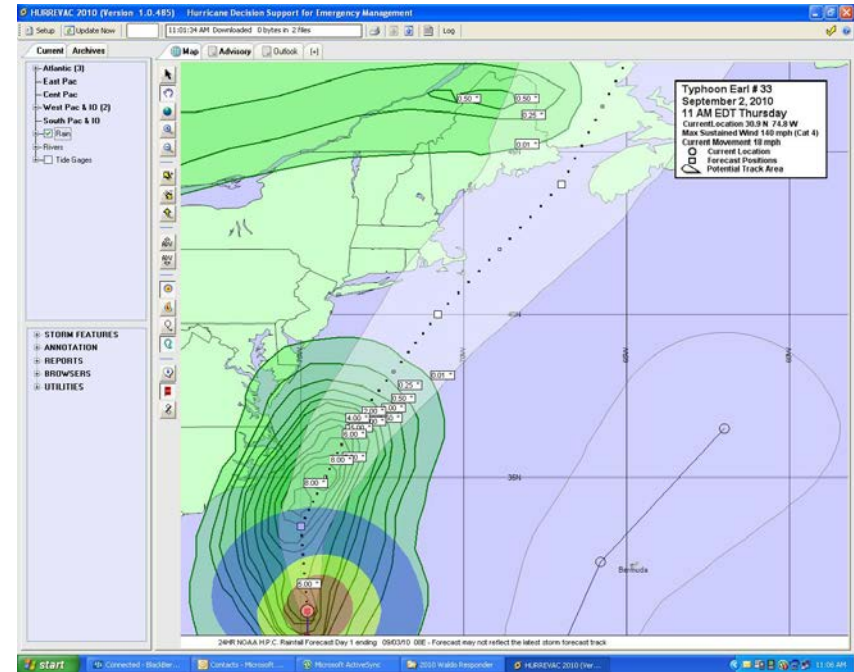


Workshop in Emergency Management

Emergency Operations & Reporting



Comprehending Disaster Response

Emergency Operations & Reporting

- The Role of the Local Emergency Manager
- The Emergency Operations Plan (EOP)
- The Town Emergency Operations Center (EOC)
- Emergency Functions
- Situational Awareness
- Information Management
- Requesting Resources

Role of the Emergency Manager

- Planner
 - The Town EM coordinates the development of emergency plans and procedures detailing how the Town will respond and recover
 - Coordinates plan with elected officials, public safety officers, code enforcement, health officer, school officials and other partners.
 - Understands the County emergency plans and how to interact.

Role of the Emergency Manager

- Training and Exercise manager
 - Coordinates training and drills with town officials in implementing the Town emergency plans
 - Coordinates training for town officials in the National Incident Management System (NIMS)
 - Participates in County and State training and exercise opportunities
 - Tracks lessons learned and manages an improvement plan.

Role of the Emergency Manager

- Establishes a Town Emergency Operations Center (EOC)
 - Locates a facility
 - Equips and supplies the EOC facility
 - Identifies EOC staffing
 - Provides training for the EOC staff
 - Tests the EOC staff with drills
 - Provides EOC communications systems

Role of the Emergency Manager

- Public Educator and Informer
 - Provides awareness to the public regarding the need to be prepared.
 - Provides training and education to the public in disaster preparedness.
 - Distributes emergency public information and warning messages

The Emergency Operations Plan

- State Law requires each Town to have a disaster plan
 - Must be approved by the town's governing body.
 - Must have a risk assessment.
 - Must address the hazards and threats that pose the greatest risk to the town.
 - Must address the capabilities and actions needed to respond to and recover from disasters.

Emergency Operations Center (EOC)

- The secure facility from which town officials coordinate, monitor and direct emergency response activities during an emergency



The Town EOC

- Pre-identify a location
 - Typically a room at the town office or fire station
 - Provide phone, internet and 2-way radios
 - Sufficient space for EOC staff seated at tables
 - Cork or marker boards for displaying information
 - Backup Power
- Pre-identify EOC Staff
 - Elected Officials, EM Director, Public Safety, Road Commissioner/Public Works, CEO, Treasurer, Animal Control, etc

The Town EOC

- Communications and Information Links
 - Neighboring communities' EOCs
 - County EOC
 - Residents
 - Businesses and Contractors
 - Community Volunteer Organizations
 - Large Employers
 - Medical Facilities/Clinics

The County EOC

- The County EOC
 - requires the disaster information you have
 - may be able to provide information you don't have
 - can coordinate the regional response
 - will seek out resources you don't have
 - will be the communications hub for all the Towns in the County
 - will be the link to the State EOC

Town Emergency Functions

- Policy
- Public Safety
- Evacuations
- Communications
- Public Information
- Damage Assessment
- Debris Removal and Road Repairs
- Individual Assistance and Mass Care



The EOC gathers Situational Information

- Situational Awareness
 - The ability to identify, process, and comprehend the critical information about an incident.
 - More simply, it is knowing what is going on around you.
 - How does the Town EOC find out what's going on?

How does the EOC gather Situational Information?

- Deploying assessment teams or first responders into the field.
- TV, radio and online news sources
- Contacting people in the vicinity.
- Coordinating with neighboring towns and the County EOC.
- Sending and receiving situation reports.
- Utilizing an online situational awareness tool.

How does the EOC track the info?

- Situation Report files
- Event Logs
- Annotated Maps
- Wall mounted Status Charts or Boards
 - As information is gathered it is written down on charts or boards
- Digital online status boards



EOC Situation Information

- What information to track and report
 - Public and Private Damages
 - Personnel Assignments
 - Casualties
 - Status of important facilities
 - Equipment, Supplies and Donations
 - Roads Damaged and closed
 - Current and Forecasted Weather
 - Funds Expended
 - Response and Recovery Actions Underway

How to report the Status Info

- Situation Reports
 - Log into D4H Incident Management and update
 - Send report through EmailMeForm online app
 - Email attached situation report (SitRep)
 - Fax a hardcopy SitRep
 - Call in information on phone or radio
 - Hand Deliver a hard copy
- County EOC will consolidate the town reports and send out a new report to the State and town EOCs.

Example D4H IM Report

- Dashboard
- Situation
- Roles
- Forms**
- Map
- Updates
- Open Action Items
- Damage Estimates
- Emergency Facilities
- Casualty Report
- Resource Management
- Road Damages
- Personnel
- Library
- Map Annotations

Situation Report - May 22, 2017

GENERAL INFORMATION	
1. JURISDICTION Municipal Name <input type="text"/>	2. DATE/TIME OF REPORT Date Time Report Filled <input type="text"/>
3. COUNTY Waldo <input type="text"/>	4. REPORT # Sequence 1, 2, etc. <input type="text"/>
5. INCIDENT NAME <input type="text"/>	6. INCIDENT START DATE/TIME Date Time that Incident First Occur <input type="text"/>
7. REPORT VERSION Initial, Update, Final <input type="text"/>	8. FOR TIME PERIOD Report good until <input type="text"/>
9. TYPE(S) OF HAZARDS Type of Disaster (Flood, Wildfire, Hurricane, HazMat, etc) <input type="text"/>	
10. EXTENT OF INCIDENT / JURISDICTIONS INVOLVED by name, region or total number, lat/long if isolated incident <input type="text"/>	
11. CURRENT SITUATION SUMMARY What's is currently going on? <input type="text"/>	



Road and Utility Status Report

Report all road damages or closures due to damaged power lines on this form.

Street/Road Name and Number *

Ex. 123 Main St

Name of Municipality

Date/Time Reported

/ /  : AM ▼
MM DD YYYY HH MM AM/PM

Map Coordinates (UTM or LAT/Long)

Datum should be NAD83. UTM preferred.
LAT/Long in decimal degrees (DD.ddddd°).

Road Type

- State Route Town Private

Road Passable?

- Both Lanes Open One Lane Open All Lane Closed

Road Damage

- Road Damaged Road Flooded Blocked by Accident
 Bridge Damaged Culvert Damaged Blocked by Debris

Utility Problem

- Electrical Wire Telephone Cable
 Utility Pole Transformer On Fire
 Lying in Road Hanging Low over Road Tree in Wires
 Lying along side of Road People Trapped Danger to Public

Name of Person Reporting

Phone #

Email Address to reply to

Example E-MailMeForm

Fill in and hit the send
button.

Sends the information in
an email to the County
EMA staff.

Emergency Management Situation Report

1. Jurisdiction:	2. Date/Time of Report		
3. County:	4. Report #		
5. Incident name:	6. Incident Start Date/Time		
7. Report Version:	8. For time period:		
9. Type(s) of hazards:			
10. Extent of Incident / Jurisdictions involved (by name, region or total number), lat/long if isolated incident:			
11. Current Situation Summary:			
12. Operational status (EOC, IMAT, Mutual Aid, etc.):			
13. Declaration Status:			
14. Operational Objectives/Priorities:			
15. Weather (affecting situation or response; projected to affect 12/24/48 hours.):			
Resource Needs/Submitted Requests:			
16. Current:	17. Projected:		
Effects on People:			
	# This reporting period	# Total to Date	Life Safety / Health / Threat remarks / Concerns, Current and Projected 12/24/48 hours:
Fatalities			
Injuries/Illness			
Missing			
Evacuated			
Sheltering in Place			
Mass Care site			

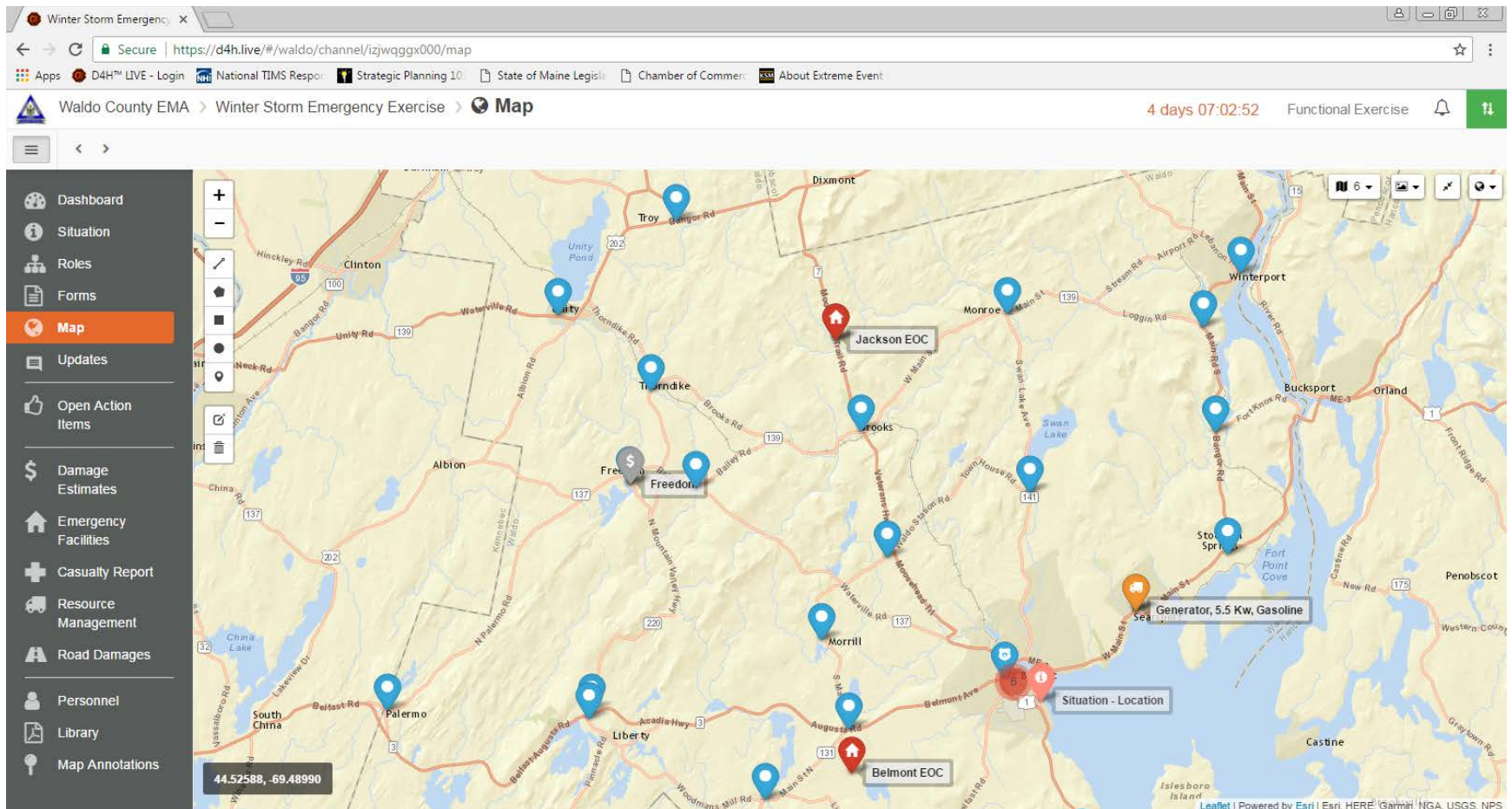
- Reports can be:
 - Faxed
 - E-Mailed
 - Posted to D4H IM
 - Hand delivered
 - Phoned in
 - Radio called in
- Fill in all that applies

Back side

Status Summaries, Sectors:	
Voluntary organizations (VOAD, COADs, EMRTs, Other):	
Transportation (Status of roads, airports, railways, ferry service, bus service):	
Communications:	
Mass Care:	
Public Health / Medical Services / Behavioral Health:	
Energy:	
Water / Wastewater Utilities	
Public Safety / Security:	
Education:	
Commerce:	
Community Life:	
Damage Assessment Status (report data on Form 7)	
Other Comments / Concerns:	
Prepared by:	Signed by:

D4H Incident Management

- Mapping Tool
 - Will display all geo-referenced data from status boards



Requesting Resources

- When local resources are overwhelmed, the municipality will ask for assistance from:
 - Mutual Aid Towns
 - Private entities (businesses, organizations, etc)
 - County EOC and RCC
 - Other Counties and their respective towns
 - State government

Resource Request process

- If the RCC can't get it for you, contact the County EOC
 - Submit a resource request form to the County
 - The County will coordinate with the State or the other Counties to acquire the resource
 - Must be very specific with the request details

- Example hardcopy form

- Fill out Part 1 with as much detailed information as you can

STATE of MAINE
REQUEST for ASSISTANCE

Part I: REQUEST

1	Requested by:	Date:	Time:
2	County/State Agency:		
3	Jurisdiction:		
4	Resource Requested:		
5	Specifications:		
6	Location Needed:		
7	Local Contact:	Phone:	FAX:
		Pager:	Other:
8	Remarks:		

Part II: ALLOCATION

9	Allocator:		
10	Resource Available:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
11	Resource Provider:	Phone:	
12	Type/Quantity of Resource Allocated:		
13	Remarks:		

Part III: DISPOSITION

14	Location of Committed Resource:		
15	Resource Arrived:	Date:	Time:
16	Assigned to (name):	Phone:	
17	Resource Used for:		
18	Remarks:		
19	Resource Returned to:	Date:	Time:

Example D4H IM Resource Mgmt board

Winter Storm Emergency x

Secure | https://d4h.live/#/waldo/channel/izjwqggx000/info-manager/resource_management/info_item~resource_management~0ioy8yuiklloy8yuilddwdwxon

Apps D4H™ LIVE - Login National TIMS Respor Strategic Planning 10 State of Maine Legisla Chamber of Commrc KSM About Extreme Event

Waldo County EMA > Winter Storm Emergency Exercise > Resource Management > **Mobile Command Van** 4 days 07:20:02 Functional Exercise

Dashboard
Situation
Roles
Forms
Map
Updates
Open Action Items
Damage Estimates
Emergency Facilities
Casualty Report
Resource Management
Road Damages
Personnel
Library
Map Annotations

RESOURCE MANAGEMENT	
NAME Mobile Command Van	
DESCRIPTION Specify the resource details like the type, size, quantity, fuel type, etc. Type IV Command Vehicle	
MISSION NUMBER WOEMA-YYYYMMDD-001 <input type="text"/>	APPROVED <input type="checkbox"/> Yes <input type="checkbox"/> No
LOCATION Location where the resource is needed Lat, Lng 44.42217, -69.01098	STATUS What is the Resource item's current status Available
DATE NEEDED Date and Time Needed <input type="text"/>	DURATION NEEDED How long do you expect to need this resource? <input type="text"/>
OWNER The Agency or Entity that is providing the resource item Waldo County EMA	REQUESTOR What entity or person is requesting the Resource? <input type="text"/>
OWNER CONTACT INFO <input type="text"/>	REQUESTER CONTACT INFO <input type="text"/>

Windows taskbar: 3:20 PM 5/22/2017

Requesting Resources

- Understand many resources, even government items, may come with a cost
 - Example: National Guard forces may charge for salaries, lodging and expendables such as fuel
- There may be reimbursements from:
 - FEMA, if Presidential Declaration
 - State, if Governor declares an emergency
 - HazMat Spiller, if incident involves the release of hazardous materials

Example Resources

- Incident Management Teams
- Ham Radio Teams
- Hazardous Materials Response Teams
- Search and Rescue Teams
- Electrical Power Generators
- School Buses
- Volunteer manpower
- Civil Air Patrol
- National Guard
- American Red Cross

Emergency Operations & Reporting

- Any questions?
- Contact Waldo County EMA

