

# Emergency Operations Center (EOC) Operations Guide

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### 1.0 Introduction

#### 1.1 Purpose

The purpose of this document is to provide guidance for the activation and operating procedures for the Emergency Operations Center (EOC) during an emergency or disaster. The purpose of the EOC is to support field operations by obtaining and providing resources, maintaining up-to-date information, coordinating activities, providing information to the public, and to bring chief decision-makers together to coordinate their response to a disaster. History has shown that effective, well-coordinated response to disaster situations are conducted best when all decision makers and emergency service chiefs are located in one place.

### 2.0 Situation & Assumptions

#### 2.1 Situation

- ❖ The Lewis and Clark County EOC is in the basement and first floor of the Criminal Justice Facility at 221 Breckenridge Avenue. The EOC is designed to accommodate sixty-six (66) members of the EOC staff from public and private agencies in the county, Helena and East Helena. The basement and core of the first floor are hardened to provide a Protection Factor of 100 for radioactive fallout. Total EOC space is 6,120 sq. ft., which includes dispatch, records, civil division and the basement, which is 1,140 sq. ft. An emergency generator has a two-week fuel supply for the EOC and jail on the second floor of the building. Although the EOC is used on a day-to-day basis as a conference and multi-use room, its use as an EOC takes precedence over all other uses. Activation and set-up of the EOC can be accomplished within 10-15 minutes after the appropriate officials are in place. Key individuals can be contacted through the 911 Dispatch Center.
- ❖ The dispatch center for law enforcement, fire and ambulance is on the first floor, with positions for three dispatchers. There is no communication between the center and the EOC Operations Room in the basement, except for telephone or messenger.
- ❖ The Operations Room has outlets for 15 telephones and 8 radios. It serves as the coordination center for the EOC staff. Radios are available for direct communications with the sheriff's office, police department, city and county public works departments and the ambulance service.
- ❖ Bunking facilities for males are in the basement weight room and for females in the first floor interview rooms. Blankets and cots are in the D.E.S. coordinator's storeroom.
- ❖ The D.E.S. coordinator's office has a two meter (ham frequency) radio that will be operated by ARES volunteers.
- ❖ The Conference Room on the second floor of the Airport Administration building is the designated alternate EOC.
- ❖ Mobile Command Posts:
  - ♣ Search and Rescue and the Lewis and Clark County Rural Fire Council have mobile command post vehicles that can be utilized if needed.
  - ♣ MTDES has a mobile command post vehicle that can be requested by calling 324-4777.

#### 2.2 Assumptions

- ❖ The EOC will be activated when it is evident that more than a field command post is required for an adequate response to a disaster or emergency.
- ❖ Department or agency heads will send to the EOC a designated representative if the department head is absent from the EOC.
- ❖ All responding departments and agencies will bring to the EOC the personnel, SOP's and special items like maps, wall displays and resource lists that they will need to operate effectively.

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- ❖ Each department will be able to staff the EOC around the clock with 12-hour shifts.
- ❖ The EOC will be staffed with sufficient personnel to adequately respond to the situation. This means that a minor emergency does not require the full staffing necessary to respond to a major disaster. An example would be the difference between a localized hazardous material accident and a catastrophic earthquake.

### 3.0 Concept of Operations

#### 3.1 General

- ❖ The EOC will be the meeting place for designated key officials to respond to a disaster and emergency. The Operations Room will be the nerve center of the EOC. The Records and Civil Division Rooms are in the protected area of the first floor and can be used for additional staff, if required.
- ❖ EOC personnel and agencies may change throughout the course of an emergency. The usual emergency service agencies (police, fire, EMS,....) will be actively involved at the site during the initial and post impact stages of an incident.
- ❖ During recovery, reconstruction, and renewal, these emergency services will be phased out of direct action and others will become the leading agencies.

#### 3.2 EOC Activation

- ❖ The activation of the EOC will normally come as a result of a request from the on-site Incident Commander of any first responding agency. The following people can activate or authorize activations of the EOC (see [Appendix 1 for EOC Activation Checklist](#)):
  - ♣ County Commissioners
  - ♣ DES Coordinator or Deputy
  - ♣ Any Incident Commander from a jurisdictional department
- ❖ *A declaration of a state or local emergency is not required to activate the EOC.* However, it must be activated once a local declaration has been made.
- ❖ The EOC will be activated as appropriate, and staffed to the extent and duration required. Any time law enforcement, fire, or public works responds to a request for emergency assistance, there is potential for EOC activations. The responder becomes the Incident Commander and is in charge of the incident until it has been resolved, or until he/she is relieved by a higher ranking official from his/her agency or by an officer from the designated lead agency. There are three levels of EOC activation in response to a local emergency. They are Standby, Partial Activation and Full Activation. EOC procedures and checklists are included in this document's Appendices.
  - ♣ **Standby**

This is the lowest level of activation. EOC members are notified of a situation that could develop into an emergency requiring EOC partial or full activation. They monitor the situation and are ready to report to and staff the EOC, if needed. Examples of situations that trigger standby are: a flood watch; severe winter storm watch; level orange risk of terrorism; and a wildland fire with no risk to structures.
  - ♣ **Partial Activation**

Partial activation occurs when the emergency situation is one that reoccurs on a relatively regular basis and requires response by multiple agencies. Examples of emergencies that trigger partial activation are: closures of Interstate 15 during snowstorms; minor flooding; severe storm warnings; and the evacuation of multiple residences.

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### ▲ Full Activation

Full activation occurs when the emergency requires the participation of multiple and outside agencies, performing the full range of emergency service functions. Full activation is triggered by disasters, such as an earthquake, a major flood, or a commercial aircraft accident. (See [Attachment L.2](#) for the organizational chart for a fully activated EOC).

### 3.3 Direction & Control

The EOC is managed by the EOC Manager, which is usually the DES Coordinator. In some events, a Unified Command may be utilized in the EOC. Unified Command is an ICS management process that allows organizations and agencies with jurisdictional or functional responsibility for the incident to jointly develop a common set of incident objectives and strategies. Applying Unified Command in the EOC means that any combination of organizations may work cooperatively to manage the EOC activities. In other words, the EOC Manager position may be filled by consensus among two or more members in the unified command, but, this is rare. Unified Command is more often seen for on-site operations.

Depending on the size and type of incident, the Incident Commander(s) may use the EOC as the Incident Command Post. This does not necessarily change the operations of the EOC, but may require additional coordination on the part of the EOC staff to maximize the use of space and resources. If the ICP is set-up at the EOC, many of the Command and General Staff functions for the EOC and the incident response structures could be combined (*for example, Planning, Logistics, Finance, PIO, Liaison....*)

## 4.0 Organization & Responsibilities

### 4.1 Organization

- ❖ The EOC staff will be broken into 6 main functional areas:
  - ▲ Policy Group
  - ▲ Management Staff
  - ▲ Operations Section
  - ▲ Planning Section
  - ▲ Logistics Section
  - ▲ Finance/Administration Section

Agency Representatives will be asked to support ESF functions under one or more of these ICS Sections.

Position Checklists for each position within these functional areas are available in [Appendix 3](#)

### 4.2 Responsibilities

- ❖ [Policy Group](#)

The Policy Group consists of the chief elected officials (county commissioners, mayors of affected jurisdictions). This group is responsible for all major policy decisions and overall operations. This group does not have responsibility for direct emergency management at the site during an incident, that responsibility rests with Incident Command.

- ❖ **EOC Management Staff:**

The [EOC Manager](#) supports all EOC operations and ensures that the facility and resources required for EOC support are provided. This position works closely with the Policy Group and ensures that proper emergency and disaster declarations are enacted and documented. The EOC Manager should be the DES Coordinator or his deputy. The EOC Manager will set up the EOC and activate it using the positions and personnel to support field operations and to accomplish the mission. The EOC Manager reports directly to the chief elected officials of the affected jurisdiction. The EOC Manager will fill the other ICS slots on an “as needed” basis.

## Section II: Emergency Support Functions

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The [Public Information Officer](#) prepares and clears all press releases. The PIO should provide accurate information to the media on a timely basis from the EOC. The PIO will need to ensure that the three EOC Information Hotline telephones are staffed and provide the public with the latest and most accurate information.

The [Liaison Officer](#) will coordinate with other agencies in the EOC that are normally not a part of the EOC staff, such as volunteer organizations or the private sector to make sure they are incorporated into EOC operations as appropriate.

### ❖ Operations Section

The [Operations Section](#) is responsible for coordinating all jurisdictional operations in support of the emergency response.

Once the Emergency Operations Center has been activated, organizational and agency representatives will:

- Initially, check in with the Operations Chief immediately upon arrival at the EOC for an update on the situation and to confirm table/telephone assignments.
- Ensure that their organizations/agencies are kept constantly informed of the situation, including major developments, decisions and requirements.
- Maintain coordination with other appropriate organizations/agencies.
- Thoroughly brief incoming relief personnel and inform the Operations Chief of the changeover prior to departing. The briefing will include as a minimum, information on what has happened; problems encountered; actions pending; and, the location and phone number of the person being relieved.

### ❖ Planning Section

The [Planning Section](#) is responsible for collecting, evaluating, and disseminating information; developing plans and situation reports in coordination with other functions, and for maintaining all EOC documentation

### ❖ Logistics Section

The [Logistics Section](#) is responsible for providing facilities, services, personnel, equipment, and materials.

### ❖ Finance/Admin Section

The [Finance/Admin Section](#) is responsible for financial activities and other administrative aspects of the EOC not covered by other sections or units.

### ❖ American Red Cross (ARC)

- Identify potential shelter and feeding sites and develop procedures for activating and operating shelters for use in mass evacuations, including establishing written agreements with schools community centers and churches.
- Coordinate planning activities with local Emergency Management Offices.
- Provide training to personnel on disaster response and shelter management procedures.
- Participate in training exercises conducted by the county's Emergency Management Office.
- Provides a representative to the EOC to coordinate ARC operations.
- Activates sheltering and feeding operations as required.
- Compiles records of evacuees in their facilities and provides list to the EOC at the earliest possible time.
- Coordinates with the Logistics Section and other disaster relief agencies for the procurement of food and other supplies for the evacuees, as necessary.
- Coordination of special care requirements for unaccompanied children, the aged, the handicapped and other requiring special considerations.
- Compiles list of missing persons reported by evacuees in their facilities and provides list to the EOC at the earliest possible time. For extended disasters, provides periodic updates, as the situation warrants.

### ❖ Chief Elected Officials

- Report to the EOC

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- Declare an emergency and/or a disaster with up to a 2-mill levy, if appropriate. Separate declarations are required for each affected jurisdiction (county, Helena, East Helena.) A disaster declaration will allow a request to the MTDES for assistance.
- Work closely with the EOC Manager.
- Support field operations through resource acquisition approval and policy decisions.
- Ensure that recovery operations are carried out.
- Assist businesses with their recovery.
- Work with Finance Section Chief to ensure that all departments are tracking costs during the response and recovery phases and that an agent is appointed to recover these costs from the state and federal governments.

### ❖ **Coroner's Office**

The County Coroner's Office is the lead agency for the collection, storage, and disposition of all human remains and their personal effects. The Coroner has sole authority over the dead and their disposal within the county boundaries. No one will remove bodies or divulge any information concerning the dead without the Coroner's permission. Only the Coroner may release the names of the dead. Home addresses will not be released by the Coroner unless approved by the family. The Functions of the Coroner are to: Locate, identify, record, transport, and dispose of all human remains, notify next of kin, and administer funds for indigent burials.

- The Coroner will report to the EOC immediately after a destructive earthquake or upon request in any disaster to:
  1. Determine the number of fatalities and their location.
  2. Maintain a log with the following information:
    - ◆ Identified dead
    - ◆ Unidentified dead
    - ◆ Location of the dead
    - ◆ Missing persons
    - ◆ Names, sex, age, city and state. No addresses will be on the public log.
- Assign temporary deputy coroners (morticians) to recover the dead. The Coroner and his two deputies can process about ten (10) bodies without assistance.
- The Coroner maintains a list of retired morticians in the Helena area that are still in good standing and have a valid mortician's license.
- Both St. Peter's Community Hospital and the Veteran's Administration Center Hospital have morgues.
- The Coroner has verbal agreement with various businesses in the county to utilize their facilities as temporary morgues in an emergency.
- Various departments and agencies have vehicles that can be utilized for transportation of remains as needed. The coroner maintains a list of such agencies.
- The Coroner will brief the EOC staff periodically to inform them of the current situation.

### ❖ **County Attorney's Office**

The County Attorney serves as the attorney for County government, including all agencies and boards and provides legal advice to the commissioners. During emergencies and disasters, the County Attorney may also advise the CEOs and DES Coordinator on such things as official declarations, evacuations, quarantine, and other matters concerning legal authority.

### ❖ **DES Coordinator (DESC)**

#### **Mitigation Phase**

- Establish an effective County emergency public information and education organization.

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### Preparedness Phase

- Hold EOC Exercises annually to familiarize staff with their duties.
- Maintain an adequate supply of wall displays and office supplies for the staff.
- Maintain the radios in the DES Office and ensure the readiness of the EOC
- Ensure that 100 sandbags minimum are available, with sand, at the county shop to be used to improve the protection factor of the front and back corridors of the EOC. The bags will provide a protection factor of 40 in case of radioactive fallout. The areas to be covered are
  - o 4' x 12' in front of the front door
  - o 4' x 7' in front of the back door.

### Response Phase

- Establish and manage Emergency Operations Center.
- Act as liaison between IC and other agencies.
- Ensure preparation of local emergency/disaster declaration for local chief executive.
- Keep local elected officials informed.
- Keep state and federal government informed.
- Provide public information if the PIO is not available.
- Ensure that damage assessment and major events are being recorded.
- Facilitate mutual aid.
- Hold periodic briefings when necessary for the EOC staff to exchange information.
- Act as liaison with MTDES.
- Other (arrange for sheltering of evacuees, work on recovery issues, etc.)

### Recovery Phase

- Assist with development of Recovery Plans.
- Maintain EOC operation and support as long as needed.
- Manage deactivation of EOC
- Assess needs for getting EOC re-stocked and prepared for next incident
- Evaluate plans and procedures based on lessons learned from incident. Make changes/revisions as needed.
- Transition to mitigation phase operations.

#### ❖ Public Health:

- Provide advice to the EOC staff on protective action decisions.
- Develops food, water, and other health advisories, as needed.

#### ❖ Public Works:

- County road crew is in charge of loading sand bags and placing them in front of the entrances to the EOC
- Provide personnel to the EOC to assist and advise with regard to damage assessment, debris removal, and restoration of essential public services.

#### ❖ GIS EOC Support:

- If requested, report to the EOC with GIS laptop. If not needed in the EOC, report to GIS office and await taskings as appropriate.
- Note: All requests for GIS maps during a disaster or emergency should go through the Emergency Operations Center, 447-8285, for coordination and to prevent duplication. Products from other GIS support agencies may also be used as appropriate.

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### ❖ MT Disaster & Emergency Services (MTDES)

- Provides initial response assistance at request of local Incident Commander or DES Coordinator in accordance with Local Emergency Operations Plan. (At no cost to the local jurisdiction)
- DES Advisor (Agency Representative) – knowledgeable about:
  - Local emergency/disaster declaration process.
  - Two-mill emergency levy.
  - State emergency/disaster declaration process.
  - Presidential declaration process.
  - Effects/expectations of declarations.
  - Perform ICS agency representative duties.
- Incident Command System (ICS) Advisor:
  - Experience at complex incidents
  - Duties:
    - Advise/coach on command structure and organization.
    - Advise/coach on logistical needs.
    - Advise/coach on planning and documentation needs.
    - Advise/coach on financial documentation.
  - Technical Expert
  - An experienced operational expert for the type of incident the community is responding to.
- Process to obtain help:
  - Contact local DES Coordinator (normally through local dispatch.
  - If unable to contact DESC, call MT Disaster and Emergency Services at **(406) 324-4777** (24 hours a day) and ask for the DES Duty Officer.

### E. Authorities and Limitations

The Incident Commander (IC) has full authority and responsibility to implement and coordinate all small-scale evacuations, sheltering and access control, and exercise on-scene control. In those incidents

MCA [10-3-104](#) and [10-3-406](#) give the Governor and local chief elected officials the authority to “*direct and compel the evacuation of all or part of the population from an emergency or disaster area.....when necessary for the preservation of life or other disaster mitigation, response, or recovery;*” and to “*control the ingress and egress to and from an emergency or disaster area, the movement of persons within the area, and the occupancy of premises therein.*”

Law Enforcement has the authority to order evacuations and close roads in emergent circumstances.

The County has the authority to close roads, and to restrict access to and from all areas of the County.

Law Enforcement has the authority to remove stalled and parked vehicles, which impede the flow of traffic.

Traffic flow direction may be altered, reversed, etc., at the direction of the Incident Commander. (Incident managers will coordinate changes in traffic flow with the County Sheriff’s Office, the Montana Highway Patrol, and the MTDOT.)

The Commissioners have the authority to declare a State of Emergency within their jurisdictions and the responsibility to request a state or federal declaration if appropriate. *Requests for State or Federal assistance must go through the DESC.*

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### F. Warning and Notification

The 911 Dispatch Center will make the initial notifications to key individuals and agencies per existing SOPs and alert rosters. Any other agencies that need to be notified can be alerted by the EOC staff or Dispatch as directed by the Incident Commander or EOC Manager.

The immediate danger of a hazardous material spill, wildfire, flood or other incident requires that the public be warned of the danger as quickly as possible.

**Pre-evacuation Warning:** On slow-moving events, pre-evacuation notice should be given to affected residents if it appears that conditions may warrant such action. Residents should be given warning that they may have to move out upon 30 minutes notice. Consideration must be given to hospitals, nursing homes, elderly, handicapped, schools, licensed day care centers, and large gatherings.

**Evacuation Warning:** All warning modes will be utilized to direct the affected population to evacuate. Wherever possible, the warning should be given on a direct basis as well as through the media. The use of law enforcement and fire emergency vehicles moving through the affected area with sirens and public address is usually effective. However, if used, this procedure should be communicated to the public in advance so as to preclude public confusion concerning the use of these vehicles.

Target notification and [door-to-door](#) notification should be considered, particularly in sparsely populated areas. Residential and health care institutions will be notified directly by the EOC or on-scene authorities. Law enforcement personnel, if available, will sweep the evacuated area to ensure all persons have been advised and have responded. Persons who refuse to follow evacuation instructions will be left alone until all who are willing to leave have been provided for; then, time permitting, further efforts will be made to persuade those who chose not to evacuate.

The DESC or his deputy will activate the EAS by contacting the **NWS (453-4561 / 2081)** to initiate a public broadcast message. If phones are down, a message may be hand delivered to the primary EAS station, KMTX, at 516 Fuller Ave. Radio stations and TV stations will copy the message and interrupt regular programming for the broadcast.

If communications are down, the most logical source of communications will be the local ARES organization, which is able to provide portable and self-sustained Ham radio communication that can link critical sites such as the EOC, shelters, hospitals and others that may be needed.

### G. Public Information

#### Providing Information to the Public

See ESF 15 Annex in Section II

The EOC will be responsible for all emergency public education and information.

Once appointed, the Public Information Officer (PIO) will be responsible for public coordination and dissemination during the emergency and will clear all press releases through the Incident Commander or DESC. All approved press releases will be logged and a copy saved for the disaster records.

During the event, the PIO, in conjunction with the IC, will continue to provide pertinent information over radio and TV. The public will be reminded to remain calm, stay tuned for more information, and to follow the instructions of emergency management personnel. Such instruction may include guidelines for returning to homes, shelter accommodations, sanitation, and where and how to report damages.

The normal alert and warning systems may be down or limited following a major disaster. It may be necessary to augment these systems with mobile public address systems, door-to-door contact, and posting notices on bulletin boards in designated public gathering places such as shelters.

The PIO may also participate in a Joint Information Center (JIC), staffed by PIOs from various jurisdictions, to address the media with a single, coordinated voice.

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### Receiving Information from the Public

Providing adequate communications means to receive information from the public, such as damage reports, sanitation problems, health issues, offers for donated goods, and other public safety-related problems, is the responsibility of the [Communications Unit Leader](#) and the PIO. This will probably be done by staffing public information lines and releasing the telephone number through the local media. The PIO must also ensure the information received is communicated to the appropriate EOC section to deal with it.

## H. Considerations and Implementation Responsibilities

### Communications: *Logistics Section*

The EOC's ability to function is directly related to its ability to communicate. The primary function of an EOC in an emergency/disaster is to collect and disseminate information and provide a common location for policy decision from government officials. Information will reach the EOC via the dispatch center, telephone, fax, radio, amateur radio, TV, and messengers.

An EOC staff member may need to be assigned the duty of logging all inbound and outbound message traffic (*see Attachment L.3 EOC Message Log*). Assign persons to write information on display boards, if needed, assign messengers to carry messages from dispatch to EOC and vice-versa.

All messages should be logged in and out.

### Display Boards and Procedures: *Planning Section*

Because the EOC's major purpose is accumulating and sharing information to ensure a coordinated and timely emergency response, all EOC staff must display information quickly so that decision makers can have the latest information available. Display needs will vary with the nature and scope of the emergency. Charts should be developed as the core of the EOC display system. Display boards, maps, and materials are located in the EOC and the DES Office. Some suggested charts and displays include:

- ✓ Situation Reports
- ✓ Damage Assessment Charts
- ✓ City, County State Maps showing such things as
- ✓ Transportation routes closed or impeded.
- ✓ Areas of major damage.
- ✓ Locations of medical treatment facilities.
- ✓ Expected inundations areas.
- ✓ Limits of evacuation area, control points and exit routes.
- ✓ Location of response resources and equipment.
- ✓ Weather Maps
- ✓ Shelter Status
- ✓ Resource Status Charts
- ✓ Major Events Display/Chart

## I. Administration & Logistics

### Records & Reports

During emergency operations, efforts will be made to document each transaction so that records can be reconstructed and claims properly verified after the emergency period has passed (*Finance Section*).

The Documentation Unit (*Planning Section*) will maintain in chronological order a listing of all public notices given related to evacuation. Additionally, an approximation of people evacuated should be kept as well as the number of and information on evacuees in mass care facilities/shelters.

To the extent consistent with law, no administrative process will be permitted to interfere with operations essential to preventing injury, loss of life, and significant property damage.

## **Section II: Emergency Support Functions**

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### **Training**

Each person designated to fill an EOC staff position should take, at a minimum:

IS 700: Introduction to NIMS

IS 800: The National Response Plan

ICS 100: Introduction to ICS

ICS 200: Basic ICS

**Section II: Emergency Support Functions**

**Appendix 1: EOC Activation Checklist**

COMPLETED <u>X</u>	TASK	DATE/TIME/INITIALS
_____	Incident Notification Received	_____
_____	EOC Activation Decision Made	_____
_____	Open outside doors	_____
_____	Initiate EOC staff call-out	_____
_____	Establish contact with Dispatch	_____
_____	Get EOC supplies*	_____
_____	Power up radios in DES office*	_____
_____	Give Situation Report to MTDES*	_____
_____	Arrange EOC tables and chairs*	_____
_____	Contact Media*	_____
_____	Locate EOC Forms & Plans*	_____
_____	Make Disaster/Emergency Declaration	_____
_____	Set-up needed maps, displays & charts*	_____
_____	Arrange for meals for EOC staff*	_____
_____	Appoint General & Command Staffs	_____
_____	Distribute EOC Position Checklists	_____

\*6. Get the EOC supplies from the shelving near the electrical room in the corner of the EOC

a. Notebook computers with Internet cards are available at the ITS Office (ext. 8322).

\*7. Turn on the red button on the black power supply below the radio table in the DES Coordinator’s office to power the radios.

\*8. Contact Montana DES at 324-4777 and ask for the duty officer. Locate & maintain DES [Form 209](#) (the Situation Report) and send it to DES via e-mail or fax

\*9. Arrange tables and chairs in accordance with the [EOC Layout](#) diagram (*Attachment K.1*).

\*10. Notify media as to EOC status and hotline numbers for information (*or appoint PIO to do so*). Draft and release EAS messages as needed.

\*11. Refer to the orange colored Local Govt. Disaster Info Manual on the top shelf of the DES office for the forms for situation reports, damage assessment and declarations for disasters and emergencies. Also, locate county [Emergency Operations Plan](#) and relevant annexes to assist with current emergency.

\*13. Maintain a status board on the Major Emergency Board or on a white board. (*or appoint a Planning Section Chief to do so*)

\*14. Determine if activation will be longer than one operational period. If so, give consideration to refreshments, meals, and worker shifts, bunking requirements, etc. For meals, contact the Red Cross at **442-0260**. (*or appoint Logistics Section Chief to do so*)

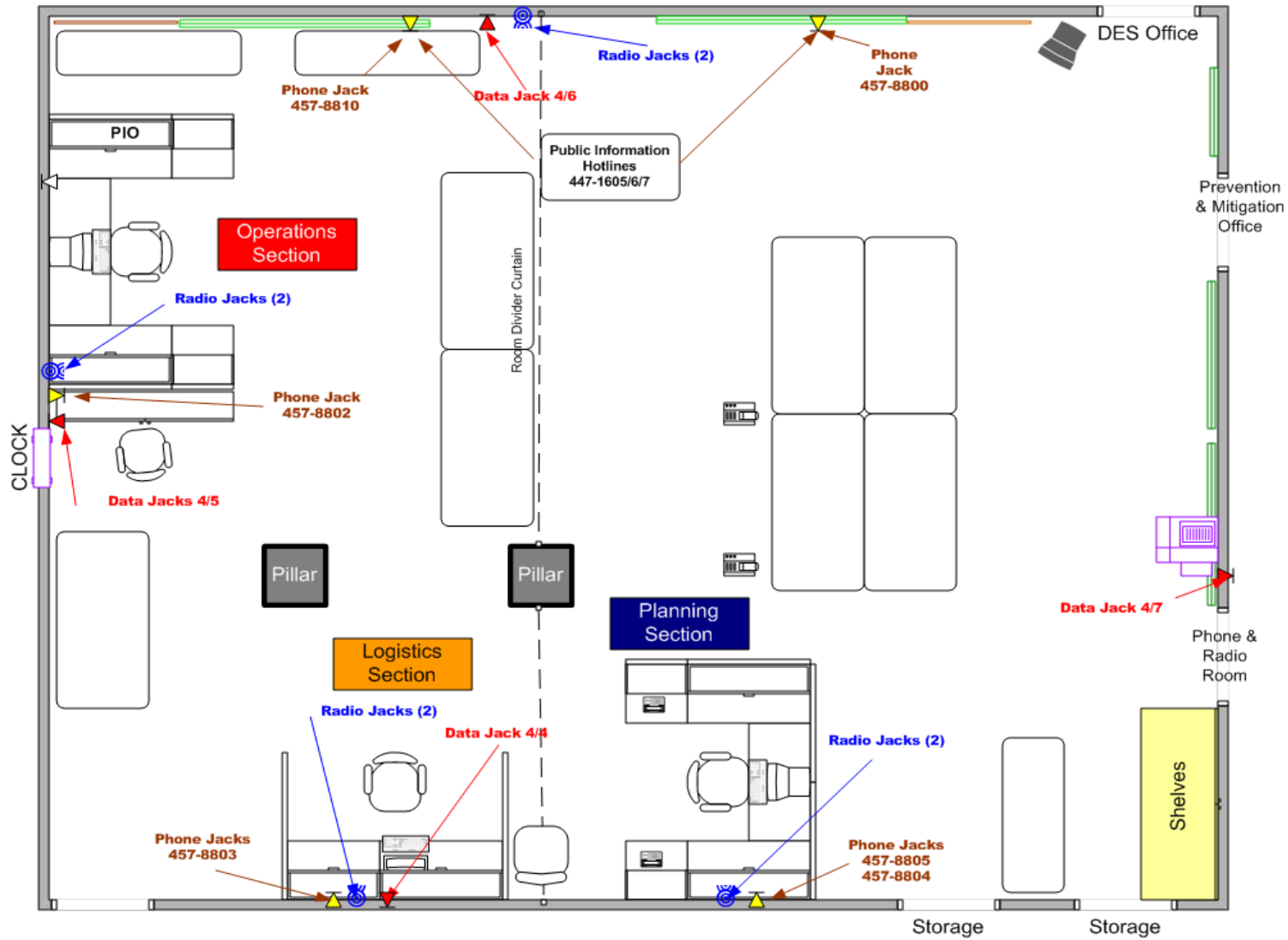
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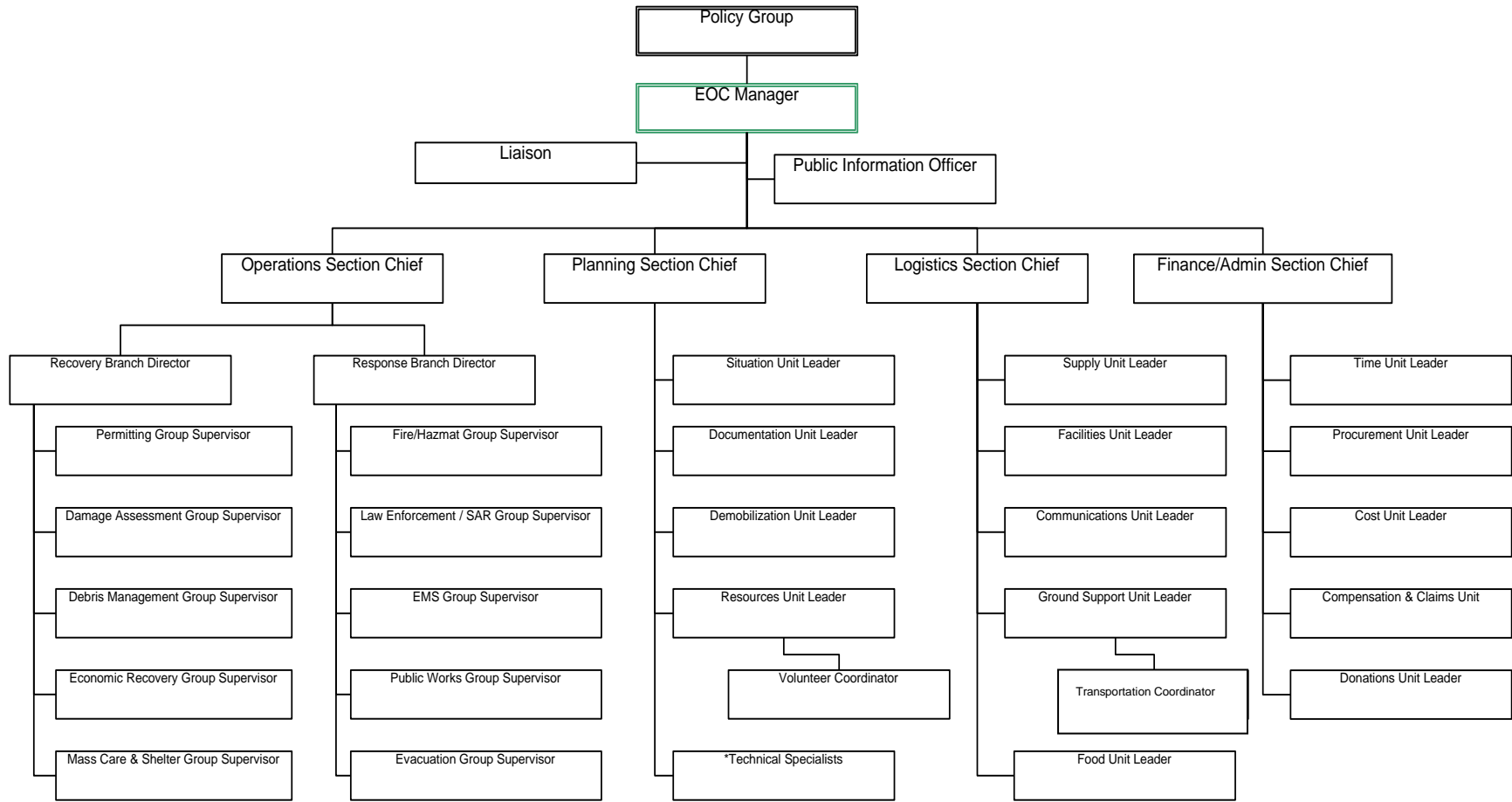
## Section II: Emergency Support Functions

### Attachment 1: EOC LAYOUT



**Section II: Emergency Support Functions**

**Attachment 2: EOC Organization Chart**









## Section II: Emergency Support Functions

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Section II: Emergency Support Functions

# ID Card - Green

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
STAFF  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
STAFF  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
STAFF  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
STAFF  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
STAFF  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
STAFF  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

## Section II: Emergency Support Functions

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Section II: Emergency Support Functions

# ID Card - Yellow

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
MEDIA  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
MEDIA  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
MEDIA  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
MEDIA  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
MEDIA  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
MEDIA  
Signature \_\_\_\_\_  
  
ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

## Section II: Emergency Support Functions

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Section II: Emergency Support Functions

# ID Card - Red

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
VISITOR

Signature \_\_\_\_\_

ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
VISITOR

Signature \_\_\_\_\_

ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
VISITOR

Signature \_\_\_\_\_

ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
VISITOR

Signature \_\_\_\_\_

ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
VISITOR

Signature \_\_\_\_\_

ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

Lewis & Clark County  
EMERGENCY OPERATIONS CENTER  
VISITOR

Signature \_\_\_\_\_

ID # \_\_\_\_\_ Issuing Officer \_\_\_\_\_

## Section II: Emergency Support Functions

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**Appendix 3: EOC Position Checklists**

Policy Group

EOC Manager

Public Information Officer (PIO)

Liaison Officer

Operations Section

Planning Section Chief

Situation Unit Leader

Documentation Unit Leader

Demobilization Unit Leader

Resources Unit Leader

Volunteer Coordinator

Logistics Section Chief

Supply Unit Leader

Facilities Unit Leader

Communications Unit Leader

Ground Support Unit Leader

Transportation Coordinator

Food Unit Leader

Finance/Admin Section Chief

Time Unit Leader

Procurement Unit Leader

Cost Unit Leader

Compensation & Claims Unit Leader

Donations Unit Leader

## Section II: Emergency Support Functions

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**Appendix 4: Incident Specific Checklists**

[Bomb/Explosion Checklist](#)

[Communications Plan](#)

[Criminal Activity Checklist](#)

[Dam Failure/Flooding Checklist](#)

[Downed Aircraft Checklist](#)

[Evacuation Checklist](#)

[Hazardous Materials Incident Checklist](#)

[Incident Checklist](#)

[Incident Command Checklist](#)

[Incident Specifics Checklist](#)

[Medical Emergency Checklist](#)

[Rural Fire Checklist](#)

[Severe Weather Checklist](#)

[Structure Fire Checklist](#)

[Transportation Incident Checklist](#)

## Section II: Emergency Support Functions

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## **Appendix 5: ICS FORMS**

[ICS Form 201-3 Initial Incident Organization](#)

[ICS Form 201-5 Site Safety and Control Analysis](#)

[ICS Form 201-7 Initial Site Assessment](#)

[ICS Form 203 Organizational Assignment List](#)

[ICS Form 205 Incident Radio Communications Plan](#)

[ICS Form 205-1 ICS Positions/Phone Numbers](#)

[ICS Form 207 Organization Chart Staging Manager](#)

[ICS Form 207-1 Organization Chart Deputy Ops Chief](#)

[ICS Form 213 General Message Resource Request](#)

[ICS Form 213a General Message Resource Request FD to SECC](#)

[ICS Form 214 Unit Log](#)

[ICS Form 215 Operational Planning Worksheet](#)

[ICS Form 216 Field Resource Status & Demobilization Request](#)

[ICS Form 217 Radio Frequency Assignment Worksheet](#)

## Section II: Emergency Support Functions

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