

**<INSERT NAME OF COUNTY> COUNTY
PUBLIC WORKS DEPARTMENT**

EMERGENCY RESPONSE PLAN

<DATE>

Part I

All Hazards Plan

Chapter 1	Introduction Document Purpose Background Policies Disaster Levels Exhibits Exhibit 1-1: Emergency Notification Process Exhibit 1-2: Hazard Analysis Natural Hazards Manmade Hazards	
Chapter 2	Definition, Situations, and Assumptions Definition of “Emergency” Situations Assumptions	
Chapter 3	Concept of Operations General Phases of Emergency Management Interagency Relationships Coordination with WSDOT and Local Agencies Coordination with FEMA and Other Federal Agencies Notification of with NMFS and WDFW Direction and Control Continuity of Department Operations	
Chapter 4	Organization and Assignment of Responsibilities General Emergency Organization Task Assignments	
Chapter 5	Public Works Personnel Responsibilities Emergency Delegation of Authority References Public Works Department Office Responsibilities Public Works Director County Engineer Exhibit Exhibit 5-1: Emergency Response Checklist	
Chapter 6	Administration and Logistics General Administrative Procedures Documentation	

Chapter 7 Resources and Equipment

- General
 - _CPWD Equipment
 - Rental Equipment
 - Sandbags
 - Military Resources
 - National Guard
 - Department of Defense
 - U.S. Army Corps of Engineers
 - Exhibits
 - Exhibit 7-1: ER&R Equipment and Equipment Rates
 - Exhibit 7-2: Small Works Roster
 - Exhibit 7-3: Vendor List
-

Chapter 8 Emergency Operation Center

- Department Emergency Operation Center (DEOC)
 - Location
 - Personnel
 - Function
-

Chapter 9 Communications

- Communications Systems
 - <PRIMARY RADIO SYSTEM>**
 - Amateur Radio
 - Cellular Phones
 - Regular Phones
 - Pay Phones
 - Communication with the Public Works Director and County Engineer
-

Chapter 10 Plan Development and Maintenance

- General
 - Local, State, and Federal Involvement
-

Chapter 11 Training and Exercises

- General
 - Employee Involvement
-

Chapter 12 Authorities, References, and Abbreviations

- Authorities
 - References
 - Abbreviations
-

Annex A **Activation Plan**
Purpose
Operational Concepts
Responsibilities

Annex B **Communication Plan**
Purpose
Operational Concepts
Responsibilities

Annex C **Equipment Plan**
Purpose
Operational Concepts
Responsibilities

Annex D **Facilities Plan**
Purpose
Operational Concepts
Responsibilities

**Appendix 1 to Annex D –
Emergency Power Requirements**
Objective
Parameters
Emergency Operations Critical Support Areas (Definition)

Annex E **MOU Concerning Work in Watercourses**

Annex E **Mutual Aid Agreement**
Purpose
Concept

**Appendix 1 to Annex F –
Emergency Response Mutual Aid Agreement**

**Appendix 2 to Annex F –
Reference Guide**

Document Purpose

The purpose of this document is twofold. First, it predetermines to the extent possible, actions to be taken by department personnel: to reduce the vulnerability of the county transportation system to any disasters that cannot be prevented; to establish capabilities for protecting the transportation system and its employees from the effects of disasters; to respond effectively to the actual occurrence of disasters; and to assist in the recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life or property to the transportation system.

Second, this document is a guide for implementing **<NAME OF COUNTY>** County Public Works Department (_CPWD) emergency management procedures. This guide describes how _CPWD personnel should respond to and manage emergencies resulting from natural disasters and technological incidents that impact the county transportation system and associated physical plants.

Background

The vast majority of incidents that impact the county transportation system are accidents involving motor vehicles. These incidents present hazards to the motoring public but are generally isolated in small areas and can be routinely handled using _CPWD resources.

However, when an extraordinary disaster occurs, such as a flood, fire, earthquake, or volcanic eruption, damage to the region may be widespread and the need to manage local, state, and federal resources intensifies. When such a disaster occurs, the county activates its EOC and _CPWD may need to coordinate emergency response efforts and resources with its maintenance personnel; with the **<NAME OF COUNTY EMD>**; the County Sheriff's Department; WSDOT; and other local, state, and federal agencies.

The Emergency Notification Process is diagrammed in Exhibit 1-1. The Department's emergency call directory is included in *Part II, Chapter 7*.

Policies

_CPWD emergency response policies are as follows:

- Minimize loss of life and property.
- Protect the integrity of the county-operated transportation system and related facilities.
- Repair and open damaged highways and facilities as quickly as possible.
- Assign key personnel at disaster sites to oversee operations and provide consistent information to the Public Works Department.
- Cooperate with other agencies at the local, state, and federal levels.
- Keep the County Commissioners informed of the situation.

Disaster Levels

This guide addresses Level I, II, and III emergencies, which involve the coordination of local, state, and federal resources. Events that can result in Level II and III emergencies are described in Exhibit 1-2.

Level I

Level I emergencies are isolated incidents such as traffic accidents or minor weather emergencies that are routinely handled at the local level. These incidents may require CPWD personnel to provide traffic control at the scene and, in some instances, to assist the state patrol and/or county sheriff in clearing the roadway.

Level II

Level II emergencies are situations that cannot be resolved with resources from CPWD. These emergencies may involve several agencies. The Department Emergency Operation Center (DEOC) may be activated to respond to the emergency. The county EOC also may be activated. Level II emergencies may involve a declaration of emergency by the County Commissioners and may also involve a proclamation of State of Emergency by the Governor and a request for Presidential declaration of emergency or major disaster.

Level III

Level III emergencies are catastrophic events that require massive amounts of resources from local, state, and federal governments. The state Emergency Operations Center is activated to coordinate emergency management and response operations of state agencies. The county EOC is activated to coordinate county response and recovery operations. Level III emergencies involve an emergency declaration by the County Commissioners, a proclamation of State of Emergency by the Governor, and a Presidential declaration of emergency or major disaster.

Exhibits

Exhibit 1-1: Emergency Notification Process

Exhibit 1-2: Hazard Analysis

Exhibit 1-1: Emergency Notification Process

<INSERT ORGANIZATION CHART SHOWING EMERGENCY NOTIFICATION "TREE">

Exhibit 1-2: Hazard Analysis

This hazard analysis is specifically designed to provide _CPWD with information regarding the potential effects of existing hazards to the transportation system. The natural and man-caused hazards in the following list are capable of producing Level II and Level III emergencies in <NAME OF COUNTY> County.

Natural Hazards

Man-Caused Hazards

<LIST NATURAL HAZARDS>

<LIST MAN-CAUSED HAZARDS>

<BOTH FROM COUNTY HIVA>

Natural Hazards

<LIST AND DESCRIBE EACH. INDICATE WHAT THE DEPARTMENT'S RESPONSE ROLE WOULD BE.>

Man-Caused Hazards

<LIST AND DESCRIBE EACH. INDICATE WHAT THE DEPARTMENT'S RESPONSE ROLE WOULD BE.>

Chapter 2

Definition, Situations, and Assumptions

Definition of “Emergency”

The **<NAME OF COUNTY>** County Public Works Department (_CPWD) defines an emergency as follows:

<INSERT APPLICABLE DEFINITION>

An emergency may or may not lead to a declaration of emergency by the County Commissioners or a proclamation by the Governor of a State of Emergency.

Situations

<NAME OF COUNTY> County is exposed to many hazards, all of which have the potential to disrupt the transportation system, create casualties, and cause property damage. Possible natural hazards include, but are not limited to, **<LIST NATURAL HAZARDS FROM COUNTY HIVA>**. Other disaster situations could develop from **<LIST MAN-CAUSED HAZARDS FROM COUNTY HIVA>**.

Assumptions

1. The department will be unable to satisfy all emergency resource requests during a major emergency, disaster, or catastrophic event.
2. Plans have been developed to facilitate coordination of outside assistance for large-scale disaster; however, it is necessary for the **<NAME OF COUNTY>** County Public Works Department (_CPWD) to plan for and be prepared to carry out disaster response and recovery operations in support of the **<NAME OF COUNTY>** County Comprehensive Emergency Management Plan (CEMP).
3. The first priority of _CPWD is to maintain the integrity of the county transportation system.
4. The _CPWD will endeavor to make every reasonable effort to respond in the event of an emergency or disaster. However, department resources and systems may be overwhelmed. The responsibilities and tenets outlined in this Plan will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time.
5. There is no guarantee implied by this plan that a perfect response to emergency or disaster incidents will be practical or possible.

General

1. **Individual Responsibility.** It is every individual's responsibility to be accountable for his or her own actions. Each individual is responsible to make the best decision in any given situation to protect life and property.
2. **Local, State, and Federal Roles.** It is the responsibility of governments to make every effort possible to protect life and property from the effects of hazardous events. When the emergency exceeds local government's capability to respond, assistance may be requested from the state government. The federal government provides assistance to the state as necessitated by the nature and magnitude of the event. Federal assistance is supplemental to state assistance, which is supplemental to local assistance.
3. **Relationship Between Emergency and Normal Functions.** This Plan recognizes the concept that emergency functions for groups involved in emergency management generally parallel their normal day-to-day functions. To the extent possible, the same personnel and materiel resources will be employed in both cases, whenever possible. It is generally true, however, that a disaster is a situation in which the usual way of doing things no longer suffices. It is desirable, and should always be attempted, to maintain organizational continuity and to assign familiar tasks to personnel. In large-scale disasters, however, it may be necessary to draw on people's basic capacities and use them in areas of greatest need. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required for those functions may be redirected to accomplish the emergency responsibilities of the County Public Works Department.

Phases of Emergency Management

1. **Mitigation.** Mitigation activities either prevent the occurrence of an emergency or reduce vulnerability in ways that minimize the adverse impact of a disaster or other emergency.
2. **Preparedness.** Preparedness activities include programs and systems that exist prior to an emergency and are used to support and enhance response to an emergency or disaster. Planning, training, and exercising are among the activities conducted under this phase.
3. **Response.** Response involves activities and programs designed to address the immediate and short-term effects of an emergency or disaster. It is intended to reduce casualties and damage and to speed recovery efforts. Response activities include direction and control, warning, evacuation, and other similar operations.
4. **Recovery.** Recovery is the phase that involves restoring facilities and systems to normal. Short-term recovery actions are used to assess the damage and return critical support systems to minimum operating standards. Long-term recovery may continue for many years.

Interagency Relationships

It is intended that all department personnel will comply with those entities having primary authority and with the CEMP while coordinating with all concerned local, state, and federal agencies to carry out the department's collective responsibilities. **It is of utmost importance that the department's responses be coordinated thoroughly so that the department can tackle every emergency with a truly synergistic effort.**

Coordination with WSDOT and Local Agencies

The Public Works Department will coordinate emergency response activities with WSDOT and local agencies whenever possible and will provide assistance to the extent it does not compromise the Department's ability to maintain its roadway system.

When an emergency affects the ability of local governments and agencies to save or protect lives, the Public Works Department will attempt to keep county roads and county-owned facilities operational so that local agencies can provide emergency services and support to the area. The Department will work with local agencies on prioritizing roadway repairs based on the needs of local communities.

Local governments in need of emergency engineering services or equipment from WSDOT for areas, which are not under WSDOT responsibility, should contact the Washington State Military Department, Emergency Management Division (EMD). EMD will then contact WSDOT who will determine whether these services can be provided without compromising the ability of WSDOT to respond to emergencies on state-owned property.

Support may also be obtained from other local agencies that have available resources through implementation of the Public Works Emergency Response Mutual Aid Agreement, a copy of which is included as Annex E to this section. A list of cities and counties that are signatory to the agreement is also included.

Coordination with FEMA and Other Federal Agencies

Coordination of emergency response activities with FEMA and other federal agencies is conducted through the Washington State Military Department, Emergency Management Division (EMD). Requests from federal agencies for emergency services or equipment made directly to the Public Works Department shall be forwarded to the County Emergency Management Department. The County Engineer will coordinate with the Public Works Director on the appropriate response to these requests.

Notification of NMFS and WDFW

Anytime emergency work is contemplated to occur within any waterway, the county shall notify both the National Marine Fisheries Service and the Washington Department of Fish and Wildlife.

Direction and Control

The ultimate responsibility for emergency management within **<NAME OF COUNTY>** County rests with the **<TITLE OF COUNTY EMD DIRECTOR>**. However, it takes the collaborative effort of all personnel if the department is to perform to its best by reducing the loss of life and minimizing property damage.

Therefore, during disasters and major emergencies, the **<INSERT NAME OF COUNTY>** County Public Works Department (_CPWD) will take appropriate actions to accomplish the following response tasks:

- π Perform all duties necessary to protect county transportation facilities.
- π Remove or take actions to reduce any hazards on the county transportation facilities that tend to endanger the traveling public.
- π Close or restrict any portion of a county transportation facility whenever the condition of that facility is such that, for any reason, its unrestricted use or continued use will greatly damage the facility or endanger the traveling public.
- π Reconstruct, repair, and maintain county transportation facilities and alternate routes.
- π Mobilize personnel and equipment required for emergency engineering services on county transportation facilities.
- π Assist the County Sheriff and Washington State Patrol by providing:
 - * Vehicle traffic control.
 - * Access control.
 - * Assistance in rerouting vehicle traffic around or away from the affected area.
 - * Equipment and materials.
- π Provide traffic control assistance to designated hazardous materials command agencies when requested.
- π Determine the usable portions of the county transportation system.
- π Perform damage assessments and provide cost estimates for county transportation facilities.
- π Provide communication for emergency response operations.
- π Provide information about emergency response activities to the media and to the Board of County Commissioners.
- π Provide ground transportation for county personnel.

Continuity of Department Operations

Succession of Command. The line of succession for Emergency Management Operations is described in *Part I, Chapter 5*.

Preservation of Records. Preservation of vital records and measures to ensure reconstitution, if necessary, and continued operation of the department during and after catastrophic disasters or national security emergencies are covered in **<INDICATE LOCATION OF COUNTY OR DEPARTMENT POLICY REGARDING VITAL RECORDS PRESERVATION>**.

Chapter 4 Organization and Assignment of Responsibilities

General

Most Public Works Divisions have emergency functions in addition to their normal duties. Each division manager/supervisor is responsible for establishing procedures for:

1. Operations during emergencies (which should be as close to day-to-day operations as feasible).
2. A roster of those persons that need to be called in the event of an emergency.
3. Compliance with the department's responsibilities outlined in the department Emergency Operating Procedures (EOP – *Part II* of this document).

Emergency Organization

The emergency organization for the department will be the same as for normal daily operations.

Task Assignments

In addition to those responsibilities assigned during emergencies, each division will perform its normal day-to-day function (as modified by the particular emergency).

Emergency Delegation of Authority

When both the Public Works Director and the County Engineer are unable to perform the Director’s duties and unforeseen circumstances preclude the Director from formally designating in writing another official to assume them, all responsibilities and authorities of the Director that may be properly delegated are delegated to the department official highest on the following list who is able to exercise them at the Public Works Department Office:

1. **<LIST PERSONS IN CHAIN OF COMMAND FOLLOWING DEPARTMENT DIRECTOR AND COUNTY ENGINEER>**
- 2.
- 3.
- 4.

References

<INDICATE ANY APPLICABLE COUNTY CODE PROVISIONS RELATING TO DELEGATION OF AUTHORITY>

Public Works Department Office Responsibilities

Public Works Director

1. Declare all emergencies that require the authority of the Director.
2. Provide information to the County Commissioners.
3. Respond to the disaster in accordance with the Commissioners’ guidance and established department policy.

County Engineer

1. Act on behalf of the Director during the Director’s absence or as directed by the Director.
2. Manage and coordinate countywide maintenance activities during an emergency.

Exhibit 5-1: Emergency Response Checklist

Event _____ Date _____

Incident _____ Date _____ Time _____

Tasks:

Location **Road Name** _____ **Roadlog** _____ **Milepost** _____

District _____ EB WB NB SB On-System Off-System

Description _____

Damage Assessment _____

Date/Time Road Closed _____ Road Opened _____

Reporting

- Are Communication links operable?
- Contact (use Emergency Contact List from *Part II, Chapter 7*)
- County Emergency Management Division
- Department of Ecology (if hazardous material is involved)
- Department of Fish and Wildlife (if working in a stream is required)

Response

- Is traffic control required?
- What type of barricades/signing is required?
- Is support equipment available?
- Are sufficient county forces available? Establish work shifts.
- Is sufficient material available?
- Is sufficient fuel available?
- Are the fuel pumps operable?
- Is emergency power available to operate radios, fuel pumps, etc.?
- Contact WSDOT and adjacent counties for assistance as necessary.
- Consider disposal of debris (hazardous materials/construction debris).

Remediation

Repair
Roadway _____ Roadside _____ Bridge _____ Facility _____
On right-of-way _____ Off right-of-way _____
County forces _____ Contract forces _____
Damage estimate _____

Records

Establish work orders immediately to capture costs.

Miscellaneous

Injuries _____
Hazardous Material _____
Debris Disposal Location _____
Other _____

General

Administrative procedures are frequently designed, for good causes, to inhibit action by government personnel; and it is not unusual for the most cost-effective approach to solving a problem to require more time than an alternative approach that achieves the same results. It is clear, therefore, that some administrative procedures should be suspended, relaxed, or made optional under threat of disaster. Such action should, however, be carefully considered, and the consequences should be realistically projected.

Administrative Procedures

Clearly, it is desirable for changes in administrative procedures to be foreseen and allowed for in this Plan. Inform the department's **<INDIVIDUAL RESPONSIBLE FOR DEPARTMENT EMERGENCY MANAGEMENT>** of those procedures that need to be changed and incorporated into later versions of this plan. If procedures need to be changed in the middle of a disaster, inform the **<INDIVIDUAL RESPONSIBLE FOR DEPARTMENT EMERGENCY MANAGEMENT>**.

Documentation

Documentation is critical not only to support requests for funds reimbursement but also to respond to challenges that result in liability issues for the county. Therefore, all actions taken and especially any changes to the established procedures shall be thoroughly documented.

General

<NAME OF COUNTY> County Public Works Department (_CPWD) resources and equipment are managed by the County Engineer and the District Shop Foremen. The District Mechanics are responsible for supplying and maintaining ER&R equipment, which includes passenger vehicles, trucks, light and heavy machinery, radios, and other equipment. Each District Foreman is responsible for equipment assigned to the area. During a major emergency, it may be necessary to borrow equipment from other districts and possibly from other counties and WSDOT. Each District Foreman can request to borrow equipment from another district by contacting the County Engineer or District Foreman.

Equipment should only be loaned out if this action does not compromise the ability of a District to maintain its own assigned area, or unless it is deemed appropriate by the County Engineer, based on countywide priorities.

_CPWD Equipment

_CPWD equipment can be readily moved to other locations in the event of an emergency. Requests for equipment should be made to the County Engineer. A list of all equipment available to **<NAME OF COUNTY>** County is included as Exhibit 7-1. This list is intended to assist Maintenance Personnel in locating essential equipment during emergencies.

Rental Equipment

Equipment from private equipment rental companies can also be used during emergencies. The _CPWD Vendor List and/or Small Works Roster shall be used to contact contractors for equipment and staff resources. All requests for rental equipment will be routed through the County Engineer and the Logistics Coordinator. District Engineering Coordinators will track usage and progress on individual damage sites.

Upon receiving a request for rental equipment, the owner of the equipment may require evidence of self-insurance. All questions regarding insurance coverage shall be directed to the Department Emergency Operation Center (DEOC) Supervisor.

Sandbags

Sandbags can be obtained through the state Emergency Management Division (EMD). These sandbags are only to be used in emergency situations. Requests for state sandbags should be made to:

Duty Officer
Emergency Management Division
1-800-562-6108 or 253-412-4901 or 4904

If more sandbags are needed, EMD will request them from the U.S. Army Corps of Engineers.

In addition to state and federal sandbags, sandbags may be obtained from the three sources below. (The telephone directory may reveal additional sources.)

Justus Bag company, Inc.
East 11205 Trent
Spokane WA 99206
509-924-8353 or 1-800-456-7878

Fisher Bag Company, Inc.
2701 S. 200th Street
SeaTac WA 98198
206-870-8816
Emergency: 206-937-3736

Military Resources

The county may use military resources during designated natural and man-caused emergencies. However, military assistance can only be obtained if all state and local resources, including those in the private sector, have been committed or exhausted or are inadequate for the task. Military assistance may then be obtained without a Presidential declaration of emergency or disaster. Military resources include the National Guard and the Department of Defense. Coordination through the **<NAME OF COUNTY EMD>** and the County Sheriff is required.

National Guard

The National Guard's mission is to provide military support to civil authorities for the preservation of life, prevention of human suffering, and restoration of public services during state emergencies or on the order of the Governor. Support capabilities of the National Guard include the following:

- Roadblocks and traffic control
- Mobile and fixed communications
- Emergency evacuation (land/air)
- Perimeter security/quarantine
- Delivery of supplies
- Disaster search teams
- Aerial reconnaissance
- Civil disturbance operations (e.g. riots, protests)
- Emergency shelter.

Department of Defense

The Department of Defense (DOD) includes the U.S. Army, U.S. Navy, U.S. Air Force, and U.S. Marine Corps. Both the regular and reserve components of each branch are part of the DOD. The State National Guard does not become a part of the DOD until activated for federal duty by the President. The U.S. Coast Guard is a component of the Federal Department of Transportation but becomes part of the U.S. Navy during wartime.

DOD has adopted the following policy regarding its role in assisting state and local governments during peacetime civil emergencies:

1. The federal government will provide an orderly and continuing means of supplemental assistance to state and local governments in their responsibilities to alleviate the suffering and damage that result from civil emergencies.
2. Upon the declaration of a major disaster or emergency by the President, the Director of FEMA or his designee, the Associate Director for Disaster Response and Recovery, FEMA Regional Directors, and Federal Coordinating Officer may direct any federal agency to provide assistance to state and local governments by:
 - a. Using or lending equipment, supplies, facilities, personnel, and other resources;
 - b. Distributing medicine, food, and other consumable supplies; and
 - c. Rendering emergency assistance.
3. Use of DOD military resources in civil emergency relief operations must be limited to resources that are not immediately required for the execution of the military's primary mission.

Only equipment and supplies that DOD has declared surplus (i.e., that is not immediately required for military missions) may be loaned or donated to state and local governments. For major pieces of power equipment, such as bulldozers, cranes, or road graders, DOD will provide an operator unless the borrowing organization provides reasonable assurance that it has a qualified operator.

Without a Presidential declaration, DOD assistance can be obtained in the following cases:

- Lives are endangered and the needed military resources are available.
- A mutual aid agreement has been executed with local DOD commanders.
- Military Assistance to Safety and Traffic (MAST), Search and Rescue (SAR), or Explosive Ordnance Disposal (EOD) services are needed.

U.S. Army Corps of Engineers

The U.S. Army Corps of Engineers (USACE) is a functional branch of the U.S. Army. In the Pacific Northwest, the USACE is organized into region offices in Seattle, Walla Walla, and Portland. (The region offices are under the military command of the USACE North Pacific Division Commander in Portland, Oregon.) The primary function of the USACE in this region is flood fighting and flood mitigation activities. Flood fighting may include the following:

- Temporarily raising the height of levees with sandbags.
- Strengthening flood control works with armor rock.
- Evacuating people and livestock.
- Providing assembly of plants and supplies (e.g., sandbags, plastic sheeting).
- Providing 24-hour technical assistance during the event.

- Removing logs, debris, and ice jams.

District Offices:

- **Seattle:** 206-764-3406
- **Portland:** 503-808-4500
- **Walla Walla:** 509-527-7141

Exhibits

Exhibit 7-1: ER&R Equipment and Equipment Rates

Exhibit 7-2: Small Works Roster

Exhibit 7-3: Vendor List

Exhibit 7-2: Small Works Roster

<INSERT CURRENT SMALL WORKS ROSTER>

Exhibit 7-3: Vendor List

<INSERT CURRENT VENDOR LIST>

Department Emergency Operation Center

Location

The Department Emergency Operation Center (DEOC) will be used during any major emergency that requires significant coordination and mobilization of Public Works personnel and equipment as determined by the Director. The DEOC will serve as a communication center and staging area for coordinating instructions within the Public Works Department as well as a source of contact with the press and the public.

The DEOC is located at **<INSERT ADDRESS AND LOCATION OF THE DEOC>**

Personnel

The Department Emergency Operation Center is staffed by **<INSERT TITLES OF DEPARTMENT PERSONNEL ASSIGNED TO STAFF THE DEOC>**

Function

The Department Emergency Operation Center is activated during a significant event that escalates over time, requiring a significant expenditure of resources. The main function of the center is to determine the status and conditions of the county's transportation system during and following a disaster. This information should be relayed to the county's EOC, as roadway conditions will most likely affect countywide recovery efforts. The Department Emergency Operation Center may undertake several or all of the following activities:

- Identify and evaluate the availability and capacity of usable roadways in the impacted area.
- Develop a county situation map showing damaged or destroyed roadways and indicate which roadways can be used as alternate routes.
- Inform the public and media of closed roadways.
- Estimate traffic demand for essential movements for the entire county road network.
- Coordinate, with the Sheriff's Department, the issuance of permits for the use of regulated transportation facilities.
- Coordinate efforts to erect signs and barricades on restricted or closed routes.
- Inform the County Emergency Management Department and the County Sheriff's Department of all transportation facility capacity reductions and closures within the county.
- Notify the County Emergency Management Department and the County Sheriff's Department if emergency traffic regulations have been implemented.

- Coordinate emergency operations with other state, county, and city agencies in the area.
- Inform all district foremen of regulated routes within their districts.

Communication Systems**<PRIMARY RADIO SYSTEM>****<DESCRIBE PRIMARY RADIO SYSTEM AND ITS CAPABILITIES>**

The primary responsibilities of the _CPWD radio system are:

- To assist in dispatching maintenance personnel to the scene of an incident or hazard.
- To coordinate incident response activities with the Washington State Patrol and the County Sheriff.
- To disseminate roadway information to appropriate personnel.
- To maintain a log of events and roadway repairs reported over the radio system.
- To provide communication for construction coordination.

During an emergency, the _CPWD radio system will continue to operate from **<LOCATION OF BASE STATION>** unless the facility is determined to be unsafe and must be evacuated or when communication systems in the radio room are inoperable. The next nearest operable base station will then be used.

If the _CPWD radio is forced to evacuate, the radio operators on duty will utilize available portable and vehicle-mounted radios to provide communication to the department.

All radio operators will attempt to report in to the _CPWD radio in an emergency. The use of regular call numbers may be suspended and the use of last names as call requests may be established.

Amateur Radio

Amateur radios can be used to back up normal communication. County personnel licensed to operate amateur radios should be contacted to provide emergency communication.

Cellular Phones

Cellular phones can also be used for emergency communication. Site inspectors and other emergency response field personnel should have cellular phones for communication from the site. The cellular phone system may be subject to call congestion and limit the number of users in the network. Cellular units equipped with their own antennae and repeater system should not be affected by saturation. Cellular phones should be used by DEOC office personnel for non-emergency communications to provide key field personnel greater usage of the **<PRIMARY RADIO SYSTEM>**.

Regular Phones

Regular phone lines may become saturated during an emergency and may only be able to provide limited service. If local calls cannot be made, it may be possible to communicate via long distance calls with another county or with WSDOT, who could establish a conference call.

Pay Phones

Pay phones are part of the emergency communication system and have priority in receiving service over private phone lines. Employees should be encouraged to use pay phones to contact family members if regular phone lines become saturated.

Communications with the Public Works Director and County Engineer

The Public Works Director and County Engineer must be informed of road conditions and significant events. Both the Director and the County Engineer will provide phone numbers for contacts outside of normal working hours.

Road information communicated to the Director and County Engineer should include information normally needed by the media. The Director and County Engineer will develop a checklist of questions that should be asked when passing on information about road conditions.

The Public Works Director and the County Engineer are responsible for communication with the media during disaster situations when normal lines of communication are not available.

General

This plan is the principal source of documentation of the department's emergency management activities. Almost every division has some responsibility for developing or accomplishing tasks in some part of this plan. Overall development, maintenance, and coordination of this plan will be accomplished by the department's **<INDIVIDUAL RESPONSIBLE FOR DEPARTMENT EMERGENCY MANAGEMENT>**.

Local, State, and Federal Involvement

It is frequently necessary for emergency management planning and operations to be coordinated across divisions. To properly carry out their roles in support of this plan, all divisions may be expected to coordinate in many directions simultaneously with local, state, and federal agencies.

General

The department will periodically provide training and conduct exercises to test the plan and procedures. The primary reasons for this activity are to insure that the department maintains a readiness mode and to provide the basis for evaluating and modifying the plan and procedures in order to maintain current operational condition.

Employee Involvement

Because the department and its employees are not involved with disasters on a day-to-day basis, it makes it even more critical to support the training and exercises for emergencies and disasters.

Self and Family Preparedness

Prior to reporting to the DEOC or the field, staff personnel should take whatever actions are necessary to ensure the safety and welfare of the members of their families. A written and rehearsed Family Preparedness Plan and 72 hour survival kit at home will help relieve your anxiety.

When reporting to the DEOC for duty, be prepared to remain for a 12-hour shift. Loose fitting clothes and comfortable shoes are appropriate. Bring personal medicines and any special dietary foods if required.

Suggested contents of family 72-hour kit:

Water	Canned Food	First Aid Kit	Radio (Battery Operated)
Flashlight	Extra Batteries	Matches	Paper/ Pencil
Whistle	Map of Area	Toilet Paper	Sleeping Bags/Blankets
Hygiene Supplies	Vitamins	Infant Supplies	Sturdy Shoes
Rain Gear	Chlorine Bleach	Hat/Gloves	Can Opener/Utility Knife
Thermal Underwear	Medications	Games/Books	Family Documents
Compass	Tape	Fire Extinguisher	Paper Plates/Glasses
Utensils	Sunglasses		

Chapter 12

Authorities, References, and Abbreviations

Authorities

1. <CITE APPLICABLE AUTHORITIES>
- 2.

References

1. <CITE REFERENCES USED IN THR PREPARATION OF THIS DOCUMENT, INCLUDING THE COUNTY COMPREHENSIVE EMERGENCY MANAGEMENT PLAN>
- 2.

Abbreviations

CEMP	Comprehensive Emergency Management Plan
DEM	County Department of Emergency Management
DEOC	Department Emergency Operation Center
EMD	Washington State Emergency Management Division
EOC	Emergency Operations Center
EOP	Emergency Operating Procedure
FEMA	Federal Emergency Management Agency
FHWA	Federal Highway Administration
ICS	Incident Command System
NMFS	National Marine Fisheries Service
_CPWD	<NAME OF COUNTY> County Public Works Department
WDFW	Washington Department of Fish and Wildlife
WSDOT	Washington State Department of Transportation
	<ADD OTHERS OF IMPORTANCE>

Purpose

To activate the Department Emergency Operation Center (DEOC) to support the operational requirements of the department in responding to and recovering from emergencies.

Operational Concepts

- A. The primary DEOC is located in **<LOCATION AND/OR ADDRESS>**.
- B. The alternate DEOC is located in **<LOCATION AND/OR ADDRESS>**.
- C. The department shall use the Incident Command System (ICS) as its emergency management structure.

Responsibilities

- A. All units within the department during emergencies are responsible for:
 - 1. Coordinating with each other to insure an operational readiness state.
 - 2. Advising the **<INDIVIDUAL RESPONSIBLE FOR DEPARTMENT EMERGENCY MANAGEMENT>** when the DEOC is activated.
 - 3. When the DEOC is activated, referring to the department's *All Hazards Plan, Emergency Operating Procedures, and the Emergency Emergency Operation Center Checklists* for operational purposes.
- B. All units within the department are responsible for:
 - 1. Advising the **<INDIVIDUAL RESPONSIBLE FOR DEPARTMENT EMERGENCY MANAGEMENT>** of changes to the plan.
 - 2. Routinely inspecting and testing the facilities to insure operational readiness capabilities.

Purpose

To establish and maintain the communications capabilities necessary to meet the operational requirements of the department in responding to and recovering from emergencies.

Operational Concepts

- A. Reliable communications capabilities are necessary for day-to-day communications, warning of impending emergencies, disaster response and recovery, and coordination within the department and with other emergency organizations. Such capabilities must be available to support the Department Emergency Operation Center operations.
- B. Routine day-to-day modes of communication will continue to be used to the degree that they survive the disaster and afford adequate communications to support the department's activities. Routine modes of communication include commercial telephone, cellular phones, fax, data processing systems, and radios.

Responsibilities

- A. All units within the department during emergencies are responsible for:
 - 1. Coordination with each other to insure an operational readiness state.
 - 2. Advising the department's Emergency Operation Center, when activated, of all communication problems.
- B. All units within the department are responsible for:
 - 1. Advising the **<INDIVIDUAL RESPONSIBLE FOR DEPARTMENT EMERGENCY MANAGEMENT>** of changes to the plan.
 - 2. Routinely testing their system(s) to insure operational capabilities.

Purpose

To establish and maintain the equipment capabilities necessary to meet the operational requirements of the department in responding to and recovering from emergencies/disasters.

Operational Concepts

- A. Equipment capabilities are necessary for day-to-day operations and for impending emergencies, disaster response and recovery operations, and coordination within the department and with other emergency organizations. Such capabilities must be available to support the department’s emergency operations.
- B. Existing equipment will continue to be used to the degree that it survives the disaster and is adequate to support the department’s activities.
- C. In the event that existing equipment is not usable, then normal contractual agreements will be exercised. As necessary, the department’s Fleet Manager will coordinate with the County Engineer to obtain necessary equipment.

Responsibilities

- A. All units within the department during emergencies are responsible for:
 - 1. Coordinating with each other to insure an operational readiness state and to routinely inventory and test their equipment to insure operational capabilities.
 - 2. Advising the department’s Emergency Operation Center, when activated, of equipment problems and projected needs.
- B. All units within the department are responsible for:
 - 1. Advising the **<INDIVIDUAL RESPONSIBLE FOR DEPARTMENT EMERGENCY MANAGEMENT>** of changes to the plan.

Purpose

To establish and maintain the facility capabilities necessary to meet the operational requirements of the department in responding to and recovering from emergencies.

Operational Concepts

- A. Reliable facility capabilities are necessary for day-to-day operations and impending emergencies, disaster response and recovery, and coordination within the department and with other emergency organizations. Such capabilities must be available to support the Department Emergency Operation Center operations.
- B. Established department facilities will continue to be used to the degree that they survive the disaster and afford adequate accommodations to support the department's activities.
- C. In the event that established department facilities are non-functional, the operations from affected facilities will be moved to a functional department facility. To adjust for the impact on the receiving facility, more than one work shift may be necessary.
- D. In the event that other department facilities cannot accommodate the necessary departmental functions, then **<INDIVIDUAL RESPONSIBLE FOR FACILITIES>** will immediately find a facility(ies) to meet the needs of the department.
- E. Emergency power requirements to support operational functions at department facilities are included as Appendix 1.

Responsibilities

- A. All units within the department during emergencies are responsible for:
 - 1. Coordinating with each other to insure an operational readiness state.
 - 2. Advising the department's Emergency Operation Center, when activated, of all facility problems.
- B. All units within the department are responsible for:
 - 1. Advising the **<INDIVIDUAL RESPONSIBLE FOR DEPARTMENT EMERGENCY MANAGEMENT>** of changes to the plan.
 - 2. Routinely inspecting and testing the facilities to insure operational capabilities for consistency.

Appendix 1 to Annex D – Emergency Power Requirements

Objective

That the **<NAME OF COUNTY>** County Public Works Department’s capital facilities provide critical support of the county’s roadway maintenance and construction functions. This objective is premised on the question of functional support systems and the department’s ability to effectively fulfill its mission following a natural or man-caused disaster.

To mitigate exposure to this scenario, the department must take action to identify and reduce impacts due to lack of auxiliary power sources.

Parameters

All auxiliary power sources must be capable of supporting emergency operations for 72 hours as a minimum, inclusive of auxiliary power fuel supply (oil and gas).

Emergency Operations Critical Support Areas (Definition)

Emergency operations ascertained as minimally supporting critical countywide roadway maintenance and construction functions in response to a natural or manmade disaster have been defined as:

1. The maintaining of automated fuel-dispensing systems (inclusive of all functional components) for departmental and multi-agency use.
2. The maintaining of base communications stations, capable of transmitting and receiving radio traffic, located in **<LOCATION(S)>**
3. The maintaining of heat in office areas required for disaster administrative staff response operations.
4. The maintaining of minimal lighting in the critical operational and functional support areas as described above.
5. **<ADD ANY OTHER CRITICAL SUPPORT AREAS>**

Purpose

The purpose of the Public Works Emergency Response Mutual Aid Agreement is to permit signatory agencies to make the most efficient use of their powers by enabling them to coordinate resources and to maximize funding reimbursement during disasters/emergencies.

Concept

The Agreement allows signatory agencies to support each other during disasters/emergencies to protect life and property, when the event is beyond the capabilities of the affected entity. The Agreement provides the mechanism for an immediate response to the Requesting Agency provided the Responding Agency has the resources and expertise necessary and available.

When faced with a disaster or emergency, public works agencies have a responsibility to maintain service and recover in the most expedient way. This can best be accomplished by preparation, coordination, and cooperation with other public works agencies. Agencies are charged with the responsibility of coordinating efforts and compiling damage and recovery information on disasters and then reporting to the appropriate authority. Then the State requests aid and assistance from the federal government.

The following definitions for disaster and emergency are from the State Comprehensive Disaster Plan and were used in this Public Works Emergency Response Mutual Aid Agreement:

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

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

The reference guide following the Agreement is designed to be useful to individual agencies during a proclaimed emergency – whether it be to borrow a piece of equipment for a specific job or to request crews to assist in repair of a major failure.

Appendix 1 to Annex F – Mutual Aid Agreement

Appendix 2 to Annex F – Reference Guide

Chapter 1 General Information

Purpose
Planning
Training and Exercises
Concept of Operations

Chapter 2 Department Organization Chart

Chapter 3 Emergency Traffic Control

Statement of Capability
Responsibilities
Activation

Chapter 4 Repair and Maintenance of Roads

Statement of Capability
Responsibilities
Activation

Chapter 5 Emergency Procedures for Maintenance Personnel

Maintenance Field Personnel
Maintenance Superintendents and Supervisors

Chapter 6 Hazardous Materials Incidents

Response Agencies
 Washington State Patrol
 Department of Ecology
 Emergency Management Division
 CHEMTREC
 Washington emergency Response System (WERS)
Reporting Proper Information
Emergency Traffic Control
Radioactive Materials Incidents
 Response
 Contact Numbers
 Special Case: Transuranic Waste (TRU)
References

Chapter 7 Emergency Contact Lists

Chapter 8 Emergency Support Function 3

Purpose

These Emergency Operating Procedures (EOP) establish the disaster organizations within the <NAME OF COUNTY> County Public Works Department and specific functions, procedures, and resources which will be utilized by the department in support of preparedness, mitigation, response, and recovery efforts associated with natural and/or man-caused disasters affecting <NAME OF COUNTY> County.

Planning

1. The Public Works Director will appoint an Emergency Management Liaison Officer and alternates within the department to serve as the primary points of contact with the county Emergency Management Department (EMD).
2. The Liaison Officer will advise EMD of the department's disaster policies and capabilities and coordinate the development of appropriate EOPs to be integrated into the county Comprehensive Emergency Management Plan.
3. The department EOPs will be reviewed and updated on an annual basis or whenever changes occur in the department's organization, disaster capabilities, other agency contact names and/or telephone numbers, or in state or federal laws affecting disaster operations.

Training and Exercises

In cooperation with the county EMD and other local, state, or federal agencies, the Liaison Officer, and other personnel having disaster-related duties, will participate in exercises designed to provide necessary training of personnel and testing of emergency plans and procedures.

Concept of Operations

1. The Liaison Officer or alternates will be the primary point of contact to activate the department's procedures.
2. Upon notification that a disaster is occurring or when a disaster becomes imminent, the Liaison Officer or alternates will, to the best of their ability, contact the county EMD for instructions.
3. During disaster operations, the Liaison Officer or alternates will provide to the county EOC timely updates and status reports of the department's operation and damage.
4. During disaster operations, the department will maintain its own structure and chain of command.
5. When the department is requested by the county EOC to support disaster operations, it is very important that accurate records be kept of all time and

costs for personnel and equipment utilized in responding to and recovering from the disaster. These records must document and separate disaster-related expenditures for possible reimbursement. Reimbursement may come from the requesting agency or from emergency/disaster funds provided by the state or federal government, if applicable.

<INSERT DEPARTMENT ORGANIZATION CHART>

Statement of Capability:

1. Determine the usable portions of the county transportation network.
2. Coordinate and control emergency traffic regulations in conjunction with County Sheriff and County Emergency Management.

Responsibilities:

1. Liaison Officer and Alternates
Primary point of contact with EOC.
2. County Commissioners
Keep informed of the situation.
3. Public Works Director
Keeps County Commissioners informed. Responds to disaster in accordance with the Commissioners' guidance and established department policies and procedures, as appropriate.
4. County Engineer
Keeps Public Works Director informed. Responds to disaster in accordance with the Director's guidance and established department policies and procedures.

Activation:

In accordance with procedures contained in the County Comprehensive Emergency Management Plan (CEMP).

Statement of Capability:

Reconstruct, repair, and maintain county roads, bridges, and alternate routes and coordinate the mobilization of personnel and equipment required for emergency engineering services as related to county roads.

Responsibilities:

1. Liaison Officer and Alternates

Primary point of contact with EOC.

2. Maintenance Supervisor

Provides emergency recovery direction to the districts and arranges for temporary repair of county road services as necessary and feasible.

3. District Supervisors

Responds to an emergency situation in accordance with existing department policies and procedures and direction from the Maintenance Supervisor as required. Assigns detours, makes emergency repairs, removes debris, carries out emergency traffic regulations, and administers emergency contracts under the purview of the Construction Supervisor.

Activation:

This section of the EOP will be activated when conditions of a disaster warrant such action.

Chapter 5 Emergency Procedures for Maintenance Personnel

Emergencies that maintenance crews encounter most frequently are associated with natural disasters (slides, floods, wash-outs, fires, snow and ice storms), transportation accidents, and associated material spills. (See Chapter 6 for a discussion of spills involving hazardous materials.)

<INSERT NAME OF COUNTY> County Public Works Department (_CPWD) personnel at the scene of an incident normally take emergency actions only as required to protect human life and property until the Washington State Patrol (WSP) or the County Sheriff has control of the situation.

WSP and/or the County Sheriff are responsible for safety measures at an accident site and with the Department of Ecology for coordinating the cleanup of spilled substances. WSP or the County Sheriff may request assistance from _CPWD personnel to clean up an accident site.

Before helping with the removal of, or otherwise coming into contact with, spilled material, maintenance personnel should first verify from the placard or manifest that the material is not toxic or explosive. If the placard is not visible, personnel should approach the truck only if they are certain that no personal hazard exists.

Maintenance Field Personnel

Maintenance personnel should take the following actions when they encounter a natural or man-caused hazardous condition on the roadway:

1. Advise the district foreman of the problem and request aid from the WSP or the County Sheriff, as appropriate.
2. Take sufficient precautionary actions to protect yourself and your crew from continued exposure to the hazardous condition.
3. Physically close the roadway or restrain traffic from entering the hazardous area.
4. Survey the situation and report the exact location, cause, and extent of the closure to the Public Works Director or County Engineer by radio or other means of communication.
5. If the spilled substance is identified and is spreading toward additional traffic lanes or is likely to cause ground water damage, take actions to absorb or confine the spill, using careful judgment.
6. Remain in the area to safeguard traffic until proper traffic control devices have been installed or until you are relieved by a foreman, WSP trooper, or Sheriff's deputy.
7. When applicable, patrol for stranded motorists in the isolated area when other traffic has been controlled.

Maintenance Superintendents and Supervisors

Maintenance Superintendents and Supervisors should take the following actions when a natural or man-caused hazardous condition occurs on the roadway:

1. Coordinate the personnel and equipment required to physically close a roadway or restrain traffic from entering a hazardous area.
2. Make a complete report of the closure to the County Engineer by radio or other means of communication as quickly as possible.
3. Ensure that the hazardous section of highway is not left unguarded and that patrols have determined that no one is stranded in the isolated area.
4. Provide detours around partial closures only if it is safe to do so. Detours should be signed and other traffic control devices (such as barricades and flashing lights) should be installed. Position flaggers at barricade points when necessary.
5. If the County sheriff requests a closure and the district foreman is not available, contact the County Engineer to advise him or her of the request and to provide information concerning the need for the proposed temporary closure.
6. Reopen the roadway when the physical blockage has been eliminated or the hazardous conditions that caused the closure have subsided.
7. Advise the district foreman or the County Engineer of the reopening by the fastest means available.

It is the primary role of _CPWD personnel at hazardous materials incidents to assist the Washington State Patrol or the County sheriff in traffic control and to remove accident debris from the roadway as necessary. _CPWD personnel at the scene of a hazardous materials incident normally take only the emergency actions required to protect human life and property until the appropriate law enforcement agency has control of the situation. Law enforcement is responsible for safety measures at an accident site and for coordinating the cleanup of spilled substances. However, assistance may be requested from _CPWD personnel to clean up an accident site, after others have removed the hazardous material. However, it should be noted that _CPWD's activity will be conducted in concert with its procedures, and **before helping with the removal of, or otherwise coming into contact with a spilled material, maintenance personnel should first verify from the placard or manifest that the material is not toxic or explosive. If the placard is not visible, personnel should approach the truck only if they are certain that no personal hazard exists.**

Additional information concerning first response to hazardous materials incidents can be found in the most recent version of the *Emergency Response Guidebook* published by the U.S. Department of Transportation.

Response Agencies

Washington State Patrol Hazardous Materials Unit

The Washington State Patrol is responsible for safety measures at an accident scene, coordinating the cleanup of spilled substances, possible evacuation, and notification of response agencies.

WSP Hazardous Materials Unit

206-753-0500

After hours: Local WSP Office

Department of Ecology

_CPWD personnel may report hazardous materials incidents to the Department of Ecology (DOE), if requested by WSP. The DOE has 24-hour reporting numbers for each part of the state.

Northwest Washington

425-649-7000

Southwest Washington

360-407-6300

Central Washington

509-575-2490

Eastern Washington

509-456-2926

Emergency Management Division

The Emergency Management Division (EMD) should also be contacted for hazardous materials spills.

Emergency Management Division

1-800-258-5990

or 253-412-4901 or 4904

CHEMTREC

The Chemical Transportation emergency Center (CHEMTREC) provides 1-hour assistance to emergency responders and all others handling hazardous materials. Expert advice from government and industry specialists is available through both centers.

The NRC is the single federal government center to which releases of hazardous substances should be reported. Federal law requires that anyone who releases a reportable quantity of a hazardous substance into the environment immediately notify the NRC.

NRC

1-800-424-8802

Note: Reportable quantities vary for different materials from less than a pound to thousands of pounds. It is the responsibility of the owner of the material to report the release.

CHEMTREC is a service of the chemical industry. It ensures that the industry's capabilities are available in emergency situations. The shipper or manufacturer of the material can usually be contacted through CHEMTREC for assistance with information on proper handling of the material.

CHEMTREC

1-800-424-9300

Washington Emergency Response System (WERS)

The Department of Health (DOH) has set up WERS for all radiation transportation accidents. Through WERS, the State Radiation Emergency Response Team will be activated for field assistance. A radiation specialist will also provide assistance on the telephone.

WERS

206-N-U-C-L-E-A-R
206-682-5327 (24 hours)

Reporting Proper Information

In reporting hazardous materials incidents, callers should attempt to provide as much of the following information as possible:

- Caller name and call back number;
- On-scene contact person and phone number, location, and description of event;
- Name of material released or any identifying information;
- Status of the event (ongoing or over), any life-threatening situation; and
- Container type, labels, truck/trailer number, shipping papers, or other identifying information.

Emergency Traffic Control

In providing traffic control at a hazardous materials incident, the following checklist of procedures should be used:

1. Report to the Operations Chief. If there is no operations chief, report to the Incident Commander.
2. Get guidance on the need for an exclusion perimeter and the distance involved.
3. Establish a perimeter with rope, barricades, vehicles, etc.
4. Redirect pedestrians and vehicles around the perimeter – keep onlookers, news media, and others from the exclusion area.
5. Direct the media to the public information post.
6. Request assistance as needed.
7. Be prepared to expand the perimeter if the situation escalates.
8. Remember, anything that goes into the hot zone must be held and decontaminated before it exits the area.

Radioactive Materials Incidents

Response

Response to radioactive materials incidents requires special precautions and should include the following safety measures:

- Restrict access within 150 feet of the radiation source.
- Stay upwind of any fire or explosion.
- Reduce exposure by:
 - Increasing the distance from the source.
 - Limiting the time near the source.
 - Placing heavy solid objects between the radiation source and people.
- Detain personnel and equipment until they can be checked for radioactive contamination.
- Warn medical personnel if the injured may be contaminated.

Contact Numbers

Radiation Protection (DOH)	206-N-U-C-L-E-A-R 206-682-5327
WSP Hazardous Waste Unit	206-753-0500 After hours: Local WSP Office
U.S. DOE Hanford	(509) 373-3800

Special Case: Transuranic Waste (TRU)

Transuranic waste is a special type of radioactive waste. TRU wastes are the result of U.S. defense programs and are exempt from regulation by the Nuclear Regulatory Commission. TRU waste consists of alpha emitting particles, which will not cause external harm. However, internal damage is possible if alpha particles are inhaled. Eating, smoking, drinking, or breathing without an oxygen mask in the limited access area may result in internal damage. To measure alpha particles, special equipment is needed. The CD V-700, CD V-715, and pocket dosimeters only measure beta and gamma particles, not alpha particles.

TRU wastes are packaged in 55-gallon metal drums and placed in a specially designed transuranic package transporter called a TRU PACT II. TRU PACT II's are transported by trucks or railcars. Trucks transporting TRU waste house a satellite receiver that enables states to know the location of the truck at all times. In the event of an accident, the trackers of the shipment are notified immediately that the truck has stopped at an unassigned area. Transportation accidents involving TRU waste should be reported in the same way as radioactive materials emergencies.

References

1993 Emergency Response Guidebook (USDOT)

Emergency Response System (DOH Division of Radiation Protection)

<INSERT EMERGENCY CONTACT LISTS>

<EXAMPLE FOLLOWS>

**<INSERT NAME OF COUNTY> COUNTY PUBLIC WORKS DEPARTMENT
EMERGENCY CALL DIRECTORY**

Fire, Law Enforcement, and Hospital

Emergency Only

911

Non-Emergency County Services:

<INSERT NAME OF COUNTY> Sheriff's Office

<INSERT NAME> Hospital

<INSERT NAME OF COUNTY> Emergency Services Director

<INSERT NAME OF COUNTY> County Public Works Department

<INSERT OTHER COUNTY DEPARTMENT>

<INSERT OTHER COUNTY DEPARTMENT>

Other Law Enforcement:

Washington State Patrol

<INSERT NAME OF NEIGHBORING COUNTY> County Sheriff's Office

<INSERT NAME OF NEIGHBORING COUNTY> County Sheriff's Office

Federal Bureau of Investigation

Forest Fire Reporting

<INSERT OTHER LAW ENFORCEMENT AGENCY>

<INSERT OTHER LAW ENFORCEMENT AGENCY>

Other Agencies:

Washington Department of Fish and Wildlife (WDFW)

Washington State Department of Transportation (WSDOT)

Washington State Department of Ecology (DOE)

Federal Highway Administration (FHWA)

Federal Emergency Management Agency (FEMA)

National Weather Service

U.S. Army Corps of Engineers (USACE)

National Marine Fisheries Service

<INSERT OTHER FEDERAL AGENCY>

<INSERT OTHER FEDERAL AGENCY>

Utilities:

<INSERT NAME OF UTILITY PURVEYOR>

**<INSERT NAME OF COUNTY> COUNTY
EMERGENCY CALL DIRECTORY**

Media – Newspapers:

<INSERT NAME OF NEWSPAPER>
<INSERT NAME OF NEWSPAPER>

Media – Radio Stations:

<INSERT NAME OF RADIO STATION>
<INSERT NAME OF RADIO STATION>

Media – Television Stations:

<INSERT NAME OF TELEVISION STATION>
<INSERT NAME OF TELEVISION STATION>
<INSERT NAME OF TELEVISION STATION>

Cities and Towns:

<INSERT NAME OF CITY OR TOWN AND CONTACT PERSON>
<INSERT NAME OF CITY OR TOWN AND CONTACT PERSON>
<INSERT NAME OF CITY OR TOWN AND CONTACT PERSON>
<INSERT NAME OF CITY OR TOWN AND CONTACT PERSON>
<INSERT NAME OF CITY OR TOWN AND CONTACT PERSON>

School Districts:

<INSERT NAME OF SCHOOL DISTRICT AND CONTACT PERSON>
<INSERT NAME OF SCHOOL DISTRICT AND CONTACT PERSON>
<INSERT NAME OF SCHOOL DISTRICT AND CONTACT PERSON>

County Officials:

<INSERT NAMES OF COUNTY OFFICIALS>
.....
.....

.....
.....
.....

<INSERT EMERGENCY SUPPORT FUNCTION 3 FROM THE COUNTY CEMP>

Part III Incident Command System Checklists

Chapter 1 Introduction to the Incident Command System

Chapter 2 Emergency Operation Center Organization Chart

**Chapter 3 Public Works Director
Emergency Operation Center Checklist**
General Description of Responsibilities
Action Items

**Chapter 4 County Engineer
Emergency Operation Center Checklist**
General Description of Responsibilities
Action Items

**Chapter 5 Incident Commander
Emergency Operation Center Checklist**
General Description of Responsibilities
Action Items

**Chapter 6 Operations Section Chief
Emergency Operation Center Checklist**
General Description of Responsibilities
Action Items

**Chapter 7 Planning Section Chief
Emergency Operation Center Checklist**
General Description of Responsibilities
Action Items

**Chapter 8 Logistics Section Chief
Emergency Operation Center Checklist**
General Description of Responsibilities
Action Items

**Chapter 9 Administration Section Chief
Emergency Operation Center Checklist**
General Description of Responsibilities
Action Items

Chapter 10 **Safety Coordinator**
Emergency Operation Center Checklist
General description of Responsibilities
Action Items

Chapter 11 **Information Coordinator**
Emergency Operation Center Checklist
General Description of Responsibilities
Action Items

Chapter 12 **Communications Coordinator**
Emergency Operation Center Checklist
General Description of Responsibilities
Action Items

Chapter 1

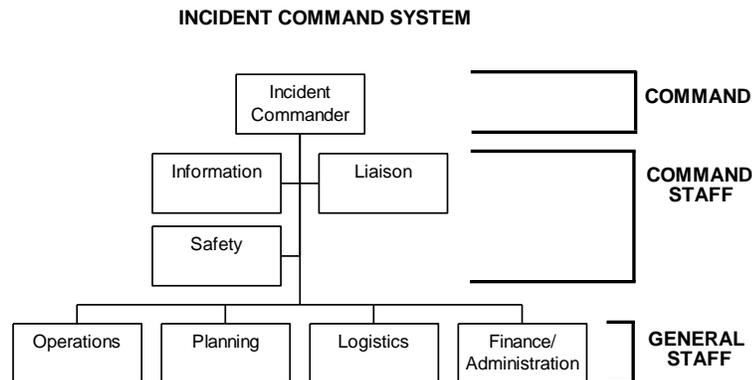
Introduction to the Incident Command System

Many incidents, whether major incidents (such as HazMat spills and small stream flooding), minor incidents (such as house fires and minor utility outages), or disasters and major emergencies (such as earthquakes, hurricanes, and tornados) require response from a number of different agencies.

No single agency or department can handle an emergency situation of any scale alone. Everyone must work together to manage the emergency. To coordinate and effectively use all the available resources, a formalized system for organization must be in place.

It is essential that response organizations have a command structure in place before an incident occurs. Such a system will help avoid problems in communication and coordination and will facilitate the protection of life and property.

The Incident Command System (ICS) achieves these goals by pre-establishing a command structure that can be used for any incident. A command structure identifies the Incident Commander, the Command Staff, and the General Staff positions.



History of ICS

In the early 1970's, a series of major wildfires in southern California prompted municipal, county, State, and Federal fire authorities to form an organization known as Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE). Organizational difficulties involving multi-agency responses were identified by FIRESCOPE. Recurring problem areas included:

- Nonstandard terminology among responding agencies.
- Lack of the capability to expand and contract as required by the situation.
- Nonstandard and nonintegrated communications.
- Lack of consolidated action plans.
- Unmanageable span of control.
- Lack of designated incident facilities.
- Lack of comprehensive resource management.

Efforts to address these difficulties resulted in the development of the original ICS for effective incident management.

Although originally developed for wildland settings, ICS ultimately evolved into an “all-risk” system, appropriate for all types of fire and nonfire emergencies.

Due to the need for an increased interest in a model emergency incident management system, the National Curriculum Advisory Committee on the Incident Command systems/Emergency Operations Management Systems recommended the adoption of ICS as an all-risk, all-agency system.

The Incident Command System has been endorsed by the American Public Works Association (APWA) and the International Association of Chiefs of Police (IACP). It has been adopted by the National Fire Academy as its model system. In the early 1980's, the state of Washington adopted ICS for field response and Emergency Operations Center (EOC) operations.

Laws Pertaining to ICS

There is a legal basis for using ICS, because there are Federal laws that require its use for persons responding to hazardous materials incidents.

- SARA, the Superfund Amendments and Reauthorization Act of 1986, established Federal regulations for handling hazardous materials. SARA directed the Occupational Safety and Health Administration (OSHA) to establish rules for operations at hazardous materials incidents.
- OSHA rule 1920.120, effective March 6, 1990, requires that all organizations that handle hazardous materials use ICS. The regulation states:

“The Incident Command system shall be established by those employers for the incidents that will be under their control and shall be interfaced with the other organizations or agencies who may respond to such an incident.”
- Non-OSHA States are required by the Environmental Protection Agency (EPA) to use ICS at hazardous materials incidents.

Advantages of Using ICS

The primary advantages of using ICS are:

- Organizations do not lose their authority and identity;
- It is a functional response concept without the major concern of “Who’s In Charge”;
- It provides flexibility in that one person can carry out all the functions or, as the incident grows, more people may be brought in to carry out the functions;
- It gives the ability to expand or contract as needed;
- It allows everyone to use and understand the same terminology; and
- It provides a partnership atmosphere.

Therefore, as field operations occur and the need arises to open a Department Emergency Operations Center, and the state opens its EOC, everyone will be operating from the same concept and with the same consistency.

Chapter 2

***Department Emergency Operation Center
Organization Chart***

<INSERT DEOC ORGANIZATION CHART>

General Description of Responsibilities

Oversees the direction and control of the department's emergency/disaster response actions. Leads the executive and policy decision-making processes.

Action Items

- π Respond to all emergencies that require the authority of the Public Works Director.
- π Establish the Department Emergency Operation Center and function as the Command Center Supervisor.
- π Document the basis for and disseminates key emergency/disaster response decisions.
- π Maintain administrative records of the department's Emergency Operation Center operations and costs incurred during the emergency/disaster.
- π Maintain communications with the County EMD (via the designated Liaison Officer), County Sheriff, and Board of County Commissioners.
- π Make executive decisions for closing major roadways and prioritizing debris removal from roadways during catastrophic emergencies.
- π Assign personnel to assist FHWA, WSDOT, and FEMA representatives in determining the magnitude of the damage caused by the disaster.
- π Establish and maintain communications with neighboring cities and counties, as appropriate.
- π Serve as the department's primary representative for requesting federal assistance through FHWA.
- π Act as public information source for all media contact.

General Description of Responsibilities

Assists the Public Works Director in carrying out his responsibilities. In the absence of the Director, assumes the Director's responsibilities. Serves as Liaison Officer.

Action Items

- π Act as alternate to the Public Works Director under conditions warranting emergency delegation of authority.
- π Report to the DEOC, upon the Director's request, to coordinate emergency operations within the county.
- π Establish and maintain an individual log of actions taken during the event.
- π Provide information to the County EOC Supervisor regarding emergency maintenance operations.
- π Report all roadway conditions to and maintain communications with the County EOC Supervisor.
- π Evaluate disaster information and determine the extent of damage.
- π Coordinate mobilization of road maintenance personnel and equipment.
- π Coordinate services required for performing road repairs, implementing traffic control solutions such as signs and barricades, and determining detour assignments with District Foremen.
- π Coordinate emergency inspections for roadway safety and structural integrity.
- π Coordinate equipment rentals with the Logistics Coordinator.
- π Maintain liaison with local construction and equipment rental companies.
- π Under direction from the County EOC Supervisor, coordinate damage assessment teams and provide initial estimates for damaged roadways on the federal aid system.
- π Coordinate emergency engineering functions, such as plans, specifications, and cost estimates.
- π Coordinate with all support agencies to ensure that maximum available funding exists during an emergency.
- π Devise and implement strategy for providing transportation through emergency areas.

General Description of Responsibilities

Responsible for overseeing the Department Emergency Operation Center (DEOC) activity to ensure appropriate response to an event. Ensure that necessary DEOC functions are properly carried out.

Action Items

- π Oversee activation of the DEOC.
- π Report to the Public Works Director when the DEOC is activated.
- π Delegate appropriate tasks to the Section Chiefs.
- π Ensure that everyone maintains an individual log, to include telephone and activity actions for each position in the DEOC.
- π Conduct functional briefing or updates approximately every 60 minutes, or as necessary. Also, conduct a shift change briefing one-half hour before the actual shift change.
- π Keep the Communications Coordinator apprised of the DEOC communications needs based on current and projected activities.
- π Provide input to the Communications Coordinator about DEOC activities.

General Description of Responsibilities

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

Action Items

- π Report to Emergency Operation Center Supervisor.
- π Establish and maintain an individual log of actions taken during the event, and ensure that the Operations Section staff does the same.
- π Ensure that the Operations Section is set up and adequately staffed.
- π Coordinate requests for resources with the Planning and Logistics Section Chiefs and ensure that up-to-date information is posted on the appropriate status boards.
- π Ensure that plans for the return of materials and resources are made as the emergency/disaster de-escalates.
- π Provide routine updates to the DEOC Supervisor fifteen (15) minutes prior to the scheduled Emergency Operation Center briefings.
- π Post and maintain status boards.
- π Perform other duties as assigned.
- π Upon demobilization of the DEOC, collect all status reports, situation analyses, forecasts, and individual log reports from the Operations Section staff member(s). Pass these files on to the Administrative Section Chief.

General Description of Responsibilities

Supervises the collection and analysis of data in order to anticipate potential needs or impacts and recommend appropriate responses.

Action Items

- π Report to the Emergency Operation Center Supervisor.
- π Establish and maintain an individual log of actions taken during the event and ensure that the Planning Section staff does the same.
- π Collect and analyze data and provide appropriate recommendations to the Emergency Operation Center Supervisor.
- π Coordinate the posting of information with the Operations Section Chief.
- π Supervise the activities of the Planning Section.
- π Supervise the evaluation of incoming data (requests and reports). Immediately apprise the Emergency Operation Center Supervisor and the Operations Section Chief of any changes in conditions that may lead to a threat to transportation facilities, public health, and safety.
- π Indicate all roadway conditions on a situation map, including road closures, roadway damage, hazardous areas, detour assignments, and alternate routes.
- π Provide routine updates to the Emergency Operation Center Supervisor fifteen minutes prior to the scheduled Emergency Operation Center briefing.
- π Contact the National Weather Service, or other appropriate sources, for current weather conditions at the emergency/disaster site. Maintain a periodic schedule of weather update reports and post this information.
- π Perform other duties as assigned.
- π Upon demobilization of the DEOC, collect all status reports, situation analyses, forecasts, and individual log reports from the Planning Section staff member(s). Pass these files on to the Administrative Section Chief.

General Description of Responsibilities

Establish and maintain lists of personnel, supplies, and materials from federal, state, local government agencies, and the private sector, which might be required to support the emergency/disaster.

Action Items

- π Report to the Emergency Operation Center Supervisor.
- π Establish and maintain an individual log of actions taken during the event and ensure that the Logistics Section staff does the same.
- π Ensure that there are enough supplies (pens, paper, etc.) available in the DEOC to support the activation.
- π Coordinate the acquisition of resources as they are needed for an emergency/disaster response, including transportation requirements for personnel, supplies, and materials.
- π Coordinate equipment rentals with the County Engineer.
- π Maintain a list of the resources available for emergency/disaster response support.
- π Brief the Emergency Operation Center Supervisor and Operations Section Chief on the status of resources that are in use and/or available for use.
- π Coordinate meals for the DEOC staff depending on duration of the activation.
- π Coordinate the posting of information with the Operations Section Chief.
- π If necessary, assign responsibilities to additional staff personnel, and supervise and coordinate their activities.
- π Perform other duties as assigned.
- π Upon demobilization of the DEOC, collect all status reports, situation analyses, forecasts, and individual log reports from the Logistics Section staff member(s). Pass these files on to the Administrative Section Chief.

General Description of Responsibilities

Responsible for DEOC staffing, scheduling shift changes, and managing the financial and record-keeping aspects of the DEOC emergency/disaster response.

Action Items

- π Report to the Emergency Operation Center Supervisor.
- π Establish and maintain an individual log of actions taken during the event.
- π Develop a staff availability list and then establish an initial staffing pattern for 24-hour a day DEOC shift coverage for the duration of the event. As each new shift assumes its duties, prepare a list of DEOC personnel by functional position and telephone number.
- π Continually assess the adequacy of the DEOC staffing, obtain additional staffing, or reduce staffing, as needed.
- π In coordination with the Emergency Operation Center Supervisor, establish a routine shift change schedule and briefing schedule.
- π Ensure that messages are logged correctly for tracking and documentation purposes.
- π Supervise proper completion of fiscal and administrative records, including:
 - * DEOC staff timesheets.
 - * All payroll functions, including the issuance of proper coding instructions.
 - * Purchases of supplies, equipment, materials, or other resources to support the emergency/disaster response.
 - * Tracking of equipment used or borrowed from other agencies to ensure their return at the end of the emergency/disaster.
- π If necessary, assign responsibilities to additional staff personnel and supervise and coordinate their activities.
- π Perform other duties as assigned.
- π Upon demobilization of the DEOC, collect all status reports, situation analyses, forecasts, and individual log reports from Section Chiefs, Emergency Operation Center Supervisor, and Executive Management Team involved, and create a document book tabbed by function. Pass this book on to the Emergency Management Program Manager for record holding.

General Description of Responsibilities

Responsible for ensuring the safety of department personnel during emergency response activities.

Action Items

- π Ensure evacuation and safety of all personnel from damaged buildings.
- π Coordinate safety of facilities with the Facilities Coordinator.
- π Establish and maintain an individual log of actions taken during the event.
- π Receive information on injured persons and ensure that medical assistance has been provided if necessary.
- π Ensure that all emergency response operations are conducted safely and assist in providing proper equipment.
- π Coordinate emergency traffic operations, such as detour assignments and alternate routes, to expedite road repairs.
- π Supervise implementation of traffic control at emergency areas.
- π Coordinate detour assignments with the District Foremen.
- π Implement and execute emergency traffic policies.
- π Coordinate traffic operations with outside agencies.

General Description of Responsibilities

Responsible for serving as the primary point of contact for emergency/disaster public information activities.

Action Items

- π Report to the Emergency Operation Center Supervisor.
- π Establish and maintain an individual log of actions taken during the event and ensure that the Information staff does the same.
- π Discuss emergency/disaster public information strategy with the Public Works Director, County Engineer, and the Administrative Section Chief.
- π Approve all final drafts of any department emergency/disaster public information documents before release.
- π Attend DEOC briefings, providing information regarding media concerns and interest.
- π Provide Public Information Officer to support the county EOC, as requested.
- π Ensure that regular statements are made to the media and that emergency/disaster instructions are provided to the public.
- π Ensure that the Emergency Operation Center Supervisor is provided with copies of all statements or documents released.
- π If necessary, assign responsibilities to additional staff personnel, and supervise and coordinate their activities.
- π Discuss de-escalation of the emergency/disaster public information activities, as appropriate, with the Public Works Director.
- π Perform other duties as assigned.
- π Upon demobilization of the DEOC, collect all status reports, situation analyses, forecasts, and individual log reports from the Communications and Public Involvement staff member(s). Pass these files on to the Administrative Section Chief.

General Description of Responsibilities

Responsible for ensuring that all communications capabilities necessary to support the DEOC are functioning properly.

Action Items

- π Report to the Emergency Operation Center Supervisor.
- π Establish and maintain an individual log of actions taken during the event and ensure that Communications Section staff does the same.
- π Ensure that communications equipment is operational. Inform the Emergency Operation Center Supervisor of communications capabilities, needs, or problems.
- π Establish and maintain emergency communications as necessary.
- π Provide communications support to the DEOC, as requested.
- π If necessary, assign responsibilities to additional staff personnel, and supervise and coordinate their activities.
- π Perform other duties as assigned.
- π Upon demobilization of the DEOC, collect all status reports, situation analyses, forecasts, and individual log reports from the Communication Section staff member(s). Pass these files on to the Administrative Section Chief.

Part IV Incident Command System Forms

Chapter 1 Incident Briefing Form (ICS Form 201)

Purpose
Preparation
Distribution
Instructions
Blank Form

Chapter 2 Response Objectives Form (ICS Form 202)

Purpose
Preparation
Distribution
Instructions
Blank Form

Chapter 3 Organization Assignment List (ICS Form 203)

Purpose
Preparation
Distribution
Instructions
Blank Form

Chapter 4 Incident Radio Communications Plan (ICS Form 205)

Purpose
Preparation
Distribution
Instructions
Blank Form

Chapter 5 Incident Organization Chart (ICS Form 207)

Purpose
Preparation
Distribution
Wall Size Chart
Blank Form

Chapter 1

Incident Briefing Form (ICS Form 201)

Purpose

The Incident Briefing Form provides the Incident Commander (and the Command and General Staffs assuming command of the incident) with basic information regarding the incident situation and the resources allocated to the incident. It also serves as a permanent record of the initial response to the incident.

Preparation

The briefing form is prepared by the initial Incident Commander for presentation to the relieving Incident Commander along with a more detailed oral briefing. Proper symbology should be used when preparing a map of the incident.

Distribution

After the initial briefing of the Incident Commander and General Staff members, the Incident Briefing is duplicated and distributed to the Command Staff, Section Chiefs, Branch Directors, Division/Group Supervisors, and appropriate Planning and Logistics Section Unit Leaders. The sketch map and summary of current action portions of the briefing form are given to the Situation Unit while the Current Organization and Resources Summary portions are given to the Resources Unit.

Instructions

NOTE: Additional pages may be added to ICS 201 if needed.

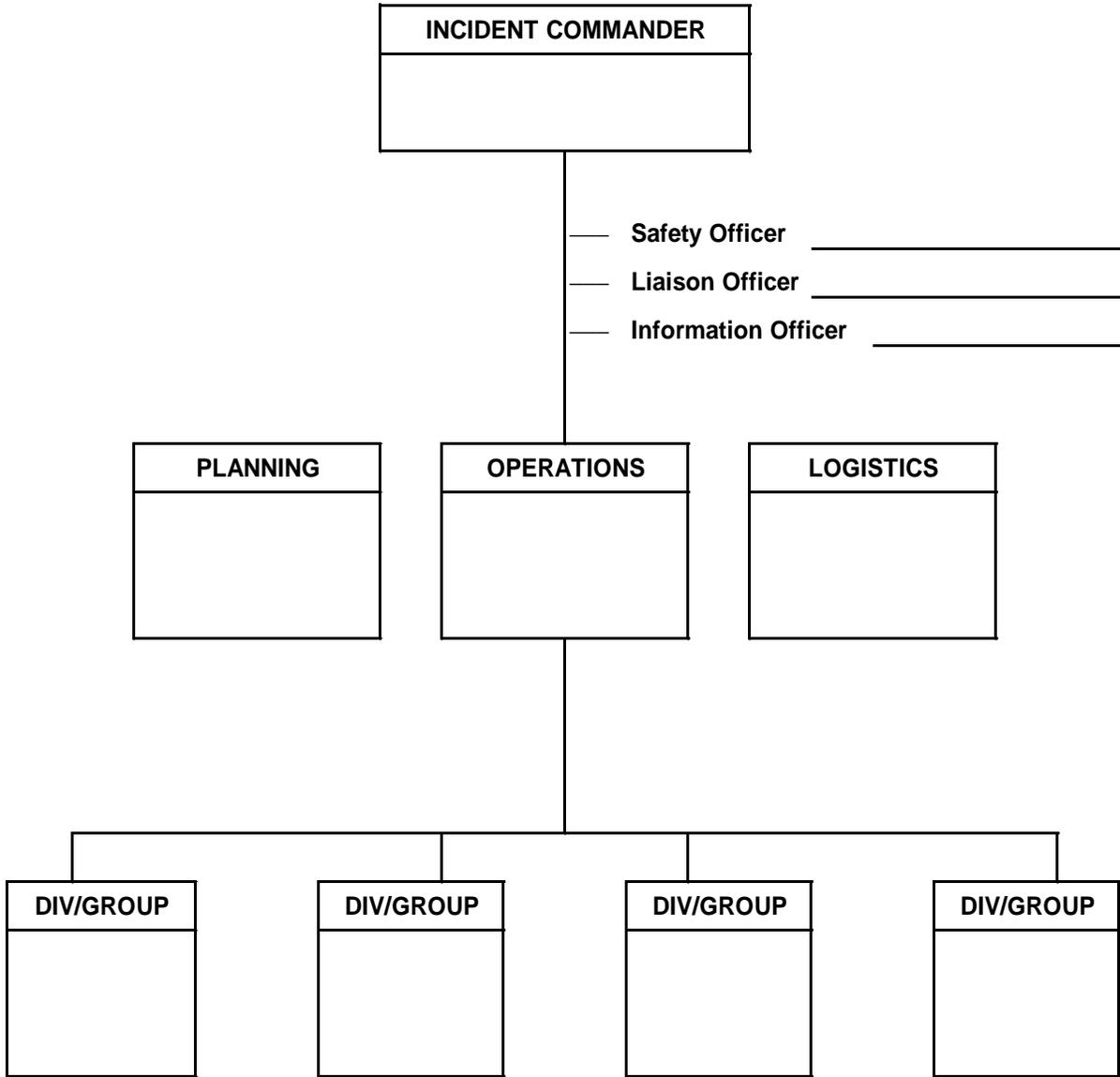
Item	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date Prepared	Enter date prepared (e.g., 09/17/1999)
3	Time Prepared	Enter time prepared (use 24-hour clock)
4	Map Sketch	Show perimeter and control lines, resource assignments, incident facilities, and other special information on a sketch map or attached to a topographic or orthophoto map.
5	Prepared By	Enter the name and position of the person completing the form.
6	Summary of Current Actions	Enter the strategy and tactics used on the incident and note any specific problem areas.
7	Current Organization	Enter on the organization chart, the names of the individuals assigned to each position. Modify the chart as necessary.
8	Resources Summary	Enter the following information about the resources allocated to the incident:
	Resource(s)/Identifier	Enter the agency, type, and kind of resource with its identifier (e.g., radio call-sign, vehicle number, etc.)
	Quantity	Enter the number or size of the ordered resource(s).
	ETA/On Scene	Enter the estimated arrival time and/or put a checkmark in the "on scene" column.
	Location/Assignment/Status	Enter the location of the resource, the actual assignment, and the status of the resource if other than working.

INCIDENT BRIEFING	1. Incident Name	2. Date Prepared	3. Time Prepared
--------------------------	------------------	------------------	------------------

4. MAP/SKETCH

(Could include maps showing the total Area of Operations, the Incident site, impacted shorelines, or other graphics depicting situation and response status.)

7. Current Organization



Chapter 2

Response Objectives Form (ICS Form 202)

Purpose

The Response Objectives Form describes the basic incident strategy and control objectives, and provides weather, tide, and current information and safety considerations for use during the next operational period.

Preparation

The Response Objectives Form is completed by the Planning Section following each formal Planning Meeting conducted in preparation for the Incident Action Plan.

Distribution

The Response Objectives Form will be reproduced with the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit leader levels.

Instructions

NOTE: ICS 202, Response Objectives, serves as part of the IAP, which is not considered complete until attachments are included.

Item	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date Prepared	Enter date prepared (e.g., 09/17/1996)
3	Time Prepared	Enter time prepared (use 24-hour clock)
4	Operational Period	Enter the date and time interval for which the form applies (e.g., 1800 09/17/1996 to 0600 09/18/1996)
5	Overall Incident Objective(s)	Enter short, clear, and concise statements of the objectives for managing the response. The overall incident objectives usually apply for the duration of the incident.
6	Objectives for specified Operational Period	Enter short, clear, and concise statements of the objectives for the incident response for this operational period. Include alternatives.
7	Safety Message for the specified Operational Period	Enter information such as known safety hazards and specific precautions to be observed during this operational period. If available, a safety message should be referenced and attached.
8	Weather	Attach a sheet with the observed and predicted weather.
9	Tides	Attach a sheet with the tidal prediction information for the specified operational period.
10	Sunrise/Sunset	Enter predicted times for sunrise and/or sunset during the specified operational period.
11	Attachments	Enter "Yes" or "No" in the field before the attachment name for any form to be attached to the Incident Action Plan (IAP).
12	Prepared By	Enter the name of the Planning Section Chief completing the form.

RESPONSE OBJECTIVES	1. Incident Name	2. Date Prepared	3. Time Prepared
4. Operational Period (Date/Time):			
5. Overall Incident Objective(s):			
6. Objective for specified Operational Period:			
7. Safety Message for specified Operational Period:			
8. Weather: See Attached Weather Sheet			
9. Tides / Currents: See Attached Tide / Current Data			
10. Sunrise:		Sunset:	
11. Attachments (Yes if attached, No if not attached) <input type="checkbox"/> Organization List (ICS 203) <input type="checkbox"/> Medical Plan (ICS 206) <input type="checkbox"/> Resources at Risk Summary (ICS-OS-232) <input type="checkbox"/> Assignment List (ICS 204) <input type="checkbox"/> Incident Map(s) _____ <input type="checkbox"/> Communication Plan (ICS 205) <input type="checkbox"/> Traffic Plan _____			
ICS 201 8/96	12. Prepared By: (Planning Section Chief)		

Chapter 3

Organization Assignment List (ICS Form 203)

Purpose

The Organization Assignment List provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS Form 207), which is posted on the Incident Command Post display.

Preparation

The list is prepared and maintained by the Resources Unit under the direction of the Planning Section Chief.

Distribution

The Organization Assignment List is duplicated and attached to the Incident Objectives form and given to all recipients of the Incident Action Plan.

Instructions

NOTE: An Organization Assignment List may be completed any time the number of personnel assigned to the incident increases or decreases or a change in assignments occurs.

Item	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date Prepared	Enter date prepared (e.g., 09/17/1996).
3	Time Prepared	Enter time prepared (use 24-hour clock).
4	Operational Period	Enter the time interval for which the assignment list applies (e.g., 1800 09/17/1996 to 0600 09/18/1996).
5-10		Enter the names of personnel staffing each of the listed positions. Use at least first initial and last name. For Units, indicate Unit Leader and for Divisions/Groups indicate Division/Group Supervisor. Use an additional page if more than three branches are activated. If there is a shift change during the specified operational period, list both names separated by a slash.
11	Prepared By	Enter the name of the Resources Unit member preparing the form. Attach form to the Incident Objectives.

ORGANIZATION ASSIGNMENT LIST	1. Incident Name	2. Date Prepared	3. Time Prepared
-------------------------------------	------------------	------------------	------------------

4. Operational Period (Date/Time):

5. Incident Commander and Staff

	PRIMARY	DEPUTY
Federal		
State		
RP(s)		
Safety Officer		
Information Officer		
Liaison Officer		

6. Agency Representatives

Agency	Name

7. PLANNING SECTION

Chief	
Deputy	
Resources Unit	
Situation Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	

8. LOGISTICS SECTION

Chief	
Deputy	
A. SUPPORT BRANCH	
Director	
Supply Unit	
Facilities Unit	
Transportation Unit	
B. SERVICE BRANCH	
Director	
Communications Unit	
Medical Unit	
Food Unit	

9. OPERATIONS SECTION

Chief	
Deputy	

A. BRANCH I - DIVISION/GROUPS

Branch Director	
Deputy	
Division/Group	

B. BRANCH II - DIVISION/GROUPS

Branch Director	
Deputy	
Division/Group	

C. BRANCH III - DIVISION/GROUPS

Branch Director	
Deputy	
Division/Group	

D. AIR OPERATIONS BRANCH

Air Ops. Br. Director	
Air Tactical Supervisor	
Air Support Supervisor	
Helicopter Coordinator	
Fixed-wing Coordinator	

10. FINANCE SECTION

Chief	
Deputy	
Time Unit	
Procurement Unit	
Compensation Unit	
Demobilization Unit	
Cost Unit	

Chapter 4 Incident Radio Communications Plan (ICS Form 205)

Purpose

The Incident Radio Communications Plan provides, in one location, information on all radio frequency assignments for each operational period. The plan is a summary of information obtained from the Radio Requirement Worksheet (ICS Form 216) and the Radio Frequency Assignment Worksheet (ICS Form 217). Information from the Radio Communications Plan on frequency assignments is normally placed on the appropriate Assignment List (ICS Form 204).

Preparation

The Incident Radio Communications Plan is prepared by the Communications Unit Leader and given to the Planning Section Chief. Detailed instructions on preparing this form may be found in ICS 223-5, the Communications Unit Position Manual.

Distribution

The Incident Radio Communications Plan is duplicated and given to all recipients of the Incident Objectives form including the Incident Communications Center. Information from the plan is normally placed on Assignment Lists (ICS Form 204).

Instructions

Item	Item Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date (e.g., 09/17/1996) and time (use 24-hour clock) prepared.
3	Operational Period Date/Time	Enter the date and time interval for which the Radio Communications Plan applies (e.g., 1800 09/17/1996 to 0600 09/18/1996).
4	Basic Radio Channel Utilization System/Cache	Enter the radio system(s) assigned and used on the incident.
	Channel Number	Enter the radio channel numbers assigned.
	Function	Enter the function each channel number is assigned (e.g., command, support, etc.).
	Frequency	Enter the frequency tone number assigned to each specified function (e.g., 153.400).
	Assignment	Enter the ICS organization assigned to each of the designated frequencies (e.g., Branch I, Division A).
	Remarks	This section should include narrative information regarding special situations.
5	Prepared By	Enter the name of the Communications Unit Leader preparing the form.

Purpose

The Incident Organization Chart is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. The attached chart is an example of the kind of Organizational Chart used in the ICS. Personnel responsible for managing organizational positions would be listed in each box as appropriate.

Preparation

The Organization Chart is prepared by the Resources Unit and posted along with other displays at the Incident Command Post. A chart is completed for each operational period and updated when organizational changes occur.

Distribution

When completed, the chart is posted on the display board located at the Incident Command Post.

Wall Size Chart

The ICS form 207WS is a large chart that is primarily used to post on the command post display board for better visibility.

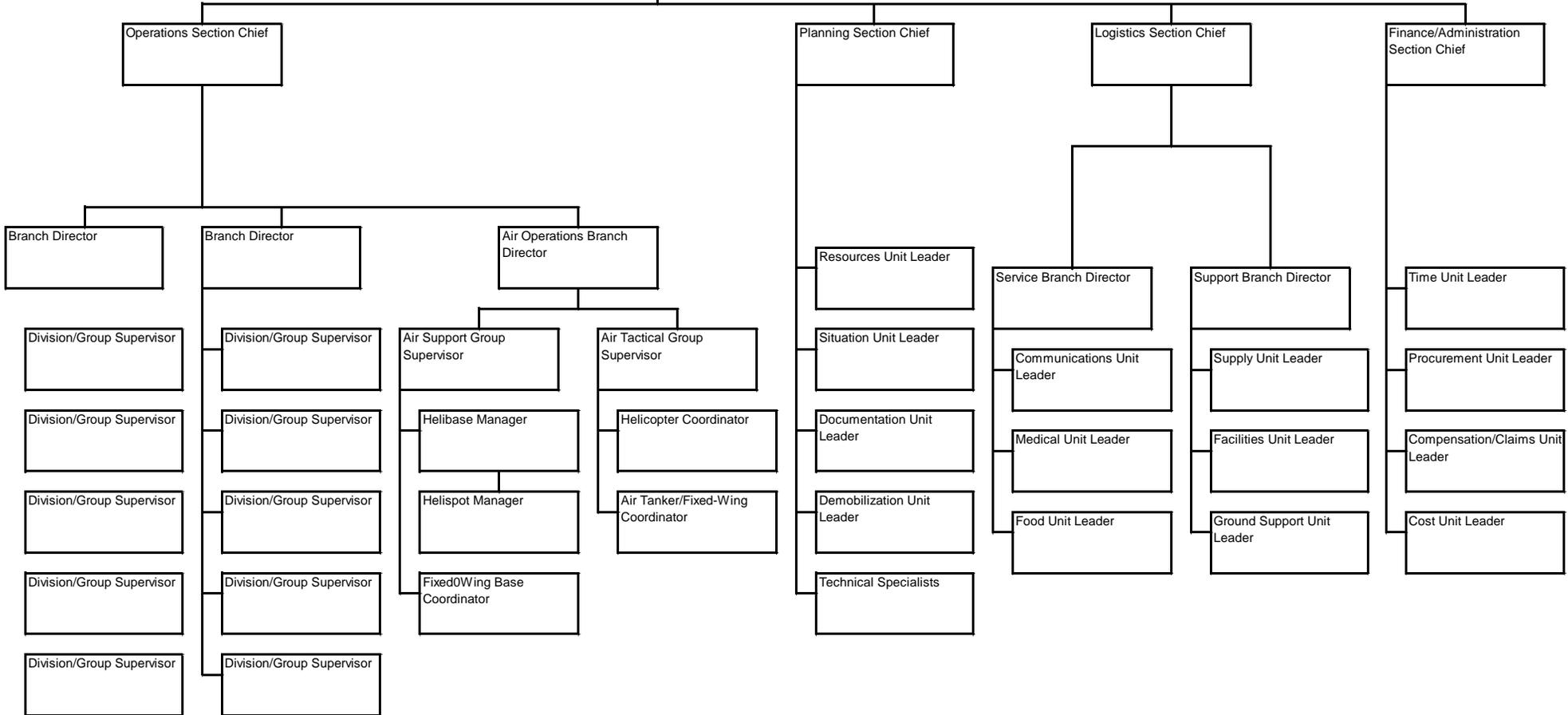
Incident Commander

Incident Name _____

Operational Period _____

Date _____ Time _____

Safety Officer
Liaison Officer
Information Officer



ICS 207 (Usually displayed as a wall-sized chart)

