can be found in the individual ESF Annexes to this EOP, as well as Appendix E Agency/ Organization-to-ESF Cross-Reference Matrix.

3.3.1 Private Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, County Emergency Services must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private-sector responsibilities include:

> Planning for the protection of employees, infrastructure, and facilities.

> Planning for the protection of information and the continuity of business operations.

> Planning for responding to, and recovering from, incidents that impact their own infrastructure and facilities.

- ➤ Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how the private-sector entities can help.

- ➤ Developing and exercising emergency plans before an incident occurs.

- ➤ Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.

- ➤ Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

3.3.2 Nongovernmental Organizations

Nongovernmental Organizations (NGOs) play enormously important roles before, during, and after an incident. In the County, NGOs such as the American Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. NGOs collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of NGOs in an emergency may include:

- ■ Training and managing volunteer resources.

- ■ Identifying shelter locations and need supplies.

- ■ Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, and assistance with post-emergency cleanup.

- ■ Identifying those whose needs have not been met and helping coordinate the provision of assistance.

3.3.3 Individuals and Households

Although not formally a part of the County's emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- ■ Reducing hazards in their homes.

- ■ Preparing emergency supply kits and household emergency plans.

- ■ Monitoring emergency communications carefully.

- ■ Volunteering with established organizations.

■   Enrolling in emergency response training courses.

3.4 Umatilla County Response Partners

The Umatilla County Emergency Manager has been appointed under the authority of the BOC. The Emergency Manager is responsible for developing a Countywide emergency management program that, through cooperative planning efforts with the incorporated communities of the County, will provide a coordinated response to a major emergency or disaster.

3.5 State Response Partners

Under the provisions of ORS 401, the Governor has broad responsibilities for the direction and control of all emergency activities in a State-Declared Emergency. The administrator of OEM is delegated authority to coordinate all activities and organizations for emergency management within the State and to coordinate in emergency matters with other states and the Federal government.

Under the direction and control of department heads, agencies of State government represents the State emergency operations organization. Responsibility for conducting emergency support functions is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation. Some State agencies may call upon their Federal counterparts to provide additional support and resources, following established procedures and policies for each agency.

3.6 Federal Response Partners

Federal response partners are typically requested by OEM in the event that State resources become limited or specialized services are needed. In most instances, Federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the Federal level follow the Oregon EMP and, if necessary, the NRF.

3.7 Response Matrix

Table 3-1 provides a matrix, by ESF, of the local, State, and Federal primary organizations that the County may rely on in the event of an emergency.

Table 3-1Response Partners by ESF

ESF	Scope (Federal)	Primary County or Regional Agency	Primary State of Oregon Agency	Primary Federal Agency
ESF 1 Transportation	Aviation/airspace management and control Transportation safety Restoration and recovery of transportation infrastructure Movement restrictions Damage and impact assessment	Umatilla County Emergency Management/Umatilla County Public Works (Road) Department	Department of Transportation	Department of Transportation
ESF 2 Communications	Coordination with telecommunications and information technology industries Restoration and repair of telecommunications infrastructure Protection, restoration, and sustainment of national cyber and information technology resources Oversight of communications within the Federal incident management and response structure	Umatilla County Emergency Management/Bi-County Communications District/Sheriff's Office	Oregon Emergency Management	Department of Homeland Security (National Communications System)
ESF 3 Public Works & Engineering	Infrastructure protection and emergency repair Infrastructure restoration Engineering services and construction management Emergency contracting support for life-saving and life-sustaining services	Umatilla County Public Works (Road) Department	Department of Transportation	Department of Defense (U.S. Army Corps of Engineers)/Department of Homeland Security (FEMA)
ESF 4 Firefighting	Coordination of Federal firefighting activities Support to wildland, rural, and urban firefighting operations	Fire Defense Board/Fire District or Department	Department of Forestry/Office of the State Fire Marshal	Department of Agriculture (U.S. Forest Service)
ESF 5 Emergency Management	Coordination of incident management and response efforts Issuance of mission assignments Resource and human capital Incident action planning Financial management	Umatilla County Emergency Management	Oregon Emergency Management	Department of Homeland Security (FEMA)

Table 3-1 Response Partners by ESF

ESF	Scope (Federal)	Primary County or Regional Agency	Primary State of Oregon Agency	Primary Federal Agency
ESF 6 Mass Care, Emergency Assistance, Housing & Human Services	Mass care Emergency assistance Disaster housing Human services	Umatilla County Health Department/American Red Cross	Department of Human Services	Department of Homeland Security (FEMA)
ESF 7 Logistics Management & Resource Support	Comprehensive, national incident logistics planning, management, and sustainment capability Resource support (facility space, office equipment and supplies, contracting services, etc.)	Umatilla County Emergency Management/Umatilla County Finance Department	Oregon Emergency Management	General Services Administration/Department of Homeland Security (FEMA)
ESF 8 Public Health & Medical Services	Public health Medical Mental health services Mass fatality management	Umatilla County Health Department/Umatilla County Emergency Management	Department of Human Services, Public Health Division	Department of Health and Human Services
ESF 9 Search & Rescue	Life-saving assistance Search and rescue operations	Umatilla County Sheriff's Office	Oregon Emergency Management/Office of the State Fire Marshal	Department of Defense/Department of Homeland Security (FEMA/U.S. Coast Guard/Department of the Interior
ESF 10 Oil & Hazardous Materials	Oil and hazardous materials (chemical, biological, radiological, etc.) response Environment short- and long-term cleanup	Regional HazMat Team (Region 10)/Fire District or Department/Umatilla County Emergency Management	Department of Environmental Quality/Office of the State Fire Marshal	Environmental Protection Agency/Department of Homeland Security (U.S. Coast Guard)

Table 3-1Response Partners by ESF

ESF	Scope (Federal)	Primary County or Regional Agency	Primary State of Oregon Agency	Primary Federal Agency
ESF 11 Agriculture & Natural Resources	Nutrition assistance Animal and plant disease and pest response Food safety and security Natural and cultural resources and historic properties protection Safety and well-being of household pets	Umatilla County Health Department/OSU Extension Service	Department of Agriculture	Department of Agriculture/Department of Interior
ESF 12 Energy	Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination Energy forecast	Umatilla County Emergency Management/Public and Private Utilities	Department of Administrative Services/Department of Energy/Public Utility Commission	Department of Energy
ESF 13 Public Safety & Security	Facility and resource security Security planning and technical resource assistance Public safety and security support Support to access, traffic, and crowd control	Umatilla County Sheriff's Office	Department of Justice/ Oregon State Police	Department of Justice
ESF 14 Long-Term Community Recovery	Social and economic community impact assessment Long-term community recovery assistance to States, tribes, local governments, and the private sector Analysis and review of mitigation program implementation	Umatilla County Emergency Management/Umatilla County Department of Land Use Planning/Umatilla County Public Works (Road) Department	Oregon Emergency Management	Department of Homeland Security (FEMA) /Housing and Urban Development/Small Business Administration

Table 3-1Response Partners by ESF

ESF	Scope (Federal)	Primary County or Regional Agency	Primary State of Oregon Agency	Primary Federal Agency
ESF 15 External Affairs	Emergency public information and protective action guidance Media and community relations Congressional and international affairs Tribal and insular affairs	Umatilla County Emergency Management	Oregon Emergency Management	Department of Homeland Security (FEMA)

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Concept of Operations

4

4.1 General

Primary roles in initial emergency response will be played by first responders such as fire and police departments and may involve hospitals, local health departments, Regional Hazardous Materials Teams, and Oregon Department of Forestry Incident Management Teams as well. Typically, as the emergency situation evolves and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with recovery operations. In all emergency situations and circumstances, saving and protecting human lives receive priority.

The basic concept of emergency operations centers on managing and using all available resources in the County for effectively responding to all types of emergencies. Local government has the primary responsibility for emergency management functions and for protecting life and property from the effects of hazardous events. This EOP should be used when County municipalities or emergency response agencies are reaching or have exceeded their abilities to respond to an emergency incident.

When emergency situations arise, and it is determined that the normal organization and functions of County government are insufficient to effectively meet response activities' needs, the Emergency Manager, in collaboration with the BOC, will activate and implement all or part of this plan. In addition, the BOC or Emergency Manager may partially or fully activate and staff the County EOC, based on an emergency's type, size, severity, and duration.

Responsibilities include management and coordination of large-scale events, as well as identifying and obtaining additional assistance and resources for emergency response agencies from the State and/or Federal government through County Emergency Management.

All involved County emergency services will implement individual EOPs, SOPs, and supporting processes for the County's emergency operations. These include providing the County EMO with the following information throughout an incident's duration:

> ➢ Operational status.

➢   Readiness and availability of essential resources.

➢   Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.).

➢   Significant concerns and issues dealing with potential or actual loss of life or property.

4.2 Initial Notification (Warning of Officials)

First Responder agencies such as Police, Fire, and EMS, will receive notification of an incident from the IC. The determination to send a warning message will be made by considering several factors, including the following:

> ➢ Scope of the event requiring Police, EMS, or Fire support.

> ➢ Location of the event, or multiple jurisdictions.

> ➢ Type of event, such as a structure fire, hostage situation, chemical spill, or WMD incident.

Two types of messages may require dissemination: Alert and Warning. An Alert is defined as a call process that identifies a possible situation requiring first responders, local government officials, and emergency management staff to assume a state of readiness. A warning is defined as a call process that identifies an impending or occurring situation requiring first responders, local government officials, and emergency management staff to assume a state of readiness. Initially, the warning may be issued only to the area first affected by the emergency situation. If the situation worsens, crosses multiple municipal boundaries, or reaches the stage where County support and coordination are required, then the Umatilla County EOC will be involved.

The warning notice consists of two time intervals, each requiring varying emergency actions: the warning period and the response period. The warning period provides for receipt and immediate dissemination of warning messages. It enables authorities to take necessary steps to protect communications system facilities and equipment from injury or damage from potential hazards. During the response period, officials take immediate actions necessary to

bring the communications systems to full operational status. Authorities will coordinate the receipt, transmission, and dissemination of all EOC emergency reports and messages processed through the EOC message center.

If it is determined that the event will require coordination of several agencies within the County and that these agencies will need adequate communications, the Umatilla County EOC Communications Coordinator will request assistance from the agencies involved for personnel to operate the various radio systems, work the message center, answer telephones, and run messages requesting needed communications equipment and technical assistance in bringing the communications center to operational status.

Umatilla County is responsible for maintaining a warning capability to include a National Warning System (NAWAS) telephone, located in the County's Dispatch Center; County radio net; teletype; mutual aid radio frequency; and other telephones.

Upon receipt of an alert or warning, the Dispatcher at the dispatch center will verify the information before disseminating it to other agencies. The dispatcher will record the source of the warning or alert. The dispatcher will disseminate the warning information to the appropriate agency via telephone, radio, or electronic means.

Each affected agency(s) is responsible for calling its own response personnel.
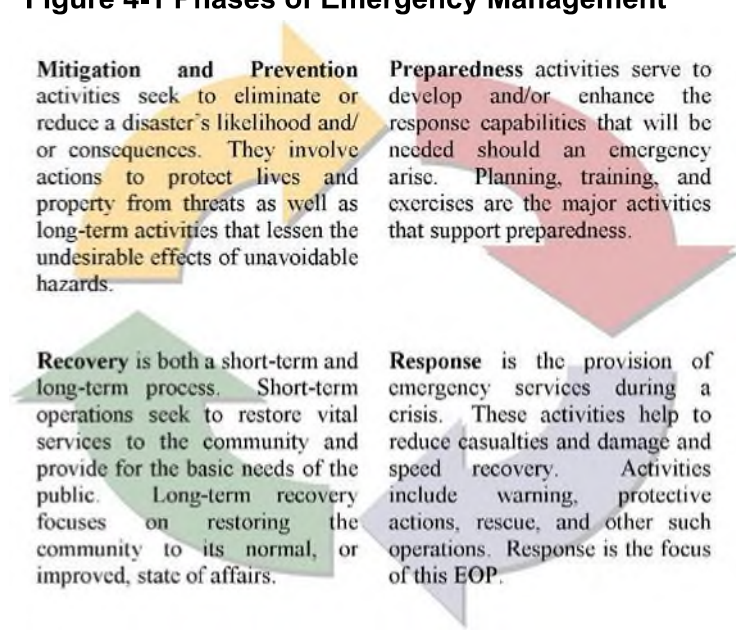
Notifications will be appropriate to the anticipated event. If an event is only expected to occur in an isolated area of the County, then notification should be issued first for that location, with subsequent notifications to any other areas that may be affected.

4.3 Phases of Emergency Management

This plan adheres to the emergency management principle of all-hazards
planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that this is an

emergency operations plan rather than a Comprehensive Emergency Management Plan, as its emphasis is on incident management rather than on program management. That said, this EOP impacts and is informed by activities conducted before and after any emergency operations take place. A brief description of the four phases of emergency management is provided below.

Figure 4-1 Phases of Emergency Management

Mitigation and Prevention activities seek to eliminate or reduce a disaster's likelihood and/or consequences. They involve actions to protect lives and property from threats as well as long-term activities that lessen the undesirable effects of unavoidable hazards.

Preparedness activities serve to develop and/or enhance the response capabilities that will be needed should an emergency arise. Planning, training, and exercises are the major activities that support preparedness.

Recovery is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs.

Response is the provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Activities include warning, protective actions, rescue, and other such operations. Response is the focus of this EOP.

Additionally, this plan is implemented within the context of a continuous stream of incidents, events, and occurrences, any of which may develop into an emergency. Constant situational awareness is essential to maintaining a forward-leaning posture that facilitates rapid response. Situational awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react quickly and effectively. Situational awareness comprises an interactive process of sharing and evaluating information from multiple sources, integrating communications and reporting activities, and activities to forecast or predict incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence and information-sharing, technical assistance, consultations, notifications, and informed decision making at all interagency and intergovernmental levels, as well as on the part of the private sector and the public.

4.4 Incident Levels

Incident levels assist response agencies in recognizing the degree of intensity and potential impact of a particular situation. Emergency situations will not always fit neatly into these levels, and any incident has the potential to intensify and expand. Special circumstances or external pressures may warrant outside assistance for relatively minor incidents.

4.4.1 Level 1

Level 1 situations are often referred to as "routine" crisis management or emergency situations that can be handled using resources available at the incident location. For these situations, it may not be necessary to implement an emergency plan. Outside assistance is usually not required.

4.4.2 Level 2

Level 2 situations are characterized by a need for response assistance from outside agencies (specialized equipment or personnel, insufficient, or inadequate on-site resources, etc.). Requests for assistance related to Level 2 situations often take the form of a 911 call for police, fire, or medical assistance. Examples include hazardous materials spills and traffic incidents with multiple injuries. The IC may activate selected portions of the County EOP.

4.4.3 Level 3

Level 3 situations are major incidents that require application of a broad range of community resources to save lives and protect property. Examples of such situations include an airliner crash in a populated area, a major earthquake, etc. Emergency plans should be implemented, and the EOC will be activated to coordinate response and recovery activities.

4.5 Response Priorities

1. **Lifesaving/Protection of Property**: This is a focus on efforts to save lives of persons other than City employees and their dependents. It may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.

2. **Incident Stabilization**: This is a focus on protection of mobile response resources, isolation of the impacted area, and of the incident, if possible.

3. **Property Conservation**: This is a focus on the protection of public facilities essential to life safety/emergency response, protection of the environment whenever public safety is threatened, and protection of private property.

4.6 Incident Management

4.6.1 Activation

When an emergency situation arises and it is determined that the normal organization and functions of County government are insufficient to effectively meet response requirements, the Emergency Manager (or designee) will activate and implement all or part of this EOP. In addition, the Emergency Manager will partially or fully activate and staff the County EOC based on an emergency's type, size, severity, and anticipated duration.

4.6.2 Initial Actions

Upon activation of all or part of this EOP, the Emergency Manager (or designee) will implement the following actions immediately:

➢ Alert threatened populations and initiate evacuation as necessary. *See Annex ESF 2 – Communications for more details.*

➢ Initiate emergency sheltering procedures with the American Red Cross and other community partners if evacuation procedures are activated. *See Annex ESF 6 – Mass Care, Emergency Services, Housing, and Human Services for more detailed information and specific procedures associated with sheltering, mass care, and related human services.*

➢ Instruct appropriate County emergency services to activate necessary resources.

➢ Assign radio frequencies and communications equipment, implement a communications plan, and confirm interoperability among EOC staff and response agencies. *See Annex ESF 2 – Communications for more detailed information and specific procedures.*

➢ When local resources will not meet the needs of local and County emergency operations, request the BOC to prepare and submit a formal declaration of emergency to OEM. The official declaration may be preceded by a verbal statement.

➢ Prepare to staff the County EOC as appropriate for the incident with maximum 12-hour shifts.

4.6.3 Communications, Notification and Warning

Traditional communication lines, such as landline telephones, cellular phones, faxes, pagers, internet/e-mail, and radio, will be used by County response personnel throughout the duration of response activities. *See ESF 2 – Communications for more details.*

A public warning and broadcast system (Emergency Alert System (EAS)) is established for the County to provide emergency information and instructions during a pending or actual emergency incident or disaster. The Emergency Manager shall provide the public with educational/instructional materials and presentations on subjects regarding safety practices and survival tactics for the first 72 hours of a disaster. ESF 2 provides detailed information on how these systems are accessed, managed, and operated throughout an emergency's duration. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained through each individual agency. External partners can be activated and coordinated through the County EOC or through the Multi-Agency Coordination System (MACS).

4.6.4 Direction and Control

Direction and control of County emergency operations will be conducted via ICS and the MACS, as described in Section 5, Command and Control.

The County EMO is responsible for maintaining the readiness of the EOC and identifying and training support staff. County departments will be requested to designate personnel who can be made available to be trained by County Emergency Management and to work in the EOC during a major disaster. Other departments may be requested to provide assistance in a major emergency.

The ultimate responsibility for emergency management in Umatilla County lies with the BOC. However, there are several other highly-developed emergency management organizations within the County. Besides the county itself, the

Confederated Tribes of the Umatilla Indian Reservation (CTUIR), the Umatilla National Forest, Oregon State Department of Forestry, and cities within the County all have well-developed emergency management plans and programs for their areas of jurisdiction. These organizations will exercise full authority over emergency operations when the emergency situation exists entirely within the boundaries of their jurisdictions. Major emergencies in any other part of the County will be managed by County-level emergency operations

4. Concept of Operations

In the event of a disaster or local emergency, the primary responsibility for responding to, recovering from, and mitigating against the effects of disaster rests with the local government. State and/or Federal assistance will be provided only when the effects of the emergency extend beyond the capability of local resources to mitigate effectively.

If an incident occurs within the boundary of any city within Umatilla County, that city will have direction and control of all emergency management operations, except in case of inability to function or upon request for assistance, at which time Umatilla County may assume coordinating and directional responsibility. Any city within Umatilla County may request special assistance from the County Emergency Management office while still retaining direction and control.

4.6.5 Demobilization

As the emergency situation progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with short- and long-term recovery operations.

4.6.6 Transition to Recovery

The recovery process encompasses steps the County will take after an emergency to restore government function and community services to levels existing prior to the emergency. Recovery is both a short- and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the County can concentrate on long-term recovery efforts, which focus on restoring the community to a normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. This is also the phase for reassessing the applications,

processes, and functions of all annexes of this disaster plan for deficiencies. Restoration to upgrade damaged areas is possible if it can be shown that extra repairs will mitigate or lessen the chances of, or damages caused by, similar disasters in the future.

See ESF-14 - Long-Term Community Recovery for more details

4.7 Inter-jurisdictional Coordination

4.7.1 Municipalities

The Chief Executive(s) of the incorporated cities within the County are responsible for the direction and control of their local resources during emergencies, including requesting additional resources not covered under mutual aid for emergency operations. Such requests will be directed to the County EMO. Should the County be unable to support the request, a County Declaration of Emergency will be forwarded to the State.

Under the provisions of ORS 401.305, each city may establish an emergency management agency and appoint an emergency program manager. Cities that do so shall notify the County of the individual responsible for emergency management activities in their respective jurisdictions. Any city choosing not to establish an emergency management agency may develop a cooperative intergovernmental agreement with the County, specifying the emergency management activities to be accomplished at each level. If a City takes no action to increase its emergency management capability, it will be covered under County planning, and County response resources will be deployed under the direction of the County, should emergency conditions arise that threaten that city's residents.

4.7.2 Mutual Aid

State law (ORS 402.010 and 402.015) authorizes the County to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs. Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services.

State law (ORS 402.210) authorizes the creation of an intrastate mutual assistance compact among local governments within the State. The compact streamlines the process by which a local government requests assistance and temporarily acquires resources.

4.7.3 Special Service Districts

These districts provide services such as fire protection and water delivery systems that are not available from City or County government. Each is governed by an elected Board of Directors and has policies separate from City and County

government. They often overlap City and County boundary lines and thus may serve as primary responders to emergencies within their service districts.

4.7.4 Private Sector

Disaster response by local government agencies may be augmented by business, industry, and volunteer organizations. The Emergency Manager (or designee) will coordinate response efforts with the private sector, including providing assistance as appropriate. Schools, hospitals, assisted living facilities, and other institutional facilities are required by Federal, State, or local regulations to have disaster plans.

The Emergency Manager will work with voluntary organizations to provide certain services in emergency situations, typically through previously established agreements. In the preparedness context, essential training programs will be coordinated by the sponsoring agencies of such organizations as the American Red Cross, Salvation Army, faith-based groups, amateur radio clubs, and Community Emergency Response Teams. Finally, the Emergency Manager shall provide the public with educational and instructional materials and presentations on subjects regarding safety practices and survival tactics for the first 72 hours of a disaster with emphasis of 2 weeks preparedness.

4.7.5 State Government

The State emergency organization, as defined in the State of Oregon EMP, can be activated through the Oregon Military Department, OEM. This department provides a duty officer at all times. The State provides direct State agency support to the local level and serves as a channel for obtaining resources from within and outside the State structure, including the assistance provided by Federal agencies. Local resources (personnel, equipment, funds, etc.) should be exhausted or projected to be exhausted before a county requests State assistance.

4.7.6 Federal Government

The County shall issue requests for Federal disaster assistance to OEM. Federal resources may be requested and provided prior to the formal declaration of a disaster in emergency response situations. A Presidential Disaster Declaration makes available extensive disaster response and recovery assistance, including financial support to governments, businesses, and individual citizens.

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Command and Control

5

5.1 General

The Emergency Manager for Umatilla County is responsible for ensuring that coordinated and effective emergency response systems are developed and maintained. Existing agencies of government will perform emergency activities closely related to those they perform routinely. Specific positions and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and its annexes. As the EOC Manager, the Emergency Manager will provide overall direction of response activities of all County departments. Department heads will retain control over their employees and equipment unless directed otherwise by the Emergency Manager. Each agency will be responsible for having its own SOPs to be followed during response operations.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing County services, and then only when the situation threatens to expand beyond the County's response capabilities.

5.2 Emergency Operations Center

Response activities will be coordinated from an EOC, which will be activated upon notification of a possible or actual emergency. During large-scale emergencies the EOC will become the seat of government for the duration of the crisis. The EOC will serve as a MACS, as described in Section 5.4 of this Basic Plan.

See ESF 5 – Emergency Management for more details.

5.2.1 EOC Activation

During emergency operations, and upon EOC activation, the EOC staff will assemble as outlined in EOC SOPs and exercise direction and control as outlined below.

> ➢ The EOC will be activated by the Emergency Manager, or designee.

> ➢ The Emergency Manager will assume responsibility for all operational coordination and direction and control of EOC support functions.

> ➢ The Emergency Manager will serve as the overall EOC controller.

> ➢ The Emergency Manager will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations;

>> ➢ Emergency operations will be conducted by County departments, augmented as required by trained reserves, volunteer groups, and forces supplied through MAAs. State and Federal support will be requested if the situation dictates.

>> ➢ Communications equipment in the EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.

>> ➢ The Emergency Manager may establish an on-scene command post at the scene to maintain close contact and coordination with the EOC.

>> ➢ Department heads and organization leaders are responsible for emergency functions assigned to their activities, as outlined in their appropriate annexes

>> ➢ The EOC during activation, will normally operate on a 24-hour basis, rotating on 12-hour shifts, or as determined necessary by the EOC controller.

>> ➢ The Emergency Manager will immediately notify the State Emergency Management office upon activation. Periodic updates will be made as the situation requires.

➢

Figure 5-1 Emergency Call Down Process
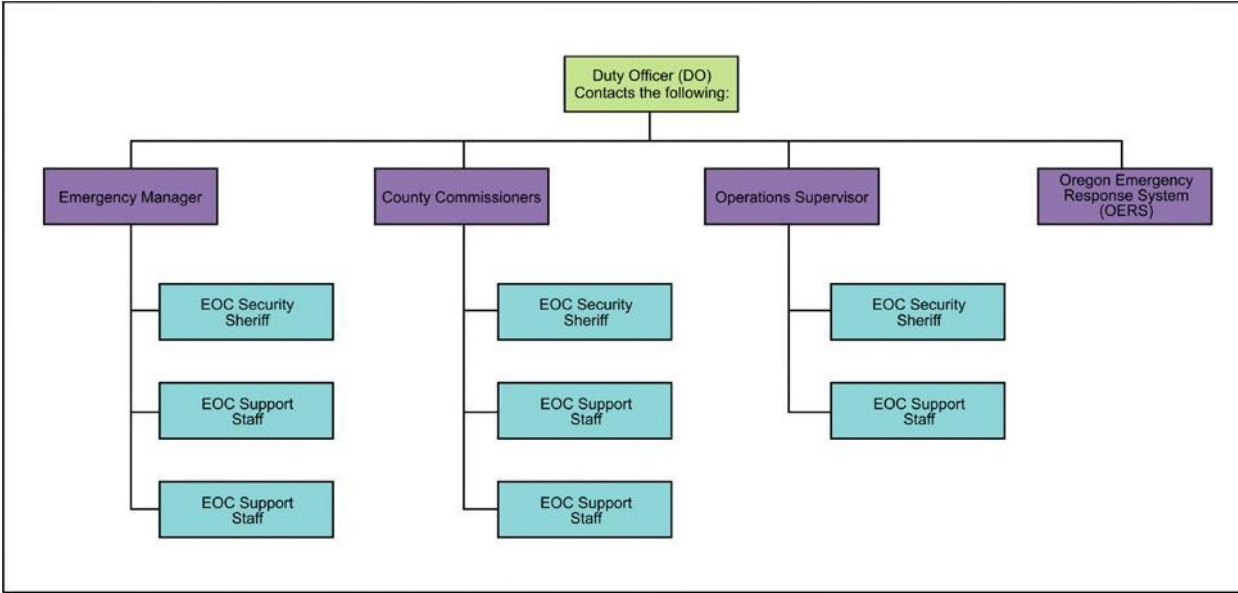
5.2.2 Emergency Operations Center Location

The primary location for the Umatilla County EOC is:

> 4700 NW Pioneer Place
> Pendleton, Oregon 97801

If necessary, the alternate location for the County EOC is:

> [TO BE DEVELOPED]

To avoid jeopardizing operations, care must be taken to locate the EOC away from dangers associated with the event.

5.3 Incident Command System

In Oregon, implementation of NIMS and ICS is mandatory during an emergency incident. The NIMS is a comprehensive, national approach to incident management applicable to all jurisdictional levels and across functional disciplines. ICS, a standardized, flexible, scalable, all-hazard incident management system, is designed to be active from the time an incident occurs until the requirement for management and operations no longer exists.

The ICS structure can be expanded or contracted, depending on the incident's changing conditions. ICS positions can be staffed and operated by qualified personnel from any emergency service agency and may involve personnel from a variety of disciplines. As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit to a major emergency involving several agencies and spanning numerous jurisdictions. ICS allows agencies to communicate using common terminology and operating procedures and allow for effective coordination and allocation of resources throughout an incident's duration.

Plain language will be used during a multi-jurisdictional emergency response occurring in the County and is essential to public safety, especially the safety of first responders and those affected by the incident. The use of common terminology enables area commanders, State and local EOC personnel, Federal operational coordinators, and responders to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity. The ability of responders from different jurisdictions and different disciplines to work together depends greatly on their ability to communicate with each other.

The ICS organization is built around an IC and the command and general staff positions. The four primary general staff positions are Operations, Logistics,

Planning, and Finance; these apply in a routine emergency, when organizing for a major event, or when managing a major response to a disaster. In small incidents, these general staff positions may be managed by the IC. Larger incidents usually require being set up as separate sections within the ICS organization, with each

section overseen by a general staff member (commonly referred to as a "Section Chief") who reports directly to the IC. The County EOC has established a command structure, supporting activation and operational procedures, and position checklists compliant with NIMS/ICS. This information is available through County Emergency Management and is located at the EOC in hardcopy format. The ICS organizational chart for Umatilla County is included in Figure 52.

Figure 5-2 Example of an ICS for the County
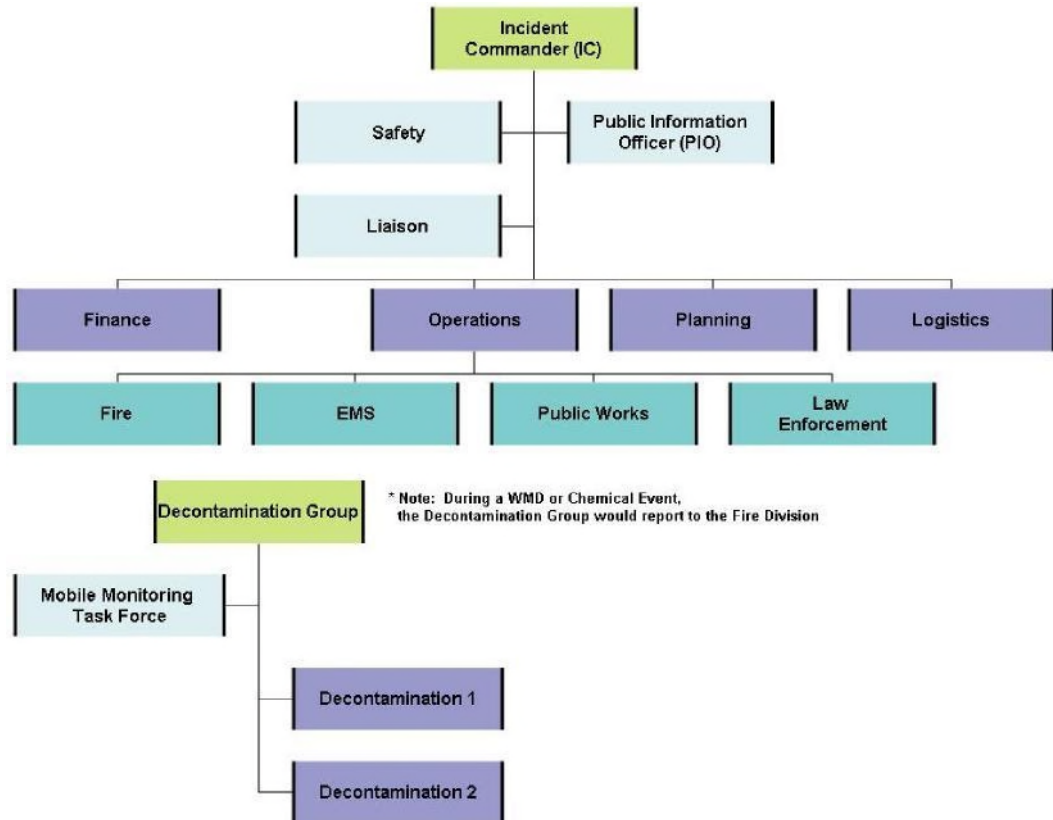
In certain instances, more than one ICS position may be managed by a single staff person due to limited personnel and resources available in the County. Thus, it is imperative that all primary and alternate EOC staff be trained on ICS functions other than those in their areas of expertise. Regularly exercising ICS, including sub-functions and liaison roles with volunteers and other support staff, will improve overall EOC operation efficiency and add depth to existing County emergency management and response organizations.

See ESF 5 for more detailed information on the County's EMO command structure.

5.3.2 Policy and Operations Groups

5.3.2.1 Policy/Coordination Group

The ultimate authority for emergency management in Umatilla County is the Chairperson of the County BOC, who heads the Policy/Coordination Group. The Policy/Coordination group exercises broad control over emergency operations, gives guidance on matters of basic policy, and provides official information and instructions to the public. The group also analyzes all available information on the situation, develops and refines a joint response and recovery strategy, plans the deployment of field units to ensure the availability of appropriate force to deal with the situation at particular locations, and ensures that the operating forces of various agencies work together in a mutually supportive way. The Policy/Coordination Group may be include the following parties:

- The BOC.

- Sheriff.

- County Counsel.

- PIO.

- Mayors, City Managers, and/or Council Representatives of Municipalities.

- CTUIR Representative.

- Emergency Manager.

- District Fire Chief.

- Public Works Director.

- Public Health Administrator.

- Mental Health Director.

- County Budget Officer.

- Education Service District Superintendent.

- American Red Cross Representative.

- Liaison Representative of other local, State, and Federal agencies, as needed.

5.3.2.2 Operations Group

The Operations Group implements the strategy and plans of the Policy/Coordination Group. It communicates with field forces and keeps a record

of their status; it issues instructions to particular units and keeps track of their progress in carrying out the instructions. The Operation Group members are operations personnel at the various departments and agencies involved. The Emergency Manager (or designee) acts as the County ICS Liaison Officer to provide coordination among all involved entities.

5.3.3 Command Staff

5.3.3.1 Incident Commander

The IC is responsible for the operations of the EOC when it is activated and has overall responsibility for accomplishing the EOC mission. In general, the EOC Controller is responsible for:

- Approving and supporting implementation of an Incident Action Plan (IAP).

- Coordinating activities supporting the incident or event.

- Approving release of information through the PIO.

- Performing the duties of the following command staff if no one is assigned to the position:
    - Safety Officer,
    - PIO, and
    - Liaison Officer.

5.3.3.2 Safety Officer

The Safety Officer is generally responsible for:

- Identifying initial hazards, determining personal protective equipment requirements, and defining decontamination areas.

- Implementing site control measures.

- Monitoring and assessing the health and safety of response personnel and support staff (including EOC staff).

- Preparing and implementing a site Health and Safety Plan and updating the IC on safety issues or concerns as necessary.
- Exercising emergency authority to prevent or stop unsafe

acts. **5.3.3.3 Public Information Officer**

A lead PIO will most likely coordinate and manage a larger public information network representing local, County, regional, and State agencies; tribal entities;

political officials; and other emergency management stakeholders. The PIO's duties include:

> ➢ Developing and coordinating release of information to incident personnel, media, and the general public.

> ➢ Coordinating information sharing among the public information network through the use of a Joint Information System and, if applicable, establishing and staffing a Joint Information Center (JIC).

> ➢ Implementing information clearance processes with the IC.

> ➢ Conducting and/or managing media briefings and implementing media-monitoring activities.

5.3.3.4 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the City and/or County EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services such as the American Red Cross. The following responsibilities are typically included in a liaison role:

> ➢ Serve as the contact point for local government officials, agency or tribal representatives, and stakeholders.

> ➢ Coordinate information and incident updates among interagency contacts, including the public information network.

> ➢ Provide resource status updates and limitations among personnel, capabilities, equipment, and facilities to the IC, government officials, and stakeholders.

The annexes attached to this plan contain general guidelines for the City governmental entities, organizations, and County officials/departments to carry out responsibilities assigned at the City EOC or other designated facility where response efforts will be coordinated.

5.3.4 General Staff

5.3.4.1 Operations Section

The Operations Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations section is organized into functional units representing agencies involved in tactical operations. Agencies typically included in the Operations Section are: 1) Fire (emergencies dealing with fire, earthquake with rescue, or hazardous materials); 2) Law enforcement (incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal

investigations); 3) Public health officials (contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health); and 4) Public works (incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse). Private entities, companies, and NGOs may also support the Operations section. The Operations Chief is responsible for:

- Providing organizational support and directing implementation of unit operational plans and field response activities.

- Developing and coordinating tactical operations to carry out the IAP.

- Managing and coordinating various liaisons representing community response partners and stakeholders.

- Directing IAP tactical implementation.
- Requesting resources needed to support the

IAP. **5.3.4.2 Planning Section**

The Planning section is responsible for forecasting future needs and events of the response effort while ensuring that implementation of appropriate procedures and processes are accomplished. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:

- Collecting, evaluating, and distributing information on the incident, and providing a status summary.

- Preparing and disseminating the IAP.

- Conducting planning meetings and developing alternatives for tactical operations.
- Maintaining resource status.

5.3.4.3 Logistics Section

The Logistics section is typically supported by the following units: Supply, Food, Communications, Medical, Facilities, and Ground Support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support. The Logistics Chief is responsible for:

■ Providing and managing resources to meet the needs of incident personnel.

■ Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.

- ■   Estimating future support and resource requirements.
- ■   Assisting with development and preparation of the

IAP. **5.3.4.4 Finance/Administration Section**

The Finance/Administration section is specific to the incident type and severity of resulting impacts. In some instances, agencies may not require assistance, or only a specific function of the section may be needed, which can be staffed by a technical specialist in the Planning section. Potential units assigned to this section include: Compensation/Claims, Procurement, Cost, and Time. The Finance and Administration Chief is responsible for:

- ■   Monitoring costs related to the incident.

- ■   Maintaining accounting, procurement, and personnel time records.

- ■   Conducting cost analysis.

5.3.5 Unified Command

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, county, regional, state, and Federal agencies into the same organizational system, maximizing coordination of response activities, and avoiding duplication of efforts. A structure called Unified Command (UC) allows the IC position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, state, and Federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided, as needed. In smaller situations that do not require additional persons, the IC will directly manage all aspects of the incident organization.

Figure 5-3 is an example of a UC organizational chart for the County. It provides operational flexibility to expand or contract staffing depending on an incident's nature and size.

Figure 5-3 Example of Unified Command for the County
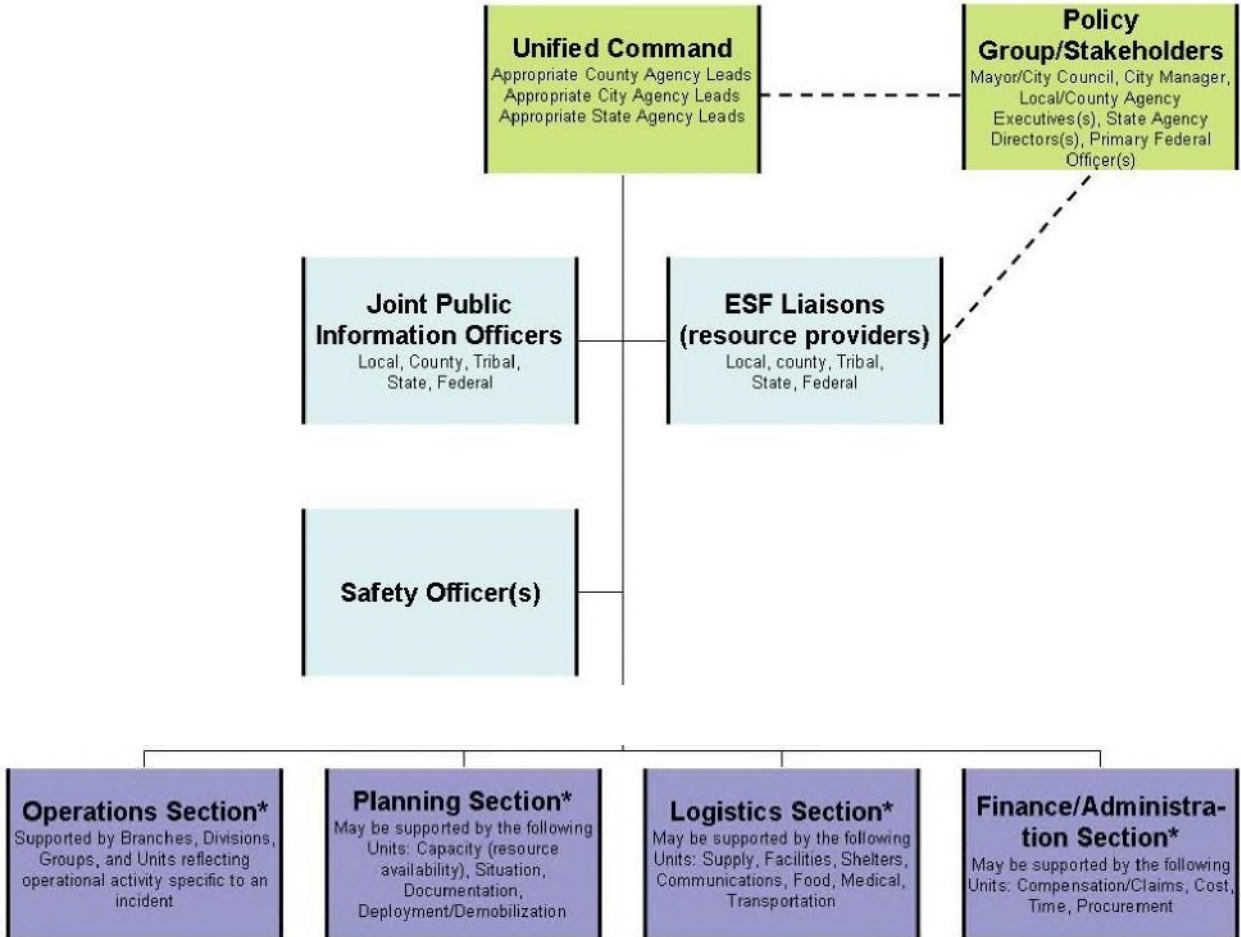
*Note: In any type of incident a Section Chief may be assigned a Deputy. In addition, an Intelligence Section would be incorporated into the command structure in response to incidents of national significance or those presumed or confirmed to be terrorist-related.

5.6 Multi Agency Coordination System

Multi-Agency Coordination between emergency services agencies is an ongoing process for Umatilla County and its partner agencies. Representatives and/or their alternatives from various local, state, and federal agencies involved in public protection propose to meet regularly as the Umatilla County MACS group. This group will serve as a forum to review and discuss matters of mutual interest and to develop plans to ensure a coordinated approach to public protection from all hazards. State mobilization plans provide direction to agency managers for movement of state resources and maintenance of statewide response capabilities.

The local MACS and staff in the local EOC's are responsible for coordination, hazard analysis, planning/intelligence, and public information for each individual jurisdiction. The Umatilla County MAC group will be utilized when critical resources, overall community objectives and monitoring and reentry priorities must be established. The Umatilla county MAC organization and plan will be utilized for all hazard emergency response.

5.7 Special Districts

For emergency management planning purposes, specific areas of Umatilla County are recognized as having special status, jurisdiction, or emergency planning requirements. These special planning and operations areas may be incorporated municipalities, regions that include both incorporated and unincorporated areas, unincorporated parts of the County, fire districts, the CTUIR, ambulance service areas, or large institutions such as State or Federal facilities and military installations. The special planning and operations areas of Umatilla County include the following:

- Incorporated cities of Adams, Athena, Echo, Helix, Hermiston, Milton-Freewater, Pendleton, Pilot Rock, Stanfield, Ukiah, Umatilla, and Weston.

- The CTUIR.

- The Fire Districts of Umatilla County.

- The Ambulance Service Areas, as defined by the Ambulance Service Area Plan.

- The Emergency Plan Zone and the Ingestion Plan of the Hanford Emergency Plan.

- Eastern Oregon Correctional Institution.

- Two Rivers Correctional Institution.

- Designated flood plains.

- Inundation areas of McNary, McKay, and Cold Springs Dams.

- The Umatilla National Forest.

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6 Plan Development, Maintenance and Implementation

6.1 Plan Review and Maintenance

At a minimum, this EOP will be formally reviewed and re-promulgated every five years to comply with State requirements. This review will be coordinated by the Umatilla County Emergency Manager and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. This review will:

> ➢ Verify contact information.

> ➢ Review the status of resources noted in the plan.

> ➢ Evaluate the procedures outlined in this plan to ensure their continued viability.

In addition, lead agencies will review the annexes and appendices assigned to their respective departments. A more frequent schedule for plan review and revision may be necessary.

Recommended changes should be forwarded to:

Umatilla County Emergency Management
ATTN: Emergency Manager
Umatilla Justice Center
4700 Pioneer Place
Pendleton, OR 97801

6.2 Training Program

The County Emergency Manager specifically coordinates training for County personnel and encourages them to participate in trainings hosted by other jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County.

The development of NIMS and the National Response Framework (NRF) are principal components of the HSPD-5 directives.

6. Plan Development, Maintenance and Implementation

Umatilla County will use the NIMS National Standard Curriculum Development Guidance to determine the level of training needed for County staff/officials who will be engaged during incident response. In addition to the NIMS standard, Umatilla County emergency management will support staff in becoming qualified for specific ICS positions. Emergency Management staff will be encouraged to fulfill the qualifications to become certified or "red carded." Currently, NIMS does not provide a certification qualifications format for ICS positions, so the National Wildfire Coordinating Group qualifications will be used until NIMS adopts ICS individual qualifications.

Each County Department maintains records and lists of training received by County personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and command and general staff. NIMS identifies these positions as follows:

➢   EMS personnel.

➢   Firefighters.

➢   Law enforcement personnel.

➢   Public works/utility personnel.

➢   Skilled support personnel.

➢   Other emergency management response personnel.

➢   Support/volunteer personnel at all levels.

Table 6-1 provides the minimum training requirements for the County's emergency personnel.

Table 6-1 Minimum Training Requirements

Emergency Personnel	Training Required
Emergency Managers and Incident Commanders	ICS-100, -200, -300, -400 IS-700, -701, -703, -704, -800
Other Command Staff, Section Chiefs, and Deputy Section Chiefs	ICS-100, -200, -300 IS-700, -701, -703, -704 (-702 for PIOs)
All other EOC personnel and first responders	ICS-100, -200 IS-700, -701, -703, -704
All other emergency response personnel, including volunteers	ICS-100 IS-700
Independent study courses can be found at http://training.fema.gov/IS/crslist.asp.	

6.2.1 ICS Training for New Employees

All new Umatilla County employees who have a role in emergency response will be required to complete ICS courses related to their positions and responder

levels.. New employees will be advised at employee orientation that they will need to complete the basic ICS courses or provide a copy of the course certificates. Umatilla County job descriptions will be updated to include the necessary NIMS training for the position. Copies of completed NIMS courses or certificates will be placed in the employee's file located at Human Resources.

All new personnel in Emergency Management, the Sheriff's Office, and the Health Department should complete the "Entry Level" courses IS 700 and ICS 100 during their probationary period,.

After completing the "Entry Level" courses, new employees will need to complete further courses as required for their professions or responder positions. Umatilla Public Health Department staff are required by the Oregon Health Division Program Element 12 to complete ICS 100, 200 and IS 700. The Sheriff's Office requires ICS 100, 200, IS 700 and IS 800 for dispatchers, deputies, and reserve officers.

The Emergency Management Department will require all new personnel to complete IS 700, IS 800, ICS 100, and ICS 200 as part of their probationary period, usually three to six months. Within 18 months of the hire date, all Emergency Management personnel will complete IS 300 (if available in Oregon and Washington), G 290 Basic PIO, and the Basic Applied Practices Series and the Professional Development Series.

6.3 Exercise Program

The County will conduct exercises throughout the year to continually test and evaluate this EOP. Whenever feasible, the County will coordinate with neighboring jurisdictions and State and Federal governments, to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the County will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. Information on the HSEEP program can be found at http://hseep.dhs.gov.

The Emergency Manager will work with other County departments to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

6.4 Event Critique and After Action Reporting

In order to document and track lessons learned from exercises, the Emergency Manager will conduct a review, or "hot wash," with exercise participants after each exercise. The Emergency Manager will also coordinate an After Action Report (AAR), which will describe the objectives of the exercise and document the results of the evaluation.

Similarly, reviews and AARs will be facilitated after an actual disaster that will document activities of the incident to improve the readiness of the County.

6.5 Community Outreach and Preparedness Education

Educational tools are used to teach the public about threats, disasters, and what to do when an emergency occurs. The County maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the County's overall readiness. Information about the County's public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the County's website: http://www.ucem.us/.

A Sample Disaster Declaration

Forms

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DECLARATION OF STATE OF EMERGENCY

BEFORE THE BOARD OF COMMISSIONERS
FOR UMATILLA COUNTY, OREGON

In the Matter of Declaring   )
A State of Emergency within   )
Umatilla County   )

RESOLUTION

This matter came before the BOARD OF COMMISSIONERS at an emergency meeting on

, involving an emergency situation created by

; and

WHEREAS,

; and

(Date/time of occurrence; cause of incident)

WHEREAS,

; and

(Specify location of incident and effects)

WHEREAS,

; and

(Specify location of incident and effects)

WHEREAS, the following conditions,
exist in the impact area.

WHEREAS, the Umatilla County EOC has been implemented and emergency service responders are;and

BE IT RESOLVED that the BOARD OF COMMISSIONERS, under the emergency powers granted by ORS 401.305, declares that a State of Emergency exists within Umatilla County due to the fact that local resources have been exhausted. Further, Umatilla County's Emergency Services is hereby directed to take all necessary steps authorized by law to secure the persons and property of

the citizens of Umatilla County. State assistance is requested immediately and includes the following:

*

*

*

Dated at Pendleton, Oregon, thisday of

UMATILLA COUNTY BOARD OF COMMISSIONERS

CommissionerCommissionerCommissioner

DECLARATION OF EMERGENCY

BEFORE THE CITY COUNCIL
IN UMATILLA COUNTY, OREGON

To:,

Umatilla County Office of Emergency Management

From: ,

[CITY], Oregon

At(time) on(date),

a/an *(description
of emergency incident or event type)* occurred in the [CITY] threatening life and

property.

The current situation and conditions are:

The geographic boundaries of the emergency are:

I DO HEREBY DECLARE THAT A STATE OF EMERGENCY NOW EXISTS
IN THE [CITY] AND THAT THE CITY HAS EXPENDED OR WILL
SHORTLY EXPEND ITS NECESSARY AND AVAILABLE RESOURCES. I
RESPECTFULLY REQUEST THAT THE COUNTY PROVIDE ASSISTANCE,
CONSIDER THE CITY AN "EMERGENCY AREA" AS PROVIDED FOR IN
ORS 401, AND, AS APPROPRIATE, REQUEST SUPPORT FROM STATE
AGENCIES AND/OR THE FEDERAL GOVERNMENT

Signed:

Title:Date & Time:

*This request may be passed to the County via radio, telephone, or FAX. The
original signed document must be sent to the County Emergency Management
Office, with a copy placed in the final incident package.*

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B Incident Command System Forms

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Index of Incident Command System (ICS) Forms

The following ICS forms are included in this appendix.

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205a	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organizational Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-in List
ICS Form 213	General Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle/Equipment Inventory
ICS Form 219	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 225	Incident Personnel Performance Rating

- ***VISIT*** [***https://training.fema.gov/icsresource/icsforms.aspx***](https://training.fema.gov/icsresource/icsforms.aspx) ***FOR ELECTRONIC FORMS AND TEMPLATES.***

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INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date:Time:

4.   **Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**

5. **Situation Summary and Health and Safety Briefing** (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

·   Current and Planned Objectives:

·   Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

6. Prepared by: Name: Position/Title: Signature: _____   _____

ICS 201, Page 2   Date/Time: _____

B-6

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

9. Current Organization (fill in additional organization as appropriate):

```
                        ┌──────────────────────┐      ┌──────────────────────┐
                        │ Incident Commander(s)│──────│   Liaison Officer    │
                        │                      │      └──────────────────────┘
                        │                      │      ┌──────────────────────┐
                        │                      │──────│    Safety Officer    │
                        │                      │      └──────────────────────┘
                        │                      │      ┌──────────────────────┐
                        └──────────────────────┘──────│ Public Information   │
                                   │                  │      Officer         │
                                   │                  └──────────────────────┘
        ┌──────────────┬───────────┴──────────┬──────────────────┐
┌───────────────┐ ┌───────────────┐ ┌───────────────────┐ ┌──────────────────┐
│ Planning      │ │ Operations    │ │ Finance/          │ │ Logistics        │
│ Section Chief │ │ Section Chief │ │ Administration    │ │ Section Chief    │
│               │ │               │ │ Section Chief     │ │                  │
└───────────────┘ └───────────────┘ └───────────────────┘ └──────────────────┘
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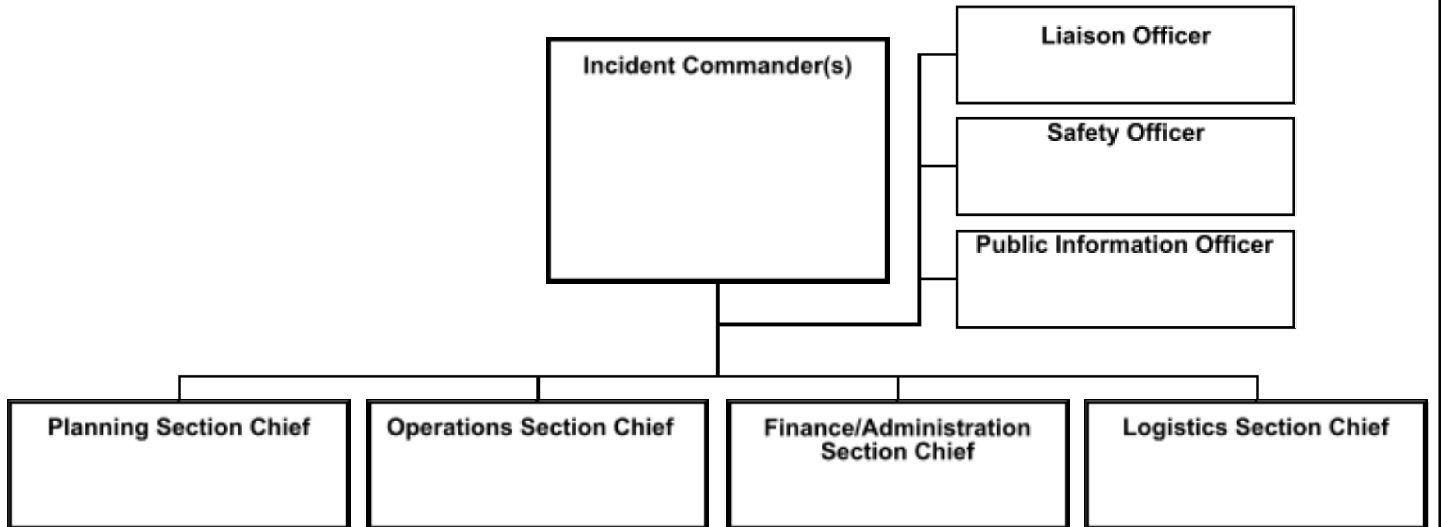
6. Prepared by: Name: Position/Title: Signature: _____ _____
ICS 201, Page 3   Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: Position/Title: Signature: _____ _____

ICS 201, Page 4   Date/Time: _____

ICS 201
Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1-2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3-4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and Health and Safety Briefing** (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	**Prepared by** Name Position/Title Signature Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions

8	**Current and Planned Actions, Strategies, and Tactics**
	    Time
	    Actions
		Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.

9	**Current Organization** (fill in additional organization as appropriate)
	    Incident
	    Commander(s) Liaison Officer
	    Safety Officer
	    Public Information Officer
	    Planning Section Chief
	    Operations Section Chief
	    Finance/Administration Section Chief
	    Logistics Section Chief
		Enter on the organization chart the names of the individuals assigned to each position.
		
		Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections.
		
		If Unified Command is being used, split the Incident Commander box.
		
		Indicate agency for each of the Incident Commanders listed if Unified Command is being used.

10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

ICS 202
Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

◾ The ICS 202 is part of the IAP and can be used as the opening or cover page.

    If additional pages are needed, use a blank ICS 202 and repaginate as needed.

◾

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident. If needed, an incident number can be added.
2	**Operational Period** Date and Time From Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Objective(s)**	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: **S**pecific - Is the wording precise and unambiguous? **M**easurable - How will achievements be measured? **A**ction-oriented - Is an action verb used to describe expected accomplishments? **R**ealistic - Is the outcome achievable with given available resources? **T**ime-sensitive - What is the timeframe?
4	**Operational Period Command Emphasis**	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	**Site Safety Plan Required?** Yes No	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions

6	**Incident Action Plan** (the items checked below are included in this Incident Action Plan):
	    ICS 202
	    ICS 203
	    ICS 204
	    ICS 205
	    ICS 205A
	    ICS 206
	    ICS 207
	    ICS 208
	    Map/Chart
	    Weather Forecast/ Tides/Currents
	Other Attachments:
		Check appropriate forms and list other relevant documents that are included in the IAP.
		
		    ICS 202 - Incident Objectives
		    ICS 203 - Organization Assignment List
		    ICS 204 - Assignment List
		    ICS 205 - Incident Radio Communications Plan
		    ICS 205A - Communications List
		    ICS 206 - Medical Plan
		    ICS 207 - Incident Organization Chart
		    ICS 208 - Safety Message/Plan

7	**Prepared by**
	    Name
	    Position/Title
	    Signature
		Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

8	**Approved by Incident Commander**
	    Name
	    Signature
	    Date/Time
		In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

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ICS 203
Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.

- If needed, more than one name can be put in each block by inserting a slash.

- If additional pages are needed, use a blank ICS 203 and repaginate as needed.

- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** Date and Time From Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Incident Commander(s) and Command Staff** IC/UCs Deputy Safety Officer Public Information Officer Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	**Agency/Organization Representatives** Agency/Organization Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	**Planning Section** Chief Deputy Resources Unit Situation Unit Documentation Unit Demobilization Unit Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions

6	**Logistics Section**
	  Chief
	  Deputy
	Support Branch
	  Director
	  Supply Unit
	  Facilities Unit
	  Ground Support Unit
	Service Branch
	  Director
	  Communications
	  Unit Medical Unit
	  Food Unit
		Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.
		
		If there is a shift change during the specified operational period, list both names, separated by a slash.
		
		For all individuals, use at least the first initial and last name.

7	**Operations Section**
	  Chief
	  Deputy
	  Staging Area
	Branch
	  Branch Director
	  Deputy
	  Division/Group
	Air Operations Branch
	  Air Operations Branch Director
		Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.
		
		Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.
		
		If there is a shift change during the specified operational period, list both names, separated by a slash.
		
		For all individuals, use at least the first initial and last name.

8	**Finance/Administration Section**
	  Chief
	  Deputy
	  Time Unit
	  Procurement Unit
	  Compensation/Claims Unit
	  Cost Unit
		Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.
		
		If there is a shift change during the specified operational period, list both names, separated by a slash.
		
		For all individuals, use at least the first initial and last name.

9	**Prepared by**
	  Name
	  Position/Title
	  Signature
	  Date/Time
		Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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1. Incident Name:	2. Operational Period: Date From:Date To: Time From:Time To:	3. **Branch:** **Division:**

4. **Operations Personnel:**	Name	Contact Number(s)	**Group:**
Operations Section Chief:			**Staging Area:**
Branch Director:			
Division/Group Supervisor:			

5. Resources Assigned:

Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information

ICS 201, Page 1

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**6.      Work Assignments:**

**7.      Special Instructions:**

**8.      Communications** (radio and/or phone contact numbers needed for this assignment)**:**
Name/FunctionPrimary Contact: indicate cell, pager, or radio (frequency/system/channel)

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**9.      Prepared by: Name:** _____  Position/Title:Signature:

**ICS 204** _____  **IAP Page** `````Date/Time:

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# ICS 204
# Assignment List

**Purpose.** The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staff agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

**Preparation.** The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initiated by the Planning Section Chief and Operations Section Chief as well.

**Distribution.** The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

**Notes:**

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Operational Period**<br>Date and Time From<br>Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | **Branch**<br>**Division**<br>**Group**<br>**Staging Area** | This block is for use in a large IAP for reference only.<br><br>Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing. |
| 4 | **Operations Personnel**<br>Name, Contact Number(s)<br>-Operations Section Chief<br>-Branch Director<br>-Division/Group Supervisor | Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s). |
| 5 | **Resources Assigned** | Enter the following information about the resources assigned to the Division or Group for this period: |
| | Resource Identifier | The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined). |
| | Leader | Enter resource leader's name. |
| | # of Persons | Enter total number of persons for the resource assigned, including the leader. |
| | Contact (e.g., phone, pager, radio frequency, etc.) | Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number. |
| 5 (continued) | Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information | Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information. |

| Block Number | Block Title | Instructions |
|---|---|---|
| 6 | **Work Assignments** | Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group. |
| 7 | **Special Instructions** | Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pick up points, or other important information. |
| 8 | **Communications** (radio and/or phone contact numbers needed for this assignment)<br>   Name/Function<br>     Primary Contact: indicate cell, pager, or radio (frequency/system/channel) | Enter specific communications information (including emergency numbers) for this Branch/Division/Group.<br><br>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).<br><br>Phone and pager numbers should include the area code and any satellite phone specifics.<br><br>In light of potential IAP distribution, use sensitivity when including cell phone numbers.<br><br>Add a secondary contact (phone number or radio) if needed. |
| 9 | **Prepared by**<br>   Name<br>   Position/Title<br>   Signature<br>   Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

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# INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

| 1. Incident Name: | 2. Date/Time Prepared:<br>Date:<br>Time: | 3. Operational Period:<br>Date From:Date To:<br>Time From:Time To: |
|---|---|---|

**4. Basic Radio Channel Use:**

| Zone Grp. | Ch # | Function | Channel Name/Trunked Radio System Talkgroup | Assignment | RX Freq N or W | RX Tone/NAC | TX Freq N or W | TX Tone/NAC | Mode (A, D, or M) | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|
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**5. Special Instructions:**

**6. Prepared by** (Communications Unit Leader): Name:Signature:

| ICS 205 | 1AP Page | IDate/Time: |
|---------|----------|-------------|
|         |          |             |

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# ICS 205
# Incident Radio Communications Plan

**Purpose.** The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

**Preparation.** The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

**Distribution.** The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

**Notes:**

▬▬
  The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.

  The ICS 205 serves as part of the IAP.

▬▬

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Date/Time Prepared** | Enter date prepared (month/day/year) and time prepared (using the 24-hour clock). |
| 3 | **Operational Period**<br>Date and Time<br>From Date and<br>Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 4 | **Basic Radio Channel Use** | Enter the following information about radio channel use: |
| | Zone Group | |
| | Channel Number | Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document. |
| | Function | Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch). |
| | Channel Name/Trunked Radio System Talkgroup | Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG). |
| | Assignment | Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned. |
| | RX (Receive) Frequency (N or W) | Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.<br><br>The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information. |
| | RX Tone/NAC | Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for |

| | | the receive frequency as the mobile or portable subscriber would be programmed. |
|---|---|---|

| Block Number | Block Title | Instructions |
|---|---|---|
| **4**<br>(continued) | TX (Transmit) Frequency (N or W) | Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. |
| | TX Tone/NAC | Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed. |
| | Mode (A, D, or M) | Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation. |
| | Remarks | Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc. |
| **5** | **Special Instructions** | Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident. |
| **6** | **Prepared by** (Communications Unit Leader)<br>　　Name<br>　　 Signature<br>　　 Date/Time | Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock). |

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# COMMUNICATIONS LIST (ICS 205A)

| 1. Incident Name: | 2. Operational Period: Date From:Date To:<br>Time From:Time To: |
|---|---|

| 3. | Basic Local Communications Information: | |
|---|---|---|

| Incident Assigned Position | Name (Alphabetized) | Method(s) of Contact<br>(phone, pager, cell, etc.) |
|---|---|---|

0.　**Prepared by:** Name:　Position/Title: Signature:

**ICS 205A**　　　　　**IAP Page** `````　　|　　　　　　　　Date/Time:

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# ICS 205A
# Communications List

**Purpose.** The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

**Preparation.** The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

**Distribution.** The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

**Notes:**
- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Operational Period**<br>Date and Time From<br>Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | **Basic Local Communications Information** | Enter the communications methods assigned and used for personnel by their assigned ICS position. |
| | Incident Assigned Position | Enter the ICS organizational assignment. |
| | Name | Enter the name of the assigned person. |
| | Method(s) of Contact (phone, pager, cell, etc.) | For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.). |
| 4 | **Prepared by**<br>Name<br>Position/Title<br>Signature<br>Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

# MEDICAL PLAN (ICS 206)

# ICS 206
# Medical Plan

**Purpose.** The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

**Preparation.** The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

**Distribution.** The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

**Notes:**
- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Operational Period**<br>Date and Time From<br>Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | **Medical Aid Stations** | Enter the following information on the incident medical aid station(s): |
|  | Name | Enter the name of the medical aid station. |
|  | Location | Enter the location of the medical aid station (e.g., Staging Area, Camp Ground). |
|  | Contact Number(s)/Frequency | Enter the contact number(s) and frequency for the medical aid station(s). |
|  | Paramedics on Site?<br>YesNo | Indicate (yes or no) if paramedics are at the site indicated. |
| 4 | **Transportation** (indicate air or ground) | Enter the following information for ambulance services available to the incident: |
|  | Ambulance Service | Enter name of ambulance service. |
|  | Location | Enter the location of the ambulance service. |
|  | Contact Number(s)/Frequency | Enter the contact number(s) and frequency for the ambulance service. |
|  | Level of Service<br>ALSBLS | Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support). |

| Block Number | Block Title | Instructions |
|---|---|---|
| 5 | **Hospitals** | Enter the following information for hospital(s) that could serve this incident: |
| | Hospital Name | Enter hospital name and identify any predesignated medivac aircraft by name and frequency. |
| | Address, Latitude & Longitude if Helipad | Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad. |
| | Contact Number(s)/ Frequency | Enter the contact number(s) and/or communications frequency(s) for the hospital. |
| | Travel Time<br>Air<br>Ground | Enter the travel time by air and ground from the incident to the hospital. |
| | Trauma Center<br>Yes Level:…… | Indicate yes and the trauma level if the hospital has a trauma center. |
| | Burn Center<br>YesNo | Indicate (yes or no) if the hospital has a burn center. |
| | Helipad<br>YesNo | Indicate (yes or no) if the hospital has a helipad.<br><br>Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources |
| 6 | **Special Medical Emergency Procedures** | Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how they should be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies. |
| | Check box if aviation assets are utilized for rescue.If assets are used, coordinate with Air Operations. | Self explanatory. Incident assigned aviation assets should be included in ICS 220. |
| 7 | **Prepared by** (Medical Unit Leader)<br>Name<br>Signature | Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock). |
| 8 | **Approved by** (Safety Officer)<br>Name<br>Signature<br>Date/Time | Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock). |

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# INCIDENT ORGANIZATION CHART (ICS 207)

**1. Incident Name:**

**2. Operational Period:** Date From:    Date To:    Time From:    Time To:

**3. Organization Chart**

Liaison Officer

Incident Commander(s)

Safety Officer

Public Information Officer

Operations Section Chief

Staging Area Manager

Planning Section Chief

Resources Unit Ldr.
Situation Unit Ldr.

Documentation Unit Ldr.

Demobilization Unit Ldr.

Logistics Section Chief

Support Branch Dir.

Supply Unit Ldr.

Facilities Unit Ldr.

Ground Spt. Unit Ldr.

Service Branch Dir.

Comms Unit Ldr.

Medical Unit Ldr.

Food Unit Ldr.

Finance/Admin Section Chief

Time Unit Ldr.

Procurement Unit Ldr.

Comp./Claims Unit Ldr.

Cost Unit Ldr.

**ICS 207 I IAP Page**    **14. Prepared by:** Name:    Position/Title:    Signature:    Date/Time:

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# ICS 207
# Incident Organization Chart

**Purpose.** The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

**Preparation.** The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

**Distribution.** The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

**Notes:**
- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as an 8 x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Print the name assigned to the incident. |
| 2 | **Operational Period**<br>Date and Time From<br>Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | **Organization Chart** | Complete the incident organization chart.<br>For all individuals, use at least the first initial and last name.<br>List agency where it is appropriate, such as for Unified Commanders.<br>If there is a shift change during the specified operational period, list both names, separated by a slash. |
| 4 | **Prepared by**<br>Name<br>Position/Title<br>Signature<br>Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

# SAFETY MESSAGE/PLAN (ICS 208)

| 1. Incident Name: | 2. Operational Period: Date From:     Date To:<br>Time From:     Time To: |
|---|---|

**Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:**

**Site Safety Plan Required?** Yes ☐  No ☐
**Approved Site Safety Plan(s) Located At:**

**Prepared by:** Name: _____ Position/Title: _____ Signature: _____ _____

| ICS 208 | IAP Page ````` | Date/Time: _____ |
|---|---|---|

# ICS 208
# Safety Message/Plan

**Purpose.** The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

**Preparation.** The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

**Distribution.** The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

**Notes:**
- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Operational Period**<br>Date and Time From<br>Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | **Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan** | Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached. |
| 4 | **Site Safety Plan Required?**<br>Yes No | Check whether or not a site safety plan is required for this incident. |
| | **Approved Site Safety Plan(s) Located At** | Enter where the approved Site Safety Plan(s) is located. |
| 5 | **Prepared by**<br>Name<br>Position/Title<br>Signature<br>Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

# INCIDENT STATUS SUMMARY (ICS 209

| *1. Incident Name: | 2. Incident Number: |
|---|---|

| *3. Report Version (check one box on left):<br><br>InitialRpt #<br>UUpdate(if used):<br>Final | *4. Incident Commander(s) & Agency or Organization: | 5. Incident Management Organization: | *6. Incident Start Date/Time:<br>Date:<br><br>Time:<br><br>Time Zone: |
|---|---|---|---|

| 7. Current Incident Size or Area Involved (use unit label - e.g., "sq mi," "city block"): | 8. Percent (%) Contained ` ` ` ` ` ` ` ` ` ` ` `<br><br>Completed ` ` ` ` ` ` ` ` ` ` ` | *9. Incident Definition: | 10. Incident Complexity Level: | *11. For Time Period:<br>From Date/Time:<br><br>To Date/Time: |
|---|---|---|---|---|

## Approval & Routing Information

| *12. Prepared By:<br>Print Name:<br>ICS Position:<br>Date/Time Prepared: | *13. Date/Time Submitted:<br>Time Zone: |
|---|---|
| *14. Approved By:<br>Print Name:<br>ICS Position:<br>Signature: | *15. Primary Location, Organization, or Agency Sent To: |

## Incident Location Information

| *16. State: | *17. County/Parish/Borough: | *18. City: |
|---|---|---|
| 19. Unit or Other: | *20. Incident Jurisdiction: | 21. Incident Location Ownership (if different than jurisdiction): |
| 22. Longitude (indicate format):<br>Latitude (indicate format): | 23. US National Grid Reference: | 24. Legal Description (township, section, range): |
| *25. Short Location or Area Description (list all affected areas or a reference point): | 26. UTM Coordinates: | |

27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):

## Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):

29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):

| 30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, | A. Structural Summary | B. # Threatened (72 hrs) | C. # Damaged | D. # Destroyed |
|---|---|---|---|---|
| | E. Single Residences | | | |

| natural resources, critical infrastructure and key resources, etc.): | A. Nonresidential Commercial Property | | | |
|---|---|---|---|---|
| | Other Minor Structures | | | |
| | Other | | | |
| **ICS 209, Page 1 of ``` * Required when applicable.** | | | | |

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# INCIDENT STATUS SUMMARY (ICS 209)

| *1. Incident Name: | 2. Incident Number: |
|---|---|

*Additional Incident Decision Support Information*

| *31. Public Status Summary: | A. # This Reporting Period | B. Total # to Date | *32. Responder Status Summary: | A. # This Reporting Period | B. Total # to Date |
|---|---|---|---|---|---|
| *C. Indicate Number of Civilians (Public) Below:* | | | *C. Indicate Number of Responders Below:* | | |
| D. Fatalities<br>E. With Injuries/Illness<br>F. Trapped/In Need of Rescue<br>G. Missing *(note if estimated)*<br>H. Evacuated *(note if estimated)*<br>I. Sheltering in Place *(note if estimated)*<br>J. In Temporary Shelters *(note if est.)*<br>K. Have Received Mass Immunizations<br>L. Require Immunizations *(note if est.)*<br>M. In Quarantine | | | D.     Fatalities<br>E.     With Injuries/Illness<br>F.     Trapped/In Need of Rescue<br>G.     Missing<br>H.     Sheltering in Place<br>I.     Have Received Immunizations<br>J.     Require Immunizations<br>K.     In Quarantine | | |
| *N. Total # Civilians (Public) Affected:* | | | *N. Total # Responders Affected:* | | |

| 33. Life, Safety, and Health Status/Threat Remarks: | *34. Life, Safety, and Health Threat Management: | A. Check if Active |
|---|---|---|
| | A.     No Likely Threat<br>B.     Potential Future Threat<br>C.     Mass Notifications in Progress<br>D.     Mass Notifications Completed<br>E.     No Evacuation(s) Imminent<br>F.     Planning for Evacuation<br>G.     Planning for Shelter-in-Place<br>H.     Evacuation(s) in Progress<br>I.     Shelter-in-Place in Progress<br>J.     Repopulation in Progress<br>K.     Mass Immunization in Progress<br>L.     Mass Immunization Complete<br>M.     Quarantine in Progress<br>N.     Area Restriction in Effect | |
| **35. Weather Concerns** (synopsis of current and predicted weather; discuss related factors that may cause concern): | | |

**36. Projected Incident Activity, Potential, Movement, Escalation, or Spread** and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

**12 hours:**

**24 hours:**

**48 hours:**

**72 hours:**

**Anticipated after 72 hours:**

**7. Strategic Objectives** (define planned end-state for incident):

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# INCIDENT STATUS SUMMARY (ICS 209)

| *1. Incident Name: | 2. Incident Number: |
|---|---|

*Additional Incident Decision Support Information* (continued)

**38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.**
Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.
**12 hours:**

**24 hours:**

**48 hours:**

**72 hours:**

**Anticipated after 72 hours:**

**39. Critical Resource Needs** in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:
**12 hours:**

**24 hours:**

**48 hours:**

**72 hours:**

**Anticipated after 72 hours:**

**40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:**

    1)    critical resource needs identified above,
    2)    the Incident Action Plan and management objectives and targets,
    3)    anticipated results.

**Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**

**41. Planned Actions for Next Operational Period:**

**42. Projected Final Incident Size/Area** (use unit label - e.g., "sq mi"):

**43. Anticipated Incident Management Completion Date:**

**44. Projected Significant Resource Demobilization Start Date:**

**45. Estimated Incident Costs to Date:**

**46. Projected Final Incident Cost Estimate:**

**47. Remarks** (or continuation of any blocks above - list block number in notation):

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# INCIDENT STATUS SUMMARY (ICS 209)

| 1. Incident Name: | 2. Incident Number: |
|---|---|

*Incident Resource Commitment Summary*

| 48. Agency or Organization: | 49. Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box): | 50. Additional Personnel not assigned to a resource. | 51. Total Personnel (includes those associated with resources - e.g., aircraft or engines - *and* individual overhead): |
|---|---|---|---|
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| 52. Total Resources |  |  |  |

**53. Additional Cooperating and Assisting Organizations Not Listed Above:**

**ICS 209, Page ``` of ```**      * Required when applicable.

**ICS 209**
**Incident Status Summary**

**Purpose.** The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decision making at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decision makers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a "snapshot in time" to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

**Reporting Requirements.** The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline's policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period - in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

**Preparation.** When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16-26.

While most of the "Incident Location Information" in Blocks 16-26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

**Distribution.** ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident support and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms MUST be given to the incident's Documentation Unit and/or maintained as part of the official incident record.

**Notes:**
- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1-3 are numbered, for two reasons:
  - Possible submission of additional pages for the Remarks Section (Block 47), and
    - Possible submission of additional copies of the fourth/last page (the "Incident Resource Commitment Summary") to provide a more detailed resource summary.

| Block Number | Block Title | Instructions |
|---|---|---|
| *1 | **Incident Name** | **REQUIRED BLOCK.** Enter the full name assigned to the incident. Check spelling of the full incident name. For an incident that is a Complex, use the word "Complex" at the end of the incident name. If the name changes, explain comments in Remarks, Block 47. Do not use the same incident name for different incidents in the same calendar year. |

| Block Number | Block Title | Instructions |
|---|---|---|
| 2 | **Incident Number** | Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline.<br>Examples include:<br>    A computer-aided dispatch (CAD) number.<br>    An accounting number.<br>    A county number.<br>    A disaster declaration number.<br>    A combination of the State, unit/agency ID, and a dispatch system number.<br>    A mission number.<br>    Any other unique number assigned to the incident and derived by means other than those above.<br>Make sure the number entered is correct.<br>Do not use the same incident number for two different incidents in the same calendar year.<br>Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47. |
| *3 | **Report Version**<br>(check one box on left) | **REQUIRED BLOCK.**<br>    This indicates the current version of the ICS 209 form being submitted.<br>    If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final"). |
|  | Initial | Check "Initial" if this is the first ICS 209 for this incident. |
|  | Update | Check "Update" if this is a subsequent report for the same incident.<br>These can be submitted at various time intervals (see "Reporting Requirements" above). |
|  | Final |     Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction).<br>    Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47). |
|  | Report # (if used) | Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted. |
| *4 | **Incident Commander(s) & Agency or Organization** | **REQUIRED BLOCK.**<br>    Enter both the first and last name of the Incident Commander.<br>    If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example:<br>        L. Burnett - Minneapolis FD, R. Domanski - Minneapolis PD,<br>        C. Taylor - St. Paul PD, Y. Martin - St. Paul FD,<br>        S. McIntyre - U.S. Army Corps, J. Hartl - NTSB |
| 5 | **Incident Management Organization** | Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident. |

| Block Number | Block Title | Instructions |
|---|---|---|
| *6 | **Incident Start Date/Time** | **REQUIRED.**<br><br>This is always the start date and time of the incident (not the report date and time or operational period). |
| | Date | Enter the start date (month/day/year). |
| | Time | Enter the start time (using the 24-hour clock). |
| | Time Zone | Enter the time zone of the incident (e.g., EDT, PST). |
| 7 | **Current Incident Size or Area Involved** (use unit label - e.g., "sq mi," "city block") | Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.).<br>Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47).<br>Indicate that the size is an estimate, if a more specific figure is not available.<br>Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives.<br>If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). The incident may be one part of a much larger event (refer to introductory instructions under "Preparation). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds. |
| 8 | **Percent (%) Contained or Completed** (circle one) | Enter the percent that this incident is completed or contained (e.g., 50%), with a % label.<br>For example, a spill may be 65% contained, or flood response objectives may be 50% met. |
| *9 | **Incident Definition** | **REQUIRED BLOCK.**<br><br>Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc. |
| 10 | **Incident Complexity Level** | Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used. |
| *11 | **For Time Period** | **REQUIRED BLOCK.**<br><br>Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. The time period may include one or more operational periods, based on agency/organizational reporting requirements. |
| | From Date/Time | Enter the start date (month/day/year).<br>Enter the start time (using the 24-hour clock). |
| | To Date/Time | Enter the end date (month/day/year).<br>Enter the end time (using the 24-hour clock). |

| Block Number | Block Title | Instructions |
|---|---|---|
| **APPROVAL & ROUTING INFORMATION** | | |
| *12 | **Prepared By** | **REQUIRED BLOCK.**<br>When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager. |
| | Print Name | Print the name of the person preparing the form. |
| | ICS Position | The ICS title of the person preparing the form (e.g., "Situation Unit Leader"). |
| | Date/Time Prepared | Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate. |
| *13 | **Date/Time Submitted** | **REQUIRED.**<br>Enter the submission date (month/day/year) and time (using the 24-hour clock). |
| | **Time Zone** | Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST). |
| *14 | **Approved By** | **REQUIRED.**<br>When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager. |
| | Print Name | Print the name of the person approving the form. |
| | ICS Position | The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander"). |
| | Signature | Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents. |
| *15 | **Primary Location, Organization, or Agency Sent To** | **REQUIRED BLOCK.**<br>Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially. |
| **INCIDENT LOCATION INFORMATION** | | |
| Much of the "Incident Location Information" in Blocks 16-26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems. As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident.<br>Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information.<br>Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is. | | |
| *16 | **State** | **REQUIRED BLOCK WHEN APPLICABLE.**<br>Enter the State where the incident originated.<br>If other States or jurisdictions are involved, enter them in Block 25 or Block 44. |

| *17 | County / Parish / Borough | **REQUIRED BLOCK WHEN APPLICABLE.** Enter the county, parish, or borough where the incident originated. If other counties or jurisdictions are involved, enter them in Block 25 or Block 47. |
|------|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

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| Block Number | Block Title | Instructions |
|---|---|---|
| *18 | City | **REQUIRED BLOCK WHEN APPLICABLE.**<br>Enter the city where the incident originated.<br>If other cities or jurisdictions are involved, enter them in Block 25 or Block 47. |
| 19 | Unit or Other | Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25. |
| *20 | Incident Jurisdiction | **REQUIRED BLOCK WHEN APPLICABLE.**<br>Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD). |
| 21 | **Incident Location Ownership** (if different than jurisdiction) | When relevant, indicate the ownership of the area where the incident originated, especially if it is different from the agency having jurisdiction. This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site. |
| 22 | **22. Longitude** (indicate format):<br><br>**Latitude** (indicate format): | Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds." |
| 23 | **US National Grid Reference** | Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data. |
| 24 | **Legal Description** (township, section, range) | Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident.<br>Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E). |
| *25 | **Short Location or Area Description** (list all affected areas or a reference point) | **REQUIRED BLOCK.**<br>List all affected areas as described in instructions for Blocks 16-24 above, OR summarize a general location, OR list a reference point for the incident (e.g., "the southern third of Florida," "in ocean 20 miles west of Catalina Island, CA," or "within a 5 mile radius of Walden, CO"). This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map.<br>Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian). |
| 26 | **UTM Coordinates** | Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction. |

| Block Number | Block Title | Instructions |
|---|---|---|
| 27 | **Note any electronic geospatial data included or attached** (indicate data format, content, and collection time information and labels) | Indicate whether and how geospatial data is included or attached. Utilize common and open geospatial data standards. WARNING: Do not attach or send extremely large data files with the ICS |
| | | 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. NOTE: Clearly indicate data content. For example, data may be about |
| | | an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and |
| | | any relevant information about projection, etc. NOTE: Include a hyperlink or other access information if incident map |
| | | data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimizing information requests. NOTE: Include a point of contact for getting geospatial incident |
| | | information, if included in the ICS 209 or available and supporting the incident. |

**INCIDENT SUMMARY**

| Block Number | Block Title | Instructions |
|---|---|---|
| *28 | **Significant Events for the Time Period Reported** (summarize significant progress made, evacuations, incident growth, etc.) | **REQUIRED BLOCK.** Describe significant events that occurred during the period being reported in Block 6. Examples include: Road closures. Evacuations. Progress made and accomplishments. Incident command transitions. Repopulation of formerly evacuated areas and specifics. Containment. Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47. Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered. This block may be used for a single-paragraph synopsis of overall incident status. |
| 29 | **Primary Materials or Hazards Involved** (hazardous chemicals, fuel types, infectious agents, radiation, etc.) | When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc. |
| | Other | Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources. |

| Block Number | Block Title | Instructions |
|---|---|---|
| 30 | **Damage Assessment Information** (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.) | Include a short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period, and cumulatively. Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. Include any critical infrastructure or key resources damaged/destroyed/ impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant. |
|  | **A.        Structural Summary** | Complete this table as needed based on the definitions for 30B-F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc. |
|  | **B.        # Threatened (72 hrs)** | Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information. |
|  | **C.        # Damaged** | Enter the number of structures damaged by the incident. |
|  | **D.        # Destroyed** | Enter the number of structures destroyed beyond repair by the incident. |
|  | **E.        Single Residences** | Enter the number of single dwellings/homes/units impacted in Columns 30B-D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.). |
|  | **F.        Nonresidential Commercial Properties** | Enter the number of buildings or units impacted in Columns 30B-D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block. |
|  | Other Minor Structures | Enter any miscellaneous structures impacted in Columns 30B-D not covered in 30E-F above, including any minor structures such as booths, sheds, or outbuildings. |
|  | Other | Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources. |

| Block Number | Block Title | Instructions |
|---|---|---|
| **ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)** | | |

| *31 | **Public Status Summary** | This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C-N below.<br>Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33). Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances. NOTE: *Do not estimate any fatality information.* |
|------|---------------------------|------|
| | | NOTE: Please use caution when reporting information in this section that |
| | | may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. NOTE: Do not complete this block if the incident covered by the ICS 209 |
| | | is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) *even if they are related to the incident.*<br>Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.<br>For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33.<br>NOTE: When providing an estimated value, denote in parenthesis: "est." |
| | | **Handling Sensitive Information** |
| | | Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions.<br>Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once.<br>Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209. |
| | A.     # This Reporting Period | Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted). |
| | A.     Total # to Date | Enter the total number of individuals impacted in each category for the entire duration of the incident.<br>This is a cumulative total number that should be adjusted each reporting period. |
| | B.     Indicate Number of Civilians (Public) Below | For lines 31D-M below, enter the number of civilians affected for each category.<br>Indicate if numbers are estimates, for those blocks where this is an option.<br>Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts. |
| | A.     Fatalities | Enter the number of *confirmed* civilian/public fatalities.<br>See information in introductory instructions ("Distribution") and in Block 31 instructions regarding sensitive handling of fatality information. |
| | B.     With Injuries/Illness | Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s). |

| Block Number | Block Title | Instructions |
|---|---|---|
| **\*31** (continued) | F.       Trapped/In Need of Rescue | Enter the number of civilians who are trapped or in need of rescue due to the incident. |
| | G.       Missing (note if estimated) | Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used. |
| | H.       Evacuated (note if estimated) | Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated. |
| | C.       Sheltering-in-Place (note if estimated) | Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used. |
| | I.       In Temporary Shelters (note if estimated) | Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate. |
| | J.       Have Received Mass Immunizations | Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate. |
| | K.       Require Mass Immunizations (note if estimated) | Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate. |
| | L.       In Quarantine | Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate. |
| | M.       Total # Civilians (Public) Affected | Enter sum totals for Columns 31A and 31B for Rows 31D-M. |
| **\*32** | **Responder Status Summary** | This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C-N. Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. NOTE: *Do not estimate any fatality information or responder status information.* NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. NOTE: Do not complete this block if the incident covered by the ICS 209 is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. <br><br> **Handling Sensitive Information** |

| | | Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions.<br>Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once.<br>Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209. |

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| Block Number | Block Title | Instructions |
|---|---|---|
| **\*32** (continued) | A.      # This Reporting Period | Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted). |
| | D.      Total # to Date | Enter the total number of individuals impacted in each category for the *entire duration* of the incident. This is a *cumulative* total number that should be adjusted each reporting period. |
| | B.      Indicate Number of Responders Below | For lines 32D-M below, enter the number of responders relevant for each category. Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts. |
| | E.      Fatalities | Enter the number of *confirmed* responder fatalities. See information in introductory instructions ("Distribution") and for Block 32 regarding sensitive handling of fatality information. |
| | F.      With Injuries/Illness | Enter the number of incident responders with serious injuries or illnesses due to the incident. *For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment,* but the authority having jurisdiction may have additional guidelines on reporting requirements in this area. |
| | C.      Trapped/In Need Of Rescue | Enter the number of incident responders who are in trapped or in need of rescue due to the incident. |
| | G.      Missing | Enter the number of incident responders who are missing due to incident conditions. |
| | H. | (BLANK; use however is appropriate.) |
| | I.      Sheltering in Place | Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly. |
| | A. | (BLANK; use however is appropriate.) |
| | L.      Require Immunizations | Enter the number of responders who require immunizations due to the incident and/or as part of incident operations. |
| | M.      In Quarantine | Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations. |
| | D.      Total # Responders Affected | Enter sum totals for Columns 32A and 32B for Rows 32D-M. |
| 33 | **Life, Safety, and Health Status/Threat Remarks** | Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). |

| Block Number | Block Title | Instructions |
|---|---|---|
| *34 | **Life, Safety, and Health Threat Management** | Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes. |
| | A.　　Check if Active | Check any applicable blocks in 34C-P based on currently available information regarding incident activity and potential. |
| | B.　　Notes | Note any specific details, or include in Block 33. |
| | C.　　No Likely Threat | Check if there is no likely threat to life, health, and safety. |
| | D.　　Potential Future Threat | Check if there is a potential future threat to life, health, and safety. |
| | E.　　Mass Notifications In Progress | Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident.<br>These may include use of threat and alert systems such as the Emergency Alert System or a "reverse 911" system.<br>Please indicate the areas where mass notifications have been completed (e.g., "mass notifications to ZIP codes 50201, 50014, 50010, 50011," or "notified all residents within a 5-mile radius of Gatlinburg"). |
| | F.　　Mass Notifications Completed | Check if actions referred to in Block 34E above have been completed. |
| | G.　　No Evacuation(s) Imminent | Check if evacuations are not anticipated in the near future based on current information. |
| | H.　　Planning for Evacuation | Check if evacuation planning is underway in relation to this incident. |
| | N.　　Planning for Shelter-in- Place | Check if planning is underway for shelter-in-place activities related to this incident. |
| | I.　　Evacuation(s) in Progress | Check if there are active evacuations in progress in relation to this incident. |
| | J.　　Shelter-In-Place in Progress | Check if there are active shelter-in-place actions in progress in relation to this incident. |
| | K.　　Repopulation in Progress | Check if there is an active repopulation in progress related to this incident. |
| | L.　　Mass Immunization in Progress | Check if there is an active mass immunization in progress related to this incident. |
| | M.　　Mass Immunization Complete | Check if a mass immunization effort has been completed in relation to this incident. |
| | 0. Quarantine in Progress | Check if there is an active quarantine in progress related to this incident. |
| | P. Area Restriction in Effect | Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28. |

| Block Number | Block Title | Instructions |
|---|---|---|
| 35 | **Weather Concerns** (synopsis of current and predicted weather; discuss related factors that may cause concern) | Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant.<br>Include current and/or predicted weather factors, and the timeframe for predictions.<br>Include relevant factors such as:<br>    Wind speed (label units, such as mph).<br>    Wind direction (clarify and label where wind is coming from and going to in plain language - e.g., "from NNW," "from E," or "from SW").<br>    Temperature (label units, such as F).<br>    Relative humidity (label %).<br>    Watches.<br>    Warnings.<br>    Tides.<br>    Currents.<br>Any other weather information relative to the incident, such as flooding, hurricanes, etc. |
| 36 | **Projected Incident Activity, Potential, Movement, Escalation, or Spread** and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes<br>**12 hours**<br>**24 hours**<br>**48 hours**<br>**72 hours**<br>**Anticipated after 72 hours** | Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes.<br>Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes.<br>Include an estimate of the acreage or area that will likely be affected. If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours. |
| 37 | **Strategic Objectives** (define planned end-state for incident) | Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events). |

| Block Number | Block Title | Instructions |
|---|---|---|
| ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) (PAGE 3) |||
| 38 | **Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.** Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.<br>**12 hours**<br>**24 hours**<br>**48 hours**<br>**72 hours**<br>**Anticipated after 72 hours** | Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes. |

| Block Number | Block Title | Instructions |
|---|---|---|
| 39 | **Critical Resource Needs** in 12-, 24-, 48-, and 72- hour timeframes and beyond to meet critical incident objectives.List resource category, kind, and/or type, and amount needed, in priority order:<br>**12 hours**<br>**24 hours**<br>**48 hours**<br>**72 hours**<br>**Anticipated after 72 hours** | List the specific critical resources and numbers needed, in order of priority. *Be specific as to the need.*<br>Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support.<br>If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a "heads up" for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed.<br>More than one resource need may be listed for each timeframe. For example, a list could include:<br>24 hrs: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams<br>48 hrs: Mobile Communications Unit (Law/Fire)<br>After 72 hrs: 1 Type 2 Incident Management Team<br>Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid.<br>   Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31-38, and 40-42.<br>   Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, "Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out").<br>Do not use this block for noncritical resources. |
| 40 | **Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:**<br>1)     critical resource needs identified above,<br>2)     the Incident Action Plan and management objectives and targets,<br>3)     anticipated results.<br>**Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.** | Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints.<br>Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion.<br>Explain major problems and concerns as indicated. |

| Block Number | Block Title | Instructions |
|---|---|---|
| 41 | **Planned Actions for Next Operational Period** | Provide a short summary of actions planned for the next operational period.<br>Examples:<br>    "The current Incident Management Team will transition out to a replacement IMT."<br>    "Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports."<br>    "Continue refining mapping of the recovery operations and damaged assets using GPS."<br>    "Initiate removal of unauthorized food vendors." |
| 42 | **Projected Final Incident Size/Area** (use unit label – e.g., "sq mi") | Enter an estimate of the total area likely to be involved or affected over the course of the incident.<br>Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc.<br>Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area. |
| 43 | **Anticipated Incident Management Completion Date** | Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. Avoid leaving this block blank if possible, as this is important information for managers. |
| 44 | **Projected Significant Resource Demobilization Start Date** | Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated. |
| 45 | **Estimated Incident Costs to Date** | Enter the estimated total incident costs to date for the entire incident based on currently available information.<br>Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy.<br>This does not include damage assessment figures, as they are impacts from the incident and not response costs.<br>If costs decrease, explain in Remarks (Block 47).<br>If additional space is required, please add as an attachment. |
| 46 | **Projected Final Incident Cost Estimate** | Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information.<br>This does not include damage assessment figures, as they are impacts from the incident and not response costs.<br>If additional space is required, please add as an attachment. |

| Block Number | Block Title | Instructions |
|---|---|---|
| 47 | **Remarks** (or continuation of any blocks above - list block number in notation) | Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed.<br>List the block number for any information continued from a previous block.<br>Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc.<br>For Complexes that include multiple incidents, list all sub-incidents included in the Complex.<br>List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be:<br>    By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or<br>    By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE).<br>Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping).<br>This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address).<br>Attach additional pages if it is necessary to include additional comments in the Remarks section. |

## INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)

This last/fourth page of the ICS 209 can agencies, or organizations. Write the Include only resources that have been incident. Do not include resources that be copied and used if needed to accommodate additional resources, actual page number on the pages as they are used. assigned to the incident and that have arrived and/or been checked in to the have been ordered but have not yet arrived.

For summarizing:

When there are large numbers of responders, the approach that works best for the multiagency it may be helpful to group agencies or organizations together. Use coordination system applicable to the incident. For example, Federal responders together under such headings, or

Group State, local, county, city, or Group resources from one jurisdiction police, and fire department resources On a large incident, it may also be helpful summary. together and list only individual jurisdictions (e.g., list the public works, for a city under that city's name). to group similar categories, kinds, or types of resources together for this

| Block Number | Block Title | Instructions |
|---|---|---|
| 48 | **Agency or Organization** | List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc.<br>List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information.<br>Agencies or organizations may be listed individually or in groups. When resources are grouped together, individual agencies or organizations may be listed below in Block 53.<br>Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified.<br>    These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.<br>    For example:<br>        *Resource:* Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel).<br>        *Resource:* Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel).<br>Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc. |
| 49 | **Resources** (summarize resources by category, kind, and/or type; show # of resources on top of box, show # of personnel associated with resource on bottom of box) | List resources using clear language when possible - so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information.<br>    Examples: Type 1 Fire Engines, Type 4 Helicopters<br>Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks.<br>    These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.<br>    For example:<br>        *Resource:* Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel).<br>        *Resource:* Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel).<br>NOTE: One option is to group similar resources together when it is |
| | | sensible to do so for the summary.<br>    For example, do not list every type of fire engine - rather, it may be advisable to list two generalized types of engines, such as "structure fire engines" and "wildland fire engines" in separate columns with totals for each.<br>NOTE: It is not advisable to list individual overhead personnel |
| | | individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51. |
| 50 | **Additional Personnel** not assigned to a resource | List the number of *additional* individuals (or overhead) that are not assigned to a specific resource by agency or organization. |

| 51 | **Total Personnel** (includes those associated with resources - e.g., aircraft or engines - *and* individual overhead) | Enter the total personnel for each agency, organization, or grouping in the Total Personnel column. WARNING: Do not simply add the numbers across! |
| | | The number of Total Personnel for each row should include both: |
| | | The total number of personnel assigned to each of the resources listed in Block 49, and The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50. |

| Block Number | Block Title | Instructions |
|---|---|---|
| **52** | **Total Resources** | Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of *resources* in Block 49, as personnel totals will be counted under Block 51. |
| **53** | **Additional Cooperating and Assisting Organizations Not Listed Above** | List all agencies and organizations that are not directly involved in the incident, but are providing support.<br>Examples may include ambulance services, Red Cross, DHS, utility companies, etc.<br>Do not repeat any resources counted in Blocks 48-52, unless explanations are needed for groupings created under Block 48 (Agency or Organization). |

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# RESOURCE STATUS CHANGE (ICS 210)

| 1. Incident Name: | | | 2. Operational Period: Date From: | Date To: | |
|---|---|---|---|---|---|
| | | | Time From: | Time To: | |

| 3. Resource Number | 4. New Status (Available, Assigned, 0/S) | 5. From (Assignment and Status): | 6. To (Assignment and Status): | 7. Time and Date of Change: |
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# ICS 210
# Resource Status Change

**Purpose.** The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by 0perations as a worksheet to track entry, etc.

**Preparation.** The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

**Distribution.** The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

**Notes:**
The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
If additional pages are needed, use a blank ICS 210 and repaginate as needed.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Operational Period** Date and Time From Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | **Resource Number** | Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident. |
| 4 | **New Status** (Available, Assigned, 0ut of Service) | Indicate the current status of the resource: Available - Indicates resource is available for incident use immediately. Assigned - Indicates resource is checked in and assigned a work task on the incident. 0ut of Service - Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., "0/S - Mech" (for mechanical issues), "0/S - Rest" (for off shift), or "0/S - Pers" (for personnel issues). |
| 5 | **From** (Assignment and Status) | Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp). |
| 6 | **To** (Assignment and Status) | Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location. |
| 7 | **Time and Date of Change** | Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service). |
| 8 | **Comments** | Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces. |

| 9 | **Prepared by**<br>Name<br>Position/Title<br>Signature<br>Date/Time | Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

# INCIDENT CHECK-IN LIST (ICS 211)

| 1. Incident Name: | 2. Incident Number: | 3. Check-In Location (complete all that apply): | 4. Start Date/Time: |
|---|---|---|---|
| | | ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other | Date: Time: |

**Check-In Information** (use reverse of form for remarks or comments)

5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:

| Agency | Category | Kind | Type | Resource Name or Identifier | ST or TF | 6. Order Request # | 7. Date/Time Check-In | 8. Leader's Name | 9. Total Number of Personnel | 4. Incident Contact Information | 5. Home Unit or Agency | 6. Departure Point, Date and Time | 7. Method of Travel | 8. Incident Assignment | 9. Other Qualifications | 10. Data Provided to Resources Unit |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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**ICS 211**

**17 Prepared by:** Name:Position/Title:Signature:Date/Time:

# ICS 211
# Incident Check-In List

**Purpose.** Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

**Preparation.** The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card - Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card - Green
- 219-3: Engine Card - Rose
- 219-4: Helicopter Card - Blue
- 219-5: Personnel Card - White
- 219-6: Fixed-Wing Card - Orange
- 219-7: Equipment Card - Yellow
- 219-8: Miscellaneous Equipment/Task Force Card - Tan
- 219-10: Generic Card - Light Purple

- **Distribution.** ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

**Notes:**
- Also available as 8  x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Incident Number** | Enter the number assigned to the incident. |
| 3 | **Check-In Location**<br>Base<br>Staging Area<br>ICP<br>Helibase<br>Other | Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post.<br>Other may include... |
| 4 | **Start Date/Time**<br>Date<br>Time | Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started. |

| Block Number | Block Title | Instructions |
|---|---|---|
| | **Check-In Information** | Self explanatory. |
| 5 | **List single resource personnel (overhead) by agency and name, OR list resources by the following format** | Enter the following information for resources:<br><br>OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary. |
| | State | Use this section to list the home State for the resource. |
| | Agency | Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD). |
| | Category | Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance. |
| | Kind | Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance. |
| | Type | Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance. |
| | Resource Name or Identifier | Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team. |
| | ST or TF | Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions. |
| 6 | **Order Request #** | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident. |
| 7 | **Date/Time Check-In** | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| 8 | **Leader's Name** | For equipment, enter the operator's name.<br>Enter the Strike Team or Task Force leader's name.<br>Leave blank for single resource personnel (overhead). |
| 9 | **Total Number of Personnel** | Enter total number of personnel associated with the resource. Include leaders. |
| 10 | **Incident Contact Information** | Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident. |
| 11 | **Home Unit or Agency** | Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location). |
| 12 | **Departure Point, Date and Time** | Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock. |
| 13 | **Method of Travel** | Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.). |
| 14 | **Incident Assignment** | Enter the incident assignment at time of dispatch. |

| 15 | **Other Qualifications** | Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident. |
|---|---|---|

| Block Number | Block Title | Instructions |
|---|---|---|
| 16 | **Data Provided to Resources Unit** | Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information. |
| 17 | **Prepared by**<br>Name<br>Position/Title<br>Signature<br>Date/Time | Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

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# ICS 213
# General Message

**Purpose.** The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

**Preparation.** The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

**Distribution.** Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

<u>Notes:</u>

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.

  A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.

- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** (Optional) | Enter the name assigned to the incident. This block is optional. |
| 2 | **To** (Name and Position) | Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name.For Unified Command, include agency names. |
| 3 | **From** (Name and Position) | Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names. |
| 4 | **Subject** | Enter the subject of the message. |
| 5 | **Date** | Enter the date (month/day/year) of the message. |
| 6 | **Time** | Enter the time (using the 24-hour clock) of the message. |
| 7 | **Message** | Enter the content of the message. Try to be as concise as possible. |
| 8 | **Approved by**<br>Name<br>Signature<br>Position/Title | Enter the name, signature, and ICS position/title of the person approving the message. |
| 9 | **Reply** | The intended recipient will enter a reply to the message and return it to the originator. |
| 10 | **Replied by**<br>Name<br>Position/Title<br>Signature<br>Date/Time | Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock). |

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**1. Incident Name:**

**2. Operational Period:** Date From:Date To:
Time From:Time To:

| 3. Name: | 4. ICS Position: | 5. Home Agency (and Unit): |
|---|---|---|

**6. Resources Assigned:**

| Name | ICS Position | Home Agency (and Unit) |
|---|---|---|

# ACTIVITY LOG (ICS 214)

| 1. Incident Name: | 2. Operational Period: Date From: | Date To: |
|---|---|---|
| | Time From: | Time To: |

**Activity Log** (continuation):

| Date/Time | Notable Activities |
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**Prepared by: Name:** _____ **Position/Title:** ____ **Signature:** _____ _____

Date/Time: _____

# ICS 214
# Activity Log

**Purpose.** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

**Preparation.** An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

**Distribution.** Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Operational Period** <br> Date and Time From <br> Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | **Name** | Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team). |
| 4 | **ICS Position** | Enter the name and ICS position of the individual in charge of the Unit. |
| 5 | **Home Agency** (and Unit) | Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline. |
| 6 | **Resources Assigned** | Enter the following information for resources assigned: |
| | Name | Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option. |
| | ICS Position | Use this section to enter the resource's ICS position (e.g., Finance Section Chief). |
| | Home Agency (and Unit) | Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit). |
| 7 | **Activity Log** <br> Date/Time <br> Notable Activities | Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. <br> Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. <br> This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc. |
| 8 | **Prepared by** <br> Name <br> Position/Title <br> Signature <br> Date/Time | Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

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# OPERATIONAL PLANNING WORKSHEET (ICS 215)

**5. Work Assignment & Special Instructions**

**6. Resources**

**7. Overhead Position(s)**

**9. Reporting Location**

**10. Requested Arrival Time**

| Req. | Have | Need |
|---|---|---|
| Req. | Have | Need |
| Req. | Have | Need |
| Req. | Have | Need |
| Req. | Have | Need |
| Req. | Have | Need |

- Total Resources Required
- Total Resources Have on Hand
- Total Resources Need To Order

**14. Prepared by:**

Name:

Position/Title:

Signature:

Date/Time:

ICS 215

# ICS 215
# Operational Planning Worksheet

**Purpose.** The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

**Preparation.** The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

**Distribution.** When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

**Notes:**
- This worksheet can be made into a wall mount.
- Also available as 8  x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Operational Period**<br>Date and Time<br>From Date and<br>Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | **Branch** | Enter the Branch of the work assignment for the resources. |
| 4 | **Division, Group, or Other** | Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources. |
| 5 | **Work Assignment &<br>Special Instructions** | Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required. |
| 6 | **Resources** | Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash. |
| | Required | Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment. |
| | Have | Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment. |
| | Need | Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row. |
| 7 | **Overhead Position(s)** | List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.). |
| 8 | **Special Equipment &<br>Supplies** | List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control. |
| 9 | **Reporting Location** | Enter the specific location where the resources are to report (Staging Area, location at incident, etc.). |

| 10 | **Requested Arrival Time** | Enter the time (24-hour clock) that resources are requested to arrive at the reporting location. |

| Block Number | Block Title | Instructions |
|---|---|---|
| 11 | **Total Resources Required** | Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash. |
| 12 | **Total Resources Have on Hand** | Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash. |
| 13 | **Total Resources Need To Order** | Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash. |
| 14 | **Prepared by**<br>Name<br>Position/Title<br>Signature<br>Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

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| 1. Incident Name: | | 2. Incident Number: |
|---|---|---|

| 3. Date/Time Prepared: | 4. Operational Period: Date From: | Date To: |
|---|---|---|
| Date:Time: | Time From: | Time To: |

| 5. Incident Area | 6. Hazards/Risks | 7. Mitigations |
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**8. Prepared by**
(Safety

Officer)**:** Name:Signature:

Section Chief)**:**        Name:Signature:

**Prepared by**

(Operations

**ICS 215A** Date/Time:

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# ICS 215A
# Incident Action Plan Safety Analysis

**Purpose.** The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

**Preparation.** The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

**Distribution.** When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

**Notes:**
- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Incident Number** | Enter the number assigned to the incident. |
| 3 | **Date/Time Prepared** | Enter date (month/day/year) and time (using the 24-hour clock) prepared. |
| 4 | **Operational Period**<br>Date and Time From<br>Date and Time To | Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies. |
| 5 | **Incident Area** | Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group. |
| 6 | **Hazards/Risks** | List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment. |
| 7 | **Mitigations** | List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes). |
| 8 | **Prepared by** (Safety Officer and Operations Section Chief)<br>Name<br>Signature<br>Date/Time | Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed. |

# SUPPORT VEHICLE/EQUIPMENT INVENTORY (ICS 218)

| 1. Incident Name: | 2. Incident Number: | 3. Date/Time Prepared: Date:Time: | 4. Vehicle/Equipment Category: |
|---|---|---|---|

**5. Vehicle/Equipment Information**

| Order Request Number | Incident ID No. | Vehicle or Equipment Classification | Vehicle or Equipment Make | Category/ Kind/Type, Capacity, or Size | Vehicle or Equipment Features | Agency or Owner | Operator Name or Contact | Vehicle License or ID No. | Incident Assignment | Incident Start Date and Time | Incident Release Date and Time |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
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**ICS 21816.**

**Prepared by: Name:  Position/Title:  Signature:**

B-79

# ICS 218
# Support Vehicle/Equipment Inventory

**Purpose.** The Support Vehicle/Equipment Inventory (ICS 218) provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

**Preparation.** The ICS 218 is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

**Distribution.** Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

**Notes:**
- If additional pages are needed, use a blank ICS 218 and repaginate as needed.
- Also available as 8  x 14 (legal size) and 11 x 17 chart.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Incident Number** | Enter the number assigned to the incident. |
| 3 | **Date/Time Prepared** | Enter the date (month/day/year) and time (using the 24-hour clock) the form is prepared. |
| 4 | **Vehicle/Equipment Category** | Enter the specific vehicle or equipment category (e.g., buses, generators, dozers, pickups/sedans, rental cars, etc.). Use a separate sheet for each vehicle or equipment category. |
| 5 | **Vehicle/Equipment Information** | Record the following information: |
|  | Order Request Number | Enter the order request number for the resource as used by the jurisdiction or discipline, or the relevant EMAC order request number. |
|  | Incident Identification Number | Enter any special incident identification numbers or agency radio identifier assigned to the piece of equipment used only during the incident, if this system if used (e.g., "Decontamination Unit 2," or "Water Tender 14"). |
|  | Vehicle or Equipment Classification | Enter the specific vehicle or equipment classification (e.g., bus, backhoe, Type 2 engine, etc.) as relevant. |
|  | Vehicle or Equipment Make | Enter the vehicle or equipment manufacturer name (e.g., "GMC," "International"). |
|  | Category/Kind/Type, Capacity, or Size | Enter the vehicle or equipment category/kind/type, capacity, or size (e.g., 30-person bus, 3/4-ton truck, 50 kW generator). |
|  | Vehicle or Equipment Features | Indicate any vehicle or equipment features such as 2WD, 4WD, towing capability, number of axles, heavy-duty tires, high clearance, automatic vehicle locator (AVL), etc. |
|  | Agency or Owner | Enter the name of the agency or owner of the vehicle or equipment. |
|  | Operator Name or Contact | Enter the operator name and/or contact information (cell phone, radio frequency, etc.). |
|  | Vehicle License or Identification Number | Enter the license plate number or another identification number (such as a serial or rig number) of the vehicle or equipment. |

| Incident Assignment | Enter where the vehicle or equipment will be located at the incident and its function (use abbreviations per discipline or jurisdiction). |

| Block Number | Block Title | Instructions |
|---|---|---|
| **5** (continued) | Incident Start Date and Time | Indicate start date (month/day/year) and time (using the 24-hour clock) for driver or for equipment as may be relevant. |
| | Incident Release Date and Time | Enter the date (month/day/year) and time (using the 24-hour clock) the vehicle or equipment is released from the incident. |
| **6** | **Prepared by**<br>Name<br>Position/Title<br>Signature | Enter the name, ICS position/title, and signature of the person preparing the form. |

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# ICS 219
# Resource Status Card (T-Card)

**Purpose.** Resource Status Cards (ICS 219) are also known as "T-Cards," and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

**Preparation.** Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201).
- Incident Check-In List (ICS 211).
- General Message (ICS 213).
- Agency-supplied information or electronic resource management systems.

**Distribution.** ICS 219s are displayed in resource status or "T-Card" racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

**Notes.** There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and content of information on each card varies depending upon the intended use of the card.

- 219-1: Header Card - Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card - Green
- 219-3: Engine Card - Rose
- 219-4: Helicopter Card - Blue
- 219-5: Personnel Card - White
- 219-6: Fixed-Wing Card - Orange
- 219-7: Equipment Card - Yellow
- 219-8: Miscellaneous Equipment/Task Force Card - Tan
- 219-10: Generic Card - Light Purple

- **Acronyms.** Abbreviations utilized on the cards are listed below:
- AOV: Agency-owned vehicle
- ETA: Estimated time of arrival
- ETD: Estimated time of departure
- ETR: Estimated time of return
- O/S Mech: Out-of-service for mechanical reasons
- O/S Pers: Out-of-service for personnel reasons
- O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
- POV: Privately owned vehicle

**Date/Time:**

**ICS 219-1 HEADER CARD (GRAY)**

**1. Incident Name:**

**3.      Medical Aid Stations:**

| Name | Loca |
|------|------|
|  |  |

| | | | 2.       To (Name and Position): | YesNo |
|---|---|---|---|---|
| | | | | YesNo |
| | | | | YesNo |
| | | | 3.       From (Name and Position): | YesNo |
| | | | | YesNo |

| 4.       **Transportation** (indicate air or ground): | | | 4.       Contact Number(s)/Frequency | 5.       D ate: | |
|---|---|---|---|---|---|
| Ambulance Service | Location | | Subject: | Level of Service | |
| | | | | ALSBLS | |
| | | | 7.       Messag e: | ALSBLS | |
| | | | | ALSBLS | |
| | | | | ALSBLS | |

### 5.       Hospitals:

| Hospital Name | Address, Latitude & Longitude if Helipad | Contact Number(s)/ Frequency | Travel Time | | Trauma Center | Burn Center | Helipad |
|---|---|---|---|---|---|---|---|
| | | | Air | Ground | | | |
| | | | | | Yes Level:····· | Yes No | Yes No |
| | | | | | Yes Level:····· | Yes No | Yes No |
| | | | | | Yes Level:····· | Yes No | Yes No |
| | | | | | Yes Level:····· | Yes No | Yes No |
| | | | | | Yes Level:····· | Yes No | Yes No |

**6.       Special Medical Emergency Procedures:**

8.       Approv ed by: Name:

Position/Title:

Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

**7.       Prepared by** (Medical Unit Leader)**:** Name:Signature:

**8.       Approved by** (Safety Officer)**:** Name:Signature:

| **ICS 206** | **IAP Page** ````` | Date/Time: |
|---|---|---|

**1.       Incident Name (Optional):**

**9.** Reply:

**0.** Replied by: Name:                  Signature:

ICS 213

**1. Incident Name:**
**2. Operational Period:**
Date From:
Time From:

Prepared by:

Date/Time:

ICS 219-1 HEADER CARD (GRAY)

**B-84**

## ICS 219-1: Header Card

| Block Title | Instructions |
|---|---|
| **Prepared by Date/Time** | Enter the name of the person preparing the form.    Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

| | | | |
|---|---|---|---|
| | | | |

*Front*

**Date/Time Checked In:**

**Leader Name:**

**Primary Contact Information:**

**Crew/Team ID #(s) or Name(s):**

| Manifest: ☐ Yes   No ☐ | Total Weight: |
|---|---|

**Method of Travel to Incident:**
☐   ☐   AOV PdV Bus Air Other

**Home Base:**

**Departure Point:**

| ETD: | ETA: |
|---|---|

**Transportation Needs at Incident:**
☐ Vehicle Bus Air Other   ☐

**Date/Time Ordered:**

**Remarks:**

**Prepared by:**
**Date/Time:**

**ICS 219-2 CREW/TEAM (GREEN)**

---

| ST/Unit: | LDW: | # Pers: | Order #: |
|---|---|---|---|
| Agency | Cat/Kind/Type | | Name/ID # |

| | |
|---|---|
| ☐ ☐ | ☐ ☐ | ☐ ☐ ____ |

| | |
|---|---|
| ☐ ☐ | ☐ ☐ | ☐ ☐ ____ |

| | |
|---|---|
| ☐ ☐ | ☐ ☐ | ☐ ☐ ____ |

| | |
|---|---|
| ☐ ☐ | ☐ ☐ | ☐ ☐ ____ |

## ICS 219-2: Crew/Team Card

| Block Title | Instructions |
|---|---|
| ST/Unit | Enter the State and/or unit identifier (3-5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work |
| # Pers | Enter total number of personnel associated with the crew/team. Include leaders. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., ORC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32). |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Leader Name | Enter resource leader's name (use at least the first initial and last name). |
| Primary Contact Information | Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. <br><br> If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). <br><br> Phone and pager numbers should include the area code and any satellite phone specifics. |
| Crew/Team ID #(s) or Name(s) | Provide the identifier number(s) or name(s) for this crew/team (e.g., Air Monitoring Team 2, Entry Team 3). |
| Manifest <br>    Yes <br>    No | Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number. |
| Total Weight | Enter the total weight for the crew/team. This information is necessary when the crew/team are transported by charter air. |
| Method of Travel to Incident <br>    AOV <br>    POV <br>    Bus <br>    Air <br>    Other | Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle." |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the crew/team's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the crew/team's estimated time of arrival (using the 24-hour clock) at the incident. |

| Block Title | Instructions |
|---|---|
| **Transportation Needs at Incident**<br>   Vehicle<br>   Bus<br>   Air<br>   Other | Check the box(es) for the appropriate method(s) of transportation at the incident. |
| **Date/Time Ordered** | Enter date (month/day/year) and time (24-hour clock) the crew/team was ordered to the incident. |
| **Remarks** | Enter any additional information pertaining to the crew/team. |
| **BACK OF FORM** | |
| **Incident Location** | Enter the location of the crew/team. |
| **Time** | Enter the time (24-hour clock) the crew/team reported to this location. |
| **Status**<br>   Assigned 0/S Rest 0/S<br>   Pers Available 0/S Mech<br>   ETR: ````` | Enter the crew/team's current status:<br>   Assigned - Assigned to the incident<br>   0/S Rest - 0ut-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft<br>   0/S Pers - 0ut-of-service for personnel reasons<br>   Available - Available to be assigned to the incident<br>   0/S Mech - 0ut-of-service for mechanical reasons<br>   ETR - Estimated time of return |
| **Notes** | Enter any additional information pertaining to the crew/team's current location or status. |
| **Prepared by**<br>**Date/Time** | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

| | | | |
|---|---|---|---|
| | | | |

*Front*

**Date/Time Checked In:**

**Leader Name:**

**Primary Contact Information:**

**Resource ID #(s) or Name(s):**

**Home Base:**

**Departure Point:**

| ETD: | ETA: |
|---|---|

**Date/Time Ordered:**

**Remarks:**

**Prepared by:**

**Date/Time:**

**ICS 219-3 ENGINE (ROSE)**

| ST/Unit: | LDW: | # Pers: | Order #: |
|---|---|---|---|
| Agency | Cat/Kind/Type | | Name/ID # |

| | | |
|---|---|---|
| ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ ____ |

| | | |
|---|---|---|
| ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ ____ |

| | | |
|---|---|---|
| ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ ____ |

| | | |
|---|---|---|
| ☐ | ☐ | ☐ |
| ☐ | ☐ | ☐ ____ |

# ICS 219-3: Engine Card

| Block Title | Instructions |
| --- | --- |
| ST/Unit | Enter the State and or unit identifier (3-5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work |
| # Pers | Enter total number of personnel associated with the resource. Include leaders. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., 0RC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32). |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Leader Name | Enter resource leader's name (use at least the first initial and last name). |
| Primary Contact Information | Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. <br><br> If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). <br><br> Phone and pager numbers should include the area code and any satellite phone specifics. |
| Resource ID #(s) or Name(s) | Provide the identifier number(s) or name(s) for the resource(s). |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the resource. |
| BACK OF FORM | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status <br>     Assigned 0/S Rest 0/S <br>     Pers Available 0/S Mech <br>     ETR: ````` | Enter the resource's current status: <br><br>     Assigned - Assigned to the incident <br><br>     0/S Rest - 0ut-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft <br>     0/S Pers - 0ut-of-service for personnel reasons <br>     Available - Available to be assigned to the incident <br>     0/S Mech - 0ut-of-service for mechanical reasons <br>     ETR - Estimated time of return |

| Notes | Enter any additional information pertaining to the resource's current location or status. |

| Block Title | Instructions | |
|---|---|---|
| **Prepared by Date/Time** | Enter the name of the person preparing the form. time prepared (using the 24-hour clock). | Enter the date (month/day/year) and |

|  |  |  |  |
|---|---|---|---|
|  |  |  |  |

### *Front*

**Date/Time Checked In:**

**Pilot Name:**

**Home Base:**

**Departure Point:**

| ETD: | ETA: |
|---|---|

**Destination Point:**

**Date/Time Ordered:**

**Remarks:**

**Prepared by:**

**Date/Time:**

**ICS 219-4 HELICOPTER (BLUE)**

| ST/Unit: | LDW: | # Pers: | Order #: |
|---|---|---|---|
| Agency | Cat/Kind/Type | | Name/ID # |

|  |  |
|---|---|
| ☐ ☐ | ☐ ☐ | ☐ ☐ ____ |

|  |  |
|---|---|
| ☐ ☐ | ☐ ☐ | ☐ ☐ ____ |

|  |  |
|---|---|
| ☐ ☐ | ☐ ☐ | ☐ ☐ ____ |

|  |  |
|---|---|
| ☐ ☐ | ☐ ☐ | ☐ ☐ ____ |

# ICS 219-4: Helicopter Card

| Block Title | Instructions |
|---|---|
| ST/Unit | Enter the State and or unit identifier (3-5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work. |
| # Pers | Enter total number of personnel associated with the resource. Include the pilot. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., 0RC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier. |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Pilot Name: | Enter pilot's name (use at least the first initial and last name). |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point. |
| Destination Point | Use this section to enter the location at the incident where the resource has been requested to report. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the resource. |
| BACK OF FORM | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status<br>    Assigned 0/S Rest 0/S<br>    Pers Available 0/S Mech<br>    ETR: ````` | Enter the resource's current status:<br><br>Assigned - Assigned to the incident<br><br>0/S Rest - Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft<br>0/S Pers - 0ut-of-service for personnel reasons<br><br>Available - Available to be assigned to the incident<br><br>0/S Mech - 0ut-of-service for mechanical reasons<br><br>ETR - Estimated time of return |
| Notes | Enter any additional information pertaining to the resource's current location or status. |
| Prepared by<br>Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

| | | |
|---|---|---|

### *Front*

**Date/Time Checked In:**

**Name:**

**Primary Contact Information:**

| Manifest | Total Weight: |
|---|---|
| ☐ Yes   No☐ | |

**Method of Travel to Incident:**
☐   ☐   AOV POV Bus Air 0ther

**Home Base:**

**Departure Point:**

| ETD: | ETA: |
|---|---|

**Transportation Needs at Incident:**
☐ Vehicle Bus Air 0ther   ☐

**Date/Time Ordered:**

**Remarks:**

**Prepared by:**

**Date/Time:**

**ICS 219-5 PERSONNEL (WHITE CARD)**

---

| ST/Unit | Name: | Position/Title |
|---|---|---|

| | |
|---|---|
| ☐  ☐ | ☐  ☐ | ☐  ☐ ___ |

| | |
|---|---|
| ☐  ☐ | ☐  ☐ | ☐  ☐ ___ |

| | |
|---|---|
| ☐  ☐ | ☐  ☐ | ☐  ☐ ___ |

| | |
|---|---|
| ☐  ☐ | ☐  ☐ | ☐  ☐ ___ |

## ICS 219-5: Personnel Card

| Block Title | Instructions |
|---|---|
| ST/Unit | Enter the State and or unit identifier (3-5 letters) used by the authority having jurisdiction. |
| Name | Enter the individual's first initial and last name. |
| Position/Title | Enter the individual's ICS position/title. |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Name | Enter the individual's full name. |
| Primary Contact Information | Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.<br><br>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).<br><br>Phone and pager numbers should include the area code and any satellite phone specifics. |
| Manifest<br>   Yes<br>   No | Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number. |
| Total Weight | Enter the total weight for the crew. This information is necessary when the crew are transported by charter air. |
| Method of Travel to Incident<br>   AOV<br>   POV<br>   Bus<br>   Air<br>   Other | Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle." |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the crew's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the crew's estimated time of arrival (using the 24-hour clock) at the incident. |
| Transportation Needs at Incident<br>   Vehicle<br>   Bus<br>   Air<br>   Other | Check the box(es) for the appropriate method(s) of transportation at the incident. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the crew was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the crew. |
| **BACK OF FORM** | |
| Incident Location | Enter the location of the crew. |
| Time | Enter the time (24-hour clock) the crew reported to this location. |

| Block Title | Instructions |
|---|---|
| **Status**<br>   Assigned 0/S Rest 0/S<br>   Pers Available 0/S Mech<br>   ETR: ````` | Enter the crew's current status:<br>   Assigned - Assigned to the incident<br><br>   0/S Rest - 0ut-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft<br>   0/S Pers - 0ut-of-service for personnel reasons<br><br>   Available - Available to be assigned to the incident<br>   0/S Mech - 0ut-of-service for mechanical reasons<br>   ETR - Estimated time of return |
| **Notes** | Enter any additional information pertaining to the crew's current location or status. |
| **Prepared by**<br>**Date/Time** | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

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### *Front*

**Date/Time Checked-In:**

**Pilot Name:**

**Home Base:**

**Departure Point:**

**ETD:** | **ETA:**

**Destination Point:**

**Date/Time Ordered:**

**Manufacturer:**

**Remarks:**

**Prepared by:**

**Date/Time:**

**ICS 219-6 FIXED-WING (ORANGE)**

| ST/Unit: | LDW: | # Pers: | Order #: |
|----------|------|---------|----------|
| Agency | Cat/Kind/Type | | Name/ID # |

# ICS 219-6: Fixed-Wing Card

| Block Title | Instructions |
|---|---|
| ST/Unit | Enter the State and or unit identifier (3-5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work. |
| # Pers | Enter total number of personnel associated with the resource. Include the pilot. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., 0RC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier. |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Pilot Name: | Enter pilot's name (use at least the first initial and last name). |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point. |
| Destination Point | Use this section to enter the location at the incident where the resource has been requested to report. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Manufacturer | Enter the manufacturer of the aircraft. |
| Remarks | Enter any additional information pertaining to the resource. |
| **BACK OF FORM** | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status<br>Assigned 0/S Rest 0/S<br>Pers Available 0/S Mech<br>ETR: ````` | Enter the resource's current status:<br>Assigned - Assigned to the incident<br>0/S Rest - 0ut-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft<br>0/S Pers - 0ut-of-service for personnel reasons<br>Available - Available to be assigned to the incident<br>0/S Mech - 0ut-of-service for mechanical reasons<br>ETR - Estimated time of return |
| Notes | Enter any additional information pertaining to the resource's current location or status. |
| Prepared by<br>Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

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### *Front*

**Date/Time Checked In:**

**Leader Name:**

**Primary Contact Information:**

**Resource ID #(s) or Name(s):**

**Home Base:**

**Departure Point:**

| ETD: | ETA: |
|---|---|

**Date/Time Ordered:**

**Remarks:**

**Prepared by:**

**Date/Time:**

**ICS 219-7 EQUIPMENT (YELLOW)**

| ST/Unit: | LDW: | # Pers: | Order #: |
|---|---|---|---|
| Agency | Cat/Kind/Type | | Name/ID # |

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# ICS 219-6: Fixed-Wing Card

| Block Title | Instructions |
|---|---|
| ST/Unit | Enter the State and or unit identifier (3-5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work. |
| # Pers | Enter total number of personnel associated with the resource. Include the pilot. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., 0RC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier. |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Pilot Name: | Enter pilot's name (use at least the first initial and last name). |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point. |
| Destination Point | Use this section to enter the location at the incident where the resource has been requested to report. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Manufacturer | Enter the manufacturer of the aircraft. |
| Remarks | Enter any additional information pertaining to the resource. |
| **BACK OF FORM** | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status<br>   Assigned 0/S Rest 0/S<br>   Pers Available 0/S Mech<br>   ETR: ````` | Enter the resource's current status:<br>   Assigned - Assigned to the incident<br>   0/S Rest - 0ut-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft<br>0/S Pers - 0ut-of-service for personnel reasons<br>   Available - Available to be assigned to the incident<br>   0/S Mech - 0ut-of-service for mechanical reasons<br>   ETR - Estimated time of return |
| Notes | Enter any additional information pertaining to the resource's current location or status. |
| Prepared by<br>Date/Time | Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock). |

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## *Front*

**Date/Time Checked In:**

**Leader Name:**

**Primary Contact Information:**

**Resource ID #(s) or Name(s):**

**Home Base:**

**Departure Point:**

**ETD:** | **ETA:**

**Date/Time Ordered:**

**Remarks:**

**Prepared by:**

**Date/Time:**

**ICS 219-8 MISCELLANEOUS EQUIPMENT/TASK FORCE (TAN)**

| ST/Unit: | LDW: | # Pers: | Order #: |
|---|---|---|---|
| Agency | Cat/Kind/Type | | Name/ID # |

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# ICS 219-8: Miscellaneous Equipment/Task Force Card

| Block Title | Instructions |
|---|---|
| ST/Unit | Enter the State and or unit identifier (3-5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available work day that the resource is allowed to work. |
| # Pers | Enter total number of personnel associated with the resource. Include leaders. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., 0RC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32). |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Leader Name | Enter resource leader's name (use at least the first initial and last name). |
| Primary Contact Information | Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. <br><br> If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). <br><br> Phone and pager numbers should include the area code and any satellite phone specifics. |
| Resource ID #(s) or Name(s) | Provide the identifier number or name for this resource. |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the resource. |
| BACK OF FORM | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status <br>    Assigned 0/S Rest 0/S <br>    Pers Available 0/S Mech <br>    ETR: ````` | Enter the resource's current status: <br><br>   Assigned - Assigned to the incident <br><br>   0/S Rest - Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft <br>   0/S Pers - 0ut-of-service for personnel reasons <br><br>   Available - Available to be assigned to the incident <br><br>   0/S Mech - 0ut-of-service for mechanical reasons <br><br>   ETR - Estimated time of return |

| Notes | Enter any additional information pertaining to the resource's current location or status. |

B-102

| Block Title | Instructions | |
|---|---|---|
| **Prepared by Date/Time** | Enter the name of the person preparing the form. time prepared (using the 24-hour clock). | Enter the date (month/day/year) and |

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### *Front*

**Date/Time Checked In:**

**Leader Name:**

**Primary Contact Information:**

**Resource ID #(s) or Name(s):**

**Home Base:**

**Departure Point:**

| ETD: | ETA: |
|---|---|

**Date/Time Ordered:**

**Remarks:**

**Prepared by:**

**Date/Time:**

**ICS 219-10 GENERIC (LIGHT PURPLE)**

| ST/Unit: | LDW: | # Pers: | Order #: |
|---|---|---|---|
| Agency | Cat/Kind/Type | | Name/ID # |

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# ICS 219-10: Generic Card

| Block Title | Instructions |
|---|---|
| ST/Unit | Enter the State and or unit identifier (3-5 letters) used by the authority having jurisdiction. |
| LDW (Last Day Worked) | Indicate the last available workday that the resource is allowed to work. |
| # Pers | Enter total number of personnel associated with the resource. Include leaders. |
| Order # | The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident. |
| Agency | Use this section to list agency name or designator (e.g., 0RC, ARL, NYPD). |
| Cat/Kind/Type | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
| Name/ID # | Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32). |
| Date/Time Checked In | Enter date (month/day/year) and time of check-in (24-hour clock) to the incident. |
| Leader Name | Enter resource leader's name (use at least the first initial and last name). |
| Primary Contact Information | Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. |
| | If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). |
| | Phone and pager numbers should include the area code and any satellite phone specifics. |
| Resource ID #(s) or Name(s) | Provide the identifier number(s) or name(s) for this resource. |
| Home Base | Enter the home base to which the resource or individual is normally assigned (may not be departure location). |
| Departure Point | Enter the location from which the resource or individual departed for this incident. |
| ETD | Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base. |
| ETA | Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident. |
| Date/Time Ordered | Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident. |
| Remarks | Enter any additional information pertaining to the resource. |
| **BACK OF FORM** | |
| Incident Location | Enter the location of the resource. |
| Time | Enter the time (24-hour clock) the resource reported to this location. |
| Status<br>   Assigned 0/S Rest 0/S<br>   Pers Available 0/S Mech<br>   ETR: ````` | Enter the resource's current status:<br>   Assigned - Assigned to the incident<br>   0/S Rest - 0ut-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft<br>   0/S Pers - 0ut-of-service for personnel reasons<br>   Available - Available to be assigned to the incident<br>   0/S Mech - 0ut-of-service for mechanical reasons<br>   ETR - Estimated time of return |

| Notes | Enter any additional information pertaining to the resource's current location or status. |

B-105

| Block Title | Instructions | |
|---|---|---|
| **Prepared by** **Date/Time** | Enter the name of the person preparing the form. time prepared (using the 24-hour clock). | Enter the date (month/day/year) and |

# AIR OPERATIONS SUMMARY (ICS 220)

| 1. Incident Name: | 2. Operational Period:<br>Date From:Date To:<br>Time From:Time To: | 3. Sunrise:Sunset: |
|---|---|---|

| 4. Remarks (safety notes, hazards, air operations special equipment, etc.): | 5. Ready Alert Aircraft:<br>Medivac:<br>New Incident: | 6. Temporary Flight Restriction Number:<br>Altitude:<br>Center Point: |
|---|---|---|

| 8. Frequencies: | AM | FM | 9. Fixed-Wing (category/kind/type, make/model, N#, base): |
|---|---|---|---|
| Air/Air Fixed-Wing | | | Air Tactical Group Supervisor Aircraft: |
| Air/Air Rotary-Wing—Flight Following | | | |
| Air/Ground | | | Other Fixed-Wing Aircraft: |
| Command | | | |
| Deck Coordinator | | | |
| Take-Off & Landing Coordinator | | | |
| Air Guard | | | |

| 7. Personnel: | Name | Phone Number: |
|---|---|---|
| Air Operations Branch Director | | |
| Air Support Group Supervisor | | |
| Air Tactical Group Supervisor | | |
| Helicopter Coordinator | | |
| Helibase Manager | | |

**10. Helicopters** (use additional sheets as necessary):

| FAA N# | Category/Kind/Type | Make/Model | Base | Available | Start | Remarks |
|---|---|---|---|---|---|---|
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**11.** Prepared by: Name:Position/Title:Signature:

**ICS 220, Page 1**

Date/Time:

B-107

# AIR OPERATIONS SUMMARY (ICS 220)

| 1. Incident Name: | 2. Operational Period:<br>Date From:Date To:<br>Time From:Time To: | 3. Sunrise:Sunset: |
|---|---|---|

**12. Task/Mission/Assignment** (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.):

| Category/Kind/Type and Function | Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft | Mission Start | Fly From | Fly To |
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**11. Prepared by:** Name:Position/Title:Signature:

Date/Time:

# ICS 220
# Air Operations Summary

**Purpose.** The Air Operations Summary (ICS 220) provides the Air Operations Branch with the number, type, location, and specific assignments of helicopters and air resources.

**Preparation.** The ICS 220 is completed by the Operations Section Chief or the Air Operations Branch Director during each Planning Meeting. General air resources assignment information is obtained from the Operational Planning Worksheet (ICS 215), which also is completed during each Planning Meeting. Specific designators of the air resources assigned to the incident are provided by the Air and Fixed-Wing Support Groups. If aviation assets would be utilized for rescue or are referenced on the Medical Plan (ICS 206), coordinate with the Medical Unit Leader and indicate on the ICS 206.

**Distribution.** After the ICS 220 is completed by Air Operations personnel, the form is given to the Air Support Group Supervisor and Fixed-Wing Coordinator personnel. These personnel complete the form by indicating the designators of the helicopters and fixed-wing aircraft assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit.

**Notes:**

If additional pages are needed for any form page, use a blank ICS 220 and repaginate as needed.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Operational Period**<br>Date and Time From<br>Date and Time To | Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies. |
| 3 | **Sunrise/Sunset** | Enter the sunrise and sunset times. |
| 4 | **Remarks** (safety notes, hazards, air operations special equipment, etc.) | Enter special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel. |
| 5 | **Ready Alert Aircraft**<br>Medivac<br>New Incident | Identify ready alert aircraft that will be used as Medivac for incident assigned personnel and indicate on the Medical Plan (ICS 206). Identify aircraft to be used for new incidents within the area or new incident(s) within an incident. |
| 6 | **Temporary Flight Restriction Number**<br>Altitude<br>Center Point | Enter Temporary Flight Restriction Number, altitude (from the center point), and center point (latitude and longitude). This number is provided by the Federal Aviation Administration (FAA) or is the order request number for the Temporary Flight Restriction. |
| 7 | **Personnel**<br>Name<br>Phone Number | Enter the name and phone number of the individuals in Air Operations. |
| | Air Operations Branch Director | |
| | Air Support Group Supervisor | |
| | Air Tactical Group Supervisor | |
| | Helicopter Coordinator | |
| | Helibase Manager | |

| Block Number | Block Title | Instructions |
|---|---|---|
| 8 | **Frequencies**<br>   AM<br>   FM | Enter primary air/air, air/ground (if applicable), command, deck coordinator, take-off and landing coordinator, and other radio frequencies to be used during the incident. |
|  | Air/Air Fixed-Wing |  |
|  | Air/Air Rotary-Wing - Flight Following | Flight following is typically done by Air Operations. |
|  | Air/Ground |  |
|  | Command |  |
|  | Deck Coordinator |  |
|  | Take-Off & Landing Coordinator |  |
|  | Air Guard |  |
| 9 | **Fixed-Wing** (category/kind/type, make/model, N#, base) | Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance, make/model, N#, and base of air assets allocated to the incident. |
|  | Air Tactical Group Supervisor Aircraft |  |
|  | Other Fixed-Wing Aircraft |  |
| 10 | **Helicopters** | Enter the following information about the helicopter resources allocated to the incident. |
|  | FAA N# | Enter the FAA N#. |
|  | Category/Kind/Type | Enter the helicopter category/kind/type based on NIMS, discipline, or jurisdiction guidance. |
|  | Make/Model | Enter the make and model of the helicopter. |
|  | Base | Enter the base where the helicopter is located. |
|  | Available | Enter the time the aircraft is available. |
|  | Start | Enter the time the aircraft becomes operational. |
|  | Remarks |  |
| 11 | **Prepared by**<br>   Name<br>   Position/Title<br>   Signature<br>   Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock). |

| 12 | **Task/Mission/Assignment** (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.) | Enter the specific assignment (e.g., water or retardant drops, logistical support, or availability status for a specific purpose, support backup, recon, Medivac, etc.). If applicable, enter the primary air/air and air/ground radio frequency to be used. Mission assignments may be listed by priority. |
| --- | --- | --- |
| | Category/Kind/Type and Function | |
| | Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft | |
| | Mission Start | |
| | Fly From | Enter the incident location or air base the aircraft is flying from. |
| | Fly To | Enter the incident location or air base the aircraft is flying to. |

**B-110**

# DEMOBILIZATION CHECK-OUT (ICS 221)

| 1. Incident Name: | | 2. Incident Number: | |
|---|---|---|---|
| 3. Planned Release Date/Time: Date:Time: | 4. Resource or Personnel Released: | | 5. Order Request Number: |

| 6. You below representative). LOGISTICS or Personnel: and your resources are have been signed off SECTION Unit/Manager | in the process of being released. Resources by the appropriate overhead and the

Remarks | are not released until the checked boxes Demobilization Unit Leader (or Planning Section

NameSignature |
|---|---|---|
| Supply Unit | | |
| Communications Unit | | |
| Facilities Unit | | |
| Ground Support Unit | | |
| Security Manager | | |
| | | |
| FINANCE/ADMINISTRATION Unit/Leader | SECTION Remarks | NameSignature |
| Time Unit | | |
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| OTHER SECTION/STAFF Unit/Other | Remarks | NameSignature |
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| PLANNING SECTION Unit/Leader | Remarks | NameSignature |
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| | Documentation Leader | |
| | Demobilization Leader | |

| | |
|---|---|
| **7.**      **Remarks:** | |

| |
|---|
| **8.**      **Travel Information:** Room Overnight: Yes No<br>Estimated Time of Departure: Actual Release Date/Time: |
| Destination: Estimated Time of Arrival: |
| Travel Method: Contact Information While Traveling: |
| Manifest: Yes No Area/Agency/Region Notified:<br>       Number: |
| **1.**      **Reassignment Information:** Yes No<br>Incident Name: Incident Number: |
| Location:  Order Request Number: |
| **2.**      **Prepared by:** Name: Position/Title: Signature: |
| |
| **ICS 221**                               Date/Time: |
| |

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# ICS 221
# Demobilization Check-Out

**Purpose.** The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

**Preparation.** The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

**Distribution.** After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

**Notes:**

▬▬ Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Incident Name** | Enter the name assigned to the incident. |
| 2 | **Incident Number** | Enter the number assigned to the incident. |
| 3 | **Planned Release Date!Time** | Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident. |
| 4 | **Resource or Personnel Released** | Enter name of the individual or resource being released. |
| 5 | **Order Request Number** | Enter order request number (or agency demobilization number) of the individual or resource being released. |
| 6 | **Resource or Personnel** You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).    Unit/Leader/Manager/Other    Remarks    Name    Signature | Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.). |
| | **Logistics Section**    Supply Unit    Communications Unit    Facilities Unit    Ground Support Unit    Security Manager | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |

| Block Number | Block Title | Instructions |
|---|---|---|
| **6** (continued) | **Finance/Administration Section** Time Unit | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| | **Other Section/Staff** | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| | **Planning Section** Documentation Leader Demobilization Leader | The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release. |
| **7** | **Remarks** | Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction. |
| **8** | **Travel Information** | Enter the following travel information: |
| | Room Overnight | Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit. |
| | Estimated Time of Departure | Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock). |
| | Actual Release Date/Time | Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock). |
| | Destination | Use this section to enter the resource's or personnel's destination. |
| | Estimated Time of Arrival | Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination. |
| | Travel Method | Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.). |
| | Contact Information While Traveling | Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.). |
| | Manifest Yes No Number | Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number. |
| | Area/Agency/Region Notified | Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified. |

| 9 | **Reassignment Information**<br>  YesNo | Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below. |
|---|---|---|
| | Incident Name | Use this section to enter the name of the new incident to which the resource was reassigned. |
| | Incident Number | Use this section to enter the number of the new incident to which the resource was reassigned. |
| | Location | Use this section to enter the location (city and State) of the new incident to which the resource was reassigned. |
| | Order Request Number | Use this section to enter the new order request number assigned to the resource or personnel. |

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| Block Number | Block Title | Instructions |
|---|---|---|
| 10 | **Prepared by**<br>Name<br>Position/Title<br>Signature<br>Date/Time | Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock). |

# INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

**THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT**

| 4. Home Unit Name and Address: | | 5. Incident Agency and Address: | |
|---|---|---|---|
| 6. Position Held on Incident: | 7. Date(s) of Assignment:<br>From:    To: | 8. Incident Complexity Level:<br>☐ 1   ☐ 2/5   ☐ 3   ☐ 4 | 9. Incident Definition: |
| **10. Evaluation** | | | |

**12. Ability To Obtain Performance/Results:** Quality, quantity, timeliness, and impact of work.

**13. Planning/ Preparedness:** Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).

**14. Using Resources:** Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).

**15. Adaptability/Attitude:** Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.

**16. Communication Skills:** Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.

Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.

# INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

| | | 10. Evaluation | | | | |
|---|---|---|---|---|---|---|
| **Rating Factors** | **N/A** | **1 - Unacceptable** | **2** | **3 - Met Standards** | **4** | **5 - Exceeded Expectations** |
| **17. Ability To Work on a Team:** Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps. | ☐ | Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals. | ☐ | Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals. | ☐ | Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level. |
| **18. Consideration for Personnel/Team Welfare:** Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills. | ☐ | Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members. | ☐ | Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members. | ☐ | Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal. |
| **19. Directing Others:** Ability to influence or direct others in accomplishing tasks or missions. | ☐ | Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment. | ☐ | A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task. | ☐ | An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations. |
| **20. Judgment/Decisions Under Stress:** Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought. | ☐ | Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization. | ☐ | Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information. | ☐ | Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results. |
| **21. Initiative:** Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision. | ☐ | Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored. | ☐ | Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods. | ☐ | Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking. |
| **22. Physical Ability for the Job:** Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others. | ☐ | Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need. | ☐ | Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional wellbeing. Recognized and managed stress effectively. | ☐ | Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being. |
| **23. Adherence to Safety:** Ability to invest in the IMT's future by caring for the safety of self and others. | ☐ | Failed to adequately identify and protect personnel from safety hazards. | ☐ | Ensured that safe operating procedures were followed. | ☐ | Demonstrated a significant commitment toward safety of personnel. |

**Remarks:**

**Rated Individual** (This rating has been discussed with me):

Signature:          Date/Time:

**Rated by:** Name:          Signature:

Home Unit:          Position Held on This Incident:

# ICS 225
# Incident Personnel Performance Rating

**Purpose.** The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

**Preparation.** The ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Planning Section before the rater leaves the incident

**Distribution.** The ICS 225 is provided to the Planning Section Chief before the rater leaves the incident.

**Notes:**
- Use a blank ICS 225 for each individual.
- Additional pages can be added based on individual need.

| Block Number | Block Title | Instructions |
|---|---|---|
| 1 | **Name** | Enter the name of the individual being rated. |
| 2 | **Incident Name** | Enter the name assigned to the incident. |
| 3 | **Incident Number** | Enter the number assigned to the incident. |
| 4 | **Home Unit Address** | Enter the physical address of the home unit for the individual being rated. |
| 5 | **Incident Agency and Address** | Enter the name and address of the authority having jurisdiction for the incident. |
| 6 | **Position Held on Incident** | Enter the position held (e.g., Resources Unit Leader, Safety Officer, etc.) by the individual being rated. |
| 7 | **Date(s) of Assignment**<br>From<br>To | Enter the date(s) (month/day/year) the individual was assigned to the incident. |
| 8 | **Incident Complexity Level**<br>1<br>2<br>3<br>4<br>5 | Indicate the level of complexity for the incident. |
| 9 | **Incident Definition** | Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire,", "bridge collapse,", "civil unrest," "parade," "vehicle fire," "mass casualty," etc. |
| 10 | **Evaluation** | Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed. |
| | N/A | The duty did not apply to this incident. |
| | 1 - Unacceptable | Does not meet minimum requirements of the individual element. Deficiencies/Improvements needed must be identified in Remarks. |
| | 2 - Needs Improvement | Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS. |
| | 3 - Met Standards | Satisfactory. Employee meets all requirements of the individual element. |

| Block Number | Block Title | Instructions |
|---|---|---|
| | 4 - Fully Successful | Employee meets all requirements and exceeds one or several of the requirements of the individual element. |
| 10 | 5 - Exceeded Expectations | Superior. Employee consistently exceeds the performance requirements. |
| 11 | **Knowledge of the Job/ Professional Competence:** | Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.) |
| 12 | **Ability To Obtain Performance/Results:** | Quality, quantity, timeliness, and impact of work. |
| 13 | **Planning/Preparedness:** | Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT). |
| 14 | **Using Resources:** | Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics). |
| 15 | **Adaptability/Attitude:** | Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles. |
| 16 | **Communication Skills:** | Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly. |
| 17 | **Ability To Work on a Team:** | Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps. |
| 18 | **Consideration for Personnel/Team Welfare:** | Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills. |
| 19 | **Directing Others:** | Ability to influence or direct others in accomplishing tasks or missions. |
| 20 | **Judgment/Decisions Under Stress:** | Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought. |
| 21 | **Initiative** | Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision. |
| 22 | **Physical Ability for the Job:** | Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others. |
| 23 | **Adherence to Safety:** | Ability to invest in the IMT's future by caring for the safety of self and others. |
| 24 | **Remarks** | Enter specific information on why the individual received performance levels. |
| 25 | **Rated Individual** (This rating has been discussed with me) Signature Date/Time | Enter the signature of the individual being rated. Enter the date (month/day/year) and the time (24-hour clock) signed. |

| 26 | **Rated by**<br>  Name<br>   Signature<br>   Home Unit<br>   Position Held on This<br>   Incident<br>  Date/Time | Enter the name, signature, home unit, and position held on the incident of the person preparing the form and rating the individual. Enter the date (month/day/year) and the time (24-hour clock) prepared. |

# CEmergency Operations Center

# Position Checklists

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**Appendix C. Emergency Operations Center Position Checklists**

# Index of EOC Position Checklists

The following checklists are included in this appendix.

## Figure C-1 EOC Position Organizational Chart

Incident Commander(s)

Liaison Officer

Public Information Officer    1

Safety Officer

1

Operations Branch Director

Resource Unit Leader

Situation Unit Leader

Documentation Unit Leader

Demobilization Unit Leader

Support Branch Director

Supply Unit Leader

Facilities Unit Leader

Ground Support Unit Leader

Service Branch Director

Communications Unit Leader

Medical Unit Leader

Food Unit Leader

Time Unit Leader

Procurement Unit Leader

Compensation/Claims Unit Leader

Cost Unit Leader

# Communication Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- Obtain briefing from the Logistics Section Chief or Service Branch Director.
- Organize and staff Unit as appropriate:
  - Assign Communications Center Manager and Lead Incident Dispatcher.
  - Assign Message Center Manager and ensure adequate staff is assigned to answer phones and attend fax machines.
- Assess communications systems/frequencies in use; advise on communications capabilities/limitations.
- Develop and implement effective communications procedures (flow) internal and external to the incident/Incident Command Post.
- Assess Incident Command Post phone load and request additional lines as needed.
- Prepare and implement Incident Communications Plan (ICS Form 205):
  - Obtain current organizational chart.
  - Determine most hazardous tactical activity; ensure adequate communications.
  - Make communications assignments to all other Operations elements, including volunteer, contract, or mutual aid.
  - Determine Command communications needs.
  - Determine support communications needs.
  - Establish and post any specific procedures for use of Incident Command Post communications equipment.

## Communication Unit Leader Position Checklist

7. Include cellular phones and pagers in Incident Communications Plan (ICS Form 205), if appropriate:

- Determine specific organizational elements to be assigned telephones.
- Identify all facilities/locations with which communications must be established (shelters, press area, liaison area, agency facilities, other governmental entities' Emergency Operations Centers (EOCs), etc.), identify and document phone numbers.
- Determine which phones/numbers should be used by what personnel and for what purpose. Assign specific telephone numbers for **incoming** calls, and report these numbers to staff and off-site parties such as other local jurisdictions, State and Federal agencies.
- **Do not publicize OUTGOING call lines.**

- Activate, serve as contact point, and supervise the integration of volunteer radio organizations into the communications system.
- Ensure radio and telephone logs are available and being used.
- Determine need and research availability of additional nets and systems:
  - Order through Supply Unit after approval by Section Chief.

  - Federal systems:
    - Additional radios and other communications devices, including repeaters, radiotelephone interconnects and satellite down-link capabilities may be available through FEMA or the USDA Forest Service.

- Document malfunctioning communications equipment, facilitate repair.
- Establish and maintain communications equipment accountability system.
- Provide technical information, as required, on:

  - Adequacy of communications system currently in use.
  - Geographic limitation on communications equipment.
  - Equipment capabilities.
  - Amount and types of equipment available.
  - Anticipated problems in the use of communications equipment.

# Communication Unit Leader Position Checklist

- Estimate Unit needs for expected operations; order relief personnel.
- Provide briefing to relief on current activities and unusual situations.
- Document all activity on Unit Log (ICS Form 214).

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# Compensation/Claims Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ☐ | **Task** |

1. Obtain briefing from Finance/Administration Section Chief:

- Determine accidents/injuries to date.
- Determine status of investigations.

· Establish contact with incident Safety Officer and Liaison Officer or department/agency representatives.

· Determine the need for Compensation for Injury and Claims Specialists, request additional personnel, as necessary.

· Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

· Ensure that volunteer personnel have been appropriately registered.

· Ensure written authority for persons requiring medical treatment.

· Ensure correct billing forms for transmittal to doctor and/or hospital.

· Ensure all witness statements and statements from Safety Officer and Medical Unit are reviewed for completeness.

9. Coordinate with Safety Officer to:

- Provide liaison with Occupational Safety and Health Administration (OSHA).
- Provide analysis of injuries.
- Ensure appropriate level of personal protective equipment (PPE) is being used, and that personnel have been trained in its use.

· Maintain copies of hazardous materials and other medical debriefings; ensure they are included as part of the final incident package.

· Provide briefing to relief on current activities and unusual events

· Document all activity on Unit Log (ICS Form 214).

## Compensation/Claims Unit Leader Position Checklist

**Claims Specialist:**

- Work closely with Operations and Planing for information from the field.
- Some agencies/Units have "Claims Teams" who are trained to do claims investigation and documentation for large incidents.
- Coordinate with FEMA, private aid organizations (Red Cross), and other Government agencies for claims documentation and their needs (the Liaison Officer can often be a help coordinate and obtain information from other agencies or private entities).
- "Damage assessment" for ongoing disaster recovery is normally not the responsibility of the Compensation and Claims Unit. However, information gathered by the Unit may be forwarded to the agency as part of its recovery effort.

**Compensation for Injury Specialist:**

- Determine accidents/injuries to date.

- Coordinate with incident Safety Officer, Liaison Officer and/or department/agency representatives.
- Work with Safety Officer to determine trends of accidents and provide analysis of injuries.
- Work with local agency representatives to find treatment options for injuries.
- Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

- Prepare written authority for persons requiring medical treatment, and correct billing forms for transmittal to doctor and/or hospital. Ensure all witness statements are reviewed for completeness.
- Keep informed and report on status of hospitalized personnel.
- Maintain log of all injuries occurring on incident.
- Arrange for notification of next of kin for serious injuries and deaths (this will be done through Command).

# Cost Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| I |
|---|

# Task

1. Obtain briefing from Finance/Administration Section Chief:

   - Determine reporting time-lines.
   - Determine standard and special reports required.
   - Determine desired report format.

2. Obtain and record all cost data:

   - Agency Equipment costs.
   - Contract or mutual aid equipment costs.
   - Contract or mutual aid personnel costs.
   - Damage to facilities, infrastructure, equipment or vehicles.
   - Supplies.
   - Food.
   - Facility rental.

3. Identify in reports all equipment/personnel requiring payment.

   · Prepare incident cost summaries by operational period, or as directed by the Finance/Administration Section Chief.
   · If cost share agreement is done, determine what costs need to be tracked. They may be different than total incident costs.
   · Prepare resources use cost estimates for Planning:
     - Make sure estimates are updated with actual costs as they become available.

   - Make sure information is provided to Planning according to Planning's schedule.

**Cost Unit Leader Position Checklist**

· Make recommendations on cost savings to Finance/Administration Section Chief. This must be coordinated with Operations and Planning Sections—use of high cost equipment may have justifications unknown to Finance/Administration.

· Maintain cumulative incident cost records. Costs should reflect each individual entity (individual or crew personnel, individual pieces of equipment, food, facilities) the entity's agency or contractor, pay premiums (overtime/hazard). These records should reflect:

  ● Agency, contract, and/or mutual aid equipment costs.

  ● Agency, contract, and/or mutual aid personnel costs and pay premiums (straight, hazard, and overtime).

  ● Contract or mutual aid equipment costs.

  ● Contract or mutual aid personnel costs.

  ● Damage to agency facilities, infrastructure, equipment or vehicles.

  ● Supplies.

  ● Food.

  ● Facility rental.

· Ensure that all cost documents are accurately prepared.

· Enter data into an agency cost analysis system (Incident Cost Analysis Reporting System (ICARS) or similar system, if appropriate).

· Provide briefing to relief on current activity and unusual events.

· Document all activity on Unit Log (ICS Form 214).

# Demobilization Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ☐ | **Task** |

1. Obtain briefing from Planning Section Chief:

   - Determine objectives, priorities and constraints on demobilization.

2. Review incident resource records to determine scope of demobilization effort:

   - Resource tracking system.
   - Check-in forms.
   - Master resource list.

3. Meet with agency representatives to determine:

   - Agencies not requiring formal demobilization.
   - Personnel rest and safety needs.
   - Coordination procedures with cooperating-assisting agencies.
   - Assess the current and projected resource needs of the Operations Section.
   - Obtain identification of surplus resources and probable release times.
   - Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).
   - Determine Finance/Administration, Communications, Supply, and other incident check-out stops.
   - Determine de-briefing requirements.
   - Establish communications links with off-incident organizations and facilities.

10. Prepare Demobilization Plan (ICS Form 221):

- General - Discussion of demobilization procedure.
- Responsibilities - Specific implementation responsibilities and activities.
- Release Priorities - According to agency and kind and type of resource.
- Release Procedures - Detailed steps and process to be followed.
- Directories - Maps, telephone numbers, instructions and other needed elements.
- Continuity of operations (follow up to incident operations):
  - Public Information.
  - Finance/Administration.
  - Other.
- Designate to whom outstanding paperwork must be submitted.
- Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:
  - Incident activity and work load are at the level the agency can reasonably assume.
  - Incident is controlled.
  - On-scene personnel are released except for those needed for final tactical assignments.
  - Incident Base is reduced or in the process of being shut down.
  - Planning Section has organized final incident package.
  - Finance/Administration Section has resolved major known finance problems and defined process for follow-up.
  - Rehabilitation/cleanup accomplished or contracted.
  - Team has conducted or scheduled required debriefings.

11. Obtain approval of Demobilization Plan (ICS Form 221) from Planning Section Chief.

- Distribute Demobilization Plan (ICS Form 221) to processing points both on and off incident.
- Monitor implementation of Demobilization Plan (ICS Form 221).

## Demobilization Unit Leader Position Checklist

- Assist in the coordination of the Demobilization Plan (ICS Form 221).
- Provide briefing to relief on current activities and unusual events.
- Document all activity on Unit Log (ICS Form 214).
- Give completed incident files to Documentation Unit Leader for inclusion in the final incident package.

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# Documentation Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- Obtain briefing from Planning Section Chief.
- Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
- Establish work area:

  - Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process.

- Establish and organize incident files.

- Establish duplication services, and respond to requests.
- Determine number needed and duplicate Incident Action Plan (IAP) accordingly.
- Retain and file duplicate copies of official forms and reports.
- Accept and file reports and forms submitted by incident personnel.
- Check the accuracy and completeness of records submitted for files.
- Ensure that legal restrictions on public and exempt records are observed.
- Provide briefing to relief on current activities and unusual events.
- Document all activity on Unit Log (ICS Form 214).
- Give completed incident files to Planning Section Chief.

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**Facilities Unit Leader Position Checklist**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| I | **Task** |
|---|---|

1. Obtain briefing from Logistics Section Chief or Support Branch Director:

  ● Expected duration and scope of the incident.
  ● Facilities already activated.
  ● Anticipated facility needs.

2. Obtain a copy of the Incident Action Plan (IAP) and determine:

  ● Location of Incident Command Post.
  ● Staging Areas.
  ● Incident Base.
  ● Supply/Receiving/Distribution Centers.
  ● Information/Media Briefing Center.
  ● Other incident facilities.

3. Determine requirements for each facility to be established:

  ● Sanitation.
  ● Sleeping.
  ● Feeding.
  ● Supply area.
  ● Medical support.
  ● Communications needs.
  ● Security needs.
  ● Lighting.

4. In cooperation with other incident staff, determine the following requirements for each facility:

- Needed space.
- Specific location.
- Access.
- Parking.
- Security.
- Safety.

· Plan facility layouts in accordance with above requirements.

· Coordinate negotiation for rental office or storage space:

- < 60 days - Coordinate with Procurement Unit.
- > 60 days - Coordinate with Procurement Unit, agency Facilities Manager, and agency Finance Department.

· Video or photograph rental office or storage space prior to taking occupancy.

· Document all activity on Unit Log (ICS Form 214).

# Finance/Administration Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

| ☐ | **Task** |
|---|---|

1. Obtain briefing from Incident Commander:

- Incident objectives.
- Participating/coordinating agencies.
- Anticipated duration/complexity of incident.
- Determine any political considerations.
- Obtain the names of any agency contacts the Incident Commander knows about.
- Possibility of cost sharing.
- Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.

2. Obtain briefing from agency administrator:

- Determine level of fiscal process required.
- Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement.
- Assess potential for legal claims arising out of incident activities.
- Identify applicable financial guidelines and policies, constraints and limitations.

**Finance/Administration Section Chief Position Checklist**

3. Obtain briefing from agency Finance/Administration representative:

- Identify financial requirements for planned and expected operations.
- Determine agreements are in place for land use, facilities, equipment, and utilities.
- Confirm/establish procurement guidelines.
- Determine procedure for establishing charge codes.
- Important local contacts.
- Agency/local guidelines, processes.
- Copies of all incident-related agreements, activated or not.
- Determine potential for rental or contract services.
- Is an Incident Business Advisor (IBA) available, or the contact information for an agency Financial/Administration representative?
- Coordinate with Command and General Staff and agency Human Resources staff to determine the need for temporary employees.
- Ensure that proper tax documentation is completed.
- Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used.

· Ensure all Sections and the Supply Unit are aware of charge code.

· Attend Planning Meeting:

- Provide financial and cost-analysis input.
- Provide financial summary on labor, materials, and services.
- Prepare forecasts on costs to complete operations.
- Provide cost benefit analysis, as requested.
- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns.

**Finance/Administration Section Chief Position Checklist**

**Sample Planning Meeting Agenda**

**Agenda ItemResponsible Party**

| | | |
|---|---|---|
| 1 | Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 | Discuss safety issues. | Safety Officer |
| 3 | Set/confirm incident objectives. | Incident Commander |
| 4 | Plot control lines & Division boundaries. | Operations Section Chief |
| 5 | Specify tactics for each Division/Group. | Operations Section Chief |
| 6 | Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 | Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/ transportation plans. | Logistics/Planning Section Chiefs |
| 10 | Provide financial update. | Finance/Administration Section Chief |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Officer |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |

6. Gather continuing information:

- Equipment time – Ground Support Unit Leader and Operations Section.

- Personnel time – Crew Leaders, Unit Leaders, and individual personnel.

- Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section.

- Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader.

- Arrival and demobilization of personnel and equipment – Planning Section.

- Daily incident status – Planning Section.

- Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader.

- Status of supplies – Supply Unit Leader and Procurement Unit Leader.

- Guidelines of responsible agency – Incident Business Advisor, local administrative personnel.

- Use agreements – Procurement Unit Leader and local administrative personnel.

- What has been ordered? – Supply Unit Leader.

- Unassigned resources – Resource Unit Leader and Cost Unit Leader.

# Finance/Administration Section Chief Position Checklist

- Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.
- Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.
- Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:
  - Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.
  - Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.
  - Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.
- Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).
- Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:
  - Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.
  - Distribute time-keeping forms to all Sections-ensure forms are being completed correctly.
- Ensure that all obligation documents initiated by the incident are properly prepared and completed.
- Assist Logistics in resource procurement:
  - Identify vendors for which open purchase orders or contracts must be established.

  - Negotiate ad hoc contracts.
- Ensure coordination between Finance/Administration and other Command and General Staff.
- Coordinate Finance/Administration demobilization.
- Provide briefing to relief on current activities and unusual events.

- Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).
- Submit all Section documentation to Documentation Unit.

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## Food Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ☐ | **<u>Task</u>** |

1. Obtain briefing from Logistics Section Chief or Service Branch Director:

- Determine potential duration of incident.
- Number and location of personnel to be fed.
- Last meal provided.
- Proposed time of next meal.

2. Determine food service requirements for planned and expected operations.

- Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).
- Determine location of working assignment.
- Ensure sufficient potable water and beverages for all incident personnel.
- Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief.

- Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer.
- Supervise administration of food service agreement, if applicable.
- Provide copies of receipts, bills to Finance/Administration Section.
- Let Supply Unit know when food orders are complete.
- Provide briefing to relief on current activities and unusual situations.
- Document all activity on Unit Log (ICS Form 214).

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# Ground Support Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

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**<u>Task</u>**

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1. Obtain briefing from Logistics Section Chief or Support Branch Director:

- Fueling needs of apparatus on incident.
- Transportation needed for responders.
- Location of Supply Unit receiving and distribution point(s).
- Incident transportation maps and restrictions on transportation routes.
- Need for vehicle repair services, and policy toward repair and fueling of mutual aid and rental equipment.

- Staff Unit by the above considerations, as indicated.
- Consider the need to use agency pool vehicles or rental vehicles to augment transportation resources.
- Support out-of-service resources according to agreement for mutual aid and rental equipment.
- Notify Resources Unit of all changes on support and transportation vehicles.
- Arrange for and activate towing, fueling, maintenance, and repair services.
- Maintain fuel, parts, and service use records and cost summaries. Forward to Finance/Administration Section.
- Maintain inventory of support and transportation vehicles.

**Ground Support Unit Leader Position Checklist**

9. Provide transportation services:

- Review Incident Action Plan (IAP) for transportation requirements.
- Review inventory for needed resources.
- Request additional resources through Supply Unit. Give type, time needed, and reporting location.
- Schedule use of support vehicles.
- Document mileage, fuel consumption, and other costs.

10. Implement Transportation Plan:

- Determine time-lines.
- Identify types of services required.
- Assign resources required to implement Transportation Plan.
- Ensure that the condition of rental equipment is documented prior to use and coordinate with Procurement Unit Leader.
- Document all activity on Unit Log (ICS Form 214).

# Incident Commander Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- Ensure welfare and safety of incident personnel.
- Supervise Command and General Staff.
- Obtain initial briefing from current Incident Commander and agency administrator.
- Assess incident situation:
  - Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified.
- Determine need for, establish, and participate in Unified Command.
- Authorize protective action statements, as necessary.
- Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents:
  - Confirm dispatch and arrival times of activated resources.
  - Confirm work assignments.

  8. Brief staff:

  - Identify incident objectives and any policy directives for the management of the incident.
  - Provide a summary of current organization.
  - Provide a review of current incident activities.
  - Determine the time and location of first Planning Meeting.
- Determine information needs and inform staff of requirements.
- Determine status of disaster declaration and delegation of authority.

## Incident Commander Position Checklist

11. Establish parameters for resource requests and releases:

   - Review requests for critical resources.

   - Confirm who has ordering authority within the organization.

   - Confirm those orders that require Command authorization.

12. Authorize release of information to the media:

   - If operating within a Unified Command, ensure all Incident Commanders approve release.

13. Establish level of planning to be accomplished:

   - Written Incident Action Plan (IAP).

   - Contingency planning.

   - Formal Planning Meeting.

14. Ensure Planning Meetings are conducted as indicated:

### Sample Planning Meeting Agenda

**Agenda Item** **Responsible Party**

| | Agenda Item | Responsible Party |
|---|---|---|
| 1 | Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 | Discuss safety issues. | Safety Officer |
| 3 | Set/confirm incident objectives. | Incident Commander |
| 4 | Plot control lines & Division boundaries. | Operations Section Chief |
| 5 | Specify tactics for each Division/Group. | Operations Section Chief |
| 6 | Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 | Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/ transportation plans. | Logistics/Planning Section Chiefs |
| 10 | Provide financial update. | Finance/Administration Section Chief |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Officer |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |

15. Approve and authorize implementation of the IAP:

- Review IAP for completeness and accuracy.
- Verify that objectives are incorporated and prioritized.
- Sign ICS Form 202.

16. Ensure Command and General Staff coordination:

- Periodically check progress on assigned tasks of Command and General Staff personnel.
- Approve necessary changes to strategic goals and IAP.
- Ensure that Liaison Officer is making periodic contact with participating agencies.
- Work with agency staff to declare state of emergency according to agency protocol.
- Keep agency administrator informed on incident-related problems and progress.

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# Liaison Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

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# **Task**

1. Obtain briefing from Incident Commander:

   - Obtain summary of incident organization (ICS Forms 201 and 203).
   - Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).

2. Obtain cooperating and assisting agency information, including:

   - Contact person(s).
   - Radio frequencies.
   - Phone numbers.
   - Cooperative agreements.
   - Resource type.
   - Number of personnel.
   - Condition of personnel and equipment.
   - Agency constraints/limitations.

3. Establish workspace for Liaison function and notify agency representatives of location.

   - Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.
   - Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.
   - Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues.

7. Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues:

   ▪ Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).

8. Participate in Planning Meetings:

### Sample Planning Meeting Agenda

**Agenda ItemResponsible Party**

| | | |
|---|---|---|
| 1 | Briefing on situation/resource status. | Planning/Operations Section Chiefs |
| 2 | Discuss safety issues. | Safety Officer |
| 3 | Set/confirm incident objectives. | Incident Commander |
| 4 | Plot control lines & Division boundaries. | Operations Section Chief |
| 5 | Specify tactics for each Division/Group. | Operations Section Chief |
| 6 | Specify resources needed for each Division/Group. | Operations/Planning Section Chiefs |
| 7 | Specify facilities and reporting locations. | Operations/Planning/Logistics Section Chiefs |
| 8 | Develop resource order. | Logistics Section Chief |
| 9 | Consider communications/medical/ transportation plans. | Logistics/Planning Section Chiefs |
| 10 | Provide financial update. | Finance/Administration Section Chief |
| 11 | Discuss interagency liaison issues. | Liaison Officer |
| 12 | Discuss information issues. | Public Information Officer |
| 13 | Finalize/approve/implement plan. | Incident Commander/All |

9. Document all activity on Unit Log (ICS Form 214).

## Logistics Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.

| I | **Task** |
|---|---|

1. Obtain briefing from Incident Commander:

   - Review situation and resource status for number of personnel assigned to incident.
   - Review current organization.
   - Determine which incident facilities have been/should be activated.

- Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.
- Confirm resource ordering process.
- Assess adequacy of current Incident Communications Plan (ICS Form 205).
- Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.
- Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:
   - Provide summary of emergency situation.
   - Provide summary of the kind and extent of Logistics support the Section may be asked to provide.

7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.

8. Attend Planning Meetings:

9. Participate in preparation of Incident Action Plan (IAP):

- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.
- Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.
- Ensure Incident Communications Plan (ICS Form 205) is prepared.
- Ensure Medical Plan (ICS Form 206) is prepared.
- Assist in the preparation of Transportation Plan.

- Review IAP and estimate section needs for next operational period; order relief personnel if necessary.
- Research availability of additional resources.
- Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.
- Ensure coordination between Logistics and other Command and General Staff.
- Ensure general welfare and safety of Section personnel.

## Logistics Section Chief Position Checklist

- Provide briefing to relief on current activities and unusual situations.
- Ensure that all personnel observe established level of operational security.
- Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).
- Submit all Section documentation to Documentation Unit.

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# Medical Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ☐ | **Task** |

1. Obtain briefing from Service Branch Director or Logistics Section Chief:

- Obtain information on any injuries that occurred during initial response operations.
- Name and location of Safety Officer.

2. Determine level of emergency medical activities performed prior to activation of Medical Unit:

- Number and location of aid stations.
- Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.
- Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.
- Medical supplies needed.

- Respond to requests for medical treatment and transportation.
- Request/supervise ambulance support. Order through established Incident chain of command.
- Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. **This plan should be coordinated with the medical organization within the Operations Section**. Plan should include:

- Medical Assembly Area.
- Triage Area.
- Ambulance Traffic Route.
- Landing Zone for Life flight (incident and hospital).
- Aid Station Location(s).
- Hazard specific information (HAZMAT treatment, etc.).
- Closest hospitals.
- Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital.

**Medical Unit Leader Position Checklist**

- Obtain Safety Officer approval for Medical Plan.
- Coordinate Medical Plan with local hospitals.
- Respond to requests for medical aid.
- Notify Safety Officer and Logistics Section Chief of all accidents and injuries.
- Respond to requests for medical supplies.
- Prepare medical reports; provide copies to Documentation Unit.
- Submit reports as directed; provide copies to Documentation Unit Leader.
- Provide briefing to relief on current activities and unusual circumstances.
- Document all activity on Unit Log (ICS Form 214).

## Operations Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

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# Task

1. Obtain briefing from Operations Section Chief or Incident Commander:

- Determine resources assigned to the Branch, current location, and activities.
- Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.
- If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.
- Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.

- Attend Operations Briefing.
- Develop tactical assignments, with subordinates, for Branch control operations.
- Assign specific work tasks to Division/Group Supervisors.
- Resolve logistical problems reported by subordinates:

- Monitor radio transmissions and cell phone use to assess communications needs.
- Ensure resources receive adequate food, liquids, and rehabilitation.
- Request additional resources through approved ordering channels.

6. Report to Operations Section Chief whenever:

- Incident Action Plan (IAP) is to be modified.
- Additional resources are needed.
- Surplus resources are available.
- Hazardous situations or significant events occur.

7. Coordinate activities with other Branch Directors.

**Operations Branch Director Position Checklist**

- Attend Planning Meetings at the request of the Operations Section Chief.
- Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.
- Ensure Branch fiscal record-keeping.
- Document all activity on Unit Log (ICS Form 214).

# Operations Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| I | **Task** |

1. Obtain briefing from Incident Commander:

- Determine incident objectives and recommended strategies.
- Determine status of current tactical assignments.
- Identify current organization, location of resources, and assignments.
- Confirm resource ordering process.
- Determine location of current Staging Areas and resources assigned there.

- Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.
- Establish operational period.
- Establish and demobilize Staging Areas.
- Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):
  - Brief Staging Area Manager on types and numbers of resources to be maintained in Staging.
  - Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.

6. Develop and manage tactical operations to meet incident objectives.

7. Assess life safety:

- Adjust perimeters, as necessary, to ensure scene security.
- Evaluate and enforce use of appropriate protective clothing and equipment.
- Implement and enforce appropriate safety precautions.

8. Evaluate situation and provide update to Planning Section:

- Location, status, and assignment of resources.
- Effectiveness of tactics.
- Desired contingency plans.

9. Determine need and request additional resources.

· Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.

· Keep Resources Unit up to date on changes in resource status.

· Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander:

- Identify assignments by Division or Group.
- Identify specific tactical assignments.
- Identify resources needed to accomplish assignments.

13. Ensure coordination of the Operations Section with other Command and General Staff:

- Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.
- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.
- Notify Logistics of communications problems.
- Keep Planning up-to-date on resource and situation status.
- Notify Liaison Officer of issues concerning cooperating and assisting agency resources.
- Keep Safety Officer involved in tactical decision-making.
- Keep Incident Commander apprised of status of operational efforts.
- Coordinate media field visits with the Public Information Officer.

· Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.

· Attend Planning Meetings:

16. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.

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# Planning Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader

| I |
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**Task**

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1. Obtain briefing from Incident Commander:

   - Determine current resource status (ICS Form 201).
   - Determine current situation status/intelligence (ICS Form 201).
   - Determine current incident objectives and strategy.
   - Determine whether Incident Commander requires a written Incident Action Plan (IAP).
   - Determine time and location of first Planning Meeting.
   - Determine desired contingency plans.

- Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.
- Establish and maintain resource tracking system.
- Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.
- Advise Incident Command Post (ICP) staff of any significant changes in incident status.
- Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):

   - Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.
   - Provide copy to Public Information Officer.

- Obtain/develop incident maps.
- Establish information requirements and reporting schedules for ICP and field staff.

9. Prepare contingency plans:

- Review current and projected incident and resource status.
- Develop alternative strategies.
- Identify resources required to implement contingency plan.
- Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.

. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.

. Conduct Planning Meetings according to following agenda:

12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:

- Establish information requirements and reporting schedules for use in preparing the IAP.
- Ensure that detailed contingency plan information is available for consideration by Operations and Command.
- Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.

## Planning Section Chief Position Checklist

- Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.

- Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.

13. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.

14. Coordinate preparation of the Safety Message with Safety Officer.

15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.

16. Instruct Planning Section Units in distribution of incident information.

17. Provide periodic predictions on incident potential.

18. Establish a weather data collection system, when necessary.

19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.

20. Ensure Section has adequate coverage and relief.

21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.

22. Ensure preparation of demobilization plan, if appropriate.

23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.

24. Provide briefing to relief on current and unusual situations.

25. Ensure that all staff observe established level of operational security.

26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).

27. Submit all Section documentation to Documentation Unit.

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# Procurement Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

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## Task

1. Obtain briefing from Finance/Administration Section Chief:

- Determine charge code, and delegation of authority to commit agency funds. If the agency cannot delegate procurement authority to the Procurement Unit Leader, they will need to assign one of their procurement people to the incident.
- Determine whether a buying team has been assigned to purchase all equipment, supplies, etc. for the incident. The Procurement Unit Leader will coordinate closely with this group.
- Determine status of bid process.
- Determine current vendor list.
- Determine current blanket Purchase Order (PO) list.
- Determine time-lines established for reporting cost information.

· Contact Supply Unit on incident needs and any special procedures or requirements.
· Prepare and sign offers for rental, as necessary.
· Develop Incident Procurement Plan. This plan should address/include:

- Spending caps.
- Necessary Forms.
- Identify who has purchasing authority.
- Process for obtaining approval to exceed caps.
- Coordination process with Supply Unit.
- Supply of emergency purchase orders.

# Procurement Unit Leader Position Checklist

· Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.

· Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.

· Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).

· Establish contact with supply vendors, as needed.

· Determine whether additional vendor-service agreements will be necessary.

· Interpret contracts/agreements, and resolve claims or disputes within delegated authority.

· Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.

  12. Verify all invoices.

· It is imperative that all contractors are accounted for and their time documented:

    ● Coordinate with all Sections.

    ● It may be helpful to hire one person (or more) to simply travel the incident and document everything they see being used.

    ● Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing.

· Complete final processing and send documents for payment.

· Maintain final incident receiving documents:

    ● Obtain copies of all vendor invoices.

    ● Verify that all equipment time records are complete.

    ● Maintain comprehensive audit trail for all procurement documents.

    ● Check completeness of all data entries on vendor invoices.

    ● Compare invoices against procurement documents.

    ● Assure that only authorized personnel initiate orders.

**Procurement Unit Leader Position Checklist**

·  Provide briefing to relief on current activities and unusual events.

·  Document all activity on Unit Log (ICS Form 214).

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# Public Information Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| Yr |  | **Task** |
| --- | --- | --- |

1. Obtain briefing from Incident Commander:

- Determine current status of Incident (ICS Form 209 or equivalent).
- Identify current organization (ICS Forms 201 and 203, resource lists, etc.).
- Determine point of contact for media (scene or Command Post).
- Determine current media presence.

2. Participate in Administrative Officer's briefing:

- Determine constraints on information process.
- Determine pre-existing agreements for information centers, Joint Information Centers (JICs), etc.

3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.

- Coordinate the development of door-to-door protective action statements with Operations.
- Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement:

### Sample Initial Information Summary

We are aware that an *[accident/incident]* involving *[type of incident]* occurred at approximately *[time]*, in the vicinity of *[general location]*. *[Agency personnel]* are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at *[location]*, and will notify the press at least $^1/_2$ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

## Public Information Officer Position Checklist

6. Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to:

- Joint Information Center (JIC).
- Field (scene) Information.
- Internal Information.

- Establish contact with local and national media representatives, as appropriate.
- Establish location of Information Center for media and public away from Command Post.
- Establish schedule for news briefings.
- Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.
- Obtain current incident status reports from Planning Section; coordinate a schedule for updates.
- Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.
- Obtain approval for information release from Incident Commander:
  - Confirm details to ensure no conflicting information is released.
  - Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.
- Release news to media, and post information in Command Post and other appropriate locations.
- Record all interviews and copy all news releases:
  - Contact media to correct erroneous or misleading information being provided to the public via the media.

# Public Information Officer Position Checklist

16. Update off-incident agency personnel on a regular basis:

- Utilize electronic mail for agency updates.
- Establish phone line in the Command Post dedicated to internal communications to update agency personnel.
- Provide standard statement which can be given to general requests for information.

17. Coordinate information releases with information staff from other impacted agencies and jurisdictions:

- Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.

18. Attend Planning Meetings:

- Respond to special requests for information.
- Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package.
- Confirm the process for the release of information concerning incident-related injuries or deaths.
- Document all activity on Unit Log (ICS Form 214).

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# Resources Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- Obtain briefing from Planning Section Chief.
- Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
- Establish check-in function at incident locations (ICS Form 211).
- Establish contact with incident information sources such as Staging Area Manager, Operations Section Chief, and initial Incident Commander to determine what resources have been assigned to the incident, their status, and location.
- Compile, maintain, and display resource status information on: 1) all tactical and support personnel and apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:
  - Review ICS Form 201 for resource information.
  - Review Check-In List (ICS Form 211).
  - Confirm resources assigned to Staging.
  - Confirm resources assigned to tactical Operations organization.
  - Confirm resources assigned to other Command and General Staff functions.
- Establish and maintain resource tracking system.
- Maintain master roster of all resources at the incident:
  - Total number of personnel assigned to the incident.
  - Total number of resources assigned to each Section and/or Unit.
  - Total number of specific equipment/apparatus types.

8. Assist in preparation of the Incident Action Plan (IAP):

- Prepare Organization Chart (ICS Form 207) and post in each room of the Incident Command Post (ICP).
- Assist in preparing the Organizational Planning Worksheet (ICS Form 215).
- Prepare Organization Assignment List (ICS Form 203).
- Prepare Division/Group Assignment Sheets (ICS Form 204).

- Participate in Planning Meetings, as assigned.

- Provide briefing to relief on current and unusual situations.

- Assist in identification of additional and special resources:
  - Other disciplines.
  - Technical Specialists.
  - Resources needed to implement contingency plans.

12. Document all activity on Unit Log (ICS Form 214).

# Safety Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.
- Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.
- Staff and organize function, as appropriate:
  - In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline.
  - Multiple high-risk operations may require an Assistant Safety Officer at each site.
  - Request additional staff through incident chain of command.

  4. Identify potentially unsafe acts.

- Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.

- Ensure adequate sanitation and safety in food preparation.
- Debrief Assistant Safety Officers prior to Planning Meetings.
- Prepare Incident Action Plan Safety and Risk Analysis (USDA ICS Form 215A).
- Participate in Planning and Tactics Meetings:
  - Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
  - Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.

  10. Attend Planning meetings:

11. Participate in the development of Incident Action Plan (IAP):

- Review and approve Medical Plan (ICS Form 206).
- Provide Safety Message (ICS Form 202) and/or approved document.
- Assist in the development of the "Special Instructions" block of ICS Form 204, as requested by the Planning Section.

12. Investigate accidents that have occurred within incident areas:

- Ensure accident scene is preserved for investigation.
- Ensure accident is properly documented.
- Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA).
- Prepare accident report as per agency policy, procedures, and direction.
- Recommend corrective actions to Incident Commander and agency.
- Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.
- Document all activity on Unit Log (ICS Form 214).

**Service Branch Director Position Checklist**

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| I | **Task** |
|---|---|

- 1. Obtain briefing from Logistics Section Chief. Determine number of personnel to be fed.

- Determine communications systems in use.

- Determine medical support needs of the incident.

- Confirm personnel already requested for Branch.

2. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel:

- Provide summary of emergency situation.

- Provide summary of the communications, food, and medical needs of the incident.

3.      Ensure establishment of effective Incident Commu nications Plan (ICS Form 205).

4.      Ensure that incident personnel receive adequate food and water.

5.      Coordinate with Operations to ensure adequate medical support to incident personnel.

6.      Participate in organizational meetings of Logistics Section personnel.

7.      Coordinate activities of Branch Units.

8.      Keep Logistics Section Chief apprised of Branch Activities.

9.      Document all activity on Unit Log (ICS Form 214).

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# Situation Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| I |
|---|

## Task

1. Obtain briefing from Planning Section Chief.

   - Review ICS Form 201 for incident status.
   - Determine incident objectives and strategy.
   - Determine necessary contingency plans.
   - Identify reporting requirements and schedules-both internal and external to the incident.

2. Organize and staff Unit, as appropriate:

   - Assign Field Observers.
   - Request Technical Specialists, as needed.

3. Supervise Technical Specialists as assigned (on very complex incidents, it may be necessary to assign a supervisor to oversee Technical Specialists):

   - Brief Technical Specialists on current incident status.
   - Assign analysis tasks.
   - Notify staff of time lines and format requirements.
   - Monitor progress.

**Situation Unit Leader Position Checklist**

4. Compile, maintain and display incident status information for Incident Command Post (ICP) staff:

- Sort data into required categories of information (i.e. geographic area, population, facilities, environmental values at risk, location of facilities, etc.).

- Determine appropriate map displays.

- Review all data for completeness, accuracy, and relevancy prior to posting.

- Plot incident boundaries, location of perimeters, facilities, access routes, etc. on display maps in Planning area.

- Develop additional displays (weather reports, incident status summaries, etc.), as necessary.

- Ensure displays and maps are kept up to date.

5. Provide photographic services and maps:

- Photographic services may be used to document operations and intelligence activities, public information activities, and accident investigations.

- Issue disposable or digital cameras to Field Observers and Operations personnel as appropriate.

- Ensure photographs are processed at the end of each operational period.

- Request or develop additional and specialized maps as required.

- Provide Incident Map(s) for Incident Action Plan (IAP).

6. Provide situation evaluation, prediction and analysis for Command and Operations; prepare information on alternative strategies:

- Review current and projected incident and resource status.

- Develop alternative strategies.

- Identify resources required to implement contingency plan.

- Document alternatives for presentation to Incident Commander and Operations and inclusion in the written IAP, using the ICS Form 204, Contingency Plan.

7. Interview Operations personnel coming off duty to determine effectiveness of strategy and tactics, work accomplished and left to be accomplished.

## Situation Unit Leader Position Checklist

· Request weather forecasts and spot weather forecasts, as necessary, directly from the National Weather Service.

· Prepare Incident Status Summary (ICS Form 209) and other status reports, as assigned prior to each Planning Meeting:

- Provide copies to Command and General Staff.
- Forward to agency administrator and to other entities, as directed.

10. Participate in Planning Meetings, as required.

· Prepare predictions at periodic intervals, or upon request of the Planning Section Chief. Notify Command and General Staff if unforeseen changes occur.

· Provide briefing to relief on current and unusual situations.

· Document all activity on Unit Log (ICS Form 214).

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## Staging Area Manager Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| ☐ | **Task** |
|---|---|

1. Obtain a briefing from Incident Commander or Operations Section Chief:

- Determine types and numbers of resources to be maintained in Staging.
- Confirm process for requesting additional resources for Staging.
- Confirm process for reporting status changes.

· Proceed to Staging Area; establish Staging Area layout (apparatus and vehicles in Staging should face outward to ensure quick response, general principle of "first in, first out" should be maintained).

· Ensure efficient check-in and coordinate process with Planning Section Resources Unit Leader.

· Identify and track resources assigned to staging; report resource status changes to Operations or Command and Resources Unit.

· Determine any support needs for equipment, feeding, sanitation and security; request through Logistics.

· Post areas for identification and traffic control.

· Respond to requests for resources:

- Organize Task Forces or Strike Teams, as necessary.

· Request additional tactical resources for Staging through Logistics, according to established staffing levels.

· Obtain and issue receipts for radio equipment and other supplies distributed and received at the Staging Area.

· Maintain Staging Area in orderly condition.

· Demobilize Staging Area in accordance with instructions.

· Document all activity on Unit Log (ICS Form 214).

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## Supply Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| I |
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# Task

1. Obtain briefing from Logistics Section Chief or Support Branch Director:

   - Determine charge code for incident.
   - Confirm ordering process.
   - Assess need for 24-hour staffing.
   - Determine scope of supply process.

2. Organize and staff Unit, as appropriate:

   - Consider need for "lead agency" representation in ordering process.
   - Consider dividing ordering responsibilities either by discipline or by category (equipment, personnel, supplies).

3. Determine ordering parameters, authorities and restrictions. Ensure that Unit staff observes ordering system and chain of command for ordering:

   - Establish clearly defined time when the Supply Unit will assume responsibility for all ordering. This will require close coordination with Operations and Planning staff.
   - Confirm process for coordinating contract related activities with the Procurement Unit.
   - Confirm process for emergency purchase orders with Finance Section.

4. Determine type and amount of supplies and equipment on hand and en route:

   - Contact Resources Unit to determine resources on order.

## Supply Unit Leader Position Checklist

    5. Receive resource orders from authorized incident staff. Document on Resource Order Form (ICS Form 208):

- Determine qualifying specifications (size, extra equipment, personnel protective equipment, qualifications, etc.).
- Desired delivery time and location, person ordering, and person to whom the resource should report or be delivered.
- Obtain estimated price for resources which expect reimbursement.
- Coordinate delivery of rented equipment to Ground Support Unit for inspection before use.

- Arrange to receive ordered supplies and equipment. Work with Facilities Unit to identify and activate appropriate facilities for supply storage.
- Order, receive, distribute, and store supplies and equipment:

  - Obtain resource name, number, identifiers, etc., along with Estimated Times of Arrival (ETA's).
  - Relay this information to appropriate staff.

- Advise affected Unit or Section of changes in arrival times of requested resources. Advise immediately if order cannot be filled.
- Alert Section Chief to changes in resource availability which may affect incident operations.

- Develop and implement safety and security requirements for supply areas.
- Review Incident Action Plan (IAP) for information affecting Supply Unit.
- Maintain inventory of supplies and equipment.
- Service re-usable equipment.
- Keep and submit copies of all orders and related documentation to the Documentation Unit.
- Provide briefing to relief on status of outstanding orders, current activities, and unusual situations.
- Document all activity on Unit Log (ICS Form 214).

# Support Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| I | **Task** |
|---|---|

1. Obtain briefing from Logistics Section Chief:

   - Determine facilities activated in support of the incident.
   - Determine ground support and transportation needs.
   - Determine resource ordering process.
   - Confirm personnel already requested for Branch.

- Confirm resource ordering process and who is authorized to order with Command and Logistics Section Chief.
- Confirm facilities in use and determine the potential for additional facilities.
- Determine need for fuel delivery and vehicle support.
- Determine whether or not mutual aid and contract equipment are in use. Confirm method of inspection.
- Staff Branch appropriately.
- Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel:
  - Provide summary of emergency situation.
  - Provide summary of the facility, supply, and ground support needs of the incident.
- Participate in organizational meetings of Logistics Section personnel.
- Coordinate activities of Branch Units.
- Keep Logistics Section Chief apprised of Branch Activities.
- Document all activity on Unit Log (ICS Form 214).

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# Time Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

| I | | **Task** |
|---|---|---|

1. Obtain briefing from Finance/Administration Section Chief:

- Determine incident requirements for time recording.
- Determine required time-lines for reports.
- Determine location of timekeeping activity.
- Determine number of personnel and rental equipment for which time will be kept.

· Organize and staff Unit, as appropriate.

· Advise Ground Support Unit, Air Support Group (if applicable), Facilities Unit (and other users of equipment) of the requirement of a daily record of equipment time.

· Establish contact with appropriate agency personnel representatives:

- Determine time-keeping constraints of individual agencies.

- Time records should be maintained for volunteer and mutual aid resources regardless of whether time will be reimbursed.

· Ensure that daily personnel and equipment time recording documents are prepared, and compliance with time policy is maintained.

· Establish files for time records, as appropriate.

· Provide for records security.

· Ensure that all records are complete or current prior to demobilization.

· Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.

10. Brief Finance/Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

**Time Unit Leader Position Checklist**

- Provide briefing to relief on current activity and unusual events.
- Document all activity on Unit Log (ICS Form 214).

# D Mutual Aid Agreements

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# Mutual Aid Agreements

The following is a quick reference list of mutual aid agreements entered into by the County. **Copies of these mutual aid agreements can be found in the County Command Center or with County Legal Counsel.**

> ➢ Oregon Public Works Emergency Response Cooperative Assistance Agreement; Oregon Department of Transportation and [County], [December 2007]. Enables public works agencies to support each other during an emergency. Provides the mechanism for immediate response to the requesting agency when the responding agency determines it can provide the needed resources and expertise. Sets up the documentation needed to seek maximum reimbursement possible from appropriate Federal agencies.

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# E

## Umatilla County Authorities

## and

# Ordinances

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# F

## References

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# Federal

➢ Public Law 93 234, as amended, Flood Disaster Protection Act of 1973.

➢ Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.

➢ The Code of Federal Regulations, Title 44, Part 206.

➢ Federal Emergency Management Agency, FEMA 64, Emergency Action Planning Guidelines for Dams, 1985.

➢ Federal Emergency Management Agency, Comprehensive Planning Guide 101, 2009.

➢ National Response Framework, 2008.

➢ National Incident Management System, 2008.

# State

➢ Oregon Emergency Management. State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials. March 2005.

➢ Oregon Revised Statutes (ORS) 401.305 through 401.335.

➢ Office of the State Fire Marshal. Oregon Fire Services Mobilization Plan. March 2004.

# Umatilla County

➢ Umatilla County Order Ordinance No. 2009-08 -- Adoption of Emergency Operations Plan

➢ Umatilla County Order No. BCC 2005-45 – Adoption of NIMS System

➢ Umatilla County Order No. 2005-16 – Adoption of Emergency Operations Plan (2003)

# Other

➢ All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

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# **G** Acronyms and Glossary

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# Acronyms

AAR After Action Report

ARRL American Radio Relay League

AC Area Commander

AEC Assistant Emergency Coordinator

ANCS Alternate Net Control Station

ARES Amateur Radio Emergency Services

CBO Community-based organizations

CERCLA Comprehensive Environmental Response, Compensation,
and Liability Act

COC Communications Operating Chief

COG Continuity of Government

CONPLAN (Federal) Concept of Operations Plan

COOP Continuity of Operations Plan

CTUIR Confederated Tribes of the Umatilla Indian Reservation

DEC District Emergency Coordinator

DEQ Oregon Department of Environmental Quality

DFST Deployed Field Stations Teams

EAS Emergency Alert System

EC Emergency Coordinator

ECC Oregon Emergency Coordination Center

EMFR Emergency Mass Fatality Response

EMO Emergency Management Organization

EMP Emergency Management Plan

EOC Emergency Operations Center

EOP Emergency Operations Plan

EPA United States Environmental Protection Agency

EPI Emergency Public Information

ESF Emergency Support Function

FBI Federal Bureau of Investigations

FCC Federal Communications Commission

FEMA Federal Emergency Management Agency

HazMat Hazardous Materials

HF High Frequency

HSEEP Homeland Security Exercise and Evaluation Program

HSPD Homeland Security Presidential Directive

I Interstate

IA Incident Annex

IAP Incident Action Plan

IC Incident Commander

ICS Incident Command System

JIC Joint Information Center

MAA Mutual Aid Agreement

MAC Multi-Agency Coordination

MACS Multi-Agency Coordination System

MCI Mass Casualty Incident

MOU Memorandum of Understanding

NAWAS National Warning System

NCS Net Control Station

NGO Nongovernmental Organization

NIMS National Incident Management System

NRC National Response Center

NRF National Response Framework

NRP National Response Plan

NTSB National Transport Safety Board

ODA Oregon Department of Agriculture

ODOT Oregon Department of Transportation

OEM Oregon Emergency Management

OERS Oregon Emergency Response System

OIC Officer in Charge

ORS Oregon Revised Statutes

PIO Public Information Officer

RACES Radio Amateur Civil Emergency Service

RO Radio Officer

Road Department Umatilla County Public Works Department

SA Support Annex

SAR Search and Rescue

SEC Section Emergency Coordinator

SET Simulated Emergency Test

SMTP Simple Mail Transfer Protocol

SOP Standard Operating Procedure

State State of Oregon

UC Unified Command

UCEM Umatilla County Emergency Management

UCVOAD Umatilla County Volunteer Organizations Active in Disaster

UMESRO Umatilla/Morrow Emergency Service Radio Operators

VOLAG voluntary agencies

WMD Weapons of Mass Destruction

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# Glossary of Key Terms

**Actual Event:** A disaster (natural or man-made) that has warranted action to protect life, property, environment, public health or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc.; man-made (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, biological attacks, etc.

**After Action Report:** The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

**Agency**: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative**: A person assigned by a primary, assisting, or cooperating State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

**All Hazards Shelter**—Public or private building that provides adequate protection to the population from the blast, fire and radiation generated by a nuclear explosion.

**Alternate Operations Center**—A site located away from the Primary Emergency Operations Center (EOC) from which civil government officials exercise direction and coordination in an emergency situation.

**All Hazards:** Any incident caused by terrorism, natural disasters, or any CBRNE accident. Such incidents require a multi-jurisdictional and multi-functional response and recovery effort.

**American Red Cross**—A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

**Animal Disaster Operations Clinic (ADOC)**—A customized ambulance which is used for animal medical response during an emergency or disaster

**Area Command (Unified Area Command)**: An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents

to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**Assessment**: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments**: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

**Assistant**: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

**Assisting Agency**: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

**Audit:** formal examination of an organization's or individual's accounts; a methodical examination and review.

**Available Resources**: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

**Branch**: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

**Care and Shelter**—A function that provides food, clothing, and housing needs for people on a mass-care basis.

**CERCLA—The Comprehensive Environmental Response, Compensation, and Liability Act of 1980** (Superfund) regarding hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites; establishes authority to tax chemical and petroleum industries to finance a $1.6

billion response trust fund (the Superfund or Fund), and provides broad Federal authority to respond directly to releases or threatened releases of hazardous substances and pollutants or contaminants that may endanger public health or welfare or the environment. EPA is primarily responsible for implementing Superfund. Under CERCLA, EPA may take legal action to force those responsible

for hazardous substance releases to clean them up or to reimburse EPA for costs or
cleanup. Reauthorized via SARA. (Codified as: 42 USC 9601 et. seq.)

**Challenged** — The state of being mentally or physically handicapped.

**Checklist**—A list of actions taken by an element of the emergency organization in response to a particular event or situation.

**Civil Air Patrol**—Volunteer pilots who offer their time and aircraft for emergency use in search and rescue, messenger service, light transport flights, airborne communications, and reconnaissance support.

**Chain-of-Command**: A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In**: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief**: The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Command**: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff**: In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Common Operating Picture**: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit**: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Community Emergency Coordinator**—A person appointed for the local emergency planning committee (pursuant to SARA), who makes determinations

necessary to implement plans, and who receives official emergency notification of releases.

**Community Information Coordinator**—Official designated by the Committee to receive and public requests for facility information required under Title III.

**Command Post**—A centralized base of operations established near the site of a hazardous materials incident.

**Comprehensive Cooperative Agreement (CCA)**—For each state, a single budgetary vehicle for applying for and receiving financial assistance for several discrete FEMA-administered programs. Negotiated separately for each State via FEMA Regional offices. Mechanism for distribution of Title III training grants.

**Comprehensive Emergency Management (CEM)** — An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, man-made , and attack), and for all levels of government (local, State, and Federal) and the private sector.

**Congregate Care Facilities (CCF)** Public buildings in the host areas planned for use to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person.

**Contamination** — Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

**Contingency Plan**—A sub or supporting plan that deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

**Continuity of Government**—Plans and procedures for ensuring the survival and operational capabilities of governmental processes and lines of succession. This includes the protection and maintenance of agency and departmental vital records.

**Cooperating Agency**: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate**: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Corrective Action**: Improved procedures that are based on lessons learned from actual incidents or from training and exercises.

**Corrective Action Plan**: A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered.

**Critical Infrastructure**: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national

public health or safety, or any combination of those matters. (Department of Homeland Security, National Response Plan (December 2004), 64.)

**Damage Assessment**—The appraisal or determination of the actual effects on human, economic and natural resources resulting from man-made or natural disasters.

**Damage Assessment/Estimates**—The conduct of on-the-scene surveys following any disaster to determine the amount of loss or damage caused by the incident. Extent of damage is assessed in all types of disasters such as flash flood, tornado, winter storm, hurricane, nuclear power incident, and chemical explosion.

**Decontamination (Radiological)**—The reduction or removal of contaminating radioactive material from a structure, area, object or person.

**Decontamination/Contamination Control—Radioactive Materials**: The reduction or removal of radioactive material from a structure, area, person or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated and letting the material stand. Other Hazardous Materials: Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment such as diking.

**Department of Homeland Security, Emergency Preparedness and Response Directorate, a.k.a., Federal Emergency Management Agency (FEMA)**—A federal agency tasked with national emergency preparedness and disaster response. Responsibilities include assistance in all aspects of community planning, preparedness and response to the full range of likely disasters and emergencies, administration of disaster funds and providing the recommendation for the President to declare an affected area as a "disaster area". This agency provides a range of expertise and administrative skills in community preparedness planning through state emergency management agencies.

**Deputy**: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Direction and Control**—The assignment and collaboration of missions, tasks and procedures to operate the government during emergency operations.

**Disaster**: An event, either natural or man-made, which creates needs that are greater than available community resources.

**Disaster Service Worker**—Any person registered with a disaster council or State OES to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

**Dispatch**: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Disciplines**: A group of personnel with similar job roles and responsibilities. (e.g. law enforcement, firefighting, HazMat, EMS).

**Division**: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Emergency**: Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency**—An occurrence or a situation that may threaten lives and/or damage property and results in a State of Emergency being signed into effect by the Governor.

**Emergency (Federal definition–see also *Local Emergency* and *State of Emergency)*—*Any* hurricane, tornado, storm, flood, high-water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which requires federal emergency assistance to supplement State and local efforts to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.

**Emergency Alert System (EAS)**—A system coordinated among Federal Communications Commission, National Weather Service, Georgia Emergency Management Agency and local responders to alert the general public to

emerging weather conditions. The message is also transmitted along a voluntary network of stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to disseminate information during an emergency, as provided by the Emergency Alert System Plan. EAS is made up of AM, FM, and TV Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made

emergencies or disasters at national, state, or local levels. This system keeps the public informed.

**Emergency Management**—Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation.

**Emergency Management Assistance Compact**: The Emergency Management Assistance Compact is an interstate mutual aid agreement that allows States to assist one another in responding to all kinds of natural and man-made disasters. It is administered by the National Emergency Management Association.

**Emergency Management Assistance (EMA)**—FEMA program of financial contributions to assist the States and their political subdivisions to develop a capability for civil defense by assisting them on a 50-50 funds-matching reimbursement basis.

**Emergency Manager**—The Emergency Response person responsible to the Direction and Control Group for coordinating the response activities of the combined government, industry, and public forces at work in the disaster.

**Emergency Medical Services (EMS)**—Local medical response teams, usually rescue squads or local ambulance services which provide medical services during a disaster.

**Emergency Medical Technician (EMT)**—Person nationally or state-certified as trained to provide a specific level of emergency medical care, usually at the actual scene of an emergency which led to the injuries being treated, prior to transport to a hospital.

**Emergency Operations Centers**: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, County, City, tribal), or some combination thereof.

**Emergency Operations Center (EOC)**—The protected site from which civil government officials (municipal, county, State, and Federal) exercise

centralized direction and control in an emergency. Operating from an EOC is a basic emergency management concept. For effective emergency response, all activities must be centrally directed and coordinated. The person-in-charge of the disaster directs the response from this location, and all community officials assigned primary emergency response tasks coordinate their actions from this

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center. The EOC should have adequate work space, be supplied with maps, status boards, etc. which are visible to all EOC staff, and have communications capability so that the EOC staff may communicate with their departments and field forces. The EOC also serves as a Resource Center and coordination point for additional field assistance. It provides executive directives and liaison to state and federal government, and considers and mandates protective actions. The EOC may be partially activated with key staff persons meeting periodically, or it may be fully activated, thus operating on a continuous 24 hour basis, depending on the situation.

**Emergency Operations Exercise**—Emergency operations training for Emergency Operations Center (EOC) personnel, including civil government officials, under conditions of a simulated emergency.

**Emergency Operations Plan (**EOP)—An all-hazards document, which briefly, clearly, and concisely specifies actions to be taken or instructions to be given in the event of natural disasters, technological accidents, or nuclear attack. The plan identifies authorities, relationships, and the coordinated actions to be taken based on predetermined assumptions, objectives, and existing capabilities.

**Emergency Operations Plan**: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information**: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Plans**—Documents that describe principles, policies and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of government agencies, mobilization of resources, and public information.

**Emergency Public Information**—Information disseminated primarily in anticipation of an emergency, or at the actual time of an emergency; in addition to providing information such as frequently directs actions, instructs, and transmits direct orders. Includes rumor-control processes. During an emergency it is essential that the community have the capability to disseminate, in a timely manner, official emergency public information. An effective public information program is instrumental in saving lives and limiting the loss of property. A Public Information Official must be appointed to provide a single source of

information to the media. Information thus will be non-conflicting, and key officials will be free to concentrate on the response. The Public Information Officer must have the capability to fully utilize the media to provide fast, accurate, official information and instructions to the public. A center should be designated where press

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conferences will be given and news releases issued. This will be the only source of information for the media, so that key emergency operating facilities and activities will not be disrupted by media attempts to gain access. (See JIC)

**Emergency Response**—The response to any occurrence which results, or is likely to result, in a release of a hazardous substance due to an unforeseen event.

**Emergency Response Provider**: Includes State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Emergency Support Function (ESF)**—A functional area of activity established to facilitate the delivery of assistance required during the immediate response phase of a disaster to save lives, protect health and property and maintain public safety. ESFs represent assistance which a state or local jurisdiction will most likely need because of the impact of an emergency/disaster on its own resources and response capabilities or because of the specialized assistance required.

**Emergency Worker**—Workers employed during an emergency to work specifically in disaster roles such as debris removal, engineering services, dike construction, water removal, etc. Also any person engaged in operations required to minimize the effects of a fixed nuclear facility emergency.

**Environment**—Water, air, and land, and the interrelationship which exists among and between them and all living things.

**Evacuating the building**—Guiding building residents to a designated emergency assembly area.

**Evacuation**: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Evacuation**—A population protection strategy involving orderly movement of people away from an actual or potential hazard, and providing reception centers for those without their own resources for temporary relocation.

**Evacuee**—That individual who is moved to an area of lesser risk.

**Evaluation**: The process of observing and recording exercise activities, comparing the performance of the participants against the objectives, and identifying strengths and weaknesses.

**Event**: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Exercise**: Exercises are a planned and coordinated activity allowing homeland security and emergency management personnel (from first responders to senior officials) to demonstrate training, exercise plans, and practice prevention, protection, response, and recovery capabilities in a realistic but risk-free environment. Exercises are a valuable tool for assessing and improving performance, while demonstrating community resolve to prepare for major incidents.

**Exercise**—Maneuver or simulated emergency condition involving planning, preparation, and execution; carried out for the purpose of testing, evaluating, planning, developing, training, and/or demonstrating emergency management systems and individual components and capabilities, to identify areas of strength and weakness for improvement of emergency plan (EOP).

**Exercise Scenario**—Background detail (domestic, international, political, military, etc.) against which an exercise is conducted.

**Exposure/Exposed**—When an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g., accidental or possible) exposure.

**Federal**: Of or pertaining to the Federal Government of the United States of America.

**Federal Preparedness Funding**: Funding designated for developing and/or enhancing State, Territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g. Center for Disease Control and Health Resources and Services Administration preparedness funds.

**Field Treatment Site**—Site designated by emergency officials for the congregation, triage, austere medical treatment, holding, and evacuation of casualties following a major disaster.

**Fire Department**—A paid or voluntary professional fire department with jurisdiction over Local Emergency-Response; receives reports from facilities under Title-III.

**Flash Flood Warning**—Indication that a flash flood is imminent within an area, and immediate action should be taken.

**Flash Flood Watch**—Indication that a flash flood is possible or probable within an area, and that the public should stay alert.

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**Foreseeable Emergency**—Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical.

**Full Protective Clothing**—Clothing that will prevent gases, vapors, liquids, and solids from coming in contact with the skin. Full protective clothing includes the helmet, self-contained breathing apparatus, coat and pants customarily worn by firefighters (turn-out or bunker coat and pants), rubber boots, gloves, bands around legs, arms and waist, and face mask, as well as covering for neck, ears, and other parts of the head not protected by the helmet, breathing apparatus, or face mask.

**Function**: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff**: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

**Group**: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.

**Hazard**: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Hazard**—Any situation that has the potential for causing damage to life, property, and the environment.

**Hazard Analysis**—A process used by emergency managers to identify and analyze crisis potential and consequences.

**Hazard Identification**—The Hazard Identification is part FEMA's CPG 1-35, of the "Hazard Identification, Capability Assessment, and Multi-Year Development Plan" (HICA/MYDP, op. cit.) information system, which is completed (and updated annually) by State and local emergency management

organizations. The Hazard Identification provides a structured approach for identifying those hazards judged by local officials to pose a significant threat to their jurisdiction.

**Hazardous Material**—A substance or combination of substances that, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to

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humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

**Hazardous Material Incident**⎯Any release of a material (during its manufacture, use, storage, or transportation) that is capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

**Hazardous Materials Incident (Fixed Facility**)—Any occurrence resulting in the uncontrolled release of materials from a fixed site capable of posing a risk to health, safety and property as determined in the Environmental Protection Agency Resource Conservation and Recovery Act regulations.

**Hazardous Materials Response Team**—A team of specially trained personnel who respond to a hazardous materials incident. The team performs various response actions including assessment, fire fighting, rescue, and containment; not responsible for cleanup operations following incident.

**Hazardous Materials Transportation Incident**—Uncontrolled, unlicensed release of hazardous materials during transport outside a fixed-site operation.

**Hazardous Wastes**—Discarded materials that EPA regulates under authority of the Resource Conservation and Recovery Act (RCRA) (42 USC 6901 et. seq.) because of public health and safety concerns. Under RCRA, a hazardous waste is fully regulated from "cradle to grave"--that is, from its time of creation until properly discarded.

**HazMat**—See Hazardous Materials–any substance or material in a particular form
or quantity which the Secretary of Transportation finds may pose an unreasonable risk to health, safety, and property.

**HICA-MYDP**—Hazard Identification, Capability Assessment, and Multi-Year Development Plan.

**HSPD # 5 --** Homeland Security Presidential Directive # 5 - Signed by President George W. Bush, 28 February 2003. The purpose of HSPD #5 is to"

enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. (NIMS)

**Homeland Security Exercise and Evaluation Program (HSEEP):** A capabilities- and performance-based exercise program that provides a

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standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. Homeland Security Exercise and Evaluation Program also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support. For additional information please visit the Homeland Security Exercise and Evaluation Program toolkit at http://www.hseep.dhs.gov.

**Improvement Plan**: The After Action Report documents the performance of exercise related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

**Incident**: An occurrence or event, natural- or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Action Plan**: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**Incident Command Post**: The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

**Incident Command System**: A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Incident Command System (ICS)**—The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by

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jurisdictional boundaries. ICS is a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively direct and control the response to an incident. It is intended to expand as the situation requires larger resources, without requiring a new, reorganized command structure.

**Incident Commander**: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team**: The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives**: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Incident-Specific Hazards:** Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu, etc.

**In-Place Sheltering**—Directing personnel to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat, i.e. vapor cloud or explosion. In-place sheltering is defined as "the indoors sheltering of people to prevent external contact or inhalation of harmful chemicals". All air circulating devices should be shut off and windows and doors closed. It is anticipated in-place sheltering will last a short time, no more than a few hours.

**Integrated Emergency-Management-System (IEMS)**—A system which-allows-improved capability by all levels of government to mitigate, prepare for, respond to, and recover from all disasters or emergencies. IEMS utilizes a strategy for implementing emergency management activities which builds upon those functions which are common to preparedness for any type of occurrence; and which provides for special requirements of individual emergency situations. Seeks function-based plan annexes which can be adapted to varied hazard events.

**Initial Action**: The actions taken by those responders first to arrive at an incident site.

**Initial Response**: Resources initially committed to an incident.

**Intelligence Officer**: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**Interagency**: An organization or committee composed of multiple agencies.

**Interoperability & Compatibility:** A principle of the NIMS that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under the NIMS are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common communications and data standards, digital data formats, equipment standards, and design standards. (Department of Homeland Security, National Incident Management System (March 2004), 55.)

**Inventory**: An itemized list of current assets such as a catalog of the property or estate, or a list of goods on hand.

**Joint Information Center**: A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the Joint Information Center.

**Joint Information Center (JIC)**—A center established near the scene of a disaster or emergency for issuing emergency information. It provides a central location for the joint issuance of accurate information to news media representatives by all levels of government and private industry. This center should be a large room with limited access, close to the scene, where the media can receive information and be provided with work space. A JPIC is established for written and verbal news releases to the media.

**Joint Information System**: Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated

interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and

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inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction**: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., City, County, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Lessons Learned**: Knowledge gained through operational experience (actual events or exercises) that improve performance of others in the same discipline. For additional information please visit https://www.llis.dhs.gov/

**Liaison**: A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer**: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

**Local Government**: A County, municipality, City, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Local Emergency Planning Committee (LEPC)**—Required by federal law and some state laws to develop contingency plans (for planning districts as set forth by the State).

**Local Emergency Operations Plan (LEOP)**—A clear and concise document describing local actions to be taken stating what action will be taken and who is responsible in the event of an anticipated emergency.

**Liability**—An obligation to do or refrain from doing something; a duty which eventually must be performed; and obligation to pay money; also used to refer to one's responsibility for his conduct.

**Liable**—To be responsible for; to be obligated in law.

**Local Emergency**—The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions

which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

**Logistics**: Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services, and material support for the incident.

**Major Disaster**: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is:

> "any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

**Major Disaster (Federal)**—See also Emergency. Any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

**Management by Objective**: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Media**—All public and private mass communications and news channels, including radio, television, and newspapers.

**Mitigation**: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident.

Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes,

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floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mitigation**—An activity that actually eliminates or reduces the probability of a disaster occurrence, or reduces the effects of a disaster. Mitigation includes such actions as, zoning and land use management, safety and building codes, flood proofing of buildings, and public education.

**Mobilization**: The process and procedures used by all organizations-State, local, and tribal-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Mobile Command Post (MCP)**—An emergency management vehicle which serves as a base of operation for command and control during an emergency.

**Mobile Communications Vehicle (MCV)**—An emergency management vehicle which can augment communications ability.

**Mobilization**—The process of marshaling appropriate personnel to manage resources.

**Multiagency Coordination Entity**: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination Systems**: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Multi-jurisdictional Incident**: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

**Mutual Aid**—The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state. A statewide system, designed to ensure that adequate resources, facilities, and other support are provided to

jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

**Mutual-Aid Agreement**: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

**Mutual Aid Agreements**—Formal or informal understanding between jurisdictions that pledge exchange of emergency or disaster assistance.

**National**: Of a nationwide character, including the State, local, and tribal aspects of governance and policy.

**National Disaster Medical System**: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. The National Disaster Medical System provides resources for meeting the continuity of care and mental health services requirements of the ESF 8 in the National Response Framework.

**National Incident Management System**: A system mandated by HSPD-5 that provides a consistent nationwide approach for State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan**: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

**National Response Framework**: A guide to how the Nation conducts all-hazards incident management. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the Nation. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic

natural disasters. The National Response Framework replaces the former National Response Plan.

**National Warning System (NAWAS)**—The Federal Warning System, used to disseminate warnings of imminent natural disaster or enemy attack into a Regional

Warning System which passes it to the State Warning Points for action. The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

**Non-Governmental Organization**: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of Non-Governmental Organizations include faith-based charity organizations and the American Red Cross.

**National Incident Management System** – This system will provide a consistent Nationwide approach for Federal, State, local, and tribal governments to work effectively and efficiently together to prepare for, prevent, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. The NIMS enhances the management of domestic incidents by establishing a single, comprehensive system for incident management and will help achieve greater cooperation among Departments and agencies at all levels of government. Aside from the requirements of the HSPD, this Department possesses significant responsibility as a signatory to the National Response Plan (NRP).

**National Weather Service (NWS)**—A Federal Agency tasked with forecasting weather and providing appropriate warning of imminent natural disasters such as hurricanes, tornados, tropical storms, etc.

**National Oceanic and Atmospheric Administration (NOAA)**—The central agency in the development of the CAMEO computer system for hazmat response and planning use, especially air-plume and surface-slick dispersion modeling. Functions under the Department of Commerce. Provides Scientific Support Coordinators (SSCs) in-coastal-and-marine-areas. SSCs serve as members of the OSC's staff, as scientific and technical advisors. Their capabilities include contingency planning, surface/subsurface trajectory forecasting, resource risk analysis, technical hazard data assessment and general communications. The SSC serves as principal point-of-contact for members of the scientific community.

**No-Notice Events**: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property (i.e. terrorist attacks and threats, wildland and urban fires, floods, hazardous materials spills, nuclear

accident, aircraft accident, earthquakes, hurricanes, tornadoes, public health and medical emergencies etc.)

**Nuclear Power Plant**—An electrical generating facility using a nuclear reactor as a power (heat) source.

**Office of Emergency Management (OEM)**—A division of the Oregon State Police, the primary State agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response, and recovery activities within the state. It also deals in flood insurance, temporary emergency housing, training of State and local emergency response personnel and funding of preparedness projects and functions.

**On-Scene Commander**—Official who directly commands and allocates local resources and supervises all local operations at the scene.

**Operational Period**: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section**: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability**: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

**Plain Language**: Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident. For additional information, refer to http://www.fema.gov/pdf/emergency/nims/plain_lang.pdf .

**Planning:** Activities, programs, and systems that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training and exercising are included in preparation.

**Planning Meeting**: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the IAP.

**Planning Section**: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**PL—Public Law**, citation referring to the session of Congress enacting the law followed by a number indicating the order of that Congress' laws in which it took effect.

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**Preparedness**—Activities, programs and assistance that exist prior to an emergency that are used to prevent, support and/or enhance response to an emergency or disaster.

**Presidential Declaration**—A disaster that exceeds the state's capacity to respond, resulting in the Governor's request for federal assistance.

**Primary Responsibility**—The agency which is assigned to respond to a specific emergency support function during an emergency or disaster.

**Preparedness**: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations**: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**Pre Planned Event**: A preplanned event is a non-emergency activity. ICS can be used as the management system for events such as parades, concerts, or sporting events, etc.

**Prevention**: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector**: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.

**Processes**: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public Information Officer (PIO)**: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Public Information Officer**—On-scene official responsible for preparing and coordinating the dissemination of public information in cooperation with other responding Federal, State, and local government agencies. Also called Public Affairs Officer (PAO).

**Public Information Systems**: The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

**Public Service Announcements (PSAs)**—Announcements made by media, free of charge, for the good of the public.

**Publications Management**: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Reception Center**—A center established to register evacuees and to assess their needs. If an evacuation is ordered, suitable facilities to be used as reception centers must be designated. The centers will be used to register evacuees for emergency shelter or, if temporary shelter is not required because evacuees will stay elsewhere, to ascertain where they can be contacted. Persons requiring temporary shelter will be directed to a shelter location. (NOTE: Reception and shelter facilities may be at the same location.)

**Recovery**—Long-term activities and programs beyond the initial crisis period of an emergency or disaster designed to return all systems to normal status or to reconstitute these systems to a new condition that is less vulnerable.

**Response**—Activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster.

**Risk**—The probability that damage to life, property, and the environment will occur; risk is higher either when the likelihood of a hazard increases or the potential consequences of a hazard become more severe.

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**Risk Analysis**—Assesses probability of damage (or injury) due to disasters and actual damage (or injury) that might occur, in light of the hazard analysis and vulnerability analysis. Some planners may choose to analyze worst-case scenarios.

**Risk Area**—An area considered likely to be affected by a release of a toxic chemical. Risk areas are based on recommended isolation distances (i.e., one-half mile radius in all direction and one mile downwind), identifiable land features (streets, addresses, rivers, etc.) and predominant wind directions.

**Robert T. Stafford Disaster Relief and Emergency Assistance Act** P.L. 93-288 as amended—Gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from declared emergencies or disasters.

**Rumor Control Center**—A center established to provide a contact point for the public to call for additional information. The center is located adjacent to the JPIC

**Qualification and Certification**: This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

**Reception Area**: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

**Recovery**: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan**: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**Resources**: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Resource Management**: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special State, local, and tribal teams; and resource mobilization protocols.

**Resource Typing**: Resource typing is the categorization of resources that are commonly exchanged through mutual aid during disasters. Resource typing definitions help define resource capabilities for ease of ordering and mobilization during a disaster. For additional information please visit http://www.fema.gov/emergency/nims/rm/rt.shtm .

**Resource Typing Standard**: Categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements. The FEMA/NIMS Integration Center Resource typing definitions provide emergency responders with the information and terminology they need to request and receive the appropriate resources during an emergency or disaster.

**Resources Unit**: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**Response**: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

**Safety Officer**: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

**SARA—Superfund Amendments and Reauthorization Act** of 1986 (PL99-499). Extends ʳand revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

**SARA Extremely Hazardous Substance**—EPA list of 300-plus substances named in Appendix D of 40 CFR Part 300, as described in SARA section 302(a)(2). Section 302, 303 and 304 of CERCLA apply to these substances. Length of list may be altered by EPA review process.

**Scalability**: The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.

**Search**—Systematic investigation of an area or premises to locate persons trapped, injured, immobilized or missing.

**Shelter**—A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days.

**Shelter Management**—An-internal organization, administration and operation of a shelter facility by trained personnel or volunteers.

**Shelter Manager**—An individual who provides for internal organization, administration, and operation of a shelter facility.

**Section**: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

**Span of Control**: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Staging Area**: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Short-term recovery**—Activity that returns vital life-support systems to minimum operating standards. Long-term recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include, temporary housing, loans or grants, disaster unemployment insurance, reconstruction, and counseling programs.

**Site Hardening**—Actions (e.g., construction, security checks, extended perimeters) taken to make a facility less vulnerable to attack.

**Staging Area**: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Staging Area**—A pre-selected location having large parking areas such as a major shopping area, schools, etc. The area is a base for the assembly of persons to be moved by public transportation to host jurisdictions and a debarking area for returning evacuees. Several of these areas should be designated to each evacuating jurisdiction.

**Standard (or Standing) Operating Procedures (SOPs)**—Set of instructions having the force of a directive, covering features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness, and implemented without a specific direct order from higher authority.

**Standard Operating Procedures (SOPs)**—Instructions and directives covering operations and standardized procedures.

**Standardized Emergency Management System (SEMS)**—The group of principles developed for coordinating state and local emergency response. SEMS provides for a multiple level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels: the field response, local government, operational areas, regions and the state management level.

**Standard Operating Procedures**: A complete reference document that details the procedures for performing a single function or a number of independent functions.

**Standardization**: A principle of the NIMS that provides a set of standardized organizational structures (such as the ICS, MACS, and public information systems) as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (Department of Homeland Security, National Incident Management System (March 2004), 2.)

**State**: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**State Emergency Response Commission (SERC)**—Body that oversees local committees' information and operations; approves submitted local response plans; intermediary between Federal and local officials in SARA compliance.

**State Emergency Plan**—The State of Oregon Emergency Plan, as approved by the Governor, which serves as the basis for statewide emergency planning and response.

**State Warning Point (SWP)**—The State Facility (State Highway Patrol Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

**Substance**s—Materials so designated may include explosive, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or solids, poisons, oxidizing or corrosive materials, and flammable gases. Defined via rulemaking process, under authority of PL 93-633.

**Support Responsibility**—The agency/organization that is assigned to provide assistance to the primary agency with emergency support function responsibility.

**Strategic**: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

**Strategy**: The general direction selected to accomplish incident objectives set by the IC.

**Strike Team**: A set number of resources of the same kind and type that have an established minimum number of personnel.

**Supporting Technologies**: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

**Task Force**: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

**Technical Assistance**: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

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**Terrorism**: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

**Threat**: An indication of possible violence, harm, or danger.

**Tools**: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

**Tornadoes**—Intense localized storm activity characterized by cyclonic winds.

**Traffic Control Points**—Places along evacuation routes that are manned to direct and control movement to and from the area being evacuated.

**Training**: Specialized instruction and practice to improve performance and lead to enhanced emergency management capabilities.

**Tribal**: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

**Type**: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**Unified Area Command**: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.

**Unified Command**: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit**: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

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**Unity of Command**: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**Volunteer**: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

**Volunteers**—Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.

**Vulnerability**—The susceptibility to life, property, and the environment to damage if a hazard manifests its potential.

**Vulnerability Analysis**—Identifies what is susceptible to damage. Should provide information on: extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected, and impact on sensitive natural areas and endangered species. Refer to the CEPP technical guidance or DOT's Emergency Response Guidebook to obtain information on the vulnerable zone for a hazardous materials release. A standard vulnerability analysis has been developed by EPA to assist communities in addressing sec. 303 of Title III.

**Warning**—The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects of natural disasters and acts of civil disturbance or war.

**Warning Point**—A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

**Warning Signal**—An audible signal, sounded on public outdoor warning devices.

**Source:** **https://nimcast.fema.gov/nimscast/index.jsp**

# 1 ESF 1 –

# Transportation

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| ESF 1 Tasked Agencies |
|---|

**Primary Agencies**Umatilla County Emergency Management Umatilla County Public Works (Road) Department

**Supporting Agencies** Oregon Department of Transportation

# 1Purpose and Scope

It is the purpose of Emergency Support Function (ESF) 1 to coordinate transportation resources and identify emergency transportation routes for the movement of people and materials.

Transportation resources for moving both people and materials may be obtained from public agencies, the private sector, and volunteer resources. These resources shall be coordinated by the Umatilla County Emergency Operations Center (EOC).

# 2Policies and Agreements

It is the policy of Umatilla County that public transportation authorities and County and State departments with transportation resources and support operations are responsible for assessing and restoring transportation systems under their control. Priorities shall be determined and coordinated by the EOC.

# 3Situation and Assumptions

## 3.1Situation

A major disaster may severely damage the transportation system throughout the impacted area. Most local transportation activities will be hampered by damaged facilities, equipment, and infrastructure, as well as disrupted communications. At the same time, a disaster may create significant demands for local, State, and regional transportation resources to provide relief and recovery.

Refer to the Chapter 2 of the Basic Plan, Situation and Planning Assumptions, for additional information on emergency/disaster conditions and hazards.

## 3.2Assumptions

- A disaster is likely to cause damages to transportation infrastructure.

- The type and degree of damage will determine the effectiveness and efficiency of response and recovery efforts.

■ Initial response may be difficult to coordinate but will improve with the gradual clearing of access routes.

■ The demand on the transportation system for response and recovery activities will most likely exceed the capabilities of the County, thus requiring assistance from the State Office of Emergency Management.

ESF 1-1

➢ All County emergency vehicles not otherwise involved in the emergency response will be available for use by the EOC.

# 4 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

## 4.1 Local Response Partners

### 4.1.1 Umatilla County Public Works (Road) Department

➢ Coordinate the emergency transport of material and equipment.

➢ Send a representative to the EOC upon request.

➢ Determine the usable portions of the local street and road network.

➢ Provide for removal of wreckage and debris to permit vehicle access or movement and temporary repair of lightly damaged roads and bridges.

➢ Recommend priorities for restoration of local streets, roads, and bridges.

➢ Notify appropriate agencies of the potential need for emergency transportation, and request vehicles as necessary.

➢ Assign transportation resources.

➢ Arrange for emergency fuel sources.

➢ Arrange for vehicle maintenance and support.

➢ Provide record keeping of transportation expenses incurred under emergency conditions.

➢ Request supplemental transportation resources from the State Emergency Coordination Center if local emergency transportation capabilities are exceeded.

# 5 Concept of Operations

## 5.1 General

Most transportation emergencies that require a first response by the County will be localized, with response operations effectively managed on scene. When the Incident Commander (IC) determines that additional resources will be required beyond those available day-to-day and through mutual aid, he or she will notify

ESF 1-2

the Oregon Department of Transportation (ODOT) and regional jurisdictions, describe the incident situation, and specify resources needed. Depending on the circumstances, the IC may also request Umatilla County Emergency Management to implement the Emergency Operations Plan (EOP) and/or activate the EOC for the County.

Emergency transportation operations involve:

➢ Identification of areas impacted and people at risk.

➢ Identification, designation, and maintenance of access and egress routes.

➢ Arrangements to obtain additional emergency transportation resources, with highest priority given to resources needed for evacuation.

➢ Designation of transportation bases, staging areas, and refueling and repair facilities.

➢ Coordination with neighboring jurisdictions to ensure consistency of transportation priorities and routes.

Transportation needs and resources will be coordinated from the EOC when it is activated. EOC staff will collaborate with ODOT and other regional jurisdictions, volunteer groups, and transportation contractors to obtain necessary resources.

## 5.2 Evacuation

Under Oregon Revised Statutes 401.309 (3), a county, city, or municipal corporation may authorize an agency or official to order mandatory evacuations of residents and other individuals after a state of emergency has been declared within the jurisdiction. An evacuation under an ordinance or resolution authorized by this section shall be ordered only when necessary for public safety or for the efficient conduct of activities that minimize or mitigate an emergency's effects.

Umatilla County has developed an Evacuation Plan, which is included in this EOP as Support Annex A (SA A).

# 6 Direction and Control

Direction and control will be exercised as provided in the Basic Plan of this EOP.

# 7 Supporting Plans and Procedures

The following plans and procedures are currently in place:

➢ Umatilla County Emergency Operations Plan

● ESF 3 – Public Works and Engineering

ESF 1-3

● SA A – Protective Actions

# 8 Appendices

■ None at this time

# 2 ESF 2 – Communications

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| ESF 2 Tasked Agencies | |
|---|---|
| **Primary Agencies** | Umatilla County Emergency Management<br>Bi-County Communications District, PSAP<br>National Warning System (NAWAS)<br>Umatilla County Sheriff's Office |
| **Supporting Agencies** | |
| **Adjunct Agencies** | City of Hermiston 911, PSAP<br>City of Milton-Freewater 911, PSAP<br>CTUIR PSAP<br>USFS Dispatch (LaGrande) |

# 1 Purpose and Scope

Emergency Support Function (ESF) 2 organizes, establishes, and maintains the communications capabilities among appropriate agencies/entities that are necessary to meet the County's operational requirements in preparing for, responding to, and recovering from emergencies and disasters. This ESF also outlines the structure and operation of the warning systems used to alert key officials and the general public of a potential or occurring emergency or disaster. It emphasizes the technical considerations of communication functions. Collection, control, and dissemination of emergency public information are covered by ESF 15 – External Affairs.

# 2 Policies and Agreements

The National Warning System (NAWAS) is the primary method of communicating alert and warning messages from national authorities to state authorities and between state authorities and local authorities or warning points. The Emergency Alert System (EAS) is the primary method of communicating alert and warning messages to the public.

# 3 Situation and Assumptions

## 3.1 Situation

Communications is a critical response component in any emergency. The purpose of this section is to describe the organization, management, and operation of communication support required to transmit information and instructions among

County, city, State, Federal, and Tribal governments; the general public; and private businesses and institutions.

Communication during an emergency occurs on several levels. It begins at the local level, with the report of the emergency situation to a central reporting center,

such as a 9-1-1 or a Fire/Police Dispatch Center. The call is triaged according to the agency most appropriate to respond to the emergency situation.

The major existing communications centers within Umatilla County are:.

- ➢ Umatilla County Sheriff's Dispatch Center, Pendleton.

- ➢ Milton-Freewater 9-1-1 Center.

- ➢ Oregon State Forestry, La Grande.

- ➢ U.S. Forestry, La Grande.

- ➢ Umatilla Police (Mon—Fri 8-5; Umatilla County Sheriff's Dispatch otherwise).

- ➢ Confederated Tribes of the Umatilla Indian Reservation.

All of these agencies have telephone, radio, and teletype capabilities. The Umatilla County Sheriff's Dispatch Center has the NAWAS.

Some of these agencies operate out of their centers 24 hours a day, seven days a week. County communications will come from the Umatilla County Emergency Operations Center (EOC). Within the Umatilla County EOC, the EOC Communication Coordinator is responsible for coordinating an effective communications system to support County emergency operations and the County Sheriff's Dispatch Center.

The following agencies participate in the Umatilla EOC:

- ➢ Oregon Emergency Management/Oregon Emergency Response System.

- ➢ Oregon National Guard.

- ➢ County Public Works (Road) Department.

- ➢ County Sheriff.

- ➢ Oregon State Police.

- ➢ Oregon Department of Transportation.

- ➢ Oregon Department of Forestry.

- ➢ U.S. Forest Service.

➢ Amateur Radio Operator Organizations (Umatilla/Morrow Emergency Services Radio).

### 3.2 Assumptions

Depending on the scope and location of an incident, some or all of the agencies listed as tasked agencies may be called upon to staff a communications center and/or provide equipment or technical assistance.

# 4 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

### 4.1 Radio Operators

➢ Amateur Radio Emergency Services (ARES) is responsible for the proper use of the equipment and for correct message handling.

# 5 Concept of Operations

### 5.1 General

➢ Communications play the most critical role in emergency operations. When extensive communications capabilities are properly coordinated, response activities become more effective and efficient.

➢ The existing communications network consists of telephone and radio facilities. This network will serve to perform both initial and basic communications efforts for emergency operations.

➢ During emergency operations, all County and area city departments will maintain their existing equipment and procedures for communicating with their field operations. They will keep the EOC informed of their operations at all times.

➢ When the regular communications networks are insufficient to meet the increased communications needs created by an emergency, various State agencies and amateur radio operators systems will be asked to provide expanded communication capabilities.

### 5.2 Communication Systems

Two systems are available to deliver warning messages: the EAS and NAWAS.

#### 5.2.1 Emergency Alert System

The EAS is a voice radio communications system consisting of stations and interconnecting facilities authorized by the Federal Communications Commission (FCC). It is designed for use by the President and other national, state, and local officials to broadcast emergency information to the public in time of war, public peril, disaster, or other national emergencies, as provided by EAS Plans. The

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EAS system is regulated by the FCC in Title 47 of the Code of Federal Regulations.

### 5.2.2 National Warning System

NAWAS is a dedicated, commercially leased, nationwide voice telephone warning system operated on a 24-hour basis, with a National Warning Center and an Alternate National Warning Center staffed by attack-warning officers, special purpose officers, selected Federal departments and agencies, military installations; and State, county, and city warning points. NAWAS is the only national system designed and maintained to warn the public of a nuclear attack or a natural or human-caused disaster.

The responsibility for warning the citizens of Umatilla County of emergencies and disasters is held by Umatilla County Emergency Management.

### 5.2.3 Authorization of Umatilla County Emergency Alert System

In addition to the communications center for Umatilla County located in Pendleton, there are communications centers across Umatilla County, including the Confederated Tribes of Umatilla Indian Reservation. All of these locations have telephone, teletype, and radio capabilities. The Umatilla County Sheriff's Dispatch Center has NAWAS.

Within the Umatilla County EOC, the Communications Officer is responsible for an effective communications system in support of emergency operations.

| Table ESF 2-1Authorization | |
|---|---|
| **Jurisdiction** | **Title** |
| Umatilla County | County Commissioners |
| Umatilla County | Emergency Management |
| Umatilla County | Sheriff |
| Umatilla County | National Weather Service |
| Cities within Umatilla County | Mayors, Police Chiefs, Fire Chiefs, City Managers |
| Confederated Tribes of the Umatilla Indian Reservation | Police Chief, Fire Chief, Board of Trustees, Public Safety Director, Emergency Manager |
| Umatilla Army Depot | Commander |

## 5.3 Use of Plain Language

The use of plain language in emergency response is matter of public safety, especially the safety of first responders and those affected by the incident. It is critical that all local responders, as well as those entering the impacted area from other jurisdictions and other states, as well as the Federal government, know and utilize commonly established operational structures, terminology, policies, and procedures.

In May of 2006, the Federal Emergency Management Administration issued a directive with an array of new procedures. It calls for phasing out the 10 codes known as "brevity codes" and replacing them with phrases like "I'm at an accident scene" and other standard language.

The use of common terminology enables area commanders, state and local EOC personnel, Federal operational coordinators, and responders to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity. The ability of responders from different jurisdictions and disciplines to work together depends greatly on their ability to communicate with each other.

It is required that plain English be used for multi-agency, multi-jurisdiction, and multi-discipline events, such as major disasters and exercises. Umatilla County 9-1-1 Dispatch, Sheriff, Emergency Management, and other emergency personnel will use plain language communication for emergency incidents and disasters. The National Incident Management System (NIMS) Integration Center does not require plain English for internal operations; therefore, Umatilla County law enforcement agencies will continue to use 10 codes for routine operations.

# 6 Direction and Control

## 6.1 General

- ➢ The Emergency Manager or Incident Commander is the overall authority for the EOC and the EOC Communications Center.

- ➢ The Communications Coordinator is under the supervision of the Logistics Chief and is directly responsible for the activities in the Emergency Communications Center.

- ➢ Radio operators from support agencies, while under control of their own offices and operating their own equipment in the EOC, are responsible for knowing and following the procedures outlined in this annex.

- ➢ Clear speech communications will be used to enhance comprehension. Local time, expressed in 24-hour format, will be used during all transmissions.

# 7 Supporting Plans and Procedures

The following plans and procedures are currently in place:

➤ Umatilla County Emergency Operations Plan

   ● ESF 15 – External Affairs

➤ National Response Framework, ESF 2 – Communications

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➢ State of Oregon Emergency Operations Plan, ESF 2 –
Communications

# 8 Appendices

➢ Appendix A – Umatilla/Morrow Emergency Service Radio Operators,
Emergency Communications Plan.

## Appendix AUmatilla/Morrow Emergency Service Radio Operators Emergency Communications Plan

# 1Introduction

## 1.1 Safety

All Umatilla/Morrow Emergency Service Radio Operators (UMESRO) members, when activated and deployed, are responsible for their own safety and personal protective (PPE) equipment during both exercise and actual events. Appropriate clothing, footwear, safety vests, eye protection, and hardhats, when necessary, must be worn while on duty.

UMESRO is a Radio Amateur Civil Emergency Service (RACES) communication unit, under agreement with the Oregon State Office of Emergency Management and Umatilla and Morrow County Emergency Management Offices. It is also an Amateur Radio Emergency Service (ARES) field organization of the American Radio Relay League (ARRL). It is composed of Federal Communications Commission (FCC) licensed amateur radio operators who are trained in Emergency Communications, Incident Command System (ICS) and National Incident Management System (NIMS) certified and who volunteer their personal time, skills, and equipment to serve in the public and governmental interest. UMESRO is focused on providing service to Umatilla and Morrow Counties, Oregon. The boundaries of this area are the Columbia River to the north, the Umatilla-Union county line to the east, the Umatilla-Grant county line to the south, the Morrow-Grant and Wheeler county line to the south-southwest, and the Morrow-Gilliam county line to the west. These are approximate boundaries, and amateur radio operators living within or near them are eligible for participation with UMESRO.

## 1.2 UMESRO

UMESRO's functions in this Emergency Communications Annex under the direction of the Umatilla and Morrow County Emergency Management, the appointed ARES Emergency Coordinator (EC)/County RACES Radio Officer, the District Emergency Coordinator (DEC), and the Section Emergency Coordinator (SEC). The Section Manager for the Oregon section of the ARRL appoints the E C. The County RACES Radio Officer (RO) is appointed by the County Emergency Management Office, and it is preferred that the County RACES Radio Officer and ARES EC are the same individual. This Emergency

Communication Plan will use the common term of EC as it pertains to the combined function of the RACES RO, and the ARES EC.

## 1.3 Appointments

The Emergency Coordinator may appoint Assistant Emergency Coordinators (AECs) as needed.

## 1.4 Net Control Station

The EC may appoint a Net Control Station (NCS) whose primary duty is to activate the ARES/RACES unit when needed. If the EC is not available, an AEC will act as NCS or appoint an NCS to activate the ARES/RACES unit.

## 1.5 Chain of Command

When the ARES/RACES unit is activated, and the EC is unavailable, the AEC who initializes the activation will become the acting Communications Operations Chief (COC). The COC will be the final authority within UMESRO for utilizing communication resources for that emergency, incident or event.

# 2 Purpose

## 2.1 Purpose

The purpose of this Appendix is to provide a written guide containing the minimum information needed in an emergency. Each emergency incident is different, and flexibility is necessary to provide an adequate response.

## 2.2 Responsibility

The primary responsibility of UMESRO is to provide amateur radio emergency communications support to Umatilla County Emergency Management, Morrow County Emergency Management, Morrow County Sheriff's Mobile Communications Center, Confederated Tribes of the Umatilla Indian Reservation Office of Emergency Management/Public Safety, and other State and local government agencies. This support will be provided as necessary in the event of a natural or human-caused emergency, when regular communications are lacking, become inadequate, become overloaded, or fail.

## 2.3 Training

Regular instruction, training, and drills shall be carried out to ensure readiness to respond quickly by providing effective amateur radio emergency communications.

## 2.4 Agencies

The following is a list of jurisdictions, government, tribal, and nonprofit agencies that will be served, as requested, in an emergency. Other city, County, or State agencies will be served as requested by the emergency management offices of Umatilla and/or Morrow County.

➢ Incorporated cities in Umatilla and Morrow Counties.

➢ Unincorporated areas or the population under the authority of the County Commissioners and Umatilla and Morrow County Offices of Emergency Management.

➤ The American Red Cross.

➤ The National Weather Service (NWS).

➤ The District Emergency Coordinator of the Oregon Section of the ARRL when requested by surrounding counties.

➤ The State of Oregon Office of Emergency Management.

➤ The Federal Emergency Management Agency.

➤ Confederated Tribes of the Umatilla Indian Reservation.

## 2.5 UMESRO Members

UMESRO members may provide communications support at public events conducted by nonprofit organizations in non-emergency situations as a participant with local and area amateur radio clubs.

## 2.6 Skywarn

UMESRO will support the Skywarn program of the NWS when weather conditions warrant. A request from a served agency is not required for Skywarn support.

# 3 Plan Activation

## 3.1 Emergency Activation

Any member of UMESRO who becomes aware that a communications emergency exists should contact the EC, or an Assistant EC, and then remain ready for a possible activation. UMESRO does not self-activate. The EC or AEC will make contact with the appropriate Emergency Management jurisdiction for disposition. Any activation is at the discretion of Local County Emergency Management.

## 3.2 Notification

In any event or emergency for which amateur radio support is requested, amateur radio operators will be alerted via the EC, AEC, by Local County Emergency Management, Tribal Emergency Management, or a State official notifying the EC. If the EC is unavailable, activation notification will go to an AEC. The AEC will periodically attempt to contact the EC. If the EC cannot be contacted, the AEC will become the COC. The COC will maintain contact and direction from the Emergency Manager.

### 3.3Emergency Coordinator Notification Procedure

The EC or AEC shall be notified by telephone, pager, or other methods, including amateur radio or courier, may be used if needed.

### 3.4 Communications Operating Chief

The COC will be in charge of all ARES/RACES operations during any activation within his or her jurisdiction. He or she will be the top level ARES/RACES authority for the event. All ARES/RACES participants will take direction from the COC. The COC may change during the event at the discretion of the COC, EC, or Emergency Manager.

### 3.5Site Activity

UMESRO members are prohibited from going to the site of any activation incident unless authorized to do so by the COC. The COC will authorize Deployed Field Stations Teams (DFST) Operations of an incident only if requested by the Emergency Management Office. DFST Stations, while in route, must observe and obey all posted State Motor Vehicle speed laws.

## 4Mobilization

### 4.1 Notification

The COC (or designee) will first notify UMESRO members via telephone tree, pager system, or repeater system.

If UMESRO members are required to accomplish necessary staffing for the event, the COC will transmit on the 146.780 MHz repeater or alternate, as well as area club repeaters, in the Umatilla/Morrow County sector, advising all members of the ARES/RACES activation.

### 4.2 Net Control Station

Upon notification that a communications emergency exists, the COC (or designee) will appoint an NCS to open a Radio Net on the designated frequency. Members of UMESRO will monitor the Radio Net for briefing regarding the nature of the emergency and for possible deployment assignments. When possible, deployment assignments will be made to minimize travel distance. For operations that fall under DFSTs, Radio Operators must ensure that they have all appropriate safety materials, personal protective equipment (PPE), and radio GO-Kit equipment to carry out the assignment.

## 4.3 Secured Locations

The staffing priority at secured locations in any event or emergency incident will be given first to those amateurs registered with the State ARES/RACES (yellow card holders). In the event that additional staffing power and/or other

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communications resources are necessary for other than secured areas, the general UMESRO membership will be utilized.

# 5Nets Control and Deployed Field Station Teams

## 5.1 Opening Nets

The - UMESRO Emergency Net will be activated by the NCS, upon instructions from the COC. Net Control will establish and announce backup frequencies and a backup Net Control station. As appropriate, Net Control will periodically announce that a net is in progress, give brief summaries of that progress, and remind users of backup frequencies and backup or Alternate Net Control Station (ANCS), etc.

### 5.1.1 Operations Net

A minimum of one directed net is required, the Operations Net, and it is conducted on the primary repeater frequency, if it is operational. If it is not operational, operators should initially use the repeater output, Alternate repeater, or simplex frequency, according to NCS preference.

### 5.1.2 Directed Nets/Tactical Nets

If necessary, as determined by the incident COC, additional Directed Nets or Tactical Nets may be activated on alternate repeater frequencies or designated or available VHF/UHF simplex frequencies. These may include:

➢ Resource or logistics – identify and assign stations and equipment.

➢ Administration net – coordinate activities of all other nets.

➢ Medical net – coordinate first aid or other medical responders, including ambulances Traffic net; coordinate movement of formal messages, including NTS liaison if necessary.

➢ American Red Cross net – coordinate logistical support for American Red Cross Operations

### 5.1.3 Liaison stations

Liaison Station to section High Frequency (HF) Emergency Nets, Traffic Nets, and Winlink2000 Stations, may be required. These nets normally operate on the following frequencies:

➢ OREGON HF:

- (DAY VOICE):

  ☐ Primary: 7248.0 KHZ LSB Secondary: 3964.0 KHZ LSBAlternate: 1978 KHZ LSB

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- (NIGHT VOICE)

    - Primary: 3964.0 KHZ LSB Secondary: 7248 KHZ LSB
        Alternate: 1978 KHZ LSB

- (DAY/NIGHT VOICE)

    - Coordination/Alternate: 5346.5 KHZ USB (50w PEP)

- (DAY DIGITAL - CENTER FREQUENCY):

    - 7103.50usb (OADN/WINLINK2000 PACTOR
        GATEWAY STATIONS)

- (NIGHT DIGITAL - CENTER FREQUENCY):

    - 3587.00usb, 3593.00usb (OADN/WINLINK2000
        PACTOR GATEWAY STATIONS)

- (ALTERNATE DIGITAL DAY/NIGHT PACTOR
    GATEWAY CENTER FREQUENCY - K7DAV 3597.0,
    3597.0(P3), 7065.9, 7104.5, 7104.5(P3) (all usb)

- OPERATION SECURE NET:

    - Operation Secure is an HF radio used in disaster
        communications for direction, control, and coordination. It is
        designed to provide communications among participating
        Emergency Management Agencies throughout Oregon and
        adjacent State Emergency Management Agencies. Frequencies
        are within the commercial 2–10 MHz band.

- WASHINGTON HF:

    - (HF VOICE)

        - Primary: 3985.0 Khz lsb Secondary: 7245.0 Khz lsb

        - DIGITAL - PACTOR GATEWAY CENTER
            FREQUENCIES - N7YRT 3589.0, 3589.0(P3), 7076.9,
            7101.2(P3), 10141.2, 10141.2(P3) (all usb)

### 5.1.4 Other Nets

Command, Tactical and Resources Nets, Mutual Aid and Liaison stations to area
VHF/UHF Emergency Nets, Traffic Nets, and Winlink2000 Stations, may be
required. These nets normally operate on the following frequencies:

■     OREGON STATEWIDE ARES/RACES VHF SIMPLEX - 146.460

- BENTON COUNTY (WASHINGTON) INFO: (Uses Tactical Call signs) BENTON COUNTY EOC - WA7BC

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- BENTON/FRANKLIN ARC - WA7BCA

- SOUTH RIDGE SHELTER - TBD

- RESOURCE NET - 146.760, 100Hz TONE

- TACTICAL NET - 146.640, 100Hz TONE

- BACKUP - 147.340 NO TONE

- SIMPLEX BACKUP – 146.540 NO TONE

- BENTON / UMATILLA - 146.800, 100Hz TONE

➢ UMATILLA/MORROW COUNTY INFO:

- UMATILLA COUNTY EOC - KC7RWC

- MORROW COUNTY EOC - KC7SOY

- COMMAND NET - 146.780, 67.0 Hz TONE

- UMATILLA / BENTON - 146.800 100 Hz TONE

- UMATILLA/MORROW COUNTY EOC'S - 146.780, Hz TONE

- PENDLETON TACTICAL/COMMAND NET - 145.330 103.5Hz PENDLETON ARC HQ – 147.420 SIMPLEX

- SALVATION ARMY - TBD

➢ WASCO COUNTY INFO:

- WASCO COUNTY EOC - KE7EEM

- COMMAND NET - 146.820, 82.5Hz TONE

- ARC OPERATIONS - VARIOUS SIMPLEX WASCO/MORROW COUNTY EOC’S – 146.820, 82.5 Hz TONE

➢ WALLA WALLA COUNTY (WASHINGTON) INFO: WALLA WALLA COUNTY EOC – KE7BJK COMMAND NET – 146.960, 100Hz TONE ARC OPERATIONS - TBD

➢ AREA WINLINK2000 VHF/UHF RMS GATEWAYS: HERMISTON AREA – N7ZHG-10, 147.180(+) HEPPNER EOC AREA – KC7SOY-10, 145.010(s) PENDLETON EOC – KC7RWC-10, 144.970(S) PENDLETON AREA – K7ODN-10, 144.950(s) THE DALLES

AREA – KE7EEM-10, 145.030(s) YAKIMA COUNTY EOC – WA7EOC-10, 144.930(s)


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### 5.1.5 Deployed Field Station Teams

DFSTs closely emulate the DHS Office of Emergency Communications to an incident response that is categorized into four types according to incident magnitude and complexity. The type of response operation needed for an incident is determined by the level of available resources required to address the incident as well as its duration.

**DFST Type I Full Field Station and 2 Mobile/Portable Units**

> ➢ Complete amateur radio emergency/auxiliary communications team for single or multiple agency communications.

> ➢ Short range (VHF/UHF), long range (HF) voice, and digital communications. Is not dependant upon any outside power source or infrastructure.

> ➢ Team consists of one or more persons including one Officer in Charge (OIC) and one assistant. Consists of one DFST Type II unit and two Type IV units.

**DFST Type II Field/Base Station**

> ➢ Short range (VHF/UHF) and long range (HF) voice and digital communications.

> ➢ Is not dependant upon any outside power source or infrastructure.

> ➢ Team consists of four licensed and registered radio operators (at least two of which are General class) with one or two vehicles.

> ➢ May be assigned to a specific agency or at a staging area, Incident Command Post, Emergency Operations Center (EOC), etc. for multiple agency service.

**DFST Type III Mobile/Portable Field Units**

> ➢ Two licensed and registered radio operators with one or two vehicles.

> ➢ Technician class or higher (at least one General or higher if available).

> ➢ VHF/UHF FM voice (minimum) equipped, HF mobile/portable voice or digital desired.

> ➢ May be assigned to a specific agency or to supplement/relieve an existing multi-agency DFST.

**DFST Type IV Mobile/Portable Field Additional Support Unit**

> ➢ Team consists of one individual licensed and registered radio operator with vehicle.

> ➢ Technician class or higher.

> ➢ VHF/UHF FM voice (minimum) equipped. VHF/UHF digital desired.

> ➢ May be assigned to a specific agency or to supplement/relieve an existing DFST.

## 5.2 Team Leader

Each incident site will have a designated OIC Amateur Radio Team Leader who will coordinate amateur communication at his or her specific deployment site. Team leaders will be assigned when applicable.

### 5.2.1 Site Entry

Be prepared to be refused entry to the area. Do not attempt to enter the area unless specifically approved to do so by the supervisor. Do not represent yourself as an American Red Cross (or other agency) worker unless you are specifically on American Red Cross (or other agency) business. Be courteous! If you are denied entry, notify Net Control and wait for further instructions.

### 5.2.2 Arrival

Upon arrival at the incident site, identify yourself to the location's supervisor. Make sure any relief operators are also introduced, and ask the location supervisor to do the same.

### 5.2.3 Site Entry Operations

Upon entry to the site, set up your equipment, check out reception, and get on the air as quickly as possible. Try to locate near the "Hub" if possible, but stay out of

others' way. Start a chronological log of operations, recording all messages and other events affecting communications and/or station operation. Check into the Operations Net or other net as instructed.

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### 5.2.4 Information

Do not divulge any information nor express any opinions to any individual on or off the air, particularly those connected with the media. Refer all questions to the site's public information officer.

## 5.3 Risk

If any requested action involves unacceptable risk, do take the action. After refusing, you should notify the net control station that you will not perform the requested action, and provide a brief statement of their risk assessment.

# 6 Operations

## 6.1 Messages

### 6.1.1 Formal Messages

Formal messages are those that are created in a standard format. All messages that request material or services, which may require payment or replacement, must be formal messages.

➢ **Message Forms -** All formal messages must be numbered and must be written in standard ARRL format, unless otherwise warranted by the incident, or served agency, or digitally as pertaining to Section 6.1.3 of this Appendix.

➢ **ICS/NIMS Forms -** ICS/NIMS Forms are to be utilized when applicable, particularly when sent and/or received electronically, as pertaining to Section 6.1.3 of this Appendix.

➢ **Message Precedence -** All operators must assign the message precedence on all traffic. Any operator receiving messages should check the precedence of messages received for Emergency precedence. Anyone giving messages to an operator should check the messages and inform the operator if any of the messages have Emergency precedence. The person passing the messages should be sure the receiving operator acknowledges this precedence.

➢ **Requester name -** All MESSAGES require the PRINTED NAME, TITLE, SERVED AGENCY and/or SITE of the requester.

➢ **Save Messages -** All operators must save a copy of all messages sent and received in either hard copy or digital format.

### 6.1.2 Tactical Messages

All Tactical emergency messages require message numbers. These messages receive the highest priority. Alert the NCS between transmissions by giving your tactical call sign and saying "emergency traffic"—for example: "Pendleton Fire

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Emergency Traffic." When accepting such messages for transmission, require only the following information:

> ➢ To (Example: Tribal Fire Station 3)

> ➢ What (Example: Brush Truck needed ASAP)

> ➢ Why (Example: Grass Fire Flare-up)

> ➢ Where (Example: I-84 westbound Exit 216)
> ➢ Who (Asst. Chief Pendleton Fire & Rescue Station

1) **6.1.3 Radio E-mail Messages**

Radio E-mail Messages can be Emergency, Formal, and/or Tactical messages that are computer generated which travel via both internet and/or radio as Simple Mail Transfer Protocol (SMTP) Email ( or E-mail attachments. Radio E-mail traffic is best suited for use between ARES/RACES DFSTs, and agency liaison workstations, Incident Command Posts, and/or EOCs. DFST Stations handling radio e-mail must use the Winlink2000 capable client software. Radio Email Messages should be kept to a size no larger than 70 kilobytes.

## 6.1.4 Using ICS Forms with Packet Radio

ICS templates in .doc or .rtf format can be used when appropriate within the local area. Not all ARES/RACES resources have the capability to handle these forms. A properly formatted ASCII Text form may be necessary with other ARES/RACES units.

> ➢ **Obtain an Incident Name and Number -** Use this Name and Number on all appropriate ICS Forms unless otherwise specified. Most if not all ICS Forms have a field for the Incident Name.

> ➢ **Standardize the Incident Type -** Use this Incident Type on all appropriate ICS Forms unless otherwise specified by Emergency Management.

> ➢ **Incident Types -**

>> ● Storm

>> ● Flood, potential flooding

>> ● Flood response

>> ● Post-flood response – earthquake/tsunami

- Volcanic activity

- Hurricane

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- Tornadoes

- Pollution spill/hazardous material/chemical release

- Support to law enforcement

- Terrorist attack

### 6.1.5 American Red Cross Support Operations

The following Operators ICS Forms are recommendations for UMESRO Operators to use during event and exercises where appropriate. Note: Not all forms will be sent over Packet; some will be used to provide Station Status Information. All ICS forms are available in Appendix B of the Basic Plan for Umatilla County.

➢ ICS 201■ ICS 213

➢ ICS 202■ ICS 214

➢ ICS 203■ ICS 216

➢ ICS 204■ ICS 218

➢ ICS 205■ ICS 220

➢ ICS 211■ ICS 221

These forms may be in .doc or .rtf format. Pressing Tab will move the cursor to the next field. Pressing Shift+Tab will reverse the movement of the cursor.

### 6.2 Transmitting

Stations must not transmit unless invited to do so by the Net Control (NCS).

### 6.2.1 Exceptions

➢ Stations with tactical emergency traffic.
➢ As designated in the standard operating procedure of Amateur

Radio. **6.2.2 Keep transmissions short and to the point.**

All stations, including net control, should leave frequent gaps in their transmissions for emergency traffic long enough for someone to recognize the gap and announce "emergency traffic."

## 6.3 Communications Methods

Operators should use the most efficient method available to transmit and receive messages. If available and appropriate, use the telephone, cell phone, Internet, winlink2000, packet, e-mail, foot, automobile, etc. The more communication that can be transmitted using methods other than voice channels, the more available

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these channels will be for message transmission to and from locations that do no have alternate means of communications.

# 7 Demobilization

## 7.1 Final Authority

The COC shall be the final authority for demobilization following an emergency incident or event.

## 7.2 Net Control

Stations shall keep Net Control informed when they have been released from any assignments. They shall report the Name and Title of the person releasing them and the served agency name to Net Control. Net Control will enter the message details in the net log. Released stations should identify their availability for additional assignments and continue to monitor the assigned net frequency.

# 8 Training, Tests and Alerts

## 8.1 Annual Test

An annual test will be conducted along with the Section Simulated Emergency Test (SET). Periodic exercises will be conducted in cooperation with local emergency management coordinators, and or other section ARES/RACES units.

## 8.2 Training Nets

Periodic training nets will be held for the membership beginning at 7:30 PM local time during the Thursday night Net on the 146.78 MHz (-) repeater, or other designated frequency.

## 8.3 Activation

At the discretion of the EC, UMESRO will conduct an unannounced activation at least once a year.

## 8.4 UMESRO Plan

The Umatilla/Morrow Emergency Service Radio Operators Emergency Communications Plan shall be reviewed bi-annually to keep it current and viable.

# 9 Definitions

- **ARES** – Amateur Radio Emergency Service: A voluntary field organization of the American Radio Relay League. It is composed of Federal Communications Commission licensed amateur radio operators who are trained emergency communicators volunteering their personal time, skills, and equipment to serve in the public interest, with neither pecuniary interest nor compensation.

➢ **RACES** – Radio Amateur Civil Emergency Service: Federal Communications Commission Licensed Amateur Radio Operators who are registered with Local, County, and/or State Emergency Management as a viable resource of volunteers, whose primary function is to provide Auxiliary Emergency Radio Communications. Its service prioritizes government agencies for Emergency and Disaster Preparedness, and/or Civil Preparedness Authorities, whether local, Tribal, State, or Federal.

➢ **Emergency Coordinator (EC) -** An appointed ARES Field Services position by the Section Manager for the Oregon Section of the American Radio Relay League.

➢ **Radio Officer (RO) -** An appointed RACES Coordinator by local Emergency Management

➢ **Officer In Charge (OIC)** – A temporary, rotating Field Assignment Team Leader who provides a single point of contact for public safety and service organizations for oversees all Amateur Operations at the specific location.

➢ **Emergency** – any immediate threat to life or property.

➢ **Incident** – any event or emergency that occurs without notice.

➢ **Communications Operations Chief (COC)** – Umatilla/Morrow Emergency Service Radio Operators Emergency Coordinator, or Assistant Emergency Coordinator Official, responsible for all ARES/RACES Communication Operations when the organization is activated for an event, incident or emergency.

➢ **Public Service Event** – a pre-planned activity for a non-profit organization, used to provide training and experience for ARES/RACES members. Examples include a parade and bicycle ride.

➢ **Winlink2000** – An Amateur Radio system that utilizes VHF/UHF/HF/Digital Radio/ and 802.11 to transport communications, in conjunction with the internet, to transfer Simple Mail Transfer Protocol E-mail and attachments.

➢ **Deployed Field Station Team (DFST) -** An ARES/RACES operations team and equipment deployed to a field location outside of their normal operating position.

➢ **Go-Kit - and "All-in-One" Kit** of: References, PPE, Food, Radio Equipment, Shelter and Personal items for Full ARES/RACES Field Deployment. This may include a Go-Kit for up to 8, 12, or 24 hours.

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- **Personal Protective Equipment (PPE) -** Safety devices or safeguards worn by workers to protect against environmental hazards or conditions. PPE includes hardhats, safety goggles, hearing protectors, reflective vests, gloves, and safety boots.

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# 3

## ESF 3 – Public Works

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