

ISLAND COUNTY



EMERGENCY OPERATION PLAN (EOP)



PREPARED BY

**ISLAND COUNTY DEPARTMENT OF EMERGENCY
SERVICES**

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**ISLAND COUNTY
EMERGENCY OPERATIONS PLAN**

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**ISLAND COUNTY
EMERGENCY OPERATIONS PROCEDURE**

PART A

Basic Plan

I. INTRODUCTION

A References

RCW 38.52 Emergency Management

RCW 38.54 State Fire Mobilization

WAC 118.30 Washington Administrative Code (WAC), Emergency Management

Island County Code Title 9.24A, Emergency Services

Island County Comprehensive Emergency Management Plan

B Purpose

The purpose of this document is to provide guidance and procedures for the activation and operation of the Island County Emergency Operations Center (EOC). This procedure is a supporting document to the Island County Comprehensive Emergency Management Plan (CEMP) and is incorporated as Appendix 1 (Direction and Control) of that plan.

C Scope

This procedure focuses on the response phase of emergency management and the transition to recovery. It is applicable to county operations for hazards and contingencies outlined in the Island County Hazard Identification and Vulnerability Analysis (HIVA) and the Comprehensive Emergency Management Plan (CEMP). The following procedures address operations at the county's Emergency Operations Center (EOC) located in the basement of the Courthouse Annex, Coupeville. Operations at an alternate location in the event that the Coupeville facility is unusable or inaccessible will generally follow this plan and are described in Annex E.

D Definition of Emergency/Disaster

EMERGENCY – An event, expected or unexpected, involving shortages of time and resources; that places life, property, or the environment, in danger; that requires response beyond routine incident response resources.

DISASTER – An event expected or unexpected, in which a community's available, pertinent resources are expended. It may also be that the need for resources exceeds availability; and in which a community undergoes severe danger; incurring losses so that the social or economic structure of the community is disrupted; and the fulfillment of some or all of the community's essential functions are prevented.

Examples of emergencies/disasters:

- ◆ When county resources are needed to help local governments fight floods or whenever a formal county Emergency Declaration is signed.

- ◆ When an oil spill of large proportions or a threatened spill, as in the case of a grounded tanker threatens the shoreline of the county.
- ◆ When a wildfire occurs and grows to such proportions as to threaten homes or communities.
- ◆ When an earthquake causes severe damage in the county.
- ◆ When a pending storm is, or has the potential to be, of such severity as to endanger lives.
- ◆ When an earthquake in the Pacific Ocean causes a tsunami warning to be issued for the coast of Washington.
- ◆ When the Washington State Patrol, Department of Transportation or other government agency responds to a large transportation emergency, such as an air crash, ferry accident, or bridge collapse.

Local emergencies (structural fires, etc.) are not considered in this definition; unless the local government or incident commander declares an emergency.

II. GENERAL CONCEPT OF OPERATIONS

Overall direction, control, and coordination to support community response to a disaster will be established using National Incident Management Systems (NIMS) standardized procedures and the Incident Command System (ICS). The EOC (when activated) will support the incident commander (IC) and function in the multiagency coordination role.

III. PHASED RESPONSE PLAN: SUMMARY

This is a phased response plan and it is designed to staff a response operation as dictated by the size and complexity of the event.

The functions carried out in any response phase are basically the same and will follow the ICS concept along with possible designation of Emergency Support Functions (ESF) detailed in the County CEMP as revised in 2003. The level of activity, the number, and skills of staff required to carry out those activities will vary.

A Routine Operations – Watch- EOC Not Activated

1. Situation

Weather watches and minor situations that have a potential to escalate. The EOC is not officially activated during this phase.

2. Supervision

The DES will provide the supervision and necessary staff. If the situation persists for an extended period of time, the Deputy Director, DES may elect to move to a Phase I activation in order to secure additional shift staffing.

B Phase 1: Low Impact Emergency/Disaster

1. Situation

2. Used for weather warnings and minor emergencies requiring minimal supervision, coordination and assistance. Situations usually involve a single jurisdiction with adequate resources available to handle the incident. A situation may be such that it can be more efficiently and effectively supported without a full EOC activation. There is no foreseen need to declare a local emergency.
3. Supervision and Staffing
4. When necessary, the EOC will be activated with the Deputy Director, DES or designee as EOC supervisor. The DES will provide staffing, with additional personnel called as necessary.
5. Actions Taken
6. Provide functional support to any incident commander (IC). Continue monitoring the incident and gathering intelligence to facilitate possible requests for assistance and coordination. Incident may require county PIO support. The DES/EOC staff initiates coordination with other jurisdictions to assess situation and resources available. Collects documentation for all damage, decisions, and costs.

C Phase 2: Medium Impact Emergency

1. Situation
2. Incident Commander may require more assistance and the incident may involve more than one jurisdiction. (Examples: large wildfires, moderate earthquake with damage, ferry accident, large aircraft accident, large HAZMAT spill/release and a major weather event.) These types of incidents usually involve high media interest, collection of initial damage assessments. Planning should expect that escalation to Phase 3 might be necessary. It may also be necessary to recommend a local emergency be declared (formal declaration) and that the State EOC is notified.
3. Supervision and Staffing
4. The EOC will be activated with the Director, DES or designee as the EOC Supervisor. The DES/GSA will provide staffing along with liaisons from the affected jurisdiction(s) DES may ask for additional support personnel as necessary. The staff should be prepared for 24-hour operations.
5. Action Taken
6. The EOC will act in the role of a multiagency coordination center. It will provide functional support to incident commander and other jurisdictions. Initial damage assessments should be requested. The County PIO will provide the media with updates and establishes a rumor control process.
7. DES prepares for a formal emergency declaration and warning is sent to EMD. DES may prepare to activate RACES communications. Active coordination is made with the local chapter of the American Red Cross. Documentation is collected for all damage, decisions, and costs.

D Phase 3: High Impact Emergency/Disaster Situation

1. Situation

Any emergency requiring a high degree of coordination and generally involving

state and federal assistance. In most cases, a local emergency will have already been declared to activate state assistance.

2. Supervision

The EOC will be activated with the Director, DES or designee as the EOC Supervisor. The EOC will be fully staffed at the outset. Staff should be prepared for 24-hour operations.

3. Staffing

In the role of multiagency coordination center, the EOC will be staffed with representatives from the following county departments and non-county agencies:

Sheriff	Island Transit
Public Works	American Red Cross
Health	Fire District #2
Auditor	Whidbey General
Other Liaisons	

4. Actions Taken

Provide support and coordination with ICs, other jurisdictions, and the state EOC. Coordinate damage assessment process. Plan and prepare for the recovery phase. The County PIO provides the media with updates and establishes a rumor control process. The County acquires resources under a formal disaster declaration. DES activates RACES and other emergency communications. The EOC continues coordination with American Red Cross for mass care and feeding, shelters, and damage assessments for private property. All EOC members collect documentation for all damage, decisions, and costs.

E. Staff Assignments

Staff assigned to EOC positions will carry out the responsibilities outlined in position checklists for all positions within that respective functional area. For example, the individual assigned to the message center function will carry out the tasks outlined in the Message Center Clerk position checklist.

IV. EOC ACTIVATION PROCEDURES

A. Activation Process

1. The EOC activation process is initiated during business hours by telephonic and e-mail notification to the county government staff and other jurisdictions within the Island County campus in Coupeville.
2. During non-business hours, telephonic notification will be made to staff heads as incident response and EOC staffing requirements are determined. ICOM may also notify county and other jurisdiction leadership and staff in accordance with established department or agency criteria.
3. Staff designated for the EOC at the activation phase will be notified by their leadership or by direct telephone call from the EOC depending on established criteria. Whenever the EOC is activated, the PIO will be notified, although immediate attendance may not be required.

4. Required staff for each activation phase will be initially determined by the type and magnitude of the incident. Alerted personnel and the PIO will report to the EOC supervisor for initial briefing and assignment if necessary.

B. Initial Staffing

1. Normally, the Deputy Director, DES will be the EOC Supervisor. If not available, the Director, DES or Senior Public Works official, will be the EOC supervisor. The EOC supervisor on arrival, will:
 - a. After reviewing pertinent messages and information from the field, ensure all warning information has been disseminated.
 - b. Be prepared to make essential operational decisions, to include preliminary staff assignments and deployment of manpower and resources.
 - c. Be prepared to discuss and determine the need for public information support and alerting of the state EOC that an incident exists and has caused the county EOC to activate.
 - d. Assume control of the EOC, support and coordinate with the incident commander and remain in control until properly relieved. If the situation is still developing (i.e. severe weather warning/alert) there is no IC, but the EOC supervisor will monitor and coordinate any preparations and assist as required.
2. The first DES or Public Works official to arrive at the EOC will:
Determine the EOC operation level and assign individuals to the positions required.
3. All subsequent staff reporting to the EOC will:
 - a. Report to the EOC Supervisor to receive briefing, assume their functional assignment (or be assigned) and assist with warnings, notifications, or staff recalls.
 - b. Bring facility equipment into operation and begin posting pertinent information on white boards, computer logs, and other media.
 - c. Begin answering DES/EOC telephones and monitoring the DES FAX.
 - d. Continue assigned activities until relieved.

V. PROCLAMATION OF EMERGENCY (CEMP Appendix 8)

Criteria For a Formal Declaration of Emergency

A formal proclamation of emergency will be recommended when one or more of the following occur:

- ◆ The county will require state or federal assistance for either response or recovery operations.
- ◆ If CEMP, ESF 8 is activated and Navy or National Guard resources are required

to assist local jurisdictions.

- ◆ When the event will potentially overwhelm the capabilities and resources of the affected local jurisdictions.
- ◆ When one or more local jurisdictions have proclaimed emergencies and the county is responding to assist them.

VI. ORGANIZATION AND RESPONSIBILITIES

a. Location

The county EOC is located initially in Room B129, Courthouse Annex, Coupeville. (See Attachment 3 for facility floor plan). Advanced activation levels will include adjoining rooms on the same floor.

The designated alternate EOC location is in Oak Harbor Fire Station 81, 855 E. Whidbey Ave, Oak Harbor.

b. Organization

The EOC is organized to provide functional support one or more Incident Commanders (ICs) operating under the Incident Command System. If the EOC is the Incident Command Post (ICP), it will need to include the following special and functional areas:

- Incident Commander
 - Command Staff – liaisons, Safety officer, and PIO
 - General Staff Positions:
 - Operations Section (includes intelligence and plans activities)
 - Logistics Section
 - Administration and Finance Section

c. Responsibilities

1. Each county department will provide support to the IC and to the accomplishment of the incident action plan. Each department should also be familiar with its responsibilities under the Emergency Support Functions (ESF) contained in the Island County Comprehensive Emergency Plan (CEMP). The ESFs align functional responsibilities from the Federal level through state to county and even city or town if represented. The ESFs provide a common framework for action in specific areas.
2. Functional Staffing
 - a. The DES/GSA section section will initially staff the EOC for both exercises and actual events. This will allow other staff to concentrate on program and service delivery as appropriate until such time as their assistance is required in the EOC. Other staff may be required to fill open positions in the EOC. Island Transit and the American Red Cross will be responsible to provide trained personnel for their EOC functional areas of responsibility.
 - b. In the unusual instance that the EOC is made the incident command post (ICP), the following offices are responsible for the named ICS functions.

<u>FUNCTIONAL AREA</u>	<u>RESPONSIBILITY</u>
Public Information	Sheriff
Operations Section	(Situation Dependent)
Communications Section	DES plus others
Logistics Section	Public Works.
Administration & Finance Section	Auditor
Transportation Coordination	Island Transit
Mass Care and Sheltering	American Red Cross

The functional assignments are meant to be flexible and all agencies and departments, as a secondary responsibility, will assist other functional areas as activity intensity levels change. A short description of each functional area is provided in Part B, Annex B.

- c. PIO and other functions may be physically separated from the Operations Room of the EOC.
 - d. The EOC and supporting County staff and other agencies will be asked to provide staff to cover a 24 hour operation. These staffers will receive functional position briefings on their respective assignments. They will then be expected to participate in exercises or be called on for actual events.
2. EOC Supervisory Section
- a. Deputy Director, DES – EOC Supervisor
 - Recommends EOC policy decisions to the Director, DES. Documents decisions in the Emergency Operations Plan and implements the plan during EOC training and activations.
 - Acts as the primary EOC Supervisor. Directs and controls EOC operations.
 - Ensures public information activities are initiated.
 - Performs the duties of the Director, DES in director’s absence.
 - b. Assistant EOC supervisor, directs EOC operations in the absence of the supervisor also acts as alternate shift supervisor.
 - c. Other functional responsibilities in the EOC are described in Part B, Annex B.

D. Shifts

- 1. The EOC, when activated, will be prepared to operate round-the-clock utilizing 12-hour shifts. To the maximum extent possible, normal personnel management policies contained in Island County personnel procedures and approved collective bargaining agreements will be considered in establishing EOC shift staffing patterns.
- 2. EOC shifts will generally run from 7:00 a.m. (0700) to 7:00 p.m. (1900) called the “Day-Shift” and 7:00 p.m. (1900) to 7:00 a.m. (0700) called the “Night-Shift.” New shifts must arrive promptly and remain after their shift starts for the shift

change briefing.

3. The outgoing "On Duty" EOC Supervisor will conduct the formal shift change briefings and each section will brief their relief. The outgoing shift will ensure that their logs are complete, the new shift understand on-going actions, and any electronic files are backed up to removable media and properly labeled.
4. The EOC will remain activated round-the-clock until the event has terminated and the Director, or designee for DES makes the decision to close the EOC and return to Phase I operations.

**ISLAND COUNTY
EMERGENCY OPERATIONS PROCEDURE**

**PART B
Annexes**

- ANNEX A Functional Descriptions
- ANNEX B Activation of Alternate EOC
- ANNEX C Communications Operations
- ANNEX D. Basic EOC Operations/Procedures
- ANNEX E. Transition of Recovery Operations and EOC Closure

ANNEX A

NIMS Functional Descriptions

Public Information

The county public information officer will work with all elements of the EOC and with the incident commander(s) to ensure that a single accurate picture of the incident is presented to the public. The NIMS Information System (NIS) procedures will be the guides for the PIO function. The PIO officer will establish a media briefing area away from the EOC so as to not impact EOC operations and to ensure the media has sufficient access to timely information.

Administration and Finance

The administration and finance function may be performed by representatives from several departments working under the coordination of the county Auditor. The administration and finance function will track material and personnel costs for the emergency. This section will provide personnel resources for the EOC, coordinate with facilities maintenance for EOC facility support, coordinate for consumable supplies, meals, and other support, and ensure emergency documentation.

Logistics Section

The Logistics Function is responsible for locating, procuring, and the prioritized distribution of resources including transportation. Logistics works in coordination with planning and operations to prepare for future operations and needs. Logistics tracks availability, distribution, and projected resource needs during the response phase as well as ensuring the return of resources during the recovery/demobilization efforts. Transportation coordination is part of the logistics effort.

Operations and Plans

Operations is responsible for directing local resources for the support of the incident commander (IC) and coordination with regional, state, and federal agencies for assistance to the IC. Operations works with liaison officers to coordinate efforts and resources and with the IC in planning and preparing to support the incident action plan (IAP) and future operations. Initially, the Island County EOC will place intelligence and plans under Operations. In the local case, intelligence and planning will gather information about the incident, future predictions, local damage estimates, and requirements. It will organize those and present them to the Operations Chief as input to IAP development.

Communications

Communications within the EOC is a combination of telephone, fax, e-mail, and radio systems used for day-to-day business and those extra means that might be made available to increase EOC capacity and capability. Within the EOC, a message center will be set-up to receive, transmit, login and log-out, copy, and distribute information. As the incident unfolds, the EOC supervisor may activate the Radio Amateur Civil Emergency System or RACES. This is a system of licensed amateur radio operators that use personal and county owned equipment to transmit and receive radio messages at various locations within the county. The primary goal of RACES is to facilitate government communications in an emergency, but it will interface directly with other amateur systems to facilitate non-governmental communications and emergency messaging such as support for the Red Cross and Red Cross shelters. The EOC supervisor will organize county personnel and volunteers to staff the message center where the goal will be to ensure that messages are accounted for and delivered and sent as accurately and quickly as possible. The message center will utilize the FAX and copy machines maintained in the DES office for this purpose.

ANNEX B**Activation of the Alternate EOC****A. Purpose**

To establish relocation procedures for the alternate EOC in the event the primary EOC is damaged beyond useability.

B. Scope

This annex will be used to support the CEMP. The most likely event or disaster causing EOC relocation would be severe fire/water damage, earthquake damage, or other damage that would make occupation or practical use of the facility impossible for extended period.

C. Definition of Emergency

An event expected or unexpected, involving shortages of time and resources that places life, property, or the environment in danger; that requires response beyond routine incident response resources.

D. General Concept Of Operations

1. If an emergency or disaster occurs and relocation is necessary, an advance party of EOC personnel (TBD), salvageable equipment and pre-packaged emergency administrative supplies would move to Oak Harbor and establish an EOC at Oak Harbor Fire Station 81 on Whidbey Ave. Personnel for this task will be selected from the initial staff by the EOC Supervisor.
2. All potential EOC personnel are encouraged to have enough supplies at home and office to sustain themselves for 72 hours and operationally for 24 hours. If the crisis is truly catastrophic, it may be even longer before assistance can be obtained or provided to sustain operations and personnel.
3. A single checklist of suggested items necessary to support an alternate EOC location and personnel is at Attachments 1 and 2. Food and medical supplies are not part of this planning.

E. Relocation Movement

The EOC Supervisor or designee will be responsible for movement of personnel and equipment to alternate location. All personnel will be briefed as soon as possible about the situation and expectations. For accountability and safety, all personnel will checkout with the EOC Supervisor or alternate prior to leaving for the alternate location.

F. Transportation

The situation will determine what type of transportation is needed. If personal or county vehicles are not available to meet this task, then refer the CEMP ESF 1, Transportation.

G. Locations

In the event of a disaster requiring EOC relocation, the primary alternate location is the second floor, Oak Harbor Fire Department, Station 81 at 855 E. Whidbey Ave, Oak

Harbor. If this location is also not usable, another location will be selected to best provide for control and communications to facilitate response and recovery operations.

H. Responsibilities

1. EOC section responsibilities and leader duties remain the same if the EOC relocates. However, it is expected that the EOC staff will be much smaller and so workloads will be increased at least initially.
2. Initially, the Operations section and the IAP section will be combined. Selected personnel will be assigned as needed to supplement select skills and manpower as deemed necessary by the EOC Supervisor.
3. There will be no communications section except that which can be formed around the RACES volunteers. As the situation matures, a communications and message section will be constituted. Initial computer and LAN/networking support will be limited to in place facilities and available local support.
4. Return to primary EOC: Once the disaster has ended or the situation that required the EOC to relocate is cleared, the reverse of the above should be used to return to the primary EOC. There will be differences in situations or circumstances but the overarching consideration is safety – travel safety and workplace safety.

**Part B, Annex B
ACTIVATION OF ALTERNATE EOC (Attachment 1)**

This attachment is a suggested list of equipment and material that will be necessary to establish an alternate EOC location. Not all items may be available or transportable during and emergency.

Qty	Item/Equip Description	Units per Office	Condition/Remarks
	Cell Phones each		
	CEMNET base station		
	Handheld radios		
	Telephones		
	Computers		
	Printers		
	Scanner		
	HF Voice Radio		
	2 Meter Packet Radio		
	2 Meter Voice Radio		
	Software backups		
	Digital Camera		
	Batteries, all variety		
	Clocks, battery operated		
	DOT Radio 800 mhz		
	2m/70CM radios		
	VHF/UHF county radios		
	Mag mount antennas		

**Part B, Annex B
ACTIVATION OF ALTERNATE EOC, Attachment 2**

Emergency Supplies/Inventory

Item	Source	Planned on Hand
Ball Point Pen (black or blue)		1 dz
Binder Clips any size		1 box
Computer Diskettes 3.5 (HD formatted)		10 each
Copier/Printer Paper 20#, 8.5x11		reams
Coffee Maker and supplies		1
Duct Tape, 2", Hardware Store		1 roll
Electrical Tape		1 roll
Masking Tape 1"		1 roll
Extension Cord		2 each
File Folder (letter)		1 box
Highlighter Pen (yellow)		1 dz
Marker Pens, assorted colors (dry erase)		5 boxes
Paper/Styrofoam Cups (5 oz)		100
Name Badges		1 pack (200)
Paper Clip (any size)		1 box
Pencils #2 (medium soft)		1 dz
Pencil Sharpener		1 each
Printer Cartridges, HP Office Jet 5G		2
Printer cartridges, HP Desk Jet 970CX		2
Envelopes (9"x12")		100
Self-sticking Notes (post-its) any size		1 dz pads
Sign Pen, Medium (any color)		1 dz
Stapler		2each
Stenographic Notebook		1 dz
Surge Suppressor,multi-outlet (6" cord)		2 each
White Board Eraser		2 each
Writing Tablets, 8.5"x11" (white)		1 dz

Part B, Annex C**Communications Operations****A. Purpose**

To define the concept of operations and responsibilities of the Communications Section in support of a phased response to an incident/emergency.

B. Organization

The Communications Section, as a minimum, consists of the message center supervisor, one or more message center operators, and volunteer radio operators and additional message center operators as needed. The county RACES station will be opened and operated by the first licensed operator to arrive. (Refer to Island County RACES Plan)

C. Concept Of Operations

As deccribed elsewhere in this plan, depending on the nature and severity of the incident or emergency, the county EOC will be activated in phases. Communications to support the phased response will be as follows:

Phase I

The communications capabilities available to support this phase include commercial telephone, cellular telephone, CEMNET, facsimile, 800 MHz Department of Transportation (DOT) radio, Emergency Alert System (EAS), county radio nets (Public Works, Parks and Recreation), and installed automation equipment. These systems are normally available and operational without additional personnel or equipment. A message center may not be required.

Phase II

1. A message center may be established in which case it would remain in operation during the entire EOC activation period. Communications capabilities to be employed include commercial telephone, cellular telephone, local area networks (LAN) and e-mail, possible video conferencing with Camano Island, and those radio systems mention in Phase I. ARES/RACES radio stations will be alerted but activated only as situation dictates.
2. With the exception of - preplanned telephone and LAN connections in the EOC, most communications in use will those already installed and available id electric power is available in normal county work areas.

Phase III

The message center, as part of the EOC, will be activated and remain in operation during entire EOC activation period. All the previously mentioned communications systems and capabilities will be in use and the RACES system will be activated to increase capability with other Island County locations, the state EOC, and adjacent counties. Additional preplanned telephone and LAN connections may be installed and activated in the EOC area

D. Responsibilities

1. Central Services will:
 - a. Operate and maintain telecommunications and automation systems in support of the EOC and the county staff. (Enclosure 1). (All phases)
 - b. Ensure telecommunications capabilities (commercial telephone and fax) are provided to support county operations.
 - c. Ensure 1-800 number(s) are established for disaster/emergency operations and information (PIO) as required.
 - d. Review assets and capabilities and maintain a plan for an EOC relocation.
 - e. Coordinate with appropriate regional and state offices for the the employment, integration, and operation of the state, federal, commercial, local communications systems to support the County's response to the incident.
 - f. Continually assess disaster impact on local, county, state, or commercial communications systems and make recommendations to EOC supervisor concerning possible workarounds.
 - g. Coordinate and monitor restoration/provisioning status of telecommunications systems.
 - h. Coordinate and prioritize requests for additional commercial telecommunications support/assistance.
2. County Staff Department and Agencies
 - a. Be prepared to provide staff to augment the EOC communications message center staff. (Phase III/IV)
 - b. Identify computer equipment, printers, fax, and other communications equipment that may they may need to relocate to the EOC to support their activities.
3. Coordinating Instructions
 - a. Central Services will be the main point of contact for any telecommunications issues/requests concerning the emergency/disaster. (except for RACES radio system operation)
 - b. Local, county, and state radio communications systems will operate under previously approved licenses. Requests for new licenses may be submitted to the state EOC, which will forward to the FCC and/or appropriate frequency coordinator for approval as required.
 - c. During a Phase III/IV activation, local and state agency liaisons to the EOC must be prepared to use their own assets to establish radio communications with their parent organization if commercial telephone is not available.

Part B, Annex C**ENCLOSURE 1****COMMUNICATIONS CAPABILITIES**

COMMERCIAL TELEPHONE (landline)		Private lines, Scan lines.
NEXTEL Cellular Service		Cell Phone and radio type direct connect service
CEMNET	EOC	Comprehensive Emergency Management Network, VHF low band 2-way radio system.
ARES/RACES (VHF/HF)		Amateur Radio Emergency System Radio Amateur Civil Emergency Services.
VTC		Video Teleconferencing, limited to Camano Annex
Other VHF/UHF:		Public Works, DOT 800 Mhz Radio
Local Area Network and E-mail:		(As installed by Central Services)
Satellite telephone 1 line. 3 extensions		EOC, Health, Sheriff

Frequencies of Interest

LERN	Law Enforcement Radio Net (155.370)
NLEEC	National Law Enforcement Emergency Channel (155.475)
OSCCR	On-Scene Command and Coordination Radio (156.135)
SAR	Search and Rescue (155.160)
HEAR	Hospital Emergency Administrative Radio (155.340 and 155.280)
MEDNET	Medical Emergency Delivery System (UHF Channels 462.950 - 468.175)
FIRECOM	State-wide use Common fire Channel (153.830)
CEMNET	Comprehensive Emergency Management Network (45.200, 45.360, 45.480) (Low Band VHF) Frequency 1.
SECURE	State Emergency Communications Using Radio Effectively (8 dedicated High Frequencies)
RACES	Radio Amateur Civil Emergency Services (all HAM frequencies but specific use in support of state and local governments)
NOAA WEATHER RADIO	(162.550, 162.475, 162.400)

Part B, Annex D**Basic EOC Operations-Documentation and Message Procedures****A. Maintaining Logs**

1. There are three basic types of logs that should be kept in the EOC. They are:
 - a. Consolidated Event Disaster Book - A master notebook(s) which collects and compiles all documents and records pertaining to the event. (See Attachment 16).
 - b. Decision Logs - All activity of importance should be kept on these boards. This includes occurrences, policy decisions, incident data, etc. Kept by appropriate EOC staffs or as designated by the EOC Supervisor.
 - c. An Individual Log kept on the position PC - This is basically a telephone and activity log for each staff position in the EOC, in order to keep track of a position's activities (Attachment 7).
2. In all cases, logs written or electronic should be maintained in a neat concise fashion. Electronic logs should be backed-up to removable media frequently.
3. Each person maintaining a log should complete the log heading blocks, accurately identify the date and time of entry and should, in the case of individual logs, place their name or initials in the "INTL" column following each entry. Some logs are unique in design and may contain an activity "Open" or "Closed" column which will require the appropriate annotation.
4. During and at the end of each shift, the individual logs should be saved to the appropriate event folder for the position or section. Newly completed sections of electronic logs for that position and timeframe should be printed and placed in the documentation folder for the position or section. As an additional precaution, EOC Supervisor may require that a hard copy of each log be printed and turned in to the him or her for safe storage.

B. EOC Message Routing and Distribution

1. During emergencies requiring EOC activation, the EOC will receive information or requests for assistance through a variety of communications capabilities. In addition, EOC staff including other state agency representatives will generate information concerning county and state agency response actions. The proper control of messages is necessary to provide for disaster analysis and to track EOC actions.
2. EOC messages are divided into three general types: messages for INFORMATION (memorandums for record) messages requiring ACTION, and OUTGOING messages. Within the message center, the message clerk will log all incoming and outgoing messages, and distribute messages as indicated by the message instructions or addresses. Lacking specific routing and distribution directions, the message center supervisor will determine distribution (action and information) for incoming messages received through the message center.
3. Individual positions and staffs will maintain a log of their own, for tracking

appropriate action on messages received through the message center, E-mail, or telephone.

4. When a message or any other form of document needs to be transmitted by facsimile, the author/ originator will complete a facsimile header sheet and process the document through the Message Center.
5. Internal distribution, i.e., coordination/information copies among EOC staff sections will be the responsibility of the respective section staff. Communications and Message Center operators will be responsible only for traffic being sent or received external to the EOC.
6. It is expected that a large number of people supporting the EOC and the emergency will work from their normal office locations in the Coupeville campus. Much of the coordination will be done by e-mail and document transfer. Each staff section must originate procedures to ensure that damage assessments, decisions, and cost documents related to the emergency operations are accurately compiled for the documentation supporting the emergency response and recovery.

Part B, Annex E**Transition to Recovery Operations and EOC Closure****A. Purpose**

To establish procedures to facilitate the transition from response to recovery operations during periods when the EOC is activated at Phase III or Phase IV levels.

B. General Information

1. Recovery is defined as: "Activities traditionally associated with providing supplemental disaster recovery assistance." Preliminary recovery activities usually begin almost as soon as the response begins and continue after the response activities cease. Recovery includes individual and public assistance programs, which provide assistance to eligible individuals and government entities to recover from the effects of a disaster, and hazard mitigation, which funds projects designed to eliminate or reduce the impact of the next disaster.
2. After an incident occurs, operational focus is centered on response (life safety) activities. This effort may last from a few hours to an extended period of time (several days or longer) depending on the situation. As response activities begin to taper off and non-life safety issues can begin to be addressed, the operational focus begins to shift from response to recovery. It is critical that this transition be smooth and as seamless as possible.

C. General Concept Of Operations:

1. The goal is to return the county to normal operations as soon as it is safe and practical. To this end, when safety of life and property issues have been resolved or have dropped to a level appropriate for local resources to handle, the BOCC will declare a termination of the emergency and the EOC will begin to deactivate.
2. Deactivation of the EOC will be controlled to the extent that all open actions are resolved/closed or transferred to an appropriate agency/department.
3. All emergency workers participating in the emergency either in the EOC or at field sites will be accounted for and demobilized with the coordination of any incident commander. The EOC will not completely deactivate if any shelters continue to operate.
4. Each EOC section will close out logs and organize documentation chronologically. If they take original documents back to their normal duties, a copy will remain in the EOC Supervisor's files.
5. The County EOC will formally notify the State EOC (EMD) when it deactivates.

**ISLAND COUNTY
EMERGENCY OPERATIONS PROCEDURE**

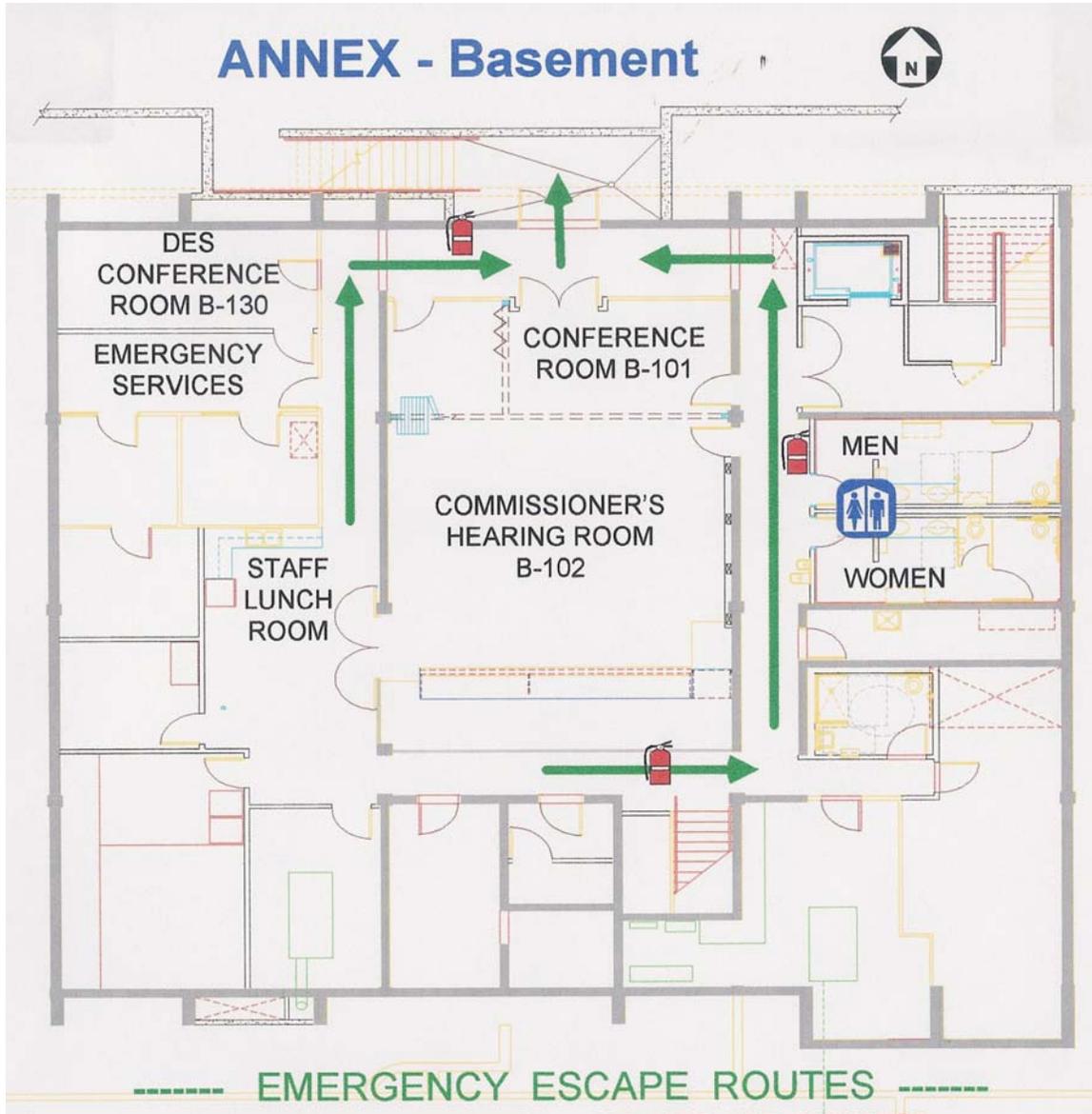
PART C

TABS

<u>TAB #</u>	<u>DOCUMENT</u>
1.	Building Floor Plan
2.	EOC Floor Arrangement and Telephone Extensions
3.	EOC Sign In/Sign Out Sheet
4.	Emergency Operations Log
5.	General Message Form
6.	Request for Resources or Assistance Form
7.	Facsimile Header Sheet
8.	EOC Message Flow Samples
	a. Sample Message Flow
	b. Sample Message Center Out-Going Message Log
9.	County Proclamation of Emergency Samples
	a. Sample Proclamation by BOCC
	b. Sample Termination Proclamation (TBP)
10.	Status Boards
	Request for Assistance
	a. Assistance Shelters
	b. Significant Events
	c. Weather

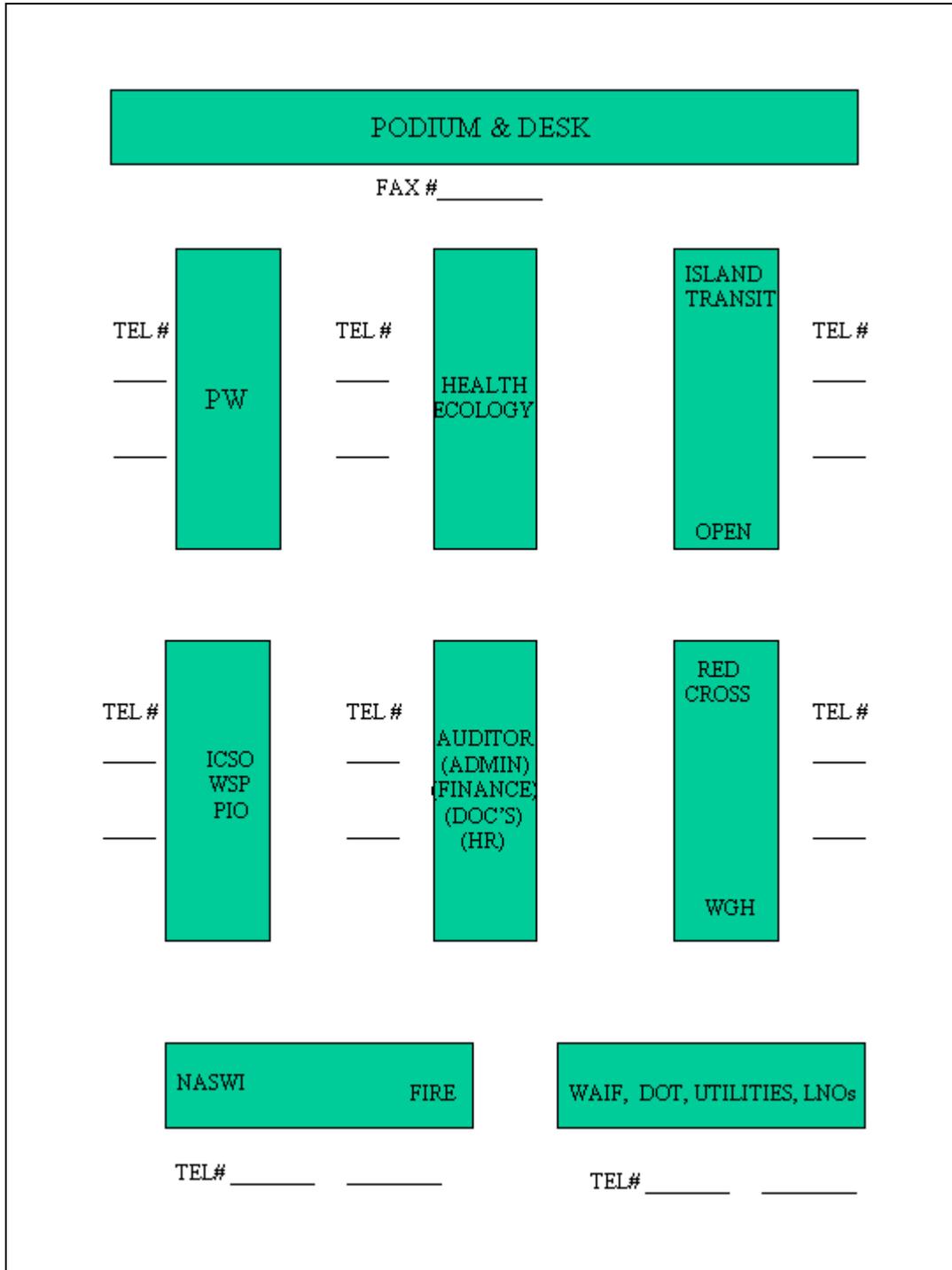
Part C, Tab 1

Annex Building Basement Floor Plan



Part C, Tab 2

EOC Telephone Layout



Part C, Tab 7

FAX COVER SHEET
ISLAND COUNTY
EMERGENCY OPERATIONS CENTER (EOC)
FAX NUMBER: (360) 679-7376

MSG NO. _____
PRECEDENCE: _____ ROUTINE _____ PRIORITY _____ IMMEDIATE
(NOTE: "IMMEDIATE" REQUIRES APPROVAL OF EOC SUPERVISOR)

DATE: _____ TIME: _____
(MM/DD/YY) (24-HOUR LOCAL)

REPLY REQUIRED: YES NO
(CIRCLE ONE)

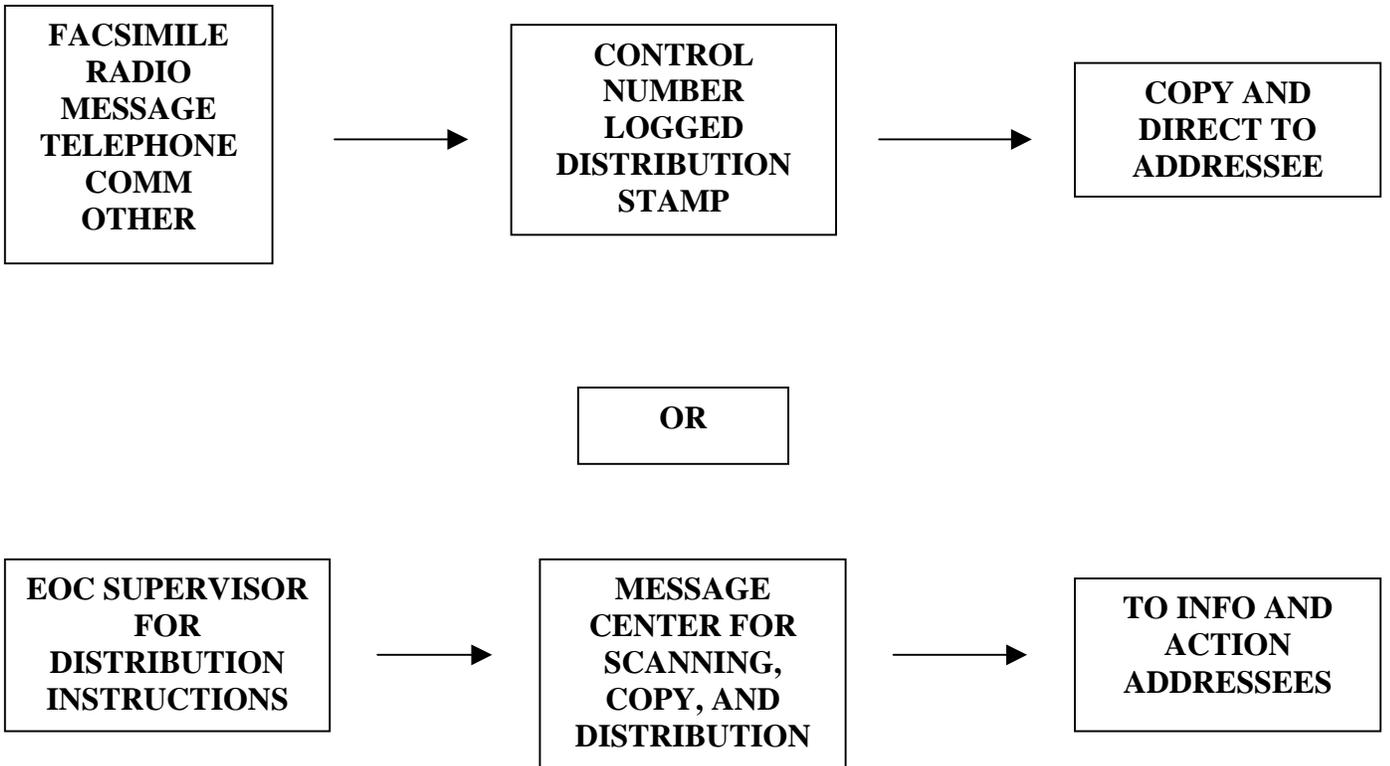
TO: _____ FAX #: _____

FROM: _____
SUBJECT: _____
TEXT:

Part C, Tab 8a

EOC MESSAGE FLOW

MESSAGE CENTER FLOW
(INCOMING)



Part C, Tab 8c

EOC MESSAGE FLOW

ISLAND COUNTY		
Emergency Operations Center MESSAGE ROUTING SHEET		
STAPLE TO FRONT OF MESSAGE FORM		
SECTION	ACTION	INFO
BOCC		
EOC Supervisor		
Public Information		
Sheriff		
Public Works		
Health		
Auditor		
Finance		
Admin		
Human resources		
Island Transit Liaison		
GSA		
Maintenance		
Communications Section		
Prosecuting Attorney		
Central Services		
RED CROSS		
WSP Liaison		
DOT Liaison		
NASWI Liaison		
Fire Liaison		
Whidbey General		
Coupeville Liaison		

Part C, Tab 9a, Sample Resolution Format for Proclamation of Emergency

BOARD OF THE COUNTY)
COMMISSIONERS OF ISLAND COUNTY) **Resolution No. C- _____**
PROCLAMATION OF EMERGENCY)

Whereas, The Island County Department of Emergency Services Director _____ has reported to the Board of County Commissioners that _____

Whereas, extensive damage still exists to the Jurisdiction’s _____

Whereas, Island County has exhausted its resources to address the needs inherent in this disaster relating to _____

Whereas, all support personnel from Island County are being utilized, including the recall of all off-duty personnel _____

Whereas, in addition to the services beyond those presently being provided by _____, additional assistance is required to be provided by the _____

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF ISLAND COUNTY COMMISSIONERS, that

- (1) It is therefore declared by the Board of Island County Commissioners that an emergency exists in Island County, Washington, due to _____
- (2) It is beyond the capabilities of Island County resources to cope with the problems; and
- (3) Island County activates its local emergency management plans and grants emergency use of local resources and authorizes use of emergency expenditures, including waiver of hearing requirements under RCW 38.52.070(2) and RCW 36.40.180 and purchasing/contracting requirements pursuant to RCW 36.32.270.

Adopted this ____ day of _____, 20____

BOARD OF COUNT COMMISSIONERS
Island County, Washington

Chairman

Attest:

Member

Clerk of the Board

Member

**Part C, Tab 9b, Sample Resolution Format for Proclamation Terminating an
Emergency**

BOARD OF THE COUNTY)
COMMISSIONERS OF ISLAND COUNTY) **Resolution No. C- _____**
PROCLAMATION OF EMERGENCY)

Whereas, on _____ the Board of Commissioners adopted Resolution_____,
declaring that an emergency exists in Island County due to
_____; and

Whereas, the Board of Commissioners has determined that the state of emergency
no longer exists;

NOW THEREFORE, BE IT RESOLVED, THAT PURSUANT TO Island
County Code Title 9.24A, the period of emergency conditions declared in
Resolution_____ is hereby ended.

Adopted this _____ day of _____, 20_____.

COMMISSIONERS

BOARD OF COUNT

Island County, Washington

Chairman

Attest: _____

Member

Clerk of the Board

Member

Part C, Tab 10b

**SIGNIFICANT EVENTS
(IAP)**

Date/Time Posted and Copied: _____

SEQUENCE NUMBER	DATE	TIME	ACTION	INITIALS

**Part C, Tab 10c
WEATHER
(IAP)**

Updated: _____
Date/Time Posted and Copied: _____

Current as of: _____

LOCATION			
	TEMPERATURE	WIND SPEED	PRECIPITATION
D.	<u>Low</u> <u>High</u>	<u>From/To</u>	
CURRENT	_____	_____	_____
NEXT 12 HRS	_____	_____	_____
NEXT 24 HRS	_____	_____	_____
EXTENDED FORECAST:			
CEILING:	STABILITY:	SUNRISE:	
SUNSET:			
WIND DIRECTION <div style="display: flex; justify-content: space-around; align-items: center;"> N E </div> <div style="display: flex; justify-content: space-around; align-items: center; margin-top: 10px;"> W S </div>	REMARKS:		

FREEZING LEVEL:		SNOW ACCUMULATION:	NEXT:	HRS:
FREEZING LEVEL:		SNOW ACCUMULATION	NEXT:	HRS:
COAST/INLAND	WIND SPEED	FROM/TO:	NEXT:	HRS:
	NEXT:	HRS:		
	HIGH TIDE:	AT:	HRS	
	LOW TIDE:	AT:	HRS	

PART D**POSITION CHECKLISTS**

<u>TAB</u>	<u>POSITION</u>
D-A-1	EOC Supervisor
D-C-2	Radio Operators
D-C-3	Message Center Supervisor
D-C-4	Message Center Operator
D-C-5	Message Clerk
D-C-6	Runners
D-D-1	Operations Section Supervisor
D-E-1	IAP Section Supervisor
D-F-1	Administration Section Supervisor
D-F-3	Administration Section Personnel Staffing
D-F-4	Fiscal Management Comptroller
D-F-5	Security Coordinator
D-G-1	Logistics Section
D-G-2	Logistics Section Supervisor
	Logistics Coordinator
D-H-1	Public Information Officer
D-I-1	American Red Cross Liaison

**Part D, A-1
Island County
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **EMERGENCY OPERATION CENTER SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for overseeing the general Emergency Operation Center (EOC) activity to ensure appropriate response to an event. Ensure that necessary EOC functions are properly delegated, coordination between EOC sections is maintained and that all personnel are kept apprised of the current situation.

OVERALL DUTIES:

- Ensure that the EOC sections coordinate their efforts and provide support for one another.
- Keep the Communications Supervisor apprised of the EOC's communications needs based on EOC activity levels and the projected, as well as current, emergency situation.
- Provide input to the Public Information Officer (PIO) about EOC/county activities.
- Ensure timely responses or actions to critical messages and requests for information or assistance.
- Coordinate with the Administration Section Supervisor to ensure that adequate EOC staffing and resources are available for current and projected emergency response needs.
- Be prepared to assist any untrained personnel.

ACTION ITEMS:

- () Oversee activation of the EOC, as assisted by the DES Duty Officer.
- () Report EOC activation to the Director DES.
- () Delegate appropriate tasks to the section supervisors. Ensure that the appropriate DES and the BOCC **is not** burdened with the details of the EOC operations.
- () Conduct functional briefings or updates approximately every 60 minutes, or as necessary.
- () Delegate the Assistant EOC Supervisor to prepare, a chronological shift change briefing. The shift change schedule and chronological briefings will be coordinated with all Section Supervisors and other agencies operating in support of the emergency response.
- () If untrained personnel are sent to the EOC to assist, be prepared to make assignments based on general job experience, capabilities, work background, and provide on-the-job training under supervision, or place them in a staging area until a need arises. Work with the Section Supervisors in arranging the necessary training and assignments.
- () Maintain an individual log of EOC activities.

**Part D, C-2
Island County
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **RADIO OPERATORS**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for transmitting and receiving messages through the radio systems of the EOC

ACTION ITEMS:

- () Report to the state EOC and Communications Supervisor.
- () Establish station logs, incoming and outgoing, for assigned radio station. Operate equipment in accordance with operating instructions and procedures. Note: RACES radio operators use appropriate ARRL/ARES log forms/procedures.

For Incoming Messages

- () When receiving traffic, copy message verbatim on the General Message Form.
- () If not clear, read back to ensure accuracy.
- () On message form, indicate time of receipt (TOR) and initials.
- () On incoming station log, log the TOR, date, and your initials.
- () Provide message to the Message Center for logging.

For Outgoing Messages

- () Be sure message is legible and readable.
- () After transmitting message, indicate on the message the time of transmit (TOT) and your initials.
- () On the outgoing station log, log the TOT, date, and your initials.
- () Return message to the Message Center for logging.
- () Use "plain talk" at all times when transmitting/receiving traffic.

**Part D, C-3
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **MESSAGE CENTER SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Manage message center operations and supervise the Message Clerk, facsimile operators, Copy Machine Operator, and runners. Ensure messages being received/transmitted are logged and distributed to the EOC staff in a timely manner. Perform duties as a message runner as needed.

OVERALL DUTIES:

- Supervise the Message Clerk, fax operators, copier, and runners.
- Supervise the distribution of messages that are routed within the EOC. When routing is in question consult with EOC Supervisor or Operations Supervisor.

ACTION ITEMS:

- () Report to the EOC and the Communications Supervisor. Check in with the Administration Section Supervisor in the EOC. Begin an individual log of actions taken during the emergency.
- () Establish the message center and maintain order within center.
- () Ensure that the computer is set up and working properly for logging incoming/outgoing messages.
- () Ensure that the scanner is set up and working properly for scanning incoming messages.
- () Ensure that a filing system of incoming and outgoing messages is established and maintained.
- () Ensure message traffic is coordinated and distributed in a timely manner. Distribution is to be accomplished on a first in, first out basis according to the precedence of the message. Precedence priorities are: Immediate, Priority, Routine.
- () Advise Administration Section Supervisor of need for additional staff.
- () Provide the EOC Supervisor, when requested, with a complete list of messages generated during the activation of the EOC.
- () During exercises maintain a separate copy of all incoming and outgoing messages for use by the evaluators.
- () Keep the Telecommunications Supervisor informed on the status of the fax machines.
- () Assist in determining the "means" for transmitting a message, based on its precedence and the availability of systems.
- () Upon deactivation, collect master message file and individual messages. Pass these files to the EOC Supervisor.

**Part D, C-4
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **MESSAGE CENTER OPERATOR (S)**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Primary responsibility for transmitting and receiving facsimile messages through the machines located in the Message Center.

Secondary responsibility for making copies of messages or other documents and distributing messages as needed.

ACTION ITEMS:

- () Report to the EOC and Message Center Supervisor.
- () Establish station logs (use Message Control Log, DA Form 5651) for the facsimile machine.
- () Ensure the facsimile machine is operational and that adequate amounts of paper are loaded for the printing of messages.

For Incoming Messages

- () On the message, indicate the time of receipt (TOR) and your initials.
- () On the incoming station log, log each message in sequential order noting the TOR, date, and your initials.
- () Provide message to the Message Center clerk.
- () After message has been logged, make one copy for the message center file and place the original in the distribution box of the designated action agency/staff.

For Outgoing Messages

- () Send message in accordance with operating instructions provided in the message center. Always place messages into the "MEMORY" of the fax machine.
- () After message has been transmitted, retain the transmit report (indicates message "OK" and a portion of the header sheet). Indicate time of transmit (TOT) and your initials.
- () On the outgoing log, log each message in sequential order noting the time of transmit (TOT), date, and your initials.
- () Provide the transmit report and original message to the Message Clerk.
- () After message has been logged, make one copy for the message center file and place the original in the distribution box of the agency/staff which prepared the message.

**Part D, C-5
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **MESSAGE CLERK**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for the logging and distribution of electronic and hard copy incoming messages, reviewing outgoing messages for format/completion, and logging outgoing messages for transmission.

OVERALL DUTIES:

- As messages come into the message center:
 - A. Log in the message into the system noting message number, to/from, time (received/transmitted), communications means used, and subject.
 - B. Initial the message form in the upper right hand corner, showing that the message has been input.
- Supply the Message Center Supervisor, when requested, a complete file listing of messages generated or received during the emergency.

ACTION ITEMS:

- () Report to the EOC Administration Section Supervisor and Message Center Supervisor.
- () Assist, as needed, in setting up the message center.
- () Turn on the computer and scanner, from the main menu, open MS Word log template establish the Message Center Log, the Incoming and the Outgoing Logs.

For Incoming Messages

- () Assign an incoming message number and log in to the system.
- () Make a copy for file, and provide message to the Asst. EOC Supervisor for routing and distribution.
- () Scan copy of message into PC for electronic distribution via the LAN.
- () Distribute scanned message electronically when possible

For Outgoing Messages

- () Review message form for completion.
- () Assign an outgoing message number.
- () Log in message to the system, and provide message to the Message Center Supervisor for transmission.

**Part D, C-6
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **RUNNERS**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for distributing messages within the Emergency Operations Center (EOC).

ACTION ITEMS:

- () Report to the EOC Administration Section Supervisor and Message Center Supervisor.
- () Review with the Message Center Supervisor the process for distributing message traffic to the EOC staff.

OTHER DUTIES:

- () Be prepared to operate the fax and copy machines.

**Part D, D-1
WASHINGTON STATE
EMERGENCY OPERATIONS CENTER
CHECKLIST**

POSITION: **OPERATIONS SECTION SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for overseeing the Operations Section, ensuring that all operational functions are properly staffed and that checklist functions are being carried out.

OVERALL DUTIES:

- Provide Emergency Operation Center (EOC) support to the affected jurisdictions; ensure that the affected jurisdictions are notified of major EOC actions and changes in the emergency situation.
- Coordinate requests for resources with the Logistics Coordinator.
- Ensure that up to date information is posted on the appropriate status boards.
- Periodically deliver operations update briefings to other EOC staff and others as directed.
- Ensure that plans for the return of material resources are made as the emergency de-escalates.
- Supervise the update of the section's status boards and, including the Requests for Assistance, as well as the section's maps.
- Supervise and coordinate the activities of all Operations Section personnel, including those agency liaisons represented in the Operations Section. Ensure that all personnel in the section maintain individual log sheets of activities and follow their individual agency procedures, as applicable.
- Periodically review the actions prescribed in this checklist as the situation develops.

ACTION ITEMS:

- () Report to the EOC. Sign in.
- () Receive "Hand Off" briefing from the Duty Officer and EOC Supervisor and proceed with Alert and Warning Notifications to jurisdictions not previously notified by the Duty Officer.
- () Using the computer begin and maintain a section log of actions taken.
- () Consult with the duty officer to determine status of the recall of agency representatives to the EOC; if necessary, assume that responsibility in coordination with the Duty Officer.
- () If not already done, notify the state EOC of the county EOC activation, reasons, and current status.
- () Coordinate with the EOC Supervisor to determine appropriateness of advising adjacent counties of the emergency.

- () Ensure Situation Report (SITREP) input is provided to Information Analysis and Planning (IAP) section before dispatch.

**Part D, E-1
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **INFORMATION ANALYSIS & PLANNING (IAP) OPERATOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for collecting and analyzing data in order to assess damages and impacts, anticipate potential needs, recommend appropriate emergency responses and long-term recovery and restoration activities.

OVERALL DUTIES:

- Ensure that an IAP Section Activity Log is maintained on all Emergency Operations Center (EOC) IAP activities to support the disaster analysis and prognosis recommendations and document EOC activities.
- Supervise the evaluation of incoming data (requests and reports). Immediately apprise the EOC Supervisor and the Operations Section Supervisor of any effects or changes in conditions that may lead to a threat to the public health and safety, (e.g. severe weather, terrorist threats, etc.).
- Maintain the appropriate status boards, charts, and computer displays. Ensure that the EOC Supervisor is apprised of changes in the data and/or situations.
- Be prepared to and conduct periodic EOC update briefings.
- Manage the Situation Report (SITREP) process and Significant Events (SE) Log.
- Gather information needed to provide recommendations to the BOCC and EOC Supervisor, Operations Section for all phases of a disaster. Prepare appropriate decision memoranda for the Executive Section in accordance with the formats provided in the EOC Checklist Addendum.
- Gather the materials and information necessary to coordinate a “**DRAFT**” BOCC Proclamation

ACTION ITEMS:

If this is an exercise or drill answer and end all calls by stating that, “This is an exercise or drill”. Ensure that all EXERCISE or DRILL related correspondence, reprints, faxes, e-mails, etc. have the words EXERCISE or DRILL prominently displayed on the top and bottom.

- () Sign in at the EOC.
- () Pick up the IAP Section Operator Checklist Notebook if it has not already been picked up, after you sign-in.
- () Establish an IAP Activity Log, recording all significant activities engaged in during the emergency.
- () Maintain the appropriate (Weather, etc.) status boards.

- () Seek the National Weather Service on the Internet, or other appropriate sources, for current weather conditions at the site of the emergency. Maintain a periodic schedule of weather update reports, and post this information to the status board/computer display. Obtain, if feasible, a copy of the incident site weather report and NAWAS Message from the EMD Duty Officer.
- () Document all calls pertaining to the activation with the time, contact person, and a brief synopsis of the call.
- () Be prepared to brief the Significant Events and the SITREP at the periodic EOC Update and Shift Change Briefings. Formats are at Tab C.
- () Coordinate with other section supervisors for accurate and timely input for the SITREP. Provide this input to the SITREP Writer.
- () Initial, date, and place the time on all communication/paperwork prior to passing it on for processing. This ensures that you have seen it.
- () Conduct a section after action review to ascertain lessons learned, what needs to be revised or modified, and work out a timetable to resolve discussed items.

**Part D, E-2
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **IAP SITREP (SITUATION REPORT) AND SIGNIFICANT EVENTS (SE) WRITER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

The SITREP (Situation Report Writer) prepares the periodic SITREP, which is a report of activities surrounding the activation of the EOC and compiles the SIGNIFICANT EVENTS (SE) Log. This position is assigned to the Operations Section of the Emergency Operations Center (EOC).

ACTION ITEMS:

If this is an exercise or drill, answer and end all calls by stating that, “This is an exercise or drill”. Ensure that all EXERCISE or DRILL related correspondence, reports, faxes, e-mails, etc. have the words EXERCISE or DRILL prominently displayed on the top and bottom.

- () Sign in to the EOC.
- () Pick up the IAP SITREP Writer/Significant Events Writer Checklist Notebook, if it has not already been picked up, after you sign-in. If you don't know where they are located ask the EOC Supervisor.
- () Upon arrival, report to the Operations Section person present, or the SITREP/SE Writer coming off shift and receive a briefing on the current situation. Log onto the network using the Information Systems Procedures, Computer Procedures for Activation Personnel (see Table of Contents), if not already logged onto the system.
- () Determine the effective time of the most recent SITREP and the deadline for the next SITREP. Ensure that this cutoff time for the next SITREP is briefed at the EOC Update Briefing.
- () Open the SITREP Log and the Significant Events (SE) Log. The SITREP is your 1st Priority and the SE your 2nd. The Operations Section Supervisor will identify those items to be included in the SE Log i.e., major events, changes in weather, and other major changes.
- () Obtain information for the SITREP and SE from the information analysis & planning (IAP) operator and **all** other agencies represented in the EOC for the current event. They will assist in gathering this data. The internet is also available for weather, road and traffic status, and tide data, etc. (see Table of Contents for internet addresses).
- () Initial, date and place the time on all communication/paperwork prior to entering it into the SITREP or SE Log. Ensure that the person providing it to you has also initialed it.
- () Approximately one and one half hours before the effective time of the SITREP, print a draft of the report. Have the IAP Section Supervisor, and EOC Supervisor review the draft. Make necessary changes. The SE Log is an ongoing log and is for internal use only and is briefed at Shift Change and Update briefings.

- () Print a final DRAFT version of the SITREP and have the Operations Section Supervisor approve it.
- () Provide the final version to the EOC Supervisor. Take notes on the changes.
- () Make a file copy of the approved SITREP and place it in the file folder for reference.
- () Take copy of approved version to message center to FAX to State EOC.
- () At the termination of the activation, all personnel will ensure that all files are saved, open actions closed or properly transferred, and documentation complete.

**Part D, F-1
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **ADMINISTRATION SECTION SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for Emergency Operations Center (EOC) staffing, scheduling shift changes, building security and access control, facility operational status, and managing the financial and record-keeping aspects of the emergency response.

OVERALL DUTIES:

- Ensure adequate, continual staffing for EOC:
 - A. Establish and maintain the EOC staffing pattern, increasing or reducing the number of personnel as needed.
 - B. In coordination with the EOC Supervisor, conduct an up-date briefing for persons reporting for their shift duties.
 - C. When the EOC is fully staffed, and as each new shift assumes its' duties, prepare a list of EOC personnel by functional position and EOC telephone extension number, and forward this list to the message center and to affected county jurisdictions or adjacent county EOCs (if activated).
- Ensure security and access control for the EOC is established.
 - A. Maintain staff sign-in and sign-out rosters for verification of response personnel.
 - B. If necessary, coordinate with Sheriff for severe security issues.
- Supervise the management of all fiscal and administrative functions, including the documentation of response actions and expenses incurred.
 - A. Ensure all EOC staff time sheets are properly completed with correct payroll coding.
 - B. Track all purchase requests.
 - C. Coordinate field response purchases with the Logistics Section Supervisor.
- Ensure that the EOC and all facilities utilized for a disaster response are maintained in an operational status.
 - A. Maintain all facility safety and health standards, ensuring proper heating and air conditioning, availability of drinking water, and sanitary work environment.
 - B. Provide adequate supplies, equipment, and work space for all EOC staff.
 - C. Provide support services for EOC staff as needed, food services, to enable essential personnel to report to the EOC.

ACTION ITEMS:

- () Report to the EOC and the EOC Supervisor. Check in.
- () Begin an individual log for recording the actions taken during the event.
- () Develop a staff availability list and establish an initial staffing pattern for 24 hour a day EOC operation for the duration of the emergency.
- () Ensure security and access control for the EOC are established.
- () Maintain EOC fiscal records including EOC staff time sheets, purchase requests, and travel authorizations.
- () Ensure that the EOC and all facilities utilized for a disaster response are maintained in an operational status during the event.

**Part D, F-3
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **ADMINISTRATION SECTION PERSONNEL STAFFING**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

In consultation with the Emergency Operations Center (EOC) Supervisor, responsible for Emergency Operation Center personnel scheduling. This will include assessing staff availability; determining EOC staffing needs; developing, maintaining, publishing, and posting a 24-hour EOC staffing schedule; and coordinating personnel needs with department heads and with other county agencies.

OVERALL DUTIES:

- Schedule adequate, continual staffing for EOC:
- Assess immediate and long term staffing needs of EOC. In consultation with the EOC Supervisor and EOC Section Supervisors ascertain current and future EOC staffing requirements based upon the emergency incident.
- Determine emergency management staff availability to fulfill EOC staffing needs, in accordance with existing EOC staffing policy.
- Establish shift schedule and prepare for first shift change.
- Provide check-in orientation for new EOC staff.

ACTION ITEMS:

- () Report to the Administration Section Supervisor. Check in.
- () Begin individual log sheet recording actions taken.
- () Determine staff availability, EOC needs, and establish a 24 hour-a-day EOC operation schedule.

**Part D, F-4
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **FISCAL MANAGEMENT/COMPTROLLER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for managing the financial and record-keeping aspects of the emergency response.

OVERALL DUTIES:

Manage the proper completion of all fiscal and administrative records:

- Establish a fiscal management group to include:
 1. EOC Comptroller - lead position
 2. Asst. EOC Comptroller
 3. Human Resource representative
 4. Others as necessary

- Establish a computer file for tracking activation costs for the following items:
 1. County EOC staff time and travel cost based on current H.R. information.
 2. Non-EOC staff time costs if possible.
 3. Equipment expenditures specific to each EOC activation.
 4. All available field resource cost information.

- Manage all activation-related payroll functions, including the issuance of proper coding instructions.
 1. If necessary, provide county staff a specific charge code for EOC activation costs.
 2. Post proper payroll coding number and instructions in the EOC for all participants.
 3. Collect and enter sign-in/sign-out information into the computer file.

- Purchasing and travel including direct billings or other financial arrangements for EOC/county emergency staff.
 1. Establish control over purchase request information.
 - a. Request that operations and logistics section leaders direct all purchase requests through the EOC Comptroller Section.
 - b. Monitor and enter all relevant purchase request information.
 - c. Coordinate with other county department and agency purchase representatives.
 - d. Coordinate with external agencies directly supporting Island County.

 2. Establish control over travel information.
 - a. Request that EOC Supervisor direct all travel requests through the EOC Comptroller Section.

- b. Estimate and record travel costs of county staff assigned to travel status in support of the activation.
- Purchases of supplies, equipment or resources to support the disaster response are coordinated with the Logistics Section Supervisor. Establish control over resource tasking where possible.
 - 1. Request that the Logistics Section Supervisor acquire cost estimates for tasking of local, state and federal agencies where possible.
 - 2. Establish links for cost information with Logistics Section Supervisor at regular intervals each day.
 - Prepare daily and weekly reports of costs to date.
 - 1. Provide reports to EOC Supervisor and Administrative Section Supervisor of current cost estimates. Reports should be final as of 5:00 p.m. daily and weekly by 5:00 p.m. Friday.
 - 2. Prepare final estimates of costs within one week of the close of an activation.
 - Prepare a written report within one week of the close of an activation on what went right, what went wrong, and how the process of collecting and reporting cost information can be improved. Be concise and specific. Reports should be filed with the Comptroller Position Checklist and provided to the Director.

ACTION ITEMS:

- () Begin an individual log sheet for recording the actions taken during the event.
- () Develop a staff availability list and then establish an initial staffing pattern for 8 hour per day EOC shift coverage for the duration of the emergency.

**Part D, F-5
ISLAND COUNTY
EMERGENCY OPERATIONS CENTER
CHECKLIST**

POSITION: **SECURITY OFFICER**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for providing security for the Emergency Operation Center (EOC) and all other facilities utilized for county disaster response coordination.

OVERALL DUTIES:

Ensure only authorized persons are permitted in the EOC.

- Request proper photo identification of all persons desiring to enter the EOC (i.e., driver's license, county ID, Military ID card, registered county emergency worker ID.
- Direct visiting members of the media to the media center (if established) or to the PIO or provides the PIO name and telephone number.
- Entry into the EOC by media personnel shall be permitted only with the EOC Supervisor's permission and with an escort from the EOC Supervisor's staff or from the PIO staff. Under no circumstances is the media allowed in the EOC without a proper escort.
- An EOC approved visitor/observer list may be provided to the Security Officer to allow visitors/observers into the main EOC area. EOC visitor/observer must be accompanied by the EOC Supervisor or designee while in the EOC area.
- Maintain sign-in list of who is currently in the EOC.

ACTION ITEMS:

- () Report to the EOC and the Administration Section Supervisor.
- () Obtain security log, staffinglist, and sign-in sheets from the Administration Section Supervisor.
- () Maintain entry system security checkpoint located in the hallway of the Courthouse Annex Basement (EOC) identified outside the building as the "Commissioner's Hearing Room" entry

**Part D, G-1
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **LOGISTICS SECTION SUPERVISOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Coordinates the location availability and acquisition resources as they are needed for an emergency response. Maintains a record of the resources requested and briefs the EOC Supervisor on the status of resources that are in use and/or available for use. Ensures that that actions are put in motion to return or redistribute equipment/resources and replenish expended supplies, during and after the emergency e.g; sandbags etc.

All requests for assistance or resources (internal or external) should be directed to the Operations Section Supervisor who, after validation, passes the request to either the Logistics Section or appropriate state agency for action.

OVERALL DUTIES:

- Assist with resource acquisition for the county EOC and the affected jurisdictions.

ACTION ITEMS:

- () Report to the EOC and the EOC Supervisor. Check in. Begin an individual log of actions taken during an emergency.
- () Maintain an individual log sheet for all EOC activities. As actions are taken, and log entries made, keep the EOC Supervisor apprised.
- () Coordinate with the various agency representatives in the EOC to:
 - A. Determine the availability of EOC operational resources. (Receive summary lists of resources from Parks, Public Works, Island Transit, local jurisdictions, DOT, and others as necessary). Report this information to Operations and the EOC Supervisor as necessary.
 - B. Determine county/volunteer/private sector resource support availability as necessary. Maintain resource listing of available and offered resources. Report this information to the Operations Section Supervisor.
- () Assist the Administration, Operations and Planning Section Supervisors, as needed, in determining the availability of requested or anticipated resource needs; locate and catalog needed resources and provide this information to the EOC Supervisor and the Administration, Operations and IAP Section Supervisors as necessary.
- () Arrange for air or ground transportation as needed.

Coordinate ground transportation from the Olympia area using privately owned or agency owned vehicle(s) or with the General Administration's Motor Pool staff when required for the above staff.
- () Ensure that ground transportation is coordinated for personnel at their destination:

**Part D, G-2
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **LOGISTICS COORDINATOR**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for assisting the Logistics Section Supervisor in carrying out his/her responsibilities.

OVERALL DUTIES:

Assist the Logistics Section Supervisor with:

- Determining the availability of resources requested, or anticipated to be needed by, the EOC and agencies responding to the emergency.
- Locating and cataloging resources for the involved jurisdiction(s) and agencies responding to the emergency.
- Maintaining the resource listing by tracking the commitment of resources to missions, their consumption, and the release, redistribution or return of resources when missions have been completed. Report these status changes to the EOC Supervisor as they occur and record this information in the individual actions log.

ACTION ITEMS:

- () Report to the EOC and the Logistics Section Supervisor. Check in.. Begin an individual log of actions taken during the emergency.
- () Maintain the individual log sheet for all EOC activities.
- () In the absence of the Logistics Supervisor perform those duties.

**Part D, H-2
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: Public Affairs Officer

OVERALL DUTIES:

- Coordinates internally at the EOC and externally with other PIOs from other jurisdictions involved in the emergency.

ACTION ITEMS:

- () Gets briefing from the EOC Supervisor.
- () Maintains a log of significant activities.
- () Coordinates information with other jurisdictions and agencies
- () Forms a Joint Information Center (JIC) if situation warrants.

**Part D, I-1
ISLAND COUNTY
EMERGENCY OPERATION CENTER
CHECKLIST**

POSITION: **AMERICAN RED CROSS (ARC) – ISLAND COUNTY CHAPTER LIAISON**

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Responsible for overseeing the activities of American Red Cross (ARC) during an emergency. Provide services to meet human needs with Emergency Congregate Care, Emergency Individual Assistance and Assistance Centers located in the county.

ACTION ITEMS:

- () Report to the Emergency Operations Center (EOC) Administration Section Supervisor.. Begin an individual log of actions taken during the emergency.
- () Receive notification of any evacuation activities from the EOC Operations Section or the EOC Supervisor.
- () Coordinate with ARC representatives in the county.
- () Coordinate congregate care centers to house evacuees for at least three to five days.
- () Ensure adequate ARC personnel coverage for assistance center(s) and congregate care center(s) operations in support of evacuation as outlined in the state and county procedures, and that all personnel report to their duty stations.
- () Coordinate the following services are at each congregate care (emergency shelter) center and Assistance Center:
 - a. Management of the shelter/center
 - b. Lodging (shelter and bedding)
 - c. Registration and inquiry service
 - d. Limited health or first aid care
 - e. Meals for evacuees and workers
 - f. Clothing (if applicable)
- () Provide significant activities information to the Operations Section Supervisor for action if necessary.
- () Request assistance from the Logistic Section Supervisor for additional resources (staffing, supplies, equipment, etc.) when the local chapter is beyond its capabilities to provide the normal requirements for support and continued operation at the congregate care or assistance center(s).
- () Ensure the following services are coordinated at each assistance center for a period of at least 12 to 18 hours:
 - a. Meal service for workers
 - b. Registration and inquiry service for evacuees
 - c. Limited health care
 - d. Clothing (if applicable)

- () Ensure ARC personnel develop a disaster welfare inquiry list at all center(s), to provide assistance to evacuee(s) family members.
- () Acquire approximate numbers of evacuee(s) reporting to the congregate care and assistance center(s) and provide this information to the Operations Section Supervisor and assist in posting status displays.
- () When the shelter(s), congregate care and assistance center(s) are no longer required, notify the Operations Supervisor and EOC Supervisor.
- () The closure of all center(s) will be accomplished in accordance with the agreed upon Recovery and Restoration plans as coordinated between the ARC Chapter and county decision makers.
- () When ARC services are terminated by agreement between the ARC chapter and the EOC supervisor, notify all ARC personnel.
- () Ensure that your individual log entries is up to date and turn over logs to the EOC Supervisor at the completion of the emergency or exercise.