



**PIERCE COUNTY
EMERGENCY OPERATIONS
CENTER PLAN**

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EMERGENCY OPERATIONS CENTER PLAN DIVISIONS

This plan is intended to simplify emergency incident management staff activation and response. It does not supersede any content in the Pierce County Comprehensive Emergency Management Plan.

EOC PURPOSE AND LOCATIONS

The Pierce County Emergency Operations Center (EOC) and Department of Emergency Management (DEM) Offices are located at 2501 S. 35th St., Suite D, Tacoma WA 98409. Additionally, an Alternate County EOC is located at the Public Works Consolidated Maintenance Facility (CMF) at 4812 196th Street E, Spanaway, WA 98387. The CMF is configured to serve as an alternate County EOC; with similar capabilities should the primary EOC become inoperative or incapable of activation/occupation. Further redundancy to the primary EOC is provided by the Mobile Operations Command & Communications (MOCC) vehicle housed at the primary EOC. This vehicle contains back-up systems that mirror all EOC systems. This vehicle can be deployed to a temporary field site to provide all current EOC critical communications and information technology functionality, from a remote location.

The role of either EOC is to facilitate the:

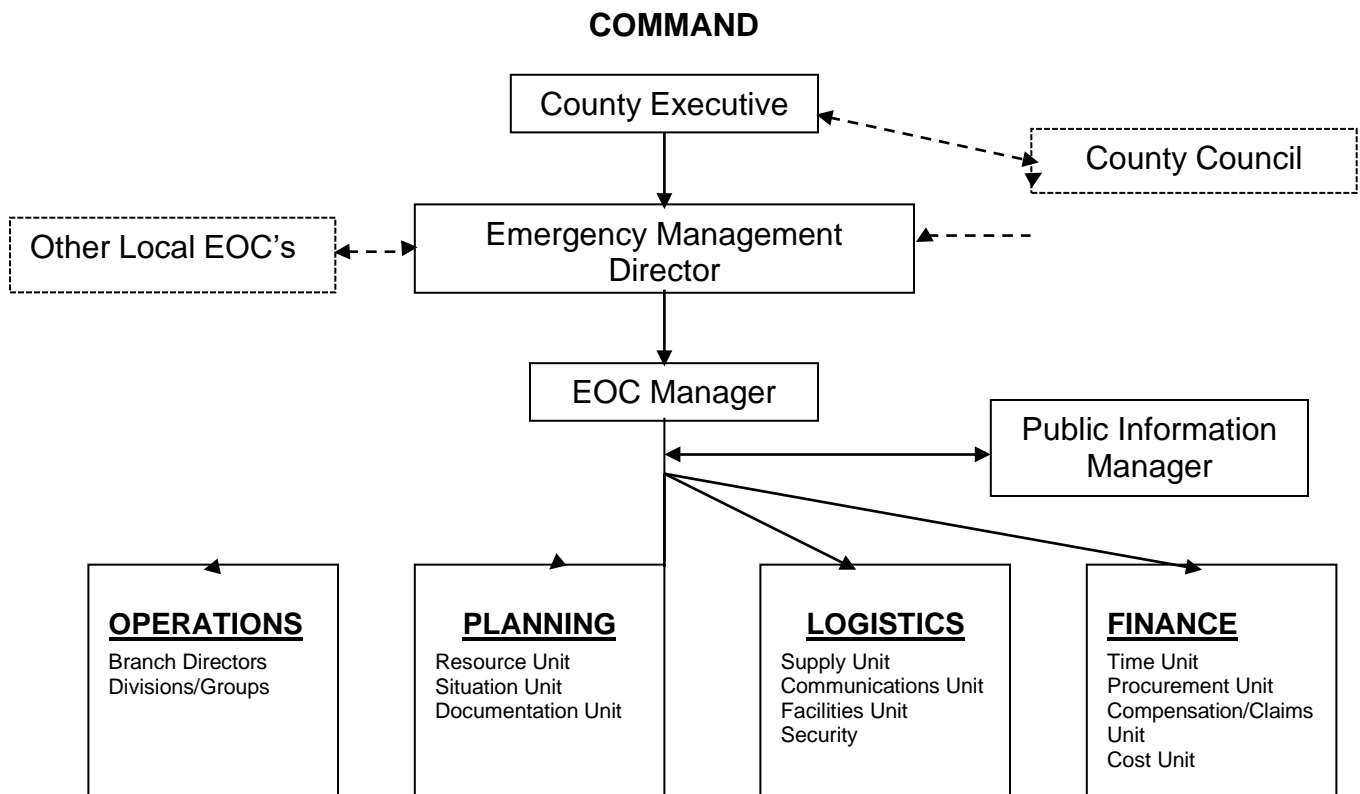
- Overall coordination of emergency activities
- Coordination with other agencies and jurisdictions
- Coordination of mutual aid
- Establishment of priorities
- Collection, evaluation and dissemination of damage information and emergency public information
- Implementation of policy as needed.

The Pierce County EOC will organize in accordance with the National Incident Management System (NIMS), and will operate under the guidance of the Pierce County Policy Group. The Policy Group representation will be determined by the County Executive in consultation with the Pierce County Director of Emergency Management. The Pierce County Council may provide advisory support to the County Executive and the Policy Group.

The scope and scale of a catastrophic incident would create the need for both City and County EOC's to open at a high operational capacity. Identification of the lead EOC is dependent upon the incident location and size and scope. If the incident is located within a City's jurisdiction, the City EOC will be the lead organization. If the event occurs outside a City and within Pierce County, the County EOC will be the lead. If there are multiple locations associated with a large scale natural disaster or human caused incident, the County EOC will be the lead organization. The non-lead EOC will focus on operations within their jurisdictional boundaries, and coordinate with and support lead EOC operations. Regardless of the situation, the County EOC will always maintain liaison and communications with all contract partners' EOCs and county department EOCs, when they are activated.

ORGANIZATION

The EOC organization follows the concepts of the Incident Command System (ICS) and the National Incident Management System (NIMS) with some modifications.



*Solid lines and boxes are direct Coordination

**Broken/hashed lines and boxes are advisory Coordination

AUTHORITIES

A. Jurisdictional Authorities

Pierce County Charter, especially Section 2.50 Emergency Ordinances and Section 6.65 Emergency Appropriations.

Pierce County Code Chapter 2.07.010 and 2.07.140 lists the qualification and skill requirements for a Director of Emergency Management.

Pierce County Code, Chapter 2.118 covers Emergency Management and its operation in Pierce County.

[County Charter and Code | Pierce County, WA - Official Website \(piercecountywa.gov\)](http://www.piercecountywa.gov)

B. State Authorities

Chapter 118-30 WAC. <http://apps.leg.wa.gov/wac/default.aspx?cite=118-30>

Chapter 35.33.081 and 35.33.101 RCW as amended.
<http://apps.leg.wa.gov/rcw/default.aspx?cite=35.33.081>,
<http://apps.leg.wa.gov/rcw/default.aspx?cite=35.33.101>

Chapter 38.52 RCW Emergency Management.
<http://apps.leg.wa.gov/rcw/default.aspx?cite=38.52>

Chapter 38.56 RCW Washington Mutual Aid System
<http://apps.leg.wa.gov/rcw/default.aspx?cite=38.56&full=true>

C. Federal Authorities

Public Law 93-288, as amended, The Robert T. Stafford Disaster Relief and Emergency Assistance Act, (42 U.S.C.5121 et seq.) (88 Stat. 143) (The Stafford Act.) empowers the President to direct any federal agency to utilize its authorities and resources in support of state and local assistance efforts.

[Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended, and Related Authorities \(fema.gov\)](http://www.fema.gov)

Public Law 81-920, (64 Stat. 1245) the Federal Civil Defense Act of 1950, as amended, provides a system for joint capability building at the federal, state, and local levels for all hazards.

Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incident.
<http://www.dhs.gov/publication/homeland-security-presidential-directive-5>

Homeland Security Presidential Directive (HSPD) 8, National Preparedness.
[Presidential Policy Directive / PPD-8 National Preparedness \(dhs.gov\)](http://www.dhs.gov)

Department Homeland Security (DHS), National Incident Management System, March 1, 2004. <https://www.fema.gov/national-incident-management-system>

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CONCEPT OF OPERATIONS

The Pierce County Emergency Operations Center (EOC) is designated to provide support and coordination to local operations in response to an emergency, utilizing the standardized ICS/NIMS system(s) and the Emergency Support Function (ESF) structure as defined in the Pierce County Comprehensive Emergency Management Plan (CEMP) and the Authorities listed in this document. Affected local agencies contact the activated Pierce County EOC to coordinate their agency's response with the overall county operation. This may include agency representatives coming to the Pierce County EOC.

There are three levels of activation of the Pierce County EOC:

- Level III activation involves minor emergencies which can be handled by the duty officer without formal activation of the Pierce County EOC.
- Level II activation involves incidents which have special characteristics requiring response by multiple agencies, requires the acquisition and/or use of special resources which would require partial or limited activation of the Pierce County EOC.
- Level I activation involves incidents which require the coordinated response of all levels of government and emergency services to save lives and protect property.

The level of EOC activation depends on the situation and the need for coordination and support. The decision to activate the Pierce County EOC is made by either the Department of Emergency Management (DEM) Director, Deputy Director or the Emergency Management Division Program Manager.

The Pierce County EOC may be activated at the request of outside agencies such as fire districts, public safety answering points (dispatch centers) or other local governments to support their operations.

Individual agency heads using the ICS/NIMS or the ESF system, should exercise direction and control of their respective agency operations from whatever site they designate within their respective standard operating procedures. Coordination may be accomplished with the Pierce County EOC by agencies sending liaisons to the EOC.

If necessary, security may be established for the Pierce County EOC to ensure unauthorized persons do not interfere with the EOC operations. The Logistics Section Chief may request the Pierce County Sheriff's Department to provide a uniformed deputy for each EOC shift.

When fully activated, the Pierce County EOC will normally operate on two 12 hour shifts in accordance with staffing plan developed by the Duty Manager, EOC Manager, Operations Supervisor and/or EM Program Manager.

LEVEL III ACTIVATION

LEVEL III ACTIVATION - The normal organization and procedures of DEM that will not require the activation of the EOC.

ORGANIZATION - At the discretion of the DEM duty officer, the organization will generally be internal in accordance with NIMS/ICS principles.

NOTIFICATION - At the discretion of the DEM duty officer.

LEVEL II ACTIVATION

LEVEL II ACTIVATION - An incident that has special or unusual characteristics requiring response by more than one agency, requires the acquisition and use of specialized resources, or which is beyond the scope of available resources; may require partial or limited activation of the Pierce County EOC. Incidents of this magnitude will incorporate use of standardized ICS/NIMS systems.

ORGANIZATION - At the discretion of the DEM Director or Deputy Director, activation will generally be internal, in accordance with NIMS/ICS principles, or may include part of an incident management team. The situation may require support from the Public Information Manager, operations, logistics, Planning Section Chiefs or others.

THE DEM DUTY OFFICER NOTIFIES THE FOLLOWING:

- Director of Emergency Management
- Deputy Director of Emergency Management
- Emergency Management Division Program Manager
- State Duty Officer
- Others as appropriate
 - Public Information Officer (PIO)
 - Pierce County Sheriff
 - County Executive

LEVEL I ACTIVATION

LEVEL I ACTIVATION - An incident that requires the coordinated response of all levels of government and emergency services to save lives and protect property. Such an emergency may require the sheltering or relocation of the affected population. Under such conditions, the Pierce County EOC will be activated in accordance with NIMS/ICS principles.

ORGANIZATION - Activation is automatic. The identified employees (per the staff availability chart) should be contacted and requested to respond to the primary Pierce County EOC or to an alternate location.

THE DEM DUTY OFFICER NOTIFIES THE FOLLOWING:

- Director of Emergency Management
- Deputy Director of Emergency Management
- Emergency Management Division Program Manager
- State Duty Officer
- Public Information Officer
- County Executive
- Others as appropriate:
 - This might include other departments and agencies both public and private.

STAFFING AND ACTIVATION SOG

I. General:

These procedures are designed to expedite initial and long term staffing of the EOC for Level II and Level I activations. This plan supplements the guidance contained in the Comprehensive Emergency Management Plan (CEMP). Section E of this plan covers Pierce County DEM support to an exclusive City of Tacoma activation of the EOC.

II. Concept of Operations:

A. Activation during Normal Business Hours

1. During regular DEM office hours, the Emergency Management Program Manager will conduct an immediate meeting with the Director, Deputy Director and Program Managers, or their representatives, to obtain staffing for the first and second operational period (first 24 hours).

The Managers will develop this staffing pattern, using the staff availability chart. The completed staffing pattern will be included in the Incident EOC Action Plan and WebEOC. Additionally the staffing pattern will be emailed/faxed to the State EOC Duty Officer, and distributed to all Pierce County Contract City's, and neighboring county EOC's.

2. Attachment #1 is the functional floor and seating chart for the EOC. It includes Pod and Position specific information, and the assigned phone numbers, to each Pod position. A blank "Name" line is provided to identify by name where individuals are seated in the EOC. Once the EOC is staffed, the EOC Manager will have the Logistics Section fill out this template with staff names. This seating chart will be copied and provided to all staff, to be used as a directory. Additionally, the seating chart will be emailed/faxed to the State EOC Duty Officer, and distributed to all Pierce County Cities, Towns, and neighboring county EOC's. This chart is to be updated/revised and redistributed as shift changes or personnel changes occur.
3. When a staffing pattern for each operational period is finalized, staff names and functional assignments will be entered in the incident specific ICS-207a in WebEOC.
4. The EOC Manager, with concurrence from the Director and/or Deputy Director, will determine what ESF's will be activated in accordance with the CEMP. Those external county agencies having a primary ESF responsibility will be notified to send designated staff to the EOC.
5. Program Managers are responsible for informing their respective staffs of the functional position and operational period to which they are assigned.

6. The Program Managers will coordinate with the Finance Program Manager to receive specific guidance on staff time-keeping and payroll requirements unique to the activation.
7. Program Managers will notify scheduled EOC staff of time-keeping/payroll requirements.
8. The PC Duty Officer will make all required notifications to external agencies apprising them of the activation of the EOC. At a minimum, all PSAPS, Contract City's, and the State Duty Officer will be called. A PC-WARN message will be prepared and sent to all other Pierce County jurisdictions/groups including Contract City's, the Puyallup Tribe, Law Command, Fire Command, Military Command, Executive, the Council, and King, Kitsap, Thurston and Snohomish County DEM's. Other groups may be notified by PC-WARN as determined by the Director or Response Operations Manager.

B. Activation After Hours, Weekends and Holidays

1. If the incident is severe enough to warrant activation of the EOC, the PC Duty Officer will immediately contact the Duty Manager, Deputy Director and Director and recommend activation of the EOC. If the Duty Manager is not available, or cannot be contacted, the Duty Officer will contact the Emergency Management Program Manager or Operations Supervisor. The Director's (or Deputy Director's) approval is required for all regular and non-duty hours' activations due to overtime and call-back considerations.
2. The Duty Officer and Duty Manager will immediately develop a staffing plan utilizing the staff availability chart and notify the employees by phone and PC- WARN.
3. The appointed EOC Manager, with concurrence from the Director (or Deputy Director), will determine what ESF's will be activated in accordance with the CEMP. Those external county agencies having a primary ESF responsibility will be notified and required to send designated staff to the EOC as soon as possible.
4. The PC Duty Officer will prepare and send a PC-WARN message to the EME-Managers and EME - All Staff groups, notifying of the EOC activation.

5. The PC Duty Officer will make all required notifications to external agencies apprising them of the activation of the EOC. At a minimum, all communications centers and the State Duty Officer will be called. A PC-WARN message will be prepared and sent to all other Pierce County jurisdictions/groups including, the Puyallup Tribe, Law Command, Fire Command, Military Command, Executive, the Council, and and King, Kitsap, Thurston and Snohomish County DEM's. Other groups may be notified by PC-WARN as determined by the Director, Deputy Director or the Emergency Management Program Manager.

C. Long Term EOC Staffing Procedures:

1. After the initial activation process is accomplished as described in A and B above, the Planning Section Chief will build the EOC staffing schedule for the first, second, and subsequent operational periods, using the staff availability chart. The Plans Section Chief will enter the staffing schedules in the ICS-207a on the WebEOC.
2. The operational periods will be 12 hours in length.
3. The Director (or Deputy Director) and EOC Manager will confer with all Program Managers to resolve other scheduled daily DEM activities that may conflict with the EOC staffing pattern and activation status.
4. The Program Managers will be responsible for notifying their respective staff of their EOC staffing assignments.
5. The Director or Deputy Director and Section Chiefs will consult with the EOC Manager on what external agencies are to be included in the EOC staffing pattern. This will be based on Primary and Support agency ESF responsibilities as determined in the Pierce County CEMP.
6. The EOC Manager will be responsible for ensuring external agencies are notified of their EOC staffing requirements.

D. Phased Demobilization of the EOC

1. At a point when EOC response activities begin to decrease, the EOC Manager in consultation with the Deputy Director, Director and Program Managers will begin to demobilize staff and transition to the

Recovery phase.

2. When de-escalating the EOC from Level I to Level II, first priority is to identify and release staff that will be essential to the Human Services and Public Assistance damage assessment process. The second priority will be to release external agency liaisons that may not be needed in the EOC.
3. It may be necessary to enhance staffing of the Damage Assessment Call Center during this transition. All Program Managers will work with the EOC Manager to identify staff to be call takers in the Damage Assessment Call Center. A multi-day staffing pattern will be established and published for this function. Normal shifts in this function will be 08:00 to 17:00, Monday through Friday. The severity of the event will determine the number of call takers to be scheduled.
4. A major disaster may dictate that the EOC stay at a Level I or Level II while transitioning into Recovery. DEM Staffing assets could be stretched to the limit in this situation. The EOC Manager, Deputy Director and Director may consider activation of the Pierce County Type III Incident Management Team, as an option, to supplement EOC response operations in these circumstances. This will allow DEM staff to concentrate on Recovery and Damage Assessment activities. Also, consideration should be given to calling on available DEM/EOC staff from other jurisdictions that may not have been impacted by the event. If this approach is used the Finance Manager in consultation with the Logistics Section Chief should explore the cost impacts related to this kind of Mutual Aid/mutual support.
5. The decision to demobilize the EOC and return to Level III will be made by the Director or Deputy Director. When approved, the EOC manager will coordinate with the Program Managers to ensure demobilization of the EOC does not impact Recovery and Damage Assessment staffing.
6. The PC Duty Officer will draft an appropriate PC-WARN message addressed to EME All-Staff, all applicable groups and County Agencies, as defined in B4/B5 above, informing of the EOC demobilization time and date.
7. Upon completion of the activation and closure of the EOC, the Planning Section Chief will be responsible for scheduling an internal and external After Action Review. This review will be scheduled at the

earliest available date in order to capture participant and liaison observations and recommendations. The Planning Chief should review all WebEOC logs, significant events and Situation Reports documentation prior to the scheduled AAR. A short term and long term Improvement Plan will be drafted following the AAR(s). Incident documentation related to the Improvement Plan observations recommendations should be incorporated in the final Incident AAR document. The final AAR document will be posted in the incident folders.

E. City of Tacoma Activation Procedures

1. The Tacoma/Pierce County EOC is considered a joint, collaborative facility that is designed to mutually support simultaneous or separate emergency operations in both the City of Tacoma and Pierce County. City of Tacoma Emergency Services, a division of the Tacoma Fire Department, will have 24/7 access to the EOC, regardless of Pierce County DEM status.
2. It is conceivable that an incident can occur that only impacts City of Tacoma, and does not require County activation. In these circumstances Tacoma will operate the EOC using established City of Tacoma plans and policies for emergency operations.
3. For the initial activation, the Pierce County Duty Officer will deploy to the EOC and will provide initial assistance to Tacoma staff in activating the EOC and EOC systems. In these situations the Duty Officer will inform the Pierce County DEM Director and Operations Program Manager of the Tacoma activation. If unable to deploy due to other mission requirements, the Duty Officer will inform the Operations Program Manager, who will look at the availability roster to determine a replacement.
4. After making required notifications to the Pierce County DEM Director and Operations Program Manager, the Duty Officer will report to the EOC and begin to energize EOC systems. At a minimum the following systems will be energized/activated:

NOTE: If activation of the EOC by City of Tacoma occurs during normal DEM business hours, these functions may be performed by DEM staff other than the Duty Officer. This will be determined by the Operations Program Manager, or one of the Operations

Section Supervisors during Tacoma Activation

- The Duty Officer will page the on-call Facilities Department Plant Mechanic and inform him/her of the activation. Their services might be needed to help insure building environmental and power systems are operating properly.
- Disarm building-wide Intrusion Alarm at one of the external Lenel System keypads/card readers.
- Open front vehicle security gate.
- Turn on all EOC lights.
- Energize the Audio/Visual system by selecting the “Activation” mode button on the A/V Control Touch-Screen.
- Adjust EOC environmental controls to an “Occupied” setting.
- Perform systems test of the stand-by generator at the generator Annunciator panel.
- Verify the UPS (uninterruptable power supply) Annunciator panel is in a “green” state.
- Turn on PC’s, printers and copiers.
- Take EOC phone system and fax machines off “Forward”.
- Upon arrival of the Tacoma EOC Manager, provide an EOC systems and building update and status report.
- Instruct the Tacoma EOC Manager to provide a staff member to man the Lobby Receptionist/Security work station as a priority position.
- Provide Operations & Maintenance SOPs (cheat sheets) for EOC Audio-Visual, power generation, environmental controls, and PC log-in.

- Provide copies of EOC SOPs to include Security systems, General Use and Maintenance, Parking, and Safety and Evacuation.
- Provide copy of EOC floor plan/seating chart (Attachment #5) with telephone and PC directory included.
- Inform Tacoma EOC Manager of responsibilities for operation and maintenance of the facility per the guidelines contained in the General Use & Maintenance SOG.
- Inform Tacoma EOC Manger to conduct a Safety/Evacuation briefing with their staff, per the guidelines in the General Use & Maintenance SOP.
- Provide Tacoma EOC Manager with phone contact numbers for the DEM Duty Officer, Operations Manager, Facilities Department On-Call Plant Mechanic, and PIO.
- If the Tacoma EOC Manager requires access to Amateur radio or SS911 Dispatch communications in room #122, contact the DEM Communications Division Manager or Supervisor and apprise them of Tacoma's needs.
- When the Tacoma EOC Manager is fully briefed and has the necessary SOPs and Operations & Maintenance manuals, the PC Duty Officer can be released.
- On demobilization of the EOC for Tacoma activation, the Duty Officer is to return to the EOC to inventory, deactivate, de-energize, and secure all EOC systems.
- The Duty Officer will have the Tacoma EOC Manager complete a copy of the EOC Demobilization Checklist contained in the General Use & Maintenance SOP
- The Duty Officer will call the DEM Operations Program Manager and inform him of the Tacoma demobilization, and provide a deactivation status of all EOC systems.
- The Duty Officer will prepare and launch a PC-WARN message per the groups in B.7 above, announcing the demobilization and

closure of the EOC.

- As a final step, the Duty Officer will re-forward telephones and fax machines to their “Night Hunt” settings, clear the parking lot, check all EOC rooms and access entry points, and arm the Lenel building Security system upon leaving.

EOC DISPLAYS AND OTHER EQUIPMENT

General Information Boards

These are “white” or dry marker boards and are located in the main part of the Pierce County EOC. They can be customized to fit the current situation. **Use dry erase markers on these “White” boards.**

Situation Maps

There are a wide variety of maps available including USGS 7.5 and 15-minute topographic maps of Pierce County and areas of adjacent counties. National Flood Insurance Plan Maps are also available.

Shelter Status Chart

The operations section will maintain a WebEOC shelter status board. This board shows the location, occupancy, time opened and closed and telephone numbers of the shelter and/or shelter manager.

Staffing Pattern

The EOC staffing plan is Attachment #2 to this EOC Plan. A chart of current staffing will be posted in the EOC and distributed to all command and general staff.

Smart Boards

There are numerous Smart Boards available for use in the Pierce County EOC. The Smart Boards are large touch screen monitors which provide the user with access to working files, internet, and programs to share working documents with a large group of people.

County Situation Map

This is a CountyView map generated by the Plans/GIS section and displayed on one of the main screens and throughout the EOC on various section LCD's. Descriptive label, icons or polygons are used to highlight areas of interest.

Copy Machine

A networked copy machine is available for use when the Pierce County EOC is activated. This copy machine can scan and email documents to pre-loaded address books. It will reproduce on 8.5 x 11, 8.5 x 14, 11 x 17, and 17 x 22. It will duplex, sort, staple and numerous other functions. A color copier is available in the JIC with the same capabilities.

Chart Maker

A Prolmage chart maker is located in the EOC. It will take a 8.5 X 11 sheet and enlarge it up to 23 X 35. Colors are determined by the type of paper used, not by a color cartridge.

Support to EOC Staff

The EOC has a fully functional kitchen that includes coffee maker, refrigerator, range, microwave oven, and sink.

The EOC break room/kitchen is available to eat or to get away from the EOC during meals or breaks.

Showers are available to Pierce County EOC staff in the DEM offices bathrooms.

There are restrooms located in the EOC lobby. Sleeping accommodations can be arranged with local motels, or cots and blankets provided for sleeping in the US&R Warehouse. Pre-arrangements should be made with Logistics Section if sleeping accommodation is required.

While meals are usually catered in the EOC, there are emergency food supplies (MRE's) in the US&R Warehouse

Developing A Situation Summary

Purpose

The purpose of the Situation Summary is to communicate key incident information via e-mail in a format that can easily be read even on a hand-held device. The method by which to provide that information is to offer a brief overview of the current situation, consider the issues, and identify actions taken. Look at the information from a regional perspective. Information should not be duplicated from Summary to Summary unless it is directly related to an issue. Every Situation Report will have a corresponding Situation Summary but not every Summary will have a Report.

Audience

Consider the audience as being our County partners and Elected Officials. Keep this audience in mind when deciding what to include - what it is they need to know.

Process

1. The first Situation Summary should be generated within the first 20 mins the EOC is opened. It will provide a brief overview of information as relayed from the Duty Officer and immediate operational information coming in. It may be requested earlier so should be a priority objective for the Plans Section to complete. It may not have an accompanying Situation Report with the initial distribution.
2. The Plans Section Chief and the EOC Manager will set a schedule for when Situation Summaries and/or Reports need to be issued from the EOC.
3. Times will then be set for when information needs to be collected from each group within the EOC (Operations, Finance, Logistics, PIO, etc.)
4. That information will be relayed to each Section Chief/Supervisor/Manager.
5. A reminder should be relayed 30 mins before information is due. That can be through a message board or by face-to-face.
6. Information should be collected **on time** and brought back to the Plans Section – that may be in a word document provided to you or it may be by you asking pertinent questions of the key person in each group to get a situational overview. Once the information is gathered, the Situation Report should be completed in its first draft within 15-20 minutes. Be sure to include the time frame in which the information is obtained in the header.
7. Use the template attached and edit the information provided to give a good situational assessment in a summarized format. Be concise and accurate. Avoid making assumptions.

8. Check for spelling and grammar.
9. Review the Summary with the Plans Section Chief and edit if necessary.
10. The Plans Section Chief will review with the JIC Manager and then the EOC Manager. Any edits will be given back to the Situation Unit Leader. The review process should be managed quickly to get the report out within a short time of the information having been given. The Plans Section Chief will confirm the final document.
11. Email a word version to the JIC Manager and then do a face-to-face to confirm the Alert & Warning Coordinator will distribute the Summary via PCWarn to the appropriate identified groups by email only:

Be prepared that should the Alert & Warning Coordinator be busy with other tasks, the Plans Section may be asked to send the distribution.

12. Provide a copy of the Situation Summary to the Section Chiefs/Supervisors/Manager. Confirm the Logs Chief will share with the Call Center.
13. Put a copy of the Summary in the Documentation Folder.

**Pierce County Emergency Management
Situation Summary #1
Monday, November 22, 2010
Time Period Covered 06:00 – 13:00
Incident: 10-3767 Nov Winter Weather**

Overview

A Winter Weather Warning remains in effect until 10 pm PST this evening. Current heavy snowfall throughout Pierce County. Road conditions are heavily impacted. Snow accumulation overnight may be up to 5 inches with clearing expected with colder temperatures. For up-to-date weather go to www.wrh.noaa.gov/sew/. For up to date information about PC, view the PC-DEM Blog at: [provide link].

Current Issues

- Road conditions are impacted throughout the county and the region
- At 10:40 hrs a Pierce Transit bus overturned with 12 injuries.
- The possibility of power outages is escalating so shelters may be needed
- Town of South Prairie is in need of sand
- Gig Harbor/Purdy/Peninsula currently appears to be most impacted with whiteout conditions
- Anticipating transport may be needed by essential personnel

PC-EOC Actions Taken

- Drafted a County Proclamation of Emergency
- Finance Section has established an accounting program for the incident.
- EOC liaisons arrived from PC Public Works-Roads and Citizen Corps (4x4s) on standby
- PC Roads have plows and other application trucks deployed
- PC Roads is delivering sand to South Prairie.
- Contact made with TPCHD – they have called their inspectors in from the field for safety.
- Shelter resources have been deployed to East County.
- Shelters have been notified of impending weather and possible activation.
- PC-EOC currently planning to staff night shift from 19:00 – 07:00.

Regional Actions Taken

- WA EMD EOC currently staffed by Duty officers.

The Pierce County EOC can be reached at 253-798-7470 or pceoc@co.pierce.wa.us

Prepared by Pierce County Plans Chief: Richard Schroedel

\EOC Manager: Marci Sco

Developing A Situation Report

Purpose

The purpose of the Situation Report is to communicate simply and relay the status of the incident, response operations, and support. The method by which to provide the information is to offer a brief overview of the current situation, consider the issues, and then what actions have been taken. Look at the information from a regional level. Information should not be duplicated from report to report unless it is directly related to an issue. Every Situation Report that is issued will likely have a Situation Summary presented in e-mail format with the Situation Report attached as a PDF.

Audience

Consider the audience as being our County partners and Elected Officials. Keep this audience in mind when deciding what to include - what it is they need to know.

Process

1. The Plans Section Chief and the EOC Manager will set a schedule for when Situation Reports need to be issued from the EOC.
2. Times will then be set for when information needs to be collected from each group within the EOC (Operations, Finance, Logistics, PIO, etc.)
3. That information will be relayed to each Section Chief/Supervisor/Manager.
4. A reminder should be relayed 30 minutes before information is due through a message board or by face-to-face communication.
5. Information should be collected **on time** and brought back to the Plans Section – that may be in a word document provided to you or it may be by you asking pertinent questions of the key person in each group to get a situational overview. Once the information is gathered, the Situation Report should be completed in its first draft within 15-20 minutes. Be sure to include the time frame in which the information is obtained in the header.
6. Use the template attached and edit the information provided to give a good situational assessment. Be concise and accurate. Avoid making assumptions.
7. Check for spelling and grammar.
8. Review the Report with the Plans Section Chief and edit if necessary.
9. The Plans Section Chief will review with the JIC Manager and then the EOC Manager. Any edits will be given back to the Situation Unit Leader. The review process should be managed quickly to get the report out within a short time of the

information having been given. The Plans Section Chief and EOC Manager will confirm the final document.

10. Email a word version to the JIC Manager and then do a face-to-face to confirm the Alert & Warning Coordinator will distribute the Report via PCWarn as an attachment to the following groups:

- County Directors
- Health and Medical
- School Admin
- Law/Fire Command
- Air Ops
- PSAP's
- PIO's
- Road Ops
- Contract Cities
- DEM Staff
- Elected Officials
- Type III IMT
- WA EMD Duty Officer
- Others as identified by the EOC Manager

Be prepared that should the Alert & Warning Coordinator be busy with other tasks, the Plans Section may be asked to send the distribution.

11. Confirm if the Alert & Warning Coordinator or Plans Section will convert the Report to a PDF and save in the appropriate Incident Folder.

12. Provide a copy of the Situation Report to the Section Chiefs/Supervisors/Manager. Confirm the Logs Chief will share with the Call Center.

13. Put a copy of the Report in the Documentation Folder.

**Pierce County/Tacoma Emergency Operations Center
(253-798-7470)**

EOC Activation Level 2

SITUATION REPORT #1

11/22/10 Time Period Covered 06:00 – 13:00
State Mission #: 10-3767 – Nov Winter Weather

PC EOC Objectives

- Provide timely notifications and warnings to the Public, Responders, and County & City Governments of any hazardous areas or conditions related to 10-3767.
- Provide for the safety and well-being of responders and citizens.
- Conduct and report damage assessment operations
- Initiate Recovery Operations
- Maintain EOC in Operational Readiness

CURRENT CONDITIONS

A Winter Weather Warning remains In effect until 10 pm PST this evening. Current heavy snowfall throughout Pierce County. Road conditions are heavily impacted.

CURRENT WEATHER SUMMARY

Tonight: Lows 18 To 25. North Wind 25 To 35 Mph Snow likely early this evening. Then a chance of snow. Snow accumulation up to 2 inches. Total snow accumulation 2 to 5 inches.

Next Day: Clearing is expected later tonight into Tuesday with cold temperatures as the low moves off to the east

Following Day: The weather is expected to return to seasonable temperatures with rain after the middle of the week.

IMPACT/CONSEQUENCES

Operations

- Life and Safety:
 - Impending extreme cold temperatures, wind, and snow are a threat to life and safety.
 - A Pierce Transit bus overturned at 10:40 hrs at S 19th/Jefferson. 12 transported to local hospitals - Resolved
- Damages: No property damages have been reported at this time.
- Utilities: No problems reported but being closely watched.

- Transportation:
 - SR 16 from milepost 1 in Tacoma to milepost 18 in Gig Harbor impacted by several spinouts and jack-knifed semi.
 - SR 512 experiencing heavy traffic in both directions from Meridian to Pioneer
 - County plows and all other application trucks are deployed on routes.
 - Most are reporting bare/wet w/exception of higher elevations (Greenwater/Fairfax/Ashford/Elbe)
 - District 4 (Gig Harbor/Purdy/Peninsula) reporting white out conditions w/ most impacted areas.
- Health Department: EOF not activated; no issues; inspectors called to return from field for safety reasons.
- Shelters:
 - Shelter resources have been deployed to East County
 - Shelters have been notified of impending weather and possible activation.

Logistics

- Request for sand Town of So. Prairie – Pierce County Road Ops responding
- Two shelter trailers staged in Frederickson and Edgewood - Resolved
- PC SAR 4x4 on standby to support transport of essential personnel if needed.
- Call Center fielded XX calls. The primary issues included: XX. [Note: this information will have to be tracked by the Call Center because the report generated by the Call Log & Sig Events included calls handled by everyone.]

Finance

- Contacted B&F to establish accounting program DR11.
- Event cost projection through noon November 22, 2010 - \$304.
- Issued credit cards and Costco cards to Logistics Chief.
- Electronic sign-in/out is functioning.

COUNTY ACTIONS

- No other EOCs open at this time.

REGIONAL, STATE, AND FEDERAL ACTIONS

- Washington State ECC is activated at Level 1 (Duty Officer Monitoring)
- King County ECC is activated

Prepared By (Planning Section Chief):		
Approved By (Incident Commander):		

Distributed to the following in Pierce County:

• PCWarn Aviation	• PCWarn Cities	• PCWarn Fire-Cmd
• PCWarn Health & Medical	• PCWarn JIC PIOs	• PCWarn LE-Cmd
• PCWarn PC Dept Directors	• PCWarn Elected Officials	• PCWarn PSAPs
• PCWarn Road Operations	• PCWarn DEM All	• JBLM Fire Cmd
• JBLM Law Cmd	• JBLM Ft Lewis DES	• PW Surface Water Mgmt
• PCWarn Duty Officers – State and County	•	•

Others that May be Identified by EOC Manager

- Flood Events – Add PCWarn SAR 4x4 OLs (work with Riverwatch)
- Some Events – Add PCWarn Citizen Corps
- Some Events – Add PCWarn IMT
- Some Events – Add PCWarn School Administrators

Updated 10/28/2021

THE EOC ACTION PLANNING PROCESS

The incident management system emphasizes orderly and systematic planning. The central tool for planning during a response to a major emergency is the EOC Action Plan. The EOC Manager facilitates the planning meetings that develop the EOC Action Plan and the planning section distributes the EOC Action Plan. The EOC Action Plan should be drafted at the onset of the incident and revised throughout.

Not all incidents require an EOC Action Plan. Incidents of a small nature or easily controlled may not require it. Incidents of a more complex nature will require an EOC Action Plan to coordinate activities. The level of detail in the plan will vary depending on the size and complexity of the response. The EOC Manager may require a written EOC Action Plan for any incident.

The plan must be accurate and must completely transmit the information gathered during the planning process. The plan must be prepared and distributed prior to the shift briefings. A plan should be prepared for each operational period. A planning process has been developed as part of the incident management system to facilitate the development of the EOC Action Plan in an orderly and systematic manner. The following explains the planning process required to develop the EOC Action Plan.

Following these planning steps will assist in the development of the EOC Action Plan in a minimum amount of time.

EOC ACTION PLAN COMPONENTS

Depending on the incident, a portion or all of these components may be used.

- Mission Number
- Incident Name
- Operational Periods
- Incident Objectives
- Incident Actions
- Objectives Leads
- Action Leads

THE PLANNING CYCLE

PHASE 1: Set Incident Objectives

This should be done by the EOC Manager. The incident objectives are not limited to a single operational period but shall consider the total incident situation.

The EOC Manager establishes the general strategy to be used, and states major policy, legal, or fiscal constraints in accomplishing the objectives and appropriate contingency considerations.

Setting or reaffirming of goals and objectives at the beginning of each operational period (shift) is a top priority of the EOC Manager, and should observe the following guidelines:

- **Goals and objectives must be clearly stated and measurable, so the incident management team can determine how much was accomplished during the current operational period.**
- **Goals and objectives must be obtainable given the resources available during the operational period.**
- **Goals and objectives must be broad and flexible enough for the Operations Section Chief to achieve them in the best tactical way.**

It is important to remember that the incident management process is occurring on two tracks:

1. **Actions needed to manage the current operational period.**
2. **Planning tasks required to prepare for the next operational period.**

Before finalizing the goals and objectives, a draft should be discussed with the Operations and Planning Section Chiefs. The Operations and Planning Section Chiefs should understand the objectives, and confirm that they can be achieved in a realistic manner.

After discussion, the draft objectives are documented on the EOC Action Plan, and delivered to the command and general staff to advise them of the strategy for the next operational period.

PHASE 2: Preparation for Planning Meeting

Command Meeting

If the incident is being managed under a unified command, the EOC Managers should establish communications with Incident Commanders or local jurisdictions or agencies prior to the strategy meeting to agree on a unified incident strategy and general object.

The following topics should be considered for discussion:

- Jurisdiction or agency priorities
- Jurisdiction or agency limitations, concerns, restrictions. Develop a collective set of incident objectives
- Establish and agree on acceptable priorities
- Agree on a basic organizational structure
- Agree on general staff designations and procedures
- Agree on a resource ordering process
- Agree on cost sharing procedures
- Agree on informational matters
- Designate a primary PIO to act as spokesperson

Strategy Meeting

This meeting allows command, operations and planning an opportunity to fit actions to objectives prior to the planning meeting. While strategy and actions are sometimes revised as part of the planning meeting process, completing some of this work at this meeting will facilitate an efficient planning meeting.

The Planning Section Chief facilitates the planning meeting.

The EOC Manager and the Operations Section Chief discuss and agree upon strategy, and the Operations Section Chief details assignments to ensure that those strategic objectives and actions will be obtained. The Operations Section Chief defines geographic boundaries of assigned operations and the resource assignments to those areas; these boundaries will be plotted on the incident map for the planning meeting. Command and the Operations Section Chief also determine the operational period for which the plan will be developed.

The Planning Section Chief provides alternatives and contingency plans and describes their feasibility. Command and operations select the appropriate contingency plan.

The Planning Section Chief documents the results of this discussion on the Operational Planning Worksheet EOC Form 215.

PHASE 3: The Planning Meeting

Prior to the Planning Meeting

- Planning Section Chief will post the time and place for the meeting. Key personnel should attend the planning meeting in order to facilitate an orderly and brief exchange of information.
- The Planning Section Chief should ensure that planning maps, forms, resource and situation status displays are available and up to date.

At the Planning Meeting

- The Planning Section Chief is responsible for conducting the planning meeting and ensuring that the flow of information is brief, complete and to the point. Most of the groundwork for the plan should have been done through phases 1 and 2 of this process.
- The planning meeting should follow the planning process checklist below

Planning Process Checklist Tasks and Responsibilities

1. Briefing on Situation and Resources – OPS/PLANS

The Operations and Planning Section Chiefs will provide a briefing on the situation as it currently exists. Information should include the following:

- Incident response
- Incident Briefing EOC Form 201
- Field observations
- Resource and situation reports
- Status of current tactical assignments
- Resource condition
- Resource shortages
- Major problems
- Projections that may impact the next operational period (weather, etc.)

2. Set or Review Incident Objectives – EOC MANAGER

The EOC Manager will establish incident objectives. The manager will modify the objectives whenever necessary.

3. Plot Control Lines and Division Boundaries - OPS

The Operations Section Chief will discuss the physical parameters of the incident, including traffic control points, “Hot” and “Cold” zones, evacuation areas, etc. Where appropriate these will correspond to division assignments and posted to the Operational Planning Worksheet EOC Form 215. Boundaries will be plotted on the incident map.

4. Review Action Items / Priorities - OPS

Using the Operational Planning Worksheet EOC Form 215, the Operations Section Chief will discuss the tactics occurring in each division. This should include specific, achievable tactical objectives with alternative or contingency plans.

5. Specify Resource Status / Needs – OPS/PLANS

The Operations Section Chief, in cooperation with Planning Section Chief, will specify the resource status and needs to achieve tactical goals.

6. Specify Facilities and Reporting Locations - LOGS

The Logistics Section Chief will identify key facilities, staging areas and important geographical locations such as drop-off points, safe zones, congregation points, etc. These are to be identified and plotted on the incident map.

7. Develop Resource and Personnel System - LOGS

After the operations and Planning Section Chiefs identify needed resources the Logistics Section Chief compiles the requests and establishes a process for the procurement of supplies.

8. Establish Communications, Medical and Traffic Plans - LOGS

The Logistics Section Chief with the assistance of the Operations and Planning Section Chiefs will assess the adequacy of communications, medical and traffic support. If these are determined to be inadequate, additional resources should be requested to ensure that the EAP is supported. The Logistics Section Chief is responsible for the development of these plans.

9. Establish Safety Statement – EOC MANAGER

Safety is critical to EOC operations. The EOC Manager will develop a safety statement which will be attached to the EAP. All accidents or injuries will be reported to the EOC Manager who will recommend actions to avoid future mishaps.

10. Provide Financial and Record-keeping System – FINANCE/PLANS

The Finance Section Chief will provide a “cost to date” estimate for the incident, along with any special cost analyses that have been requested. A system will be developed to track all expenditures.

11. Identify Potential Problems / Opportunities – EOC MANAGER

The Pierce County EOC Manager will continually assess and analyze the dynamics of the incident. Consideration will be given to issues related to cooperating agencies, including concerns, restrictions, etc. This may include information release or management issues, which may impact how external resources are to be used during the next operational shift.

12. Consider Information Issues and Release – PIO/EOC MANAGER

The Pierce County Public Information Manager will provide an overview of press coverage. The Public Information Manager will present information on the perception of the media and public on the organization which may impact strategy and tactics. The Public Information Manager will coordinate interviews, visits to the field or EOC, and press conferences. (See Pierce County Joint Information Center (JIC) Plan – published separately.)

13. Review, Finalize, Approve and Implement the EAP – EOC MANAGER/ALL

Information shared during the planning meeting is documented on the EOC Incident Action EOC Forms 202 - 206. Section chiefs responsible for specific forms of the EAP will submit the completed forms to the Planning Section Chief. An incident map and traffic plan will be included if indicated. The Planning Section Chief does a final review of the EAP for accuracy and completeness. The EOC Manager signs the approved EAP and is duplicated and distributed to the incident management team and County Executive.

PHASE 4: Shift Change Briefing

The Operations Section Chief briefs staff on their assignments for the next operational period. It is attended by the EOC Manager, planning and Logistics Section Chiefs, and others as requested or appropriate.

SAMPLE SHIFT CHANGE AGENDA

- Situation update
- Review EAP
- Discuss Logistical details

- Review Safety messages

These four phases make up a planning cycle which repeats itself on either a daily or shift basis. The cycle can be seen in the daily flow of events in the EOC as reflected in the box below.

EOC DAILY PLANNING CYCLE	
<i>Hour 1</i>	<i>Initial Incident Notification Initial Incident Briefing Initial EAP Developed</i>
<i>Hour 2</i>	<i>* EOC Manager Strategy and Objectives Develop, Evaluate, Revise</i>
<i>Hour 3</i>	<i>Prepare for Planning Meeting Strategy Meeting Command Meeting</i>
<i>Hour 5</i>	<i>Planning Meeting Finalize, Approve, Prepare EAP</i>
<i>Hour 6</i>	<i>EAP Updated or Revised</i>
<i>Hour 11</i>	<i>Brief Personnel for Next Operational Period</i>
<i>Hour 12</i>	<i>Operational Shift Change</i>

** Start over for the next operational period.*

CONTINGENCY PLANNING

The Planning Section Chief will document contingency plans using the Contingency Plan EOC Form 204CP (optional). The completed form will be copied and distributed to the incident management team members.

INCIDENT BRIEFING FORM

EOC 201

- 1. Incident Name _____ Mission Number _____
- 2. Date Prepared ___ / ___ / ___ 3. Time Prepared _____ 4. Operational Period _____
- 4. Prepared by (Name/Position) _____
- 5. Map / Sketch Incident Area:

6. Summary of Current Actions:

7. Current EOC Staffing:

Command		Facilities Unit Leader	
EOC Manager		Security Manager	
PIO			
		Finance Section	
Planning Section		Finance Chief	
Chief			
Resource Unit Leader			
Situation Unit Leader		Operations Section	
Damage Assess Mgr		Chief	
Display Processor		Branch	
Technical Specialists		Branch Director	
Document Unit Leader		Division/Group	
		Division/Group	
		Division/Group	
Logistics Section		Branch	
Chief		Branch Director	
Comm Unit Leader		Division/Group	
Comm Center Manager		Division/Group	
Message Center Manager		Division/Group	
Incident Call Receivers		Branch	
		Branch Director	
		Division/Group	
		Division/Group	
Comm Tech		Division/Group	
Resource Unit Leader			
Vol/Employee Manager			

INCIDENT OBJECTIVES

1. Incident Name _____ Mission Number _____

2. Date Prepared ___/___/___ 3. Time Prepared _____ 4. Operational Period _____

5. General Control Objectives for the Incident (Include Alternatives):

6. Weather Forecast for the Operational Period:

7. General Safety Message:

8. Attachments (Check if Attached):

- Incident Map
- Medical Plan
- Division/Group Assignments
- Organization List
- Communications Plan
- Traffic Plan
- _____
- _____

9. Prepared by (Planning Section Chief)

10. Approved by (EOC Manager)

**PIERCE COUNTY EOC
EOC ACTION PLAN**

MISSION #:	INCIDENT NAME:	For Operational Period Dates:			
		<i>Start Time</i>		<i>End Time:</i>	

a. Objective:		Lead for this Objective:
----------------------	--	---------------------------------

Actions:	1.		<input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Continuing	Lead for this Action:
	2.		<input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Continuing	Lead for this Action:
	3.		<input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Continuing	Lead for this Action:
	4.		<input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Continuing	Lead for this Action:

b. Objective:		Lead for this Objective:
----------------------	--	---------------------------------

Actions:	1.		<input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Continuing	Lead for this Action:
	2.		<input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Continuing	Lead for this Action:
	3.		<input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Continuing	Lead for this Action:
	4.		<input type="checkbox"/> One-Time <input checked="" type="checkbox"/> Continuing	Lead for this Action:

c. Objective:		Lead for this Objective:
----------------------	--	---------------------------------

Actions:	1.		<input type="checkbox"/> One-Time <input type="checkbox"/> Continuing	Lead for this Action:
	2.		<input type="checkbox"/> One-Time <input type="checkbox"/> Continuing	Lead for this Action:
	3.		<input type="checkbox"/> One-Time <input type="checkbox"/> Continuing	Lead for this Action:
	4.		<input type="checkbox"/> One-Time <input type="checkbox"/> Continuing	Lead for this Action:

d Objective:		Lead for this Objective:
---------------------	--	---------------------------------

Actions:	1.		<input type="checkbox"/> One-Time <input type="checkbox"/> Continuing	Lead for this Action:
	2.		<input type="checkbox"/> One-Time <input type="checkbox"/> Continuing	Lead for this Action:

EOC MANAGER	COORDINATION
	Name and Signature:

EAP COMPONENTS BRANCH/DIVISION/GROUP ASSIGNMENT LIST			1. Incident Name:		2. Mission Number:		
3. Branch:		4. Division/Group:		5. Operational Period:			
5. Operations Personnel:							
Section Chief:				Division/Group Supervisor:			
Branch Director:							
6. Resources Assigned this Period:							
Resource designator	Leader	Number of persons	Transport needed <input type="checkbox"/>	Start Shift	End Shift		
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
7. Control Operations:							
8. Special Instructions:							
9. Communications Summary							
FUNCTION	TG/FREQ	SYSTEM	KNOB	FUNCTION	TG/FREQ	SYSTEM	KNOB
Command				Logistics			
Command				Logistics			
Tactical				Other			
Prepared by (Resource Unit):			Approved by (Planning SC):			Date:	Time:

CONTINGENCY PLAN

EOC 204 CP (OPTIONAL)

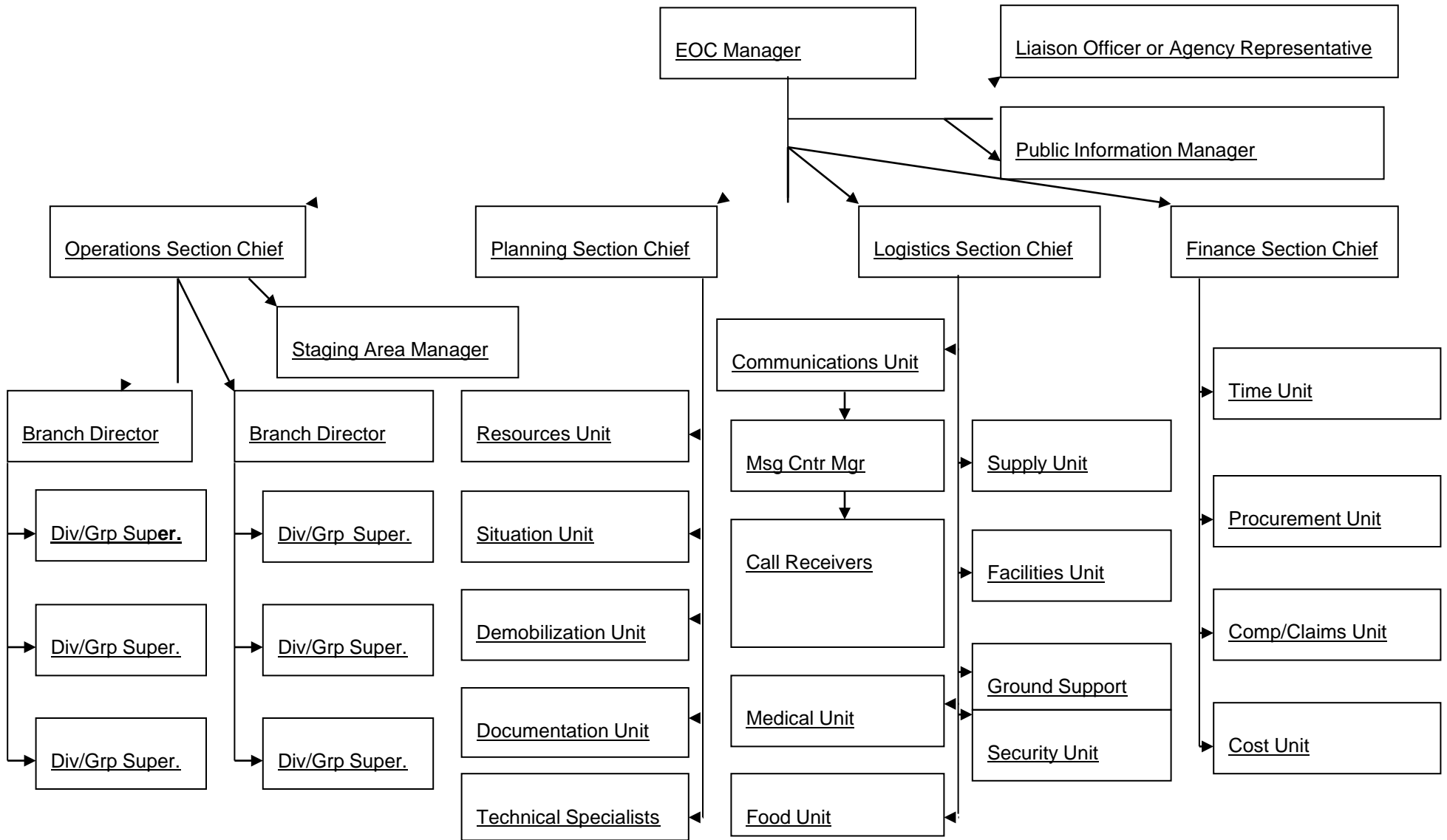
EAP COMPONENTS BRANCH/DIVISION/GROUP ASSIGNMENT LIST			1. Incident Name:		2. Mission Number:		
3. Branch:		4. Division/Group:		5. Operational Period:			
5. Operations Personnel:							
Section Chief:				Division/Group Supervisor:			
Branch Director:							
6. Resources Assigned this Period:							
Resource designator	Leader	Number of persons	Transport needed <input type="checkbox"/>	Start Shift	End Shift		
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
			<input type="checkbox"/>				
7. Control Operations:							
8. Special Instructions:							
9. Communications Summary							
FUNCTION	TG/FREQ	SYSTEM	KNOB	FUNCTION	TG/FREQ	SYSTEM	KNOB
Command				Logistics			
Command				Logistics			
Tactical				Other			
Prepared by (Resource Unit):			Approved by (Planning SC):			Date:	Time:

EAP COMPONENTS MEDICAL ASSIGNMENT LIST	1. Incident Name:		2. Mission #:
	3. Date Prepared:		4. Time Prepared
5. Operational Period (Date/Time):			Hours:
			6. DMCC: 845-3939
7. Medical Aid Stations			
Aid Station	Location		ALS <input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
8a. Transportation (Ambulance Service)			
Name	Location		ALS <input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
8b. Transportation (Other)			
Name	Location		ALS <input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>
			<input type="checkbox"/>

9. Hospitals						
Hospital	Damage	Access	Number of Available Beds			Helipad <input type="checkbox"/>
			SCU	Ward	ER	
Allenmore						<input type="checkbox"/>
Good Samaritan						<input type="checkbox"/>
Mary Bridge						<input type="checkbox"/>
MAMC						<input type="checkbox"/>
Multicare (TG)						<input type="checkbox"/>
Puget Sound						<input type="checkbox"/>
St. Clare						<input type="checkbox"/>
St. Joseph's						<input type="checkbox"/>
Western State						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
10. Emergency Medical Procedures:						
11. Prepared by (Logistics Section Chief or designee):						

Incident Name and Mission Number _____
 Operational Period _____ Date _____ Time _____

Organization Chart EOC Form 207



INCIDENT STATUS SUMMARY

Page _____ of _____

TIME	DATE	INITIAL <input type="checkbox"/>	UPDATE <input type="checkbox"/>	FINAL <input type="checkbox"/>	INCIDENT NAME	INCIDENT NUMBER	
JURISDICTIONS			INCIDENT TYPE		LOCATION	STARTED DATE _____ TIME _____	
CAUSE		AREA INVOLVED			CURRENT THREAT		
CONTROL PROBLEMS						ESTIMATED LOSS	
CURRENT WEATHER TEMP _____ WIND SPEED _____ PRECIP _____ WIND DIRECTION _____				PREDICTED WEATHER TEMP _____ WIND SPEED _____ PRECIP _____ WIND DIRECTION _____			
AGENCIES							
Resources				Totals			
TYPE							
SANDBAGS							
SANDBAGGERS							
BARRICADES							
OTHER							
OTHER							
OTHER							
OTHER							
OTHER							
OTHER							
OTHER							
OTHER							
OTHER							
OTHER							
OVERHEAD PERSONNEL							
TOTAL PERSONNEL							
COOPERATING AGENCIES							
REMARKS							
PREPARED BY			APPROVED BY			SENT TO DATE	
						TIME	BY

<u>UNIT LOG</u>	INCIDENT NAME AND MISSION NUMBER	PAGE__ OF _
ACTIVITY LOG		
TIME		
PREPARED BY (SIGN AND TURN INTO THE PLANNING SECTION AT THE END OF SHIFT)		

EOC Form 215

OPERATIONAL PLANNING WORKSHEET		INCIDENT NAME		INCIDENT NUMBER	DATE PREPARED	
		TIME PREPARED				
DIV OR GROUP	WORK ASSIGNMENTS	RESOURCES BY TYPE			REPORTING LOCATION	REQUESTED ARRIVAL TIME
		RESOURCE				
		TYPE				
		REQ.				
		HAVE				
		NEED				
		REQ.				
		HAVE				
		NEED				
		REQ.				
		HAVE				
		NEED				
		REQ.				
		HAVE				
		NEED				
TOTAL RESOURCES REQUIRED						
TOTAL RESOURCES ON HAND						PREPARED BY (NAME AND POSITION)
TOTAL RESOURCES NEEDED						

LOG ENTRY: ___COMPLETE
___PENDING

PIERCE COUNTY EMERGENCY OPERATIONS CENTER

MESSAGE FORM

INCIDENT # _____ **DATE:** _____ **TIME (24HR):** _____
INTERNAL MESSAGE # _____ **RECORDED BY:** _____

CALLER NAME: _____ **PHONE#/RADIO FREQ. (____)** _____

SUBJECT: _____ **CALLERS MESSAGE #** _____

DETAILS _____

CONTACT:(IF DIFFERENT THAN ABOVE) **NAME** _____ **PHONE#/RADIO FREQ.(____)** _____

ADDRESS: PREFIX ADDRESS NAME/NUMBER TYPE SUFFIX

<input type="checkbox"/> East	<input type="checkbox"/> Street	<input type="checkbox"/> North	<input type="checkbox"/> Northeast
<input type="checkbox"/> North	<input type="checkbox"/> Street Court	<input type="checkbox"/> South	<input type="checkbox"/> Southeast
<input type="checkbox"/> South	<input type="checkbox"/> Avenue	<input type="checkbox"/> East	<input type="checkbox"/> Northwest
<input type="checkbox"/> West	<input type="checkbox"/> Avenue Court	<input type="checkbox"/> West	<input type="checkbox"/> Southwest
	<input type="checkbox"/> Boulevard		
	<input type="checkbox"/> Road		
	Other _____		

TOWN _____ **ZIP CODE** _____

PRIORITY: **1 EXTREMELY URGENT (GIVE TO EOC SUPERVISOR)**
 2 LIFE SAFETY, CRITICAL **3 TIME CRITICAL, IMPORTANT** **4 ROUTINE**

MAP/DISPLAY REQUIRED **YES** **NO**

ROUTING:
 PUBLIC INFORMATION MANAGER **FINANCE&ADMINISTRATION**
 EOC MANAGER **PLANNING** **OPERATIONS** **LOGISTICS**

COMMUNICATIONS PLANNING PROCESS

GENERAL

The preparation of the incident communications plan is the responsibility of the communications unit leader. The steps to follow are:

- Attend planning meetings
- Obtain Division/Group Assignment List EOC Form 204
- Determine radio, phone and cellular requirements
- Establish radio networks
- Establish required land and cellular links
- Establish amateur radio network
- Prepare Communications Plan EOC Form 205
- Prepare Communications Summary of EOC Form 204
- Monitor and maintain the system

TASKS AND RESPONSIBILITIES

1. Attend Planning Meetings

The communications unit leader (CommL) can provide specific information regarding communications capability which will have an impact on the preparation of the EOC Action Plan (EAP). It is desirable for the Logistics Section Chief and/or CUL to attend the initial briefing and the planning meetings. Knowledge of the EAP and overall strategy will assist in making decisions regarding the location of repeaters, determination of coverage patterns, potential distribution points for portable base stations, portable radios, cell phones, etc.

2. Obtain Division/Group Assignment List

The division/group assignments are discussed at the planning meeting and formalized on EOC Form 204 by the Planning Section Chief. The EOC Form 204 will indicate the number of personnel and resources assigned to each division or group, and the supervisory contacts. This information indicates the number of communication resources that must be assigned to each Division or Group. EOC Form 204 has a section to list specific assignments for the division or group. The communications unit leader is responsible for completing the communications summary portion of this form.

3. Determine Radio, Phone and Cellular Requirements

Using EOC Form 204 and the overall incident organization determine the command, tactical and support networks that will be required. See page 47 for a list of Pierce County EOC communication capabilities.

Command - Command and general staff, branch directors, division/group supervisors, special operations.

Actions - Assignments made to division/groups, with the most hazardous operations or operations receiving the highest priority. Provide a separate tactical talk group when possible for each division. A minimum should be to establish a talk group for each branch.

Support - Additional support needs may be required for “off-incident” contacts such as shelters, other EOCs, or a major mutual aid provider. Support links may include amateur radio and cellular phone links if tactical nets are at a premium.

4. Establish Required Radio Networks

List all frequencies and talk groups available. Establish talk group frequency assignments considering the number and type of radios needed and the number of nets required. Use the following guideline:

- Command and support networks may require repeaters which tie the incident line organizations with command, general staff and the EOC.
- If only one repeated frequency is available, it should be designated for command. Support requests from the line may be sent over the command network, or it may be necessary to establish cellular links to provide support services.
- Normally, operations personnel will be required to monitor the support network.
- To assist in determining the potential communications load on a specific network the total number of users may be classified in two categories; passive (i.e., those who will normally monitor the frequency), and active (i.e., those who will be active transmitting on the channel).

See page 47 for a list of Pierce County EOC communications capabilities.

5. Establish Required Land and Cellular Links

Critical landline and cellular phone links should also be identified in the communications plan. At a minimum this should include:

- Land and cellular phone numbers assigned to command and general staff
- Message numbers should be assigned to all incoming calls during any Level II or Level I activation of the EOC
- Key “off incident” numbers
- Relevant FAX numbers

6. Establish Amateur Radio Network

Amateur radio may be used to augment radio, and/or landline and cellular telephone communications. Amateur radio personnel may be used in the EOC, hospitals, shelters, alternate EOCs, at the incident, in the Tactical Area Communications (TAC) vehicle, with River Watch or other remote locations.

Note: HAM radio frequencies are to be used only by licensed amateur radio operators. Personnel without an amateur license may use these radios only under the direction of a HAM operator or in an extreme emergency.

7. Prepare Communications Plan EOC Form 205

Document the system developed above on the Communications Plan EOC Form 205 according to the time-lines established by the Planning Section Chief. It then becomes part of EAP.

8. Prepare Communications Summary of Assignment List EOC Form 204

The information on the Communications Plan EOC Form 205, is posted to the individual operational units on the Division/Group Assignment List EOC Form 204, according to the timelines established by the Planning Section Chief. This forms a portion of the EAP.

9. Monitor and Maintain the System.

The communications unit leader should continue to monitor the system for overloaded frequencies or talk groups, operational units which have been disbanded or re-assigned or other factors which might change the distribution of frequencies or other communication resources.

EOC COMMUNICATION CAPABILITIES

Telephone: 253-798-7470. Three incoming lines on a regular basis can be expanded to 15 lines in an emergency.

FAX: 253-798-6624

NAWAS: (National Warning System) - "Pierce County Alternate"

EAS: (Emergency Alerting System) - System link CPSC-1 Station (KIRO) 455.45 MHz

CEMNET: (Comprehensive Emergency Management Net - State DEM)

- F1 - 45.200 MHz
- F2 - 45.360 MHz*
- F3 - 45.800 MHz
- F4 - 45.200 MHz (In), 45.74 MHz (Out)

* F2 is monitored by PCDEM for daily mobile operations

	Trans/Receive	PL
Pierce County EOC: (Emergency Management) SX	156.240 MHz	162.2

Amateur: Two-way communications by voice, HF, UHF, VHF, CW, RTTY, and packet radio

2 Meter	145.37 MHz (136.5 tone)
2 Meter Packet	144.91 MHz (No tone)
HF	3987 kHz or 7254 kHz

		Trans/Receive	PL
Fire:	F1 Pierce County Fire Freq. 1	153.890 MHz	131.8
	F2 State Mutual Aid - RedNet	153.830 MHz	131.8
	F3 Tacoma Fire Dispatch	154.130 MHz	131.8
	F4 Pierce County Fire Freq. 4	154.265 MHz	131.8

	Transmit	Receive	PL
Pierce County Public Works:	458.875 MHz	453.875 MHz	151.4

Pierce County Utilities (Bridgeport)	458.625 MHz	453.625 MHz	146.2
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American Medical Response: 155.295 MHz

	Transmit	PL	Receive
Pierce County Sheriff: West Dispatch	154.710 MHz	146.2 MHz	155.640 MHz
West Admin.	154.890 MHz	146.2 MHz	155.310 MHz

West Admin Sx	155.310 MHz	146.2 MHz
155.310 MHz		
East Dispatch	159.030 MHz	151.4 MHz
East Admin.	158.910 MHz	131.8 MHz
155.610 MHz		
East Admin Sx	155.610 MHz	131.8 MHz
County Common Records	156.090 MHz	151.4 MHz
LERN	155.370 MHz	NA
OSCCR:	156.135 MHz	NA
Tacoma Police:	F1	460.150
	F2	460.050
	F3	460.350
	F4	460.300
Tacoma Public Works:	F1	453.550
	F2	458.750

Law Enforcement Access (Teletype)

County E - Mail System: Through the department local area network (LAN). There is also access to the Internet WWW.

Pierce Transit Hot Line: (Beige Telephone)

Puget Sound Energy: 920 MHz Trunked System

- Emergency S-1
- Emergency S-2
- Emergency S-3
- Emergency A-1
- Dispatch 5

LESA Hot Line: (Black Telephone)

Tacoma Fire Department Hot Line: (Red Telephone)

City Light Hot Line: Radio Link to Tacoma Power

Pierce County Fire Comm Hot Line: (Brown Telephone)

TTD - Teletype for the Deaf: 253-798-3459

EOC RESOURCE ORDERING PROCESS

One of the most important duties performed by the logistics section is to obtain and deliver critical resources. Critical resource needs arise when demand exceeds supply of any item used in emergency operations, which if not available, could significantly impact or jeopardize the organization's ability to accomplish the incident objectives. The success or failure of the logistics section will, in part, hinge on its ability to efficiently receive process and deliver requested resources.

To assist the logistics section an ordering process has been developed to clarify responsibilities, streamline flow of information and provide necessary documentation. Since the resource request will likely be forwarded to an ordering manager within the supply unit, it is imperative that information necessary to process the request be documented in a consistent and complete format.

It is also important that the appropriate ordering process be observed. Obtaining guidance from the finance department head will ensure compliance with established county procedures, with or without bid requirement considerations.

Two ordering forms may be used for the purpose of documenting resource requests:

- **General Message Form (EOC Form 213)**
Unit leaders, operations personnel, section chiefs, communications and message center personnel, and others may use the general message form to request resources from the supply unit leader. All information specific for the correct identification of the needed resource must be complete and clearly documented.
- **Resource Order Form (EOC Form 213RR)**
The resource order form documents all processing activities performed by the logistics section. Depending upon the needs to manage resource ordering, orders may be divided by discipline (police, fire, public works, etc.) or by type (personnel, equipment, supplies, facilities, etc.), or a combination of both. This form may be used to order resources from the incident to the EOC, mutual-aid agencies, vendors, contractors and others.

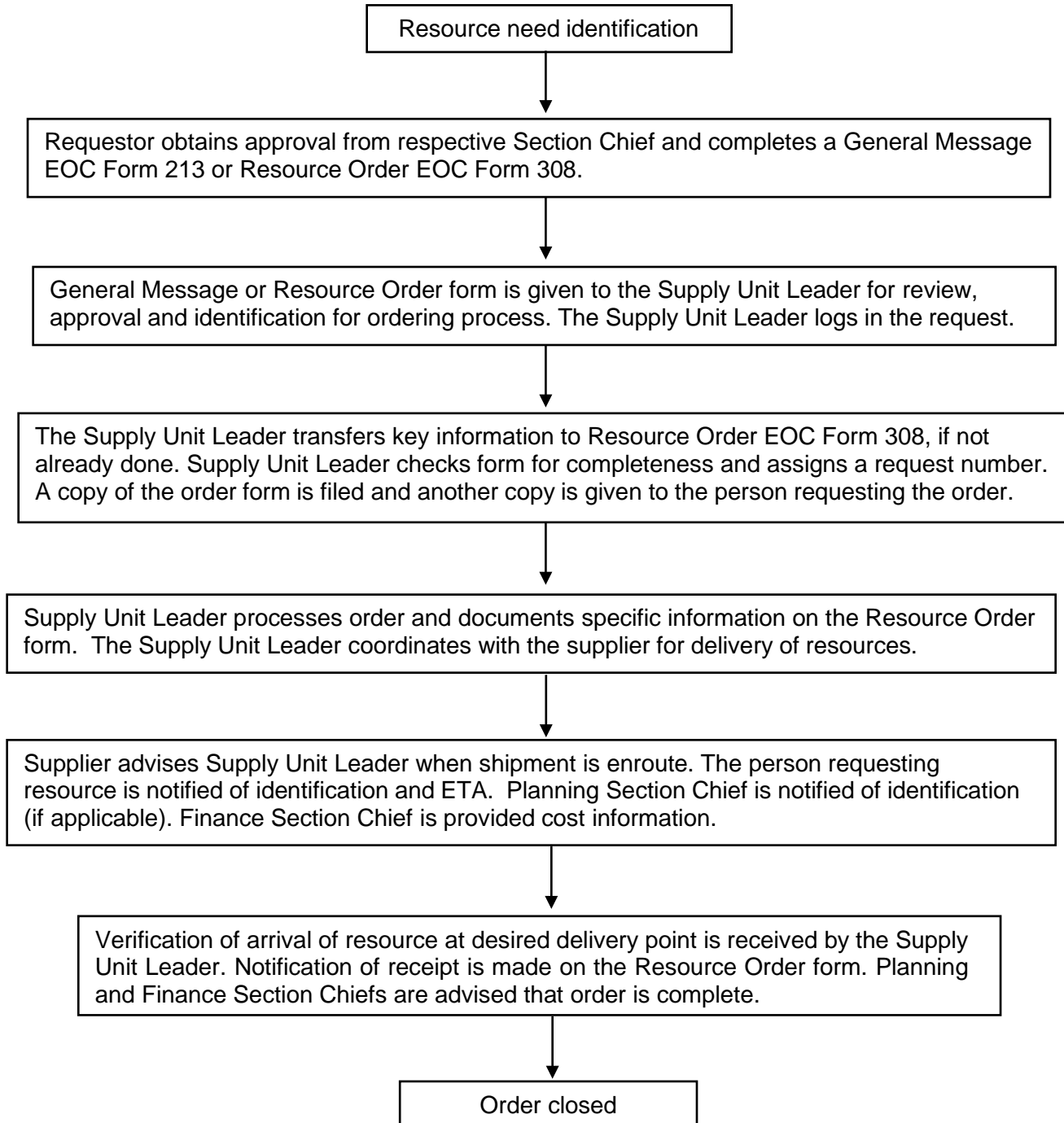
GENERAL MESSAGE		
MISSION NUMBER		MISSION NAME
TO:		POSITION
FROM:		POSITION
SUBJECT:		DATE:
SIGNATURE / POSITION		
REPLY:		
DATE	TIME	SIGNATURE / POSITION

RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:			2. Date/Time			3. Resource Request Number:		
Requestor	4. Order (Use additional forms when requesting different resource sources of supply.):							
	Qty.	Kind	Type	Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)	Arrival Date and Time		Cost	
					Requested	Estimated		
5. Requested Delivery/Reporting Location:								
6. Suitable Substitutes and/or Suggested Sources:								
7. Requested by Name/Position:				8. Priority: Urgent Routine Low			9. Section Chief Approval:	
				<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>				
Logistics	10. Logistics Order Number:					11. Supplier Phone/Fax/Email:		
	12. Name of Supplier/POC:							
	13. Notes:							
	14. Approval Signature of Auth Logistics Rep:					15. Date/Time:		
16. Order placed by (check box): SPUL PROC								
Finance	17. Reply/Comments from Finance: <input type="checkbox"/> <input type="checkbox"/>							
	18. Finance Section Signature:					19. Date/Time:		
ICS 213 RR, Page 1								

EOC ORDERING PROCESS FLOWCHART

The EOC ordering process flow is dependent upon the size of the logistics section. In small-scale activations the Logistics Section Chief may be entirely responsible for the processing of resource requests and deliveries. Large-scale events may require more staffing and resource ordering responsibilities may be more delineated.



Attachment #1

Liaison Ext: 1555 Name:	Liaison Ext: 1553 Name:
Liaison Ext: Name:	Staff Ext.1550 Name:
Staff Ext: 1552 Name:	Finance Ext: 1553 Name:

Finance SC
Pod 6
Ext: 1565
Name:

Liaison Ext: Name:	Liaison Ext: 1558 Name:
Liaison Ext: 1563 Name:	Liaison Ext: Name:
Liaison Ext: 1556 Name:	Liaison Ext: 1557 Name:

IT
Pod 7
Ext: 1567
Name:

Liaison Ext: 1548 Name:	Liaison Ext: Name:
Liaison Ext: Name:	Liaison Ext: 1560 Name:
Staff Ext: 1546 Name:	Staff Ext: Name:

Logistics SC
Pod 4
Ext: 1567
Name:

Liaison Ext: 1562 Name:	Liaison Ext: 1561 Name:
Liaison Ext: Name:	Ext: 1561 Name:
Liaison Ext: 1549 Name:	Ext: 1551 Name:

Liaison
Pod 5
Ext: 1566
Name:

Liaison Ext: 1542 Name:	Liaison Ext: 1540 Name:
Staff Ext: 1541 Name:	A&W Coordinator Ext: 1588 Name:
Staff: Ext: 1541 Name:	Ops OA Ext: 1540 Name:

Operations SC
Pod 2
Ext: 1568
Name:

Liaison Ext: 1548 Name:	Liaison Ext: 1545 Name:
Staff Ext: 1564 Name:	Staff Ext: Name:
Staff Ext: Name:	Plans OA Ext: 1544 Name:

Plans SC
Pod 3
Ext: 1569
Name:

EOC Operations Floor
Tacoma/Pierce County
Layout & Phone Numbers
Operations Floor Ext. 1600

Date: January 20, 2012 1200-2000
Lobby Receptionist:
Lobby Ext: 1526
Lobby Fax #: (253) 798-1530
JIC: Ext. 1510
Telephone # (253) 798-1509

Director Pod 1 Ext. 1572 Name:	EOC Manager Ext. 1573 Name:	Deputy Director Ext. 1574 Name:	Local Liaison Ext. 1571 Name:
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Shelters
Carbon
Ext: 1575, 1570
Name: 1579 1589 1645

Damage Assessment
Puyallup
Ext: 1602, 1601
Name: Not open