EMERGENCY OPERATIONS PLAN

2009 EDITION

CITY OF MARSHALL, MN

Date of Plan: November 10, 2009

Revised: January 1, 2020

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CERTIFICATION OF PLAN APPROVAL

This page documents approval of the Basic Plan, Annexes and the Standard Operating Guidelines.

City of Marshall Mayor	Date Signed

City of Marshall Director of Public Safety	Date Signed

FOREWORD

The basic purpose of this plan is to provide a guide during emergency operations. The plan is intended to assist key "City" officials and emergency response organizations in carrying out their responsibilities for the protection of life and property under a wide range of emergency conditions. The intention of this plan is to be a natural extension of day-to-day operations.

Although an organization may have the foresight to plan for emergency situations, such planning is of little worth if the planning is not committed to written form. Personnel with intimate knowledge of unwritten plans may be unavailable at the very time it becomes necessary to implement them. A written plan will furnish a documentary record that can be referred to by anyone as needed. This documentary record will serve to refresh the knowledge of key individuals and can be used to inform persons who become their replacements.

TRANSFER OF OFFICE

THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

City of Marshall, Emergency Management

Upon termination of office by reason of resignation, election, suspension or dismissal, the holder of this document shall transfer it to his/her successor or to the Emergency Management Director.

January 1st, 2020
Date of Revision

_____
Copy Number

_____
Assigned To

City of Marshall Emergency Operation Plan supplied to:

1.	Lyon County	Emergency Manager
2.	Avera Marshall Regional Medical Center	Safety
3.	City of Marshall	HR Coordinator
4.	City of Marshall	Administration – 3 copies
5.	City of Marshall	Assessing
6.	City of Marshall	Community Services
7.	City of Marshall	Dir. Of Public Works
8.	City of Marshall	Public Safety
9.	City of Marshall	Fire Department
10.	City of Marshall	Police Department
11.	Marshall Public Schools	Dir. Business Services
12.	Marshall Municipal Utilities	Plant/Properties Superintendent
13.	North Memorial Ambulance	Manager
14.	Southwest Minnesota State University	Public Safety
15.	City of Marshall	Mayor
16.	City of Marshall	Mayor Pro Tem
17.	City of Marshall	Chemical Assessment Team
18.	City of Marshall	Finance Department

NOTE: Master copies are located at
Department of Public Safety EOC (MERIT Center) and Finance Department.

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BASIC PLAN

ATTACHMENTS 1 – 2

I. REASON FOR PLAN

A. Tornadoes, floods, blizzards and other natural disasters can affect the City. In addition, major disasters, such as plane crashes, explosions, accidental releases of hazardous materials, enemy attack or terrorism, pose a potential threat to public health and safety in Marshall. An emergency plan is needed to ensure proper planning and appropriate response to these hazards.

Figure 4-5 Lyon County Hazard Identification Worksheet

Hazard	Potential Frequency	Spatial Extent	Potential Severity	Risk Level	Hazard Rank
Natural Hazards					
Ice and Ice Storms	Highly Likely	Local	Major	High	**High**
Agricultural Disease (Animal & Crop)	Likely	Countywide / Local	Major	Average	Moderate
Blizzards / Winter Storms	Highly Likely	Countywide	Major	Average	Moderate
Drought	Occasional	Local	Minor	Average	Moderate
Extreme Temperatures	Likely	Countywide	Major	High	Moderate
Flooding	Highly Likely	Local	Minor	High	Moderate
Tornado / Straight-line Wind	Highly Likely	Local	Major	Average	Moderate
Wildfire	Likely	Local	Limited	Limited	Moderate
Earthquake	Unlikely	Countywide	Limited	Limited	Low
Land Subsidence	Unlikely	Local	Limited	Limited	Low
Summer Storms, Lightning / Hail	Highly Likely	Local	Minor	Average	Low
Technological Hazards					
Public Health and Infectious Disease	Likely	Countywide	Minor	Average	**High**
Transportation Infrastructure	Highly Likely	Local	Minor	Average	**High**
Hazardous Materials	Highly Likely	Local	Minor	High	Moderate
Structure Fires	Highly Likely	Local	Minor	Average	Moderate
Dam Failure	Unlikely	Local	Limited	Limited	Low
Meth Lab	Occasional	Local	Major	Limited	Low
Terrorism and Civil Distrubance	Occasional	Local	Limited	Limited	Low
Hazard	Potential Frequency	Spatial Extent	Potential Severity	Risk Level	Hazard Rank
	Highly Likely Likely Occasional Unlikely	Countywide Local	Substantial Major Minor Limited	Very High High Average Limited	High Moderate Low

For Potential Frequency, *Unlikely* if <1% chance in the next 100 years, *Occasional* = 1% and 10% in next year, *Likely* =between 10% and 100% in next year, *Highly Likely* =100% in next year.
For Potential Severity, *Limited* =<10% area affected destroyed, *Minor* =10% to 25% area affected, *Major* =25% to 50% area affected, *Substantial* =>50% area affected.
Risk Level is subjective ranking by Task Force members based on previous categories.

SRDC, adapted from Minnesota Planning

II.   PURPOSE, FORMAT AND SUMMARY OF PLAN

A.   The City has many capabilities and resources, which could be used in the response to any major disaster. These include the facilities, equipment, manpower and skills of both government and non-government professions and groups. The purpose of this plan is to ensure the effective, coordinated use of these resources so as to:

1.   Maximize the protection of life and property;
2.   Ensure the continuity of government;
3.   Provide support to all areas and political subdivisions in the City which require assistance;
4.   Sustain survivors;
5.   Repair essential facilities and utilities.

B.   The City-wide Emergency Operations Plan (EOP) has two primary parts: all-hazards Basic Plan with 13 supporting annexes and a series of Standard Operating Guidelines (SOGs) as they relate to this EOP.

The Basic Plan focuses primarily on the assignment of emergency responsibilities and on general operations policies. It is directed to those officials who have overall direction and control responsibilities – the City Council members, City senior management and the City Emergency Management Director. The annexes elaborate on the responsibility assignments made in the Basic Plan. The annexes are of primary value to the agency and division/department heads.

The SOGs are detailed procedural documents to be used by the personnel expected to carry out the responsibility assignments contained in the basic plan and annexes.

III.   CORRECTIVE ACTION PLAN

A.   At least once annually, the Emergency Management Director will conduct either training, a functional, table top or full-scale exercise to test the planning and operational components of the general operations plan. Upon the completion of the exercise, a briefing will be held to determine strengths and areas which may need corrective action.

IV.   LEGAL BASIS AND REFERENCES

A.   Federal Laws/Statutes   (Listed in Minnesota Emergency Management Director's Handbook - https://dps.mn.gov/divisions/hsem/training/Pages/directors-handbook.aspx)

B.   State of Minnesota Laws/Statues (Chapter 12) (Listed in Minnesota Emergency Management Director's Handbook https://dps.mn.gov/divisions/hsem/training/Pages/directors-handbook.aspx)

C.   Local Ordinances/Resolutions (www.municode.com)

- Marshall City Ordinance Section 2-96 and 2-97, Public Safety/Emergency Mgt.
- Marshall City Resolution Adoption of City of Marshall EOP (Resolution 3315)
- Marshall City Ordinance Section 2-361, 2-362, 2-363 and 2-364, MERIT Center
- Marshall City Ordinance Section 34-1 and 34-2, Fire Code
- Marshall City Ordinance Section 30-1, Air Pollution Control
- Marshall City Ordinance Section 18-1, 18-21, 18-22, 18-23, 18-81 and 18-82, Building Codes
- Marshall City Ordinance Section 42-89, Loud Noises - Fire Warning Systems
- Marshall City Ordinance Section 86-71, 86-72, 86-73, 86-1, 86-2, 86-3, 86-4, 86-5, 86-26, 86-27, 86-28, 86-29, 86-30, 86-46, 86-47, 86-48, 86-49, 86-50, 86-51, 86-71, 86-72, 86-73, 86-131, 86-132, 86-133, 86-134, 86-135, 86-136, 86-137, 86-138, 86-139 and 86-140, Zoning
- Marshall City Ordinance Section 22-191, 22-192, 22-193, 22-194, 22-195, 22-196, 22-197, 22-198 and 22-199, Utilities
- Marshall City Ordinance Section 62-101, 62-102, 62-103, 62-104, 62-105, 62-106, 62-107, 62-108, 62-109, 62-110, 62-111, 62-112, 62-113, 62-114, and 62-1, Permit
- Marshall City Ordinance Section 66-99, 66-103, 66-104, 66-105, 66-71, 66-72 and 66-73, Street Name and Address System
- Marshall City Ordinance Section 86-131, 86-132, 86-133, 86-134, 86-135, 86-136, 86-137, 86-138, 86-139 and 86-140, Planned Unit Development
- Marshall City Ordinance Section 38-93, Mobile Homes
- Marshall City Ordinance Section 74-86, 74-87, 74-88, 74-89, 74-90, 74-91 and 74-92, Vehicle Operation
- Marshall City Ordinance Section 50-23 and 50-1, Collection of Garbage

V.   ORGANIZATION

A.   Existing government is the foundation during emergency situations. That is, government agencies will perform emergency activities related to those activities they perform on a day-to-day basis. City organization and interrelationships are shown on Attachment 1 of this basic plan.

VI.   DIRECTION AND CONTROL

A.   The direction and control of government operations from a central, protected facility with adequate communications and key personnel is essential to the conduct of emergency operations. The Emergency Manager as assigned by the mayor is responsible for providing overall direction and control of City government resources involved in the response to a disaster.

B.   The Emergency Management Director or designee will serve as a liaison to the Lyon County Emergency Manager. Direction and control of the City's response to a major disaster will take place from the City of Marshall's Emergency Operation Center (EOC). The primary EOC for the City is the MERIT Center, located at 1001 West Erie Road. The secondary EOC is the Marshall Fire Station located at 201 E Saratoga Street. The On-scene Incident Commander is the ranking or senior officer of the responsible department.

VII.   EMERGENCY RESPONSIBILITY ASSIGNMENTS

A. A summary of the City's Emergency Responsibility Assignments, by function, is shown on Attachment 2. The heads of the various City government divisions and other agencies will be responsible for carrying out the assignments shown in this chart. City departments and agencies are expected to develop and maintain any internal SOGs they may need in order to carry out these responsibilities.

Responsibilities have been designated by a code letter: "P," "S" or "C."

1. "P" indicates primary operational responsibility, which means the official or agency is in charge of and responsible to make provisions for that function.
2. "S" indicates support responsibility, which means the agency so assigned will, if possible, support and assist the official or agency designated primarily responsible.
3. "C" indicates coordination responsibility and is assigned when several agencies have support capability but no specific official or agency has obvious primary responsibility. This will be especially true when non-governmental agencies are involved.
4. Only one "P" or "C" can be assigned per function and a minimum of one "S" should be assigned for each function.

VIII. EMERGENCY OPERATIONS POLICIES

A. Protection of life and property during an emergency is the primary goal of government at all levels.

B. In an emergency affecting more than one political jurisdiction, officials of all jurisdictions will coordinate their services to the maximum extent possible and utilize a Unified Command system.

C. The City Emergency Management Director will assist in providing resource coordination between government agencies and the private sector.

D. City government resources must be utilized to the maximum before County, State or Federal assistance can be requested.

E. Each agency, department or service of City government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed injuries to personnel and damage to public facilities and equipment.

During a major event or disaster such records must be forwarded to the appropriate Incident Command System section leader (planning or finance) or unit (e.g. time unit, resource unit) once the section/unit is established.

F. Special consideration must be given by the appropriate agency to those facilities which are critical to the municipality.

G. In the event of a major disaster, the Mayor may declare a local emergency (Annex B Attachment 3 sample). Such a declaration will invoke necessary portions of this

plan and will permit the City to take such actions as may be required to protect lives, property and the environment. In addition, any or all parts of the plan may be implemented whenever it is deemed necessary in order to provide for public safety.

H. In situations that require a large response of personnel and equipment, the Incident Commander shall be responsible for establishing necessary staging areas to accommodate and coordinate responding personnel. Generally, staging areas shall not be in the immediate area of the incident, but in the general area adjacent to the scene. Staging areas should be designated by function, (i.e., police, fire, EMS, etc.) Open areas such as parking lots with well-connected routes to the incident scene are desirable. The primary staging area for incidents within the City of Marshall shall be the MERIT Center if the aforementioned criteria are met.

IX. STATE AND FEDERAL SUPPORT
A. General

The City Emergency Management Director or designee will be responsible for assisting the City in obtaining any state or federal government resources that may be needed as a result of a disaster. In carrying out this responsibility, the Director will contact the Lyon County Emergency Manager who will contact the Minnesota Homeland Security and Emergency Management (HSEM) Regional Program Coordinator for the city. The Regional Coordinator can provide technical information and assistance, if requested.

If City of Marshall resources have been exhausted, the Mayor or Mayor Pro-Tem shall make a request to the Lyon County Emergency Manager who, in turn, will evaluate the County's resources and will honor the request or request State aid. The request for City assistance will be to the State Emergency Operation Center (EOC). Requests for activation of the National Guard shall be submitted to the Lyon County Sheriff, through the Lyon County Emergency Manager for natural or man-made disaster events, who will forward the request to the State Duty Officer.

B. Emergency Assistance

1. In the event of a major emergency/disaster which exceeds the resources and capabilities of City and County government and which requires immediate state and/or federal assistance, state or federal support may be obtained by contacting the Lyon County Emergency Manager at 507-929-6615(direct) or 507-537-7000 (dispatch), who in turn will forward the request to the State Duty Officer at 800-422-0798.

2. For hazardous materials incidents within City limits, assistance may be requested from the Southwest Minnesota Chemical Assessment Team (SW MN CAT) by contacting the Lyon County Sheriff's office at 507-537-7000.

3. State Assistance for Hazardous Materials Incidents (beyond the capability of the SWMN CAT) – Support from the Minnesota National Guard 55th Civil Support Team (MNG CST), MN State Hazardous Materials Chemical

Assessment and Emergency Response Team(s) can be accessed through the State Duty Officer at 800-422-0798.

    a.   When a natural disaster or other major emergency is beyond the capability or resources of local government, support from the National Guard may be available. Only the Governor, as Commander-in-Chief of the Minnesota National Guard, has the authority to activate the Guard and also to open the Armory in the City of Marshall for utilization. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies:

        1.   National Guard assistance will complement, and shall not be a substitute for County and/or City participation in emergency operations. National Guard must be requested by the Sheriff via the State Duty Officer.

        2.   If made available, National Guard personnel shall remain under military command at all times, but will support and assist County and/or City forces in the accomplishment of a specific task or tasks.

X.   PLAN UPDATING AND DISTRIBUTION

    A.   For the purpose of this plan, the Emergency Management Director shall serve as the Planning Coordinator. The Director will have overall authority and responsibility for the maintenance of this plan. In the absence of the Emergency Management Director, a member of the Marshall Police Department will be designated as the Emergency Management Coordinator and will assume this responsibility.

    B.   This plan will be reviewed and updated as necessary, but at least once annually. The Emergency Management Director will be responsible for ensuring that this updating occurs. In order to carry out this task, the Director will request cooperation from City staff.

    C.   This plan will be distributed to all City government departments and agencies which have emergency assignments in the event of a major disaster in the City. The Emergency Management Director shall maintain a plan distribution list.
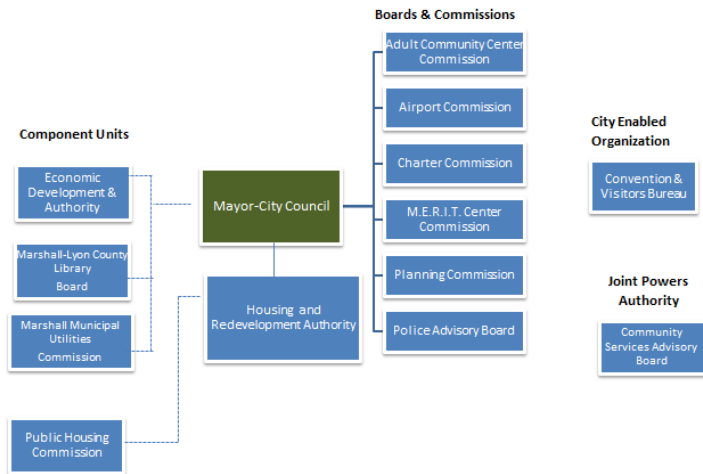
XI.   ATTACHMENTS

    1.   City Organizational Structure and Interrelationships
    2.   Emergency Responsibility Assignments

CITY OF MARSHALL – DIVISION STRUCTURE

CITY OF MARSHALL

Component Units

- Economic Development & Authority
- Marshall-Lyon County Library Board
- Marshall Municipal Utilities Commission
- Public Housing Commission

Mayor-City Council

Housing and Redevelopment Authority

Boards & Commissions

- Adult Community Center Commission
- Airport Commission
- Charter Commission
- M.E.R.I.T. Center Commission
- Planning Commission
- Police Advisory Board

City Enabled Organization

- Convention & Visitors Bureau

Joint Powers Authority

- Community Services Advisory Board

05/16/2014

ADMINISTRATION

Administration	HRA
Assessing	Human Resources
Community Development	Legal
Data Processing	Liquor Store
Duplication	Mayor/City Council
EDA	Motor Pool
Finance/Clerk/Treasurer	Safety
	Transit (Contract Services)

COMMUNITY SERVICE

Adult Community Center	Ice Arena
Aquatic Center	Municipal Band
Community Education	Park Development
Community Recreation	Public Access Cable
Community Services Admin.	Youth Development
Driver's Education	

PUBLIC SAFETY

Animal Control	Fire
Chemical Assessment Team	M.E.R.I.T.
Emergency Management	Police

PUBLIC WORKS

Airport	Planning & Zoning
Building Inspection	Public Ways
Engineering	Street Maintenance
Municipal Building Maint.	Street Lighting
Park Maintenance	Wastewater
	Surface Water Mgt.

EMERGENCY RESPONSIBILITY ASSIGNMENTS
Code: P = Primary   C = Coordinate S = Support

BASIC PLAN   ATTACHMENT 2

Function	Responsible Agency	Code	Remarks
Warning and Notification	Lyon County Sheriff Marshall Police Department Marshall Fire Department	P C S	Radio Notifications, warning siren activation
Direction and Control	Director of Public Safety City Administrator	P S	Staff Support
Public Information	City Administrator HR Coordinator Mayor Mayor Pro-tem Director of Public Safety Media Communications Specialist	P C S S S S	Public Information announcements; press releases; news conference.
Law Enforcement	Marshall Police Department Lyon County Sheriff Mutual Aid Agencies State Agencies Federal Agencies Marshall Fire Department SWMN CAT State Patrol	P S S S S S S S	
Search and Rescue	Marshall Fire Department Marshall Police Department Lyon County Sheriff Marshall Public Works Mutual Aid Agencies North Memorial Ambulance SWMN CAT State Patrol Marshall Community Services	P C S S S S S S S	
Health and Medical	North Memorial Ambulance Marshall Fire Department Southwest Health & Human Services Regional Healthcare Coalition Mutual Aid Agencies American Red Cross Avera Marshal Regional Medical Ctr EMSRB MDH Schools	P S S S S S S S S S	Emergency Medical Shelters
Evacuation, Traffic Control and Security	Marshall Police Department Lyon County Sheriff Marshall Fire Department UCAP/Southwest Coaches Marshall North Memorial Ambulance Public Works Schools Minnesota State Patrol SMSU Public Safety	P S S S S S S S S	Buses for transportation Ambulances
Fire Protection	Marshall Fire Department Mutual Aid Agencies	P S	Mutual Aid

EMERGENCY RESPONSIBILITY ASSIGNMENTS
Code: P = Primary   C = Coordinate S = Support

Function	Responsible Agency	Code	Remarks
	Marshall Municipal Utilities	S	Water Supply
Damage Assessment	City Assessor Building Officials City Engineering Police Department American Red Cross Marshall Community Services Region V Emergency Managers	P S S S S S S	
Congregate Care	American Red Cross Animal Control Officers Marshall Community Services MNVOAD Police Department Salvation Army Schools Southwest Health & Human Services Marshall Area Churches Southwest Minnesota State University	P S S S S S S S S S	
Debris Clearance	Marshall Public Works & Parks Dept. Marshall Municipal Utilities Lyon County Highway Private Contractors SWMN CAT MPCA	P C S S S S	Check for hazardous materials
Utility Restoration	Marshall Public Works Marshall Municipal Utilities MnWARN Spectrum Communications Centurylink Communications Vast Broadband Great Plains Natural Gas	P C S S S S S	Minnesota Water Agency Response Network
Radiological and Hazardous Materials Response	Marshall Fire Department SWMN CAT MPCA Avera Marshall Hospital Fire/Mutual Aid Local Public Health MNG - 55th CST	P C C or S S S S S	MPCA roles Support = public safety efforts Coordinate = recovery efforts
Mortuary/Mass Casualty	North Memorial Ambulance Funeral Dir. Mass Fatality Response Red Cross State Mortuary Association Western Mental Health Critical Incident Stress Management	P P C S S S	
Terrorism/WMD	Director of Public Safety – EM Dir. Marshall Police Department Coroner MPCA Marshall Community Services EMS Lyon County GIS	P C S S S S S	

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary   C = Coordinate S = Support

	Marshall Fire Department	**S**	
	Public Works Department	**S**	
	American Red Cross	**S**	

WARNING AND NOTIFICATION

STANDARD OPERATING GUIDELINES

ATTACHMENTS 1 – 6

I.   PURPOSE

Provide an overview of the responsibilities and the procedures whereby the notification of key city officials and the warning of the general public are accomplished.

II.   RESPONSIBILITIES

A.   The Lyon County Sheriff's Department is the Warning Point for Lyon County and the City of Marshall. The Warning Point is responsible for relaying warnings to the Marshall Police Department.

The Marshall Police Department is responsible for:

1.   Notifying key City government officials if appropriate
2.   Key facilities, institutions and major businesses within the City will receive warning via sirens, CodeRED and NOAA weather radio.

III.   OPERATING PROCEDURES

A.   Upon being notified of a warning, the Marshall Police Department/City Warning Official is responsible for:

1.   Notifying key City government and private organization officials, as appropriate.
2.   Request activation of IPAWS, CodeRED and outdoor warning sirens if appropriate.
3.   Notifying local media such as Marshall Radio, Studio 1 TV, digital signage and Social Media if appropriate.

B.   Functional and Access Needs individuals may receive warning by specialized accessible devices, television, closed captioning, sirens, radio and social media.

C.   For a hazardous materials warning generated within a city assure that the Marshall Fire Department has been notified.

1.   Facilities in the respective city that are required by either local, state or federal regulation to have a facility plan and identify in that plan the proper procedure for notification to the public. This is generally through the local 911 system.

2.   Whenever mass evacuation is necessary for an area:

a.   Obtain accurate description of area to be evacuated and if appropriate, evacuation routes.
b.   Report conditions to Lyon County Dispatcher (Warning Point) and consider utilizing outdoor siren PA system for the affected area.
c.   Request Lyon County Emergency Manager to notify the National Weather Service and request information be transmitted over NOAA weather radio using tone alert.

d. Notify key government officials (per local city SOG).
e. Notify affected private and/or public facilities (schools, industries, hospitals, nursing homes, etc.) through CodeRED and local media.
f. Notify the Lyon County Emergency Manager (this can be done through the Lyon County Warning Point).
g. Those portions of jurisdictions without public warning systems may rely on the media, social media, CodeRED, or mobile public address systems operated by public safety personnel to receive disaster warnings.

3. All other emergencies:

a. Contact responsible local government official who will advise action to be taken.
b. Succession of responsibility is Local Emergency Management Director, local ranking police supervisor, and local ranking patrol officer.

IV. ORGANIZATION

The City of Marshall Warning Point is the Law Enforcement Center.

| Lyon County Sheriff's Office / Emergency Manager | → | City of Marshall Police Department | → | Outdoor Warning Sirens |

V. SUPPORT DOCUMENTS

A. The Marshall Notification and Warning Standard Operating Guidelines details the specific notification and warning procedures to be followed by the City Warning Point.

This Standard Operating Guideline (SOG) is intended to provide specific guidance for the proper receipt and dissemination of disaster notifications and warnings.

I. General

   A. The Minnesota State Patrol and National Weather Service is responsible for disseminating all watches and warnings to Lyon County.

   B. The City of Marshall Warning Officer is the Marshall City Police Department Shift Supervisor.

   C. The Marshall Warning Point is the Lyon County Sheriff's Dispatch Center.

   D. As backup, warning sirens can be activated at the Marshall Fire Department.

II. Actions to be taken by the Police Shift Supervisor when there is an immediate threat to life:

   A. Weather Emergency

      1. Warning received from the Lyon County Dispatch Center:

         a. Acknowledge receipt of the notification to Dispatch.
         b. Notify key City staff members by appropriate means.
         c. Notify the City Emergency Management Director.

   B. Hazardous Materials Incident or Nuclear Attack

      In the event of a release of hazardous materials, notification to persons designated in the emergency plan and to the public that a release has occurred will be conducted consistently with the emergency notification requirements of SARA Title III, Section 304.

      For a hazardous materials accident/incident involving the city the following actions should be taken:

      1. Notify the State Duty Officer: 1-800-422-0798
      2. Obtain an accurate description of area to be warned/evacuated and if appropriate, evacuation route(s).
      3. Report conditions to Lyon County Sheriff's Dispatch Center (Warning Point) and consider activating the outdoor warning system for the affected area, including PA message if practical.
      4. See Hazardous Materials Notification list (see Annex A Attachment 2).
      5. Assistance may be requested from the Southwest Minnesota Chemical Assessment Team (SWMN CAT) by contacting the Lyon County Sheriff's office.

6.   State Assistance for Hazardous Materials Incidents (beyond the capability of the SWMN CAT) –can be accessed through the State Duty Officer at 800-422-0798.

7.   Federal Assistance (Hazardous Materials Incidents) – Federal assistance can be accessed through the State Duty Officer at 800-422-0798. This request to the State Duty Officer must be submitted by the Lyon County Emergency Manager.

C.   All other emergencies.

1.   Contact the Marshall City Administrator who will advise actions to be taken.
2.   Succession of responsibility is the Director of Public Safety or designee.

III.   Actions to be taken by the City Warning Officer for situations not involving an immediate threat to public safety:

A.   Contact other appropriate local government official, for instructions.

B.   Notify Lyon County Emergency Manager of the situation.

C.   Consider use of CodeRED for Public Information/Warning.

IV.   Testing Procedures
State policy requires that the state, counties, and municipalities test their public warning systems at 1300 hours (1:00 p.m.) the first Wednesday of each month.

A.   Be prepared to receive and acknowledge the TEST warning from the Lyon County Warning Point.

B.   Test outdoor warning sirens as delineated in municipal warning point SOG.

V.   Attachments:

1.   Emergency Notifications Checklist
2.   SARA Title III Hazardous Material Incident Notification List
3.   Hazardous Materials Incident Report
4.   Weather Emergency Procedures
5.   Diagram of Marshall's Warning System
6.   City of Marshall's Siren Coverage Locations and Map

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Key Action Checklist – EMERGENCY NOTIFICATIONS

Emergency notifications are crucial to alert key personnel to critical events. Generally, the Emergency Management Director and the Police Department are responsible for this in the City of Marshall.   The following tasks represent a checklist of these notifications and should be considered in an emergency or disaster situation.

    1.   Advise the following of the event and what steps have been taken:

        a.   City Emergency Management Director or designee, if not already activated.
        b.   City Administrator and Key EOC Personnel.
        c.   Mayor and appropriate City elected officials.
        d.   Lyon County Emergency Manager.

    2.   Ensure that all present in the municipal EOC have communications both to staff at their department offices and their staff at the incident.

    3.   Establish communications with the Command Post, if established.

For all Response Level incidents, the following agencies are to be contacted:

    State Duty Officer: 800-422-0798*
    CHEMTREC: 800-424-9300
    National Response Center: 800-424-8802 or 202-426-2675 or 202-267-2675
    Army National Guard 55th Civil Support Team*

* The State Duty Officer is responsible for notifying all appropriate State and Federal agencies, therefore, it is essential to keep the State Duty Officer aware of the situation, should it escalate.

SARA TITLE III HAZARDOUS MATERIALS INCIDENT

NOTIFICATION LIST

I.   NOTIFICATIONS AND WARNINGS BY FACILITIES

    A.   Notifications

        Facilities in Marshall are responsible for making the following notifications, in the order listed, in the event of an accidental release which is subject to the reporting requirements of Section 304:

        1.   Local officials (911).
        2.   State Emergency Number/State Duty Officer 800-422-0798
        3.   National Response Center 800-424-8802

    B.   Warnings

        Facilities in Marshall have warning systems in place which they will activate to alert their personnel in the event of an emergency release of hazardous materials.

II.   NOTIFICATIONS BY THE COUNTY WARNING POINT

    A.   Key Officials

    B.   State Emergency Number/State Duty Officer 800-422-0798

    C.   "Facilities that may contribute to additional risk" and "facilities at risk" would be Boulder Creek, Boulder Estates, Government Center, Heritage Point Senior Living and the Law Enforcement Center.

HAZARDOUS MATERIALS INCIDENT REPORT

DATE_____   TIME_____   AM/PM

CONTACT INFORMATION

Caller's Name: _____

Firm/Agency: _____   Address: _____

City: _____   County: _____   State: _____   Zip: _____

Phone: (Day) _____   (Evening) _____

RESPONSIBLE PARTY

Contact Person: _____

Firm/Agency: _____   Address: _____

City: _____   County: _____   State: _____   Zip: _____

Phone: (Day) _____   (Evening) _____

INCIDENT SPECIFICS

Date and Time of Incident: _____

Location of incident (street, city, county): _____

_____

Material(s) and quantity: _____

_____

Is released material near surface water?   Yes   No   Specify _____

Has the released material been contained?   Yes   No   Specify _____

Evacuation: No   Yes   Pending   Number of people _____

Material released to: Air   Water   Soil   Asphalt/Concrete

Other (specify) _____

General description of area affected: Urban   Rural   Residential

Industrial   Commercial

For fixed facilities, has the material escaped from the facility or facility property?

Yes   No   Unknown

DESCRIPTION OF INCIDENT
(Circle as appropriate, AND describe below.)

Spill / Equip. Malfunct. / Air Release / Dumping / Sewage Bypass / Complaint

_____

_____

_____

IS THIS A BUSINESS OR GOVERNMENT <u>FACILITY</u> REPORTING IN COMPLIANCE WITH SARA TITLE III, SECTION 304?   Yes   No   Unknown

I.   WEATHER EMERGENCY PROCEDURES

Tornado Watch

When the National Weather Service (NWS) issues a **Tornado Watch**, it usually covers a large portion of Minnesota and parts of South Dakota and Iowa. This region has the potential for tornado activities. This means that the atmospheric conditions are conducive for stronger thunderstorms, which may have a history of producing tornadoes.
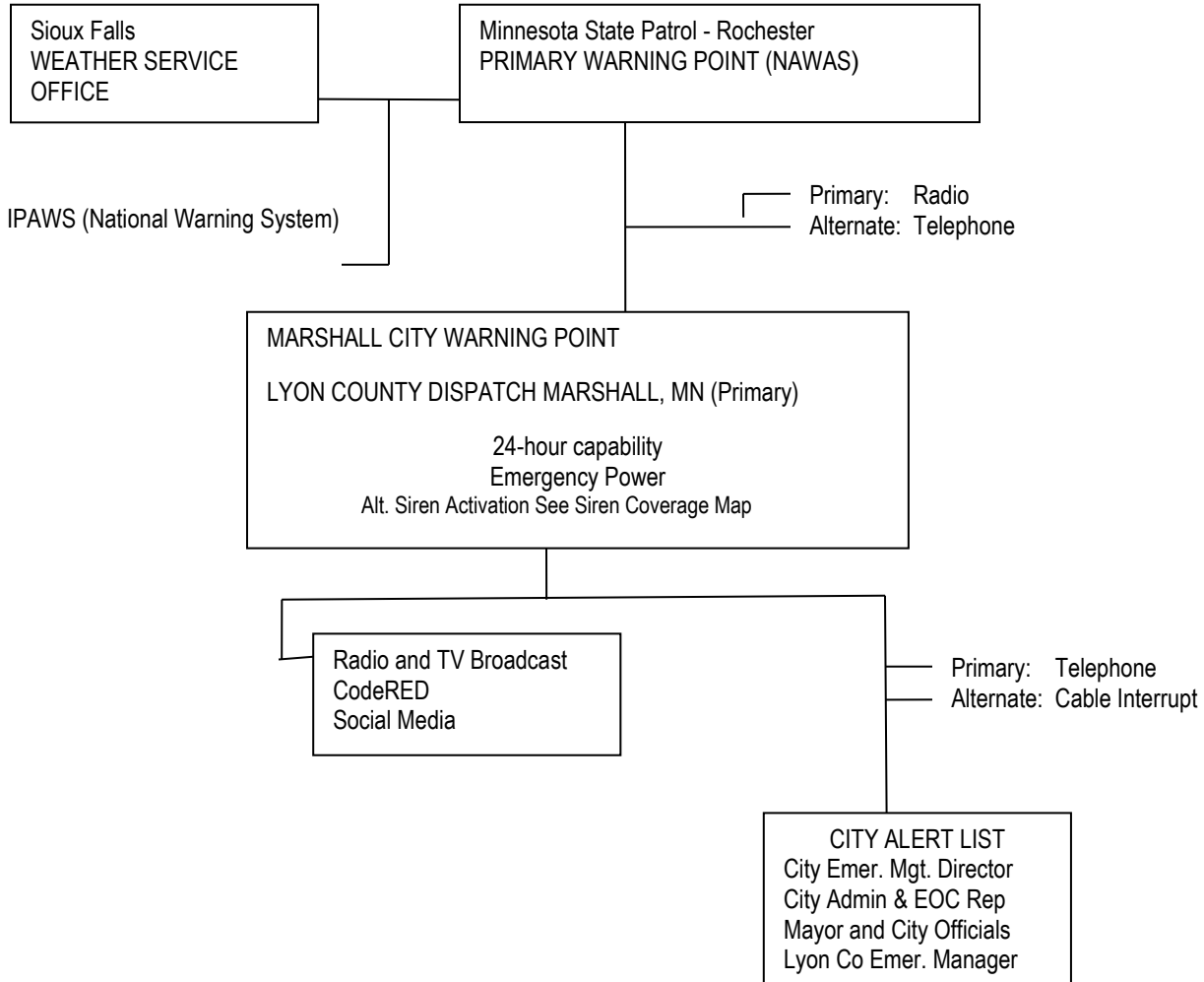
Severe Thunderstorm Warning

When the National Weather Service (NWS) issues a **Severe Thunderstorm Warning**, a cell of severe weather has developed in portions of Minnesota, South Dakota and Iowa. The warning will always identify specific counties within this warning area. Strong winds, hail, and lightning strikes may occur within these storms, affecting the safety of the general public and property. Lyon County experiences more tornadoes during Severe Thunderstorm Warnings than during Tornado Watches.

Tornado Warning

When the National Weather Service (NWS) issues a **Tornado Warning**, specific areas are identified in the statement. If a funnel cloud, straight lines winds, or touch down has occurred or the potential for one has been established, a warning will be issued.

NOTE: Sirens will sound in Marshall if NWS issues a Tornado Warning that includes Marshall or winds over 60 miles per hour when accompanied by a Severe Thunderstorm.

DIAGRAM OF MARSHALL'S CITY WARNING SYSTEM

```
┌─────────────────────┐      ┌─────────────────────────────────┐
│ Sioux Falls         │      │ Minnesota State Patrol - Rochester│
│ WEATHER SERVICE     │      │ PRIMARY WARNING POINT (NAWAS)    │
│ OFFICE              │      │                                  │
└─────────────────────┘      └─────────────────────────────────┘
```

IPAWS (National Warning System)

Primary: Radio
Alternate: Telephone

```
┌──────────────────────────────────────────────────────┐
│ MARSHALL CITY WARNING POINT                           │
│                                                        │
│ LYON COUNTY DISPATCH MARSHALL, MN (Primary)           │
│                                                        │
│            24-hour capability                          │
│            Emergency Power                             │
│      Alt. Siren Activation See Siren Coverage Map     │
└──────────────────────────────────────────────────────┘
```

```
┌─────────────────────┐
│ Radio and TV Broadcast│
│ CodeRED             │
│ Social Media        │
└─────────────────────┘
```

Primary: Telephone
Alternate: Cable Interrupt

```
┌─────────────────────────┐
│      CITY ALERT LIST    │
│ City Emer. Mgt. Director │
│ City Admin & EOC Rep     │
│ Mayor and City Officials │
│ Lyon Co Emer. Manager    │
└─────────────────────────┘
```
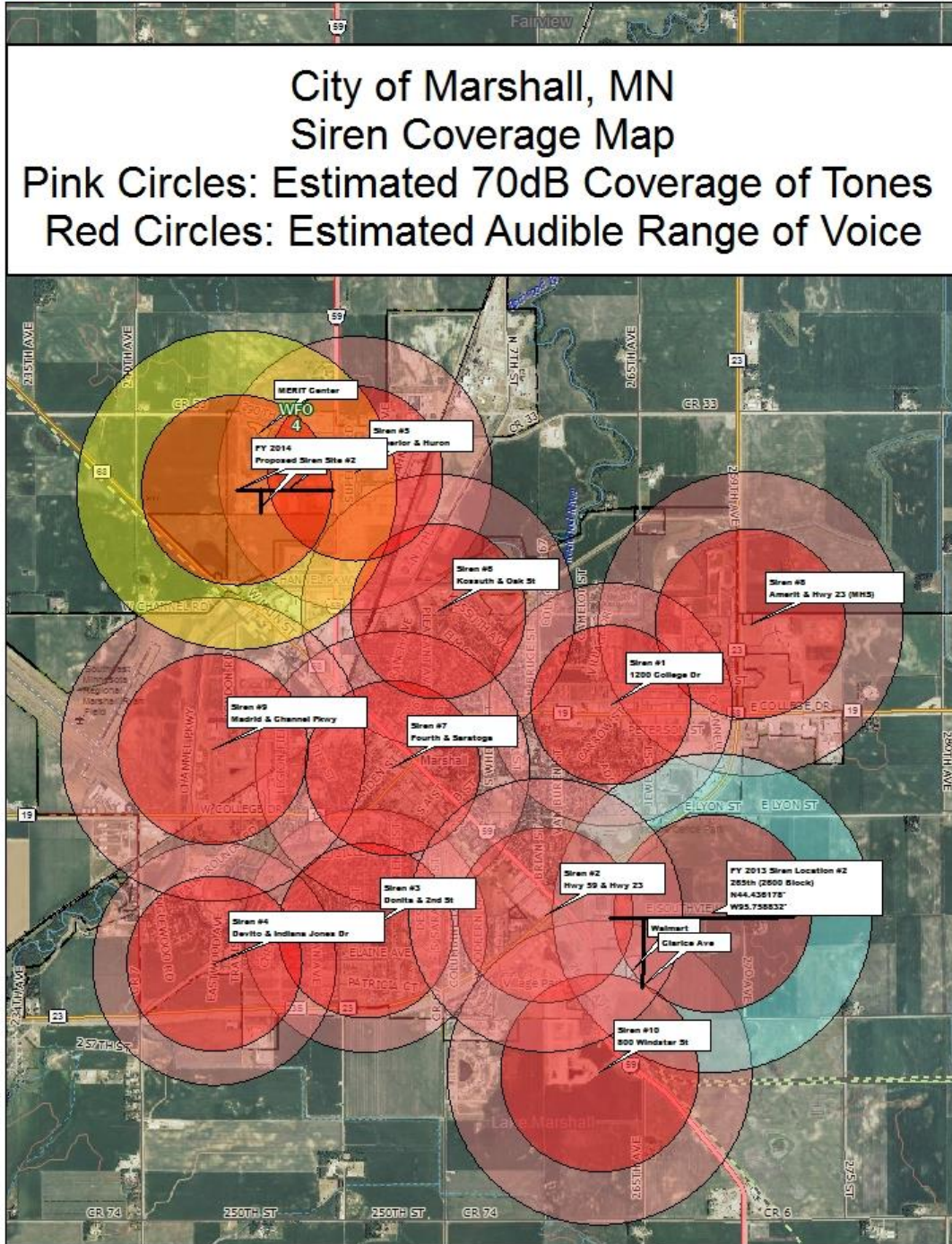
Sirens locations in Marshall

1: 1200 College Drive
     N 44* 27.073
     W 95* 46.145

2: 59 & 23
     N 44* 26.165
     W 95* 46.540

3: Donita & 2nd St.
     N 44* 26.096
     W 95* 47.630

4: Devito & Indiana Jones Dr.
     N 44* 25.953
     W 95* 48.544

5. Superior & Huron
     N 44* 28.073
     W 95* 47.692

6. Kossuth & Oak St.
     N 44* 27.477
     W 95* 47.190

7. Fourth & Saratoga St.
     N 44* 26.798
     W 95* 47.466

8. Tiger Drive & Hwy 23
     N 44* 27.442
     W 95* 45.290

9. Madrid & Channel Parkway
     N44* 26.880
     W95* 48.555

10. Windstar Park
     N44* 25.480
     W95* 46.212
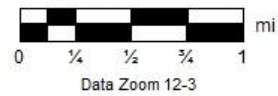
11. 2600 Block of 265th St
     N44.436178
     W95.758832

MARSHALL'S SIREN COVERAGE MAP
(Siren with yellow slated for install 2015)

City of Marshall, MN
Siren Coverage Map
Pink Circles: Estimated 70dB Coverage of Tones
Red Circles: Estimated Audible Range of Voice

DIRECTION AND CONTROL

ATTACHMENTS 1 - 22

I. PURPOSE

To describe how direction and control of the City of Marshall response to an emergency, disaster, or major incident will be accomplished.   The City of Marshall provides emergency management services to its citizens.   These types of events are fluid, dynamic events and no plan will perfectly address every potential issue that will arise, but this plan will provide a general guide for the City of Marshall's emergency response.

II. NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

By order of Homeland Security Presidential Directive HSPD-5, the Governor of MN Executive Order 05-02, and the City of Marshall Resolution # 3315 the National Incident Management System (NIMS) has been designated as the basis for all incident management.

III. RESPONSIBILITIES

A. *Mayor*:   The Mayor, or chief elected municipal official present, shall be the presiding officer of the Council and shall be recognized for all ceremonial purposes. In time of public danger or emergency, they may, with the consent of the council, take command of the police, maintain order and enforce the law. The Mayor holds other duties as assigned in the City Charter.

   1. Mayor
   2. Mayor-Pro tem
   3. Most senior council member present

B. *City Administrator*:   The City Administrator, under the legislative direction of Mayor and City Council as defined by the City Charter, serves as the Chief Administrative Officer of the City including overall management and control of City government resources involved in the response to an emergency, disaster, or major incident. The line of succession to the City Administrator is:

   1. City Administrator
   2. Senior Division Head
   3. Senior Department Head

C. *City Emergency Management Director/Director of Public Safety*:   The City Emergency Management Director will serve in a staff capacity to the City Administrator and will coordinate all aspects of the plan.   The City Emergency Management Director will serve as liaison with County as well as State agencies for Emergency Management and Public Safety incidents and issues.   The line of succession to the City Emergency Management Director is:

   1. City Emergency Management Director/Director of Public Safety
   2. Highest ranking Police Personnel, certified in Emergency Management
   3. Highest ranking Police Personnel, not certified in Emergency Management
   4. Certified Emergency Manager on City Staff

IV.   CITY OF MARSHALL EMERGENCY OPERATION CENTER (EOC)

Direction and control of response to an emergency, disaster, or major incident, may take place in the City Emergency Operations Center (EOC). The primary EOC for the City of Marshall could also be the EOC for Lyon County and is located in the MERIT Center, 1001 West Erie Road, Marshall. The Marshall Fire Station at 201 E. Saratoga Street will serve as the alternate EOC as deemed appropriate. The Director of Public Safety may designate an alternate location for the EOC as the situation dictates. The Director of Public Safety shall be responsible for notifying all appropriate responders in the event of a change in the EOC.

A.   *Criteria for EOC Activation*: The degree of the Marshall EOC activation will be determined by the severity of the emergency, disaster, or major incident. It may be partially or totally activated. In the event of a major emergency, disaster or incident, EOC personnel would be expected to automatically report to the EOC. However, the Emergency Management Director or designee is responsible for ensuring that the EOC is activated appropriately.

B.   *Staffing of the EOC*: Each department/agency assigned an emergency function represented in the EOC is responsible for ensuring that its representative responds and is familiar with the duties which they are expected to perform at the EOC. They are also responsible for activation of their support staff and any additional specialty equipment they may require.

The City will establish communications with the on-scene command post. The Incident Commander (IC) will be responsible for coordinating the activities at the scene.

Key Action Checklists for each EOC position are attached.

C.   *Security*: When the decision is made to activate the EOC, the on-duty police supervisor or their designee will immediately assess the need for security and assign personnel as needed.

V.   COUNTY/STATE INITIAL RESPONSE

A.   If City resources become exhausted or if special resources are required, request county assistance through the Lyon County Emergency Manager.

B.   If assistance is requested, the Lyon County Emergency Manager assists with assessing the situation and makes recommendations.

C.   The County may do the following (to the extent appropriate):

1.   Activate the County EOC.
2.   Implement the County EOP.
3.   Respond with county resources as requested.

4. Activate mutual aid agreements.
5. Coordinate County resources with City resources.
6. Notify the Minnesota Homeland Security and Emergency Management (HSEM) Regional Coordinator.
7. Assist municipality with prioritizing and allocating resources.

D. If the City and County resources are exhausted, the Lyon County Emergency Manager can request regional or state assistance through the State Duty Officer.

E. If state assistance is requested, the Lyon County Emergency Manager will assess the event and recommend which personnel, services and equipment shall be made available for response, mitigation or recovery.

VI. <u>VOLUNTEERS</u>

Volunteers must be registered. All volunteers must sign a waiver before working on behalf of the City of Marshall and work under the direction and supervision of the Operations Chief or his or her designee.

Before leaving, volunteers must return equipment given them by their leaders. Volunteers also must check out before leaving the scene and should acknowledge any injuries or potential injuries that occurred during the performance of their volunteer duties. If a volunteer reports an injury or potential injury, they are treated as an employee of the City of Marshall and regular procedures shall be followed regarding injured employees. See Attachment 22A for details on worker's compensation for volunteers.

VII. ATTACHMENTS

1. ICS Organizational Components
2. EOC/Command Post Staffing
3. Key Action Checklist – MAYOR
4. Key Action Checklist – COMMAND / EMERGENCY MANAGER
5. Key Action Checklist – LOGISTICS / EMERGENCY MANAGER
6. Key Action Checklist – FINANCE DIRECTOR/CITY CLERK
7. Key Action Checklist – PUBLIC WORKS
8. Key Action Checklist – LAW ENFORCEMENT
9. Key Action Checklist – PUBLIC INFORMATION OFFICER
10. Key Action Checklist – FIRE SERVICES
11. Key Action Checklist – C.A.T. (HAZMAT)
12. Key Action Checklist – INFORMATION TECHNOLOGY
13. Key Action Checklist – DAMAGE ASSESSMENT
14. Key Action Checklist – HUMAN SERVICES
15. Key Action Checklist – EMERGENCY MEDICAL SERVICES
16. Key Action Checklist – EMERGENCY NOTIFICATIONS
17. Radio Fleet Map
18. Command Positions Checklists
    A. Incident Commander Checklist

For additional federal forms, visit the following website:

http://training.fema.gov/EMIWeb/is/ICSResource/PositionChecklists.htm

http://training.fema.gov/EMIWeb/is/ICSResource/icsforms.htm

[Return to Table of Contents](#)

ANNEX B   ATTACHMENT 1

ICS/NIMS ORGANIZATIONAL COMPONENTS

```
                          ┌─────────────────────┐
                          │  Incident Commander │
                          └─────────────────────┘
              ┌──────────────────────┐     ┌──────────────┐
              │  Public Information   │     │   Liaison    │
              │      Officer          │     │   Officer    │
              └──────────────────────┘     └──────────────┘
              ┌──────────────────────┐
              │      Safety           │
              │      Officer          │
              └──────────────────────┘
```

Operations Section	Planning Section	Logistics Section	Finance/Admin. Section

Operations Section
- Branches
- Air Ops Branch
  - Divisions
  - Groups
    - Strike Team
    - Task Force
    - Single Resource

Planning Section
- Resources Unit
- Demob. Unit
- Situation Unit
- Doc. Unit

Logistics Section
- Service Branch
  - Commun. Unit
  - Medical Unit
  - Food Unit
- Support Branch
  - Supply Unit
  - Facilities Unit
  - Ground Support Unit

Finance/Admin. Section
- Time Unit
- Compensation Claims Unit
- Procurement Unit
- Cost Unit

Emergency Operation Center (EOC) Potential Staffing

**Command	EOC Manager**	--	**Emergency Manager**
Logistics	--	**Emergency Manager**
Finance	--	**Finance Director/City Clerk**
Planning	--	**Public Works**
Operations	--	**Law Enforcement/Fire Dept.**
Public Information Officer (PIO)	--	**City Administrator/Mayor**
Liaison Officer	--	**Lyon County Emergency Manager**
Safety Officer	--	**Safety Officer from Fire/CAT**
Information Technology Support	--	**MMU Information Technology Specialist** **Computer Man, Inc.** **SWHHS Information Technology** **Media Communications Specialist**
Damage Assessment	--	**Assessor's Office/Operations Section**
Congregate Care/Sheltering	--	**Community Services/Red Cross**
Staging	--	**Fire/EMS/Public Works**

COMMAND POST (CP) staffing

Exists at the base or nearby of operations and typically involves one to four subject experts possibly including fire, law enforcement, communications, liaison, damage assessment, etc.

Support personnel - both are dependent on incident and location

ANNEX B   ATTACHMENT 3

Key Action Checklist – MAYOR

The Mayor, or chief elected municipal official present, shall be the presiding officer of the Council and shall be recognized for all ceremonial purposes. In time of public danger or emergency, they may, with the consent of the council, take command of the police, maintain order and enforce the law.   The Mayor holds other duties as assigned in the City Charter.

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

A.   Ensure that the City Emergency Management Director or designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).

B.   Report to the EOC/CP.

C.   Consult with City Administrator who serves as Public Information Officer to determine appropriate actions related to Public Information. May serve as spokesperson in certain situations.

D.   Consult with City Administrator to determine if any communication and/or convening of the City Council is appropriate or necessary.

E.   Be ready to issue a declaration of local emergency. (Minnesota Statutes 12.29) Sample declaration is on the next page.

F.   In consultation with the City Administrator, City Emergency Management Director/Coordinator and Lyon County Emergency Manager to determine whether or not county, state or federal assistance should be requested.

Sample local emergency declaration:

City of Marshall
344 West Main Street
Marshall, MN 56258
Phone: 507-537-6760
Fax: 507-537-6763

LOCAL DECLARATION OF A STATE OF EMERGENCY

WHEREAS the City of Marshall, Minnesota, has potential for sustaining severe flooding and losses of a major portion of residential and commercial property on September 24, 2010; and

WHEREAS the City of Marshall is a public entity within the State of Minnesota; and

WHEREAS the following conditions exist in the City of Marshall: Flood waters are rising and approaching residential and commercial properties.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor of Marshall, acting on behalf of and for the City of Marshall, declares that a state of emergency exists within the City of Marshall, with all the powers and responsibilities attending thereto as providing by Chapter 12, Minnesota Statues.

Robert Byrnes
Mayor
City of Marshall, MN

ANNEX B   ATTACHMENT 4

Key Action Checklist – COMMAND / EMERGENCY MANAGER

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

A.   Ensure that the designated person has activated/is activating the Emergency Operations Center (EOC) or Command Post (CP).

B.   Report to the EOC/CP.

C.   Ensure that adequate resources are available or being brought in for the emergency operations personnel to have an appropriate response.

D.   Ensure that the Public Information Officer is available and coordinate with them on communications.

E.   Ensure that the Director of Public Works/City Engineer, or designated person, provides initial road clearance or debris removal, or other assistance as deemed necessary.

F.   Ensure that initial damage assessment be completed if appropriate.

H.   Ensure that what is needed to support the emergency operation personnel is coming in, including water, food, waste management, computers, etc.

I.   In consultation with the Finance Director/City Clerk, assure that expedited financial protocols are in place with adequate financial records being kept.

NOTE: Mayor emergency declaration = 72 hours. Council must approve beyond this timeframe.

ANNEX B   ATTACHMENT 5

Key Action Checklist – LOGISTICS / EMERGENCY MANAGER

The City EOC Manager or Emergency Management Director designates this position as the person responsible for resources needed for the operational period. The following represents a checklist of actions to be considered for this type of event:

A.   Ensure that City officials and the Lyon County Emergency Manager have been notified, and other appropriate notifications are made.

B.   Report to the City EOC/CP.

C.   Activate the City EOC/CP, if not already done. Make sure that it is fully operational and that the EOC staff has reported/are reporting to it.

D.   Ensure adequate response.

E.   Evaluate available resources, including personnel, along with operations staff, and checking with EOC/CP staff. If determined necessary, take action to obtain the needed resources.

F.   Participate in regular briefings with EOC staff pertaining to the status of the situation. In particular the PIO needs to be given up-to-date information.

G.   Ensure that all division/department/agency heads have begun to keep separate and accurate records.

Key Action Checklist – FINANCE DIRECTOR/CITY CLERK

The Finance Director/City Clerk is responsible for assigned activities in the City of Marshall. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

A.   Report to the EOC/CP.

B.   Assure that adequate authority is given to permit acquisition of equipment and supplies needed to respond to a disaster.

C.   Assign Division/Department Heads an account number to which emergency expenditures may be charged or purchases made.

D.   Record all expenditures for City personnel, equipment, supplies, services, etc. and track resources being used.

E.   Contact the City's insurance providers.

F.   Reference Disaster Funding Summary on next page to aid in decisions for funding.

G.   Upon approval of the EOC Manager/Emergency Management Director, set a budget and ` present this information at each operational period briefing.

ANNEX B   <u>ATTACHMENT 7</u>

Key Action Checklist – PUBLIC WORKS

The Director of Public Works/City Engineer is responsible for public works activities under the planning section for the City of Marshall.   The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:

A.   Ensure that appropriate public works personnel have been alerted and that they report as the situation directs.

B.   Report to the City EOC/CP.

C.   Review the disaster situation with field personnel and report situations to the City Emergency Management Director.

D.   Maintain transportation routes.

E.   If necessary, coordinate flood fighting activities, including: sandbagging, emergency diking, pump operations and clearing blocked drains.

F.   Coordinate with law enforcement travel restrictions/road closures within the City.

G.   Assist with traffic control and access to the affected area.

H.   Assist with urban search and rescue and access to the affected areas as may be needed.

I.   Assist MMU with the shutoff of water and electrical services. Great Plains Natural Gas will shut off any gas that is needed.

J.   As necessary, establish a staging area for public works.

K.   Report public facility damage information to the Damage Assessment Team.

L.   If the County EOC is activated, establish and maintain contact with the County Public Works Director.

M.   Contact Minnesota Water/Wastewater Agency Response Network (MNWARN) if more resources are needed.

Key Action Checklist – LAW ENFORCEMENT

The Marshall Police Department has primary responsibility for law enforcement in the City of Marshall. The following tasks represent a checklist of actions this department should consider in an emergency or disaster situation:

A. Ensure that appropriate Police Department staff has been notified and that they report as the situation directs. Staffing considerations must include likely commitment of PD personnel as Emergency Manager.

B. Direct the designated Law Enforcement representative to report to the City EOC/CP.

C. If additional Law Enforcement personnel are necessary, area Law Enforcement with primary jurisdiction should be notified and then a secondary notification made to those who do not normally respond but will assist on a mutual-aid basis.

D. Secure the affected area and perform traffic and crowd control. If directed to do so and able to do so, provide security at EOC/CP.

E. Participate in warning the public as the situation warrants.

F. Determine the scope of the incident as it pertains to immediate road and travel conditions within the affected area, immediate casualties/destruction and whether the incident has the potential to expand and escalate.

G. Assume overall responsibility for evacuation of affected areas.

H. Report the above information to the appropriate Law Enforcement agencies.

I. If not already done, designate a CP and establish initial command until relieved. Unless Fire or Emergency Medical Services has already done it, establish a staging area in the Municipality.

ANNEX B   ATTACHMENT 9

Key Action Checklist – PUBLIC INFORMATION OFFICER

The City Administrator is responsible for information dissemination activities in the City of Marshall. The following tasks represent a checklist of actions that should be considered for the PIO in an emergency or disaster situation:

A.   The Public Information Officer (PIO), or their designee, will function as the primary point of contact for the news media and provide public information responses. The City Administrator shall consult with the Mayor to determine when the Mayor will make official statements or serve as a spokesman.

B.   Establish a news media briefing site. For a major event, the PIO will also establish a location where media can park and set up television crew vehicles and related equipment.

C.   Maintain communication with the EOC/CP in order to stay abreast of situations.

D.   If the situation escalates and the County EOC is activated, the City PIO will coordinate with the County PIO to prepare news releases.

E.   Conduct press tours of disaster areas as deemed appropriate within the City as the situation stabilizes.

F.   Assist the County in establishing a Joint Information Center if appropriate.

G.   Coordinate with the County to provide relevant, accurate and timely information.

H.   Issue protective action recommendations or public service announcements as directed by the EOC/CP.

NOTE: Reference Annex B Attachment 18F PIO Checklist and Annex C – Public Information

ANNEX B   ATTACHMENT 10

Key Action Checklist – FIRE SERVICES

The Marshall Fire Department is responsible for fire services in the City of Marshall. Marshall Fire also has overall responsibility for Hazmat Response in the City of Marshall.   The following is a checklist this department should consider in an emergency or disaster situation:

A.   Establish and/or respond to designated staging area, CP or City EOC in consultation with Dispatch or on-scene personnel.

B.   Rescue injured/trapped person(s).

C.   Extinguish any active fires.

D.   Assist Law Enforcement in warning the affected population.

E.   Assist City response by providing a Safety Officer if requested.

F.   Protect critical facilities and resources.

G.   Designate a person to record the arrival and deployment of emergency personnel and equipment.

H.   Assist Law Enforcement with evacuation, if needed.

I.   Assist the City's Public Works Department and utilities with shutting down gas and electric services, if necessary.

J.   Other responsibilities include:

1.   Assist with traffic control
2.   Assist with debris clearance.
3.   If the County EOC is activated, establish and maintain contact with the person representing fire services.
4.   If the C.A.T. is needed for a Level A response, provide support to the team.
5.   If additional assistance is needed, utilize mutual aid agreements with other fire departments.

ANNEX B   <u>ATTACHMENT 11</u>

Key Action Checklist – Chemical Assessment Team (CAT) - HAZMAT

The SWMN CAT is responsible for providing hazardous materials assessment and minor mitigation in the City of Marshall and elsewhere in the state. The CAT may have control of a "warm" or "hot" zone, but the senior Fire officer will have overall control of a HazMat event. The CAT may also be called to assist a general emergency response within the City of Marshall. The following is a checklist this department should consider in an emergency or disaster situation:

A.   Provide assessment of minor mitigation of any HazMat incident within the City of Marshall.

B.   If the event is a HazMat incident or involves hazardous materials establish and/or respond to designated staging area, CP or City EOC as directed by Dispatch or on-scene personnel.

C.   Develop and implement a long-term environmental decontamination plan in accordance with state and federal government agencies.

D.   Assist Law Enforcement or Fire Services, if needed.

E.   Designate a person (who may be someone other than a CAT member) to record the arrival and deployment of emergency personnel and equipment.

F.   If additional personnel are needed, advise logistics to contact the State Duty Officer to request an additional CAT.

G.   Team members may be asked to serve as Safety Officers for any type of emergency event in the City of Marshall.

ANNEX B   ATTACHMENT 12

Key Action Checklist – INFORMATION TECHNOLOGY

Information technology activities for the City of Marshall are provided by:
- Computer Man Inc. – 532-7562
- Lyon County IT – 532-1333
- State of Minnesota

The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation:
- Getting key computers online
- Restore network connectivity for the computers
- Help procure necessary equipment to restore access to key computing resources
- Install software if necessary
- Organize staff to assist others if necessary

Priority list would be:
- Law Enforcement Center
- Fire Department
- Marshall Municipal Utilities
- City Hall
- MERIT Center
- Other

Key Action Checklist – DAMAGE ASSESSMENT

The City Assessor is responsible for damage assessment activities in the City of Marshall. The following tasks represent a checklist of actions that should be considered in an emergency or disaster situation.

A.   Report to the City EOC/CP.

B.   Record initial information from first responders such as Law Enforcement, Public Works or Fire Services.

C.   Establish an initial damage assessment team, which can consist of the following, depending upon the scope of the damage and potential team member availability; City building officials, County Assessor, Regional Emergency Managers, trained American Red Cross disaster volunteers, Police/Fire personnel, MAAO (Minnesota Association of Assessing Officers) etc.

  1.   Within the first 2 – 4 hours assist Emergency Manager with preliminary Damage Survey Report (DSR) itemizing the following:
    a.   Number of fatalities.
    b.   Number of critical/minor injuries.
    c.   Number of homes/businesses damaged/destroyed.
    d.   Number of transformers/power or telephone lines, poles damaged.
    e.   Number of public facilities such as highways, roads, rail, etc. damaged.
    f.   Number of people who are homeless or in shelters.

  2.   Within 8 hours:
    a.   Update items a. – f. above.
    b.   Assist with another DSR, estimating total public and private damage.
    c.   Video tape and or take photos (digital) of major damage.

  3.   Within 24 hours:
    a.   Update items a. – f. above.
    b.   Assist with updating DSR.

D.   Provide damage assessment information to the appropriate City officials and the Lyon County Emergency Manager to assist in the preparation of the DSR.

E.   Plot damage assessment information on status boards in the City EOC and locate damage sites on maps in the EOC.

F.   Prepare reports for the Public Information Officer.

NOTE: Reference Annex H Damage Assessment and ICS form 209 Block 30

ANNEX B

Key Action Checklist – HUMAN SERVICES

The Director of Community Services or designee will serve as the Human Services Coordinator in the City of Marshall and is responsible for human service related activity in the City of Marshall. The Coordinator will organize human service activities with a representative from the Lincoln, Lyon, Murray and Pipestone Social Services. This person will keep the County informed of all human service activities performed, underway or planned within the City. The following tasks represent a checklist of actions this person must consider in an emergency or disaster situation:

A.   Coordinate activities of City departments and agencies which provide human service type of services.

B.   Report to the EOC/CP.

C.   Coordinate with the American Red Cross to open and manage shelters in the City. Provide to the City Assessor information regarding the number of homeless people and the number of people in shelters.

D.   Coordinate with Public Health and the Salvation Army.

E.   Work with National Voluntary Organizations Active in Disaster (VOAD). Provide emergency assistance to persons with special needs.

F.   Provide necessary outreach services to citizens affected by emergency or disaster.

G.   With the Emergency Management Director/Coordinator and American Red Cross, distribute emergency literature to disaster victims containing instructions for gaining assistance pertaining to their immediate needs.

H.   Arrange psychological counseling and crisis intervention for disaster victims and emergency response personnel.

I.   If the County EOC is activated, establish and maintain contact with the person representing Human Services. If the County EOC is not activated, establish and maintain contact with County Social Services and Western Mental Health Services.

Key Action Checklist – EMERGENCY MEDICAL SERVICES

North Memorial Ambulance is the primary EMS for the City of Marshall and the EOC medical liaison. They may also be responsible for transportation of critically injured outside of the City of Marshall.   If the situation warrants someone from Avera Marshall Hospital and/or Lincoln, Lyon, Murray and Pipestone County Health will also be included if their staff is available. The following tasks represent a checklist of actions that may be considered for disaster response within the City of Marshall:

      A.   Coordinate emergency medical care for victims (hospital and on-scene) and request mutual aid if necessary.

      B.   Establish a triage area for victims.

      C.   Coordinate medical transportation of victims.

      D.   Establish or respond to designated staging area in the City.

      E.   Report number of causalities and critical/minor injuries to the Incident Commander.

ANNEX B   <u>ATTACHMENT 16</u>

Key Action Checklist – EMERGENCY NOTIFICATIONS

Emergency notifications are crucial to ensure that critical personnel are aware of the event. Generally, the Emergency Management Director or designee and the Police Department are responsible for this in the City of Marshall. The following tasks represent a checklist of these notifications and should be considered in an emergency or disaster situation (note, see **Annex A – Warning and Notifications** for complete details including public warning protocols):

      A.   Warn the following:

            1.   City Emergency Management Director or designee.
            2.   Responding Departments
            3.   City Administrator and Emergency Operations Center Representatives
            4.   Mayor and appropriate City elected officials
            5.   Lyon County Emergency Manager

      B.   Ensure that all agencies represented in the municipal EOC have communications both to their staff at their department offices and their staff at the incident staff.

      C.   Establish communications with the Command Post, if established.

Fleet Map

08/13/2014

POS	ZONE F1 LY FIRE ZONE 1	ZONE F2 LY FIRE ZONE 2	ZONE F3 LY FIRE ZONE 3	ZONE F4 LY FIRE ZONE 4	ZONE TR LY SITE TRUNKING	POS
1	LY FIRE	LY FIRE	LY FIRE	A-SOA 1	LY ST MAR	1
2	F-SOA 1	LN FIRE	MU-FIRE	A-S0A 2	LY ST RUS	2
3	F-SOA 2	LN-OPS 2	MU-3	P-SOA 1	LY ST TRA	3
4	LY 4	LN-OPS 3	MU-4	P-SOA 2	LY ST MINN	4
5	LY 5		MU-5	F-SOA 1	MN SITE TR	5
6	LY 6		MU-6	F-SOA 2		6
7	LY 7		MU-ST TK			7
8	LY 8	YM-FIRE	RV-FIRE			8
9	RV-FIRE	YM- OPS 2	RV- 2			9
10	YM-FIRE	YM- OPS 3	RV- 3			10
11	LN-FIRE	YM- OPS 4	RV- 4			11
12	MU-F/E	YM- OPS 5	RV- 5			12
13	PS-F/E	YM CNTY V	RV- 6			13
14	SV CALL 1	F-SOA 1	F-SOA 1			14
15	LY ROAM	F-SOA 2	F-SOA 2			15
16	LY 911-16	LY 911-16	LY 911-16			16

POS	ZONE E1 LY EMS Zone 1	ZONE L1 LY LAV Zone 1	ZONE CH LY County HWY	ZONE IN LY INTEROP ZONE	ZONE SV SV REGION ZONE	POS
1	LY FIRE	LY LAV 1	LY HVY 1	LY ST MAR	SV CALL1	1
2	EMH-MAR	LY LAV 2	LY HVY 2	LY ST RUS	SV 2	2
3	EMH-TRA	LY LAV3E	LY LDF	LY ST TRA	SV 3	3
4	LY 4	LY 4	A-SOA 1	LY ST MINN	SV 4	4
5	LY 5	LY 5	A-SOA 2	MN SITE T	SV 5	5
6	LY 6	LY 6		LY SCHOOL	SV 6	6
7	LY 7	LY 7			SV 7	7
8	LY 8	LY 8		LY PAGE	SV 8	8
9	EMH GRAN	LY FIRE		LY EVENT	SV 9	9
10	EMH-MONTE	MSP 2300		DYN RGP	SV 10	10
11	EMH-MCMC	MSP C/C	MN DOT MAR MNT	LY EM BTN	SV 11	11
12	EMH-CANBY	MSP CALL	LY PV 1		SV 12	12
13	SMRCC	LY LAV ADM	LY PV 2		SV 13	13
14	MRCXP1	SV-CALL1	SV CALL-1	STAC 13E LAV ON	SV HOSP 14	14
15	LY ROAM	LY ROAM	LY ROAM	STAC 14E LAV ON	SVRE5TAC15	15
16	LY 911-16	LY 911-16	LY 911-16	LY 911-16	SV CALL16	16

POS	ZONE LX LY BLR Zone	ZONE L2 LY LAV Zone 2	ZONE L3 LY LAV Zone 3	ZONE IC MN State INCIDENT CMD	ZONE NA National Conv Channels	POS
1	SV BLR E1	LY LAV 1	LY LAV 1	S-TAC 1	8CALL90	1
2	SV BLR E2	LY LAV 2	LY LAV 2	S-TAC 2	8CALL90D	2
3	LE TAC 1	LY LAV 3E	LY LAV 3E	S-TAC 3	8TAC91	3
4	LE TAC 2	LY 4	CP LAV	S-TAC 4	8TAC91D	4
5	LE TAC 3	LY 5	CT LAV	L-TAC 1	8TAC92	5
6	LE TAC 4	LY LAV AD	LP LAV	L-TAC 2	8TAC92D	6
7	SV ENC 1	MSP 2300	LN LAV	L-TAC 3	8TAC93	7
8	SV ENC 2	MSP C/C	MU LAV	L-TAC 4	8TAC93D	8
9	SV ENC 3	MSP CALL	NB LAV	F-TAC 1	8TAC94	9
10	SV ENC 4	MU LAV	PS LAV	F-TAC 2	8TAC94D	10
11	BROVN LAV	YM LAV	RV LAV	F-TAC 3	A-SOA 1	11
12	LY LAV 3E	LN LAV	RV LAV	F-TAC 4	A-SOA-2	12
13	RV LAV	RV LAV	RK LAV	E-TAC 1	P-SOA 1	13
14	RV OPS2E	LY SCHOOL	YM LAV	E-TAC 2	P-SOA 2	14
15	LY ROAM	LY ROAM	YM LAV EN	E-TAC 3	F-SOA 1	15
16	LY EM BTN	LY 911	MSP 2300	E-TAC 4	F-SOA 2	16

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ANNEX B   ATTACHMENT 18

Command

The following are positions that could be staffed during an extended emergency. Any position not staffed will be the responsibility of the Incident Commander.

Position	Assigned	Time
***Incident Commander*/** **EOC Chair**	_____	_____
• **Logistics Section Chief**	_____	_____
***Finance/Administration Section Chief**	_____	_____
***Planning Section Chief**	_____	_____
Operations Section Chief	_____	_____
Public Information Officer	_____	_____
***Liaison Officer**	_____	_____
***Safety Officer**	_____	_____
IT Support	_____	_____

Individuals marked with an (*) may be delegated with authority to contact state and federal agencies for assistance. This information should be shared with any state or federal EOC, as soon as possible, to not delay expedience of acquiring assistance.

Any state or federal individuals responding to the emergency need to be directed to the Liaison Officer.

Descriptions for all of these positions can be found in the glossary attached to the back of this Emergency Operations Plan.

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Incident Commander Position Checklist

ANNEX B   <u>ATTACHMENT 18 A</u>
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**<u>Task</u>**

| | 1. Ensure welfare and safety of incident personnel. |

| | 2. Supervise Command and General Staff. |

| | 3. Obtain initial briefing from current Incident Commander and agency administrator. |

| | 4. Assess incident situation: |

- Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified.

| | 5. Determine need for, establish, and participate in Unified Command. |

| | 6. Authorize protective action statements, as necessary. |

| | 7. Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents: |

- Confirm dispatch and arrival times of activated resources.

- Confirm work assignments.

| | 8. Brief staff: |

- Identify incident objectives and any policy directives for the management of the incident.

- Provide a summary of current organization.

- Provide a review of current incident activities.

- Determine the time and location of first Planning Meeting.

Incident Commander Position Checklist

☐ 9. Determine information needs and inform staff of requirements.

☐ 10. Determine status of disaster declaration and delegation of authority.

☐ 11. Establish parameters for resource requests and releases:

- Review requests for critical resources.

- Confirm who has ordering authority within the organization.

- Confirm those orders that require Command authorization.

☐ 12. Authorize release of information to the media:

- If operating within a Unified Command, ensure all Incident Commanders approve release.

☐ 13. Establish level of planning to be accomplished:

- Written Incident Action Plan (IAP).

- Contingency planning.

- Formal Planning Meeting.

☐ 14. Ensure Planning Meetings are conducted as indicated:

<div align="center">

Sample Planning Meeting
Agenda

</div>

	Agenda Item	Responsible Party
1	Briefing on situation/resource status.	**Planning/Operations Section Chiefs**
2	Discuss safety issues.	**Safety Officer**
3	Set/confirm incident objectives.	**Incident Commander**
4	Plot control lines & Division boundaries.	**Operations Section Chief**
5	Specify tactics for each Division/Group.	**Operations Section Chief**
6	Specify resources needed for each Division/Group.	**Operations/Planning Section Chiefs**
7	Specify facilities and reporting locations.	**Operations/Planning/Logistics Section Chiefs**
8	Develop resource order.	**Logistics Section Chief**
9	Consider communications/medical/ transportation plans.	**Logistics/Planning Section Chiefs**
10	Provide financial update.	**Finance/Administration Section Chief**

Incident Commander Position Checklist

11   Discuss interagency liaison issues.   **Liaison Officer**
12   Discuss information issues.   **Public Information Officer**
13   Finalize/approve/implement plan.   **Incident Commander/All**

☐ 15. Approve and authorize implementation of the IAP:

- Review IAP for completeness and accuracy.

- Verify that objectives are incorporated and prioritized.

- Sign ICS Form 202.

☐ 16. Ensure Command and General Staff coordination:

- Periodically check progress on assigned tasks of Command and General Staff personnel.

- Approve necessary changes to strategic goals and IAP.

- Ensure that Liaison Officer is making periodic contact with participating agencies.

☐ 17. Work with agency staff to declare state of emergency according to agency protocol.

☐ 18. Keep agency administrator informed on incident-related problems and progress.

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Logistics Section Chief Checklist

ANNEX B   ATTACHMENT 18 B

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.

✓	**Task**
☐	1. Obtain briefing from Incident Commander: ▪ Review situation and resource status for number of personnel assigned to incident. ▪ Review current organization. ▪ Determine which incident facilities have been/should be activated.
☐	2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.
☐	3. Confirm resource ordering process.
☐	4. Assess adequacy of current Incident Communications Plan (ICS Form 205).
☐	5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.
☐	6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel: ▪ Provide summary of emergency situation. ▪ Provide summary of the kind and extent of Logistics support the Section may be asked to provide.
☐	7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.

Logistics Section Chief Checklist

☐   8. Attend Planning Meetings:

Sample Planning Meeting Agenda

	Agenda Item	**Responsible Party**
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐   9. Participate in preparation of Incident Action Plan (IAP):

- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.

- Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.

- Ensure Incident Communications Plan (ICS Form 205) is prepared.

- Ensure Medical Plan (ICS Form 206) is prepared.

- Assist in the preparation of Transportation Plan.

☐   10. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.

☐   11. Research availability of additional resources.

☐   12. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.

☐   13. Ensure coordination between Logistics and other Command and General Staff.

☐   14. Ensure general welfare and safety of Section personnel.

Logistics Section Chief Checklist

☐ 15. Provide briefing to relief on current activities and unusual situations.

☐ 16. Ensure that all personnel observe established level of operational security.

☐ 17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).

☐ 18. Submit all Section documentation to Documentation Unit.

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Finance /Administration Section Chief Checklist

ANNEX B   ATTACHMENT 18 C

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.

✓	**Task**

	1. Obtain briefing from Incident Commander:

- Incident objectives.

- Participating/coordinating agencies.

- Anticipated duration/complexity of incident.

- Determine any political considerations.

- Obtain the names of any agency contacts the Incident Commander knows about.

- Possibility of cost sharing.

- Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.

	2. Obtain briefing from agency administrator:

- Determine level of fiscal process required.

- Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement.

- Assess potential for legal claims arising out of incident activities.

- Identify applicable financial guidelines and policies, constraints and limitations.

Finance /Administration Section Chief Checklist

☐   3.   Obtain briefing from agency Finance/Administration representative:

- Identify financial requirements for planned and expected operations.

- Determine agreements are in place for land use, facilities, equipment, and utilities.

- Confirm/establish procurement guidelines.

- Determine procedure for establishing charge codes.

- Important local contacts.

- Agency/local guidelines, processes.

- Copies of all incident-related agreements, activated or not.

- Determine potential for rental or contract services.

- Is an Incident Business Advisor (IBA) available or the contact information for an agency Financial/Administration representative?

- Coordinate with Command and General Staff and agency Human Resources staff to determine the need for temporary employees.

- Ensure that proper tax documentation is completed.

- Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used.

☐   4.   Ensure all Sections and the Supply Unit is aware of charge code.

☐   5.   Attend Planning Meeting:

- Provide financial and cost-analysis input.

- Provide financial summary on labor, materials, and services.

- Prepare forecasts on costs to complete operations.

- Provide cost benefit analysis, as requested.

- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns.

Finance /Administration Section Chief Checklist

Sample Planning Meeting Agenda

	Agenda Item	Responsible Party
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

6. Gather continuing information:

- Equipment time – Ground Support Unit Leader and Operations Section.

- Personnel time – Crew Leaders, Unit Leaders, and individual personnel.

- Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section.

- Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader.

- Arrival and demobilization of personnel and equipment – Planning Section.

- Daily incident status – Planning Section.

- Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader.

- Status of supplies – Supply Unit Leader and Procurement Unit Leader.

- Guidelines of responsible agency – Incident Business Advisor, local administrative personnel.

- Use agreements – Procurement Unit Leader and local administrative personnel.

- What has been ordered? – Supply Unit Leader.

- Unassigned resources – Resource Unit Leader and Cost Unit Leader.

Finance /Administration Section Chief Checklist

<table>
<tr><td>☐</td><td>7.</td><td>Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.</td></tr>
<tr><td>☐</td><td>8.</td><td>Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.</td></tr>
<tr><td>☐</td><td>9.</td><td>Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:</td></tr>
</table>

- Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.

- Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.

- Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.

<table>
<tr><td>☐</td><td>10.</td><td>Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).</td></tr>
<tr><td>☐</td><td>11.</td><td>Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:</td></tr>
</table>

- Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.

- Distribute time-keeping forms to all Sections-ensure forms are being completed correctly.

<table>
<tr><td>☐</td><td>12.</td><td>Ensure that all obligation documents initiated by the incident are properly prepared and completed.</td></tr>
<tr><td>☐</td><td>13.</td><td>Assist Logistics in resource procurement:</td></tr>
</table>

- Identify vendors for which open purchase orders or contracts must be established.

- Negotiate ad hoc contracts.

<table>
<tr><td>☐</td><td>14.</td><td>Ensure coordination between Finance/Administration and other Command and General Staff.</td></tr>
<tr><td>☐</td><td>15.</td><td>Coordinate Finance/Administration demobilization.</td></tr>
</table>

Finance /Administration Section Chief Checklist

[ ] 16. Provide briefing to relief on current activities and unusual events.

[ ] 17. Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).

[ ] 18. Submit all Section documentation to Documentation Unit.

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Planning Section Chief Checklist

ANNEX B   ATTACHMENT 18 D

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader

✓	**Task**

☐   1. Obtain briefing from Incident Commander:

- Determine current resource status (ICS Form 201).

- Determine current situation status/intelligence (ICS Form 201).

- Determine current incident objectives and strategy.

- Determine whether Incident Commander requires a written Incident Action Plan (IAP).

- Determine time and location of first Planning Meeting.

- Determine desired contingency plans.

☐   2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

☐   3. Establish and maintain resource tracking system.

☐   4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.

☐   5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.

☐   6. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):

- Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.

- Provide copy to Public Information Officer.

☐   7. Obtain/develop incident maps.

☐   8. Establish information requirements and reporting schedules for ICP and field staff.

Planning Section Chief Checklist

☐   9. Prepare contingency plans:

- Review current and projected incident and resource status.

- Develop alternative strategies.

- Identify resources required to implement contingency plan.

- Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.

☐   10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.

☐   11. Conduct Planning Meetings according to following agenda:

<div align="center">

Sample Planning Meeting Agenda

</div>

	Agenda Item	Responsible Party
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐   12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:

- Establish information requirements and reporting schedules for use in preparing the IAP.

- Ensure that detailed contingency plan information is available for consideration by Operations and Command.

- Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.

Planning Section Chief Checklist

       ▪ Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.

       ▪ Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.

☐ 13. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.

☐ 14. Coordinate preparation of the Safety Message with Safety Officer.

☐ 15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.

☐ 16. Instruct Planning Section Units in distribution of incident information.

☐ 17. Provide periodic predictions on incident potential.

☐ 18. Establish a weather data collection system, when necessary.

☐ 19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.

☐ 20. Ensure Section has adequate coverage and relief.

☐ 21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.

☐ 22. Ensure preparation of demobilization plan, if appropriate.

☐ 23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.

☐ 24. Provide briefing to relief on current and unusual situations.

☐ 25. Ensure that all staff observe established level of operational security.

☐ 26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).

☐ 27. Submit all Section documentation to Documentation Unit.

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Operations Section Chief Checklist

ANNEX B   <u>ATTACHMENT 18 E</u>
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**

☐   1. Obtain briefing from Incident Commander:

- Determine incident objectives and recommended strategies.

- Determine status of current tactical assignments.

- Identify current organization, location of resources, and assignments.

- Confirm resource ordering process.

- Determine location of current Staging Areas and resources assigned there.

☐   2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.

☐   3. Establish operational period.

☐   4. Establish and demobilize Staging Areas.

☐   5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):

- Brief Staging Area Manager on types and numbers of resources to be maintained in Staging.

- Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.

☐   6. Develop and manage tactical operations to meet incident objectives.

☐   7. Assess life safety:

- Adjust perimeters, as necessary, to ensure scene security.

- Evaluate and enforce use of appropriate protective clothing and equipment.

- Implement and enforce appropriate safety precautions.

Operations Section Chief Checklist

☐   8. Evaluate situation and provide update to Planning Section:

- Location, status, and assignment of resources.

- Effectiveness of tactics.

- Desired contingency plans.

☐   9. Determine need and request additional resources.

☐   10. Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.

☐   11. Keep Resources Unit up to date on changes in resource status.

☐   12. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander:

- Identify assignments by Division or Group.

- Identify specific tactical assignments.

- Identify resources needed to accomplish assignments.

☐   13. Ensure coordination of the Operations Section with other Command and General Staff:

- Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.

- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.

- Notify Logistics of communications problems.

- Keep Planning up-to-date on resource and situation status.

- Notify Liaison Officer of issues concerning cooperating and assisting agency resources.

- Keep Safety Officer involved in tactical decision-making.

- Keep Incident Commander apprised of status of operational efforts.

- Coordinate media field visits with the Public Information Officer.

☐   14. Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.

Operations Section Chief Checklist

<div style="border:1px solid black; width:80px; height:50px;"></div>

15. Attend Planning Meetings:

Sample Planning Meeting Agenda

Agenda Item		Responsible Party
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

16. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.

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Public Information Officer Checklist

ANNEX B   ATTACHMENT 18 F   Reference: Annex B Attachment 9 and Annex C
The following checklist should be considered as the minimum requirements for this position.
Note that some of the tasks are one-time actions; others are ongoing or repetitive for the
duration of the incident.

✓	**Task**

| | 1. Obtain briefing from Incident Commander: |

 - Determine current status of Incident (ICS Form 209 or equivalent).

 - Identify current organization (ICS Forms 201 and 203, resource lists, etc.).

 - Determine point of contact for media (scene or Command Post).

 - Determine current media presence.

| | 2. Participate in Administrative Officer's briefing: |

 - Determine constraints on information process.

 - Determine pre-existing agreements for information centers, Joint
   Information Centers (JICs), etc.

| | 3. Assess need for special alert and warning efforts, including the hearing
   impaired, non-English speaking populations, and industries especially at risk
   for a specific hazard, or which may need advance notice in order to shut
   down processes. |

| | 4. Coordinate the development of door-to-door protective action statements with
   Operations. |

| | 5. Prepare initial information summary as soon as possible after activation. If no
   other information is available, consider the use of the following general
   statement: |

Sample Initial Information Summary

We are aware that an *[accident/incident]* involving *[type of incident]*
occurred at approximately *[time]*, in the vicinity of *[general location]*.
[Agency personnel] are responding, and we will have additional information
available as we are able to confirm it. We will hold a briefing at *[location]*,
and will notify the press at least ½ hour prior to the briefing. At this time,
this briefing is the only place where officials authorized to speak about the
incident and confirmed information will be available. Thank you for your
assistance.

Public Information Officer Checklist

<div style="border:1px solid">☐</div> 6. Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to:

- Joint Information Center (JIC).

- Field (scene) Information.

- Internal Information.

☐ 7. Establish contact with local and national media representatives, as appropriate.

☐ 8. Establish location of Information Center for media and public away from Command Post.

☐ 9. Establish schedule for news briefings.

☐ 10. Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.

☐ 11. Obtain current incident status reports from Planning Section; coordinate a schedule for updates.

☐ 12. Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.

☐ 13. Obtain approval for information release from Incident Commander:

- Confirm details to ensure no conflicting information is released.

- Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.

☐ 14. Release news to media, and post information in Command Post and other appropriate locations.

☐ 15. Record all interviews and copy all news releases:

- Contact media to correct erroneous or misleading information being provided to the public via the media.

Public Information Officer Checklist

☐ 16. Update off-incident agency personnel on a regular basis:

- Utilize electronic mail for agency updates.

- Establish phone line in the Command Post dedicated to internal communications to update agency personnel.

- Provide standard statement which can be given to general requests for information.

☐ 17. Coordinate information releases with information staff from other impacted agencies and jurisdictions:

- Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.

☐ 18. Attend Planning Meetings:

Sample Planning Meeting Agenda

	Agenda Item	Responsible Party
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐ 19. Respond to special requests for information.

☐ 20. Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package.

☐ 21. Confirm the process for the release of information concerning incident-related injuries or deaths.

☐ 22. Document all activity on Unit Log (ICS Form 214).

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Liaison Officer Checklist

ANNEX B   ATTACHMENT 18 G

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**<u>Task</u>**

	1. Obtain briefing from Incident Commander:

- Obtain summary of incident organization (ICS Forms 201 and 203).
- Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).

	2. Obtain cooperating and assisting agency information, including:

- Contact person(s).
- Radio frequencies.
- Phone numbers.
- Cooperative agreements.
- Resource type.
- Number of personnel.
- Condition of personnel and equipment.
- Agency constraints/limitations.

	3. Establish workspace for Liaison function and notify agency representatives of location.
	4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.
	5. Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.
	6. Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues.

Liaison Officer Checklist

<table>
<tr><td>☐</td><td>7. Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues:

▪ Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).</td></tr>
<tr><td>☐</td><td>8. Participate in Planning Meetings:</td></tr>
</table>

Sample Planning Meeting Agenda

	Agenda Item	Responsible Party
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

<table>
<tr><td>☐</td><td>9. Document all activity on Unit Log (ICS Form 214).</td></tr>
</table>

Safety Officer Checklist

ANNEX B   <u>ATTACHMENT 18 H</u>
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**<u>Task</u>**
☐	1. Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.
☐	2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.
☐	3. Staff and organize function, as appropriate: ▪ In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline. ▪ Multiple high-risk operations may require an Assistant Safety Officer at each site. ▪ Request additional staff through incident chain of command.
☐	4. Identify potentially unsafe acts.
☐	5. Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.
☐	6. Ensure adequate sanitation and safety in food preparation.
☐	7. Debrief Assistant Safety Officers prior to Planning Meetings.
☐	8. Prepare Incident Action Plan Safety and Risk Analysis (USDA ICS Form 215A).
☐	9. Participate in Planning and Tactics Meetings: ▪ Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics. ▪ Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.
☐	10. Attend Planning meetings:

Safety Officer Checklist

Sample Planning Meeting Agenda

	Agenda Item	Responsible Party
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐ 11. Participate in the development of Incident Action Plan (IAP):

- Review and approve Medical Plan (ICS Form 206).

- Provide Safety Message (ICS Form 202) and/or approved document.

- Assist in the development of the "Special Instructions" block of ICS Form 204, as requested by the Planning Section.

☐ 12. Investigate accidents that have occurred within incident areas:

- Ensure accident scene is preserved for investigation.

- Ensure accident is properly documented.

- Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA).

- Prepare accident report as per agency policy, procedures, and direction.

- Recommend corrective actions to Incident Commander and agency.

☐ 13. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.

☐ 14. Document all activity on Unit Log (ICS Form 214).

IT Support or Technical Specialist Checklist

ANNEX B   ATTACHMENT 18 I

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**
☐	1. Obtain briefing from Incident Commander or Planning Section Chief: ▪ Identify Supervisor in organization. ▪ Identify work location, resources available, expectations of incident organization concerning time-lines, report format, participation in Planning Meetings, etc.
☐	2. Obtain copies of Incident Action Plan (IAP), if available, and Unit Log (ICS Form 214).
☐	3. Participate in Planning Meetings, as requested.
☐	4. Provide technical expertise to supervisor in organization according to established format, timelines, etc.
☐	5. Document all activity on Unit Log (ICS Form 214).

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Logistics

The following are positions that could be staffed during an extended emergency. Any position not staffed will be responsibility of the Section Chief.

Position	Assigned	Time
*Logistics Chief	_____	_____
*Service Branch Director	_____	_____
Communications Unit Leader	_____	_____
Medical Unit Leader	_____	_____
Food Unit Leader	_____	_____
*Support Branch Director	_____	_____
Supplies Unit Leader	_____	_____
Facilities Unit Leader	_____	_____
Ground Support Unit Leader	_____	_____

Individuals marked with an (*) may be delegated with authority to contact state and federal agencies for assistance.

Descriptions for all of these positions can be found in the glossary attached to the back of this Emergency Operations Plan.

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Logistic Chief Checklist

ANNEX B   <u>ATTACHMENT 19A</u>
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.

✓	**<u>Task</u>**
☐	1. Obtain briefing from Incident Commander: ▪ Review situation and resource status for number of personnel assigned to incident. ▪ Review current organization. ▪ Determine which incident facilities have been/should be activated.
☐	2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.
☐	3. Confirm resource ordering process.
☐	4. Assess adequacy of current Incident Communications Plan (ICS Form 205).
☐	5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.
☐	6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel: ▪ Provide summary of emergency situation. ▪ Provide summary of the kind and extent of Logistics support the Section may be asked to provide.
☐	7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.
☐	8. Attend Planning Meetings:

Logistic Chief Checklist

Sample Planning Meeting Agenda

	Agenda Item	Responsible Party
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

☐ 9. Participate in preparation of Incident Action Plan (IAP):

- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.

- Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.

- Ensure Incident Communications Plan (ICS Form 205) is prepared.

- Ensure Medical Plan (ICS Form 206) is prepared.

- Assist in the preparation of Transportation Plan.

☐ 10. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.

☐ 11. Research availability of additional resources.

☐ 12. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.

☐ 13. Ensure coordination between Logistics and other Command and General Staff.

☐ 14. Ensure general welfare and safety of Section personnel.

☐ 15. Provide briefing to relief on current activities and unusual situations.

Logistic Chief Checklist

☐ 16. Ensure that all personnel observe established level of operational security.

☐ 17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).

☐ 18. Submit all Section documentation to Documentation Unit.

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Service Branch Director Checklist

ANNEX B   <u>ATTACHMENT 19 B</u>
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**<u>Task</u>**
☐	1. Obtain briefing from Logistics Section Chief: ▪ Determine number of personnel to be fed. ▪ Determine communications systems in use. ▪ Determine medical support needs of the incident. ▪ Confirm personnel already requested for Branch.
☐	2. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel: ▪ Provide summary of emergency situation. ▪ Provide summary of the communications, food, and medical needs of the incident.
☐	3. Ensure establishment of effective Incident Communications Plan (ICS Form 205).
☐	4. Ensure that incident personnel receive adequate food and water.
☐	5. Coordinate with Operations to ensure adequate medical support to incident personnel.
☐	6. Participate in organizational meetings of Logistics Section personnel.
☐	7. Coordinate activities of Branch Units.
☐	8. Keep Logistics Section Chief apprised of Branch Activities.
☐	9. Document all activity on Unit Log (ICS Form 214).

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Communications Unit Leader Checklist

ANNEX B ATTACHMENT 19C
The following checklist should be considered as the minimum requirements for this position.
Note that some of the tasks are one-time actions; others are ongoing or repetitive for the
duration of the incident.

✓	**Task**
☐	1. Obtain briefing from the Logistics Section Chief or Service Branch Director.
☐	2. Organize and staff Unit as appropriate: ▪ Assign Communications Center Manager and Lead Incident Dispatcher. ▪ Assign Message Center Manager and ensure adequate staff is assigned to answer phones and attend fax machines.
☐	3. Assess communications systems/frequencies in use; advise on communications capabilities/limitations.
☐	4. Develop and implement effective communications procedures (flow) internal and external to the incident/Incident Command Post.
☐	5. Assess Incident Command Post phone load and request additional lines as needed.
☐	6. Prepare and implement Incident Communications Plan (ICS Form 205): ▪ Obtain current organizational chart. ▪ Determine most hazardous tactical activity; ensure adequate communications. ▪ Make communications assignments to all other Operations elements, including volunteer, contract, or mutual aid. ▪ Determine Command communications needs. ▪ Determine support communications needs. ▪ Establish and post any specific procedures for use of Incident Command Post communications equipment.

Communications Unit Leader Checklist

☐ 7. Include cellular phones and pagers in Incident Communications Plan (ICS Form 205), if appropriate:

- Determine specific organizational elements to be assigned telephones.

- Identify all facilities/locations with which communications must be established (shelters, press area, liaison area, agency facilities, other governmental entities' Emergency Operations Centers (EOCs), etc.), identify and document phone numbers.

- Determine which phones/numbers should be used by what personnel and for what purpose. Assign specific telephone numbers for **incoming** calls, and report these numbers to staff and off-site parties such as other local jurisdictions, State and Federal agencies.

- **Do not publicize OUTGOING call lines**.

☐ 8. Activate, serve as contact point, and supervise the integration of volunteer radio organizations into the communications system.

☐ 9. Ensure radio and telephone logs are available and being used.

☐ 10. Determine need and research availability of additional nets and systems:

- Order through Supply Unit after approval by Section Chief.

- Federal systems:

- Additional radios and other communications devices, including repeaters, radio-telephone interconnects and satellite down-link capabilities may be available through FEMA or the USDA Forest Service.

☐ 11. Document malfunctioning communications equipment, facilitate repair.

☐ 12. Establish and maintain communications equipment accountability system.

☐ 13. Provide technical information, as required, on:

- Adequacy of communications system currently in use.

- Geographic limitation on communications equipment.

- Equipment capabilities.

- Amount and types of equipment available.

- Anticipated problems in the use of communications equipment.

Communications Unit Leader Checklist

☐ 14. Estimate Unit needs for expected operations; order relief personnel.

☐ 15. Provide briefing to relief on current activities and unusual situations.

☐ 16. Document all activity on Unit Log (ICS Form 214).

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Medical Unit Leader Position Checklist
ANNEX B   ATTACHMENT 19D
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**

☐ 1. Obtain briefing from Service Branch Director or Logistics Section Chief:

- Obtain information on any injuries that occurred during initial response operations.

- Name and location of Safety Officer.

☐ 2. Determine level of emergency medical activities performed prior to activation of Medical Unit:

- Number and location of aid stations.

- Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.

- Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.

- Medical supplies needed.

☐ 3. Respond to requests for medical treatment and transportation.

☐ 4. Request/supervise ambulance support. Order through established Incident chain of command.

☐ 5. Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. **This plan should be coordinated with the medical organization within the Operations Section**.   Plan should include:

- Medical Assembly Area.

- Triage Area.

- Ambulance Traffic Route.

- Landing Zone for Life flight (incident and hospital).

- Aid Station Location(s).

- Hazard specific information (HAZMAT treatment, etc.).

- Closest hospitals.

Medical Unit Leader Position Checklist

      ▪ Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital.

☐	6. Obtain Safety Officer approval for Medical Plan.
☐	7. Coordinate Medical Plan with local hospitals.
☐	8. Respond to requests for medical aid.
☐	9. Notify Safety Officer and Logistics Section Chief of all accidents and injuries.
☐	10. Respond to requests for medical supplies.
☐	11. Prepare medical reports; provide copies to Documentation Unit.
☐	12. Submit reports as directed; provide copies to Documentation Unit Leader.
☐	13. Provide briefing to relief on current activities and unusual circumstances.
☐	14. Document all activity on Unit Log (ICS Form 214).

Food Unit Leader Position Checklist
ANNEX B   ATTACHMENT 19E
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**

☐	1. Obtain briefing from Logistics Section Chief or Service Branch Director:
	
	  ▪ Determine potential duration of incident.
	
	  ▪ Number and location of personnel to be fed.
	
	  ▪ Last meal provided.
	
	  ▪ Proposed time of next meal.

☐	2. Determine food service requirements for planned and expected operations.
☐	3. Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).
☐	4. Determine location of working assignment.
☐	5. Ensure sufficient potable water and beverages for all incident personnel.
☐	6. Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief.
☐	7. Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer.
☐	8. Supervise administration of food service agreement, if applicable.
☐	9. Provide copies of receipts, bills to Finance/Administration Section.
☐	10. Let Supply Unit know when food orders are complete.
☐	11. Provide briefing to relief on current activities and unusual situations.
☐	12. Document all activity on Unit Log (ICS Form 214).

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Support Branch Director Position Checklist
ANNEX B   ATTACHMENT 19F
The following checklist should be considered as the minimum requirements for this position.
Note that some of the tasks are one-time actions; others are ongoing or repetitive for the
duration of the incident.

✓	**Task**

☐   1. Obtain briefing from Logistics Section Chief or Service Branch Director:

- Determine potential duration of incident.

- Number and location of personnel to be fed.

- Last meal provided.

- Proposed time of next meal.

☐   2. Determine food service requirements for planned and expected operations.

☐   3. Determine best method of feeding to fit situation and obtain bids if not done
prior to incident (coordinate with Procurement Unit).

☐   4. Determine location of working assignment.

☐   5. Ensure sufficient potable water and beverages for all incident personnel.

☐   6. Coordinate transportation of food and drinks to the scene with Ground
Support and Operations Section Chief.

☐   7. Ensure that appropriate health and safety measures are taken and coordinate
activity with Safety Officer.

☐   8. Supervise administration of food service agreement, if applicable.

☐   9. Provide copies of receipts, bills to Finance/Administration Section.

☐   10. Let Supply Unit know when food orders are complete.

☐   11. Provide briefing to relief on current activities and unusual situations.

☐   12. Document all activity on Unit Log (ICS Form 214).

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Supplies Unit Leader Position Checklist

ANNEX B   ATTACHMENT 19G

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**

	1. Obtain briefing from Logistics Section Chief or Support Branch Director:

- Determine charge code for incident.

- Confirm ordering process.

- Assess need for 24-hour staffing.

- Determine scope of supply process.

	2. Organize and staff Unit, as appropriate:

- Consider need for "lead agency" representation in ordering process.

- Consider dividing ordering responsibilities either by discipline or by category (equipment, personnel, supplies).

	3. Determine ordering parameters, authorities and restrictions. Ensure that Unit staff observes ordering system and chain of command for ordering:

- Establish clearly defined time when the Supply Unit will assume responsibility for all ordering. This will require close coordination with Operations and Planning staff.

- Confirm process for coordinating contract related activities with the Procurement Unit.

- Confirm process for emergency purchase orders with Finance Section.

	4. Determine type and amount of supplies and equipment on hand and en route:

- Contact Resources Unit to determine resources on order.

Supplies Unit Leader Position Checklist

☐ 5. Receive resource orders from authorized incident staff.   Document on Resource Order Form (ICS Form 208):

  ▪ Determine qualifying specifications (size, extra equipment, personnel protective equipment, qualifications, etc.).

  ▪ Desired delivery time and location, person ordering, and person to whom the resource should report or be delivered.

  ▪ Obtain estimated price for resources which expect reimbursement.

  ▪ Coordinate delivery of rented equipment to Ground Support Unit for inspection before use.

☐ 6. Arrange to receive ordered supplies and equipment. Work with Facilities Unit to identify and activate appropriate facilities for supply storage.

☐ 7. Order, receive, distribute, and store supplies and equipment:

  ▪ Obtain resource name, number, identifiers, etc., along with Estimated Times of Arrival (ETA's).

  ▪ Relay this information to appropriate staff.

☐ 8. Advise affected Unit or Section of changes in arrival times of requested resources. Advise immediately if order cannot be filled.

☐ 9. Alert Section Chief to changes in resource availability which may affect incident operations.

☐ 10. Develop and implement safety and security requirements for supply areas.

☐ 11. Review Incident Action Plan (IAP) for information affecting Supply Unit.

☐ 12. Maintain inventory of supplies and equipment.

☐ 13. Service re-usable equipment.

☐ 14. Keep and submit copies of all orders and related documentation to the Documentation Unit.

☐ 15. Provide briefing to relief on status of outstanding orders, current activities, and unusual situations.

☐ 16. Document all activity on Unit Log (ICS Form 214).

Facilities Unit Leader Position Checklist
ANNEX B   ATTACHMENT 19H
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**

	1. Obtain briefing from Logistics Section Chief or Support Branch Director:

- Expected duration and scope of the incident.

- Facilities already activated.

- Anticipated facility needs.

	2. Obtain a copy of the Incident Action Plan (IAP) and determine:

- Location of Incident Command Post.

- Staging Areas.

- Incident Base.

- Supply/Receiving/Distribution Centers.

- Information/Media Briefing Center.

- Other incident facilities.

	3. Determine requirements for each facility to be established:

- Sanitation.

- Sleeping.

- Feeding.

- Supply area.

- Medical support.

- Communications needs.

- Security needs.

- Lighting.

Facilities Unit Leader Position Checklist

☐ 4. In cooperation with other incident staff, determine the following requirements for each facility:

- Needed space.

- Specific location.

- Access.

- Parking.

- Security.

- Safety.

☐ 5. Plan facility layouts in accordance with above requirements.

☐ 6. Coordinate negotiation for rental office or storage space:

- < 60 days - Coordinate with Procurement Unit.

- > 60 days - Coordinate with Procurement Unit, agency Facilities Manager, and agency Finance Department.

☐ 7. Video or photograph rental office or storage space prior to taking occupancy.

☐ 8. Document all activity on Unit Log (ICS Form 214).

Ground Support Unit Leader Position Checklist

ANNEX B   ATTACHMENT 19I

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**

☐   1. Obtain briefing from Logistics Section Chief or Support Branch Director:

- Fueling needs of apparatus on incident.

- Transportation needed for responders.

- Location of Supply Unit receiving and distribution point(s).

- Incident transportation maps and restrictions on transportation routes.

- Need for vehicle repair services, and policy toward repair and fueling of mutual aid and rental equipment.

☐   2. Staff Unit by the above considerations, as indicated.

☐   3. Consider the need to use agency pool vehicles or rental vehicles to augment transportation resources.

☐   4. Support out-of-service resources according to agreement for mutual aid and rental equipment.

☐   5. Notify Resources Unit of all changes on support and transportation vehicles.

☐   6. Arrange for and activate towing, fueling, maintenance, and repair services.

☐   7. Maintain fuel, parts, and service use records and cost summaries. Forward to Finance/Administration Section.

☐   8. Maintain inventory of support and transportation vehicles.

Ground Support Unit Leader Position Checklist

☐ 9. Provide transportation services:

- Review Incident Action Plan (IAP) for transportation requirements.

- Review inventory for needed resources.

- Request additional resources through Supply Unit. Give type, time needed, and reporting location.

- Schedule use of support vehicles.

- Document mileage, fuel consumption, and other costs.

☐ 10. Implement Transportation Plan:

- Determine time-lines.

- Identify types of services required.

- Assign resources required to implement Transportation Plan.

☐ 11. Ensure that the condition of rental equipment is documented prior to use and coordinate with Procurement Unit Leader.

☐ 12. Document all activity on Unit Log (ICS Form 214).

ANNEX B   ATTACHMENT 20

Planning

The following are positions that could be staffed during an extended emergency. Any position not staffed will be responsibility of the Section Chief.

Position	Assigned	Time
Planning Chief	_____	_____
*Resources Unit Leader	_____	_____
Situation Unit Leader	_____	_____
Documentation Unit Leader	_____	_____
Demobilization Unit Leader	_____	_____

Individuals marked with an (*) may be delegated with authority to contact state and federal agencies for assistance.

Descriptions for all of these positions can be found in the glossary attached to the back of this Emergency Operations Plan.

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Planning Section Chief Checklist

ANNEX B <u>ATTACHMENT 20A</u>
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader

✓	**Task**

☐ 1. Obtain briefing from Incident Commander:

- ▪ Determine current resource status (ICS Form 201).

- ▪ Determine current situation status/intelligence (ICS Form 201).

- ▪ Determine current incident objectives and strategy.

- ▪ Determine whether Incident Commander requires a written Incident Action Plan (IAP).

- ▪ Determine time and location of first Planning Meeting.

- ▪ Determine desired contingency plans.

☐ 2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

☐ 3. Establish and maintain resource tracking system.

☐ 4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.

☐ 5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.

☐ 6. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):

- ▪ Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.

- ▪ Provide copy to Public Information Officer.

☐ 7. Obtain/develop incident maps.

☐ 8. Establish information requirements and reporting schedules for ICP and field staff.

Planning Section Chief Checklist

9. Prepare contingency plans:

   ▪ Review current and projected incident and resource status.

   ▪ Develop alternative strategies.

   ▪ Identify resources required to implement contingency plan.

   ▪ Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.

10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.

11. Conduct Planning Meetings according to following agenda:

Sample Planning Meeting Agenda

	Agenda Item	Responsible Party
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/ transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:

   ▪ Establish information requirements and reporting schedules for use in preparing the IAP.

   ▪ Ensure that detailed contingency plan information is available for consideration by Operations and Command.

   ▪ Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.

Planning Section Chief Checklist

- Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.

- Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.

☐ 13. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.

☐ 14. Coordinate preparation of the Safety Message with Safety Officer.

☐ 15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.

☐ 16. Instruct Planning Section Units in distribution of incident information.

☐ 17. Provide periodic predictions on incident potential.

☐ 18. Establish a weather data collection system, when necessary.

☐ 19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.

☐ 20. Ensure Section has adequate coverage and relief.

☐ 21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.

☐ 22. Ensure preparation of demobilization plan, if appropriate.

☐ 23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.

☐ 24. Provide briefing to relief on current and unusual situations.

☐ 25. Ensure that all staff observe established level of operational security.

☐ 26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).

☐ 27. Submit all Section documentation to Documentation Unit.

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Resources Unit Leader Position Checklist
ANNEX B   ATTACHMENT 20B

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**
☐	1. Obtain briefing from Planning Section Chief.
☐	2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
☐	3. Establish check-in function at incident locations (ICS Form 211).
☐	4. Establish contact with incident information sources such as Staging Area Manager, Operations Section Chief, and initial Incident Commander to determine what resources have been assigned to the incident, their status, and location.
☐	5. Compile, maintain, and display resource status information on: 1) all tactical and support personnel and apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:

- Review ICS Form 201 for resource information.

- Review Check-In List (ICS Form 211).

- Confirm resources assigned to Staging.

- Confirm resources assigned to tactical Operations organization.

- Confirm resources assigned to other Command and General Staff functions.

| ☐ | 6. Establish and maintain resource tracking system. |
| ☐ | 7. Maintain master roster of all resources at the incident: |

- Total number of personnel assigned to the incident.

- Total number of resources assigned to each Section and/or Unit.

- Total number of specific equipment/apparatus types.

Resources Unit Leader Position Checklist

☐ 8. Assist in preparation of the Incident Action Plan (IAP):

- Prepare Organization Chart (ICS Form 207) and post in each room of the Incident Command Post (ICP).

- Assist in preparing the Organizational Planning Worksheet (ICS Form 215).

- Prepare Organization Assignment List (ICS Form 203).

- Prepare Division/Group Assignment Sheets (ICS Form 204).

☐ 9. Participate in Planning Meetings, as assigned.

☐ 10. Provide briefing to relief on current and unusual situations.

☐ 11. Assist in identification of additional and special resources:

- Other disciplines.

- Technical Specialists.

- Resources needed to implement contingency plans.

☐ 12. Document all activity on Unit Log (ICS Form 214).

Situation Unit Leader Position Checklist

ANNEX B   ATTACHMENT 20C
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**

☐	1. Obtain briefing from Planning Section Chief.

- Review ICS Form 201 for incident status.

- Determine incident objectives and strategy.

- Determine necessary contingency plans.

- Identify reporting requirements and schedules-both internal and external to the incident.

☐	2. Organize and staff Unit, as appropriate:

- Assign Field Observers.

- Request Technical Specialists, as needed.

☐	3. Supervise Technical Specialists as assigned (on very complex incidents, it may be necessary to assign a supervisor to oversee Technical Specialists):

- Brief Technical Specialists on current incident status.

- Assign analysis tasks.

- Notify staff of time lines and format requirements.

- Monitor progress.

Situation Unit Leader Position Checklist

☐ 4. Compile, maintain and display incident status information for Incident Command Post (ICP) staff:

- Sort data into required categories of information (i.e. geographic area, population, facilities, environmental values at risk, location of facilities, etc.).

- Determine appropriate map displays.

- Review all data for completeness, accuracy, and relevancy prior to posting.

- Plot incident boundaries, location of perimeters, facilities, access routes, etc. on display maps in Planning area.

- Develop additional displays (weather reports, incident status summaries, etc.), as necessary.

- Ensure displays and maps are kept up to date.

☐ 5. Provide photographic services and maps:

- Photographic services may be used to document operations and intelligence activities, public information activities, and accident investigations.

- Issue disposable or digital cameras to Field Observers and Operations personnel as appropriate.

- Ensure photographs are processed at the end of each operational period.

- Request or develop additional and specialized maps as required.

- Provide Incident Map(s) for Incident Action Plan (IAP).

☐ 6. Provide situation evaluation, prediction and analysis for Command and Operations; prepare information on alternative strategies:

- Review current and projected incident and resource status.

- Develop alternative strategies.

- Identify resources required to implement contingency plan.

- Document alternatives for presentation to Incident Commander and Operations and inclusion in the written IAP, using the ICS Form 204, Contingency Plan.

Situation Unit Leader Position Checklist

☐ 7. Interview Operations personnel coming off duty to determine effectiveness of strategy and tactics, work accomplished and left to be accomplished.

☐ 8. Request weather forecasts and spot weather forecasts, as necessary, directly from the National Weather Service.

☐ 9. Prepare Incident Status Summary (ICS Form 209) and other status reports, as assigned prior to each Planning Meeting:

  ▪ Provide copies to Command and General Staff.

  ▪ Forward to agency administrator and to other entities, as directed.

☐ 10. Participate in Planning Meetings, as required.

☐ 11. Prepare predictions at periodic intervals, or upon request of the Planning Section Chief. Notify Command and General Staff if unforeseen changes occur.

☐ 12. Provide briefing to relief on current and unusual situations.

☐ 13. Document all activity on Unit Log (ICS Form 214).

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Documentation Unit Leader Position Checklist
ANNEX B   ATTACHMENT 20D

The following checklist should be considered as the minimum requirements for this position.
Note that some of the tasks are one-time actions; others are ongoing or repetitive for the
duration of the incident.

✓	**Task**
	1. Obtain briefing from Planning Section Chief.
	2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.
	3. Establish work area: ▪ Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process.
	4. Establish and organize incident files.
	5. Establish duplication services, and respond to requests.
	6. Determine number needed and duplicate Incident Action Plan (IAP) accordingly.
	7. Retain and file duplicate copies of official forms and reports.
	8. Accept and file reports and forms submitted by incident personnel.
	9. Check the accuracy and completeness of records submitted for files.
	10. Ensure that legal restrictions on public and exempt records are observed.
	11. Provide briefing to relief on current activities and unusual events.
	12. Document all activity on Unit Log (ICS Form 214).
	13. Give completed incident files to Planning Section Chief.

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Demobilization Unit Leader Position Checklist
ANNEX B   ATTACHMENT 20E
The following checklist should be considered as the minimum requirements for this position.
Note that some of the tasks are one-time actions; others are ongoing or repetitive for the
duration of the incident.

✓	**Task**
	1. Obtain briefing from Planning Section Chief: ▪ Determine objectives, priorities and constraints on demobilization.
	2. Review incident resource records to determine scope of demobilization effort: ▪ Resource tracking system. ▪ Check-in forms. ▪ Master resource list.
	3. Meet with agency representatives to determine: ▪ Agencies not requiring formal demobilization. ▪ Personnel rest and safety needs. ▪ Coordination procedures with cooperating-assisting agencies.
	4. Assess the current and projected resource needs of the Operations Section.
	5. Obtain identification of surplus resources and probable release times.
	6. Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).
	7. Determine Finance/Administration, Communications, Supply, and other incident check-out stops.
	8. Determine de-briefing requirements.
	9. Establish communications links with off-incident organizations and facilities.

Demobilization Unit Leader Position Checklist

<div style="display:flex"></div>

☐   10. Prepare Demobilization Plan (ICS Form 221):

- General - Discussion of demobilization procedure.

- Responsibilities - Specific implementation responsibilities and activities.

- Release Priorities - According to agency and kind and type of resource.

- Release Procedures - Detailed steps and process to be followed.

- Directories - Maps, telephone numbers, instructions and other needed elements.

- Continuity of operations (follow up to incident operations):

- Public Information.

  - Finance/Administration.

  - Other.

- Designate to whom outstanding paperwork must be submitted.

- Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:

- Incident activity and work load are at the level the agency can reasonably assume.

  - Incident is controlled.

  - On-scene personnel are released except for those needed for final tactical assignments.

- Incident Base is reduced or in the process of being shut down.

  - Planning Section has organized final incident package.

  - Finance/Administration Section has resolved major known finance problems and defined process for follow-up.

  - Rehabilitation/cleanup accomplished or contracted.

  - Team has conducted or scheduled required debriefings.

☐   11. Obtain approval of Demobilization Plan (ICS Form 221) from Planning Section Chief.

☐   12. Distribute Demobilization Plan (ICS Form 221) to processing points both on and off incident.

Demobilization Unit Leader Position Checklist

☐ 13. Monitor implementation of Demobilization Plan (ICS Form 221).

☐ 14. Assist in the coordination of the Demobilization Plan (ICS Form 221).

☐ 15. Provide briefing to relief on current activities and unusual events.

☐ 16. Document all activity on Unit Log (ICS Form 214).

☐ 17. Give completed incident files to Documentation Unit Leader for inclusion in the final incident package.

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Finance/Administration

The following are positions that could be staffed during an extended emergency. Any position not staffed will be responsibility of the person next above the outline.

Position	Assigned	Time
Finance/Administrative Chief	_____	_____
Time Unit Leader	_____	_____
*Procurement Unit Leader	_____	_____
Compensation/Claims Unit Leader	_____	_____
*Cost Unit Leader	_____	_____

Individuals marked with an (*) may be delegated with authority to contact state and federal agencies for assistance.

Descriptions for all of these positions can be found in the glossary attached to the back of this Emergency Operations Plan.

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Time Unit Leader Position Checklist
ANNEX B   ATTACHMENT 21B
The following checklist should be considered as the minimum requirements for this position.
Note that some of the tasks are one-time actions; others are ongoing or repetitive for the
duration of the incident.

✓	**Task**

	1. Obtain briefing from Finance/Administration Section Chief:

- Determine incident requirements for time recording.

- Determine required time-lines for reports.

- Determine location of timekeeping activity.

- Determine number of personnel and rental equipment for which time will be kept.

	2. Organize and staff Unit, as appropriate.

	3. Advise Ground Support Unit, Air Support Group (if applicable), Facilities Unit (and other users of equipment) of requirement of a daily record of equipment time.

	4. Establish contact with appropriate agency personnel representatives:

- Determine time-keeping constraints of individual agencies.

- Time records should be maintained for volunteer and mutual aid resources regardless of whether time will be reimbursed.

	5. Ensure that daily personnel and equipment time recording documents are prepared, and compliance with time policy is maintained.

	6. Establish files for time records, as appropriate.

	7. Provide for records security.

	8. Ensure that all records are complete or current prior to demobilization.

	9. Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization.

	10. Brief Finance/Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

Time Unit Leader Position Checklist

☐ 11. Provide briefing to relief on current activity and unusual events.

☐ 12. Document all activity on Unit Log (ICS Form 214).

Procurement Unit Leader Position Checklist
ANNEX B   ATTACHMENT 21C
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**

	1. Obtain briefing from Finance/Administration Section Chief:

- Determine charge code, and delegation of authority to commit agency funds. If the agency cannot delegate procurement authority to the Procurement Unit Leader, they will need to assign one of their procurement people to the incident.

- Determine whether a buying team has been assigned to purchase all equipment, supplies, etc. for the incident. The Procurement Unit Leader will coordinate closely with this group.

- Determine status of bid process.

- Determine current vendor list.

- Determine current blanket Purchase Order (PO) list.

- Determine time-lines established for reporting cost information.

	2. Contact Supply Unit on incident needs and any special procedures or requirements.

	3. Prepare and sign offers for rental, as necessary.

	4. Develop Incident Procurement Plan. This plan should address/include:

- Spending caps.

- Necessary Forms.

- Identify who has purchasing authority.

- Process for obtaining approval to exceed caps.

- Coordination process with Supply Unit.

- Supply of emergency purchase orders.

Procurement Unit Leader Position Checklist

☐   5. Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.

☐   6. Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.

☐   7. Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).

☐   8. Establish contact with supply vendors, as needed.

☐   9. Determine whether additional vendor-service agreements will be necessary.

☐   10. Interpret contracts/agreements, and resolve claims or disputes within delegated authority.

☐   11. Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.

☐   12. Verify all invoices.

☐   13. It is imperative that all contractors are accounted for and their time documented:

- Coordinate with all Sections.

- It may be helpful to hire one person (or more) to simply travel the incident and document everything they see being used.

- Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing.

☐   14. Complete final processing and send documents for payment.

☐   15. Maintain final incident receiving documents:

- Obtain copies of all vendor invoices.

- Verify that all equipment time records are complete.

- Maintain comprehensive audit trail for all procurement documents.

- Check completeness of all data entries on vendor invoices.

- Compare invoices against procurement documents.

- Assure that only authorized personnel initiate orders.

Procurement Unit Leader Position Checklist

☐ 16. Provide briefing to relief on current activities and unusual events.

☐ 17. Document all activity on Unit Log (ICS Form 214).

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Compensation / Claims Unit Leader Position Checklist
ANNEX B   ATTACHMENT 21D
The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**

	1. Obtain briefing from Finance/Administration Section Chief:

   - Determine accidents/injuries to date.

   - Determine status of investigations.

	2. Establish contact with incident Safety Officer and Liaison Officer or department/agency representatives.

	3. Determine the need for Compensation for Injury and Claims Specialists, request additional personnel, as necessary.

	4. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

	5. Ensure that volunteer personnel have been appropriately registered.

	6. Ensure written authority for persons requiring medical treatment.

	7. Ensure correct billing forms for transmittal to doctor and/or hospital.

	8. Ensure all witness statements and statements from Safety Officer and Medical Unit are reviewed for completeness.

	9. Coordinate with Safety Officer to:

   - Provide liaison with Occupational Safety and Health Administration (OSHA).

   - Provide analysis of injuries.

   - Ensure appropriate level of personal protective equipment (PPE) is being used, and that personnel have been trained in its use.

	10. Maintain copies of hazardous materials and other medical debriefings; ensure they are included as part of the final incident package.

	11. Provide briefing to relief on current activities and unusual events

	12. Document all activity on Unit Log (ICS Form 214).

Compensation / Claims Unit Leader Position Checklist

Claims Specialist:

☐   1. Work closely with Operations and Planning for information from the field.

☐   2. Some agencies/Units have "Claims Teams" who are trained to do claims investigation and documentation for large incidents.

☐   3. Coordinate with FEMA, private aid organizations (Red Cross), and other Government agencies for claims documentation and their needs (the Liaison Officer can often be a help coordinate and obtain information from other agencies or private entities).

☐   4. "Damage assessment" for ongoing disaster recovery is normally not the responsibility of the Compensation and Claims Unit. However, information gathered by the Unit may be forwarded to the agency as part of its recovery effort.

Compensation for Injury Specialist:

☐   1. Determine accidents/injuries to date.

☐   2. Coordinate with incident Safety Officer, Liaison Officer and/or department/agency representatives.

☐   3. Work with Safety Officer to determine trends of accidents and provide analysis of injuries.

☐   4. Work with local agency representatives to find treatment options for injuries.

☐   5. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

☐   6. Prepare written authority for persons requiring medical treatment, and correct billing forms for transmittal to doctor and/or hospital. Ensure all witness statements are reviewed for completeness.

☐   7. Keep informed and report on status of hospitalized personnel.

☐   8. Maintain log of all injuries occurring on incident.

☐   9. Arrange for notification of next of kin for serious injuries and deaths (this will be done through Command).

Cost Unit Leader Position Checklist

ANNEX B   ATTACHMENT 21E

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

✓	**Task**

☐   1. Obtain briefing from Finance/Administration Section Chief:

   ▪ Determine reporting time-lines.

   ▪ Determine standard and special reports required.

   ▪ Determine desired report format.

☐   2. Obtain and record all cost data:

   ▪ Agency Equipment costs.

   ▪ Contract or mutual aid equipment costs.

   ▪ Contract or mutual aid personnel costs.

   ▪ Damage to facilities, infrastructure, equipment or vehicles.

   ▪ Supplies.

   ▪ Food.

   ▪ Facility rental.

☐   3. Identify in reports all equipment/personnel requiring payment.

☐   4. Prepare incident cost summaries by operational period, or as directed by the Finance/Administration Section Chief.

☐   5. If cost share agreement is done, determine what costs need to be tracked. They may be different than total incident costs.

☐   6. Prepare resources use cost estimates for Planning:

   ▪ Make sure estimates are updated with actual costs as they become available.

   ▪ Make sure information is provided to Planning according to Planning's schedule.

Cost Unit Leader Position Checklist

☐ 7. Make recommendations on cost savings to Finance/Administration Section Chief. This must be coordinated with Operations and Planning Sections—use of high cost equipment may have justifications unknown to Finance/Administration.

☐ 8. Maintain cumulative incident cost records. Costs should reflect each individual entity (individual or crew personnel, individual pieces of equipment, food, facilities) the entity's agency or contractor, pay premiums (overtime/hazard). These records should reflect:

- Agency, contract, and/or mutual aid equipment costs.

- Agency, contract, and/or mutual aid personnel costs and pay premiums (straight, hazard, and overtime).

- Contract or mutual aid equipment costs.

- Contract or mutual aid personnel costs.

- Damage to agency facilities, infrastructure, equipment or vehicles.

- Supplies.

- Food.

- Facility rental.

☐ 9. Ensure that all cost documents are accurately prepared.

☐ 10. Enter data into an agency cost analysis system (Incident Cost Analysis Reporting System (ICARS) or similar system, if appropriate).

☐ 11. Provide briefing to relief on current activity and unusual events.

☐ 12. Document all activity on Unit Log (ICS Form 214).

EMERGENCY MANAGEMENT
611 West Main Street
Marshall, MN 56258
(507) 537-7000

VOLUNTEER LIABILITY RELEASE FORM

I, _____, acknowledge and state the following:

I have chosen to travel to the worksite to volunteer (uncompensated) in response to a disaster or critical event within the City of Marshall.

I understand that this work may entail a risk of physical injury and could involve hard physical labor, heavy lifting and other strenuous activity. I further understand that some activities may take place on ladders and building framing other than at ground level. I certify that I am in good health and physically able to perform this type of work.

I understand that I am engaging in this project at my own risk. I assume all risk and responsibility for any damage or injury to my property or any personal injury which I may sustain while involved in this project.

In the event that the local disaster response agency arranges accommodations, I understand that they are not responsible or liable for my personal effects and property and that they will not provide lock-up or security for any items. I will hold them harmless in the event of theft resulting from any source or cause. I further understand that I am to abide by whatever rules and regulations are in effect for the accommodations at the time.

By my signature, for myself, my estate and my heirs, I release, discharge, indemnify and forever hold the disaster response agency, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my participation, and travel and/or lodging associated therewith, including any damage which may be caused by their own negligence.

Print Legal Name: _____   Email: _____

Signature: _____   Date: _____

Address: _____

Person to Contact in Case of Emergency: _____

Phone Number(s): _____

EMERGENCY MANAGEMENT
611 West Main Street
Marshall, MN 56258
(507) 537-7000

MINOR PARTICIPANT LIABILITY RELEASE FORM

I, _____, acknowledge and state the following:

My son/daughter has chosen to travel to the worksite to volunteer (uncompensated) in response to a disaster or critical event within the City of Marshall.

I understand that this work may entail a risk of physical injury and could involve hard physical labor, heavy lifting and other strenuous activity. I further understand that some activities may take place on ladders and building framing other than at ground level. I certify that my son/daughter is in good health and physically able to perform this type of work.

I understand that my son/daughter is engaging in this project at his/her own risk. My son/daughter assumes all risk and responsibility for any damage or injury to their property or any personal injury they may sustain while involved in this project.

In the event that the local disaster response agency arranges accommodations, my son/daughter understands that the response agency is not responsible or liable for personal effects and property and that they will not provide lock-up or security for any items. My son/daughter and I will hold them harmless in the event of theft resulting from any source or cause. My son/daughter further understands that they are to abide by whatever rules and regulations are in effect for the accommodations at the time.

By signing my son/daughter and my estate and my heirs, release, discharge, indemnify and forever hold the disaster response agency, together with their officers, agents, servants and employees, harmless from any and all causes of action arising from my son/daughter participation, and travel and/or lodging associated therewith, including any damage which may be caused by their own negligence.

Print Son/Daughter Legal Name: _____

Son/Daughter Signature: _____

Print Parent or Guardian Legal Name: _____

Parent/Guardian Signature: _____

Home Address: _____

Phone: _____   Date: _____

ICS Form 201

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name:	Position/Title:	Signature: _____
ICS 201, Page 1	Date/Time: Date	

ICS Form 201

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
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HHMM	

6. Prepared by: Name:	Position/Title:	Signature: _____
ICS 201, Page 2	Date/Time: Date	

ICS Form 201

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM

9. Current Organization (fill in additional organization as appropriate):

```
                        ┌──────────────────┐         ┌──────────────────┐
                        │    Incident      │─────────│ Liaison Officer  │
                        │   Commander      │         └──────────────────┘
                        │                  │         ┌──────────────────┐
                        │                  │─────────│  Safety Officer  │
                        │                  │         └──────────────────┘
                        └────────┬─────────┘         ┌──────────────────┐
                                 │                   │ Public Information│
                                 │                   │      Officer      │
                                 │                   └──────────────────┘
         ┌───────────┬───────────┴───────────┬───────────┐
  ┌──────────┐ ┌──────────┐         ┌──────────┐ ┌──────────────┐
  │Operations│ │ Planning │         │ Logistics│ │Finance/Admin │
  │ Section  │ │ Section  │         │ Section  │ │   Section    │
  │  Chief   │ │  Chief   │         │  Chief   │ │    Chief     │
  └──────────┘ └──────────┘         └──────────┘ └──────────────┘
```

6. Prepared by: Name:	Position/Title:	Signature: _____
ICS 201, Page 3	Date/Time: Date	

ICS Form 201

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: DateTime: HHMM

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name:	Position/Title:	Signature: _____
ICS 201, Page 4	Date/Time: Date	

ICS Form 201

ICS 201
Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:
- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and Health and Safety Briefing** (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

ICS Form 201

Block Number	Block Title	Instructions
8	**Current and Planned Actions, Strategies, and Tactics** • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

ICS Form 202

Fillable form at http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM

3. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness

5. Site Safety Plan Required? Yes ☐ No ☐
Approved Site Safety Plan(s) Located at: _____

6. Incident Action Plan (the items checked below are included in this Incident Action Plan)**:**

☐ ICS 203	☐ ICS 207	Other Attachments:	
☐ ICS 204	☐ ICS 208	☐ _____	
☐ ICS 205	☐ Map/Chart	☐ _____	
☐ ICS 205A	☐ Weather Forecast/Tides/Currents	☐ _____	
☐ ICS 206		☐ _____	

7. Prepared by:	Name:	Position/Title:	Signature: _____

8. Approved by Incident Commander:	Name:	Signature: _____

ICS 202	IAP Page	Date/Time: Date

ICS Form 202

ICS 202
Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident. If needed, an incident number can be added.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Objective(s)**	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: **S**pecific – Is the wording precise and unambiguous? **M**easurable – How will achievements be measured? **A**ction-oriented – Is an action verb used to describe expected accomplishments? **R**ealistic – Is the outcome achievable with given available resources? **T**ime-sensitive – What is the timeframe?
4	**Operational Period Command Emphasis**	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	**Site Safety Plan Required?** Yes ☐ No ☐	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

ICS Form 202

Block Number	Block Title	Instructions
6	**Incident Action Plan** (the items checked below are included in this Incident Action Plan): ☐ ICS 203 ☐ ICS 204 ☐ ICS 205 ☐ ICS 205A ☐ ICS 206 ☐ ICS 207 ☐ ICS 208 ☐ Map/Chart ☐ Weather Forecast/ Tides/Currents Other Attachments:	Check appropriate forms and list other relevant documents that are included in the IAP. ☐ ICS 203 – Organization Assignment List ☐ ICS 204 – Assignment List ☐ ICS 205 – Incident Radio Communications Plan ☐ ICS 205A – Communications List ☐ ICS 206 – Medical Plan ☐ ICS 207 – Incident Organization Chart ☐ ICS 208 – Safety Message/Plan
7	**Prepared by** • Name • Position/Title • Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	**Approved by Incident Commander** • Name • Signature • Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

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ICS Form 203

ATTACHMENT 22D
Fillable form at http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period:	Date From: Date	Date To: Date
			Time From: HHMM	Time To: HHMM

3. Incident Commander(s) and Command Staff:		7. Operations Section:		
IC/UCs		Chief		
		Deputy		
Deputy		Staging Area		
Safety Officer		**Branch**		
Public Info. Officer		Branch Director		
Liaison Officer		Deputy		
4. Agency/Organization Representatives:		Division/Group		
Agency/Organization	Name	Division/Group		
		Division/Group		
		Division/Group		
		Division/Group		
		Branch		
		Branch Director		
		Deputy		
5. Planning Section:		Division/Group		
Chief		Division/Group		
Deputy		Division/Group		
Resources Unit		Division/Group		
Situation Unit		Division/Group		
Documentation Unit		**Branch**		
Demobilization Unit		Branch Director		
Technical Specialists		Deputy		
		Division/Group		
		Division/Group		
		Division/Group		
6. Logistics Section:		Division/Group		
Chief		Division/Group		
Deputy		**Air Operations Branch**		
Support Branch		Air Ops Branch Dir.		
Director				
Supply Unit				
Facilities Unit		**8. Finance/Administration Section:**		
Ground Support Unit		Chief		
Service Branch		Deputy		
Director		Time Unit		
Communications Unit		Procurement Unit		
Medical Unit		Comp/Claims Unit		
Food Unit		Cost Unit		

9. Prepared by:	Name:		Position/Title:	Signature: _____
ICS 203	**IAP Page**	Date/Time: Date		

ICS Form 203

ICS 203
Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) 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 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Incident Commander(s) and Command Staff** • IC/UCs • Deputy • Safety Officer • Public Information Officer • Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	**Agency/Organization Representatives** • Agency/Organization • Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	**Planning Section** • Chief • Deputy • Resources Unit • Situation Unit • Documentation Unit • Demobilization Unit • Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

ICS Form 203

Block Number	Block Title	Instructions
6	**Logistics Section** • Chief • Deputy **Support Branch** • Director • Supply Unit • Facilities Unit • Ground Support Unit **Service Branch** • Director • Communications Unit • Medical Unit • Food Unit	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
7	**Operations Section** • Chief • Deputy • Staging Area **Branch** • Branch Director • Deputy • Division/Group **Air Operations Branch** • Air Operations Branch Director	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column. Branches and Divisions/Groups may be named for functionality or by geography. 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. For all individuals, use at least the first initial and last name.
8	**Finance/Administration Section** • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
9	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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ICS Form 204

Fillable form at http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

ASSIGNMENT LIST (ICS 204)

1. Incident Name:	2. Operational Period: Date From: Date Date To: Date Time From: HHMM Time To: HHMM	3. Branch:

4. Operations Personnel:	Name	Contact Number(s)	Division: Group: Staging Area:
Operations Section Chief:		XXX-XXX-XXXX	
Branch Director:		XXX-XXX-XXXX	
Division/Group Supervisor:		XXX-XXX-XXXX	

5. Resources Assigned:

Resource Identifier	Leader	# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information

6. Work Assignments:

7. Special Instructions:

8. Communications (radio and/or phone contact numbers needed for this assignment):

Name	/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
	/	
	/	
	/	
	/	

9. Prepared by:	Name:	Position/Title:	Signature: _____
ICS 204	**IAP Page**	Date/Time: Date	

ICS Form 204

ICS 204
Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Branch** **Division** **Group** **Staging Area**	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.

4	**Operations Personnel**
	• Name, Contact Number(s)
	  – Operations Section Chief
	  – Branch Director
	  – Division/Group Supervisor
		Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).

5	**Resources Assigned**	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

ICS Form 204

Block Number	Block Title	Instructions
6	**Work Assignments**	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	**Special Instructions**	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	**Communications** (radio and/or phone contact numbers needed for this assignment) ● Name/Function ● Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.
9	**Prepared by** ● Name ● Position/Title ● Signature ● Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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ICS Form 205

ATTACHMENT 22F
Fillable form at http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: Date Time: HHMM	3. Operational Period: Date From: Date Date To: Date Time From: HHMM Time To: HHMM

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. **Prepared by** (Communications Unit Leader): Name:		Signature: _____
ICS 205	**IAP Page**	Date/Time: Date

ICS Form 205

ICS 205
Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:
- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Date/Time Prepared**	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	**Basic Radio Channel Use**	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

ICS Form 205

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	**Special Instructions**	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	**Prepared by** (Communications Unit Leader) • Name • Signature • Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

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ICS Form 206

Fillable form at http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

MEDICAL PLAN (ICS 206)

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM

3. Medical Aid Stations:

Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

4. Transportation (indicate air or ground):

Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS

5. Hospitals:

Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time Air	Travel Time Ground	Trauma Center	Burn Center	Helipad
					☐ Yes Level: ____	☐ Yes ☐ No	☐ Yes ☐ No
					☐Yes Level: ____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level: ____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level: ____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:	☐ Yes ☐ No	☐ Yes ☐ No

6. Special Medical Emergency Procedures:

☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader): Name: Signature: _____

8. Approved by (Safety Officer): Name: Signature: _____

ICS 206	IAP Page	Date/Time: Date

ICS Form 206

ICS 206
Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Medical Aid Stations**	Enter the following information on the incident medical aid station(s):
	• Name	Enter name of the medical aid station.
	• Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	• Paramedics on Site? ☐ Yes ☐ No	Indicate (yes or no) if paramedics are at the site indicated.
4	**Transportation** (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	• Ambulance Service	Enter name of ambulance service.
	• Location	Enter the location of the ambulance service.
	• Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	• Level of Service ☐ ALS ☐ BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

ICS Form 206

Block Number	Block Title	Instructions
5	**Hospitals**	Enter the following information for hospital(s) that could serve this incident:
	• Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	• Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	• Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.

	• Travel Time
	  • Air
	  • Ground
		Enter the travel time by air and ground from the incident to the hospital.

	• Trauma Center ☐ Yes Level:_____	Indicate yes and the trauma level if the hospital has a trauma center.
	• Burn Center ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a burn center.
	• Helipad ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	**Special Medical Emergency Procedures**	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	**Prepared by** (Medical Unit Leader) • Name • Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	**Approved by** (Safety Officer) • Name • Signature • Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

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ICS Form 207

Fillable form at http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM

3. Organization Chart

```
                              ┌──────────────────┐      ┌──────────────────┐
                              │ Incident Commander│──────│  Liaison Officer │
                              │                   │      └──────────────────┘
                              │                   │      ┌──────────────────┐
                              │                   │──────│   Safety Officer │
                              │                   │      └──────────────────┘
                              │                   │      ┌──────────────────────────┐
                              └──────────────────┘──────│ Public Information Officer│
                                                         └──────────────────────────┘
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Operations Section Chief	Planning Section Chief	Logistics Section Chief	Finance/Admin Section Chief
Staging Area Manager	Resource Unit Ldr.	Support Branch Dir. / Services Branch Dir.	Time Unit Ldr.
	Situation Unit Ldr.	Supply Unit Ldr. / Comm. Unit Ldr.	Procurement Unit Ldr.
	Documentation Unit Ldr.	Facilities Unit Ldr. / Medical Unit Ldr.	Comp./Claims Unit Ldr.
	Demobilization Unit Ldr	Ground Spt. Unit Ldr. / Food Unit Ldr.	Cost Unit Ldr.

ICS 207	IAP Page	4. Prepared by:	Name:	Position/Title:	Signature: _____	Date/Time:

ICS Form 207

ICS 207
Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	**Incident Name**	Print the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Organization Chart**	• Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ICS Form 208

Fillable form at http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

4. Site Safety Plan Required? Yes ☐ No ☐

    Approved Site Safety Plan(s) Located At:

5. Prepared by:	Name:	Position/Title:	Signature: _____
ICS 208	**IAP Page**	Date/Time: Date	

ICS Form 208

ICS 208
Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan**	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	**Site Safety Plan Required?** Yes ☐ No ☐	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ICS Form 209

Fillable form at http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:			2. Incident Number:	
*3. Report Version (check one box on left): ☐ Initial Rpt # ☐ Update (if used): ☐ Final	*4. Incident Commander(s) & Agency or Organization:		5. Incident Management Organization:	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block"):	8. Percent (%) Contained Completed	*9. Incident Definition:	10. Incident Complexity Level:	*11. For Time Period: From Date/Time: _____ To Date/Time: _____

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted Time Zone:
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To:

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):

30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			

ICS 209, Page 1 of	* Required when applicable.

ICS Form 209

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:

Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Civilians (Public) Below:			*C. Indicate Number of Responders Below:*		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing *(note if estimated)*			G. Missing		
H. Evacuated *(note if estimated)*			H. Sheltering in Place		
I. Sheltering in Place *(note if estimated)*			I. Have Received Immunizations		
J. In Temporary Shelters *(note if est.)*			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations *(note if est.)*					
M. In Quarantine					
N. Total # Civilians (Public) Affected:			*N. Total # Responders Affected:*		

33. Life, Safety, and Health Status/Threat Remarks:	*34. Life, Safety, and Health Threat Management:	A. Check if Active
	A. No Likely Threat	☐
	B. Potential Future Threat	☐
	C. Mass Notifications in Progress	☐
	D. Mass Notifications Completed	☐
	E. No Evacuation(s) Imminent	☐
	F. Planning for Evacuation	☐
	G. Planning for Shelter-in-Place	☐
35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):	H. Evacuation(s) in Progress	☐
	I. Shelter-in-Place in Progress	☐
	J. Repopulation in Progress	☐
	K. Mass Immunization in Progress	☐
	L. Mass Immunization Complete	☐
	M. Quarantine in Progress	☐
	N. Area Restriction in Effect	☐
		☐
		☐
		☐
		☐

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident):

ICS 209, Page 2 of	*Required when applicable.*

ICS Form 209

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:

Additional Incident Decision Support Information (continued)

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:
    1) critical resource needs identified above,
    2) the Incident Action Plan and management objectives and targets,
    3) anticipated results.
Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., "sq mi"):

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

ICS 209, Page 3 of	* Required when applicable.

ICS Form 209

INCIDENT STATUS SUMMARY (ICS 209)

1. Incident Name:	2. Incident Number:

Incident Resource Commitment Summary

48. Agency or Organization:	49. Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box):													50. Additional Personnel not assigned to a resource:	51. Total Personnel (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead):
52. Total Resources															

53. Additional Cooperating and Assisting Organizations Not Listed Above:

ICS 209, Page of	* *Required when applicable.*

ICS Form 209

**ICS 209
Incident Status Summary**

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decisionmaking at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a "snapshot in time" to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline's policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

ICS Form 209

While most of the "Incident Location Information" in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms MUST be given to the incident's Documentation Unit and/or maintained as part of the official incident record.

Notes:
- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
  - Possible submission of additional pages for the Remarks Section (Block 47), and
  - Possible submission of additional copies of the fourth/last page (the "Incident Resource Commitment Summary") to provide a more detailed resource summary.

Block Number	Block Title	Instructions
*1	**Incident Name**	**REQUIRED BLOCK.** • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word "Complex" at the end of the incident name. • If the name changes, explain comments in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year.

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Block Number	Block Title	Instructions

2	**Incident Number**	• Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline.
		• Examples include:
		  ○ A computer-aided dispatch (CAD) number.
		  ○ An accounting number.
		  ○ A county number.
		  ○ A disaster declaration number.
		  ○ A combination of the State, unit/agency ID, and a dispatch system number.
		  ○ A mission number.
		  ○ Any other unique number assigned to the incident and derived by means other than those above.
		• Make sure the number entered is correct.
		• Do not use the same incident number for two different incidents in the same calendar year.
		• Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.

*3	**Report Version** (check one box on left)	**REQUIRED BLOCK.** • This indicates the current version of the ICS 209 form being submitted. • If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").
	☐ Initial	Check "Initial" if this is the first ICS 209 for this incident.
	☐ Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	☐ Final	• Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). • Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.

*4	**Incident Commander(s) & Agency or Organization**	**REQUIRED BLOCK.**
		• Enter both the first and last name of the Incident Commander.
		• If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example:
		  L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD,
		  C. Taylor – St. Paul PD, Y. Martin – St. Paul FD,
		  S. McIntyre – U.S. Army Corps, J. Hartl – NTSB

5	**Incident Management Organization**	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident.

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Block Number	Block Title	Instructions
*6	**Incident Start Date/Time**	**REQUIRED.** This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using the 24-hour clock).
	Time Zone	Enter the time zone of the incident (e.g., EDT, PST).
7	**Current Incident Size or Area Involved** (use unit label – e.g., "sq mi," "city block")	• Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). • Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47). • Indicate that the size is an estimate, if a more specific figure is not available. • Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. • If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). • The incident may be one part of a much larger event (refer to introductory instructions under "Preparation). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.
8	**Percent (%) Contained or Completed** (circle one)	• Enter the percent that this incident is completed or contained (e.g., 50%), with a % label. • For example, a spill may be 65% contained, or flood response objectives may be 50% met.
*9	**Incident Definition**	**REQUIRED BLOCK.** Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	**Incident Complexity Level**	Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.
*11	**For Time Period**	**REQUIRED BLOCK.** • Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. • The time period may include one or more operational periods, based on agency/organizational reporting requirements.
	From Date/Time	• Enter the start date (month/day/year). • Enter the start time (using the 24-hour clock).
	To Date/Time	• Enter the end date (month/day/year). • Enter the end time (using the 24-hour clock).

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Block Number	Block Title	Instructions
APPROVAL & ROUTING INFORMATION		
*12	**Prepared By**	**REQUIRED BLOCK.**
		When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e.g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
*13	**Date/Time Submitted**	**REQUIRED.**
		Enter the submission date (month/day/year) and time (using the 24-hour clock).
	Time Zone	Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST).
*14	**Approved By**	**REQUIRED.**
		When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
*15	**Primary Location, Organization, or Agency Sent To**	**REQUIRED BLOCK.**
		Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.
INCIDENT LOCATION INFORMATION		
- Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems. - As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident. - Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information. - Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is.		
*16	**State**	**REQUIRED BLOCK WHEN APPLICABLE.** - Enter the State where the incident originated. - If other States or jurisdictions are involved, enter them in Block 25 or Block 44.

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Block Number	Block Title	Instructions
*17	County / Parish / Borough	**REQUIRED BLOCK WHEN APPLICABLE.** • Enter the county, parish, or borough where the incident originated. • If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.
*18	City	**REQUIRED BLOCK WHEN APPLICABLE.** • Enter the city where the incident originated. • If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.
19	Unit or Other	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
*20	Incident Jurisdiction	**REQUIRED BLOCK WHEN APPLICABLE.** Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).
21	Incident Location Ownership (if different than jurisdiction)	• When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. • This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.
22	22. Longitude (indicate format): Latitude (indicate format):	• Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. • Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds."
23	US National Grid Reference	• Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data.
24	Legal Description (township, section, range)	• Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. • Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).
*25	Short Location or Area Description (list all affected areas or a reference point)	**REQUIRED BLOCK.** • List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e.g., "the southern third of Florida," "in ocean 20 miles west of Catalina Island, CA," or "within a 5 mile radius of Walden, CO"). • This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. • Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian).
26	UTM Coordinates	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.

ICS Form 209

Block Number	Block Title	Instructions
27	**Note any electronic geospatial data included or attached** (indicate data format, content, and collection time information and labels)	• Indicate whether and how geospatial data is included or attached. • Utilize common and open geospatial data standards. • <u>WARNING</u>: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. • <u>NOTE</u>: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). • <u>NOTE</u>: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. • <u>NOTE</u>: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. • <u>NOTE</u>: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.
INCIDENT SUMMARY		

*28	**Significant Events for the Time Period Reported** (summarize significant progress made, evacuations, incident growth, etc.)	**REQUIRED BLOCK.**
		• Describe significant events that occurred during the period being reported in Block 6. Examples include:
		  o Road closures.
		  o Evacuations.
		  o Progress made and accomplishments.
		  o Incident command transitions.
		  o Repopulation of formerly evacuated areas and specifics.
		  o Containment.
		• Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47.
		• Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered.
		• This block may be used for a single-paragraph synopsis of overall incident status.

29	**Primary Materials or Hazards Involved** (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	• When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. • Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

ICS Form 209

Block Number	Block Title	Instructions
30	**Damage Assessment Information** (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	• Include a short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period, and cumulatively. • Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. • Include any critical infrastructure or key resources damaged/destroyed/ impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. • Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the number of structures damaged by the incident.
	D. # Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).
	F. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

ICS Form 209

Block Number	Block Title	Instructions
		ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)

*31	**Public Status Summary**	• This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below.
		• Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33).
		• Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances.
		• <u>NOTE</u>: *Do not estimate any fatality information.*
		• <u>NOTE</u>: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.
		• <u>NOTE</u>: Do not complete this block if the incident covered by the ICS 209 is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) *even if they are related to the incident.*
		  o Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.
		  o For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33.
		• NOTE: When providing an estimated value, denote in parenthesis: "est."
		
		Handling Sensitive Information
		• Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions.
		• Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once.
		• Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	• Enter the total number of individuals impacted in each category for the entire duration of the incident. • This is a cumulative total number that should be adjusted each reporting period.
	C. Indicate Number of Civilians (Public) Below	• For lines 31D–M below, enter the number of civilians affected for each category. • Indicate if numbers are estimates, for those blocks where this is an option. • Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	• Enter the number of *confirmed* civilian/public fatalities. • See information in introductory instructions ("Distribution") and in Block 31 instructions regarding sensitive handling of fatality information.

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Block Number	Block Title	Instructions
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).
*31 (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if estimated)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if estimated)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place (note if estimated)	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters (note if estimated)	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations (note if estimated)	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public) Affected	Enter sum totals for Columns 31A and 31B for Rows 31D–M.
*32	**Responder Status Summary**	- This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N. - Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. - Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. - NOTE: *Do not estimate any fatality information or responder status information.* - NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. - NOTE: Do not complete this block if the incident covered by the ICS 209 is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. **Handling Sensitive Information** - Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. - Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. - Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

ICS Form 209

Block Number	Block Title	Instructions
*32 (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	• Enter the total number of individuals impacted in each category for the *entire duration* of the incident. • This is a *cumulative* total number that should be adjusted each reporting period.
	C. Indicate Number of Responders Below	• For lines 32D–M below, enter the number of responders relevant for each category. • Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	• Enter the number of *confirmed* responder fatalities. • See information in introductory instructions ("Distribution") and for Block 32 regarding sensitive handling of fatality information.
	E. With Injuries/Illness	• Enter the number of incident responders with serious injuries or illnesses due to the incident. • *For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment,* but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.
	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H.	(BLANK; use however is appropriate.)
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J.	(BLANK; use however is appropriate.)
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Total # Responders Affected	Enter sum totals for Columns 32A and 32B for Rows 32D–M.
33	**Life, Safety, and Health Status/Threat Remarks**	• Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. • This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. • Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. • Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).

ICS Form 209

Block Number	Block Title	Instructions
*34	**Life, Safety, and Health Threat Management**	Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details, or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	D. Potential Future Threat	Check if there is a potential future threat to life, health, and safety.
	E. Mass Notifications In Progress	• Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. • These may include use of threat and alert systems such as the Emergency Alert System or a "reverse 911" system. • Please indicate the areas where mass notifications have been completed (e.g., "mass notifications to ZIP codes 50201, 50014, 50010, 50011," or "notified all residents within a 5-mile radius of Gatlinburg").
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter-in-Place	Check if planning is underway for shelter-in-place activities related to this incident.
	J. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
	N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
	O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.
	P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.

ICS Form 209

Block Number	Block Title	Instructions

35	**Weather Concerns** (synopsis of current and predicted weather; discuss related factors that may cause concern)	• Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant.
		• Include current and/or predicted weather factors, and the timeframe for predictions.
		• Include relevant factors such as:
		  ○ Wind speed (label units, such as mph).
		  ○ Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., "from NNW," "from E," or "from SW").
		  ○ Temperature (label units, such as F).
		  ○ Relative humidity (label %).
		  ○ Watches.
		  ○ Warnings.
		  ○ Tides.
		  ○ Currents.
		• Any other weather information relative to the incident, such as flooding, hurricanes, etc.

36	**Projected Incident Activity, Potential, Movement, Escalation, or Spread** and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	• Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. • Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes. • Include an estimate of the acreage or area that will likely be affected. • If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.
37	**Strategic Objectives** (define planned end-state for incident)	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) **(PAGE 3)**		
38	**Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.** Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts. **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.

ICS Form 209

Block Number	Block Title	Instructions
39	**Critical Resource Needs** in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order: **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	• List the specific critical resources and numbers needed, in order of priority. *Be specific as to the need*. • Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support. • If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. • Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a "heads up" for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed. • More than one resource need may be listed for each timeframe. For example, a list could include: ○ 24 hrs: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams ○ 48 hrs: Mobile Communications Unit (Law/Fire) ○ After 72 hrs: 1 Type 2 Incident Management Team • Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid. ○ Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42. ○ Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, "Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out"). • Do not use this block for noncritical resources.
40	**Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:** 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. **Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**	• Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. • Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. • Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. • Explain major problems and concerns as indicated.

Block Number	Block Title	Instructions
41	**Planned Actions for Next Operational Period**	• Provide a short summary of actions planned for the next operational period. • Examples: ○ "The current Incident Management Team will transition out to a replacement IMT." ○ "Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports." ○ "Continue refining mapping of the recovery operations and damaged assets using GPS." ○ "Initiate removal of unauthorized food vendors."
42	**Projected Final Incident Size/Area** (use unit label – e.g., "sq mi")	• Enter an estimate of the total area likely to be involved or affected over the course of the incident. • Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc. • Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.
43	**Anticipated Incident Management Completion Date**	• Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. • Avoid leaving this block blank if possible, as this is important information for managers.
44	**Projected Significant Resource Demobilization Start Date**	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.
45	**Estimated Incident Costs to Date**	• Enter the estimated total incident costs to date for the entire incident based on currently available information. • Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If costs decrease, explain in Remarks (Block 47). • If additional space is required, please add as an attachment.
46	**Projected Final Incident Cost Estimate**	• Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If additional space is required, please add as an attachment.

Block Number	Block Title	Instructions

47	**Remarks** (or continuation of any blocks above – list block number in notation)	• Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed.
		• List the block number for any information continued from a previous block.
		• Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc.
		• For Complexes that include multiple incidents, list all sub-incidents included in the Complex.
		• List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be:
		   ○ By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or
		   ○ By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE).
		• Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping).
		• This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address).
		• Attach additional pages if it is necessary to include additional comments in the Remarks section.

INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)

- This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used.
- Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have *not* yet arrived.

For summarizing:
- When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example,
  - Group State, local, county, city, or Federal responders together under such headings, or
  - Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name).
- On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary.

ICS Form 209

Block Number	Block Title	Instructions

48	**Agency or Organization**	• List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc.
		• List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information.
		• Agencies or organizations may be listed individually or in groups.
		• When resources are grouped together, individual agencies or organizations may be listed below in Block 53.
		• Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified.
		  ○ These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.
		  ○ For example:
		    ▪ *Resource*: Type 2 Helicopters… 3/8 (indicates 3 aircraft, 8 personnel).
		    ▪ *Resource*: Type 1 Decontamination Unit… 1/3 (indicates 1 unit, 3 personnel).
		• Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.

49	**Resources** (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	• List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information.
		  ○ Examples: Type 1 Fire Engines, Type 4 Helicopters
		• Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks.
		  ○ These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box.
		  ○ For example:
		    ▪ *Resource*: Type 2 Helicopters… 3/8 (indicates 3 aircraft, 8 personnel).
		    ▪ *Resource*: Type 1 Decontamination Unit… 1/3 (indicates 1 unit, 3 personnel).
		• <u>NOTE</u>: One option is to group similar resources together when it is sensible to do so for the summary.
		  ○ For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as "structure fire engines" and "wildland fire engines" in separate columns with totals for each.
		• <u>NOTE</u>: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.

50	**Additional Personnel** not assigned to a resource	List the number of *additional* individuals (or overhead) that are not assigned to a specific resource by agency or organization.

51	**Total Personnel** (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead)	• Enter the total personnel for each agency, organization, or grouping in the Total Personnel column.
		• <u>WARNING</u>: Do not simply add the numbers across!
		• The number of Total Personnel for each row should include <u>both</u>:
		  ○ The total number of personnel assigned to each of the resources listed in Block 49, and
		  ○ The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.

| 52 | **Total Resources** | Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of *resources* in Block 49, as personnel totals will be counted under Block 51. |
| 53 | **Additional Cooperating and Assisting Organizations Not Listed Above** | • List all agencies and organizations that are not directly involved in the incident, but are providing support.
• Examples may include ambulance services, Red Cross, DHS, utility companies, etc.
• Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization). |

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ICS Form 211

Fillable form at http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:	2. Incident Number:	3. Check-In Location (complete all that apply):					4. Start Date/Time:
		☐ Base	☐ Staging Area	☐ ICP	☐ Helibase	☐ Other	Date: Date Time: HHMM

Check-In Information (use reverse of form for remarks or comments)

5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:							6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF											

ICS 211	17. Prepared by:	Name:	Position/Title:	Signature: _____	Date/Time:

ICS Form 211

ICS 211
Incident Check-In List

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:
- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Check-In Location** ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include…
4	**Start Date/Time** • Date • Time	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.

ICS Form 211

Block Number	Block Title	Instructions
	Check-In Information	Self explanatory.
5	**List single resource personnel (overhead) by agency and name, OR list resources by the following format**	Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
	• State	Use this section to list the home State for the resource.
	• Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD).
	• Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
	• Kind	Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance.
	• Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
	• Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
	• ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.
6	**Order Request #**	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	**Date/Time Check-In**	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
8	**Leader's Name**	• For equipment, enter the operator's name. • Enter the Strike Team or Task Force leader's name. • Leave blank for single resource personnel (overhead).
9	**Total Number of Personnel**	Enter total number of personnel associated with the resource. Include leaders.
10	**Incident Contact Information**	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
11	**Home Unit or Agency**	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12	**Departure Point, Date and Time**	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
13	**Method of Travel**	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
14	**Incident Assignment**	Enter the incident assignment at time of dispatch.
15	**Other Qualifications**	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.
16	**Data Provided to Resources Unit**	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
17	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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ICS Form 214

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM
3. Name:	4. ICS Position:	5. Home Agency (and Unit):	

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

| 8. Prepared by: | Name: | Position/Title: | Signature: _____ |
| **ICS 214, Page 1** | | Date/Time: Date | |

ICS Form 214

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period:	Date From: Date	Date To: Date
		Time From: HHMM	Time To: HHMM

7. Activity Log (continuation):

Date/Time	Notable Activities

8. Prepared by:	Name:	Position/Title:	Signature: _____
ICS 214, Page 2		Date/Time: Date	

ICS Form 214

ICS 214
Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:
- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Name**	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	**ICS Position**	Enter the name and ICS position of the individual in charge of the Unit.
5	**Home Agency** (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	**Resources Assigned**	Enter the following information for resources assigned:
	• Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	• ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	• Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	**Activity Log** • Date/Time • Notable Activities	• Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

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ICS Form 215

Fillable form at http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

OPERATIONAL PLANNING WORKSHEET (ICS 215)

| 1. Incident Name: | | | | | | | | | | | | | | | | 2. Operational Period: Date From: Date | Date To: Date | | |
| | | | | | | | | | | | | | | | | Time From: HHMM | Time To: HHMM | | |

3. Branch	4. Division, Group, or Other	5. Work Assignment & Special Instructions	6. Resources													7. Overhead Position(s)	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
		11. Total Resources Required														14. Prepared by:			
		12. Total Resources Have on Hand														Name: Position/Title:			
ICS 215		13. Total Resources Need To Order														Signature: Date/Time: Date			

ICS Form 215

ICS 215
Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:
- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Branch**	Enter the Branch of the work assignment for the resources.
4	**Division, Group, or Other**	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	**Work Assignment & Special Instructions**	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	**Resources**	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	**Overhead Position(s)**	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	**Special Equipment & Supplies**	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	**Reporting Location**	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	**Requested Arrival Time**	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

ICS Form 215

Block Number	Block Title	Instructions
11	**Total Resources Required**	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	**Total Resources Have on Hand**	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	**Total Resources Need To Order**	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

[Return to Forms- Attachment 22](#)

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ICS Form 215A

Fillable form at http://training.fema.gov/EMIWeb/IS/ICSResource/icsforms.htm

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name:		2. Incident Number:	
3. Date/Time Prepared: Date: Date Time: HHMM	**4. Operational Period:**	Date From: Date Date To: Date Time From: HHMM Time To: HHMM	
5. Incident Area	**6. Hazards/Risks**		**7. Mitigations**
8. Prepared by (Safety Officer): Name: Signature: _____			
Prepared by (Operations Section Chief): Name: Signature: _____			
ICS 215A		Date/Time: Date	

ICS Form 215A

ICS 215A
Incident Action Plan Safety Analysis

Purpose. The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

Preparation. The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

Distribution. When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

Notes:
- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Prepared**	Enter date (month/day/year) and time (using the 24-hour clock) prepared.
4	**Operational Period** • Date and Time From • Date and Time To	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	**Incident Area**	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	**Hazards/Risks**	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	**Mitigations**	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	**Prepared by** (Safety Officer and Operations Section Chief) • Name • Signature • Date/Time	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

ICS Form 221

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name:	2. Incident Number:	

3. Planned Release Date/Time: Date: Date Time: HHMM	4. Resource or Personnel Released:	5. Order Request Number:

6. Resource or Personnel:

You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).

LOGISTICS SECTION

	Unit/Manager	Remarks	Name	Signature
☐	Supply Unit			
☐	Communications Unit			
☐	Facilities Unit			
☐	Ground Support Unit			
☐	Security Manager			
☐				

FINANCE/ADMINISTRATION SECTION

	Unit/Leader	Remarks	Name	Signature
☐	Time Unit			
☐				
☐				

OTHER SECTION/STAFF

	Unit/Other	Remarks	Name	Signature
☐				
☐				

PLANNING SECTION

	Unit/Leader	Remarks	Name	Signature
☐				
☐	Documentation Leader			
☐	Demobilization Leader			

7. Remarks:

8. Travel Information:

Estimated Time of Departure: _____

Destination: _____

Travel Method: _____

Manifest: ☐ Yes ☐ No
        Number: _____

Room Overnight: ☐ Yes ☐ No

Actual Release Date/Time: _____

Estimated Time of Arrival: _____

Contact Information While Traveling: _____

Area/Agency/Region Notified:

9. Reassignment Information: ☐ Yes   ☐ No

Incident Name: _____

Location: _____

Incident Number: _____

Order Request Number: _____

10. Prepared by: Name:	Position/Title:	Signature: _____
ICS 221	Date/Time: Date	

ICS Form 221

ICS 221
Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:
- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Planned Release Date/Time**	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	**Resource or Personnel Released**	Enter name of the individual or resource being released.
5	**Order Request Number**	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	**Resource or Personnel** You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). • Unit/Leader/Manager/Other • Remarks • Name • Signature	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	Logistics Section ☐ Supply Unit ☐ Communications Unit ☐ Facilities Unit ☐ Ground Support Unit ☐ Security Manager	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

ICS Form 221

Block Number	Block Title	Instructions
6 (continued)	**Finance/Administration Section** ☐ Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Other Section/Staff ☐	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Planning Section ☐ Documentation Leader ☐ Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	**Remarks**	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	**Travel Information**	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Manifest ☐ Yes ☐ No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
	Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
9	**Reassignment Information** ☐ Yes ☐ No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.

Block Number	Block Title	Instructions
10	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock).

[Return to Forms- Attachment 22](#)

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ANNEX C

PUBLIC INFORMATION

STANDARD OPERATING GUIDELINES

ATTACHMENTS 1-2

I.   <u>PURPOSE</u>

        To provide an overview of how public information should be disseminated in the event of a major incident within the City of Marshall.

II.   <u>PIO-PUBLIC INFORMATION OFFICER AND SPOKESPERSON(S)</u>

        The City Administrator, as Public Information Officer, shall be responsible for managing information provided to the public. In the absence of the City Administrator, the Human Resources Manager shall serve as Public Information Officer.

        In the event of an incident, which affects only the City of Marshall and is confined only to a single City Division, the Director of that Division can act as the spokesperson unless otherwise directed by the Public Information Officer. The Division Director shall notify the Public Information Officer immediately upon an incident that may require them serving in an official spokesperson capacity to verify appropriate response. In the absence of the Division Director, the City Administrator will fill the role as official spokesperson.

        Those incidents which impact multiple City Divisions or more than a single jurisdiction, (multiple cities) the City Administrator, or their designee, will serve as the official City spokesperson. The City Administrator shall consult with the Mayor to determine when the Mayor will make official statements or serve as spokesperson. If the Mayor were unavailable, the Mayor Pro-tem will be consulted to serve in this capacity. These individuals would be given access to all information necessary to carry out their role as Public Information Spokesperson for the City of Marshall. In larger or significant incidents that involve State or Federal Agencies; those agencies can and will support the public information efforts.

III.   <u>RESPONSIBILTIES</u> – also reference <u>Annex B Attachment 9</u> and <u>Annex B 18F</u>

        A.   City government and other responding personnel in the field will be responsible for relaying important information about the emergency/disaster to the PIO.

        B.   The PIO will be responsible for disseminating information and instructions to the public on a timely basis, and will coordinate all news releases.

        C.   The PIO will be responsible for relevant, accurate and timely information.

        D.   The PIO will be responsible for ensuring that a system exists for responding to the inquiries of citizens regarding the status of their relatives.

        E.   Public Health will be responsible for the preparation of materials that describe the health risks associated with each hazard, the appropriate self-help or first aid actions, and other appropriate survival measures.

F.   The Director of Community Services or designee will be responsible for the preparation of materials for the visually or hearing impaired and non-English speaking groups, if appropriate.

G.   The Director of Public Safety/Police Chief/Fire Chief or designee will be responsible for the preparation of instructions for people who must evacuate from a high-risk area and/or instructions for sheltering in place.

H.   The Fire Chief or designee will be responsible for instructions that identify centrally located staging areas and pickup points for evacuees without private automobiles or other means of transportation.

I.   The Director of Community Services/Red Cross or designee will be responsible for preparing instructions for evacuees use upon arrival in a hosting area. Such instructions would indicate the location of reception centers, shelters, lodging, feeding facilities, and medical centers.

J.   The Marshall Municipal Utilities' General Manager or their designee will be responsible for preparing information regarding any interruption of regular electric and water service to their customers.

IV.   POLICIES AND PROCEDURES

A.   If it becomes necessary to establish a news briefing room, the Public Information Officer will determine the location from the following list as available and appropriate:

1.   City Hall Council Chambers, 344 West Main St, Marshall, MN;
2.   Professional Development Room, Marshall Middle School, 401 South Saratoga Street, Marshall, MN;
3.   Board of Directors Conference Room, Marshall Municipal Utilities, 113 South 1st St., Marshall, MN;
4.   Park Maintenance Headquarters at 400 West College Drive, Marshall, MN;
5.   Marshall Fire Hall at 201 East Saratoga Street, Marshall, MN
6.   MERIT Center at 1001 West Erie Road, Marshall, MN

The Public Information Officer will direct to establish the necessary room setup including podiums, microphones, chairs, information handouts, electrical needs and other arrangements for an effective news briefing room. The news media shall be notified of the location and times that the news media briefing room will be available.

B.   In the event of a protracted disaster/emergency, news releases will be issued on a regular basis.

C.   Public information will be disseminated through the following:
Marshall Radio Stations

Emergency Broadcast System
Outdoor warning sirens/public address systems
Social media including Code Red4
City Website
Flyers/Brochures
Marshall Community Access TV Channels

D. Mutual aid public information resources are available through Lyon County Emergency Management. These resources could assist coordination with the media, coordination with other cities' public information staff in the event of a multiple jurisdiction incident, the preparation of news releases, rumor control and in the event of a protracted incident, relief personnel for the official spokesperson/s

V. STANDARD OPERATING GUIDELINES

A. The purpose of this Standard Operating Guideline (SOG) is to assure dissemination of information and instructions to the public on a timely basis and to coordinate all releases during pre-emergency, emergency and post-emergency conditions.

1. All releases to the media will be through the Public Information Officer (PIO) or designee.

2. The PIO will edit and consolidate all releases for all media formats.

3. All public statements are to be cleared with the PIO before they are issued.

4. During emergency situations the PIO will:

a. Contact key staff members to collect pertinent information.
b. Establish liaison with City Divisions and their departments, which may require information output.
c. Inform the media of public information capabilities and plans.
d. Establish Public Information Service for the media and public inquiries.
e. Release prepared messages to the media and to all City emergency services.

II. ATTACHMENTS:

1. Background Information of a PIO
2. Sample News Release Form

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BACKGROUND INFORMATION OF A PUBLIC INFORMATION OFFICER (PIO)

I. Public Information Officer Definition

Generally the PIO plans, coordinates, and implements a public information program for City of Marshall's government and may do other related work as required.

The designated Spokesperson is responsible for providing direct verbal information to the press either in a direct release and/or question and answer.

II. Distinguishing Characteristics

This is a single position classification. Incumbents, under the general direction of higher level City managers, work independently to provide the public with information regarding City operations and objectives. The incumbent is also responsible for advising and assisting City managers with the maintenance of public information and public relations practices in their dealings with the public, regarding the City government and available resources and programs, activities and staff accomplishments.

III. Typical Tasks

- Develop programs for disseminating information regarding City government;
- Advise individual departments on public information and public relations matters;
- May act as a spokesperson for one or more City departments;
- Prepare and disseminate information to the press and other media in written and verbal form, including development of press releases and public service announcements;
- Prepare video recordings for media release;
- Stay on top of rumor control by disseminating factual information through all means;
- Develop and consult on the development of informational materials such as brochures, reports, newsletters, displays, photos, cassette recordings, and video tapes;
- Respond to inquiries from public, press and community regarding City issues;
- Consult with City officials regarding community relations issues;
- Conduct staff media training;
- Develop City media guides and policies, and provide input on the possible impact of those policies;
- Plan, coordinate and implement special events and public information campaigns which include public service announcements, commercials, and advertising;
- Work with community organizations and the private sector to expand opportunities to reach the public with information about City government services;
- May represent the City or particular departments in programs of multi-City or statewide interest;
- Develop and implement internal communication strategies designed to enhance customer service and staff morale;

- May direct other City employees and volunteers in the carrying out of the above activities;
- May supervise subordinate staff assigned to work on special projects;
  May serve on committees or groups to provide public information analysis and assistance.

IV.   Employment Standards

A.   <u>Knowledge of</u>: The principles of public relations and mass communications; print and broadcast media practices; various media forms such as newspapers, radio, television, video; computer presentations and graphic software; City government practices and operations; reporting methods, techniques; effective literary style; use of personal computers; English spelling, grammar, and punctuation.

B.   <u>Ability to</u>:
- Develop, implement and coordinate effective public information program that may include developing "partnerships" with the business community;
- Effectively represent the City to the media and with representatives of business, community and other groups and individuals;
- Advise staff on potential community reaction to new or revised policies and procedures;
- Coordinate multiple projects and meet critical deadlines;
- Prepare clear, concise and effective written and verbal materials of various types;
- Exercise sound judgment within established policy guidelines;
- Work under pressure and deadlines;
- Use the equipment of the profession including a computer, media software programs, radio, television, video cameras, and a camera;
- Maintain accurate records and files;
- Apply effective problem-solving techniques;
- Communicate effectively with various groups, boards, committees, and public;
- Keep abreast of emerging media technology;
- Establish and maintain effective working relationships with City management and others.

ANNEX C   ATTACHMENT 2

Print on City Letterhead

For Immediate Release: Month day, Year

P R E S S   R E L E A S E

Month day, Year

Headline *(be direct and succinct with headline)*

The timing of the press release is very important. It must be relevant and recent news, not too old and not too distant.

Every press release should fit on an 81/2x11 sheet of paper at a maximum. This is not an essay for the event. Write short paragraphs – four lines maximum.

Identify the key facts – ask who, what, where, when, how.

The first paragraph (2-3 sentences) should sum up the press release and most relevant information to convey. The additional content at the end can provide more background information and content.

If there is a "call to action" for the event be sure to be clear and cover this first.

Decide who should be quoted from your organization and if third-party quotes would be useful.

Avoid using jargon or specialized technical terms. If accuracy requires the use of an industry-specific term, define it.

NOTE TO EDITORS: For more information, please contact:
Name, Title, Phone Number for appropriate officials (*should be those that are aware they are listed and can address relevant information*)

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SEARCH AND RESCUE

I.   PURPOSE

        To describe how search and rescue will be accomplished within the City.

 II.   RESPONSIBILITY

        Within the City, the responsibility for search and rescue belongs to the Fire and Police
        Department. In the event of a Law Enforcement event, such as a missing child, or the
        search for a criminal suspect the Police Department would assume the primary
        responsibility. Resources responding to any search would function under the National
        Incident Management System (NIMS).   Back-up assistance would take the form of
        mutual aid from Fire and Police agencies depending on the situation.

III.   SUPPORTING AGENCIES/ORGANIZATIONS

        A.   Media Communications Specialist for Unmanned Aerial System (Drone)
        B.   Local Mutual Aid - Police or Fire depending on the situation
        C.   Local volunteers if appropriate
        D.   Brookings County Search and Rescue
        E.   The following agencies may be contacted through the State Duty Officer

                1.   Civil Air Patrol
                2.   Minnesota Search and Rescue Dog Association (MinnSARDA)
                3.   Rescue dogs

HEALTH AND MEDICAL

I.   PURPOSE

      To provide an overview of how the health/medical needs of residents will be met in the event of a major incident.

II.   PRIMARY RESPONSIBILITIES

     A.   Primary care facilities: Avera Marshall Regional Medical Center and Avera Clinic and Surgical Center. These facilities would be responsible for providing emergency medical services. Other nearby facilities (per the Lyon County emergency staff response plan) will be used for overflow or in the event, the above hospital becomes unusable.

     B.   Ambulance Service: Pre-hospital Emergency Medical Treatment and Transportation will be the primary responsibility of North Memorial Ambulance Service (NMAS) and their designated mutual partners.

          1.   Treatment includes basic and advanced life support procedures consistent with the standards of care defined in the 'North Memorial Ambulance Service Guidelines for Medical Protocols' and by the authority of the Medical Director.
          2.   NMAS will respond to emergencies within their Primary Service Area to provide triage, treatment and transportation of the sick and injured and will maintain mutual aid agreements with other ambulance providers in the region as required by Minnesota statutes and with respect to the regulations pursuant thereto.

     C.   Pre-Hospital Emergency Medical Care: Local Fire Departments and first responder units will coordinate their efforts with NMAS to provide triage, treatment and transportation to disaster victims suffering injuries.

     D.   Mortuary Services: The Coroner will be responsible for Mortuary services, operating temporary morgues and verifying the identity of victims. Support from the Minnesota Funeral Directors Association may be obtained through the State Duty Officer: 800-422-0798.

          Response to a mass fatality incident will be coordinated by the Coroner as described in the Lyon County Emergency Operations Plan. Family assistance may be rendered by the American Red Cross, the Salvation Army, Public Health and Southwest Healthcare Preparedness Coalition.

          NMAS will not provide transportation services for the disposition of fatalities but, will support the operations of the Coroner with limited supplies and equipment, whenever possible.

     E.   Health Threats: Serious potential or actual health problems (pandemic, epidemic, food and/or water contamination, etc.) associated with or without a disaster will be the responsibility of the Southwest Health and Human Services (SWHHS).

Assistance is available from the Minnesota Department of Health. While the provision of medical care in a congregate care facility is the responsibility of the facility operator, NMAS and their designated mutual aid providers, will support these efforts where available.
Examples include:

Health Threat	Assessing/Coordinating Organization
Disease-bearing pests	SWHHS Local environmental health departments Minnesota Department of Health Centers for Disease Control and Prevention Local veterinarians Minnesota Department of Agriculture
Decontamination	Avera Hospital, SWMN CAT or Marshall Fire Dept.
Detection of potential biological, chemical or radioactive agents	55th Civil Support Team Local CAT/State HazMat team SWHHS Minnesota Department of Health Centers for Disease Control and Prevention
Food contamination	SWHHS Local environmental health departments Minnesota Department of Health
Mass Immunization Clinics	SWHHS Southwest Healthcare Preparedness Coalition
Respiratory	Avera Marshall Regional Medical Center
Water purification/supplies	SWHHS (water verification testing) Local vendors National Guard Red Cross

F. The American Red Cross and Public Health will be responsible for health/medical care at shelter/congregate care facilities.

G. Health and Medical personnel will be responsible for tracking injured disaster victims during and after an emergency.

H. The Avera Marshall Regional Medical Center will decontaminate radiological, chemical or biological contaminated casualties.

I. Lyon County Emergency Manager has Memorandums of Understanding in place with numerous facilities and will assign emergency treatment centers for victims of mass casualties and disease outbreak based on incident, need, space and etc.

J. The Southwest Health and Human Services and Minnesota Department of Health will be responsible for preventative protection measures in regards to a disaster.

K. The Director of Community Services or designee will be responsible for coordinating crisis counseling for emergency workers.

III. COORDINATION

If a serious disaster resulting in multiple casualties occurs in the City, overall coordination of the various health/medical organizations response to the disaster will take place at the City EOC.

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EVACUATION, TRAFFIC CONTROL AND SECURITY

ATTACHMENTS 1 - 3

I.   <u>PURPOSE</u>

      To outline how evacuation, traffic control and security would be carried out if they are required, due to a major incident in Marshall.

II.   <u>RESPONSIBILITY</u>

    A.   In Marshall, the following officials will be responsible for decisions to evacuate or to shelter in place:

<u>Official</u>	<u>Type(s) of Incident(s)</u>
Fire Chief or designee	Fire/Radiological/HAZMAT
Director of Public Safety or designee	Law Enforcement
Incident Commander	All other types

    B.   Within the City of Marshall, the Police Department would be responsible for coordinating any large-scale evacuation that might be required. Back-up assistance for evacuation would be available from Lyon County Sheriff and City of Marshall Public Works Department. Relocation/Security for critical resources would be the responsibility of that City-related department.

    C.   The Marshall Police Department will coordinate all transportation resources used in an evacuation.

    D.   Pet evacuation will be coordinated via Marshall Police Department. City of Marshall Animal Kennel has capacity for limited intake of pets from residents of Marshall affected by the critical event.

III.   <u>PROCEDURES</u>

    A. Residents to be evacuated would be notified of the need to evacuate by outdoor warning sirens, radio, TV, door to door and public address systems. Evacuation routes, assembly points and assistance instructions will be announced.

    B. Law enforcement personnel would establish traffic control points (if needed).

    C. Mobility-impaired individuals unable to evacuate themselves would receive assistance from the Police Department, Fire Departments and local transit services.

IV.   <u>ATTACHMENTS</u>

    1.   <u>Evacuation routes</u>
    2.   <u>Evacuation map</u>
    3.   <u>What Shelter-In-Place Means</u>

ANNEX F   <u>ATTACHMENT 1</u>

<u>Evacuation Routes – TRAFFIC CONTROL POINTS</u>

A.   East End – traffic flow
     State Highway 19 (East College Drive)
     State Highway 68 (East College Drive)
     County Road 33

B.   North End – traffic flow
     State Highway 23
     State Highway 59 (West Main Street)
     State Highway 68 (northwest) (West Main Street)

C.   West End - traffic flow
     State Highway 19 (West College Drive)
     State Highway 23 (southwest)
     County Road 33

D.   South End - traffic flow
     State Highway 59 (East Main Street)
     County Road 7
     County Road 67 (South Saratoga Street)

City of Marshall - Lyon County

Primary Evacuation Route
Secondary Evacuation Route

What Shelter-In-Place Means

When
Chemical, biological or radiological contaminants may be released accidentally or intentionally into the environment. Should this occur, information is provided by local authorities on television and radio stations with regard to protection for yourself and family. The important thing is for you to follow the instructions given and to know what to do when advised to shelter-in-place.

Why
This is a precaution aimed to keep you safe while remaining indoors. (This is not the same things as going to a shelter in case of a storm.) Remember that instructions to shelter-in-place are usually provided for a few hours not days or weeks. There is little danger that the room in which you are taking shelter will run out of oxygen.

How
Shelter-in-place means selecting a small, interior room, with no or few windows and taking refuge there. It does not mean sealing off your entire home or office building. If you are told to shelter-in-place, follow the instructions listed below.

Keep in mind that when local authorities provide directions to shelter-in-place, they want everyone to take those steps immediately regardless of their location (no driving or walking outdoors).

At Home
- Close & lock all windows & exterior doors.

- If you are told there is danger of an explosion, close the window shades, blinds and/or curtains.

- Turn off all fans, heating & air conditioning systems.

- Close the fireplace damper.

- Get your ***disaster supply kit*** and make sure the radio is on, working & has batteries in case of a power outage.

- Go to an interior room without windows that's above ground level. *In the case of a chemical threat, an above-ground location is preferable because some chemicals are heavier than air & may seep into basements even with the windows & doors closed.*

- Bring your ***pets*** with you, & be sure to bring additional food & water supplies for them.

- It is ideal to have a hard-wired telephone in the room you select. Cell phone equipment may be overwhelmed or damaged in an emergency. Texting may be

the most efficient method of communication if power is out &/or the landline is out.

- Use duct tape & plastic sheeting, garbage bags work well in a pinch, (heavier than food wrap) to seal all cracks around the door and any vents into the room.

- Keep listening to your radio or television until you are told all is safe, or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk within the community.

In Your Vehicle
- If you are very close to home, your office or a public building, go there immediately and go inside. Follow the shelter-in-place instructions above.

- If you are unable to get to a home or building quickly & safely, then pull over to the side of the road. Stop your vehicle in the safest place possible. If it is sunny outside, it is preferable to stop in a shady spot to avoid overheating.

- Turn off the engine.

- Close all windows & vents.

- If possible, seal the vents with duct tape.

- Listen to the radio regularly for updated advice & instructions.

- Stay where you are until you are told it is safe to get back on the road. Be aware that some roads may be closed or have a detour. Follow the directions given by first responders (law enforcement, fire department, etc).

At Work
- Close the business.

- Bring everyone into the room(s), shut & lock the door(s).

- If there are customers, clients or visitors in the building, provide for their safety by asking them to stay & NOT leave.

- Unless there is an imminent threat, ask employees, customers, clients and visitors to call their emergency contact & inform them of their location & that they are safe.

- Turn on call-forwarding or alternative telephone answering systems or services. If the business has voice mail or an automated attendant, change the recording to indicate that the business is closed & that staff & visitors are remaining in the building until authorities say it is safe to leave.

- Close & lock all windows, exterior doors, and any other openings to the outside.

- If you are told there is danger of explosion, close the window shades, blinds and/or curtains.

- Have employees familiar with your building's mechanical systems turn off all fans, heating & air conditioning systems. Some systems automatically provide for exchange with outside air. These systems in particular need to be turned off, sealed or disabled.

- Gather essential disaster supplies, such as perishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, & plastic garbage bags.

- Select interior rooms above ground level, with the fewest windows or vents. The room(s) should have adequate space for everyone to be able to sit in. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outdoors.

- It is ideal to have a hard-wired telephone in the room you select. Cell phone equipment may be overwhelmed or damaged in an emergency. Texting may be the most efficient method of communication if power is out &/or the landline is out.

- Use duct tape and plastic sheeting (garbage bags work well here) to seal all cracks around the door(s) & any vents into the room.

- Write down the names of everyone in the room & call your business' designated emergency contact to report who is in the room with you & their affiliation with your business (employee, visitor, client, etc).

- Keep listening to the radio or television until you are told all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in your community.

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FIRE PROTECTION

I.   PURPOSE

To provide an overview of how fire protection is provided in the City of Marshall.

II.   RESPONSIBILITY

The Marshall Fire Department is responsible for emergency situations within the City of Marshall and upon the highways and county roads which lie within the city limits. This includes but is not limited to:

A.   Response to structure fires

B.   Vehicle Accidents and fires

C.   Grass Fires

D.   Hazmat

III.   MUTUAL AID AGREEMENTS

A.   The Marshall Fire Department has mutual aid agreements with all fire departments in Lyon County.

IV.   CAPABILITIES

Fire Department vehicles are equipped with portable and mobile radio communications equipment and are dispatched by the Lyon County Sheriff's Dispatch Center.

All Fire Department members are trained as Emergency Medical Responders.

Fire Department has an aerial truck for response to tall structures.

V.   HAZARDOUS MATERIALS RESPONSE

The Marshall Fire Department has the primary responsibility for response and coordination of hazardous materials incidents within the city. The Fire Department responds at the First Responder/Operations Level. Response is limited to doing initial size-up and support of responding hazardous materials teams with personnel and resources.

In the event of a chemical release/spill within the city limits of Marshall, the Southwest Minnesota Chemical Assessment Team (SWMN CAT) can be activated through the Lyon County Dispatch center. The CAT team in this event would assist the Marshall Fire Department. If additional haz-mat response aid is needed, the State Duty Officer would be contacted.

The ability of the Marshall Fire Department to mitigate and control a situation would be dictated by the hazardous material and resources immediately available and the situation

would be consistent with the training level of the responders within the city. All responses to hazardous materials incidents would be coordinated and managed by the incident command system. Hazardous Material incident response is also addressed in Annex M of this plan.

Marshall Fire Department also stores and maintains a cache of spill response equipment and has a haz-mat trailer to transport these materials to any requested response.

VI.   SUPPORTING DOCUMENTS

A.   Standard Operating Guidelines utilized by the Marshall Fire Department to fulfill its responsibilities under the City Emergency Operations Plan are maintained in the Fire Department Training Officer's office at 201 Saratoga Street.

B.   A map of Marshall Fire Department Fire District is located in the Law Enforcement Communication Center at 611 W. Main Street. Lyon County GIS Manager in Public Works also has a map and may be contacted at 507-532-8212.
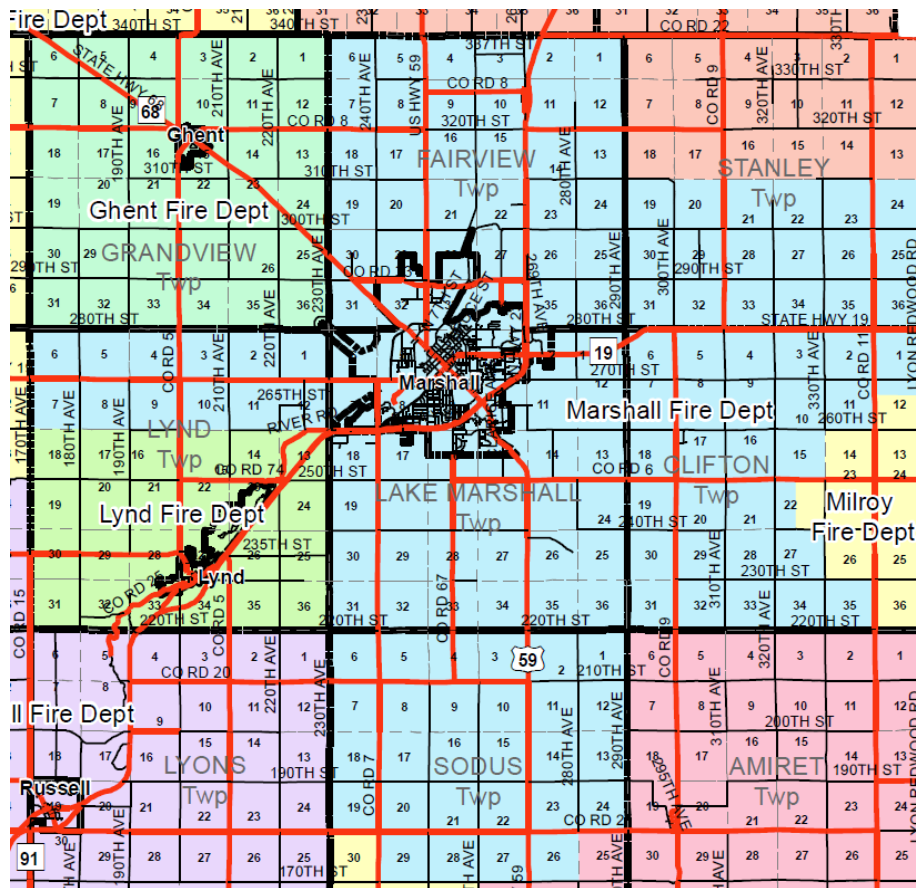
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DAMAGE ASSESSMENT

I.   PURPOSE

To provide an overview of how damage assessment would be accomplished following a disaster in the City.

II.   RESPONSIBILITIES also reference Annex B Attachment 13 and ICS form 209 Block 30

A.   The City Assessor is responsible for:

1.   Developing and maintaining a damage assessment "team" composed of municipal and/or private sector agency representatives.
2.   Maintaining an up-to-date listing of damage assessment team personnel.
3.   Maintaining the procedures to be followed for damage assessment.
4.   Coordinating the damage assessment process (following the occurrence of a disaster).

B.   City government officials who, depending upon the nature of the disaster, would participate in a damage assessment effort:

1.   City Assessor
2.   Director of Public Works/City Engineer
3.   Finance Director/City Clerk

C.   County government officials who (potentially) would participate in a damage assessment effort:

1.   Lyon County Emergency Manager
2.   Lyon County Public Works Director
3.   Lyon County Assessor
4.   Other assessment staff/ jurisdictions

D.   Private Sector Agencies:

Private sector agencies that might be available and that might be appropriate participants in a damage assessment effort:

1.   American Red Cross
2.   Insurance companies and Realtors
3.   Other Assessments - MAAO

III.   POLICIES AND PROCEDURES

A.   One of the first critical tasks in providing timely, efficient relief services is to assess the size and scope of a disaster and estimate the number of homes and families affected. This damage assessment is essential in determining monetary damages and monetary value for disaster declarations.

B.   Where possible and when appropriate, photographs and videos will be taken of damaged areas and City maps will be used to show the location of damaged sites. GPS coordinates of damage areas shall be recorded along with the photographs and video.

C.   When damage assessment is carried out in conjunction with a request for State or Federal disaster assistance, the Emergency Management Director will contact the Lyon County Emergency Manager, who will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM).

D.   When possible, the Lyon County Emergency Manager and other appropriate local government officials will participate in damage assessment procedure training.

IV.   SUPPORTING DOCUMENTS

A.   For additional information and guidance, refer to: Minnesota Homeland Security and Emergency Management (HSEM) website and the Minnesota Disaster Management Handbook.

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CONGREGATE CARE

STANDARD OPERATING GUIDELINES

ATTACHMENT 1

I.   PURPOSE

To describe how the congregate care (emergency housing, feeding, clothing and counseling) needs of City residents would be met in the event of a disaster.

II.   RESPONSIBILITIES

Marshall Emergency Management, Marshall Community Services Department, Southwest Health and Human Services and private sector agencies are responsible for ensuring that the congregate care needs of disaster victims are met.

A.   Primary Needs. The following <u>primary</u> congregate care needs of disaster victims will be met by the government departments/voluntary organizations indicated:

1. Emergency housing (includes waste management at the facility) – the American Red Cross, The Salvation Army and SWHHS
2. Emergency feeding – The American Red Cross, The Salvation Army, area grocery stores, restaurants and SWHHS
3. Emergency clothing – Goodwill, American Red Cross, Salvation Army and Social Services
4. Crisis counseling – may be provided by the American Red Cross, The Salvation Army, Western Mental Health and Southwest Health Care Preparedness Coalition

B.   Additional Needs. The following additional congregate care needs of disaster victims will be met by the agencies/organizations indicated:

1. Reception and registration center teams – Marshall Community Services and/or American Red Cross.
2. Inquiry and referral (regarding disaster victims) – Marshall Community Services and/or The American Red Cross.
3. Chemical decontamination – Avera Marshall Regional Medical Center.
4. Regulation of Shelters – SWHHS and Red Cross
5. Crisis upgrade of shelters and crisis shelter stocking plan – The American Red Cross and SWHHS
6. Crisis marking of unmarked shelters and congregate care facilities – The American Red Cross and SWHHS
7. Law enforcement in reception and registration centers and lodging facilities – Marshall Police Department with assistance from the Lyon County Sheriff's Office (depending upon availability).
8. Crisis Counseling – Western Mental Health Center, Southwest Health and Human Services, Avera Marshall Behavioral Health Unit and Southwest Healthcare Preparedness Coalition
9. Waste management – managed according to Federal, State and County guidelines overseen by the City of Marshall Department of Public Works.
10. Pet sheltering – the City of Marshall has an animal shelter operated by the Marshall Police Department located adjacent to the city garage.
11. Pet evacuation assistance can be obtained from:

a. Local veterinarians
b. The Dog House (local)
c. Marshall Animal Clinic (local)
d. American Humane Society (AHA)
e. Humane Society of the United States (HSUS)
f. Minnesota Animal Disaster Coalition (MNADC)
g. Minnesota Animal Control Association (MACA)

These agencies can be reached through Minnesota Voluntary Organization Active in Disaster (MnVOAD), which can be contact via the State Duty Officer.

III.   COORDINATION OF CONGREGATE CARE

The Director of Community Services would be responsible for providing overall coordination of the congregate care function. In order to facilitate this coordination, the American Red Cross would provide a representative for the Emergency Operating Center (EOC), in the event of an incident which would affect multiple cities. The Lyon County Emergency Management office would be contacted to assist with congregate care efforts and would consider partial EOC activation in an appropriate location to carry out those coordination efforts.

IV.   AVAILABLE RESOURCES

The American Red Cross maintains contracts with pre-selected facilities in the Marshall area. They also have a Shelter Facility Survey (http://www.disasterresource.org/images/partner-resources/Red-Cross-Shelter-Facility-Survey.pdf) which is helpful.

Lyon County Emergency Manager holds MOU's (Memorandum of Understanding) with SMSU and all schools in Marshall. Lyon County Emergency Manager also has a regional cache of shelter supplies.

The American Red Cross may have access to limited stocks of cots, blankets and pillows available for shelter use. The American Red Cross maintains relationships with other organizations such as the Salvation Army, to supplement resources if the situation should warrant.

V.   SUPPORT DOCUMENTS

A.   Congregate Care - Standard Operating Guidelines

This Standard Operating Guideline (SOG) is intended to provide the general information and guidance necessary to allow city government and voluntary organizations to meet the congregate care needs of both city residents and (potential) incoming evacuees from other areas.

I.   CONGREGATE CARE FACILITIES/SPACES

Congregate Care Facilities - In Marshall, approximately eight facilities are potentially available to temporarily house evacuees/disaster victims.

II.   CONGREGATE CARE INFORMATION/GUIDANCE

A.   General

1.   Facilities in the city that could be used as reception and registration centers for incoming evacuees/disaster victims have been pre-identified.
2.   The congregate care facilities in the city that would be the most appropriate for housing institutionalized or special-needs groups have been pre-identified.
3.   For certain types of disasters, evacuees/victims may need to be decontaminated prior to their entry into a shelter.
(See the ANNEX L - Part A)

B.   Emergencies

1.   The Director of Community Services will be notified first who will then, in turn, notify those responsible for the following areas:
Housing – Marshall Public Housing
Feeding – Salvation Army
Clothing – Southwest Health and Human Services
Counseling – Western Mental Health

These people and their alternates will be named from a staff personnel roster in order of their listing.

C.   Wide-Spread Nuclear Emergency

1.   Marshall residents who have home basements would be asked to utilize them for fallout protection. During the period of strategic warning, citizens would be instructed to improve the fallout protection of their basements in accordance with the methods outlined in the Congregate Care Resource Guide. City residents without basements, and evacuees from hazard areas, would be instructed to report to reception and registration centers in order to be assigned to shelters.
2.   The City of Marshall would be asked to provide shelter for essential workers and their families relocating from hazard areas.
3.   Evacuees coming into Marshall from a hazard area would be asked to bring identification, medication(s), and food supplies they're able to transport. In

addition, arrangements would be made to move food and essential supplies from warehouses to fallout shelters and mass feeding facilities, to the extent possible and prudent.

4.   The officials from the hazard area being evacuated would be asked to share the responsibility for resource supply to Marshall by organizing the transporting of key resources during the evacuation time period.

II.   ATTACHMENTS:

1.   Checklist for Opening Shelters

ANNEX I ATTACHMENT 1

CHECKLIST FOR OPENING SHELTERS

The following is a checklist of responsibilities and actions to be taken by the City of Marshall Director of Community Services or their designee during evacuation situations.

1. Check with Lyon County Emergency Manager on availability of shelters

2. Arrange for opening the shelters with owners and assign personnel. Complete walk through of facility prior to opening.

3. Coordinate assistance from the American Red Cross (Shelter Facility Survey - http://www.disasterresource.org/images/partner-resources/Red-Cross-Shelter-Facility-Survey.pdf), Salvation Army, religious groups and other volunteers.

4. Coordinate the allocation of local congregate care space and fallout shelter space.

5. Assign personnel and volunteers to congregate care facilities.

6. Advise the City Public Information Officer to release information on the occupancy of congregate care facilities/mass care centers.

7. Allocate evacuees proportionately, keeping the PIO informed of the situation and of the persons who can be contacted for information on evacuees.

8. Distribute necessary supplies and services to each facility.

9. Keep the chief elected official informed of actions taken, and any assistance needed from fire services, police or health officials.

10. Issue information and instructions to evacuees regarding sheltering, lodging, feeding, health and sanitation. Special consideration for medications and also medical equipment needed.

11. Issue information and instructions for pets.

12. During a major evacuation, assign personnel to staging areas and determine transportation needs.

DEBRIS CLEARANCE

I.   PURPOSE

To describe how debris clearance would be accomplished following a disaster in the City.

II.   RESPONSIBILITIES

Within the City of Marshall, the City Public Works Department would be responsible for debris clearance. May request assistance from Lyon County Public Works and Minnesota Pollution Control Agency (MPCA).

III.   POLICIES AND PROCEDURES

A.   Initial Response – Clearance of debris that hinders immediate lifesaving actions and poses an immediate threat to public health and safety.

1.   First Priority
   a.   Law Enforcement Center, Fire Hall, andAmbulance Building
   b.   MERIT Center
   c.   Hospital – Avera Marshall Regional Medical Center
   d.   Lyon County Public Works (fuel pumps)
   e.   Marshall Street Department Maintenance Facility

2.   Second Priority
   a.   Primary evacuation routes
   b.   Shelters – (i.e., Marshall Area Adult Community Center, congregate housing centers)
   c.   Power transmission sites (only if system damage occurred)
   d.   Water storage/treatment sites (only if system damage occurred)
   e.   Sanitary/wastewater facility (only if system damage occurred)
   f.   Sanitation sewer stations (only if system damage occurred)
   g.   Municipal buildings
   h.   Crucial large employers (Schwan's, ADM, US Bank)
   i.   Schools (public/private/university) Note: students should remain in school care until routes and caregivers are available.

3.   Third Priority
   a.   Residential areas
   b.   Congregate housing (non-shelter)

B.   Recovery – Removal and disposal of debris that hinders the orderly recovery of the community and poses less immediate threats to health and safety. Except in extremely unusual circumstances, removal of debris from private property is the responsibility of the property owner.

C.   Residents will be asked to sort debris by:
1.   Trees and brush
2.   White goods (appliances)

3. Household hazardous waste
4. Construction/demolition materials
5. Regular garbage

The MPCA ER Team leader should be consulted as debris management efforts are defined. The MPCA is the lead State Agency for debris management in a disaster or terror response. The MPCA has the ability to define waste streams in a recovery in order to simplify and expedite the recovery.

D. Within the City of Marshall, the City and/or County Public Works Department would be responsible for debris clearance.

E. Determination of emergency routes will depend on the nature and location of the debris-generating events, and will be identified by the Incident Commander.

F. The Minnesota Pollution Control Agency (MPCA) will work with the City's incident management team to plan for how the household hazardous waste will be removed from the homes. How it will be sorted and collected. And then work with the City and the County on final processing and disposal. This MAY also include assistance with funding, on a disaster by disaster basis.

G. The Board of Animal Health and the Minnesota Department of Agriculture have the lead authority over animal carcasses. The MPCA has some regulatory authority over how the carcasses can be disposed of or destroyed. Therefore, the three of us would be working together to come to a decision regarding that. Also, depending on the method of disposal or destruction that is chosen, the MPCA may actually direct/ facilitate that operation.

H. Contracting procedures will be determined by the Finance Director/City Clerk.

I. Temporary storage locations will be chosen according to the disaster. Taking into consideration FEMA guidelines, final disposition of debris will be decided by the Director of Public Works/City Engineer and the Lyon County Public Works Director.

IV. DEBRIS MANAGEMENT

A. Removal of debris on public property will be the responsibility of the City of Marshall. Beyond the scope of the Public Works Department and the Community Services Parks Department, additional assistance may be obtained from MMU, Lyon County Public Works or contracted services.

A. To be eligible for FEMA reimbursement, documentation for Time and Materials are extremely important.

B. The Public Works and Community Services Divisions may be responsible for and shall assign specific duties under this plan for:

1. Environmental compliance
2. Coordinating documentation
3. Coordinating with State and Federal disaster agencies
4. Coordinating with volunteer agencies
5. Debris monitoring
6. Responding to citizen inquiries

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UTILITY RESTORATION

MARSHALL MUNICIPAL UTILITIES (MMU)

STANDARD OPERATING GUIDELINES

ATTACHMENT 1

I. PURPOSE

To provide an overview of how utility services would be restored following a disruption of service. Marshall Public Works Department is responsible for coordinating and prioritizing these activities with the appropriate service providers; however, Marshall Municipal Utilities/ Emergency Preparedness and Oversight Team (EPOT) is responsible for coordinating and prioritizing the restoration of electric and water services, but will generally follow the order of restoration established by the EOC.

II. RESPONSIBILITIES

A. The following government agencies/private sector organizations are responsible for providing utility services for the City of Marshall. In the event of a utility outage due to a disaster, these agencies/organizations should be called in order to restore service:

1. Electrical service –   Marshall Municipal Utilities, 507-537-7005
2. Gas service –   Great Plains Natural Gas, 1-877-267-4764
3. Telephone service –   Centurylink, 1-877-348-9007
                              Vast, 507-337-7800
                              Charter Communications, 1-855-260-0628
4. Cable service –   Charter, 800-936-1479
                              Vast, 507-337-7800
                              MVTV wireless 320-564-4807
5. Wastewater –   Marshall Public Works, 507-537-6776
6. Potable Water –   Marshall Municipal Utilities, 507-537-7005

III. SERVICE RESTORATION

A. At the time of the disaster, the EOC staff will determine which facilities will be considered essential for priority of utility restoration.   Priorities for utility restoration will depend on the nature and location of the incident. Vulnerable populations and facilities which are essential for public safety are listed below and will be considered first.

1. Emergency Operations Center - has generator hookup capability
2. Law Enforcement Center/Dispatch – has generator
3. Nursing Homes
4. Hospital – has generator
5. Marshall Fire Department
6. Marshall Ambulance Services
7. Individuals with functional access needs

IV. SUPPORT DOCUMENTS

A. MMU Utility Restoration - Standard Operating Guidelines (electric/water/PNWAN)

This Standard Operating Guideline (SOG) is intended to provide the general information and guidance necessary to allow city government and voluntary organizations to meet the utilities restoration needs of both city residents and (potential) incoming evacuees from other areas.

I. EMERGENCY PREPAREDNESS AND OVERSIGHT TEAM (EPOT)

   A. Marshall Municipal Utilities' (MMU) emergency preparedness will be reviewed, updated, communicated, administered and approved by a team appointed by the General Manager. The team consists of the following employees:

   1. Electric Operations Manager
   2. General Manager
   3. Customer Service Manager
   4. Water Operations Manager
   5. Electric Superintendent
   6. Plant/Properties Superintendent

   B. The team's responsibilities include:

   1. Performing a quarterly review of the Handbook for Operating Emergencies.
   2. Ensuring that an overview of the Handbook is presented to employees annually as a topic of required training.
   3. Ensuring that the Handbook is reviewed with new employees.
   4. Analyzing potential threats not covered in the Handbook to determine need for inclusion.
   5. Convene as soon as possible following the declaration of a major emergency to facilitate response activities. The first team member contacted will assume responsibility for contacting the rest of the team.
   6. Unless uninhabitable, the EPOT will assemble at the Office of Marshall Municipal Utilities. Alternative locations (in order of choice) will be the LEC, City Hall or any meeting place available.
   7. Overseeing and coordinating resource procurement and allocation, regulatory and media communications, city-wide disaster response coordination, and mutual aid requests/response.
   8. Conducting a post-assessment of the response effectiveness for all major emergencies.
   9. Establishing preparedness indicators and auditing such indicators at least twice annually.
   10. Issuing a report on MMU's preparedness annually in March.

II. CONTINUITY OF OPERATIONS PLAN

   A. The Continuity of Operation Plan (COOP) of MMU is designed to guide MMU to provide for the needs of customers by continuing to supply electric power and a healthful water supply when the utility is under stresses created by high employee absenteeism, regardless of cause. Of specific concern is absenteeism created by pandemic illness, the origin of the plan. However, the plan has been extrapolated to include any circumstance that creates high absenteeism.

   B. The plan is based on a two-tier approach using percent absenteeism as a trigger for changing to Critical Service Provision Mode (CSPM). This trigger has been initially set at a 50% level at which

point a switch from Normal Operations Mode (NOM) to Critical Service Provision Mode becomes necessary. The CSPM changeover threshold may vary from the 50% on a departmental or even functional basis in areas of small staffing. CSPM is a mode where the primary concern of remaining employees is to keep the electric power and water flowing with other functions becoming discretionary. Billing, future planning, construction, marketing, preventative maintenance and many other functions fall into the non-critical definition.

The plan attempts to look forward out into the world to anticipate where problems will surface. Suppliers can be experiencing the same absenteeism problems as the utility and customers experiencing illness related problems making bill payment difficult.

A secondary sub-tier exists in the CSPM condition, that being financial. While the production of water and electric service bills is not a short-term necessity, cash reserves and other factors limit the time that the utility can operate without revenue influx. It is the MMU Commission's desire to maintain a minimum reserve balance of four months for unanticipated operating expenses.
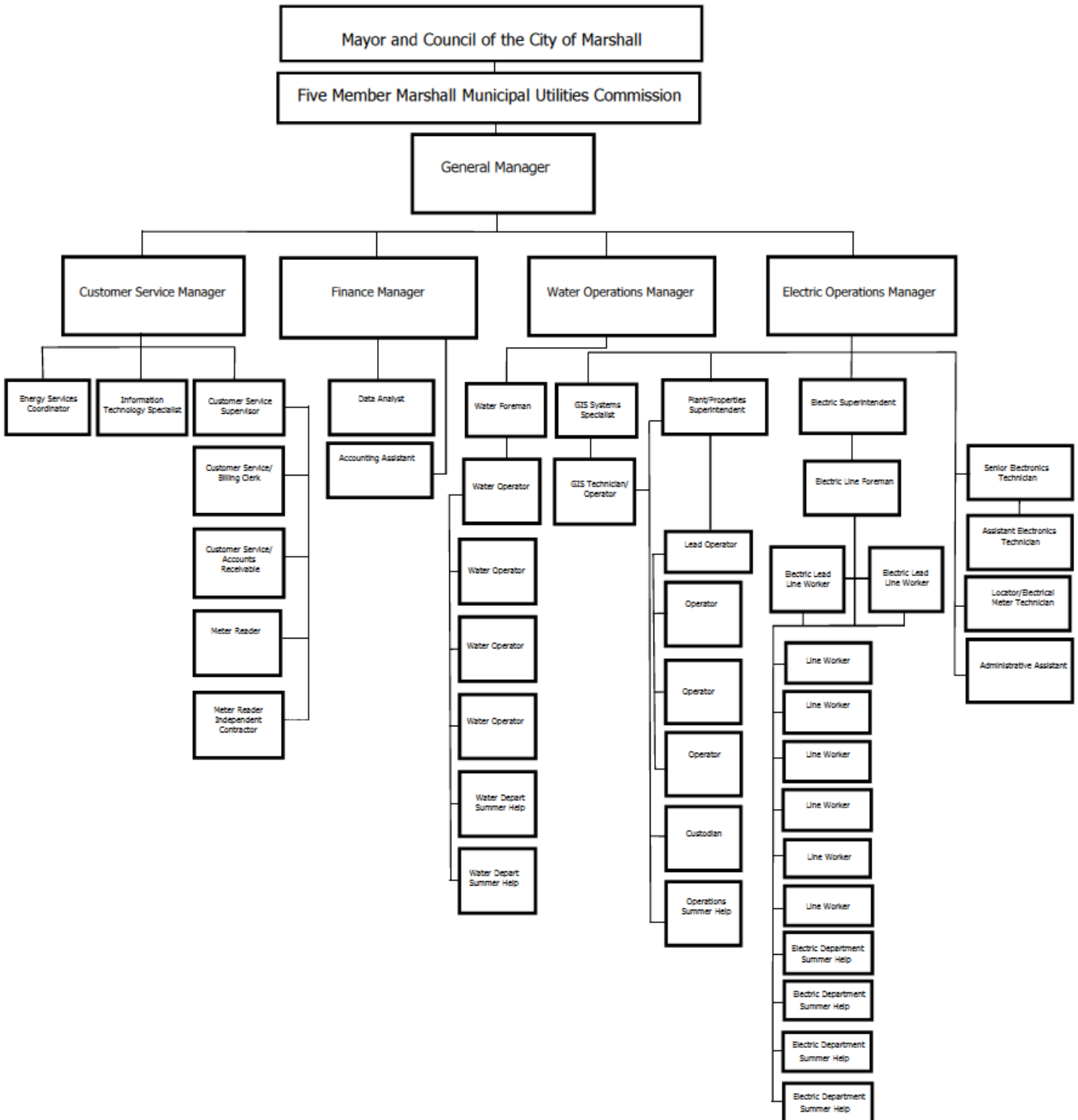
During CSPM other functions can continue as staffing allows, however the prime directive will be to maintain critical functions for MMU customers.

III.   <u>ATTACHMENTS</u>:

   1.   Marshall Municipal Utilities Organizational Chart

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MMU ORGANIZATIONAL CHART

- **Mayor and Council of the City of Marshall**
  - **Five Member Marshall Municipal Utilities Commission**
    - **General Manager**
      - **Customer Service Manager**
        - Energy Services Coordinator
        - Information Technology Specialist
        - Customer Service Supervisor
          - Customer Service/Billing Clerk
          - Customer Service/Accounts Receivable
          - Meter Reader
          - Meter Reader Independent Contractor
      - **Finance Manager**
        - Data Analyst
          - Accounting Assistant
      - **Water Operations Manager**
        - Water Foreman
          - Water Operator
          - Water Operator
          - Water Operator
          - Water Operator
          - Water Depart Summer Help
          - Water Depart Summer Help
        - GIS Systems Specialist
          - GIS Technician/Operator
        - Plant/Properties Superintendent
          - Lead Operator
          - Operator
          - Operator
          - Operator
          - Custodian
          - Operations Summer Help
      - **Electric Operations Manager**
        - Electric Superintendent
          - Electric Line Foreman
            - Electric Lead Line Worker
            - Electric Lead Line Worker
              - Line Worker
              - Line Worker
              - Line Worker
              - Line Worker
              - Line Worker
              - Line Worker
              - Electric Department Summer Help
              - Electric Department Summer Help
              - Electric Department Summer Help
              - Electric Department Summer Help
        - Senior Electronics Technician
        - Assistant Electronics Technician
        - Locator/Electrical Meter Technician
        - Administrative Assistant

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ANNEX L

CHEMICAL, BIOLOGICAL, RADIOLOGICAL, NUCLEAR AND EXPLOSIVE (CBRNE) / TERRORISM RESPONSE

ATTACHMENT 1

PART A - HAZARDOUS MATERIAL PROTECTION

I.   PURPOSE

It is recognized that situations could develop in which Marshall residents may be exposed to a release of hazardous materials. Planning is needed to ensure a coordinated response to all types of hazardous material incidents, whether they occur at a fixed facility or are the result of a transportation accident. This part of the annex is intended to describe this planning and how the city will respond in order for the protection of life and property as the result of a hazardous materials incident.

II.   RESPONSE

A. Pre-identification and analysis of risk. In response to the requirements and recommendations contained in the Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, as well as other legislation, the following facilities/locations within the City of Marshall have been pre-identified.

    1.   "Covered" facilities are facilities that possess extremely hazardous materials. A list of the covered facilities and their locations is given in Annex L Attachment 1 of this plan.

B.   Determination that a release of hazardous materials has occurred.

Facilities located within the City of Marshall that use, store, manufacture or transport hazardous materials are responsible for developing systems and training their employees so as to be able to promptly determine and report that a release of hazardous materials has occurred. The systems, methods, and/or procedures in place at each facility for determining that a release occurred, along with a brief description of any specialized system (i.e. monitor/sensor system) are described in the facility emergency plans. Copies of these plans are available in the Marshall Fire Department Office.

C.   Response to a release of hazardous material.

    1. Lyon County is responsible to conduct a hazard analysis to determine potential populations and facilities which might be affected by a hazardous materials emergency.

    2. Facilities within the City of Marshall that possess extremely hazardous materials are required to develop and maintain emergency response plans as specified in 29 CFR 1910.120 or emergency action plans as specified in 29 CFR 1910.38 (a) that their employees will follow in the event of a release of those materials. At minimum, the plan must:

a. Specify that the facility shall immediately notify the following in the event of an accidental emergency release: Local authorities by dialing 911, State authorities by contacting the State Duty Officer by dialing 1-800-422-0798.

b. Designate one or more facility emergency coordinators who shall make determinations to implement the plan, with 24 hour contact telephone numbers.

3. All covered facilities have developed, or (new facilities) have under development, emergency response plans for on-site response.

D. Hazardous Materials Response Capabilities

1. Within the City of Marshall, the Fire Department has the primary responsibility for responding to hazardous materials incidents with the support of the Southwest Minnesota Chemical Assessment Team.

2. Emergency responders will begin their determination of the area affected by a hazardous materials release by identifying/verifying the hazardous material involved. For the most part they will then rely on the following methodology to determine the need for evacuation and the area of the city to evacuate: Use of the direct observation where applicable, DOT Emergency Guide Book, Facility Preplans (if fixed facility), computer modeling when available, and on the advice of State Chemical Assessment Team, or Facility Operator.

3. All responses to hazardous materials incidents within the City of Marshall will be coordinated through the use of the National Incident Management System (NIMS)

III.   STATE SUPPORT

In the event of a hazardous materials incident that is beyond the capabilities of the Marshall City Government and immediate mutual aid agencies, assistance from Lyon County and State Agencies (MNG 55th CST, CAT-Chemical Assessment Teams, and Hazardous Materials Response Teams) can be requested. Such requests should be submitted by the County Emergency Manager to the State Duty Officer at 800-422-0798.

IV.   FEDERAL SUPPORT

A. Reimbursement of costs for a hazardous materials response may be available. To be eligible for reimbursement, contact the National Response Center at 800-424-8802 and the MPCA within 24 hours of the incident and subsequently submit an application for reimbursement. County and State Emergency Management offices can offer assistance when seeking reimbursement from this and other sources.

V. ADDITIONAL RESOURCES

  A. DOT **Emergency Response Guidebook** (Hazardous Materials) which may be located online at http://www.phmsa.dot.gov/hazmat/library/erg

VI. ATTACHMENTS

  1. Covered Facilities

PART B – BOMB AND INTENTIONAL EXPLOSIVE RESPONSE

I. PURPOSE

  Explosions can occur for a variety of reasons; both intentional and unintentional. However, this plan focuses on bombs or intentional events.

  The purpose of this plan is to outline general guidelines to be used for a community response for this type of disaster. This disaster is distinctive from other disasters in that it is an intentionally caused disaster and it is a crime and the scene of any bomb or detonation is a crime scene. NIMS protocols will be utilized.

III. OVERVIEW

  Although generally an infrequent event, the possibility of a bomb or bomb threat is a situation that may happen at any time. Because of the potential danger created by bombs, it is important that any threat be taken seriously. The mere threat of a bomb may cause panic among those in the area of the threat. There isn't a guideline that can address every threat but consideration must include: life-safety, property protection, collection/preservation of evidence to identify and arrest those responsible for the bomb or bomb threat, and interruption of operation for the organization in which the bomb is reported to be in.

  Building management or the responsible party for that organization is the one who must be responsible to determine if the site should be evacuated or even whether a search for a bomb is made. Building management must plan to carry out the search, since those familiar with the area are best at noting things out of place. The on-site Marshall Police supervisor will determine whether Marshall Police personnel will participate in any search to locate a bomb. If Marshall Police personnel participate in a search of the site they must be partnered with an employee or other responsible party for the organization who is somewhat familiar with the site and are only to assist that person with their search.

III. DEFINITIONS

  A. **Bomb:** A device, excluding fireworks, designed to explode and violently release smoke, gas, pellets, poisons, or other destructive material.

Bombs can be constructed to look almost like anything and can be placed or delivered in any number of ways. The probability of finding a bomb that looks like the stereotypical bomb is almost non-existent. The only common denominator that exists among bombs is that they are designed or intended to explode.

Most bombs are homemade and are limited in their design only by the imagination of, and resources available to, the bomber. Remember, if searching for a bomb, suspect anything that looks unusual or out of place. Let a trained bomb technician determine what is or is not a bomb.

B. **Bomb threat:** The expression of an intent to detonate a bomb. Bomb threats are delivered in a variety of ways. The majority of threats are called in to the target. Occasionally these calls are through a third party.

C. **Evacuation meeting area:** An area used to temporarily hold the personnel of a threatened location while the location is being searched. *Schools will utilize their family reunification plan in the event of a school evacuation.*

D. **Imminent danger to human life:** This state occurs when one of the following conditions are present at a threatened location:

1. A bomb or suspected bomb is found; or
2. The location has a previous history of found bombs or suspected bombs; or
3. Any other cause that threatens human life.

E. **On-Site Emergency Manager:** This is the facility responsible party at the site of the bomb threat.

F. **Secondary-Bomb Device:** A secondary bomb device set up usually either in proximity to the initial site where an earlier bomb had detonated or the location where emergency responders can be expected to arrive in response to an earlier bomb detonation. Secondary-bomb devices usually target emergency responders and are intended to heighten the terror caused by a bombing and to increase the media attention to this type of attack.

IV. OPERATING GUIDELINES

A. Response
   1. Secondary Device Threat: Responders and Site Responsible parties must be aware that a bomb threat or even and initial bomb detonation might be to draw in responders and to target them for a secondary device.

   2. Incident Command: Standard incident command guidelines would be followed. The first Marshall Police Officer on the scene will normally start as the Incident Commander (IC) until relieved. The IC should identify the responsible party for any private facility where this type of incident occurs

on. That person will serve as the facility point of contact until they are relieved.

3. <u>Initial Assessment</u>: The Incident Commander shall assist the facility point of contact by giving that person a brief assessment of responder capabilities and what resources can be summoned if needed to the best of his or her knowledge. **Emergency responders are not to make a recommendation as to evacuate or not whether to search a facility or not.**
   a. *MPD Bomb Threat/Response Checklist* is a guide for response and follow through actions.

4. <u>Decision time</u>: Responding personnel need to understand the options that facility management are facing as to whether to evacuate the facility or not. The most serious of all decisions to be made by management in the event of a bomb threat is whether to evacuate a building or not. In many cases, this decision may have already been made during the development of a facility bomb incident plan. Essentially, there are three alternatives when faced with a bomb threat:

   a. Ignore the threat.
   b. Evacuate immediately.
   c. Search and evacuate if warranted.

   <u>Ignoring the threat</u> completely can result in some problems. While a statistical argument can be made that very few bomb threats are real, it cannot be overlooked that bombs have been located in connection with threats. If employees learn that bomb threats have been received and ignored, it could result in morale problems and have a long-term adverse effect on a business. Also, there is the possibility that if the bomb caller feels they are being ignored, they may go beyond the threat and actually plant a bomb.

   <u>Evacuating immediately</u> on every bomb threat is an alternative that on face value appears to be the preferred approach. However, negative factors inherent in this approach must be considered. The obvious result of immediate evacuation is the disruptive effect on the facility. If the bomb threat caller knows the policy is to evacuate each time a call is made, they can continually call and force the institution to a standstill. An employee, knowing that the policy is to evacuate may make a threat in order to get out of work. A student may use a bomb threat to avoid a class or miss a test. Also, a bomber wishing to cause personal injuries could place a bomb near an exit normally used to evacuate and then call in the threat.

   <u>Initiating a search</u> after a threat is received and during the evacuation of a building after a suspicious package or device is found is the third, and perhaps most desired approach. Asking the evacuees to take note of anything that appears out of place and reporting this to facility officials is

highly recommended. It is certainly not as disruptive as an immediate evacuation and will satisfy the requirement to do something when a threat is received. If a device is found, the evacuation can be accomplished expeditiously while at the same time hopefully avoiding the potential damage areas of the bomb. On the other hand, the bomb may not be found and it could detonate before an evacuation is made. Deciding which option is the one to follow is the challenge for facility management. Police or other public safety personnel will follow their guidelines in participating in any search.

A. If a decision is made to search, the search should not be conducted within 30 minutes on either side of any threatened detonation time. During the search, electronic devices that are not intrinsically safe, such as pagers, radios, tasers, flashlights and cell phones should not be used within 350 feet of the target area.

5. <u>Evacuation</u>: While in most cases it is unlikely that there will be a bomb, and that the motivation of the threat is probably to cause widespread disruption to the victim organization by calling in a hoax, there is strong pressure to conduct an evacuation even if there is the slightest doubt that a real bomb could be present. As noted earlier, that evacuation might not be the safest or even necessary response. In one school setting, a student called in a threat, expecting an evacuation, and then shot students as they exited the school according to a practiced evacuation plan. Furthermore, there is at least anecdotal evidence that conducting evacuations for every bomb threat rewards the caller by doing exactly what they want and so may increase the incidence of such threats.

When an evacuation is contemplated, *a search of the evacuation route and meeting area is necessary prior to ordering the evacuation*. <u>The decision to evacuate a building rests solely with the person in-charge of the premises.</u> If that person decides to evacuate the building, officer(s) may assist with the evacuation and any search of the building that might be deemed appropriate.

a. An evacuation should be made without announcing the word "bomb" which could cause undue panic. It should be done in a calm, orderly, and systematic manner. Advise personnel to take all of their personnel belongings with them, such as purses, brief cases, or back packs and take note of anything out of place on their way out of the building.

b. Fire drill procedures should not be used since it would result in windows and doors being closed.

c. Consideration should be made of evacuation priorities, e.g., evacuation by floor levels or building sections. Evacuate the areas above and below and adjacent to the danger area in order to remove those persons from danger as quickly as possible.

d. Persons should be evacuated to a designated area where facility management should be able to determine that everyone in their work area or classroom was accounted for. The evacuation area should be away from where emergency responders are staging and well beyond where the debris field would likely go.

1. If the suspected bomb is outside, persons should be kept at least approximately 1,000 feet from the scene.

2. If the suspected bomb is inside a substantial building, the greatest danger is from flying debris.

6. Search: The assessment of the seriousness of the bomb threat will help decide whether to conduct a search or not. The question will be, will a search be overt or covert? Obviously the presence of police personnel, especially uniform personnel, makes any search far less subtle. Also, will a search be conducted without an evacuation or after evacuation of the area to be searched. Regardless of the evacuation, a search is almost always advisable.

But again, any decision to search a facility is a decision that will only be made by the person in charge of that facility. *The on-site police supervisor will determine whether emergency personnel will participate in any search to locate a bomb*. If emergency personnel participate in a search of the site they must be partnered with an employee or other responsible party for the organization that is somewhat familiar with the site and are only to assist that person with their search.

B.   IF A BOMB OR SUSPECTED BOMB IS FOUND, SEARCHERS SHOULD:

1. Initial Actions

a.   refrain from touching the bomb or suspected bomb;

b.   remove everyone from the immediate area;

c.   notify the Incident Commander;

d.   through the Minnesota Duty Officer, a bomb squad should be notified. Expect approximately a 4-hour response time.

2. SIZE-UP: *Emergency Responders, including Marshall Police personnel, and responsible parties from the site should not go near the device.* As outlined in the next section; scene security, evacuation of personnel, notifications for additional assistance, and the setting up of an incident command and staging should be done. A size-up should be done with information that is known without additional entry to the device location, until a bomb squad arrives. Questions to answer by this include:

       a.   What type of device is it?

       b.   Where is it located?

       c.   What does the device appear to be made of?

       d.   If it appears to be military ordinance, what were its approximate length and width?

       e.   What are its color and the color of markings?

       f.   What will happen if the device explodes?

       g.   What is the potential number of victims?

       h.   What buildings would be affected?

       i.   Are there any potential secondary hazards like hazardous materials or a potential secondary device?

3.   *IF NO DEVICE IS FOUND, searching personnel can advise facility management that a search was completed and that no bomb or suspected bomb was found, but they are NOT to advise that there is no bomb or that the facility is safe!*

       <u>Re-occupying the building after a search:</u> The decision to re-occupy the building if it has been evacuated is to be made by the On-Site Emergency Manager, with input from emergency responders. Factors, which affect this decision, may include:

       a.   Confidence in the search.

       b.   Perceived level of the threat.

       c.   Demeanor of the personnel.

C.   **Pre-detonation/detonation of an explosive:** In the event of a pre-detonation response or of a detonation of a device while units are on-scene, initial responding units must control the scene.

1.   ELECTRONIC DEVICES SHUT OFF: Radios, cell phones, pagers, computers and other electronic devices must be shut off within <u>350 feet</u> of the initial site unless intrinsically safe since radio waves can set off some explosive devices. The approach must be cautious because some devices may be motion sensitive and concerns for secondary devices.

2.   CRIME SCENE: This is now a crime scene and the Police Department will take charge of the event, working in conjunction with other emergency

responders and the site responsible parties. Steps must be taken to secure the area and additional resources requested at once.

3. VICTIM RESCUE: Rescue and evacuation of victims is crucial. Provision of medical care to the wounded is crucial. The decision must be made on non-wounded to remove them or shelter in place. If it can be done safely the non-wounded should be evacuated from the scene, and if at all possible, taking them to a secure location where they can be identified and even briefly questioned as to what they saw. If any are hurt or injured appropriate medical care should be provided.

4. NOTIFICATIONS: Must bring appropriate resources to the scene.

    a. **Law Enforcement:** Area law enforcement resources should be notified if not on-scene already, Lyon County Sheriff's Office, Minnesota State Patrol, Brown/Lyon/Redwood/Renville Emergency Response Unit should be activated.

    b. **Medical:** If not on the scene already, North Memorial Medical Transport (Ambulance) must be dispatched and Avera Marshall Hospital Emergency Room notified.

    c. **Fire:** Marshall Fire Department must be dispatched. They can also provide necessary personnel to assist on scene. Fire suppression efforts should be directed initially to protect the rescue effort, then to suppress fires in property that can be saved. The Marshall Fire Chief would determine if additional fire resources were needed.

    d. **HazMat:** The Southwest Minnesota Chemical Assessment Team (C.A.T.) is to be dispatched to monitor for air hazards and appropriate clothing must be donned to deal with the hazards present. They may also need to coordinate decontamination of responders or victims.

    e. **Additional resources:** The Minnesota Duty Officer can bring additional resources. The bomb squad from St. Paul, the BCA, Minnesota Fire Marshall's Office, NG 55[th], ATF, FBI, and even FEMA may respond. However, these resources will not be immediately available. The bomb squad may have more than a four (4) hour response time.

5. PERIMETER SECURITY: Must be established, the area isolated, and entry denied to unauthorized persons. A useful source of suggested isolation and evacuation distances is the DOT "*Emergency Response Guidebook*" that is in each of the emergency vehicles.

6. COMMANND POST/STAGING: Unified Command will have to be established. An incident command post and staging must be set up away from the target area and buildings with large amounts of glass. Structural and natural barriers should be used for protection. Fire apparatus can be used as a

shield if necessary. Personnel may seek shelter behind or inside nearby buildings, away from windows and exterior walls. A security sweep of the area should be done before establishing the Command Post. It should be away from locations where it would be vulnerable to previously hidden explosives.

7. DEBRIS AWARENESS: If a device has already exploded, responders must stage at a safe distance, well outside the area where debris was first encountered. The debris field may contain unexploded bomb fragments. There may be damaged utilities, sabotaged fire protective systems, or secondary devices to disrupt the response. Responders must be alert for anything that looks unusual.

8. SIZE-UP: Once the scene has been contained, command must size-up the problem, as outlined in the previous section. The size-up issues are different when an explosion has already occurred. Things to look for here include;

   a. Is there a vapor cloud or unusual odors?

   b. What is the number and condition of the casualties?

   c. Is there structural collapse or unstable buildings?

   d. Is there fire?

   e. Are exposures threatened?

   f. Are utilities damaged?

   g. Are there any likely secondary device targets?

   h. What resources will be needed?

9. MEDICAL RESPONSE: Rescue and provision of medical care to the wounded is crucial. Responders may have to deal with mass casualties. They must wear appropriate protective equipment such masks, gloves, and clothing to protect against blood borne pathogens. Triage, treatment, and transport centers will have to be established.

   a. Most victims will have multiple injuries and some that may not be immediately obvious. For instance, there might be ear damage due to blast overpressure.

   b. In some cases, emergency gross decontamination may be necessary. A tracking method must be established to gather information about victims. Fatalities and their surroundings should be left undisturbed until investigators have been able to investigate the area.

c. The hospital (Avera Marshall) Emergency Department should prepare as some victims may self-evacuate. In a mass care situation, they may need to provide medical staff on-scene if it is beyond the resources of North.

10. HAZARDOUS MATERIALS AND BIOLOGICAL/CHEMICAL AGENTS: A response may include a new form of threat – anthrax (or any biological/chemical agent or other hazardous material). If there is a HAZMAT or CBRNE Agent threat the Incident Commander should evaluate the seriousness of the threat. The Southwest Minnesota Chemical Assessment Team (C.A.T.) is paged by the Dispatch Center if the threat is within the City of Marshall and if it is a HAZMAT threat. If the threat is determined to be a serious one or a HAZMAT or CBRNE is found then Dispatch shall notify the Minnesota Duty Officer for advice and assistance.

11. SCENE INTEGRITY: Responders shall stay out of the area and secure the perimeter unless engaged in a specific lifesaving assignment. General crime scene practices must be initiated as quickly as staffing permits.

a. Evidence must be left in place, unless it is going to be destroyed before investigators arrive on the scene. Potentially transient physical evidence, such as that present on victims or that which may be compromised by weather or rescue efforts must be protected. Contamination of evidence must be minimized. The area of evidence should be photographed and an evidence log and chain of custody maintained.

b. To assist in the investigation, responders must identify witnesses who may be removed to a safe area and held until they can be interviewed by investigators. At least witness's names, addresses, and phone numbers must be obtained.

12. EVIDENCE COLLECTION: Once the fire and rescue response has been resolved, the incident continues as a law enforcement investigation of what will be secured as a crime scene. Trained investigators will conduct a safety sweep of the area. Responders should assist investigators in identifying and evaluating hazards. An early priority for investigators will be to interview the incident commander and the responders to the scene. As the investigation continues, investigators may need assistance with resources, equipment, and personnel.

D. **Recovery and Clean Up:** This is likely to be a long-term operation.

1. Access must be regulated. A hard barrier should be installed around the blast site as quickly as possible. There should be limited means of access and egress.

2. A plan will be needed to accommodate necessary law enforcement and other responders, volunteers, building managers or responsible parties, visiting dignitaries, the media, and others. Personnel entering and leaving the scene must be accounted for. An identification system should be established so that only authorized persons are allowed into the site.

3. Hazards must be planned for. Air monitoring must be carried out continually to determine what hazards are present at the site. There may be blood-borne pathogens, asbestos and other airborne contaminants, or smoldering fires and heat. It will be necessary to establish and enforce PPE utilization for all personnel working the site.

E. **Supervisory and Command Responsibilities:**

1. The Police Department will respond and assume command of the scene, serving as "Incident Command" of the scene. A supervisor will respond to all bomb threats or suspected bomb calls. The Incident Commander will coordinate with any subsequent emergency response units that come and assume a Unified Command. Lyon County emergency manager must be notified of the event as well.

2. Investigators may be called in to assist in the investigation process, especially if a bomb or suspected bomb is found or an explosion occurs.

3. If a bomb or suspected bomb is found, through the Minnesota Duty Officer, a bomb squad shall be notified (see earlier notification section). Upon arrival, the Bomb Squad will join Unified command of the target area. The Minnesota Duty Officer will also notify Alcohol Tobacco and Firearms (ATF) that may come to the site, especially if bomb is found. ATF will likely take over the investigation if they arrive on-site.

4. If a bomb explodes and there is a fire, the Marshall Fire Department will join Unified Command of the fire scene.

F. **Conclusion:** Terrorists often choose explosive and incendiary weapons, but more frequently will simply make the threat of this to cause fear and disruption. Effective investigation and the arrest of those in these types of threat to our community is the most effective deterrent.

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COVERED FACILITIES

Praxair
400 W Erie Road
Marshall, MN 56258

Archer Daniels Midland Company (ADM)
400 W Erie Road
Marshall, MN 56258

The Schwan Food Company
115 W College Drive
Marshall, MN 56258

Helena Chemical Company
500 N 7th Street
Marshall, MN 56258

Turkey Valley Farms
112 S 6th Street
Marshall, MN 56258

Reinhart Food Service Inc
702 Fairview Street
Marshall, MN 56258

Centurylink
305 W Lyon Street
Marshall, MN 56258

ANNEX M

MORTUARY/MASS CASUALTY

I.   PURPOSE

The purpose of a mortuary annex is to prepare local response personnel and other responsible agencies and professionals to handle mass fatalities effectively and to work with the survivors in an emergency or disaster. This document is a plan for managing a mass fatalities incident to insure the proper identification of the deceased and release back to their families.

A.   The Coroner or their designee will be the Chief Mortuary Officer in the event of a disaster involving the need for mortuary services. The Coroner will be responsible for removal and examination of the deceased and notification of the next of kin in a manner that will preclude abnormal time delays in releasing the victims to the next of kin. The Mortuary Team is to work at the Coroner's direction.

1.   Local Level: County Coroner

Responsibilities
a.   The regional level coordinating group should implement federal and state directives into local policies and procedures. Those local policies should be specific to that region.
b.   Investigate and recommend local action required in the areas of manpower should a disaster occur.
c.   Investigate and recommend morgue locations in the instance that the number of deaths over tax local morgue and funeral home facilities.
d.   Develop mutual aid agreements with other communities.
e.   Local mortuary service providers can each handle up to six victims.

2.   State Level: Department of Health

Responsibilities
a.   Assist coordinating memorial affairs matters at the state level.
b.   Develop and implement federal policies, standards, procedures, training and preparing directives as needed.
c.   Set up a central records office for all dead and missing personnel
d.   Serve as a focal point for implementing memorial affairs requirements.
e.   Provide technical supervision and assistance during major disaster operations. This includes management assistance to local agencies.
f.   Coordinate communications between local and state levels as required to accomplish the mission.
g.   Develop or offer recommended training for personnel. The training program should include orientation, general problems, and methods of identification, procedures for keeping records, religious considerations and public information.

3.   Federal Level: FEMA

    Responsibilities:
    a.   Coordinate memorial affairs matters at the federal level.
    b.   Set up a central record office for control of state reports and statistics.
    c.   Serve as central control point for operational guidance.
    d.   Prepare standard policies and procedures regarding memorial affairs activities.
    e.   Direct communications between federal agencies as required to accomplish the mission.

II.   BEHAVIORAL HEALTH

A.   It is important to consider the psychological needs which arise following a disaster and the steps customarily taken to handle them. When attending to these concerns it is important for the disaster workers to recognize that the psychological needs of the surviving relatives and friends of the disaster victims should be met effectively from the time of notification until the remains of the deceased are returned to their care.

III.   DISASTER WORKERS AND EXPOSURE TO DEATH

A.   One of the problems that arise following a multi death disaster is the relationship between those people who are called upon to be disaster workers and the work they must do. A high percentage or workers change jobs or quit within a year following a disaster unless they have been exposed to a psychological first aid program (group briefing by a professional counselor) within 24-48 hours following the disaster. This program is not and cannot be all things to all people but by following the information and requesting proper help it will assist you toward providing a professional response.

IV.   ADDITIONAL RESOURCES

A.   Disaster Mortuary Operational Response Teams information may be found at
    https://www.phe.gov/Preparedness/responders/ndms/ndms-teams/Pages/dmort.aspx

B.   The Office of the Revisor of Statutes
    https://www.revisor.mn.gov/search/?stat=1&laws=1&rule=1

V. <u>GLOSSARY</u>

A. Chief of Collection: Duty is to see that remains are properly recovered from the disaster site.

B. Chief of Identification: Duty is to see remains are properly identified.

C. Chief of Transportation: Duty is to procure transportation for the bodies from the disaster site to morgues, funeral homes, etc. and to arrange for shipment of bodies to relatives.

D. Mortuary Communications Coordinator: Responsibilities will include communicating with the families, airlines, medical examiner, newspapers and television in coordination with the PIO/IC.

E. Mortuary Building Coordinator: Responsibilities will include assigning bodies to funeral homes based on space and equipment and to supply equipment to the temporary morgue, should one be established.

GLOSSARY

GLOSSARY

EMERGENCY MANAGEMENT TERMS AND DEFINITIONS

Alternate EOC: A designated location(s) which can be utilized as a secondary Emergency Operations Center in the case the primary EOC is affected by the disaster and/or rendered unusable.

Command Post (CP) or Incident Command Post (ICP): The location from which the Incident Command directs operations. Generally located at or in the immediate vicinity of the incident site.

Continuity of Government (COG): Refers to the preservation, maintenance or reconstruction of government's ability to carry out its executive, legislative and judicial processes under the threat of occurrence of any emergency condition that could disrupt government process and service. It is the purpose of Continuity of Government to preserve leadership and authority, prevent unlawful assumptions of authority, assure government direction and control mechanisms and assure delivery of government services. (See: "Lines of Succession" and "Pre-Delegation of Emergency Authority".)

Continuity of Operations Plans (COOP): A plan that helps to ensure trouble-free operations through unanticipated events.

Disaster: Defined as an incident or event which overwhelms normal local resources, personnel and procedures. These events require assistance from other local agencies, county resources, state resources, volunteer organizations and/or resources not utilized within the City on a routine basis. Examples of disasters can include large scale transportation accidents, large scale damage incurred from a weather incident (straight-line winds, tornadoes, rain and snow), large scale fire incident, large scale hazardous materials release and large-scale civil disorder/terrorist act.

Emergency: Defined as an incident or event which can routinely be handled with normal local resources, personnel and procedures.   Examples of emergencies can include single home structure fires, single medical emergencies, a two-car accident, fire or burglar alarm.

Emergency Action Steps: Those actions that facilitate the ability of personnel to respond quickly and efficiently to emergencies. Ensures that specific actions exist that senior leaders must be prepared to take in response to emergency conditions.

Emergency Operations Center (EOC): A central location which enables government to coordinate policy decisions, manage resources and respond to disasters and emergencies beyond the scope of an on-scene, Incident Commander. The intent of the EOC is to provide additional support to the on-scene Incident Commander/Incident Command Post as needed.

Emergency Management (EM): A comprehensive system that integrates and coordinates vital agencies and resources into a program of disaster mitigation, preparedness, response and recovery. The establishment of an Integrated Emergency Management System (IEMS) requires a systematic process that will:
- Identify risks/threats/capabilities and potential vulnerabilities
- Identify community resources
- Outline/define roles and responsibilities of municipal and county departments

- Ensure strict coordination and communication among state, federal and local governments, as well as businesses, industry and volunteer organizations.

Federal Emergency Management Agency (FEMA): The central point of contact within the Federal Government for a wide range of Emergency Management activities. The role of FEMA is to provide broad oversight in the areas of continuity of government, support state emergency management program efforts, financial aid and support for presidential declared disasters and mitigation efforts and proposed federal legislation affecting emergency management nationally.

Hazard: This is a dangerous event or set of circumstances that has the potential to lead to a disaster.

Hazard Probability: The likelihood of a hazard occurring within a particular area

Incident Command System (ICS): This term references a system designed to provide on-scene incident management during an emergency event. It provides organizational structure and operating policies framework for on-scene responders to an incident and once established, may be modified or expanded, depending upon the changing conditions of the incident. Its purpose is to more effectively manage an incident through the use of shared goals and tactical objectives and an understanding of the roles of others. It also allows for the combining of resources during an incident. A detailed explanation of NIMS/Incident Command System is located within the Direction and Control Annex of the City of Marshall Emergency Operations Plan.
i.e. Chain of Command.

Lines of Succession (Continuity of Government): Establish an order or line of those entitled to succeed one another under emergency conditions. It identifies who is in charge and ensures continued leadership. This is referenced within the City of Marshall Emergency Operations Plan Basic Plan Annex.

Lyon County Emergency Management: The central coordination and contact point within Lyon County for a wide range of Emergency Management resources. This organization provides support to its municipal programs via coordination of personnel support, grant assistance, mutual aid agencies and County resources. The Lyon County Emergency Manager is the liaison between municipalities, cities and other governmental agencies.

Minnesota Division of Homeland Security and Emergency Management (HSEM): The central coordination and contact point within the State of Minnesota for a wide range of Emergency Management resources.   The Minnesota Division of Homeland Security and Emergency Management is a division located within the Minnesota Department of Public Safety. HSEM provides training, financial, staff and resource support to county and municipal Emergency Management Programs.

Mitigation (Phase of Emergency Management): Activities/projects that eliminate or reduce the probability of occurrence or effects of an emergency/disaster. This includes long term activities such as establishment of building codes, flood plain management, fire codes, local land use planning, zoning ordinances and enforcement, insurance and public education.

National Incident Management System (NIMS): A comprehensive, nationwide, systematic approach to incident management, including the command and coordination of incidents, resource management, and information management A detailed explanation of NIMS/Incident

Command System is located within the Direction and Control Annex of the City of Marshall Emergency Operations Plan.

National Security (Disaster Category Type): This is a disaster incident or event which involves the use of threats, force or violence against Federal, State, County or Local Government and the civil rights of the people they protect. Examples of this type of disaster include, but are not limited to: nuclear attack, foreign military invasion, large scale terrorism and large-scale civil disorder.

Natural Disaster (Disaster Category Type): This is a disaster incident or event which involves situations created by nature in which humans have no control but are affected. Examples of this disaster type includes, but is not limited to; tornadoes, hurricanes, earthquakes, volcanic eruptions, straight-line winds, severe thunderstorms, damaging hail storms, flash-flooding rain storms, waterway flooding, ice-storms and heat waves.

Phases of Emergency Management: There are five phases of Emergency Management which operate in a cyclical fashion and remain in a state of constant progression and motion. (See: "Prevention", "Mitigation", "Preparedness", "Response" and "Recovery".)

Pre-Delegation of Emergency Authority (Continuity of Government): Allows specific emergency legal authorities to be exercised by the elected or appointed leadership or their designated successor. These are located within the Basic Plan Annex.

Preparedness/Prevention (Phase of Emergency Management): Activities that serve to develop and/or enhance the response capabilities needed in the event of an emergency/disaster. This includes planning, exercising, training, development of public information programs and implementation of warning systems. Participation in severe weather drills, "See Something, Say Something" campaigns and other prevention related events.

Recovery (Phase of Emergency Management): Short-term and long-term. Short-term operations seek to restore critical services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its new normal. The recovery period is an opportune time to institute mitigation measures, particularly those related to the recent emergency/disaster event. Recovery actions include, but are not limited to, temporary housing and food provisions, restoration of vital and non-vital services (utilities: power, telephone, gas, etc.) and reconstruction of damaged areas and facilities.

Response (Phase of Emergency Management): Activities which offer emergency medical care, fire suppression, security, law enforcement, debris management, etc. which expedite recovery via the elimination of the hazard or hazardous threat. Response activities include activation of warning systems, evacuation implementation, rescue activities and other similar operations contained in the local Emergency Operations Plan functions.

Risk Analysis: Risk analysis is the process of assessing the likelihood of an adverse event.

Safe-guarding Essential Records: Measures taken by government to protect those documents needed to continue functioning during emergency conditions and to protect the rights and interests of citizens after the emergency concludes. This item can be referenced via the City of Marshall City Clerk and the Marshall City Administrator.

Technological Disaster (Disaster Category Type): This is a disaster incident or event which involves materials or situations created by human beings. Examples of this disaster type include, but are not limited to; hazardous materials transportation accidents, hazardous materials fixed facility accidents, large scale urban fire events, utility failures, and flood control structure failures.

Vulnerability: The susceptibility of life, property or environment to damage if a hazard occurs.