



PINAL • COUNTY
wide open opportunity

Emergency Operations Center

Activation:

Reactive Phase

Module #1

Observation of a functioning EOC

“An unfamiliar place
where leaders of an organization go
to make decisions
in little or no time
based on little or no information”

Snowshoe Thompson, 1856



Course Objective

Participants will be able to successfully exercise an activation and operation of the Emergency Operations Center (EOC) that will prepare them to function during actual emergency operations.

Introduction

- Module #1 – Reactive Phase
 - Activation Sequence
 - Initial EOC Briefing

Pinal County Emergency Operation Center

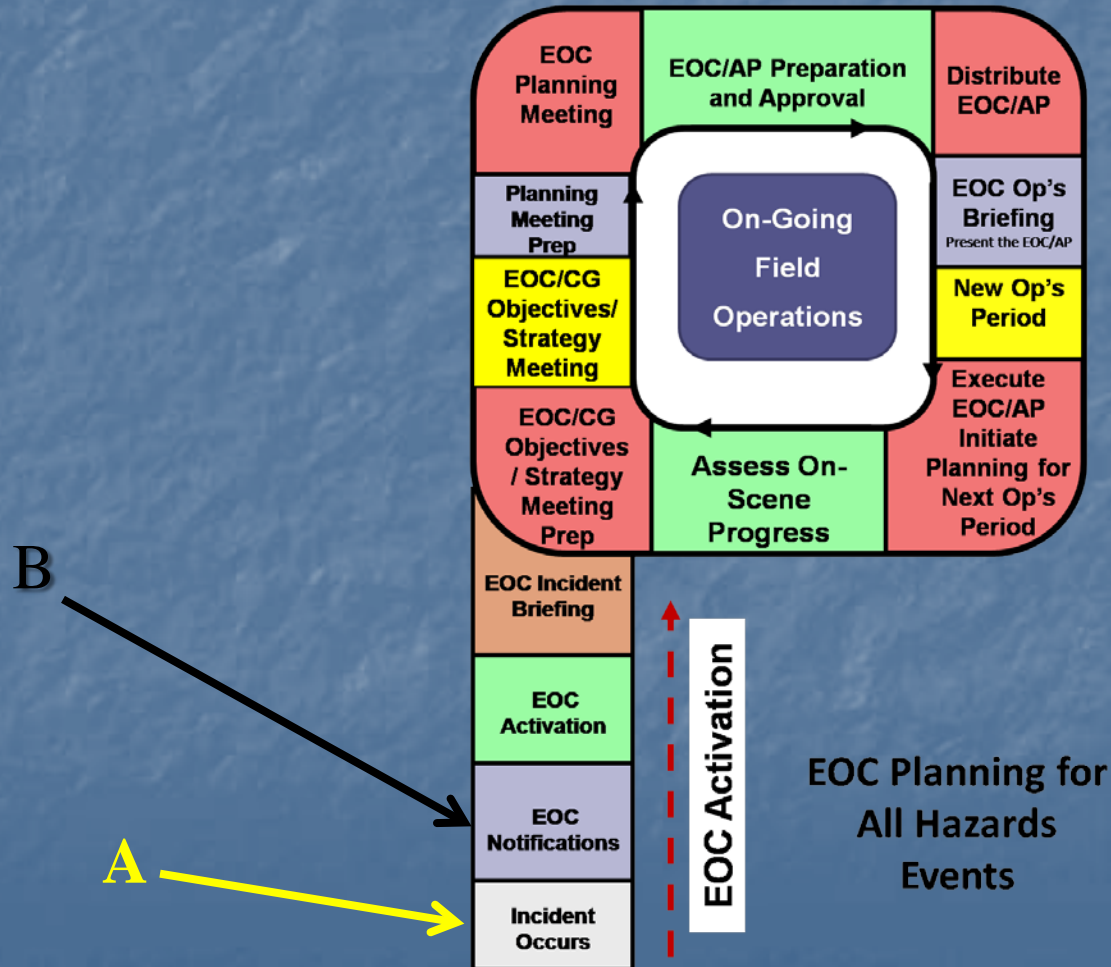
“. . . is responsible to provide strategic coordination in support of tactical operations in the field . . .;”

“Timely and efficient activation of the EOC benefits incident response by alleviating the Incident Commander/Post (IC/P) from; maintaining and disseminating situational awareness to stakeholders and policy makers, providing resource management support to incident responders and coordinating emergency public information activities; issuing public warnings, developing press releases, disseminating public service messages and organizing press conferences.”

Module #1 – Reactive Phase

Activation Sequence

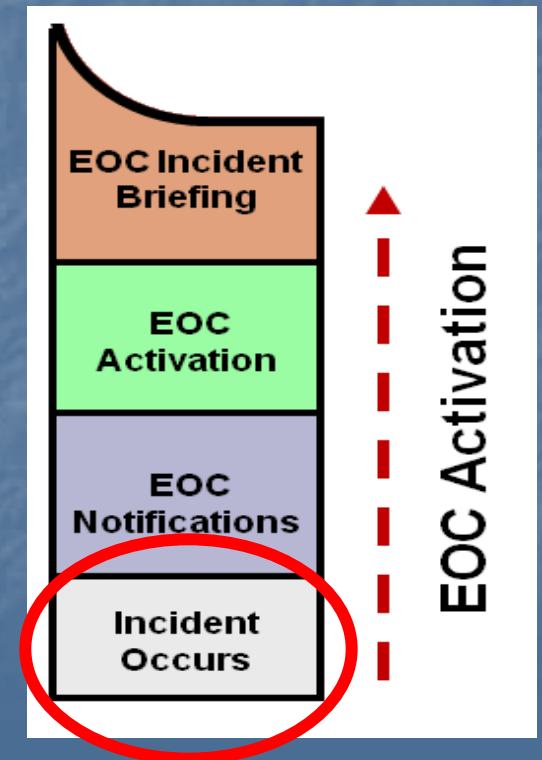
The planning ("P") process begins when;
A. the incident occurs and;
B. is reported to the Office of Emergency Management . . .



Incident

Information collected by OEM Duty Officer:

- Nature and location of the incident
- Incident Commander? contact #?
- Resources/agencies on scene
- Hazards and safety concerns
- Evacuations and warnings
- Injuries/fatalities
- Media / public information
- Assistance needed/requested?



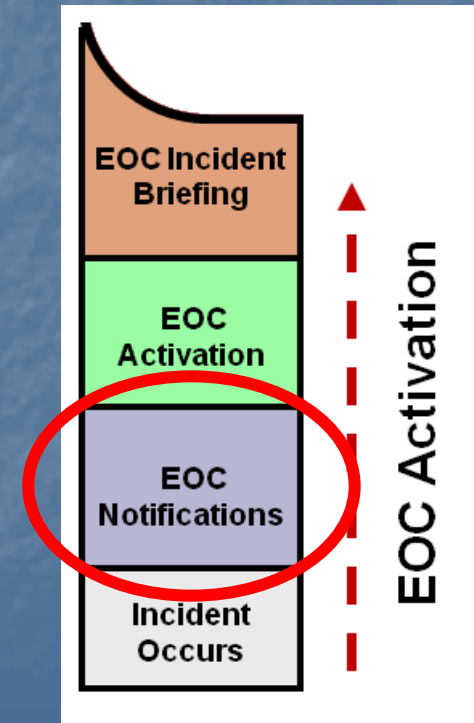
EOC Notifications

1. Duty officer makes notifications and sends a Situation Report;

- Emergency Manager;
- PW Director;
- County Manager.

2. Management confers & determines activation triggers are sufficient and designates level;

- Communicator alert calls inform of activation:
 - OEM personnel;
 - Designated Public Works personnel;
 - Designated response agency heads, (PCSO, PHSD, IT).



EOC Activation Triggers

- A local government EOC has activated and requests activation of the County EOC
- Two or more cities have declared a local emergency
- The county has declared a local emergency
- A Governor's proclamation has been requested
- And / or a combination of factors

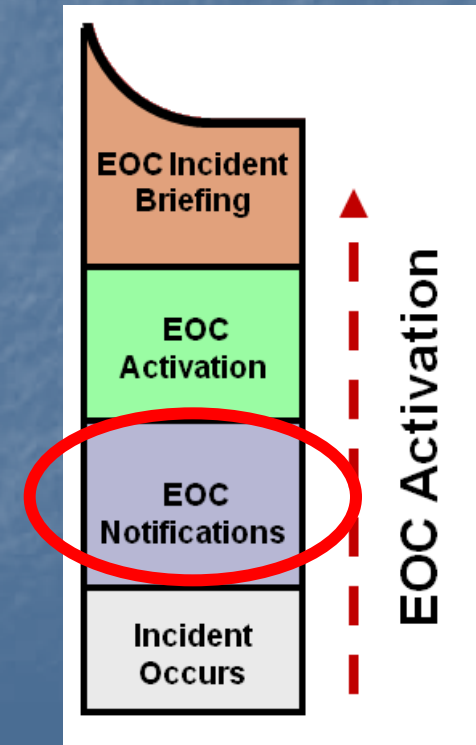
EOC Activation Level

- **Activation level will be determined by:**

- Assessment of the current incident information;
- Expansion potential of the incident;
- Complexity issues;
- Significant hazards/risks.

- **The level activated will determine EOC staffing;**

- Monitor
- Partial
- Full activation



Activation Levels

Level 1 (Full): All Personnel



**Level 2 (Partial): Key Personnel
and Personnel from Responding
Agencies**

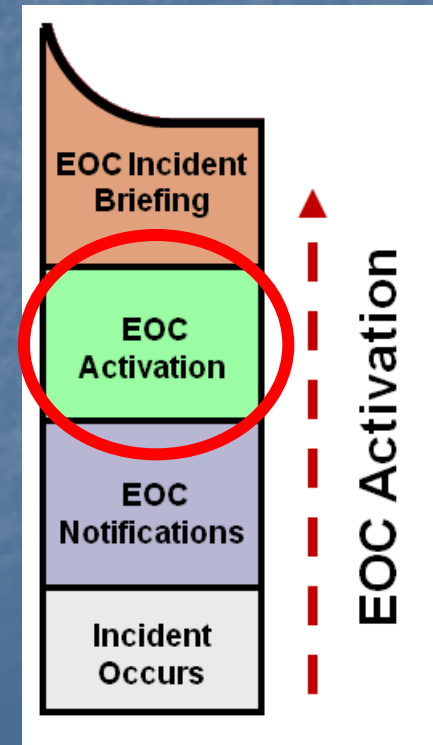


**Level 3 (Monitor): Key Personnel
Only**

EOC Set-Up for Activation

- **Logistics Chief will coordinate room set-up;**
 - Tables, chairs to accommodate the sections;
 - Work stations: vests, office materials, checklists, job aid booklets, computers, phones, LEO for EOC security;
- **EOC Manager makes position assignments;**
 - Completes #201 form & preps for initial EOC briefing;
 - Assigns Command and General staff;
 - Directs staff to gather information from ICP for initial briefing;
 - Directs Planning section to complete an initial IAP;
 - When the EOC is ready.

EOC Manager declares the EOC is Activated



Initial EOC Briefing Prep'

Basic Rules For Completing ICS Forms:

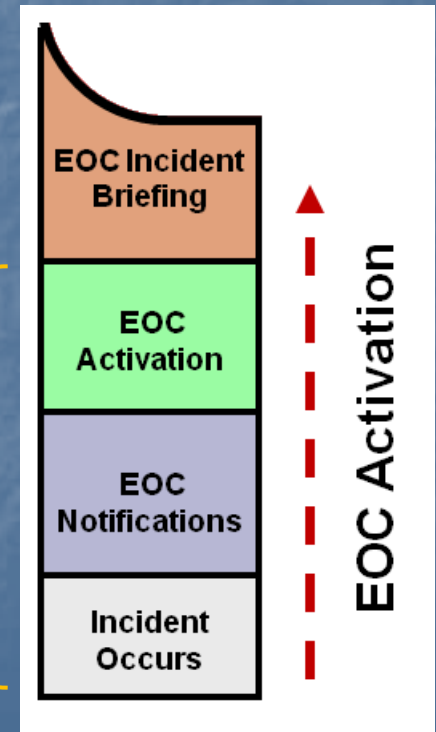
- ✓ Incident name, every incident will have an official name, ie; “2010 Winter Storm”; John Adams Fire, etc.;
- ✓ Incident number, obtain from the EOC Manager;
- ✓ Each and every space should be filled or contain an entry;
- ✓ If there is no pertinent information for a space write/type: “N/A”, which stands for “Not Applicable” or “Not Available”;
- ✓ Date- should be listed: Month/day/year;
- ✓ Time – is described in military or 24 hour designation;
- ✓ Every form should be reviewed for completion, accuracy and then signed off.

EOC Incident Briefing Prep

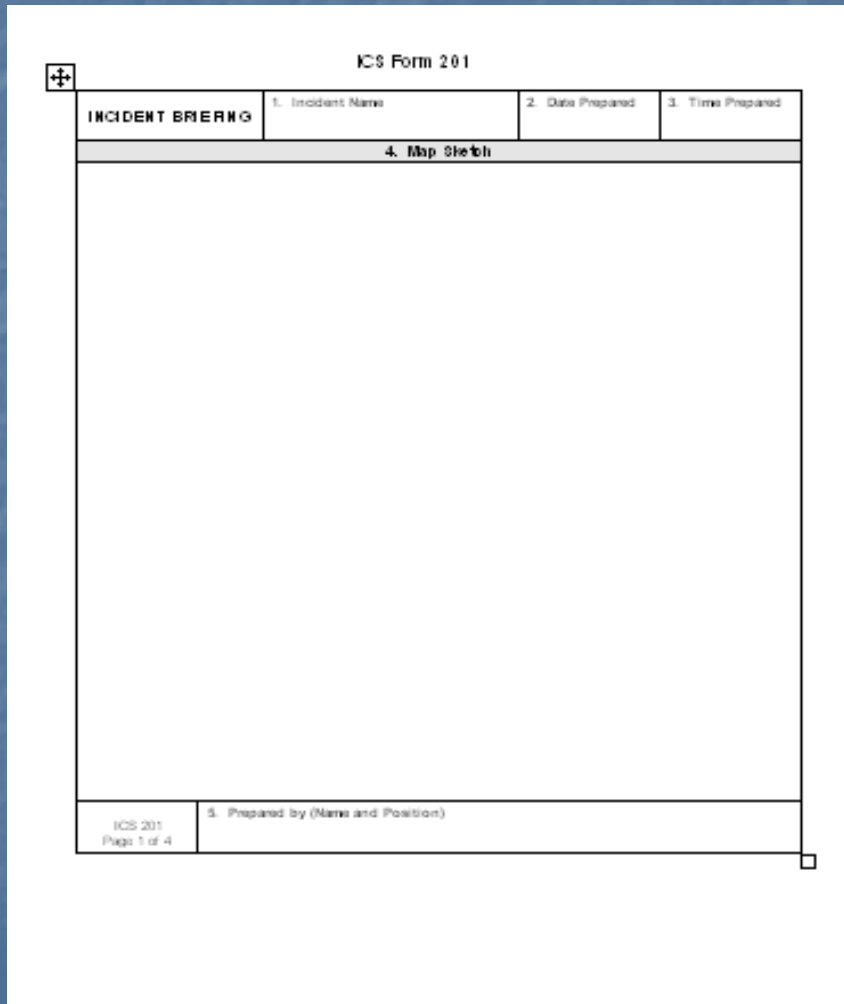
- Review relevant policies and procedures
- Review current ICP situation
- Review resources
- Review collected information
- Ensure sections are appropriately staffed
- Public Information
- Refer to ICS-201 Incident Briefing Form



Briefing
Prep



ICS-201 Form



The image shows the ICS Form 201 Incident Briefing form. It is a white rectangular form with a black border. At the top center, it is labeled "ICS Form 201". The form is divided into several sections. The top section is a header with four columns: "INCIDENT BRIEFING", "1. Incident Name", "2. Date Prepared", and "3. Time Prepared". Below this is a large section labeled "4. Map Sketch" which is mostly empty. At the bottom, there is a section labeled "5. Prepared by (Name and Position)". In the bottom left corner, it says "ICS 201 Page 1 of 4". There are small square icons in the top left and bottom right corners of the form.

INCIDENT BRIEFING	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Map Sketch			
ICS 201 Page 1 of 4		5. Prepared by (Name and Position)	

- Incident Briefing form
 - Snapshot of current situation
 - Map sketch
 - Summary of current actions
 - Current organization
 - EOC Objectives
 - Resource summary
- Prepared at onset of incident
- **EOC Manager**

Writing "SMART" Objectives

- **S**pecific – Is the wording precise and unambiguous?
- **M**easurable – How will achievements be measured?
- **A**ction oriented – Is an action verb used to describe expected accomplishments?
- **R**ealistic – Is the outcome achievable with given available resources?
- **T**ime sensitive – What is the timeframe (if applicable)?

Sample Objectives

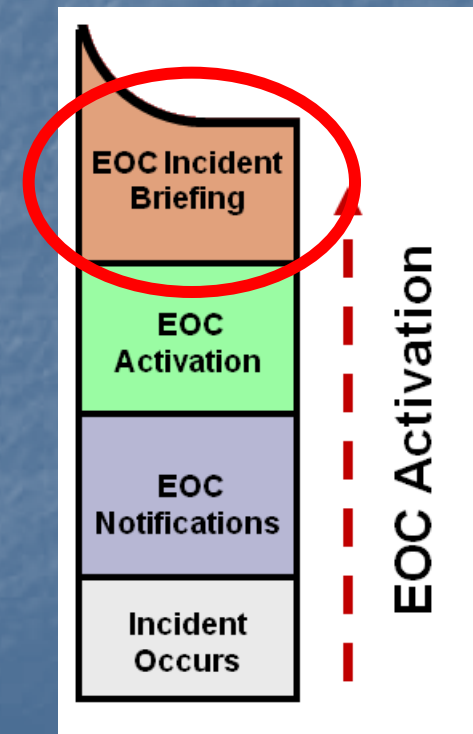
- Confirm that all flooded/impassable county roads are barricaded by 2100 hours on 3/20.
- Complete Preliminary Damage Assessments (PDA) of all damaged residential structures in Any town by 0800 hours on 3/21.
- Restore water to the business district by 0900 hours on 3/21.
- Contain fire within existing structures (during the current operational period).

Module #1 – Reactive Phase

EOC Incident Briefing

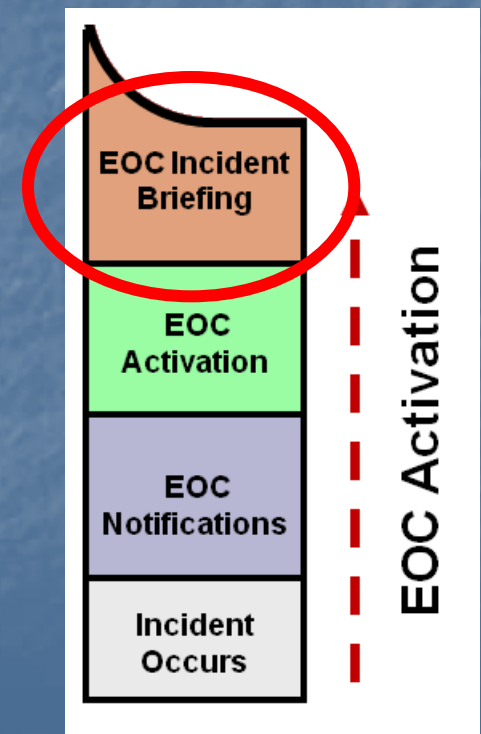
Ground Rules for Briefings

- Turn off cell phone, pagers, radios
- No side conversations
- Have an agenda
- Stick to the agenda
- Should not last longer than 30 minutes



EOC Incident Briefing

- **Purpose:** Provide information about current on-scene operations
- **Attendees:** EOC Command & General Staff, EOC Staff
- **Facilitator:** EOC Manager



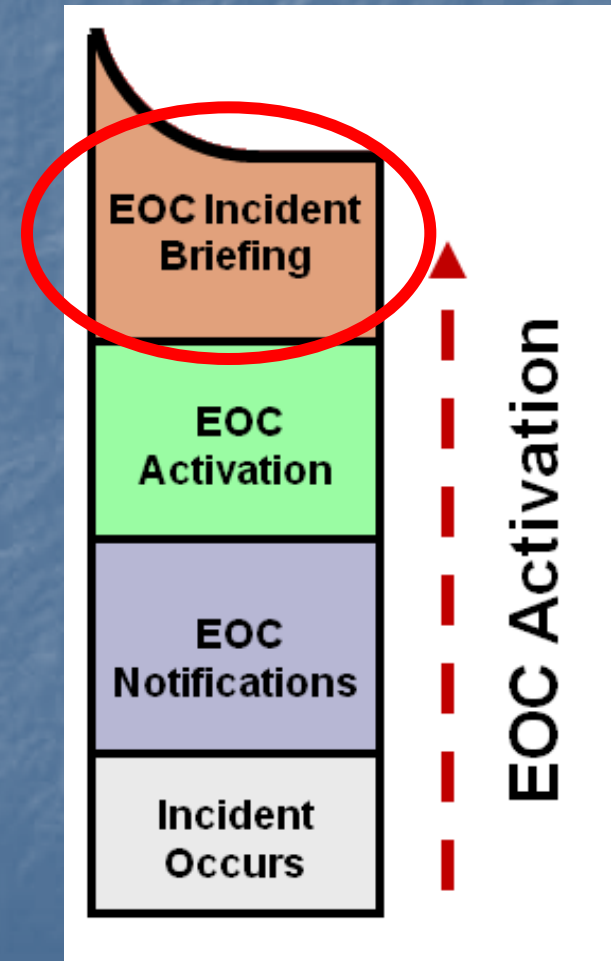
Initial EOC Briefing Agenda

- Identify & introduce team members
- Present current situation
- Verify Command has been notified
- Verify open resource requests
- Agree on structure
- Create operational period length
- Agree on Section assignments
- Determine information flow



EOC Incident Briefing - Action Plan

- Initial Action Plan:
 - **1st Hour**; may be verbal
 - ICS-201 form can initially be used;
 - **Once Activated**; must be written; (A full EOC-AP)
 - **Objectives**; identified
 - **Strategies**; to achieve Objectives
 - **Operational Period**; designated



ICS-202 Form Incident Objectives

ICS Form 202

INCIDENT OBJECTIVES	1. INCIDENT NAME	2. DATE	3. TIME
	4. OPERATIONAL PERIOD (DATETIME)		
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD			
7. GENERAL SAFETY MESSAGE			
8. Attachments (<input checked="" type="checkbox"/> If attached)			
<input type="checkbox"/> Organization List (ICS 203)	<input type="checkbox"/> Medical Plan (ICS 206)	<input type="checkbox"/> Weather Forecast	
<input type="checkbox"/> Assignment List (ICS 204)	<input type="checkbox"/> Incident Map	<input type="checkbox"/> _____	
<input type="checkbox"/> Communication Plan (ICS 205)	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/> _____	
9. PREPARED BY (PLANNING SECTION CHIEF)		10. APPROVED BY (INCIDENT COMMANDER)	

■ Contents

- Operational Period
- Lists Control Objectives
- Lists Weather Forecast
- General Safety Message
- Attachments

- ICS 203
- ICS 204
- ICS 205
- ICS 206
- Incident map
- Traffic Plan

■ Planning Section Chief

ICS 203 Form Organizational Assignment

Organization Assignment List ICS Form 203

ORGANIZATION ASSIGNMENT LIST		1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
POSITION NAME		4. OPERATIONAL PERIOD (START/STOP)		
5. EOC DIRECTOR AND STAFF		6. OPERATIONAL SECTION		
EOC DIRECTOR		CHIEF		
DEPUTY		DEPUTY		
SAFETY OFFICER		a. BRANCH / DIVISION GROUPS		
INFORMATION OFFICER		BRANCH DIRECTOR		
LIAISON OFFICER		DEPUTY		
		DIVISION GROUP		
7. AGENCY REPRESENTATIVES		DIVISION GROUP		
AGENCY	NAME	DIVISION GROUP		
		DIVISION GROUP		
		DIVISION GROUP		
		DIVISION GROUP		
		DIVISION GROUP		
		DIVISION GROUP		
		DIVISION GROUP		
		DIVISION GROUP		
8. PLANNING SECTION		b. BRANCH / DIVISION GROUPS		
CHIEF		BRANCH DIRECTOR		
DEPUTY		DEPUTY		
RESOURCE UNIT		DIVISION GROUP		
SITUATION UNIT		DIVISION GROUP		
DOCUMENTATION UNIT		DIVISION GROUP		
DEBRIEFING UNIT		DIVISION GROUP		
TECHNICAL SPECIALISTS		DIVISION GROUP		
		DIVISION GROUP		
		DIVISION GROUP		
9. LOGISTICS SECTION		c. BRANCH / DIVISION GROUPS		
CHIEF		BRANCH DIRECTOR		
DEPUTY		DEPUTY		
a. SUPPORT BRANCH		AR OPERATIONS BRANCH		
DIRECTOR		AR OPERATIONS BR. DIR.		
SUPPLY UNIT		AR TACTICAL GROUP		
FACILITIES UNIT		AR SUPPORT GROUP SUP.		
GROUND SUPPORT UNIT		HELICOPTER COORDINATOR		
		AR TANKER/POSD WINGERS		
b. SERVICE BRANCH		10. FINANCIAL ADMINISTRATOR SECTION		
DIRECTOR		CHIEF		
COMMUNICATIONS UNIT		DEPUTY		
MEDICAL UNIT		TIME UNIT		
FOOD UNIT		RESOURCIMENT UNIT		
		COMPENSATION/CLABS UNIT		
		COST UNIT		
PREPARED BY: RESOURCE UNIT				

- Identifies EOC Manager and Branch Chiefs
- Identifies EOC positions
- Identifies Divisions/Groups within Operations Section for ICS
- Resources Unit Leader

Operations Section Positions

- Fire Branch
 - Fire operations, EMS unit, HAZMAT unit
- LE Branch
 - LE unit, Medical Examiner, SAR
- Construction/Engineering Branch
 - Utilities, PDA, Public Works, Staging Area Manager
- Public Health Branch
 - Care/shelter, Animal control

ICS-204 Assignment List

Sample Assignment List ICS Form 204

1. BRANCH	2. DIVISION GROUP	ASSIGNMENT LIST					
3. INCIDENT NAME		4. OPERATIONAL PERIOD DATE _____ TIME _____					
5. OPERATIONAL PERSONNEL OPERATIONS CHIEF _____ DIVISION GROUP SUPERVISOR _____ BRANCH DIRECTOR _____ AIR TACTICAL GROUP SUPERVISOR _____							
6. RESOURCES ASSIGNED TO THIS PERIOD							
STRN	TEAM/TASK FORCE/ RESOURCE DESIGNATOR	UNIT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT. TIME	DROP OFF PT. TIME
7. CONTROL OPERATIONS							
8. SPECIAL INSTRUCTIONS							
9. DIVISION GROUP COMMUNICATIONS SUMMARY							
FUNCTION	FRQ.	SYSTEM	CHAR.	FUNCTION	FRQ.	SYSTEM	CHAR.
DEPARTMENT TACTICAL				OFFICER TO ASSESS			
PREPARED BY (RESOURCE UNIT LEADER)				APPROVED BY (PLANNING SECT. CH.)		DATE	TIME

- Operations personnel
- Control operations
- Special instructions
- Resources Unit Leader (RUL) and Operations Chief

ICS-205 Radio Communications

Sample Incident Communications Plan, ICS Form 205

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time	
4. Basic Radio Channel Utilization					
System/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
5. Prepared by (Communication Unit)					

- Radio Type/Cache
- Channel
- Function
- Frequency/Tone
- Assignment
- Remarks
- Communications Unit Leader (COML)

ICS-206 Medical Plan

MEDICAL PLAN						1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period		
5. Incident Medical Aid Station											
Medical Aid Stations		Location							Paramedic		
								Yes	No		
6. Transportation											
A. Ambulance Services											
Name	Address		Phone				Paramedic				
								Yes	No		
B. Incident Ambulances											
Name	Location							Paramedic			
								Yes	No		
7. Hospitals											
Name	Address		Travel Time (Air / Ground)		Phone		Helipad		Burn Center		
							Yes	No	Yes	No	
8. Medical Emergency Procedures											
Prepared by (Medical Unit Leader)						T.O. Reviewed by (Safety Officer)					

- EMT/Paramedic
- Ambulances
- Hospital
- EOC Medical Emergency Procedure
- **Medical Unit Leader**

ICS-208 Safety Message

SAFETY MESSAGE/PLAN (ICS 208)		
1. Incident Name:	2. Operational Period: Date From: Time From:	Date To: Time To:
3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:		
4. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located At:		
5. Prepared by: Name: _____ Position/Title: _____ Signature: _____		
ICS 208	IAP Page _____	Date/Time: _____

- Safety Messages
- Site Safety Plan
- Site safety plan approval
- Safety Officer

EOC Organization Chart

ORGANIZATION CHART (ICS 207)

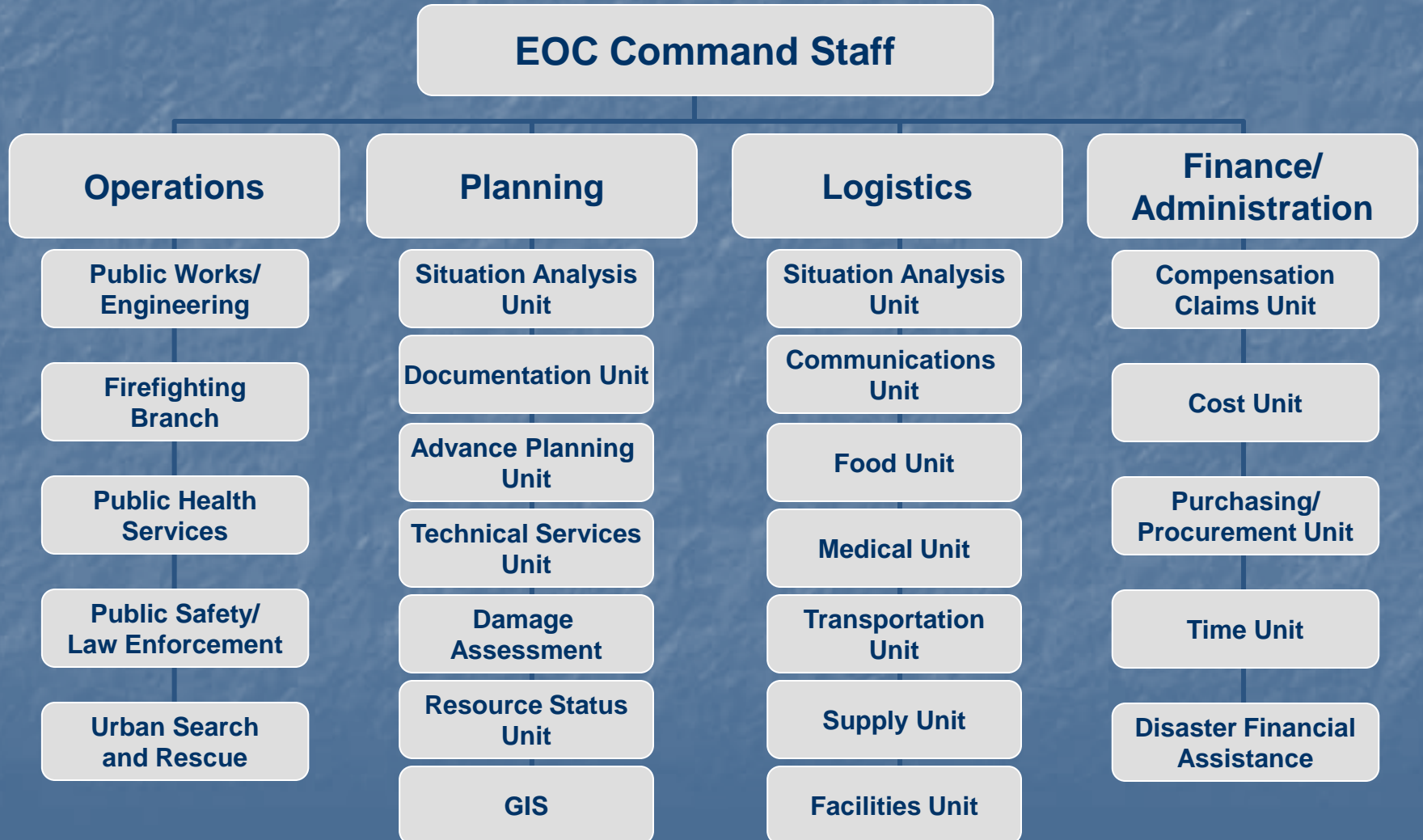
1. Incident Name: _____	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Organization Chart		
<pre> graph TD IC[Incident Commander(s)] --- LO[Liaison Officer] IC --- SO[Safety Officer] IC --- PIO[Public Information Officer] IC --- OSC[Operations Section Chief] IC --- PSC[Planning Section Chief] IC --- LSC[Logistics Section Chief] IC --- FASC[Finance/Admin Section Chief] OSC --- SAM[Staging Area Manager] OSC --- U1[] OSC --- U2[] OSC --- U3[] OSC --- U4[] PSC --- SUL[Situation Unit Ldr.] PSC --- RUL[Resources Unit Ldr.] PSC --- DUL[Documentation Unit Ldr.] PSC --- DUL2[Demobilization Unit Ldr.] PSC --- U5[] LSC --- SBD[Support Branch Dir.] LSC --- SBUL[Supply Unit Ldr.] LSC --- FUL[Facilities Unit Ldr.] LSC --- GSPUL[Ground Spt. Unit Ldr.] LSC --- SBD2[Service Branch Dir.] LSC --- FUL2[Food Unit Ldr.] LSC --- MUL[Medical Unit Ldr.] LSC --- CUL[Comms Unit Ldr.] FASC --- CUL3[Cost Unit Ldr.] FASC --- TUL[Time Unit Ldr.] FASC --- PUL[Procurement Unit Ldr.] FASC --- CCUL[Comp./Claims Unit Ldr.] FASC --- U6[] </pre>		
ICS 207	IAP Page _____	4. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

EOC Form Completion

Form	Responsibility
ICS-201	EOC Manager
ICS-202	Planning Section Chief (PSC)*
ICS-203	Resources Unit Leader (RUL)
ICS-204	RUL & Operations Chief
ICS-205	Communications Unit Leader (COML)
ICS-206	Medical Unit Leader
ICS-207**	Resources Unit Leader (RUL)
ICS-208	Safety Officer (SOFR)

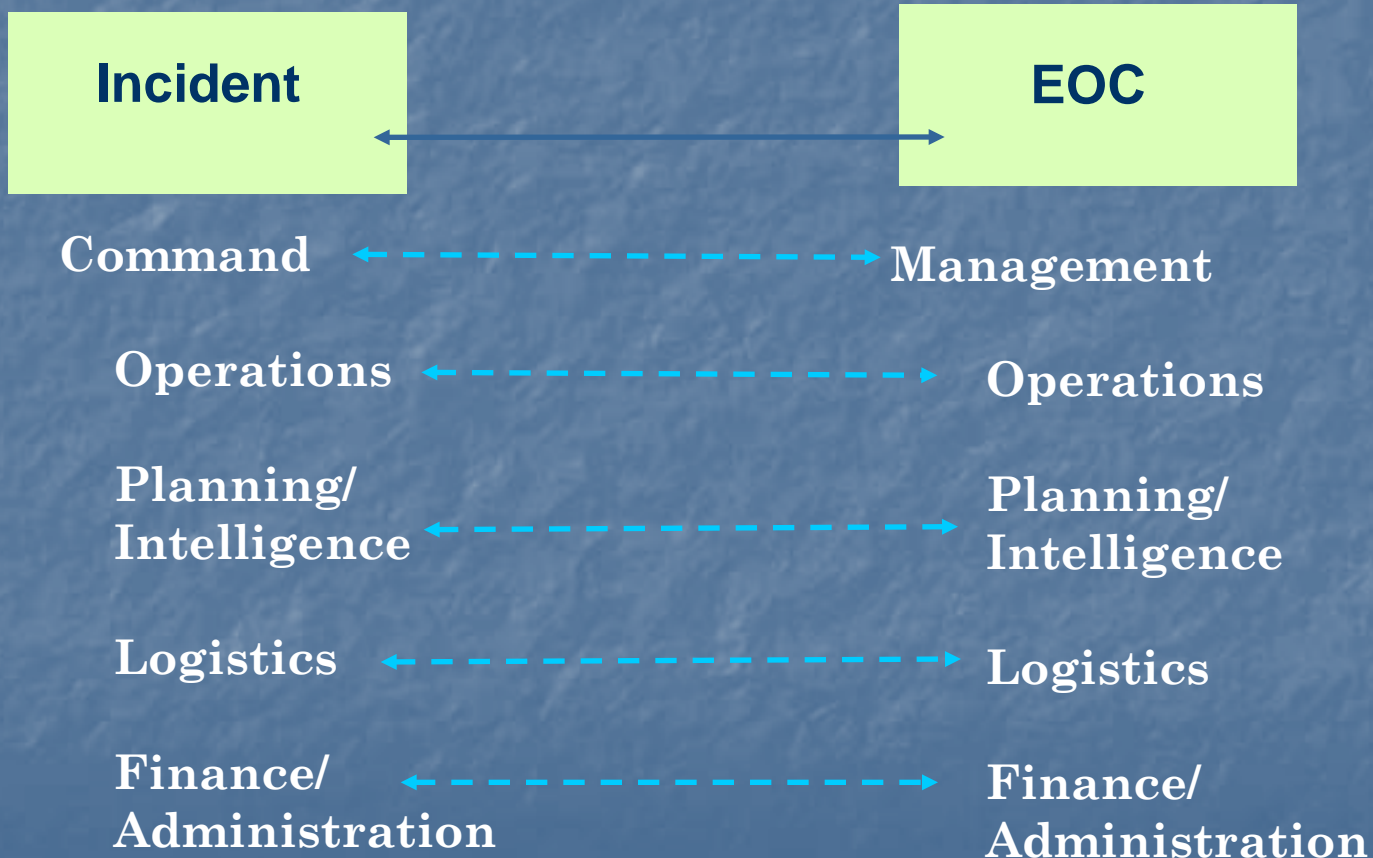
Once Complete-Ready for the Brief!

Functional Organization



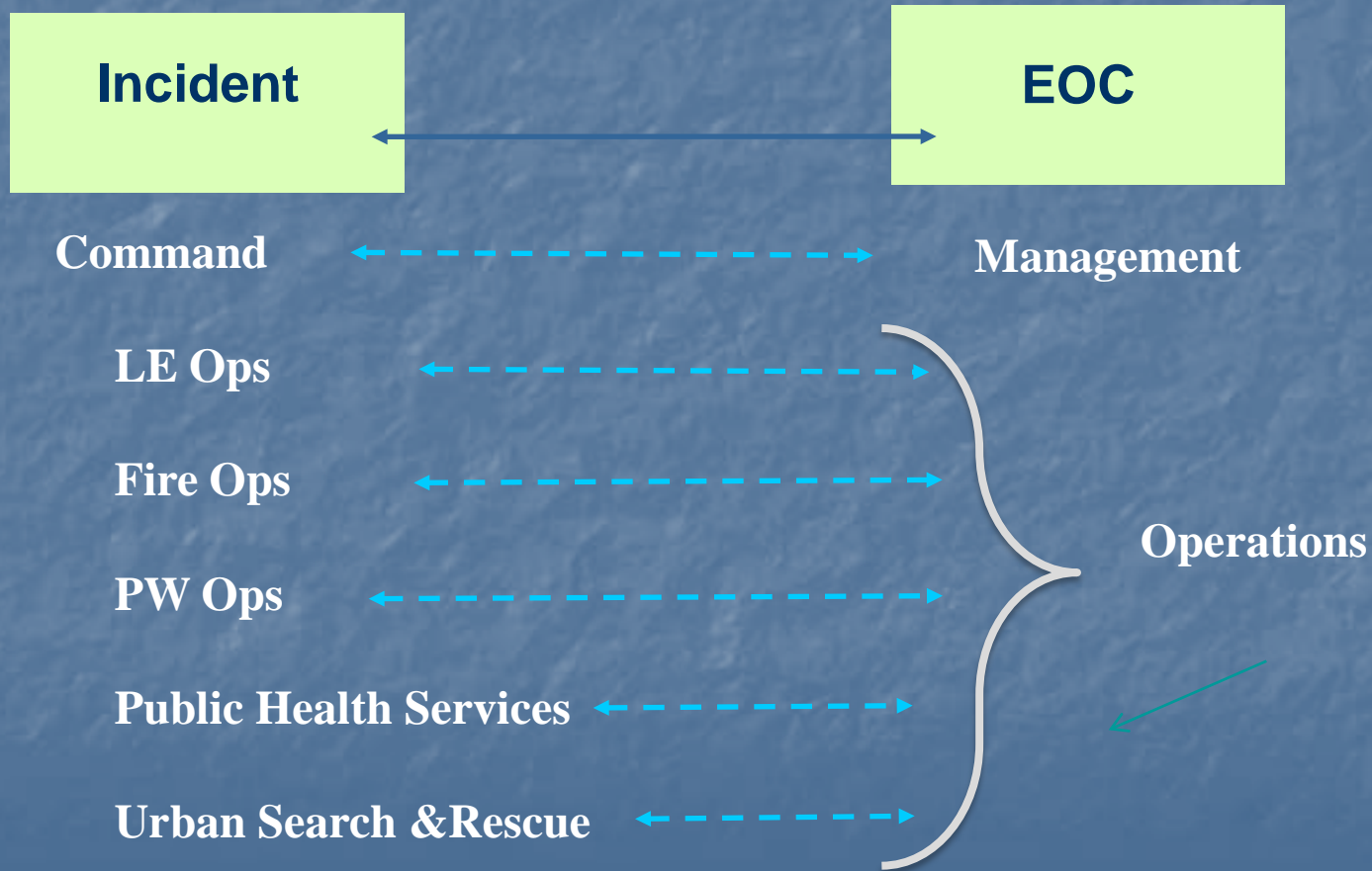
IC / EOC Interaction & Information Flow

Example #1



IC / EOC Interaction & Information Flow

Example #2



Module #1 – Reactive Phase Summary

- Activation Sequence
- Initial EOC Briefing



THANK YOU

QUESTIONS??