

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **EOC MANAGER**

POSITION DESCRIPTION: The EOC Manager's responsibility is the overall management of the Town of Stillwater EOC. On most incidents the command activity is carried out by a single EOC Manager. The EOC Manager is selected by qualifications and experience by the chief elected official.

The EOC Manager may have a deputy, who may be from the same agency, or from an assisting agency. Deputies may also be used at section and branch levels of the ICS organization. Deputies must have the same qualifications as the person for whom they work as they must be ready to take over that position at any time.

RESPONSIBILITIES/CHECKLIST:

- Assess the situation and / or obtain a briefing from the prior EOC Manager.
- Determine Incident Objectives and strategy for the operational period.
- Determine level of staffing needed to begin dealing with the emergency. This may be increased or decreased later.
- Determine what level incident this is.
- Assign a field operation liaison per sector.
- Establish the immediate priorities.
- Ensure planning meetings are scheduled as required.
- Approve and authorize the implementation of an Incident Action Plan.
- Ensure that adequate safety measures are in place.
- Coordinate activity for all Command and General Staff.
- Coordinate with adjacent localities and County Officials.
- Approve requests for additional resources or for the release of resources.
- Keep agency administrator informed of incident status.

Stillwater Community Emergency Management Plan

- Approve the use of trainees, volunteers, and auxiliary personnel.
- Determine the operational period.
- Authorize release of information to the news media.
- Order the demobilization of the incident when appropriate.
- Use SOP for briefing incoming incident commander.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Town ICS Incident Organization Chart
2. Copy of Notification Procedure
3. SOP for Transfer of Command

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: PUBLIC INFORMATION OFFICER

POSITION DESCRIPTION: The Information Officer is responsible for collecting, developing and then releasing information about the incident to the general public through the news media, to incident personnel, and to appropriate agencies and organizations.

The Information Officer ensures that information support is provided on request and that all information releases are consistent, accurate and timely.

The Information Officer shall review and coordinate all relative information releases and serve as the single dissemination point for all media releases in the incident. Other agencies wishing to release information to the public should coordinate through the Information Officer.

The Information Officer shall coordinate as necessary to ensure that the public within the affected area(s) receives complete, accurate and consistent information about lifesaving procedures, health preservation instructions, emergency status, other information and relief programs and services.

Only one Information Officer will be assigned for each incident, including incidents operating under Unified Command and multi jurisdiction incidents. The Information officer may have assistants as necessary. The assistants may also represent assisting agencies or jurisdictions.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel,

Stillwater Community Emergency Management Plan

- equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
 - Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
 - Open and maintain section logs.
 - Determine from the EOC Manager if there are any limits on information release. Determine what information is essential to protect life and property.
 - Advise the EOC Manager of all unusual requests for information and of all major critical or unfavorable media comments. Provide an estimate of the impact and severity and make recommendations as appropriate.
 - Identify means for securing the information as it is developed.
 - Develop an information release program including:
 - Written news releases
 - Media briefings
 - Public Service Announcements (PSAs)
 - Incident Fact sheets
 - Radio / TV Interviews
 - Internet information
 - Emergency Alert System (EAS) (County responsibility)
 - Develop a schedule for regular news briefings. Arrange for preparation of briefing materials as required. Inform media and conduct media briefings.
 - Obtain EOC Manager's approval of media releases.
 - Establish a Joint News Center as required.
 - Inform media and conduct media briefings.
 - Arrange for tours and other interviews or briefings that may be required. Assist in making arrangements with adjacent jurisdictions, etc. for media visits.
 - Ensure that a rumor control function is established as necessary and has the means for identifying false or erroneous information. Develop procedures to be

Stillwater Community Emergency Management Plan

used to clarify such information.

- Monitor broadcast and print media. Use information gleaned to develop follow-up news releases and rumor control.
- Obtain media information that may be useful to incident planning.
- Write and distribute Situation Reports, as warranted, for agencies and response personnel assigned to the incident.
- Maintain current information summaries and / or displays on the incident dissemination to the general public and response personnel.
- Maintain Unit Log, including file copies of all information (and audio/videotapes) that is released.
- Provide copies of all releases to the EOC Manager.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory for media outlets
2. Information Officer Assistant Roster
3. Information Officer Equipment List
- 4 ICS Incident Organization Chart

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Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **SAFETY OFFICER**

POSITION DESCRIPTION: The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to assess and / or anticipate hazardous and unsafe situations.

Only one Safety Officer will be assigned for each incident. The Safety Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions. Safety assistants may have specific responsibilities such as air operations, hazardous materials, etc.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Obtain briefing and operating procedures/staffing roster/deployment scheme from the Incident Commander.
- Participate in planning meetings.
- Ensure personnel deployed to the field are equipped with appropriate Personal Protective Equipment, including clothing, water, food, flashlight with batteries and a first aid kit.

Stillwater Community Emergency Management Plan

- Ensure personnel deployed to the field are equipped with necessary communications equipment that can be utilized to request assistance in an emergency.
- Ensure that personnel assigned State/lease vehicles are familiar with any specialized equipment (tow hitches, 4 wheel drive, etc.) That may be present on their assigned vehicle. Vehicles must be equipped with road safety flares, spare tire and jack.
- Identify hazardous situations associated with the incident and brief all incident personnel (e.g., downed power line awareness/hazards, driving through water, etc.)
- Analyze observations from staff and other personnel and prioritize hazards and risks, then develop measures for ensuring personnel safety.
- Review the Incident Action Plan for safety implications and prepare a safety message if appropriate.
- Establish a reporting schedule for deployed personnel to ensure their well-being.
- Exercise emergency authority to stop and prevent unsafe acts.
- Investigate accidents and prepare an accident report on accidents that have occurred en route to and within the incident area involving incident personnel.
- Assign assistants as needed.
- Review and approve the medical plan (ICS Form 206).
- Maintain Unit Log (ICS Form 214).

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory
2. ICS Forms
3. ICS Incident Organization Chart

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **COUNSEL**

POSITION DESCRIPTION: Incidents that have legal issues may require a counsel position. Any incident where a State of Emergency (SOE) is declared or anticipated should have a counsel position established.

The Counsel is the contact for all legal counsels, private industry counsels, any other agency counsels.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Be a contact for local, state and federal agency counsels.
- Act as a focal point for any legal issues that arise during the incident.
- Draft the Local Disaster Emergency Declaration.
- Monitor incident operations to determine any potential legal issues.
- Attend strategy and planning meeting.

Stillwater Community Emergency Management Plan

- Maintain unit log.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory
2. Copy of Executive Law, Article 2-B

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **LIAISON OFFICER**

POSITION DESCRIPTION: Incidents that are multi jurisdictional, or have several agencies involved, may require the establishment of the Liaison Officer position on the Command Staff.

The Liaison Officer's responsibility is to be the contact person for the personnel assigned to the EOC by assisting or cooperating agencies not assigned to other sections in the EOC. These are personnel other than those on direct tactical assignments or those involved in a Unified Command.

Only one Liaison Officer will be assigned for each incident. The Liaison Officer may have assistants as necessary, and the assistants may also represent assisting agencies or jurisdictions.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Oversee all liaison activities.
- Be a contact for Agency Representatives not assigned to other EOC sections.

Stillwater Community Emergency Management Plan

- Develop and maintain a list of assisting and cooperating agencies and Agency Representatives and distribute to all sections and units.
- Assist in establishing and coordinating interagency contacts.
- Handle requests for other agencies to send liaison personnel to other EOCs.
- Function as a central location for incoming Agency Representatives (not assigned to other sections). Ensure that Agency Representative have adequate work space and the tools to do the job.
- Interact with other sections and branches within the EOC to ensure the proper flow of information.
- Ensure that all appropriate guidelines, directives, action plans and situation reports are disseminated to Agency Representatives.
- Keep agencies supporting the incident aware of incident status.
- Monitor incident operations to identify current or potential inter organizational problems.
- Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
- Maintain Unit Log.
- Demobilize Agency Representatives when called for by the EOC Manager.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory
2. ICS Forms
3. ICS Incident Organization Chart

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **Message Center Operator**

POSITION DESCRIPTION: The Message Center Operator is responsible for the input of data, messages and missions for the EOC. This data may be received through verbal, phone, fax, e-mail, and/or radio communication. The Message Center Operator is also responsible for copying, faxing and mailing any documents that relate to the EOC activation in support of the documentation unit. This person must be able to interface with all levels of government as well as the private and volunteer sector. In addition the message center operator is under the direct and immediate supervision of the Message Center Supervisor if there are more than three operators assigned.

QUALIFICATIONS / TRAINING GOALS:

- Computer Skills to include proficiency in Microsoft Word and Excel.
- Customer Relation Skills.
- Completion of ICS 100.
- Ability to decipher information priority and comprehension of a mission.
- Ability to work under stress.
- Ability to acknowledge limitations and request assistance when needed.
- Ability to use the fax and copier machines.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Message Center Supervisor, if established.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Ensure that the proper equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for

Stillwater Community Emergency Management Plan

information or support.

- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain a message system. Information is routed to the Situation Unit for proper dissemination. Missions are routed to the Logistics Section to be vetted and fulfilled.
- Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.
- Advise Message Center Supervisor if activated of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Make sure that information reports or missions you prepare are clear and understandable.
- Brief supervisors periodically on any updated information you may have received.
- Brief your relief at shift change time.

Demobilization

- Ensure that any required forms or reports are completed prior to your release.

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **Message Center Supervisor**

POSITION DESCRIPTION: The Message Center Supervisor is responsible for the direct supervision of the Message Center Operators. The Message Center Supervisor ensures the efficient and timely operation of the message center. This person helps to direct data and provide the first level of conflict management for the EOC. This person must be able to interface with all levels of government as well as the private and volunteer sector. In addition the message center supervisor is under the direct and immediate supervision of the Operations Chief and takes direction from the Branch Manager if assigned.

DESIRED QUALIFICATIONS:

- Supervision Skills.
- Conflict management skills.
- Customer Relation Skills.
- In depth knowledge of the EOC function, structure and process with knowledge of assigned agencies and their resources.
- Computer Skills to include proficiency in Microsoft Word and Excel.
- Completion of ICS 200.
- Ability to work under stress.
- Ability to handle multiple tasks
- Ability to conduct training on the message floe for the message center operators.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Operations Chief.
- Obtain a briefing on the situation
- Review your position responsibilities.

Stillwater Community Emergency Management Plan

- Ensure that the proper equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Establish and maintain message system flow.
- Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.
- Advise Operations Chief of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Brief supervisors periodically on any updated information you may have received.
- Brief your relief at shift change time.

Demobilization

- Ensure that any required forms or reports are completed prior to your release.
- File all information with the Documentation Unit.

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: OPERATIONS SECTION CHIEF

POSITION DESCRIPTION: The Operations Section Chief is responsible for the management of all tactical operations for the incident. The Operations Section Chief helps formulate and interprets strategy established by the Incident Commander, and implements it tactically as per procedures. The Operations Section Chief activates and supervises organizational elements in accordance with the Incident Action Plan and directs its execution. The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports such changes to the Incident Commander.

The Operations Section Chief ensures that the operations function is carried out including the coordination of response for all operational functions assigned to the EOC and ensures that operational objectives and assignments / missions identified in the IAP are carried out effectively. The Operations Section Chief establishes the appropriate level of organization within the section, continuously monitors the effectiveness of that organization and makes changes as required. The Operations Section Chief exercises overall responsibility for the coordination of operational activities within the section and ensures that all state agency actions under the section are accomplished within the priorities established. The Operations Section Chief reports to the EOC Manager/Incident Commander on all matters pertaining to section activities.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the EOC Director.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the Operations Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.

Stillwater Community Emergency Management Plan

- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Meet with Communications Unit Leader to obtain briefing on on-site and external communications capabilities and restrictions. Establish operating procedure with Communications Unit for use of telephone and radio systems. Make any priorities or special requests known.
- Attempt to determine estimated times of arrival of requested staff who are not yet on site.
- Establish contact and determine status of Command Posts. Determine status of any requests for missions / assistance.
- Meet with the Planning Section Coordinator. Obtain and review any major incident reports. Obtain from the Planning Section additional field operational information that may pertain to or affect section operation.
- Ensure that Agency Representatives deployed from the representative agencies are in place or en route to the affected jurisdiction(s).
- Establish communications with deployed representatives as soon as possible.
- Based on the situation as known or forecast, determine likely future Operations Section needs.
- Review responsibilities of the section . Develop plan for carrying out all responsibilities.
- Make a list of key issues currently facing your Section. Clearly establish with assembled personnel action items to be accomplished within the current operational period.
- Activate organizational elements within section as needed and designate supervisors for each element.
- Determine need for representation or participation of other agency representatives.
- Request additional personnel for the section as necessary for maintaining appropriate level of EOC operation.

Stillwater Community Emergency Management Plan

- Advise EOC Manager/Incident Command of Section status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Manage tactical operations.
 - Interact with next lower level of Section (Branch, Division/Group) to develop the operations portion of the Incident Action Plan.
 - Request resources needed to implement the Operations Section's tactics as a part of the Incident Action Plan development (ICS 215).
- Ensure that section EOC logs and files are maintained.
- Keep up to date on situation and resources associated with your section. Maintain current status at all times.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Provide situation and resources information to the Planning Section on a periodic basis or as the situation requires.
- Make sure that all contacts with the media are fully coordinated first with the Public Information Officer.
- Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- Attend and participate in strategy and planning meetings.
- Work closely with the Planning Section Chief in the development of EOC Incident Action Plans.
- Work closely with each supervisor to ensure operation's objectives as define in the current Incident Action Plan are being addressed.
- Ensure that information for your sections and Agency Representatives is made available to the Planning Section.
- Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Stillwater Community Emergency Management Plan

- Notification of any emergency expenditures
- Time sheets
- Brief EOC Manager/Incident Commander on major problem areas that now need or will require solutions.
- Brief supervisors periodically on any updated information you may have received.
- Share status information with other sections as appropriate.
- Brief your relief at shift change time.

Demobilization

- Authorize demobilization of organizational elements with the section when they are no longer needed. Ensure that any open action items are handled by section or transferred to other EOC elements as appropriate.
- Deactivate subordinate units when no longer required. Ensure that all paperwork is complete and logs are submitted to the Documentation Unit (or Planning Section).
- Demobilize the Section and close out logs when authorized by the EOC Manager.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After Action Report.
- Assists in development of the operations portion of the Incident Action Plan.
- Supervise the execution of the Incident Action Plan for Operations.
 - Maintain close contact with subordinate positions.
 - Ensure safe tactical operations.
- Request additional resources to support tactical operations.

Stillwater Community Emergency Management Plan

- Approve release of resources from assigned status (not release from the incident).
- Make or approve expedient changes to the Incident Action plan during the Operational Period as necessary.
- Maintain close communication with the Incident Commander.
- Maintain Unit Log.

RECOMMENDED ADDITIONAL DOCUMENTS

1. Contact Directory
2. ICS Forms
3. ICS Incident Organization Chart

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **Branch Manager(s)**

POSITION DESCRIPTION: The Branch Manager is responsible for the assignment of all missions that pertain to their division when the operation is divided into zones, sectors or distinct geographic areas unless otherwise directed by the Operations Chief. This person must be able to interface with all levels of government as well as the private and volunteer sector. The Branch Manager works closely with the Operations Chief and the Logistics Chief to track resource status in order to complete each mission in their assigned geographic area in an efficient and timely manner. The Branch Manager is under the direct and immediate supervision of the Operations Chief.

RECOMMENDED QUALIFICATIONS:

- Conflict management skills.
- Customer Relation Skills.
- Decision making and problem solving skills.
- In depth knowledge of the EOC function, structure and process with knowledge of assigned agencies and their resources.
- In depth knowledge of the comprehensive emergency plan.
- Computer Skills to include proficiency in Microsoft Word and Excel.
- Completion of ICS 300 and the I-430 Operations Section Chief Skills Course.
- Ability to work under stress.
- Ability to handle multiple tasks.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Operations Chief.
- Obtain a briefing on the situation
- Review your position responsibilities.

Stillwater Community Emergency Management Plan

- Ensure that the proper equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Coordinate with any open EOC's and field staff in your division to address and document any open missions, resource status and information pertinent to the activation.
- Advise Operations Chief of division status.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.
- Brief supervisors periodically on any updated information you may have received.
- Brief your relief at shift change time.

Demobilization

- Ensure that any required forms or reports are completed prior to your release and file same with the Documentation Unit.

Stillwater Community Emergency Management Plan

STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **LOGISTICS SECTION CHIEF**

POSITION DESCRIPTION: The Logistics Section Chief is responsible for providing all support needs or resource shortfalls to the incident (except aircraft). Support needs include facilities, services, personnel, equipment and supplies. The Logistics Section Chief participates in the development and implementation of the Incident Action Plan, and activates and supervises the units within the Logistics Section.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staffs are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Manage all incident logistics.
- Provide logistical input to the EOC Manager and Planning Section for the preparing the Incident Action Plan.
- Brief Branch Managers and Unit Leaders as needed.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed to efficiently operate the section.

Stillwater Community Emergency Management Plan

- Review and provide input to the Communications Plan, the Medical Plan and the Traffic Plan.
- Supervise requests for additional resources.
- Oversee demobilization of the Logistics Section.

THINGS TO CONSIDER:

- Communications unit usually helps out with IT, cable, telephones and two-way radios, but due to staff size this may fall on Logistics to handle.
- Plan the organization of Logistics Section and request additional personnel for the EOC to fill the Logistic Section, and assign these people with work tasks and assignments as needed. Staffing may be available from adjacent local first response agencies.
- In the EOC the Logistic Chief is also the Service and Support Branch Manager, make sure that both units have operational planning for that period.

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Telephone Directory
2. ICS Forms
3. ICS Incident Organization Chart
4. Resource List

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **FACILITIES UNIT LEADER**

POSITION DESCRIPTION: The Facilities Unit Leader is primarily responsible for the activation of incident facilities (i.e. EOC's, Incident Command Posts, mobilization centers, staging areas or other facilities as required). Each facility (EOC, Command Post) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. This includes providing security, service and facility maintenance.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Logistics Section Coordinator.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Determine requirements for facilities to be established.
- Arrange for use of an appropriate facility, if unable to use a pre-designated facility
- Coordinate with Command Staff (Counsel) any agreements/contracts needed to utilize any Incident Facility not owned/operated by the Town.
- Coordinate with Cost Unit Leader any costs associated with using an

Stillwater Community Emergency Management Plan

Incident Facility not owned/operated by the Town.

- Activate incident facilities.
- Coordinate staffing requirements for facilities with Operations Section Coordinator.
- Provide facility maintenance services: sanitation, lighting and clean up.
- Demobilize EOC and Command Post facilities as outlined in demobilization plan or at the direction of the EOC Manager.
- Maintain Unit Log as required.

THINGS TO CONSIDER:

- Department of Correctional Services can offer manpower to move equipment.

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **SUPPLY UNIT LEADER**

POSITION DESCRIPTION: The Supply Unit Leader is primarily responsible for ordering personnel, equipment and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies and servicing non-expendable supplies and equipment. The Supply Unit Leader reports to the Logistics Section Chief or Support Branch Manager, if activated.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Logistics Section Chief.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff unit as appropriate.
- Determine the type and amount of supplies in route.
- Arrange to receive ordered supplies.
- Coordinate with Finance Section Chief, the Resource Unit Leader in Planning and the donations management group.
- Respond to requests for personnel, supplies and equipment, coordinate

Stillwater Community Emergency Management Plan

with resources unit to determine availability.

- Order, receive, store and distribute supplies and equipment.
- Ensure re-usable equipment is serviced.
- Maintain inventory of supplies and equipment.
- Demobilize Supply Unit.
- Maintain Unit Log (ICS Form 214), as required.

THINGS TO CONSIDER:

- Inventory items that are purchased for the incident and keep the appropriate records for possible reimbursement.
- Establish more than one local vendor who can also ship to this location 24 hours a day.
- Work within established contracts for supplies, and remember to check the donations management group.
- If needed you can request an Ordering Manager and Receiving/Distribution Manager to be assigned to specific tasks.

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **Ground Support Unit Leader**

POSITION DESCRIPTION: The Ground Support Unit Leader is primarily responsible for the maintenance, service and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit also has responsibility for the ground transportation of personnel, supplies, and equipment, and to participate in the development of the Incident Traffic Plan.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Logistics Section Chief.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff is at the EOC.
- Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Check in and obtain briefing from Logistics Section Coordinator.
- Obtain and Coordinate support services (fueling, maintenance and repair) for all mobile equipment and vehicles
- Order maintenance and repair supplies(e.g. fuel, spare parts)
- Provide support for out-of-service equipment
- Assist in the development of the Incident Traffic Plan

Stillwater Community Emergency Management Plan

- Maintain an inventory of support and transportation vehicles
- Record time use for all incident-assigned ground equipment(including contract equipment)
- Update the Resource Unit with the status (location and capability) of transportation vehicles.
- Maintain a transportation pool on larger incidents as necessary.
- Maintain Unit Log as required.

THINGS TO CONSIDER:

- Locate 24 hour fuel supplies for all incident vehicle, formulate a plan for tracking and billing after the event.
- Consider local assets for buses available for staff or public transportation.
- Locate repair services outside of the affected area and make arrangements for quick turnaround.

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **Security Unit Leader**

POSITION DESCRIPTION: The Security Manager is responsible to provide safeguards needed to protect personnel and property from loss or damage at the EOC and other facilities under the direct control of the local emergency management organization.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC
- Report to the Logistic Section Chief
- Obtain briefing from facilities unit leader
- Establish contacts with local law enforcement agencies as required
- Contact the resource use technical specialist for crews or agency representatives to discuss any special custodial requirements which may affect security operations
- Develop security plan for incident facilities
- Request required personnel to accomplish work assignments
- Ensure that support personnel are qualified to manage security plans
- Adjust security plan for personnel and equipment changes and releases
- Coordinate security activities with the appropriate incident personnel
- Keep the peace, prevent assaults, settle disputes through coordination with agency representatives
- Prevent theft of all government and personal property
- Document all compliments and suspicious occurrences
- Demobilize in accordance with incident demobilization plan

Stillwater Community Emergency Management Plan

- Control of the entrances and exits for all facilities, they shall not be accessible by the general public or the news media.
- Consider the use of waiting areas or a reception area.
- If local law enforcement is patrolling the perimeter of building, make sure the EOC or other facility is on the same radio frequency, and have similar products for communications.
- Oversee mail-handling procedures, review new procedures from the protection of the occupants of the EOC based on the threat assessment and act accordingly.
- Maintain a log to include all deliveries, with driver's name and company, and all visitors to the facilities.

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **COMMUNICATIONS UNIT LEADER**

POSITION DESCRIPTION: The Communications Unit Leader, under the direction of the Service Branch Manager or Logistics Section Chief, is responsible for developing plans for the effective use of incident communications and facilities; installing and testing of communications equipment; distribution of communications equipment to incident personnel; and the maintenance and repair of communications equipment. The Communications Unit Leader works with the Planning Section for the development and maintenance of the Communications Plan. The Communications Unit Leader has overall responsibility for effective communications, both internal and external to an incident. This includes coordination of the EOC message flow process and the staffing of main EOC phone lines.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Logistics Section Coordinator.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Check in and obtain briefing from the Logistics Section Coordinator.
- Organize and staff unit as appropriate

Stillwater Community Emergency Management Plan

- Identify communications needs for planned and expected operations.
- Advise on communications capabilities and limitations during preparation of the Incident Action Plan
- Prepare and implement an Incident Communications Plan in coordination with the Planning Unit.
- Ensure portable communications equipment (radios, cellular phones, radios) are operating properly and distributed per communications plan.
- Ensure personnel assigned portable communications equipment understand how to properly operate any assigned communications equipment.
- Ensure that the communications centers are staffed as necessary.
- Maintain inventory of portable communications equipment as available.
- Advise the finance administration section as to the purchase or lease of any needed communication equipment.
- Work with F/A Section to procure communications assets as identified.
- Monitor operations of the communications center.
- Provide technical information as required on:
 - Adequacy of communications systems currently in operation.
 - Geographic limitation on communications systems.
 - Equipment capabilities.
 - Amount and types of equipment available.
 - Anticipated problems in the use of communications equipment.
- Supervise Communications Unit activities.
- Ensure all equipment is tested and repaired.
- Recover equipment assigned to personnel following demobilization.
- Maintain Unit Log as required.

Stillwater Community Emergency Management Plan

Attachments:

- Contact Directory
- Unit Log, ICS 214
- ICS Organization Chart

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **FOOD UNIT LEADER**

POSITION DESCRIPTION: The Food Unit Leader is responsible for determining feeding requirements at incident facilities for staff in the ICS organization, menu planning, providing potable water, providing meals for personnel involved in the incident, and general maintenance of the food service areas. (not responsible for shelter or general population food requirements)

RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the Logistics Section Chief.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Determine location of working assignment, and the number of personnel assigned to incident facilities.
- Determine method of feeding to best fit each situation.
- Obtain necessary equipment and supplies to operate food service facilities.
- Ensure that sufficient potable water is available to meet all incident needs.

Stillwater Community Emergency Management Plan

- Set up any necessary food unit equipment (i.e. coffee, tea, etc.).
- Prepare menus to ensure incident personnel of well balanced meals.
- Obtain list of pre-approved vendors/suppliers of food items, coordinating with Finance Section.
- Contact one of the pre-approved vendors and determine ability to provide meals as needed.
- Place food order with vendor and arrange for pick up or delivery.
- Keep inventory of food on hand, check in food orders.
- Provide Finance Section with any receipts from food orders.
- Demobilize food unit in accordance with incident.
- Maintain Unit Log as required.

THINGS TO CONSIDER:

- Any VIP's that may have a special dietary need shall have their food placed in an area that is away from the regular meals
- Adjust feeding to coincide with the demobilization plan.
- Check with the donations management group for food items(many have expiration dates)
- Make sure that those being fed adhere to portion control guidelines, until all personnel are fed.

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **MEDICAL UNIT LEADER**

POSITION DESCRIPTION: The Medical Unit Leader is primarily responsible for the activation of a medical plan, obtaining medical aid and transportation for the injured and ill incident personnel for the incident facilities (i.e. EOC's, Incident Command Posts or other facilities as directed by the Chief Elected Official).

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Logistics Section Coordinator or Service Branch Manager.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine location of emergency medical equipment in the EOC or where it may be obtained.
- Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- You will be responsible for the medical treatment and health of the incident staff, not for the general public.
- Determine requirements for any facilities to be established.
- Maintain Unit Log as required and the preparation of required reports and records.

THINGS TO CONSIDER:

Stillwater Community Emergency Management Plan

- Check with donations management for resources that will benefit the medical unit
- The medical unit will function as a comfort station until one is needed.
- Consider mental health needs and obtain the appropriate resources to address.

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **PLANNING SECTION CHIEF**

POSITION DESCRIPTION: The Planning Section Chief is responsible for the collection, evaluation, dissemination and use of information about the incident and the status of resources. Information is needed to understand the current situation, predict the probable course of incident events, and prepare alternative strategies and control operations for the incident. The Planning Section Chief conducts the Planning Meeting and is responsible for producing a written Incident Action Plan and Situation Reports (if so directed by the Incident Commander). The Planning Section Chief activates and supervises units within the Planning Section: Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit, Advance Planning Unit and Technical Specialists.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation from previous shift and/or latest Situation Report.
- Review your position responsibilities.
- Determine if other Planning Section staff are at or required at the EOC.
- Ensure that the Section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your workstation.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.

Stillwater Community Emergency Management Plan

- Is responsible for staff resource assignment, staging, and procurement of staff.
- Identify collateral response organization(s) and positions.
- Supervise generally the functioning of the following units: Situation Unit, Resource Unit, Documentation Unit, Demobilization Unit, Advance Planning Unit.
- Ensure that Situation Reports are prepared according to an agreed upon schedule.
- Ensure that the EOC Situation Display is accurate and up-to-date.
- Conduct the Planning Meeting.
- Ensure that the Incident Action Plan is prepared for the next Operational Period.
- Modify the Incident Action Plan to meet changing needs as necessary.
- Prior to the completion of the Incident Action Plan, prepare and distribute the EOC Manager's objectives.
- Provide input to the EOC Manager and Operations Section Coordinator for the preparation of the Incident Action Plan by the Planning Section.
- Identify out-of-service personnel and positions they are qualified to fill.
- Assign out-of-service personnel to ICS organizational positions as appropriate.
- Establish reporting requirements and reporting schedules for all ICS organizational elements.
- Gather, post, and maintain current incident resource status including transportation, and support vehicles and personnel.
- Determine need for any specialized resources in support of the incident.
- If requested, assemble and disassemble resources not assigned to operations.
- Identify coincidental information needs and gather as necessary.
- Insure that information concerning special environmental needs is included in the Incident Action Plan.

Stillwater Community Emergency Management Plan

- Assemble information on alternative strategies based on projections.

Stillwater Community Emergency Management Plan

- Provide periodic predictions on incident potential and develop contingency plans (i.e. worst case scenario).
- Advise General Staff of any significant changes in incident status.
- Anticipate changes in resource needs.
- Compile and display incident status information.
- Oversee preparation of Incident demobilization plan.
- Develop the incident traffic plan.
- Develop the incident medical plan.
- Incorporate the Incident Traffic Plan and supporting plans developed by other units (Incident Communications Plan etc.) into the Incident Action Plan.
- Maintain Unit Log.
- Perform operational planning for the Planning Section.
- Insure coordination between the Planning Section and other Command and General staff.

THINGS TO CONSIDER:

- The Incident Action Plan (IAP) and the Situation Reports are two major products of the Planning Section. Ensure that competent people are assigned to these efforts. Specifically, a Deputy Planning Section Chief should be considered for the IAP since it is a labor intensive document that requires attention to detail. The Situation Unit is typically very busy with the Situation Report and EOC display the main tasks of the Unit.
- Planning Meetings should be conducted somewhere near mid-shift. The Incident Objectives (202) and personnel and other resource needs are reviewed during the meeting which feeds back into the IAP which is completed after the meeting.
- If the activation is full-scale for an extended period, the Resource Unit will be responsible for staffing. This can be a major effort which requires an experienced person.

Stillwater Community Emergency Management Plan

RECOMMENDED DOCUMENTS:

1. Contact Directory
2. ICS Forms
3. ICS Incident Organization Chart
4. Planning Charts
5. Planning Meeting Agenda
5. Resource Tracking System

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **SITUATION UNIT LEADER**

POSITION DESCRIPTION: The Situation Unit Leader is responsible for the collection, processing and organizing of all incident information. The Situation Unit shall prepare the situation report, future projections of incident growth, maps and intelligence information.

RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the Planning Section Coordinator.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Participate in incident planning meetings, as required
- Determine current status of unit activities
- Confirm dispatch and estimated time of arrival of staff and supplies
- Begin collection and analysis of incident data as soon as possible

Stillwater Community Emergency Management Plan

- Collect information coming into the EOC from field observers and others involved in operations. Debriefings are the best means to obtain such information.
- Prepare, post, or disseminate resource and situation status information as required, including special requests
- Prepare periodic predictions or as requested
- Prepare the incident Status Summary Form (ICS Form 209)
- Provide photographic services and maps if required
- Assign specific duties to staff; supervise staff
- Develop and implement accountability, safety and security measures for personnel and resources
- Three positions report directly to the Situation Unit Leader
- Display Processor - Maintains incident status information obtained from Field Observers, resource status reports, etc. Information is posted on maps and status boards as appropriate.
- Field Observer - collects and reports on situation information from the field
- Weather Observer - collects current weather information from the weather service or an assigned meteorologist
- Supervise demobilization of unit, including storage of supplies
- Provide Supply Unit Leader with a list of supplies to be replenished
- Maintain unit records, including Unit Log

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **DOCUMENTATION UNIT LEADER**

POSITION DESCRIPTION: The Documentation Unit Leader is responsible for the maintenance of accurate, up-to-date incident files. Duplication services will also be provided by the Documentation Unit. Incident files will be stored for legal, analytical, and historical purposes.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Planning Section Chief.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Set up work area; begin organization of incident files.
- Establish duplication service; respond to requests.
- Participate in incident planning meetings, as required.

Stillwater Community Emergency Management Plan

- Determine current status of unit activities.
- Confirm dispatch and estimated time of arrival of staff and supplies for your unit.
- Assign specific duties to staff; supervise staff.
- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors and omissions.
- Coordinate with all sections to insure that documents, notes, files, invoices, reports, media releases, situation reports, plans, rosters, org charts or all other documents are fed to the unit for organization and filing.
- Provide incident documentation as requested.
- Store files for post incident use.
- Develop and implement accountability, safety and security measures for personnel and resources.
- Supervise demobilization of unit, including storage of supplies and records.
- Provide Supply Unit Leader with a list of supplies to be replenished.
- Maintain unit records, including Unit Log.

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **ADVANCE PLANNING UNIT LEADER**

POSITION DESCRIPTION: The Advance Planning Unit Leader forecasts longer range impacts and issues and prepares contingency plans for them as appropriate. The unit will need to coordinate with all agencies that are involved in long term infrastructure, housing and economic recovery issues.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Planning Section Coordinator.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the unit is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Participate in incident planning meetings, as required
- Determine current status of unit activities
- Confirm dispatch and estimated time of arrival of staff and supplies
- Begin collection and analysis of incident data as soon as possible
- Identify and prioritize long range issues and problems

Stillwater Community Emergency Management Plan

- Prepare contingency plans for identified problems as appropriate

THINGS TO CONSIDER:

- This position requires creative thinking. The work environment is not EOC dependent, there is a certain amount of freedom, unlike the other planning positions. To accomplish the task, it is beneficial to review the history and impacts of similar incidents in the past.
- A concept to consider is to utilize members of the community to advance long term concepts for recovery and normalization.

Stillwater Community Emergency Management Plan

NEW YORK STATE EMERGENCY MANAGEMENT OFFICE EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **TECHNCIAL SPECIALIST - GIS**

POSITION DESCRIPTION: The Technical Specialist - GIS is responsible for obtaining information relative to the response using existing pre-incident GIS data and post incident data to produce a graphic image to assist in response, recovery and post disaster mitigation efforts.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Planning Section Coordinator.
- Obtain a briefing on the situation.
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Set up work area; begin organization of incident files.
- Establish duplication service; respond to requests.
- Participate in incident planning meetings, as required.
- Determine current status of unit activities.
- Confirm dispatch and estimated time of arrival of staff and supplies.
- Assign specific duties to staff; supervise staff.

Stillwater Community Emergency Management Plan

- File all official forms and reports.
- Review records for accuracy and completeness; inform appropriate units of errors and omissions.
- Provide incident documentation as requested.
- Store files for post incident use.
- Develop and implement accountability, safety and security measures for personnel and resources.
- Supervise demobilization of unit, including storage of supplies.
- Provide Supply Unit Leader with a list of supplies to be replenished.
- Maintain unit records, including Unit Log.

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **METEOROLOGY SUPPORT**

POSITION: The support meteorologist is a person from the National Weather Service, or NYS Department of Environmental Conservation - Division of Air Resources, Impact Assessment & Meteorology. The Planning Section Chief monitors the weather on a daily basis. Upon indication of severe weather or by request of the management team and others, meteorological support is requested. The meteorologist provides analysis of weather threats and provides a report with charts if necessary that can be used by the Planning Section to develop a situation report and to brief the management team in the emergency operations center. Meteorologist should advise on areas and populations affected or threatened by severe weather, or atmospheric releases of hazardous materials. The meteorologist with assistance of Planning Section Chief will utilize their weather information technology to gather and analyze information for their report. If it is not required that a meteorologist be present in the EOC, they can provide the necessary information remotely, by e-mail or fax or other means if available. Meteorological support can be requested through the County Emergency Management Office to the State EOC.

RESPONSIBILITIES/CHECKLIST:

- Check in and receive briefing from Incident Commander and Planning Section Chief.
- Obtain latest weather information from reliable sources.
- Insure reliability of weather reports as they pertain to the particular incident.
- Coordinate with National Weather Service, Meteorologist In Charge as necessary.
- Prepare when needed weather reports for external distribution to field staff and EOC agency liaisons.
- Provide briefings to Command and Operations using what ever means available to display information with graphics of weather related information as required. Plume modeling may also be required and is available from the NWS in coordination with the University at Albany Atmospheric Sciences Department or from DEC.

Stillwater Community Emergency Management Plan

- Current conditions and forecast should be based on latest available data.

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **DEMOBILIZATION UNIT LEADER**

POSITION DESCRIPTION: The Demobilization Unit is utilized during a major incident both to develop the demobilization plan and to coordinate and support the implementation of that plan throughout the EOC organization. The Demobilization Unit Leader is responsible for the preparation of the demobilization plan and assisting sections/units in ensuring that an orderly, safe and cost effective movement of personnel and equipment is accomplished from the incident. On large incidents, demobilization can be quite complex, requiring a separate planning activity. Note that not all agencies require specific demobilization instructions.

RESPONSIBILITIES/CHECKLIST:

- Check-In upon arrival at the EOC.
- Report to the Planning Section Chief.
- Obtain a briefing on the situation from Command.
- Review position responsibilities.
- Determine if other section staff are required at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Review incident resource records to determine probable size of demobilization effort.
- Assess and fill unit needs for additional personnel, work space, and supplies.

Stillwater Community Emergency Management Plan

- Obtain objectives, priorities, and constraints on demobilization from the Planning Section Chief, agency representatives, contractors and other groups as applicable.
- Meet with agency representatives to determine:
 - Personnel rest and safety needs
 - Coordination procedures with cooperating/assisting agencies
- Be aware of ongoing Operations Section resource needs.
- Obtain identification and description of surplus resources and probable release times. This can be obtained from Command.
- Coordinate with Resource Unit to arrange shifts to assure priority resources are available for release.
- Develop release procedures in coordination with other sections.
- Coordinate with sections/units to determine their capabilities to support the demobilization effort.
- Prepare demobilization plan to include the following sections:
 - General - Discussion of the demobilization procedure.
 - Responsibilities - Specific implementation responsibility/activity.
 - Release Priority - Take into account assisting agency requirements and kind and type of resources.
- Travel Restrictions - Restrictions and instructions for travel.
- Obtain approval of the demobilization plan from the Planning Section Chief.
- Distribute plan or inform each section about the demobilization plan.
- Coordinate and closely supervise the demobilization process.
- Maintain Unit Log (ICS Form 214).

Stillwater Community Emergency Management Plan

THINGS TO CONSIDER:

- The Demobilization Unit should receive the direction from Command of any agency/field staff that can be released. Demobilization must be coordinated across all sections.
- Many Agencies may have some sort of Demobilization procedure or protocol that is used. However, the Demobilization Unit should inquire from each agency represented at the incident as to their plans for demobilization, and provide coordination assistance in the implementation of such plan.
- Safety is paramount in demobilization. ALL staff should be allowed ample rest (rehabilitation) before returning to their home of record (HOR). This shall include lodging and meals necessary to refresh the worker to maintain a margin of safety, especially if re-deploying to their home of record.
- Agencies and staff that are being demobilized should debrief prior to departure. This debrief may include status of response activities in their assignment, proper close-out of hotel occupancy, any health-related concerns, and contact numbers in the event a reactivation is needed.
- The Demobilization Unit Leader should request that all Section Coordinators provide an up to date listing of staff that has been demobilized.

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

PLANNING SECTION – Position-specific Activities and Responsibilities for the:

Planning Section Chief (PSC)

(initial activities upon activation)

- Consider products due:
 - SitRep (initial briefing and formal documents to follow)
 - Current and next operational period IAPs
 - Chronology/Timeline of events
- Select staff and submit request for additional staff for current operational period (Tech-specs?)
- Determine supply and material needs with staff
- Task staff with specific actions (include times due)
- Query EOC Manager about operational period schedule
- Consider offsetting the Planning Section schedule
- Plan staff for next operational period (Tech-specs?)
- Are there other/Incident Management Team Planning Sections to interface with?
- Schedule and prepare for Planning Meeting
- Prepare draft objectives to be reviewed by EOC Manager.

Resources Unit Leader (RESL)

(initial activities upon activation)

- Initiate accountability of all currently assigned personnel
- Initiate check-in for incoming resources
- Query all section heads and EOC Manager about staffing needs for current operational period
- Query all section heads and EOC Manager about staffing needs for next operational period
- Meet with Planning Section Chief to discuss staffing issues
- Finalize staffing for current operational period (ICS 203)
- Draft staffing for next operational period (ICS 203) and submit to Planning Section Chief for review
- Finalize staffing for next operational period (ICS 203) and create ICS 204s as needed (one for overhead staff, one for each field assignment)
- Notify all staff assigned to next operational period (some may need to go home)
- Based upon staffing for current and following operational period and other expressed needs, draft staffing for the *next* operational period

Stillwater Community Emergency Management Plan

Situation Unit Leader (SITL)

(initial activities upon activation)

- Initiate time-line of significant events
- Investigate full history of incident or event to present (report as directed to Planning Section Chief)

Resources (for Wx related resources, see below):

- Local EMAs
- State Agencies
- Federal and local agencies
- Media (local or national)
- Obtain current and future weather forecasts for relevant area

Resources:

<u>Resource</u>	<u>Advantages</u>	<u>Disadvantages</u>
DEC Wx Specialists	Access to local reports and coordination with NWS	Typically require scheduled times for data reporting
NWS Wx Specialists	Access to NWS resources and data	Require scheduled times for data reporting, not always available
Websites: www.weather.com	Access to a large variety of products	Few local products and reports regularly available
www.wunderground.com	Access to tabular information for cities state-wide	No graphic information available
www.uswx.com	Text and graphic weather warning/watch information, real-time data	Limited amount of data and products
http://weather.gov	NOAA products, variety of imagery and text, warnings/watches	Limited local information
http://iwin.nws.noaa.gov/iwin/iwdspg1.html	Real-time, zone information, hourly reports, state forecast	No graphic information
www.accuweather.com	Moderate variety of graphic information	Limited local information

- Consider GIS needs relative to Wx and situational data – will it make the data more relevant?
- Misc. topical information may be obtained from <http://www.cbsnews.com/digitaldan/disaster/disasters.shtml>
- Consider display needs – information must be shared with entire facility
- Compile information into draft SitRep for PSC review (coordinate with DOCL)
- Finalize SitRep

Stillwater Community Emergency Management Plan

- Finalize ICS 202s for current and next operational periods, submit to PSC for review
- Establish regular reporting times and means for EOC agency reports (distribute reporting SOG)

Documentation Unit Leader (DOCL)

(initial activities upon activation)

- Coordinate with SITL to initiate timeline of events
- Organize work area and computer network to receive and catalog copies of all paper and electronic data – *remind staff that copies must reach you*
- While SITL is investigating situation, begin ICS 202 (work with PSC for Objectives)
- Set up pages for the current and following operational period IAPs
- Coordinate with other elements (MEDL/SOFR and COML) for their plan components as needed
- Manage the assembly of the IAP
- Ensure that IAPs are completed on schedule for remittance to PSC

Stillwater Community Emergency Management Plan

TOWN OF STILLWATER EMERGENCY MANAGEMENT ORGANIZATION EMERGENCY OPERATIONS CENTER ICS PROCEDURES

POSITION: **FINANCE / ADMINISTRATION SECTION CHIEF**

POSITION DESCRIPTION: The Finance / Administration Section Coordinator is responsible for managing all financial aspects of the incident. He / she is responsible for tracking all incident costs and providing guidance to the EOC Manager on financial issues that may have an impact on incident operations.

RESPONSIBILITIES:

- Check-In upon arrival at the EOC.
- Report to the EOC Manager.
- Obtain a briefing on the situation
- Review your position responsibilities.
- Determine if other section staff are at the EOC.
- Ensure that the section is set up properly and that appropriate personnel, equipment and supplies are in place. Set-up your work station.
- Review organization in place at the EOC. Know where to go for information or support.
- Clarify any issues you may have regarding your authority and assignment, and what others in the organization do.
- Open and maintain section logs.
- Organize and staff section as appropriate.
- Identify collateral response organization(s) and positions.
- Manage all financial aspects of an incident.
- Confer with EOC Manager on delegation of purchasing authority to section. Determine appropriate purchasing limits to delegate to Logistics Section.
- Meet with Operations and Logistics Coordinators. Determine financial and administrative support needs. Review procedures for on-going support from

Stillwater Community Emergency Management Plan

section. Establish purchasing limits for Logistics Section.

- Based on the situation as known or forecast, determine likely future Finance/Administration section personnel and support needs.
- Review responsibilities of units in section. Develop plan for carrying out all responsibilities.
- Activate organizational units within section as needed and designate leaders for each unit.
- Request additional personnel for the section as necessary to maintain appropriate level of EOC operations.
- Determine need for representation or participation of other agency representatives.
- Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Duties

- Provide financial and cost analysis information as requested.
- Gather pertinent information from briefings with responsible agencies.
- Develop an operating plan for the Finance/Administration Section; fill supply and support needs.
- Meet with Assisting and Cooperating Agency Representatives as needed.
- Maintain daily contact with town financial officer on Finance / Administration matters
- Ensure that section logs and files are maintained.
- Carry out responsibilities of Finance/Administrative Section units that are not currently activated.
- Maintain current displays associated with your area. Make sure that information reports or displays you prepare are clear and understandable.
- Make sure that all contacts with the media are fully coordinated first with the Information Officer.

Stillwater Community Emergency Management Plan

- Participate in EOC Manager's strategy meetings and planning meetings.
- Conduct periodic briefings for section. Ensure that all organizational elements are aware of priorities.
- Monitor section activities and adjust section organization as appropriate.
- Resolve problems that arise in conduct of section responsibilities.
- Brief EOC Manager on major problem areas that now need or will require solutions.
- Share status information with other with other sections as appropriate.
- Keep agency administrators apprised of overall financial situation.
- Brief your relief at shift change time.
- Maintain all records with the expectation that Federal reimbursement may occur.
- Obtain a copy of the FEMA payment for equipment schedule and a copy of the FEMA Recovery Manual.

Demobilization

- Provide financial input to demobilization planning.
 - Authorize deactivation of organizational elements within the section when they are no longer required. Ensure that any open actions are handled by section or transferred to other EOC elements as appropriate.
- Demobilize the Section and close out logs when authorized by the EOC Manager.
- Ensure that any open actions are assigned to the appropriate agency or element for follow-on support.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Brief agency administrative personnel on all incident-related financial issues needing attention or followup.
- Be prepared to provide input to the After Action Report.

Stillwater Community Emergency Management Plan

RECOMMENDED ADDITIONAL DOCUMENTS:

1. Contact Directory
2. ICS Forms Catalog
3. ICS Incident Organization Chart