



### **Emergency Operations Plan – 2018**

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### Oregon Institute of Technology

### Emergency Operations Plan Klamath Falls Campus March 2018

Vin S. Mymerky Approved: Nagi G. Naganathan, Ph.D., ASME Fellow, President April 13, 2018 Date:

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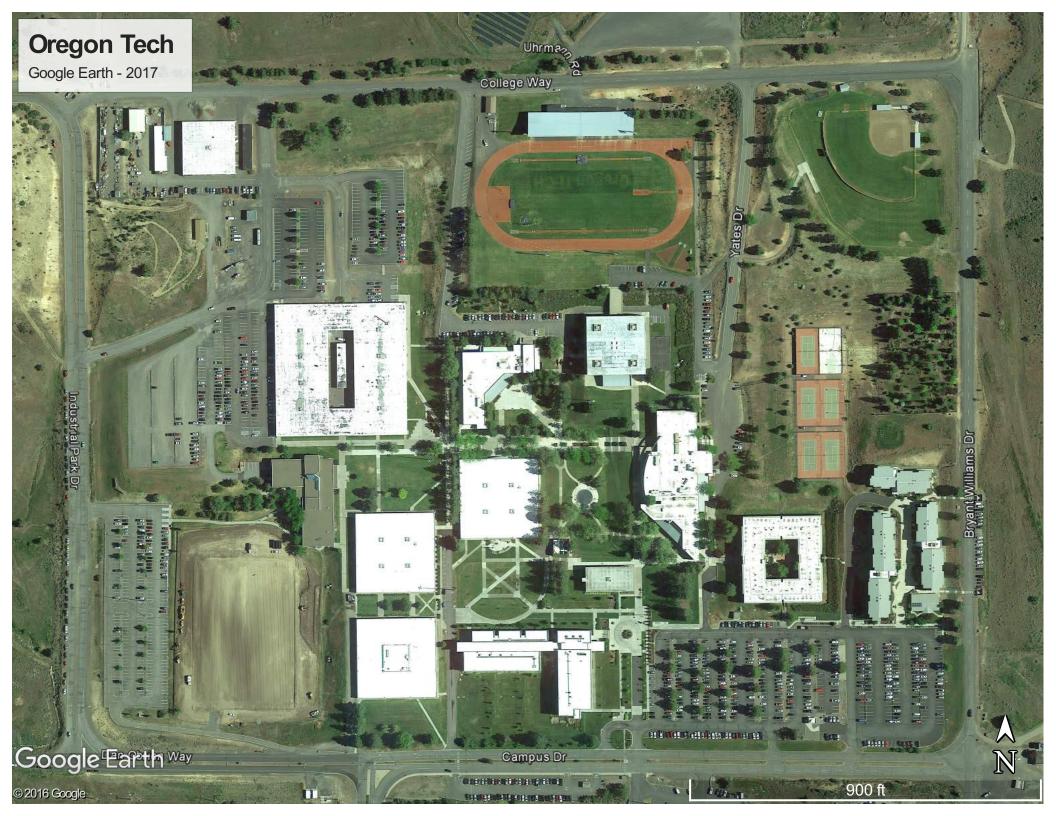
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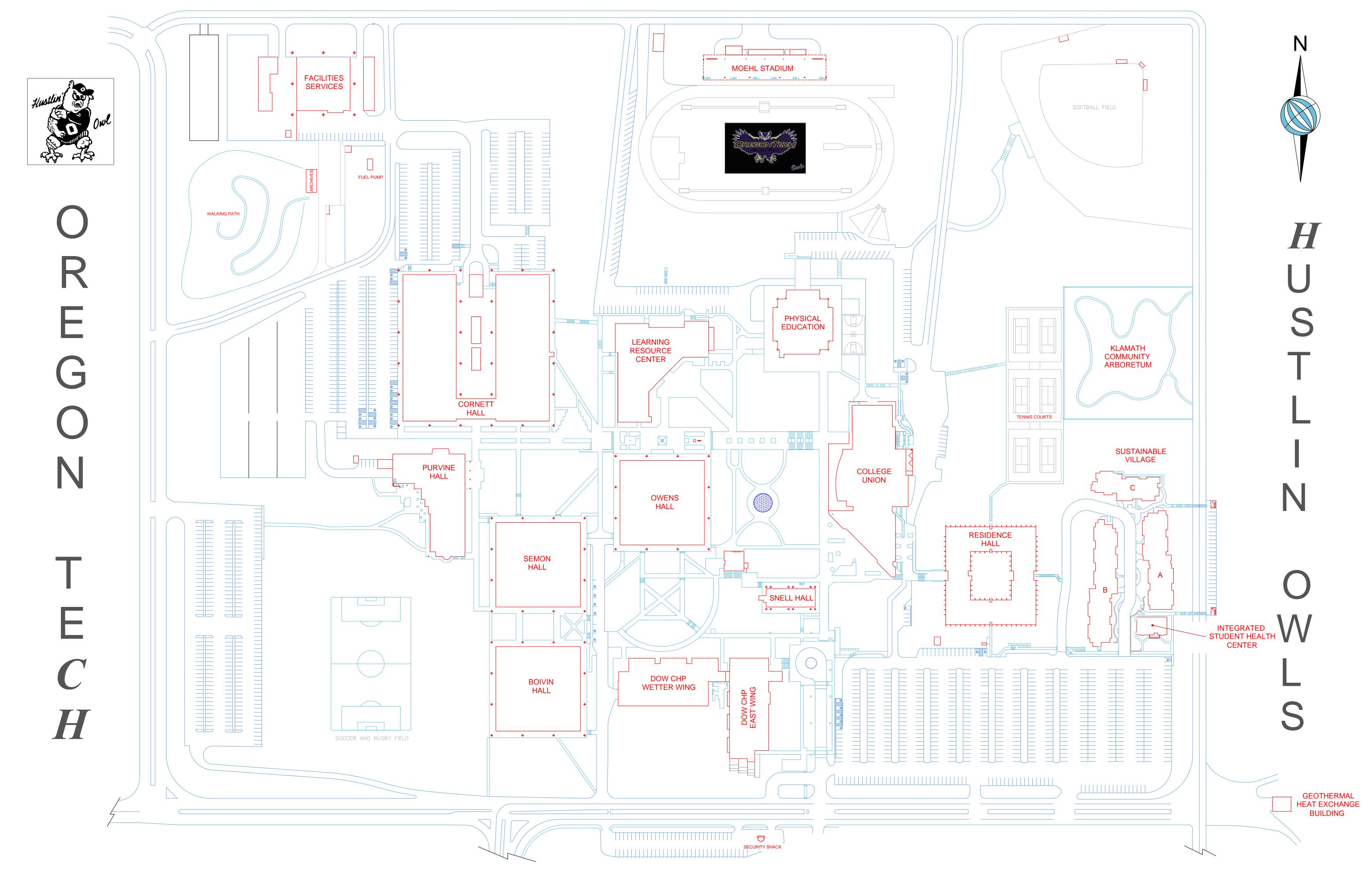
Google Earth View of Campus Google Earth View of Campus with Neighborhoods Campus Map Campus Parking Map Campus ADA Access Map Google Earth View of Campus with Property Boundaries Campus Map with Utilities Campus Map with Tunnels **Building Schematic Maps with Safety Features** Boivin Hall (1<sup>st</sup> Floor / Basement) Campus Union (Lower Level / Upper Level) Cornett Hall (1<sup>st</sup> Floor / 2<sup>nd</sup> Floor) DOW – Wing One / West Wing (1<sup>st</sup> Floor / 2<sup>nd</sup> Floor) DOW – Wing Two / East Wing (1<sup>st</sup> Floor / 2<sup>nd</sup> Floor / Basement) Facilities (1<sup>st</sup> Floor / 2<sup>nd</sup> Floor) Learning Resource Center (1<sup>st</sup> Floor / 2<sup>nd</sup> Floor / Basement) Miscellaneous Buildings (Moehl Stadium / Archives / Information Booth / etc.) Owens Hall Physical Education (1<sup>st</sup> Floor / 2<sup>nd</sup> Floor / Basement) Purvine Hall (Lower Level / Upper Level) Residence Hall (Basement / 1<sup>st</sup> Floor / 2<sup>nd</sup> Floor / 3<sup>rd</sup> Floor) Semon Hall Snell Hall (1<sup>st</sup> Floor / 2<sup>nd</sup> Floor / Basement) Integrated Student Health Center Village A – Yellow (Level 1 / Level 2 / Level 3)

Village B – Blue (Level 1 / Level 2 / Level 3)

Village C – Red (Level 1 / Level 2 / Level 3)





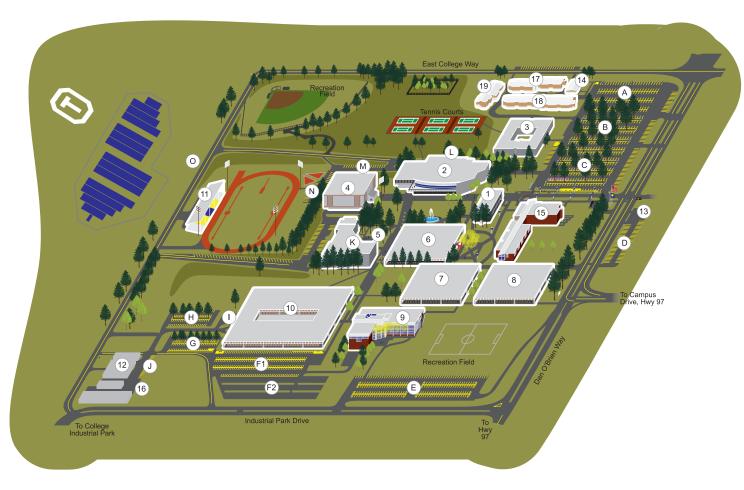




## **OREGON INSTITUTE OF TECHNOLOGY**



Oregon Tech 3201 Campus Dr. Klamath Falls, OR 97601



#### **Designated Parking Area**

- **Residence Hall Lot** Α.
- В. **Residence Hall Lot**
- **Snell Hall Lot** C.
- D.
- Ε.
- F1. **Cornett West Lot**
- Cornett West Lot (Gravel) F2.
- **Cornett North Lot** G.
- н. **Cornett North Lot**
- **Cornett North Annex** Т.

#### **Map Legend**

A-B Resident Parking C-O General Parking Handicap Visitor 

#### **Office of Admissions**

800.422.2017 541.885.1150 oit@oit.edu

www.oit.e Hands-on education for real-world achievement.

## **Campus Map**

#### 1. Snell Hall

Administrative Offices, Alumni Relations, Cashier, Human Resources, Oregon Tech Foundation, Registrar

#### College Union 2.

Admissions, ASOIT, Bookstore, Campus Dining, Financial Aid, Information, KTEC, Meeting Rooms, Student Affairs

- **Residence Hall** 3.
- 4. Athletics Gymnasium, Fitness Center

#### 5. Learning Resource Center

Career Services, Library, Offices, Shaw Historical Library, Student Success Center

- 6. **Owens Hall** Classrooms, Laboratories, Offices
  - Semon Hall Classrooms, Dental Clinic, Laboratories
  - Boivin Hall Classrooms, Information Technology Services, Geo-Heat Center, Offices, Small Business Development Center
- 9. Purvine Hall

7.

8.

Classrooms, Laboratories, Offices, Oregon Renewable Energy Center

- 10. Cornett Hall Campus Safety, Classrooms, Laboratories, Offices
- 11. John F. Moehl Stadium and Track Facility
- 12. Facilities Services Central Receiving
- 13. Information Center Disabled Parking Information, Temporary and Visitor Parking Permits, Campus Security
- 14. Integrated Student Health Center
- 15. Martha Anne Dow Center for Health Professionals Classrooms, Laboratories, Offices
- 17. Sustainable Village A
- 18. Sustainable Village B
- 19. Sustainable Village C

#### Center Lot Information Booth Lot **College Union East Lot** L. Purvine Hall Lot Μ.

J.

K.

- N. Tech Fit Lot
  - 0.

#### **College Union North Lot**

#### Stadium Lot (Gravel)

**Facilities Services Lot** 

Learning Resources



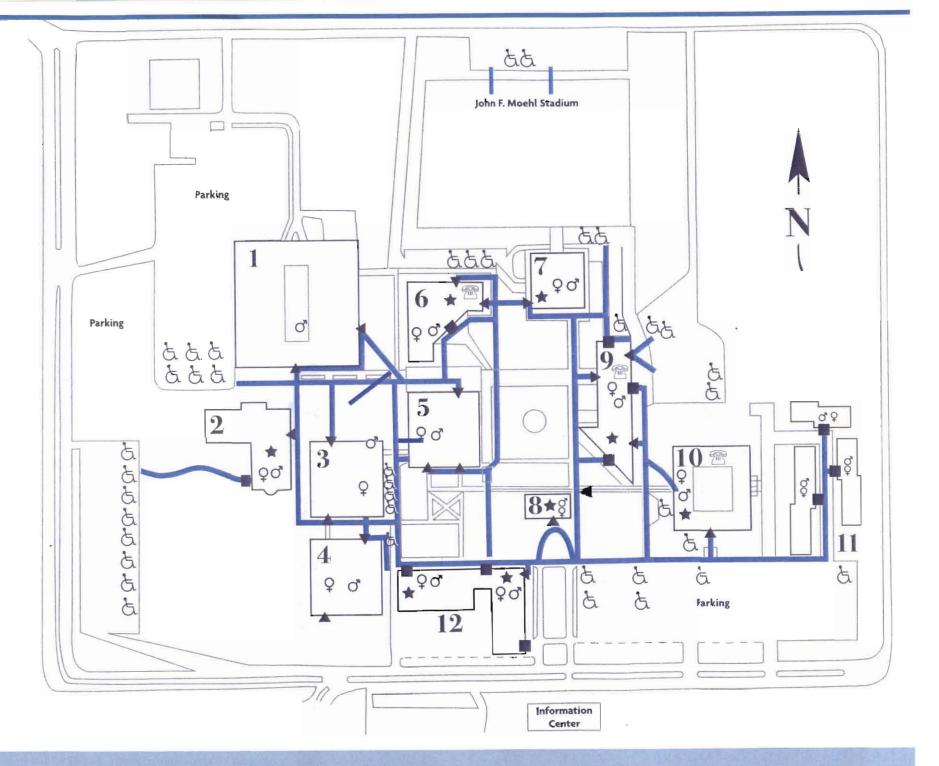
#### CAMPUS ACCESS MAP

1) Cornett Hall	8) Snell Hall
2) Purvine Hall	9) College Union
3) Semon Hall	10) Residence Hal
4) Boivin Hall	11) The Village
5) Owens Hall	12) Martha Anne
6) Library/LRC	DOW Center for Health
7) PE/Fitness	Professionals

- Access Map Legend
- Entrance (automatic door)
   Entrance (not auto door)
   Elevator
   Women's Restroom
   Men's Restroom
   Designated Parking

Center

- **Major Access Route**
- TTY Communication





## Approximate Property Boundry

Prepared by: Dustin Huddleston

Boivin Hall - First Floor

### **Emergency Map**



#### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe location, call 911.

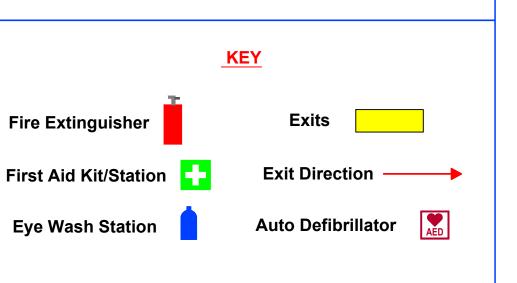
Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

#### **Safety Guidelines**

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

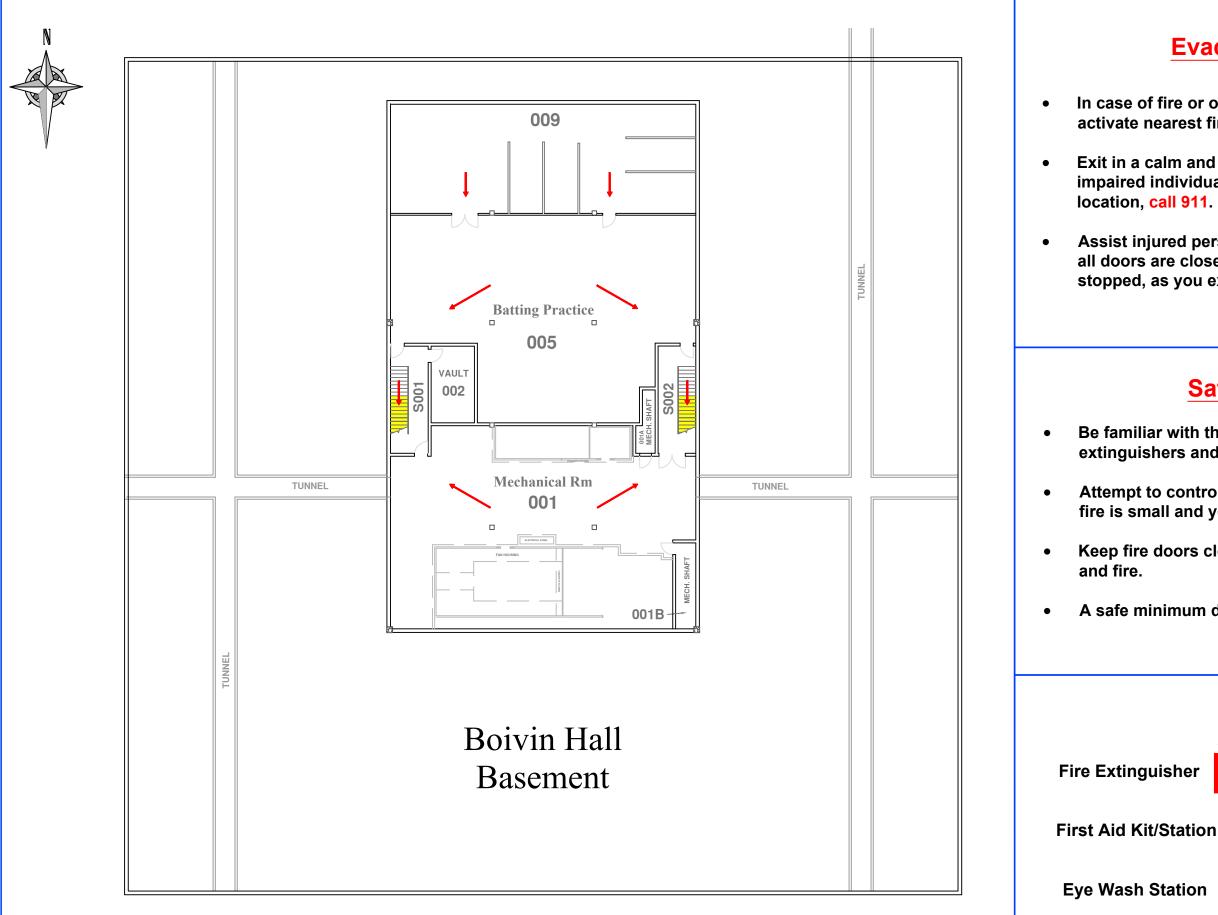
Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke



### **Boivin Hall Basement**

### **Emergency Map**



#### **Evacuation Guidelines**

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Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

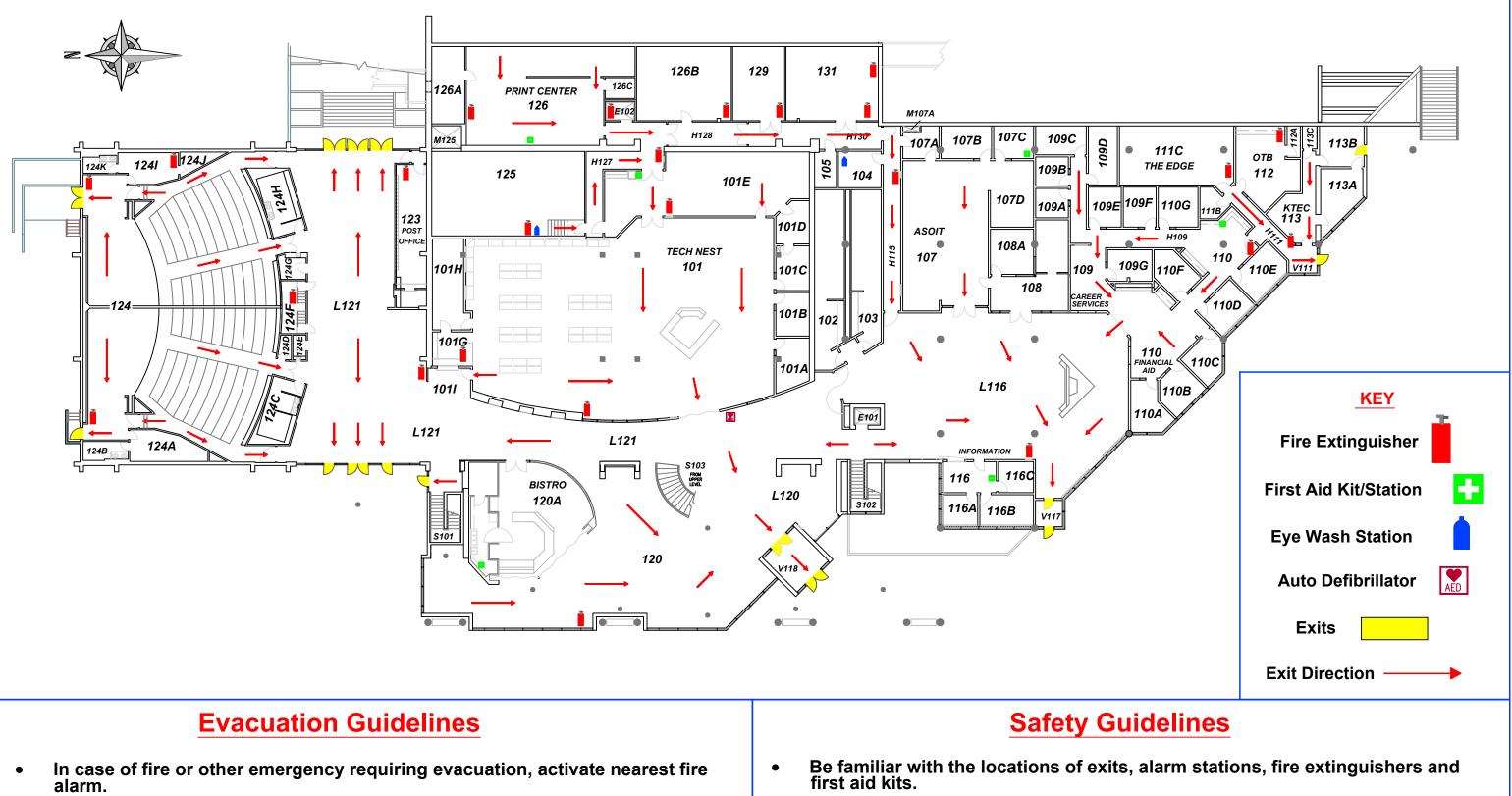
#### **Safety Guidelines**

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke

	KEY
isher	Exits
Station 🕂	Exit Direction ———
tation	

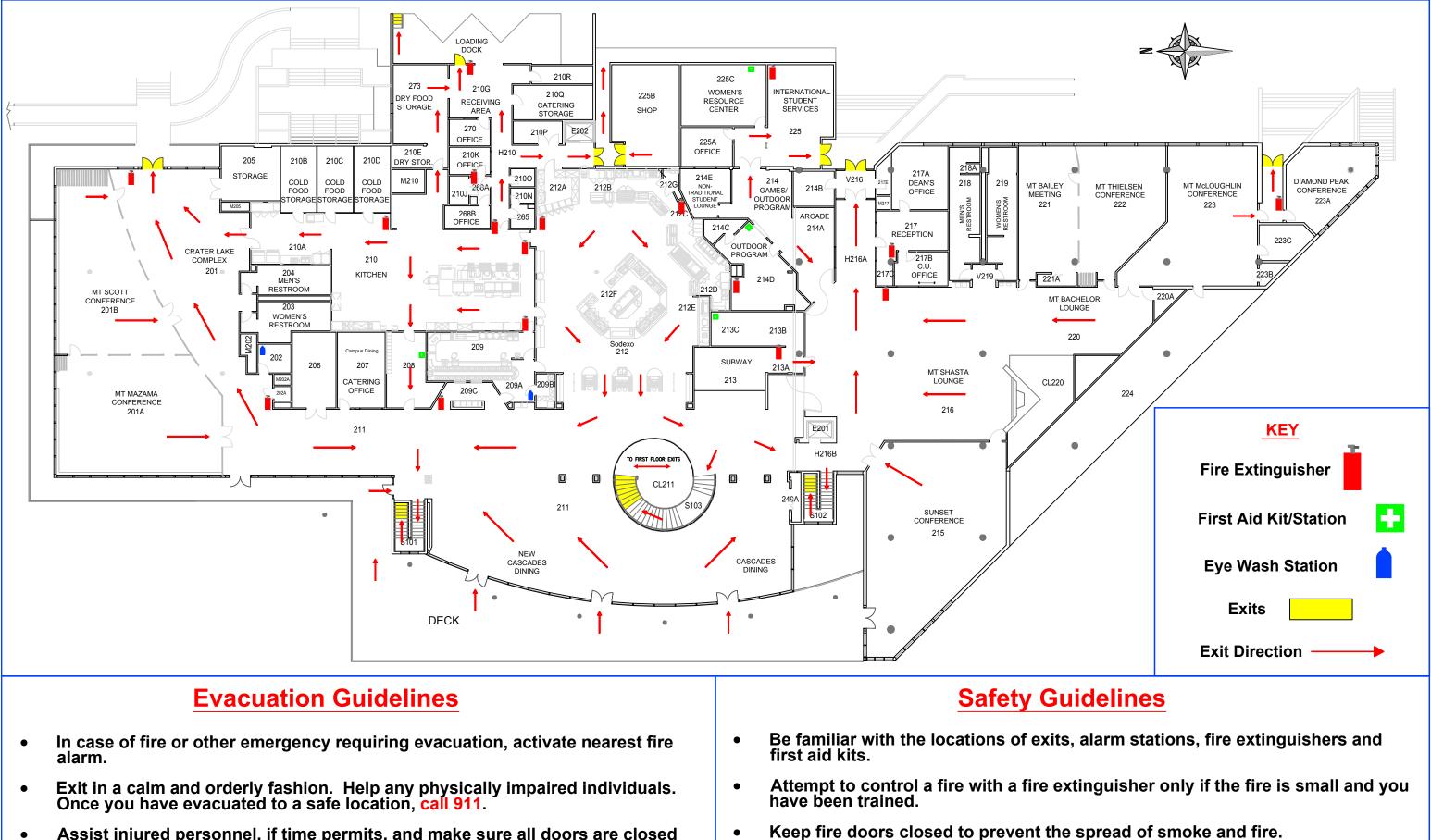


- Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe location, call 911. ۲
- Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building. ۲

- Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained. •
- Keep fire doors closed to prevent the spread of smoke and fire. ۲
- A safe minimum distance is 100 feet from buildings. •

### **Campus Union - Upper Level**

**Emergency Map** 



- Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building. •

- ۲
- A safe minimum distance is 100 feet from buildings. ۲

Cornett Hall - First Floor Emergency Map



#### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe location, call 911.

Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

#### **Safety Guidelines**

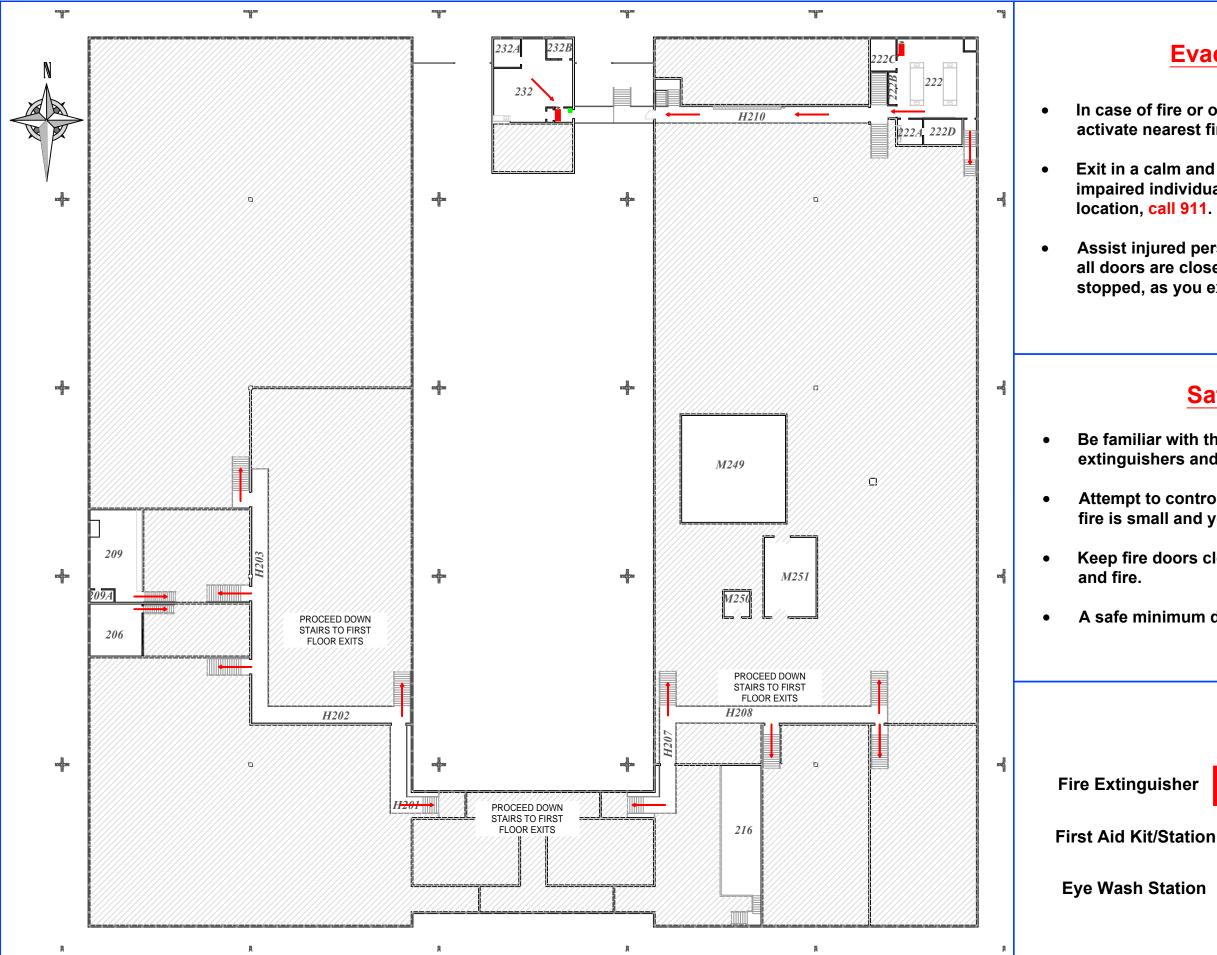
Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke

	KEY
isher	Exits
Station	Exit Direction ———
tation	Auto Defibrillator

Cornett Hall - Second Floor Emergency Map



#### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe location, call 911.

Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

#### **Safety Guidelines**

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

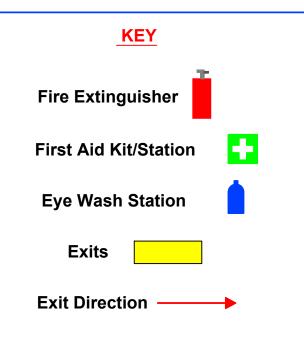
Keep fire doors closed to prevent the spread of smoke

	KEY
isher	Exits

### **DOW Wing One - First Floor**

**Emergency Map** 





#### **Evacuation Guidelines**

- In case of fire or other emergency requiring evacuation, activate nearest fire alarm.
- Exit in a calm and orderly fashion. Help any ۲ physically impaired individuals. Once you have evacuated to a safe location, call 911.
- Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

- smoke and fire.

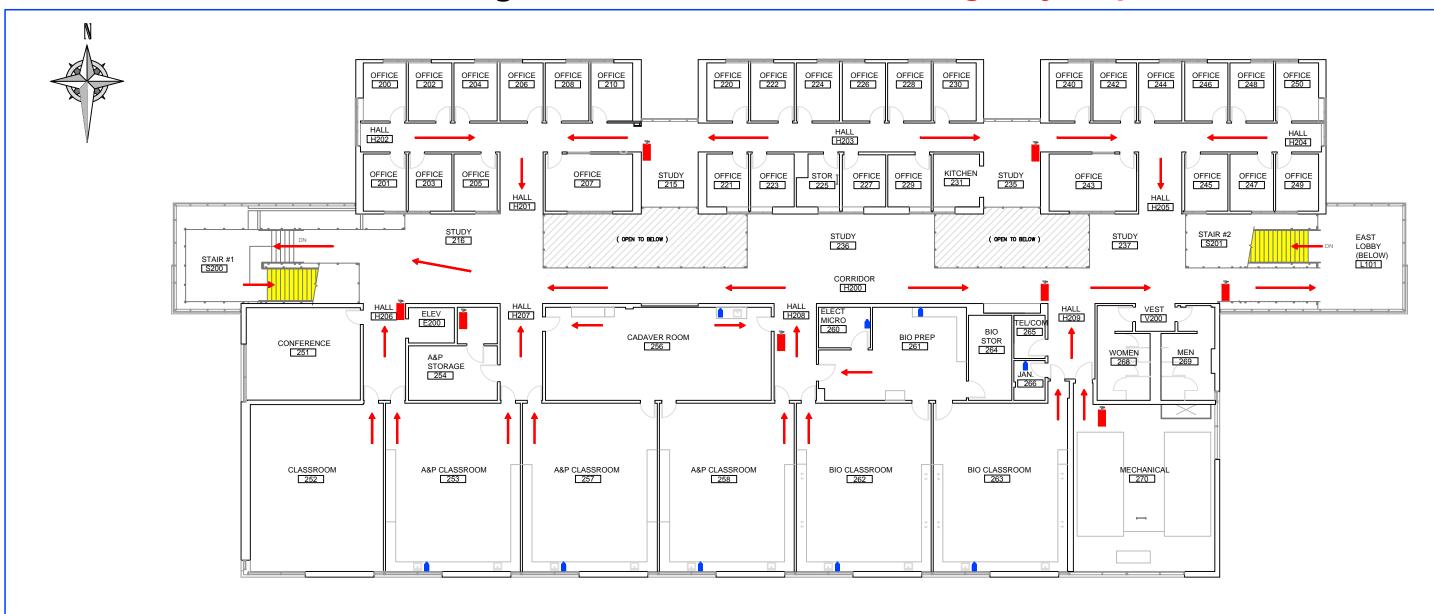
#### **Safety Guidelines**

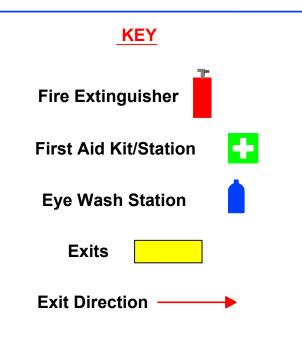
Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of

#### **DOW Wing One - Second Floor Emergency Map**





#### **Evacuation Guidelines**

- In case of fire or other emergency requiring evacuation, activate nearest fire alarm.
- Exit in a calm and orderly fashion. Help any ۲ physically impaired individuals. Once you have evacuated to a safe location, call 911.
- Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

- smoke and fire.

#### **Safety Guidelines**

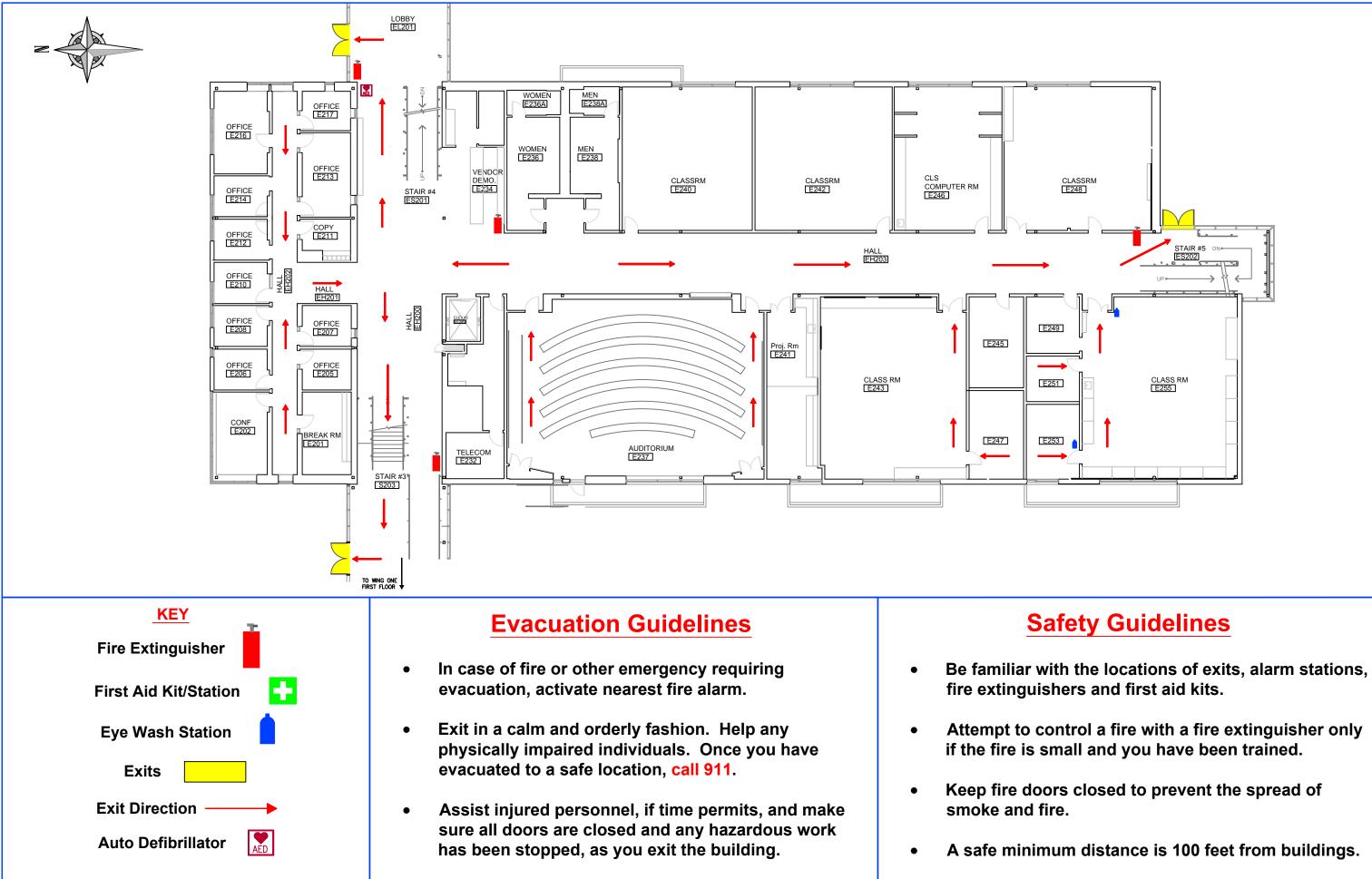
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Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of

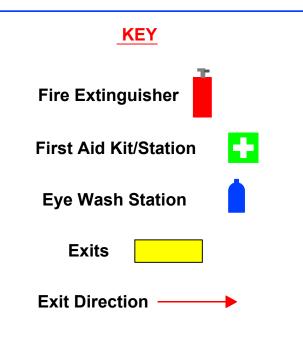
### **DOW Wing Two - First Floor**

**Emergency Map** 



#### **DOW Wing Two - Second Floor Emergency Map**





#### **Evacuation Guidelines**

- In case of fire or other emergency requiring evacuation, activate nearest fire alarm.
- Exit in a calm and orderly fashion. Help any • physically impaired individuals. Once you have evacuated to a safe location, call 911.
- Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

- smoke and fire.

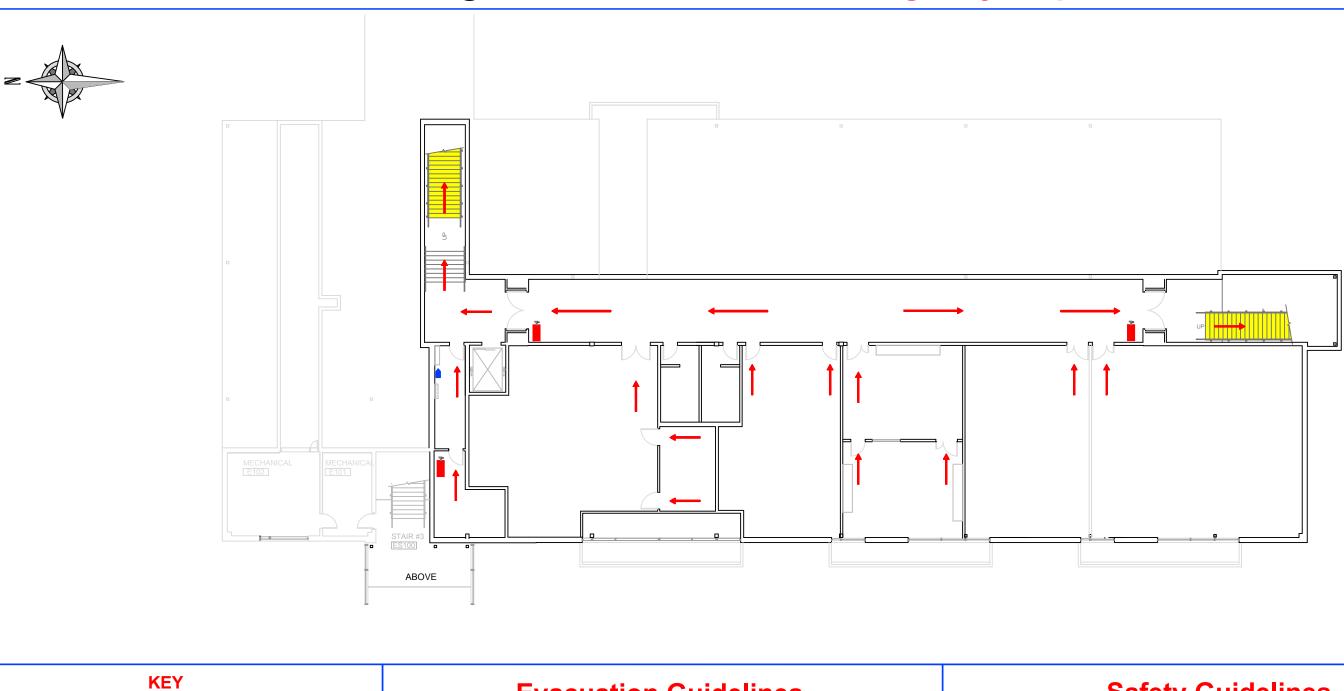
#### **Safety Guidelines**

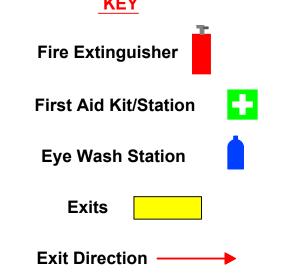
Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of

### **DOW Wing Two - Basement**





#### **Evacuation Guidelines**

- In case of fire or other emergency requiring ۲ evacuation, activate nearest fire alarm.
- Exit in a calm and orderly fashion. Help any • physically impaired individuals. Once you have evacuated to a safe location, call 911.
- Assist injured personnel, if time permits, and make • sure all doors are closed and any hazardous work has been stopped, as you exit the building.

**Emergency Map** 

- smoke and fire.

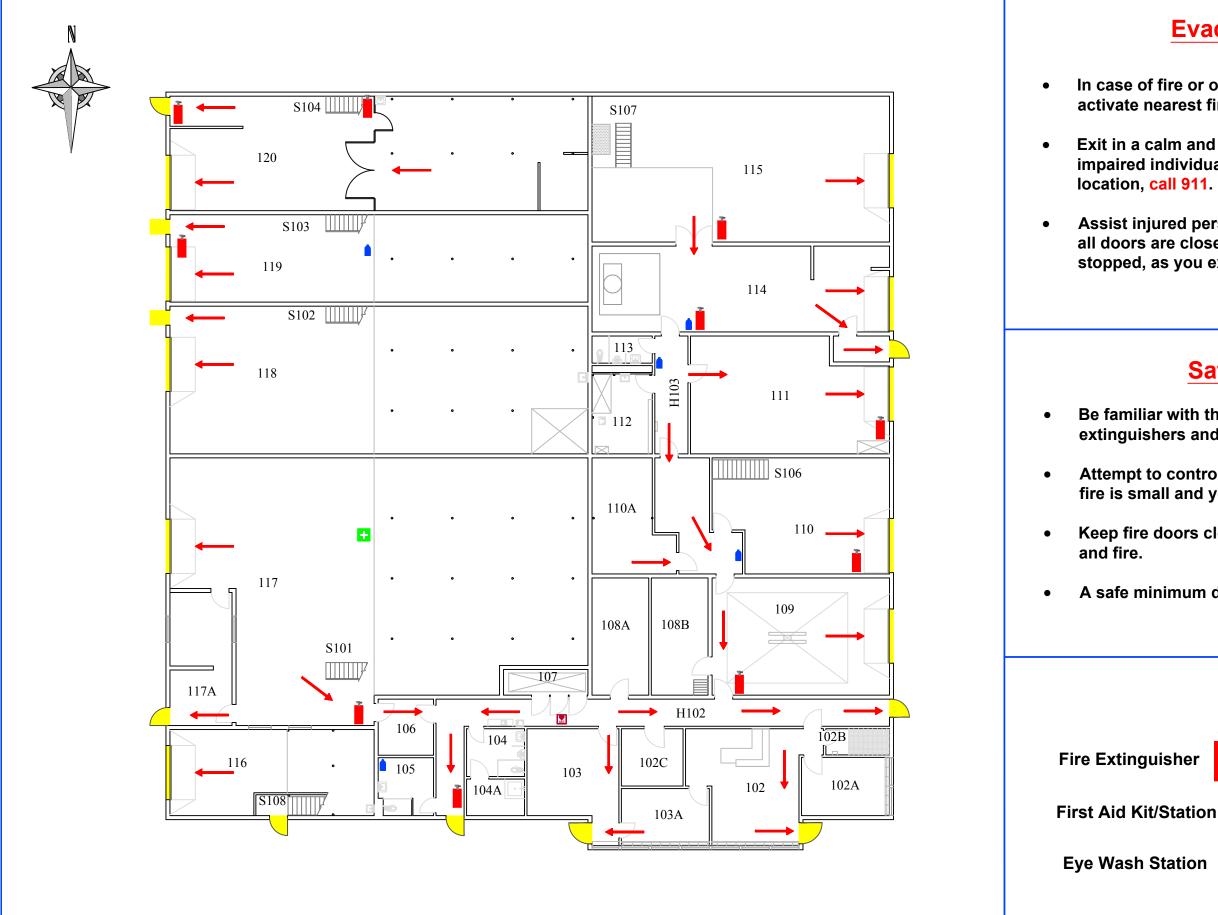
### **Safety Guidelines**

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of

### Facilities 1st Floor Emergency Map



#### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe location, call 911.

Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

#### **Safety Guidelines**

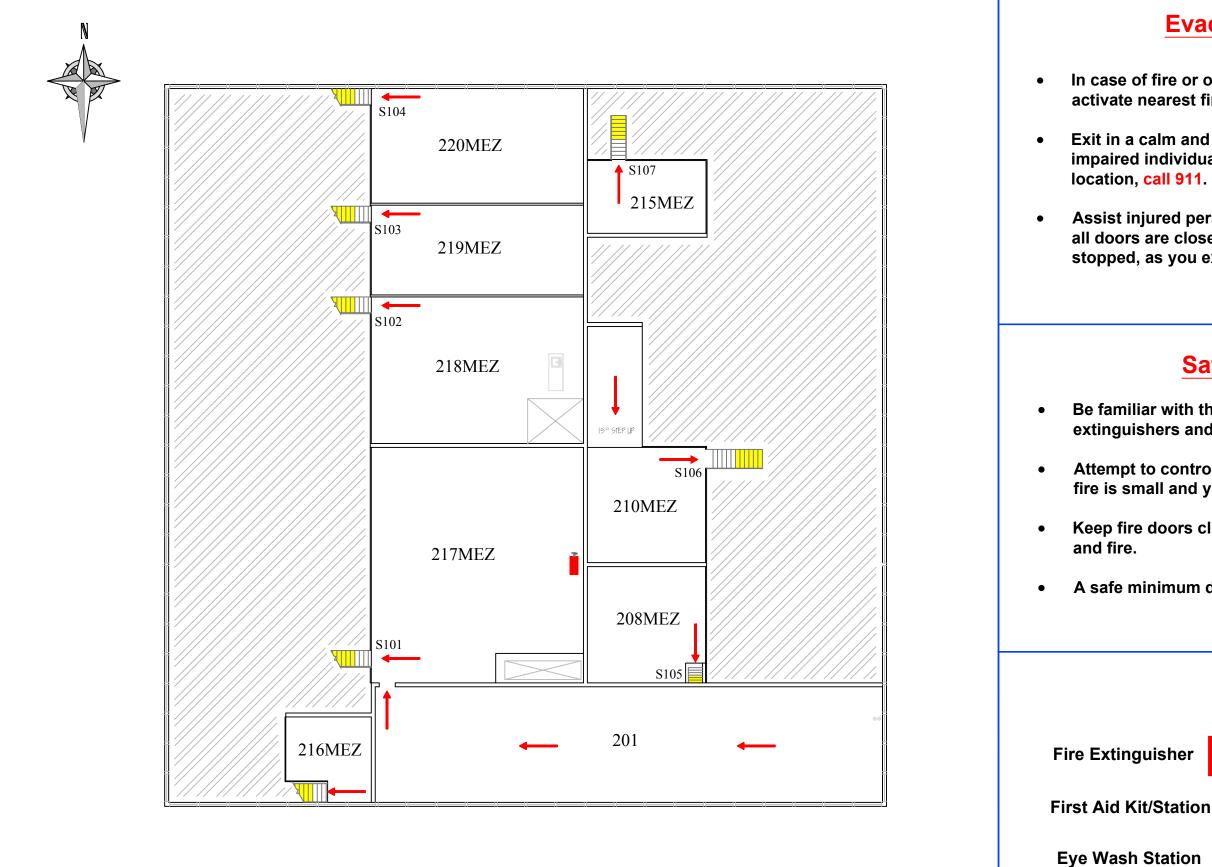
Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke

	<u>KEY</u>
isher	Exits
Station	Exit Direction ———
tation	Auto Defibrillator

### Facilities 2nd Floor Emergency Map



#### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe location, call 911.

Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

#### **Safety Guidelines**

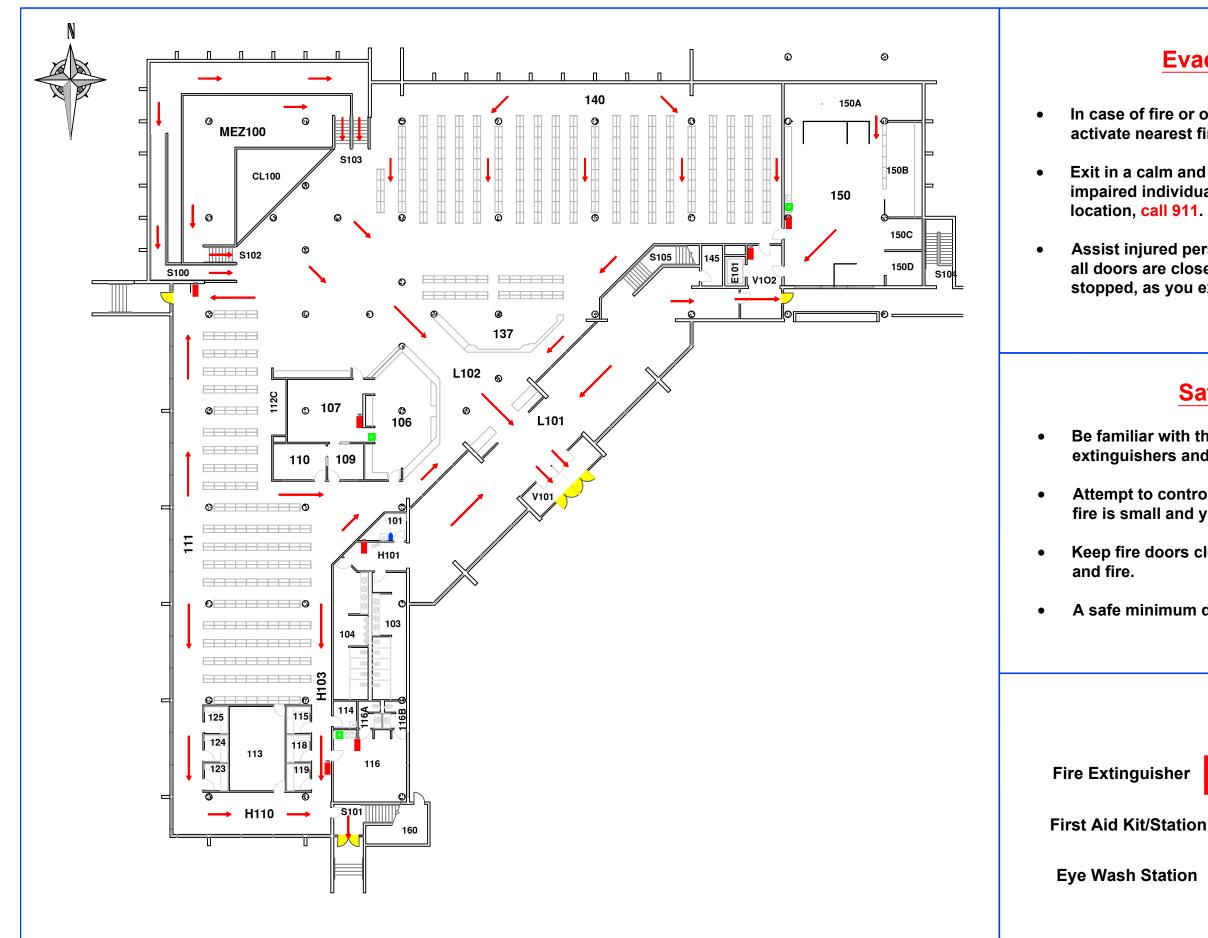
Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke

	KEY
isher	Exits
Station	Exit Direction ———

### Learning Resource Center 1st Floor Emergency Map



#### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe location, call 911.

Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

#### **Safety Guidelines**

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke

	KEY
er tion on	Exits

# Learning Resource Center 2nd Floor Emergency Map



#### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe location, call 911.

Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

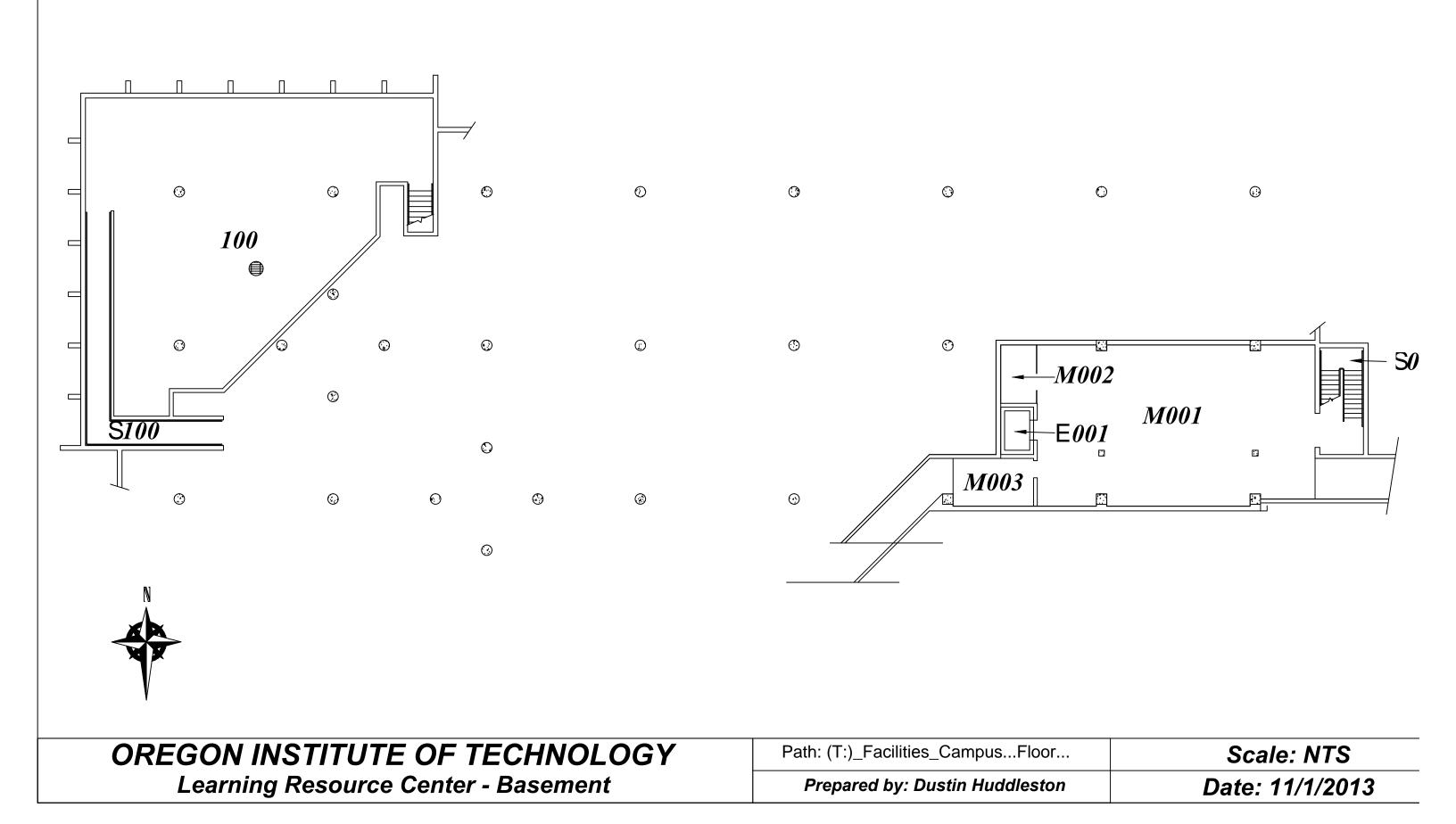
#### **Safety Guidelines**

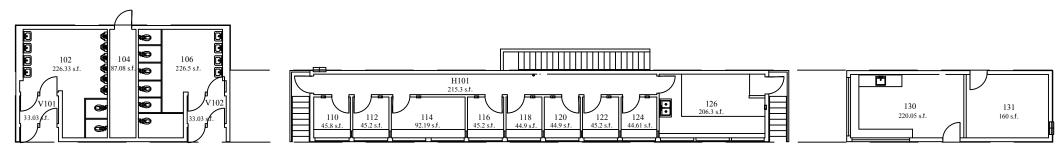
Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

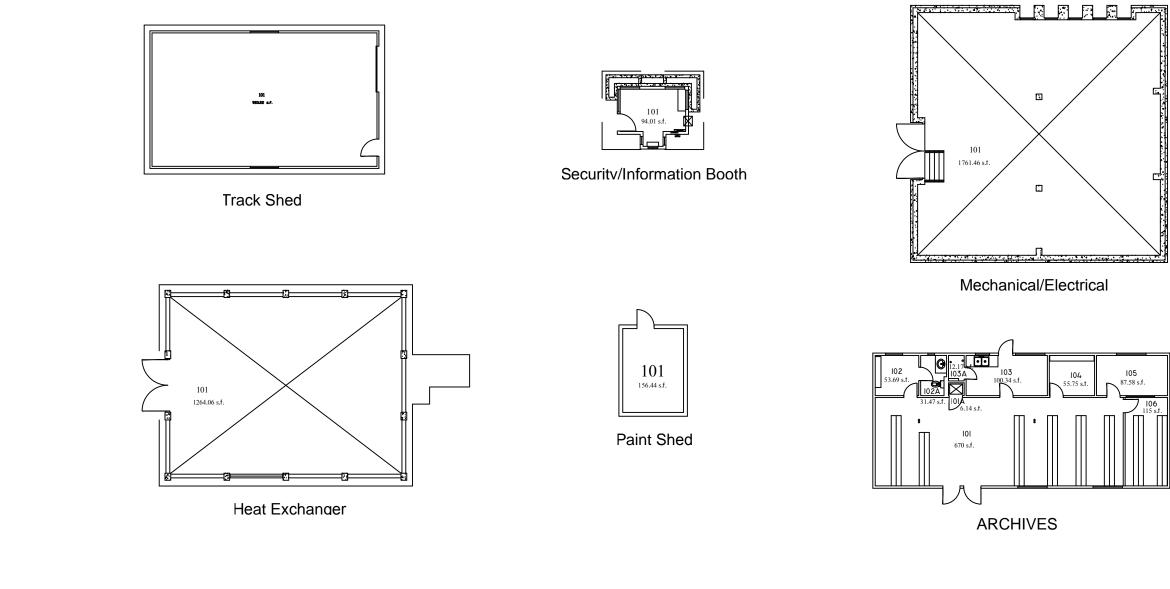
Keep fire doors closed to prevent the spread of smoke

<u> </u>	<u>(EY</u>
isher	Exits
Station 🕂	Exit Direction ———
tation	Auto Defibrillator





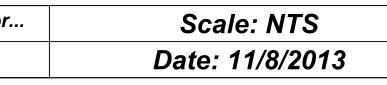
Moehl Stadium



### **OREGON INSTITUTE OF TECHNOLOGY** Miscellaneous Buildings

Path: (T:)\_Facilities\_Campus...Floor...

Prepared by: Dustin Huddleston



### **Owens Hall Emergency Map**



- •
- location, call 911.

•

•

- ٠
- ٠
- and fire.
- •

#### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe

Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

#### **Safety Guidelines**

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

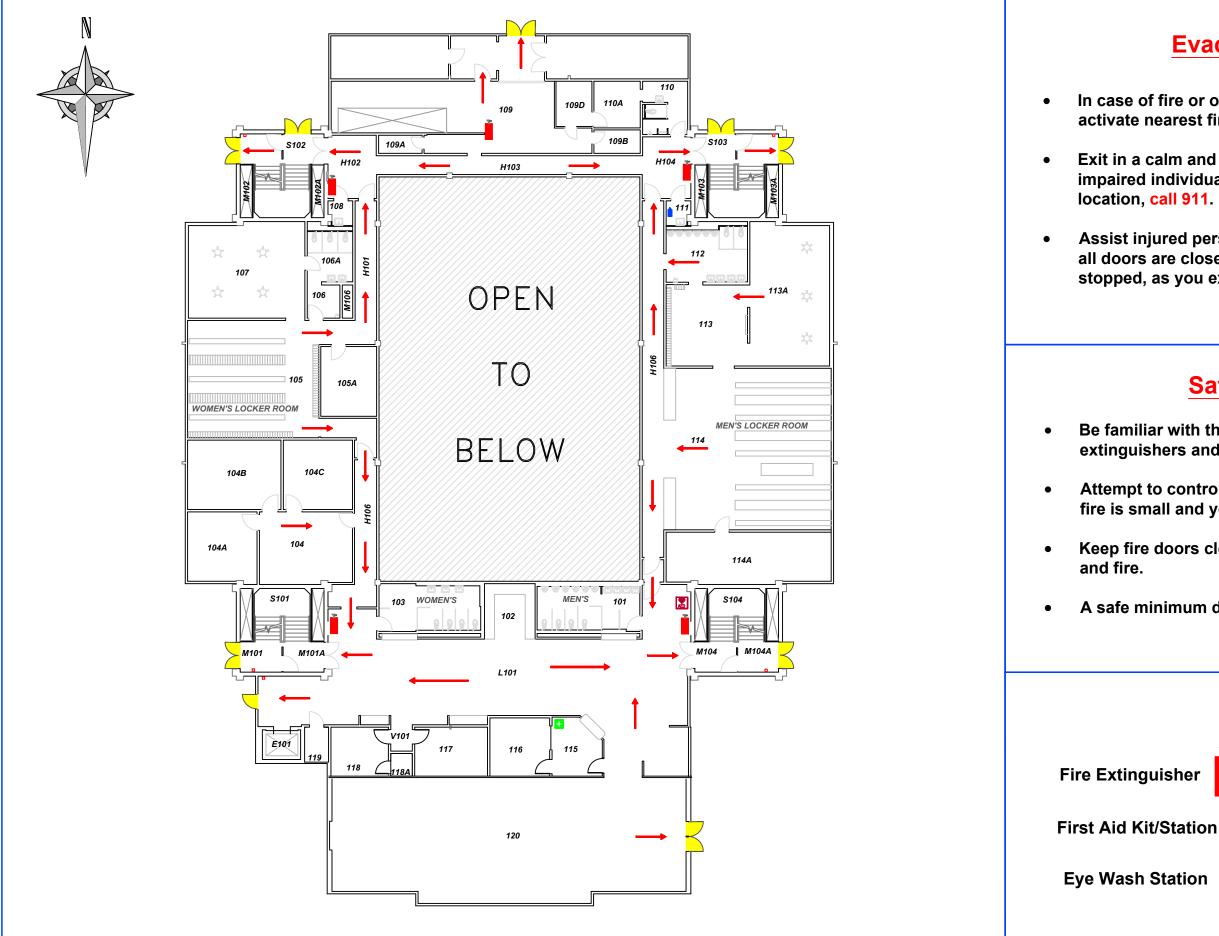
Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke

	KEY
Fire Extinguisher	Exits
First Aid Kit/Station 🕂	Exit Direction ———
Eye Wash Station	Auto Defibrillator

Phys Ed - First Floor

### Emergency Map



#### **Evacuation Guidelines**

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Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

#### **Safety Guidelines**

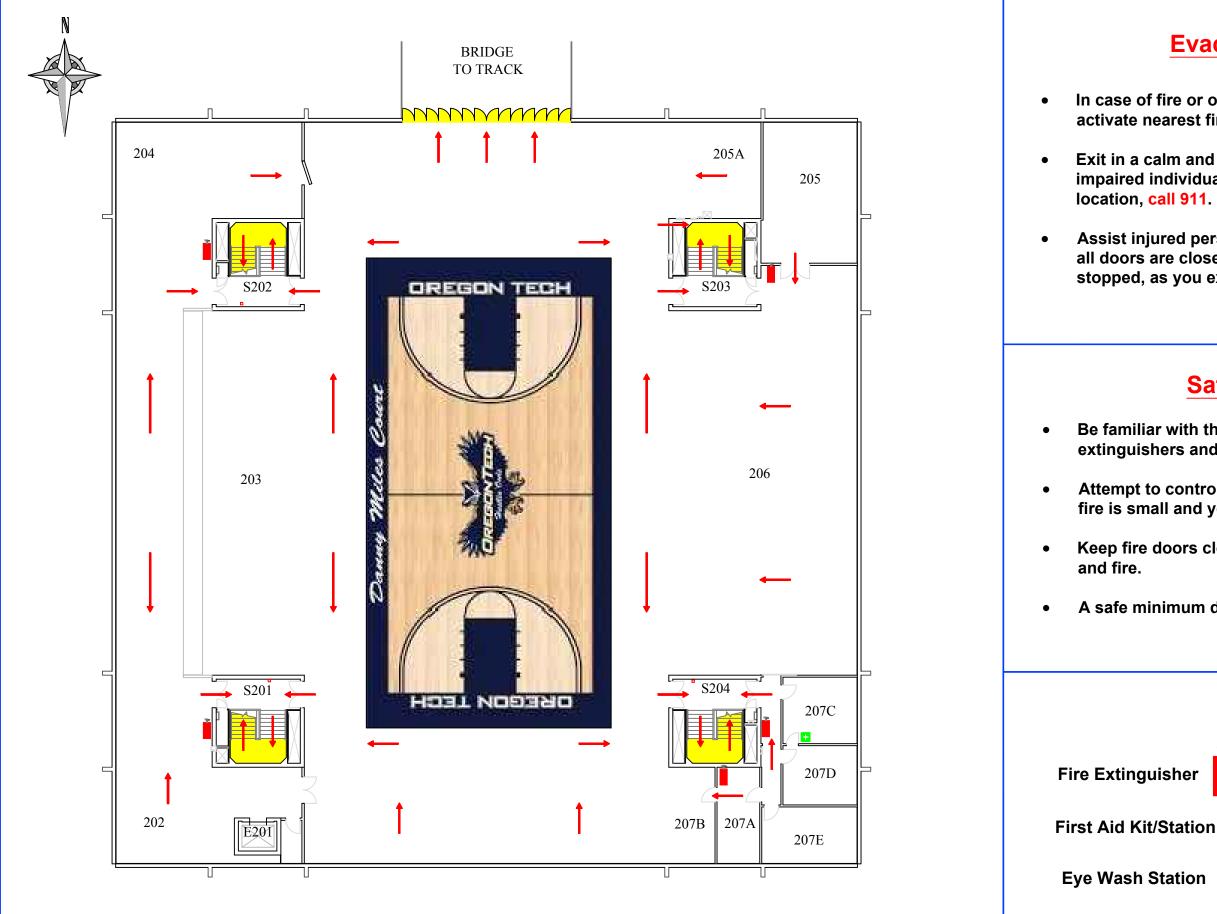
Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke

<u>_</u> K	<u>EY</u>
isher	Exits
Station 🕂	Exit Direction ———
tation	Auto Defibrillator

Phys Ed - Second Floor Emergency Map



#### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

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Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

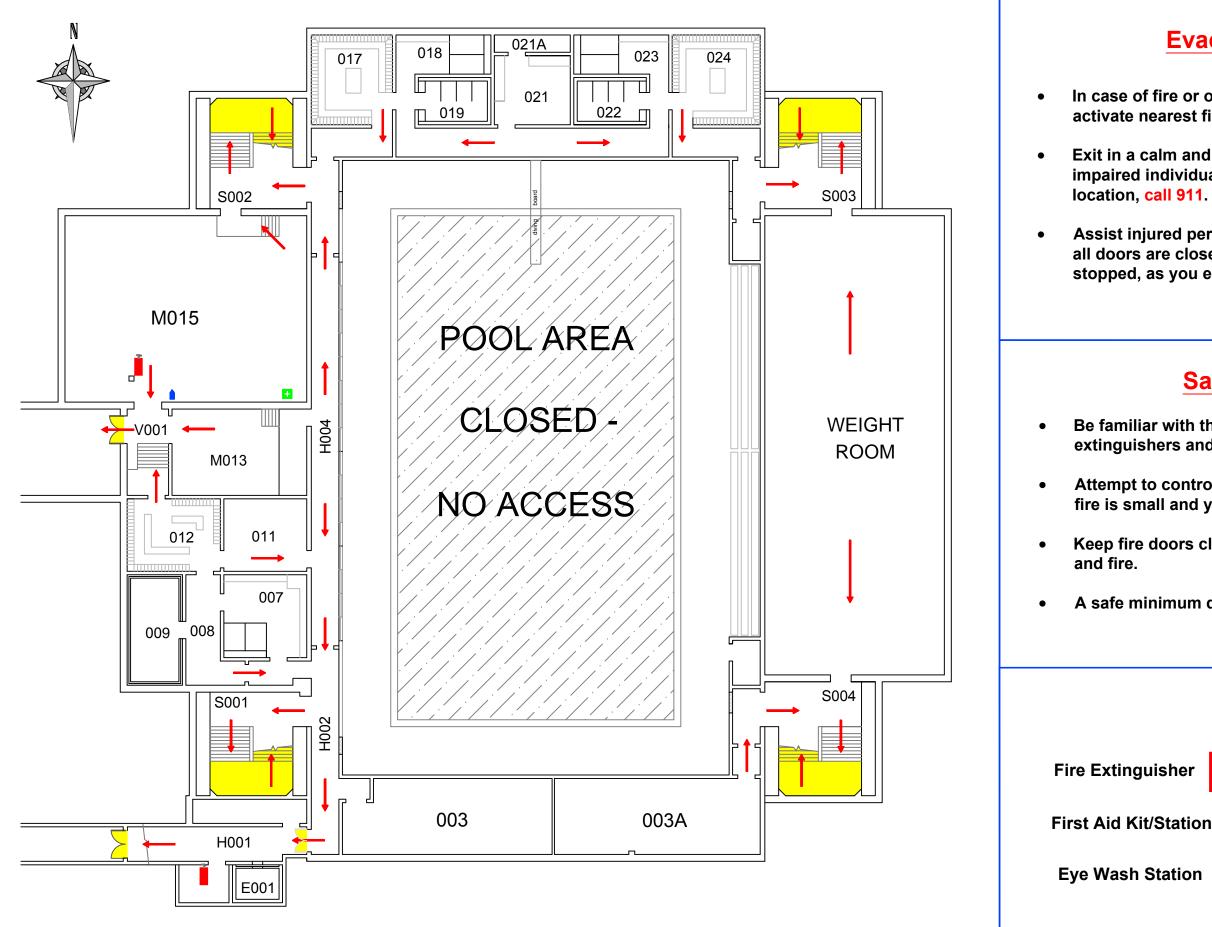
Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke

_	<u>KEY</u>
isher	Exits
Station	Exit Direction ———

# Phys Ed - Basement

# **Emergency Map**



### **Evacuation Guidelines**

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Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

### **Safety Guidelines**

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

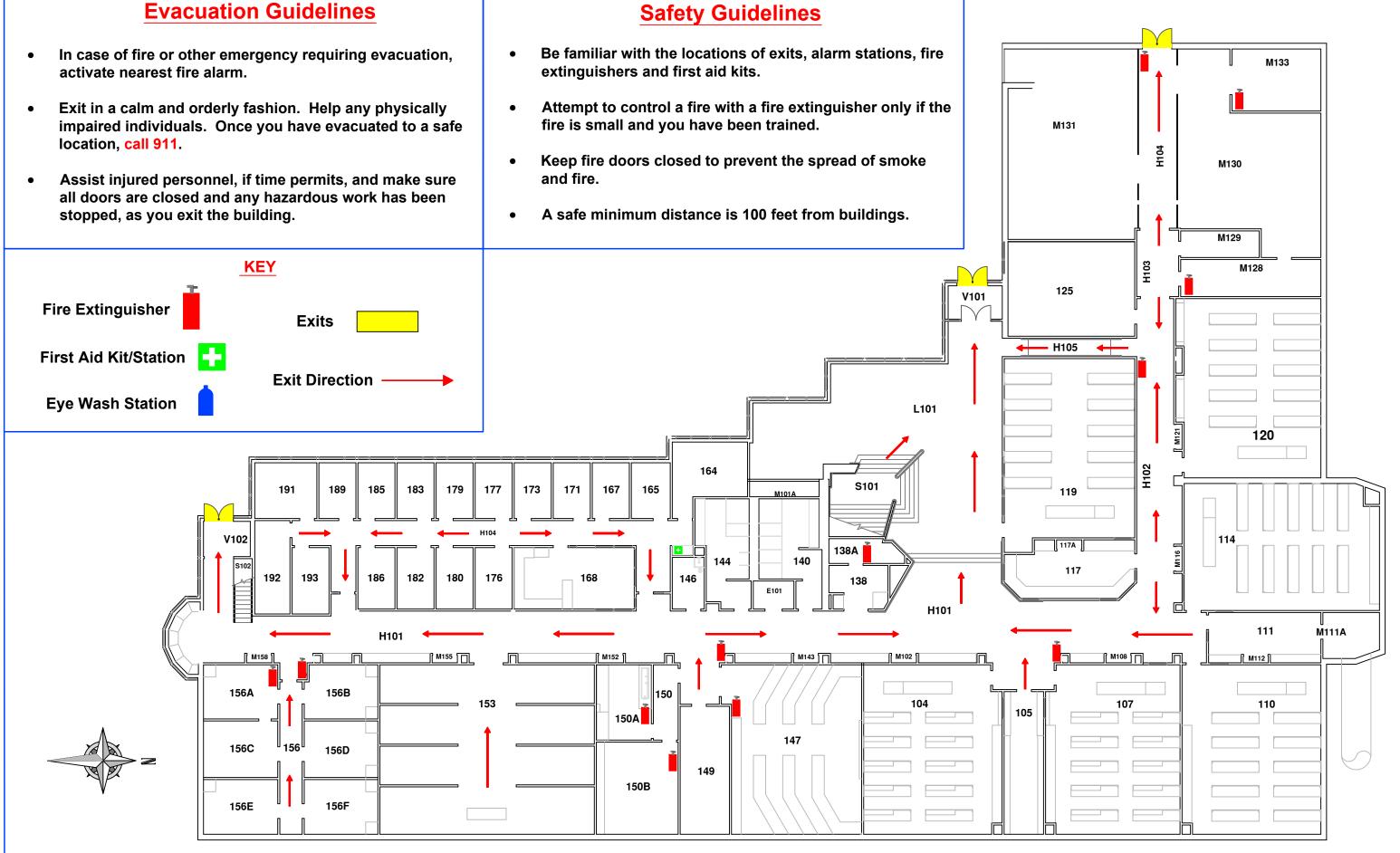
Keep fire doors closed to prevent the spread of smoke

	<u>KEY</u>
isher	Exits
tation	Exit Direction ———

### Purvine Lower Level **Emergency Map**

- ٠ activate nearest fire alarm.
- Exit in a calm and orderly fashion. Help any physically ٠ location, call 911.
- all doors are closed and any hazardous work has been stopped, as you exit the building.

- extinguishers and first aid kits.
- fire is small and you have been trained.
- Keep fire doors closed to prevent the spread of smoke and fire.



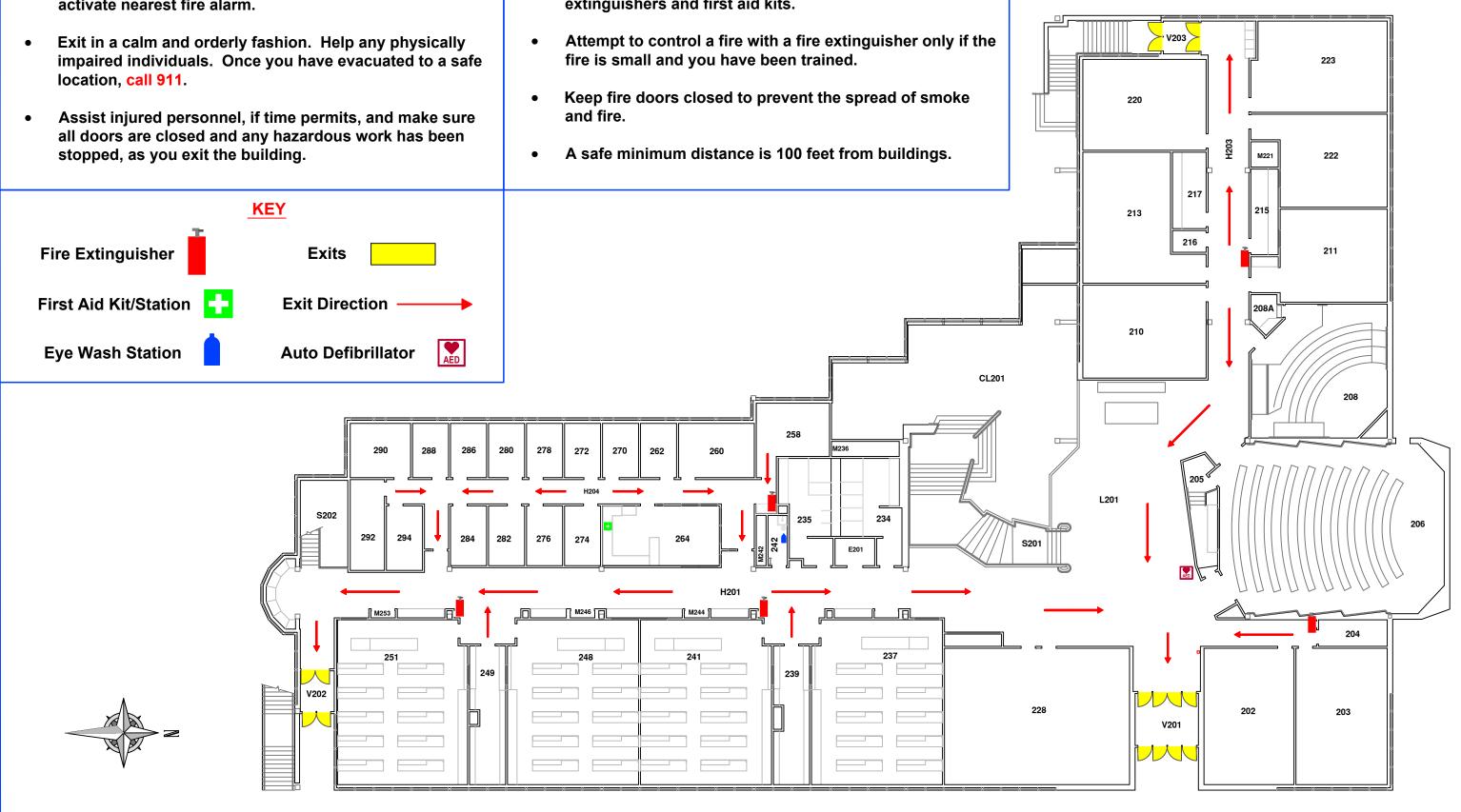
### **Emergency Map Purvine Upper Level**

### **Evacuation Guidelines**

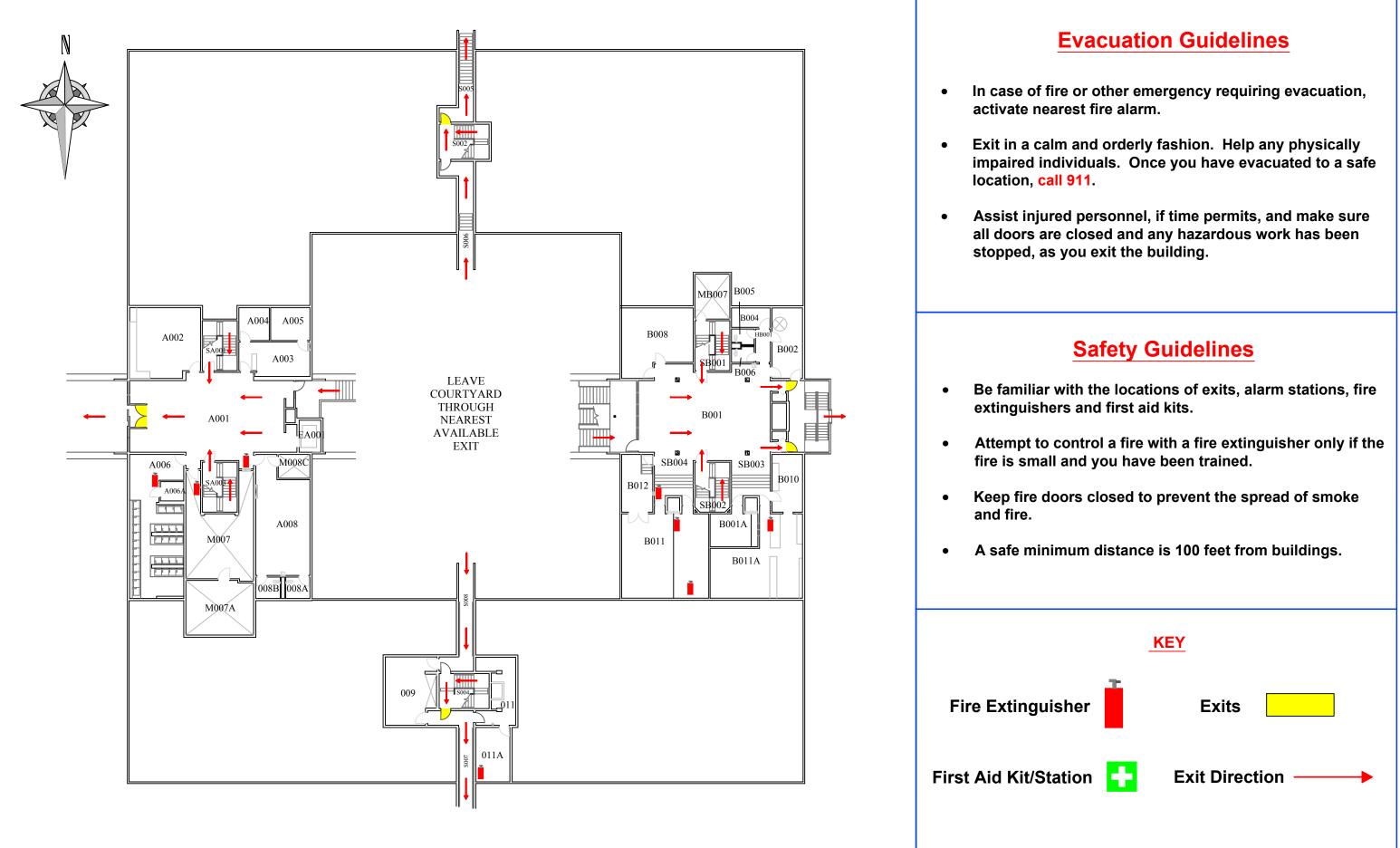
- In case of fire or other emergency requiring evacuation, ٠ activate nearest fire alarm.
- Exit in a calm and orderly fashion. Help any physically ٠ impaired individuals. Once you have evacuated to a safe location, call 911.
- all doors are closed and any hazardous work has been stopped, as you exit the building.

### **Safety Guidelines**

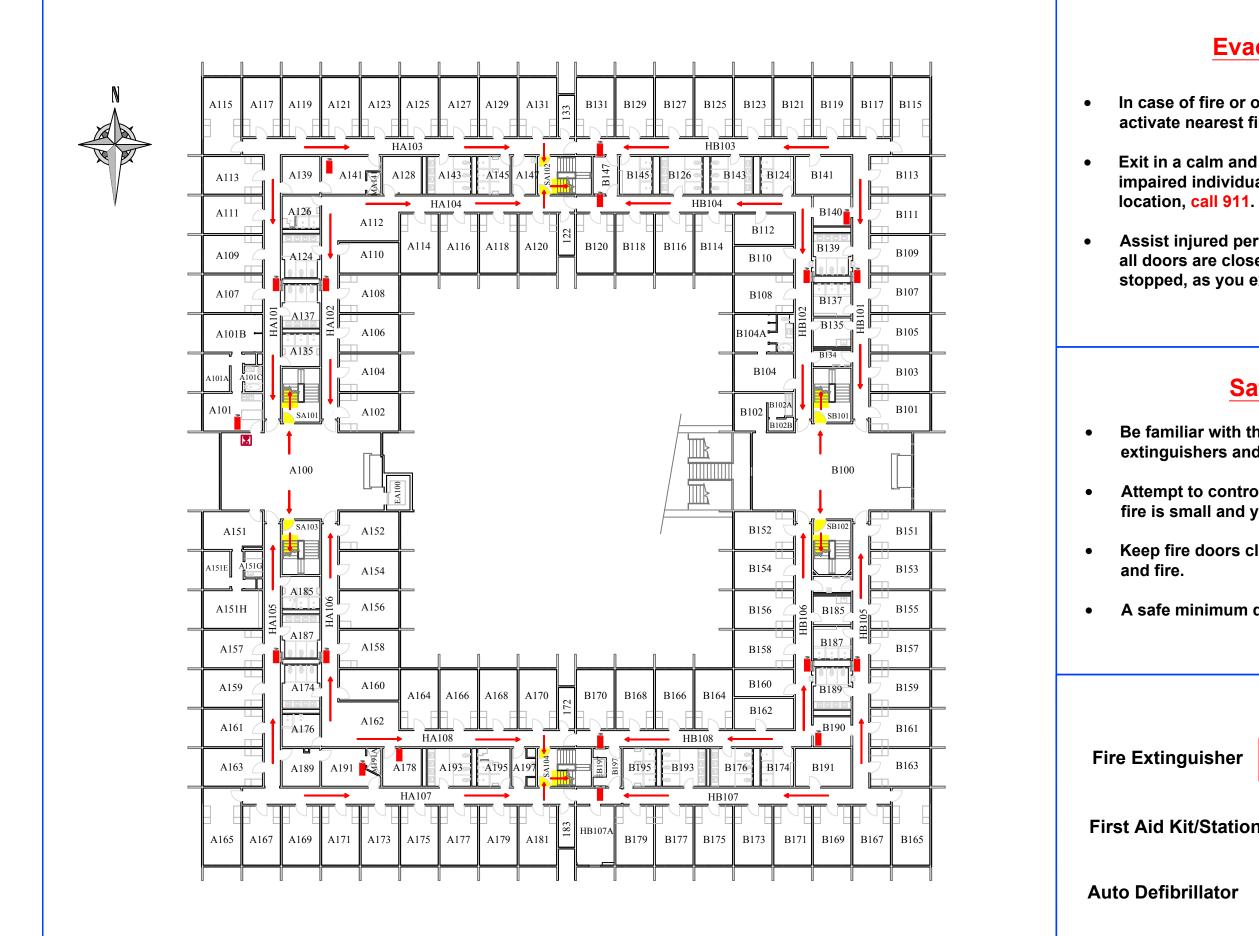
- Be familiar with the locations of exits, alarm stations, fire • extinguishers and first aid kits.
- Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.
- Keep fire doors closed to prevent the spread of smoke and fire.



# **Residence Hall - Basement Emergency Map**



# **Residence Hall - First Floor Emergency Map**



### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe location, call 911.

Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

### **Safety Guidelines**

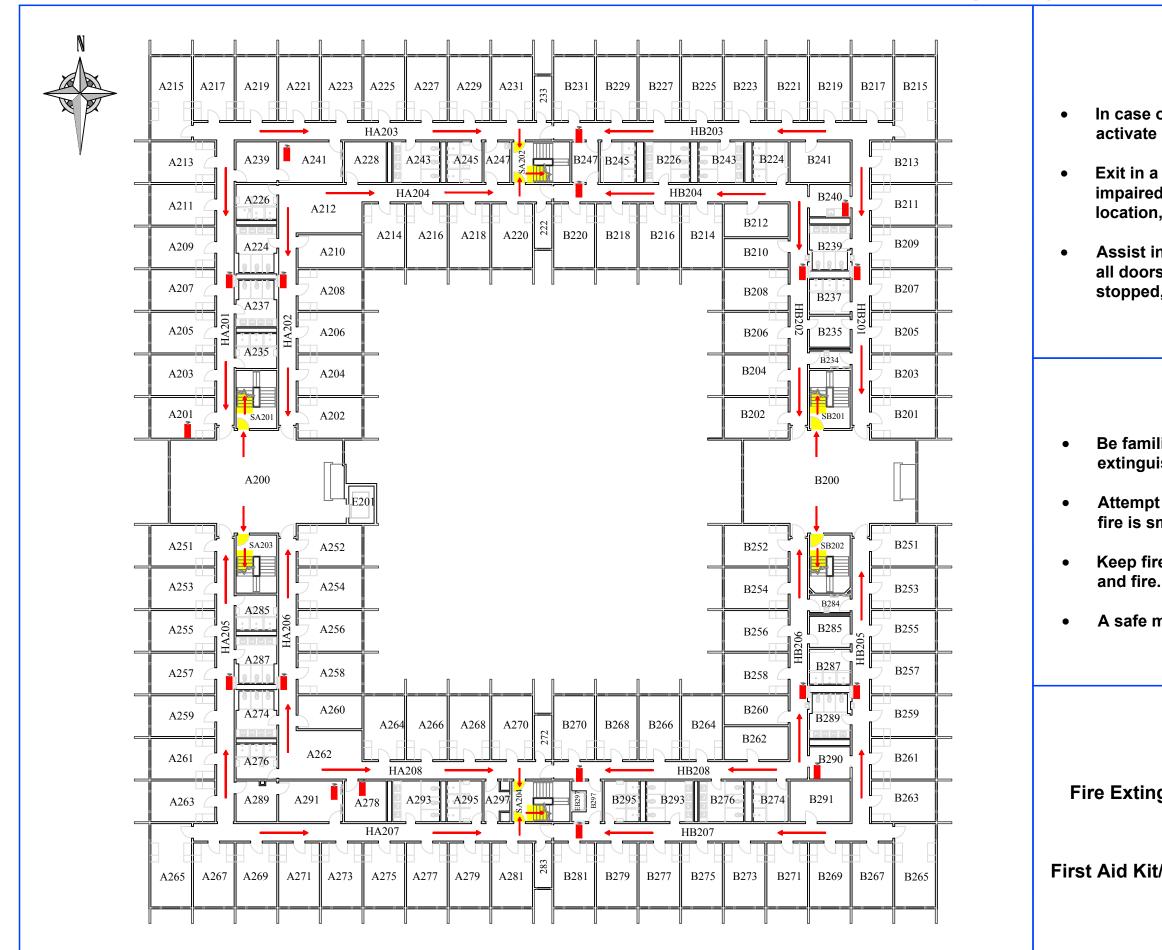
Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke

KEY
isher Exits
Station -
Exit Direction ———
lator

# **Residence Hall - Second Floor Emergency Map**



### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe location, call 911.

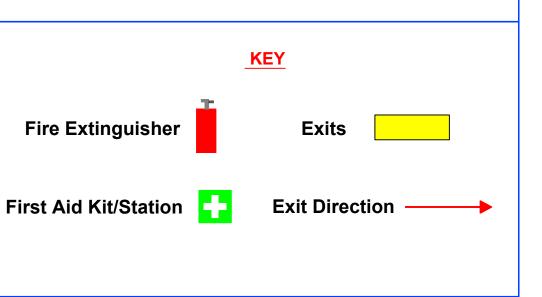
Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

### **Safety Guidelines**

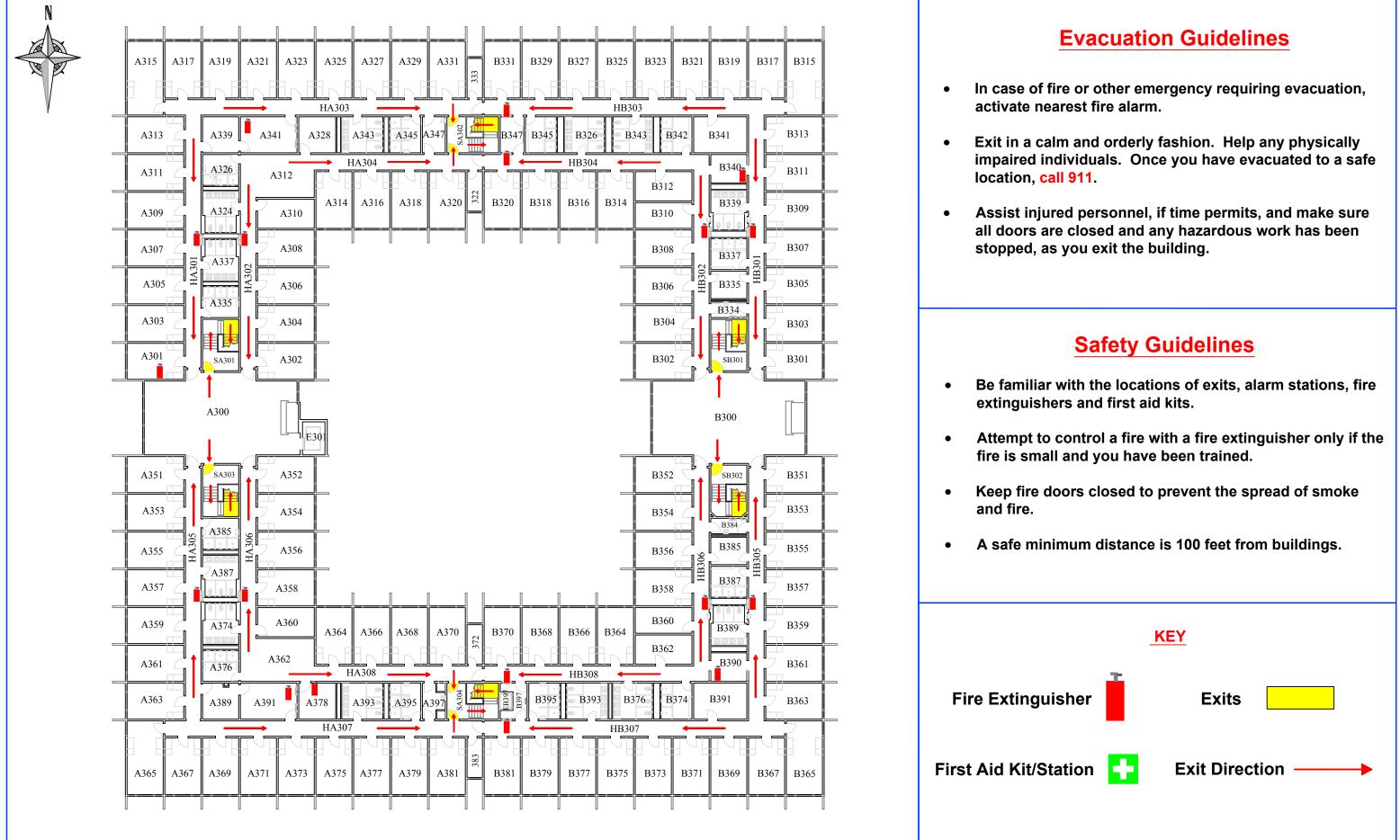
Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke



# **Residence Hall - Third Floor Emergency Map**



# Semon Hall Emergency Map



- location, call 911.

- and fire.

First Aid Kit/

Eye Wash St

### **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

Exit in a calm and orderly fashion. Help any physically impaired individuals. Once you have evacuated to a safe

Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

### **Safety Guidelines**

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

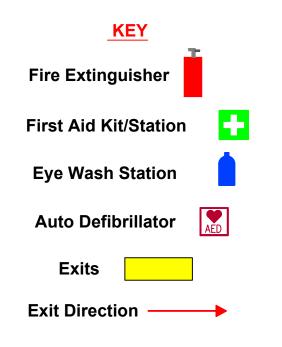
Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of smoke

ŀ	<u>(EY</u>
isher	Exits
Station	Exit Direction ———
tation	Auto Defibrillator

# Snell Hall - First Floor Emergency Map





## **Evacuation Guidelines**

- In case of fire or other emergency requiring • evacuation, activate nearest fire alarm.
- Exit in a calm and orderly fashion. Help any • physically impaired individuals. Once you have evacuated to a safe location, call 911.
- Assist injured personnel, if time permits, and make • sure all doors are closed and any hazardous work has been stopped, as you exit the building.

# **Safety Guidelines**

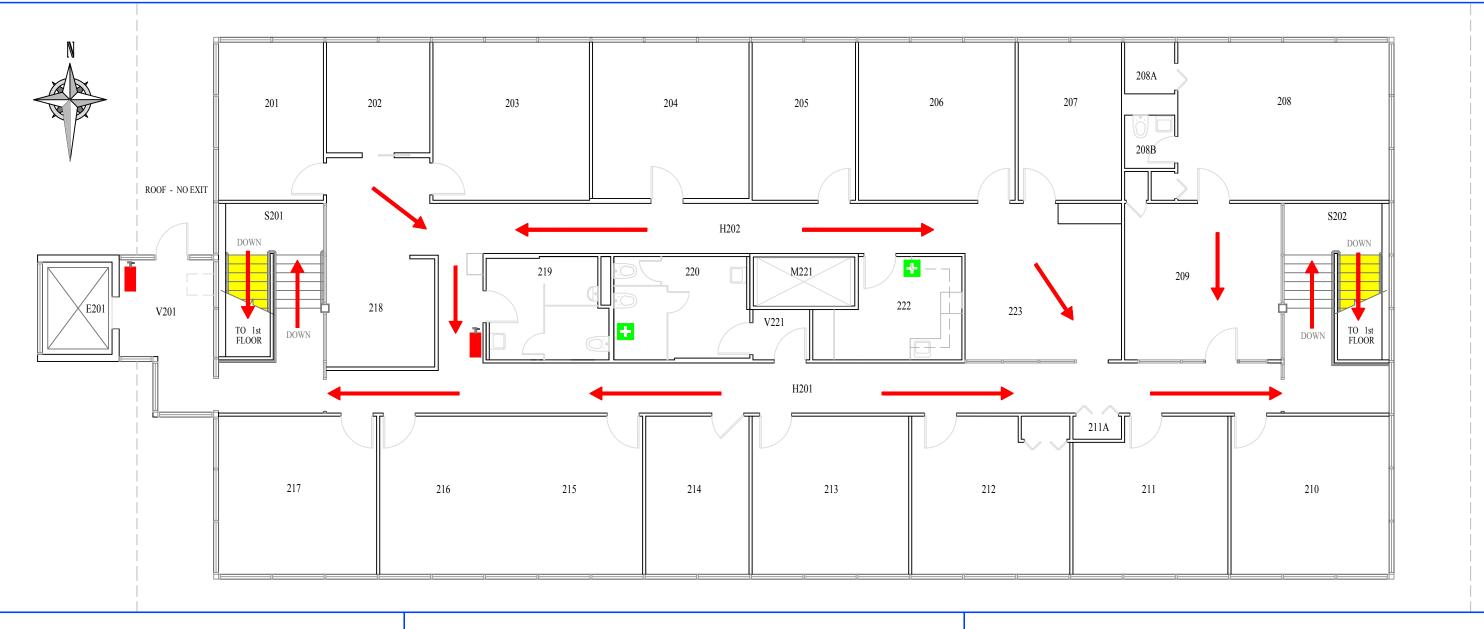
- smoke and fire.
- •

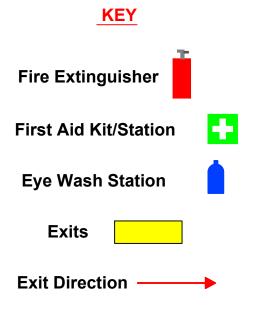
Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of

# Snell Hall - Second Floor Emergency Map





## **Evacuation Guidelines**

- In case of fire or other emergency requiring • evacuation, activate nearest fire alarm.
- Exit in a calm and orderly fashion. Help any • physically impaired individuals. Once you have evacuated to a safe location, call 911.
- Assist injured personnel, if time permits, and make • sure all doors are closed and any hazardous work has been stopped, as you exit the building.

# **Safety Guidelines**

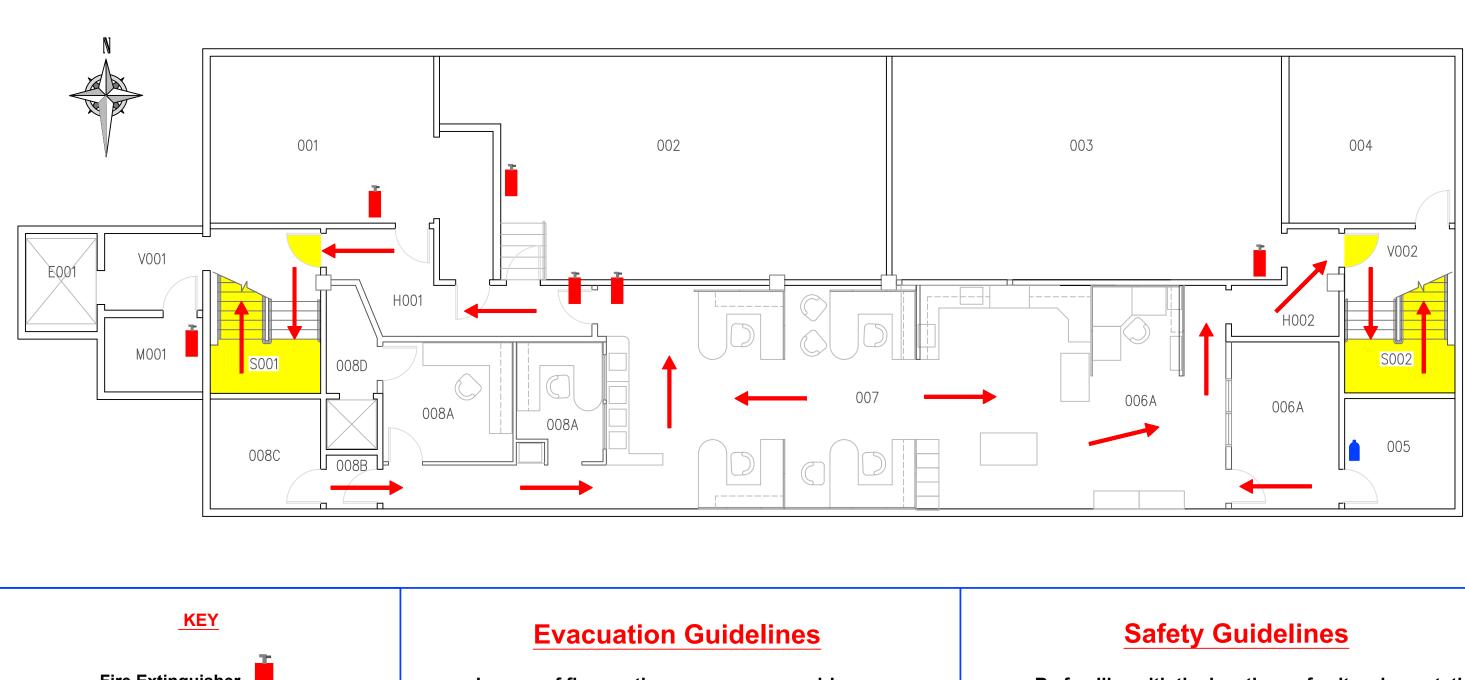
- smoke and fire.

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of

# Snell Hall - Basement Emergency Map



- Fire Extinguisher 6.5 **First Aid Kit/Station Eye Wash Station** Exits Exit Direction
- In case of fire or other emergency requiring evacuation, activate nearest fire alarm.
- Exit in a calm and orderly fashion. Help any • physically impaired individuals. Once you have evacuated to a safe location, call 911.
- Assist injured personnel, if time permits, and make sure all doors are closed and any hazardous work has been stopped, as you exit the building.

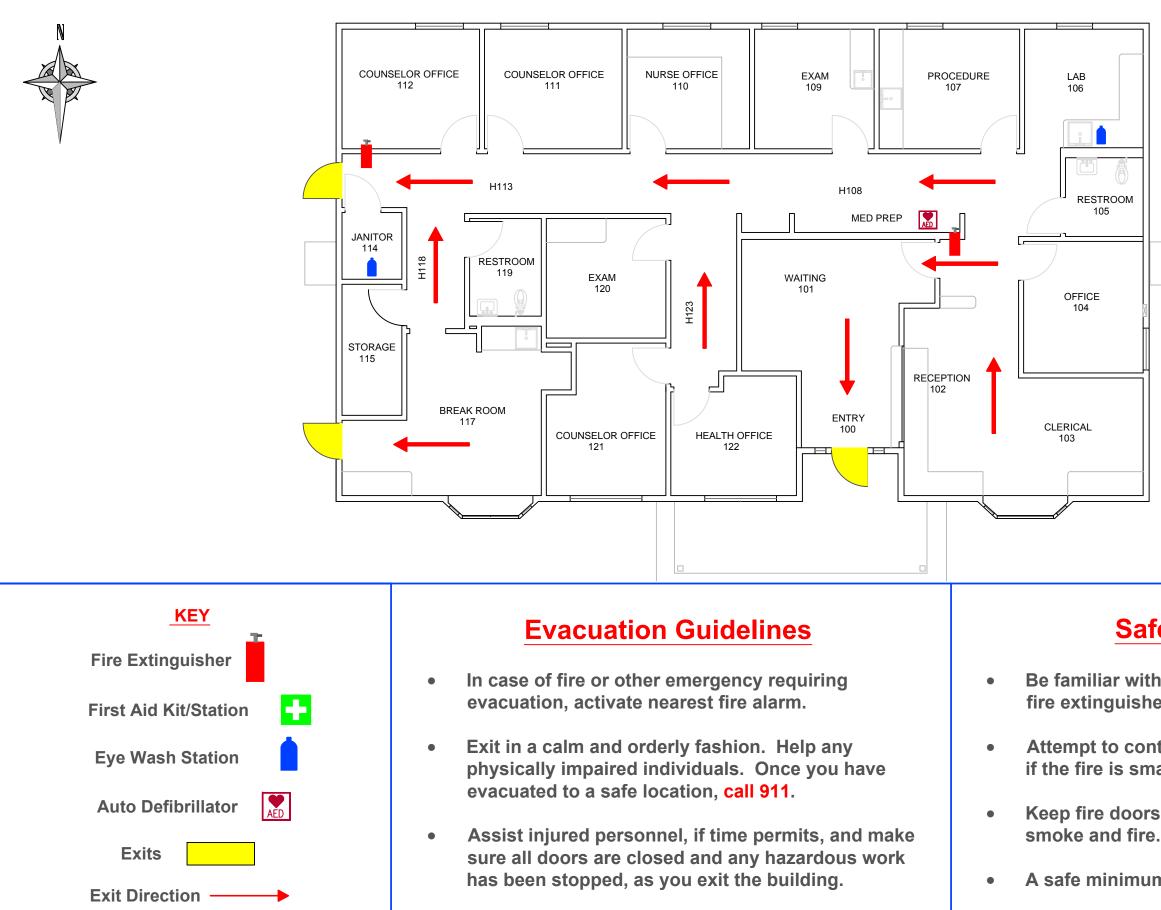
- smoke and fire.

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of

### **Integrated Student Health Center Emergency Map**





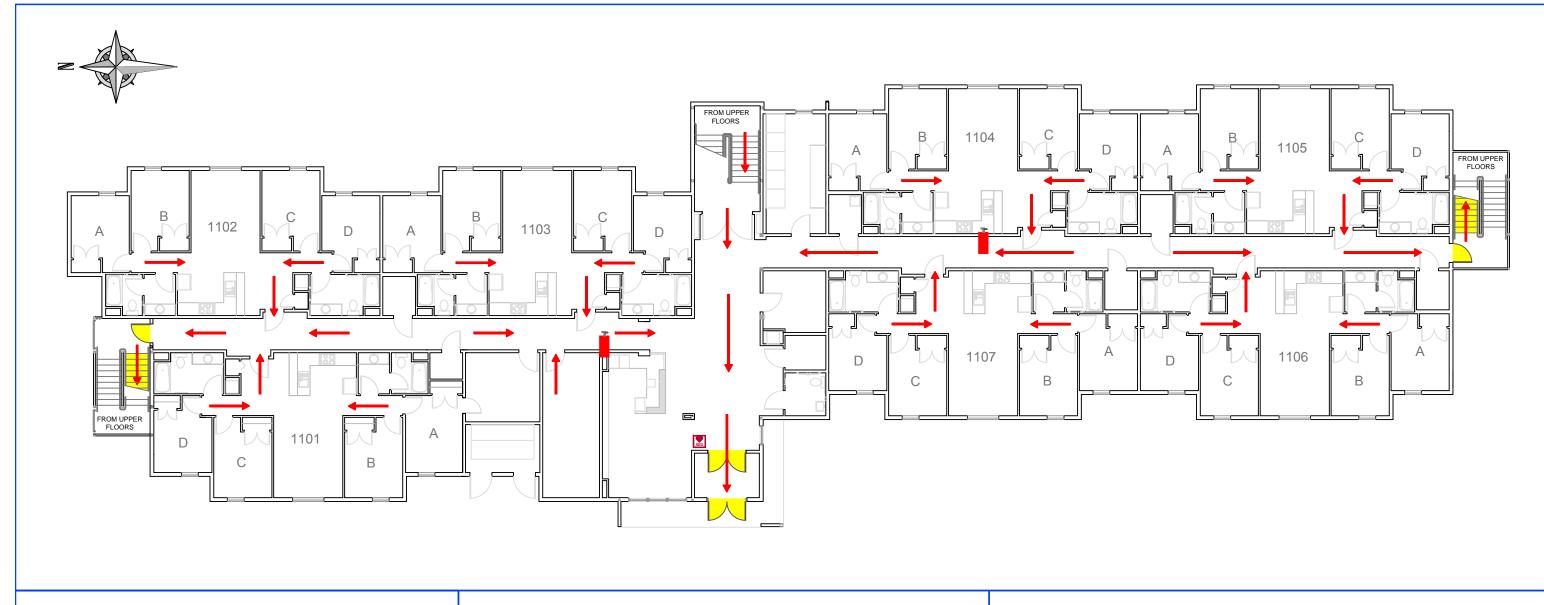
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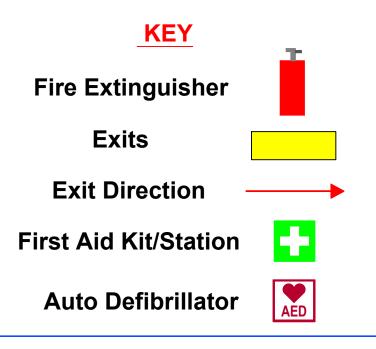
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Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of





- In case of fire or other emergency requiring ۲ evacuation, activate nearest fire alarm.
- Exit in a calm and orderly fashion. Help any • physically impaired individuals. Once you have evacuated to a safe location, call 911.
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# **Safety Guidelines**

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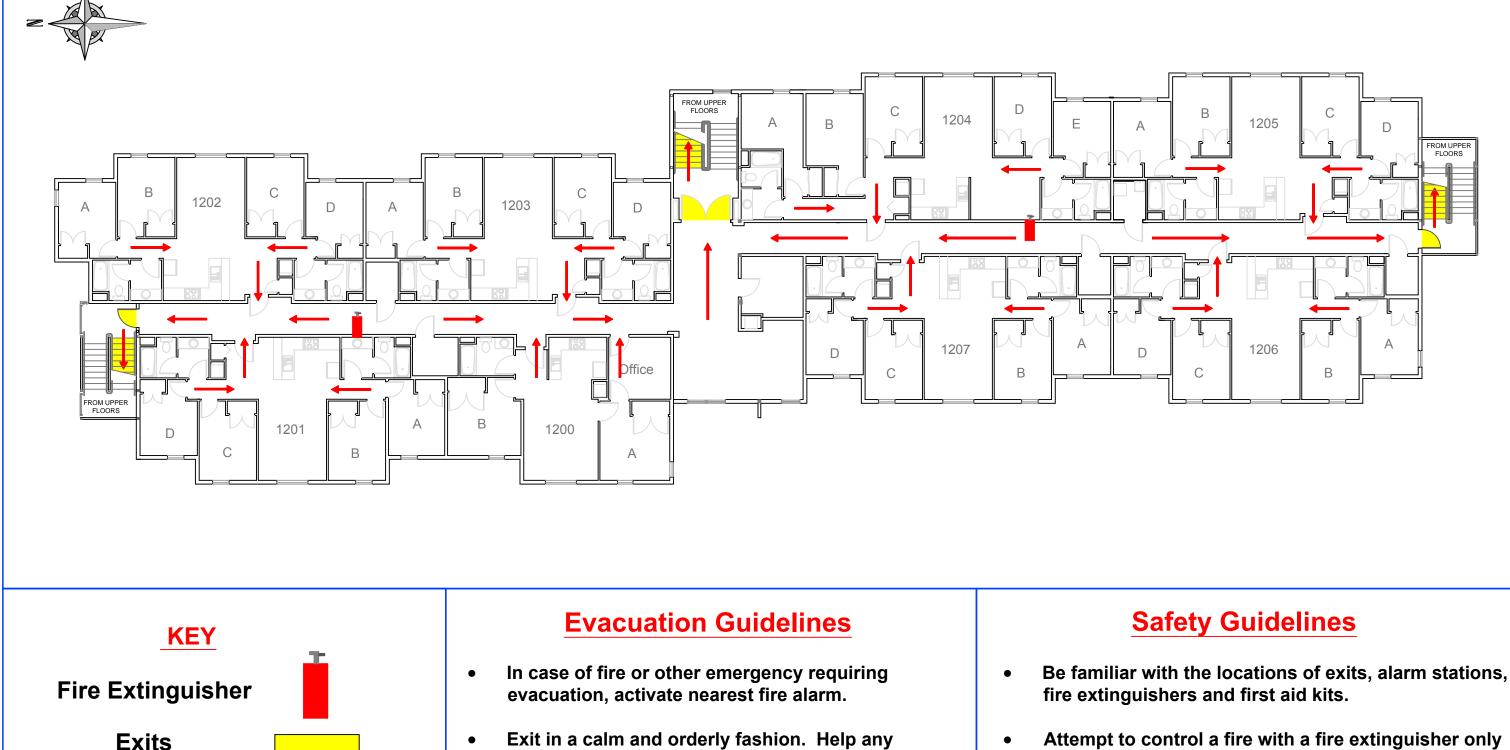
- smoke and fire.
- •

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of

Village A (Yellow) - Level 2 **Emergency Map** 



physically impaired individuals. Once you have evacuated to a safe location, call 911.

**Exit Direction** 

**First Aid Kit/Station** 

- Assist injured personnel, if time permits, and make • sure all doors are closed and any hazardous work has been stopped, as you exit the building.
- smoke and fire.

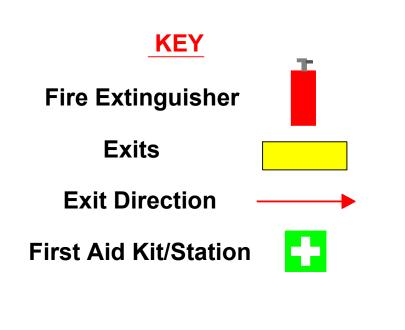
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if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of





- In case of fire or other emergency requiring ۲ evacuation, activate nearest fire alarm.
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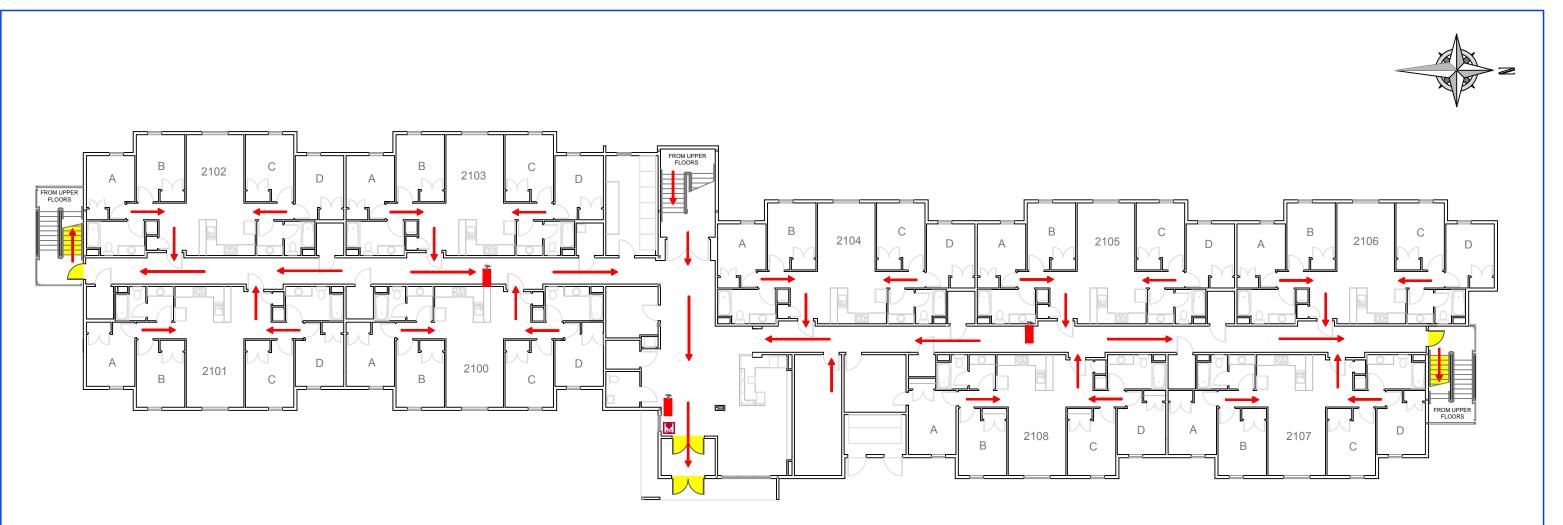
# **Safety Guidelines**

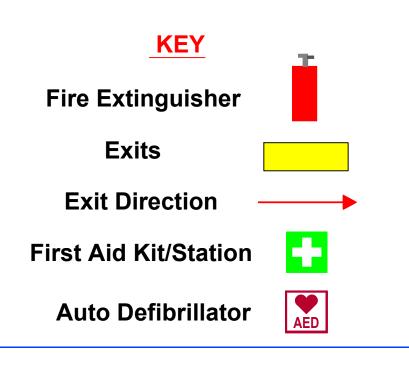
- smoke and fire.
- •

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of





- In case of fire or other emergency requiring • evacuation, activate nearest fire alarm.
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# **Safety Guidelines**

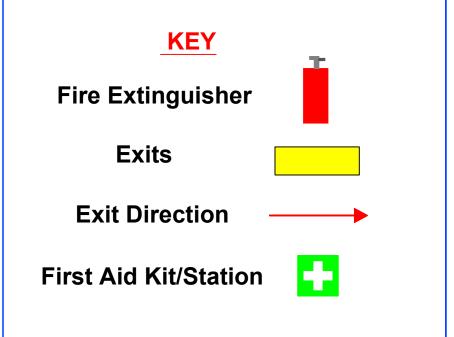
- smoke and fire.
- •

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of





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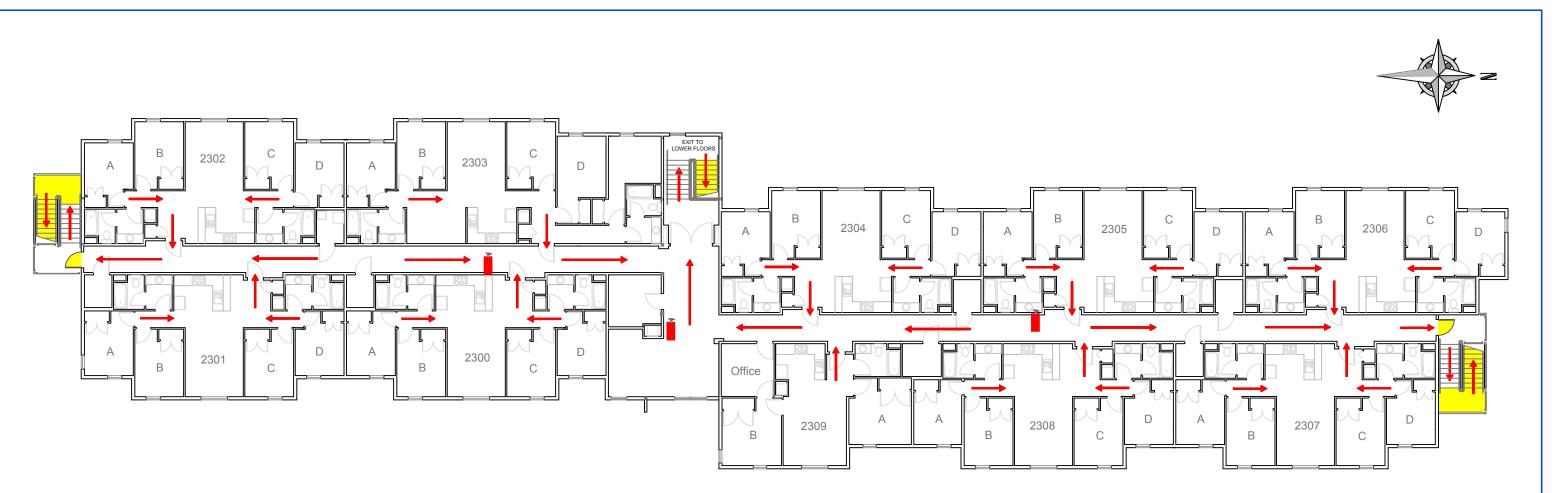
# **Safety Guidelines**

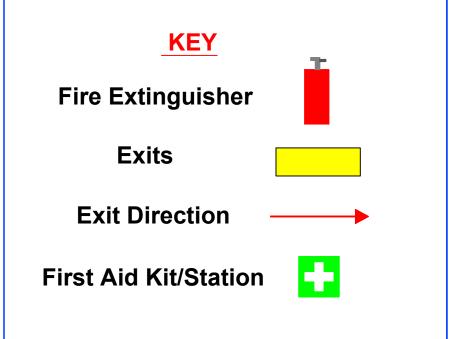
- •
- smoke and fire.
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Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of





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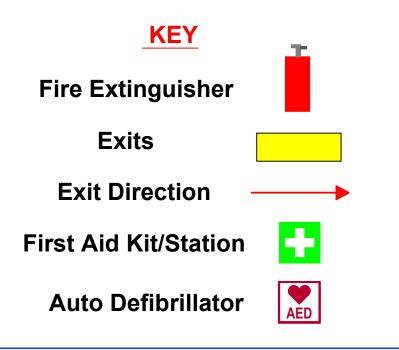
- •
- smoke and fire.
- •

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of





- In case of fire or other emergency requiring • evacuation, activate nearest fire alarm.
- Exit in a calm and orderly fashion. Help any • physically impaired individuals. Once you have evacuated to a safe location, call 911.
- Assist injured personnel, if time permits, and make • sure all doors are closed and any hazardous work has been stopped, as you exit the building.

# **Safety Guidelines**

- ٠
- smoke and fire.

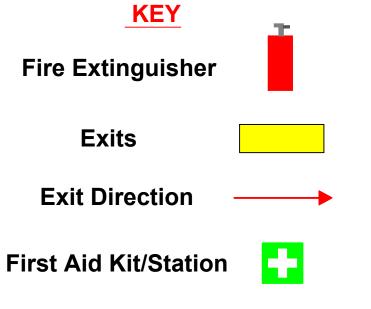
Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of

# Village C (Red) - Level 2





## **Evacuation Guidelines**

In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

•

- Exit in a calm and orderly fashion. Help any • physically impaired individuals. Once you have evacuated to a safe location, call 911.
- Assist injured personnel, if time permits, and make • sure all doors are closed and any hazardous work has been stopped, as you exit the building.

# **Safety Guidelines**

- ٠
- smoke and fire.

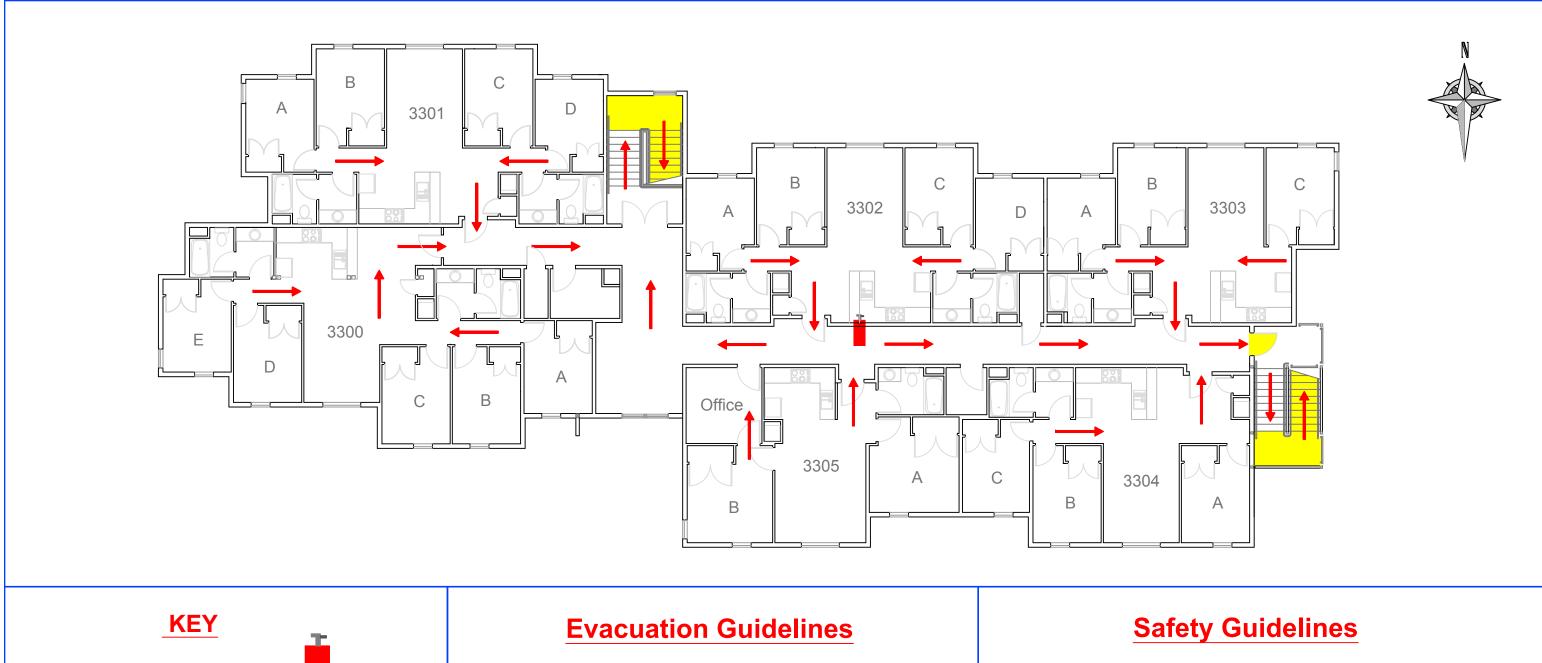
•

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of

# Village C (Red) - Level 3



- **Fire Extinguisher Exits Exit Direction First Aid Kit/Station**
- In case of fire or other emergency requiring evacuation, activate nearest fire alarm.

•

- Exit in a calm and orderly fashion. Help any • physically impaired individuals. Once you have evacuated to a safe location, call 911.
- Assist injured personnel, if time permits, and make • sure all doors are closed and any hazardous work has been stopped, as you exit the building.

- ٠
- smoke and fire.

•

Be familiar with the locations of exits, alarm stations, fire extinguishers and first aid kits.

Attempt to control a fire with a fire extinguisher only if the fire is small and you have been trained.

Keep fire doors closed to prevent the spread of

# **Recall Lists**

Klamath Falls Campus Emergency and General Numbers	i
Klamath Falls Campus Primary Contacts	ii
Klamath Falls Campus Secondary Contacts	iii
University Executive Policy Group	iv
Klamath Falls Campus Incident Management Team	v
Secondary Klamath Falls IMT Personnel	vi
IMT Technical Specialists	vii
Portland-Metro Campus Emergency and General Numbers	viii
Scappoose Emergency and General Numbers	іх
Portland-Metro Campus/Scappoose Primary Contacts	x
Satellite Campus Contacts	xi

### **Klamath Falls Campus Emergency and General Numbers:**

Klamath Falls - Emergency	9-1-1
Ambulance - Emergency	9-1-1
Poison Control Center Information - Emergency	800-452-7165
Oregon Tech Campus Safety - Emergency Only	541-885-0911
Oregon Tech Campus Safety - Office - Non Emergency	541-885-1111
Oregon Tech Integrated Student Health Center - Non	
Emergency	541-885-1800
Klamath County 911 Call Center/Dispatch – Non	
Emergency	541-884-4876
Klamath Falls Police Department - Non Emergency	541-883-5336
Klamath County Sheriff's Office - Non Emergency	541-883-5130
Oregon State Police - Klamath Falls Office - Non	
Emergency	541-883-5711
Klamath County Fire District #1 – Non Emergency	541-885-2056
Sky Lakes Medical Center Information - Non Emergency	541-274-6311
Klamath County Emergency Management Office	541-851-3741
Emergency Manager (Morgan Lindsay) Cell	541-281-8357
Klamath Falls City Hall / City Attorney	541-883-5318
Klamath Falls City Manager	541-883-5316
Oregon Office of Emergency Management	503-378-2911

## Portland-Metro Campus Emergency And General Numbers:

Portland-Metro Campus - Emergency	9-1-1
Ambulance - Emergency	9-1-1
First Response Security - Onsite Security (Cell)	971-264-4175
Kidder Matthews Property Management - Property Manager - Jeff Brown	503-419-7127
Kidder Matthews Property Management - Customer Service (After Hours)	877-445-6782
Wilsonville Police Department/ Clackamas County Sheriff's Office - Non Emergency	503-655-8211
Oregon State Police – Northern Dispatch - Non Emergency	503-375-3555
Clackamas County Fire District #1 - Tualatin Valley Fire & Rescue	503-649-8577
Legacy Meridian Park Medical Center (Tualatin)	503-692-1212
Wilsonville City Hall	503-682-1011
City Manager	503-570-1504

### **Scappoose Emergency And General Numbers:**

Scappoose - Emergency	9-1-1
Ambulance - Emergency	9-1-1
First Response Security - Onsite Security (Cell)	971-264-4175
Kidder Matthews Property Management - Property	
Manager - Jeff Brown	503-419-7127
Kidder Matthews Property Management - Customer	
Service (After Hours)	877-445-6782
Scappoose Police Department – Non Emergency	503-397-1521
Oregon State Police – Northern Dispatch - Non	
Emergency	503-375-3555
Scappoose Fire District – Non Emergency	503-543-5026
Legacy Good Samaritan Hospital (St. Helens)	503-397-1192
Scappoose City Hall	503-543-7146
City Manager	X226

# **Quick Reference Guides**

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### **Executive Policy Group – Quick Resource Guide**

#### Membership

University President Vice President for Academic Affairs / Provost Vice President for Finance and Administration (Agency Administrator) Vice President for Student Affairs / Dean of Students Vice President for Portland-Metro Campus / Scappoose Associate Vice President for Communications and Public Affairs Associate Vice President Chief ITS University Legal Counsel University Board Secretary President's Executive Assistant

Oregon Tech and local governments (the City of Klamath Falls and Klamath County) have primary responsibility for emergency response and operations for emergencies that occur on the Oregon Tech Klamath Falls campus. Oregon Tech will rely to a large degree on local government agencies to provide resources and expertise for law enforcement and fire services.

The **Executive Policy Group** provides direction in making strategic policy decisions for any incident that impacts the University's ability to meet its mission of teaching, research, and public service. The Executive Policy Group is chaired by the President of Oregon Tech. The Executive Policy Group also interfaces with local, state, and federal elected officials, and is the public face of the University.

Most members of the Executive Policy Group work from the Klamath Falls campus, with those from the Wilsonville campus calling in to meetings. The Executive Policy Group will convene in the **Diamond Peak** Conference Room in the College Union at the discretion of the University President. The back-up meeting location in the event that the Diamond Peak Room is unsuitable or inconvenient will be DOW 251, and the tertiary meeting location is Purvine 220.

The **priorities** for Oregon Tech during any emergency are to:

• Protect Lives,

- Stabilize the Incident,
- Protect University Property,
- Protect the Environment, and
- Restore Critical Services, Education and University Programs.

#### University President Succession of Authority

To maintain emergency management functions and an orderly continuation of leadership in an emergency situation, the following succession of authority applies if the University President is unavailable:

- 1. Provost and Vice President for Academic Affairs
- 2. Vice President for Finance and Administration
- 3. Vice President for Student Affairs and Dean of Students
- 4. Vice President for the Portland-Metro campus / Scappoose

The University President or delegated authority can convene the Executive Policy Group at their discretion. The Agency Administrator (AA - VPFA) determines the location for meeting if the Executive Policy Group (EPG) is activated, notifies all EPG members, and provides call-in information if a member is unable to attend in person. Group members are listed on the Recall List/Emergency Contact Information at the front of the Emergency Operations Plan.

Documentation of all conversations, communications, decisions, and actions is critical. The President or the Administrative Assistant may designate a (or multiple) recorder/scribe from the group. Electronic recordings may also be made with the consent of all persons in the room, and on the other end of external communications.

During an emergency, valid information is usually at a premium. The Agency Administrator establishes communications with the Incident Management Team and the Incident Command either by designating runners or Liaison Officers to the IMT/IC or by phone with the IMT Director/IC Liaison Officer.

#### **Emergency Operations Center**

Emergency situations and recovery operations that require extensive coordination of resources, personnel, and information sharing will be managed in part or in full from the Emergency Operations Center (EOC). The EOC is the centralized facility where logistics operations in support of the incident are planned, coordinated, and delegated. The EOC will be staffed by the Incident Management Team (IMT) and supervised by the Oregon Tech IMT Director.

### EOC Activation

The EOC will be activated during any situation that requires the immediate coordination of multiple University departments / units and auxiliaries, or coordination with outside resources. The Agency Administrator has the authority to activate the EOC.

### Public Communications and Alerts

All methods of communicating with campus stakeholders, the media, and the public are controlled and maintained by the Oregon Tech's Public Affairs Department. All official Oregon Tech press releases and communications relating to emergency operations or an incident or event will be issued by the Public Affairs Department, in conjunction with executive leadership, the Executive Policy Group, or the Incident Management Team, depending on the situation and which entities have been activated.

A determination to send an alert to some or all campus stakeholders is made by Oregon Tech executive leadership (Vice President or above), and only one executive leadership member is required to authorize such a transmission. In a situation with imminent life/safety implications, a common sense decision should be made as to whether to issue an alert to the impacted stakeholders without waiting for approval from VP-level leadership.

#### Identify facts, critical information and key messages.

Action Steps:

- Timely release of accurate information; and
- Communicate verified facts rather than speculation.

#### Objectives:

- Promote and protect the welfare of involved personnel and/or students and their families;
- Collaborate with external entities/agencies, such as law enforcement or state or federal authorities;
- Facilitate information flow;
- Retain employee, student, public and news media confidence in the institution; and
- Use a crisis, when appropriate, to educate the public on broader issues raised by the crisis (i.e., how we'll prevent similar incidents from occurring in the future, what programs we have in place and what we're doing now).

Information that is speculative should not be released. Examples of such information include estimates concerning the dollar value of damage resulting from a fire or comments on judicial processes in which findings have not been issued.

### Designate a spokesperson for media response.

### Notify key constituencies.

- Board of Trustees
- Students
- Administration, faculty, and staff
- Parents, guardians, spouses and other family members of students, faculty, and staff
- Law enforcement agencies, first responders, health care facilities, and other local civic authorities as needed
- State agencies and elected government officials
- Other Oregon and / or regional institutions of higher education
- Oregon Tech Foundation and Alumni leadership (with recommendations on how they may want to communicate with their constituents)
- Media
- General public

Except under extreme circumstances, **FERPA** (Family Educational Rights and Privacy Act), **HIPPA** (Health Insurance Portability and Accountability Act), and other privacy laws and regulations need to be observed. Items of a sensitive nature, such as student names, deaths, or other personal information should be safeguarded.

The **Public Affairs** Department is responsible for sending all campus emergency alerts.

- The current Oregon Tech Emergency Alert System can be programmed to send out urgent messages via voice, text, and email, as well as on the Home Page of the Oregon Tech website.
- Messages and media releases can also be posted on the Oregon Tech webpage, Facebook page, Twitter feed, other social media and via email.

**Recommended Executive Policy Group Training** 

Free training modules (Independent Study courses) are available online from FEMA's Emergency Management Institute with registration for a Student Identification Number (SID). The FEMA estimated number of hours to complete each course is listed with each recommended course. (https://training.fema.gov/is/crslist.aspx?all=true)

FEMA also offers multi-day resident courses at their Maryland campus and Field Training courses taught around the country.

The Emergency Management Department will track training completions annually and update recommendations as required.

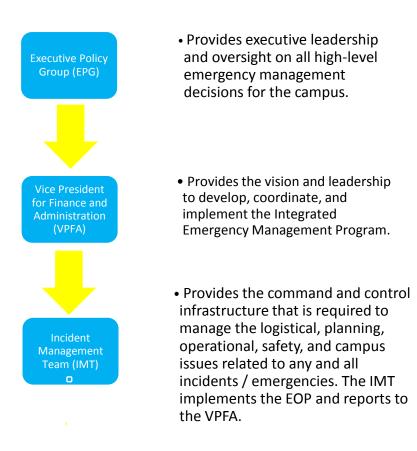
IS-908: Emergency Management for Senior Officials (1 hour)

IS-100 HE: Introduction to the Incident Command System for Higher Education (3 hours)

IS-907: Active Shooter – What You Can Do (1 hour)

#### Oregon Institute of Technology For Official Use Only (FOUO)

#### **Oregon Tech Emergency Management Structure**



### Agency Administrator – Quick Resource Guide

The Agency Administrator (AA) is the dedicated university executive-level authority that works on behalf of the Executive Policy Group to make immediate emergency response decisions. The Vice President for Finance and Administration is designated as the AA, and has oversight of the Incident Management Team. The AA acts as a direct liaison between the Executive Policy Group and the Incident Management Team.

### Line of Succession

- 1. Vice President for Finance and Administration
- 2. Senior Vice President/Provost
- 3. Vice President for Student Affairs/Dean of Students
- 4. Director of Business Affairs and Controller

### **EPG Location**

- 1. Diamond Peak Conference Room CU
- 2. DOW 251
- 3. Purvine 220

#### **IMT Location**

- 1. Sunset Conference Room CU
- 2. DOW 103
- 3. Purvine 210

#### Responsibilities

The Agency Administrator (AA) determines the location for meeting if the Executive Policy Group (EPG) is activated by the University President during an incident. The AA notifies all EPG members and provides call-in information if a member is unable to attend in person.

If not determined by the type of incident or Standard Operating Procedures, the AA makes the final determination as to who is designated as the Incident Commander (IC) for each Type 4 or 5 Incident.<sup>1</sup>

<sup>&</sup>lt;sup>1</sup> Incident types and severities are defined in Appendix B.

The AA authorizes either partial or full activation of the IMT<sup>2</sup>. The IMT is automatically activated for Type 1, 2, or 3 Incidents.

If the IMT/EOC is either partially or fully activated for an incident, the AA issues a written (paper or electronic) Delegation of Authority (DA), identifying the IC and IMT Director.

The AA is authorized to cancel planned leaves and vacations as necessary for Type 1 or 2 Incidents.

The AA makes decisions on canceling or delaying classes and university operations, on consultation with the Provost and Dean of Students, if available.

For incidents where the University's IMT is activated for non-campus incidents, the AA serves as the University representative with the authority to make decisions on matters affecting the campus' participation in the incident.

If the University President activates the EPG, the AA is responsible for assigning University personnel to be scribes for the group, liaison with the IMT, and liaison officers with external agencies and/or the Incident Command.

The AA is responsible for establishing communications with local, state, and/or federal officials, and with other state agencies that might be involved in resolving an incident.

If the EPG is activated, the AA is responsible for directing public information releases via the Public Affairs Department.

<sup>&</sup>lt;sup>2</sup> The IMT/EOC will be activated during any situation that requires the immediate coordination of multiple University departments or with outside agencies. The degree to which the IMT/EOC is activated depends on the need for coordination and communication between internal and external interests.

### Incident Management Team – Quick Resource Guide

#### Membership (Primary / Secondary)

IMT Director / Operations Section Chief – Director of Emergency Management / Director of Facilities Management

Planning Section Chief – AVP of Human Resources / Registrar

Finance Section Chief - Director of Business Affairs / Budget Director

Logistics Section Chief – Director of Facilities Management / Assistant Director of Facilities Management

Incident Command Liaison Officer(s) – Director of Campus Safety / Campus Safety Officer

Safety Officer – EH&S Safety Specialist / Radiation Safety Officer

Public Information Officer – Press and Media Officer / Marketing & Communications Personnel

Technical Specialists

Oregon Tech and local governments (the City of Klamath Falls and Klamath County) have primary responsibility for emergency response and operations for emergencies that occur on the Oregon Tech Klamath Falls campus. Oregon Tech will rely to a large degree on local government agencies to provide resources and expertise for law enforcement and fire services.

The **Incident Management Team** provides the command and control infrastructure that is required to manage the logistical, fiscal, planning, operational, safety, and campus issues related to any incident. The IMT takes Executive Policy Group decisions for action. The IMT consists of Department and Office Directors. The IMT will be activated anytime resources from off campus are required during a crisis, or if the crisis lasts for more than 12 hours.

The **priorities** for Oregon Tech during any emergency are to:

- Protect Lives,
- Stabilize the Incident,
- Protect University Property,
- Protect the Environment, and
- Restore Critical Services, Education and University Programs.

### **IMT** Location

- 1. Sunset Conference Room CU
- 2. DOW 103
- 3. Purvine 210

### Areas of IMT Concentration

- Accountability for all on campus
- Family notification / reunion
- Counselling services

The **Executive Policy Group** provides direction in making strategic policy decisions for any incident that impacts the University's ability to meet its mission of teaching, research, and public service. The Executive Policy Group is chaired by the President of Oregon Tech. The Executive Policy Group also interfaces with local, state, and federal elected officials, and is the public face of the University.

#### **Emergency Operations Center**

Emergency situations and recovery operations that require extensive coordination of resources, personnel, and information sharing will be managed in part or in full from the Emergency Operations Center (EOC). The EOC is the centralized facility where logistics operations in support of the incident are planned, coordinated, and delegated. The EOC will be staffed by the Incident Management Team (IMT) and supervised by the Oregon Tech IMT Director.

#### EOC Activation

The EOC will be activated during any situation that requires the immediate coordination of multiple University departments / units and auxiliaries, or coordination with outside resources. The **Agency Administrator** has the authority to activate the EOC.

#### Public Communications and Alerts

All methods of communicating with campus stakeholders, the media, and the public are controlled and maintained by the Oregon Tech's Public Affairs Department. All official Oregon Tech press releases and communications relating to emergency operations or an incident or event will be issued by the **Public Affairs Department**, in conjunction with executive leadership, the Executive Policy Group, or the Incident Management Team, depending on the situation and which entities have been activated.

A determination to send an alert to some or all campus stakeholders is made by Oregon Tech executive leadership (Vice President or above), and only one executive leadership member is required to authorize such a transmission. In a situation with imminent life/safety implications, a common sense decision should be made as to whether to issue an alert to the impacted stakeholders without waiting for approval from VP-level leadership.

### **Recommended Training**

Free training modules (Independent Study courses) are available online from FEMA's Emergency Management Institute with registration for a Student Identification Number (SID). The FEMA estimated number of hours to complete each course is listed with each recommended course. (https://training.fema.gov/is/crslist.aspx?all=true)

FEMA also offers multi-day resident courses at the Maryland campus and Field Training courses taught around the country.

The Emergency Management Department will track training completions annually and update recommendations as required.

IS-100 HE: Introduction to the Incident Command System for Higher Education (3 hours)

IS-700.a: National Incident Management System, an Introduction (3 hours)

IS-775: Emergency Operations Center Management and Operations (4 hours)

IS-907: Active Shooter – What You Can Do (1 hour)

# Incident Management Team Director / Operations Section Chief – Quick Resource Guide

#### **Roles and Responsibilities:**

The Incident Management Team provides the command and control infrastructure that is required to manage the logistical, fiscal, planning, operational, safety, and campus issues related to any incident. The IMT Director sets IMT objectives and priorities, provides information services to internal and external stakeholders (such as parents), and establishes and maintains liaison with other agencies participating in the incident, the Executive Policy Group, and the Incident Commander. Organizes, assigns, and supervises resources, and has the authority to commit campus resources. Responsible for Communications Plan and Medical Plan.

#### Line of Succession

- 1. Director of Emergency Management
- 2. Director of Facilities Services
- 3. AVP of Human Resources
- 4. Director of Campus Safety

#### **IMT** Location

- 1. Sunset Conference Room CU
- 2. DOW 103
- 3. Purvine 210

# Checklist

- Ensure safety and welfare of Incident Management Team members.
- Stand up the IMT, if determined to be necessary by the Agency Administrator.
- Set Incident Management Team assignments, and supervise IMT activities.
- Obtain briefing from the Incident Commander (typically law enforcement or fire/rescue) and Agency Administrator.
- Determine incident objectives and recommended strategies.

- Determine status of current assignments.
- Assess adequacy of current Incident Communications Plan (ICS Form 205).
- Ensure Medical Plan (ICS Form 206) is prepared.
- Identify current organization, location of resources, and assignments.
- Confirm resource ordering process.
- Determine location of current Staging Areas and resources assigned there.
- Brief IMT members on situation, roles, and responsibilities.
- Develop and manage logistical operations to meet incident objectives.
- Review requests for critical resources.
- Confirm who has ordering authority within the organization.
- Confirm those orders that require Command authorization.
- Keep Agency Administrator informed on incident-related problems and progress.
- Ensure IMT documents all communications, decisions, and actions.

#### **Recommended Training**

Free training modules (Independent Study courses) are available online from FEMA's Emergency Management Institute with registration for a Student Identification Number (SID). The FEMA estimated number of hours to complete each course is listed with each recommended course. (https://training.fema.gov/is/crslist.aspx?all=true)

FEMA also offers multi-day resident courses at the Maryland campus and Field Training courses taught around the country.

The Emergency Management Department will track training completions annually and update recommendations as required.

IS-100 HE: Introduction to the Incident Command System for Higher Education (3 hours)

IS-360: Preparing for Mass Casualty Incidents: A guide for Schools, Higher Education, and Houses of Worship (3 hours)

- IS-546.a: Continuity of Operations Awareness (1 hour)
- IS-552: Public Works Role In Emergency Management (2 hours)
- IS-700.a: National Incident Management System, an Introduction (3 hours)
- IS-775: Emergency Operations Center Management and Operations (4 hours)

# **Planning Section Chief**

### **Roles and Responsibilities**

The Incident Management Team provides the command and control infrastructure that is required to manage the logistical, fiscal, planning, operational, safety, and campus issues related to any incident. The Planning Section Chief is responsible for collecting, monitoring, evaluating, and disseminating information relating to the response and recovery efforts. Responsible for the development, maintenance, and distribution of the Incident Action Plan (IAP). Responsible for all check-in and status of incident resources and personnel. Maintains and archives all incident-related documentation. Ensures that resources are released from the incident (demobilized) in an orderly, safe, and cost-effective manner.

#### Line of Succession

- 1. AVP of HR
- 2. Registrar
- 3. Director of Residence Life

#### **IMT Location**

- 1. Sunset Conference Room CU
- 2. DOW 103
- 3. Purvine 210

#### Checklist

- Report to IMT, if activated. Obtain brief from IMT Director.
- Determine current resource status (ICS Form 201).
- Determine current situation status (ICS Form 201), and monitor for changes.
- Determine current incident objectives and strategies.
- Determine whether incident should have a written Incident Action Plan (IAP), and prepare and distribute if required.
- Schedule planning meetings.
- Establish and maintain resource tracking system.

- Produce current ICS Form 201 (Incident Briefing) as requested.
- Forward incident status summaries to Agency Administrator and IMT Director once per operational period, or as requested.
- Develop incident maps, as required.
- In conjunction with other Section Chiefs and the IMT Director, develop contingency plans as required.
- Coordinate preparation of the Safety Message with the Safety Officer.
- Collect weather data, as required.
- In conjunction with other Section Chiefs and the IMT Director, identify need for specialized resources.
- Prepare demobilization plan, if required.
- Document all communications, decisions, and actions.

#### **Recommended Training**

Free training modules (Independent Study courses) are available online from FEMA's Emergency Management Institute with registration for a Student Identification Number (SID). The FEMA estimated number of hours to complete each course is listed with each recommended course. (https://training.fema.gov/is/crslist.aspx?all=true)

FEMA also offers multi-day resident courses at the Maryland campus and Field Training courses taught around the country.

The Emergency Management Department will track training completions annually and update recommendations as required.

IS-100 HE: Introduction to the Incident Command System for Higher Education (3 hours)

IS-360: Preparing for Mass Casualty Incidents: A guide for Schools, Higher Education, and Houses of Worship (3 hours)

IS-546.a: Continuity of Operations Awareness (1 hour)

IS-700.a: National Incident Management System, an Introduction (3 hours)

IS-775: Emergency Operations Center Management and Operations (4 hours)

# **Logistics Section Chief – Quick Resource Guide**

# **Roles and Responsibilities**

The Incident Management Team provides the command and control infrastructure that is required to manage the logistical, fiscal, planning, operational, safety, and campus issues related to any incident. The Logistics Section Chief is responsible for procuring supplies, personnel, and material support necessary to conduct the emergency or event response (i.e.: personnel call-out, equipment acquisition, lodging, transportation, food, etc.). Prepares the Transportation Plan; arranges for, activates, and documents the fueling, maintenance, and repair of ground resources; arranges for the transportation of personnel, supplies, food, and equipment. Sets up and maintains required facilities to support the incident. Orders, receives, stores, and distributes supplies, services, and nonexpendable equipment; maintains inventory and accountability of supplies and equipment.

#### Line of Succession

- 1. Director of Facilities Services
- 2. Assistant Director of Facilities Services

#### **IMT Location**

- 1. Sunset Conference Room CU
- 2. DOW 103
- 3. Purvine 210

#### Checklist

- Report to IMT, if activated. Obtain briefing from IMT Director.
- Review resource and supply status.
- Confirm resource ordering process.
- Assemble, brief, and assign work locations and preliminary work tasks to Section personnel; provide summary of incident situation and extent of logistics support tasked to provide.
- Notify Planning Section of other units activated, including names and location of assigned personnel.

- Brief resource and facilities status as requested.
- 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.
- Prepare Transportation Plan.
- Estimate needs for next operational period; order relief personnel if necessary.
- Research availability of additional resources.
- Ensure documentation of all communications, decisions, and actions.

#### **Recommended Training**

Free training modules (Independent Study courses) are available online from FEMA's Emergency Management Institute with registration for a Student Identification Number (SID). The FEMA estimated number of hours to complete each course is listed with each recommended course. (https://training.fema.gov/is/crslist.aspx?all=true)

FEMA also offers multi-day resident courses at the Maryland campus and Field Training courses taught around the country.

The Emergency Management Department will track training completions annually and update recommendations as required.

IS-100 HE: Introduction to the Incident Command System for Higher Education (3 hours)

- IS-552: Public Works Role In Emergency Management (2 hours)
- IS-556: Damage Assessment for Public Works (3 hours)
- IS-558: Public Works and Disaster Recovery (3 hours)
- IS-700.a: National Incident Management System, an Introduction (3 hours)

# **Finance – Administration Section Chief – Quick Resource Guide**

# **Roles and Responsibilities**

The Incident Management Team provides the command and control infrastructure that is required to manage the logistical, fiscal, planning, operational, safety, and campus issues related to any incident. The Finance-Administration Section Chief is responsible for contract negotiation and monitoring, timekeeping, cost analysis, and compensation for injury or damage to property. Responsible for documentation for reimbursement (e.g., under Memorandums of Understanding (MOUs)), expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting. Also responsible for purchasing and procurement related to response and recovery efforts; administering all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

#### Line of Succession

- 1. Director of Business Affairs
- 2. Budget Director

# **IMT Location**

- 1. Sunset Conference Room CU
- 2. DOW 103
- 3. Purvine 210

# Checklist

- Report to IMT if activated. Obtain briefing from IMT Director and Agency Administrator.
- Determine level of fiscal process required for the incident.
- Determine delegation of authority and guidelines for financial processes, particularly procurement.
- Determine possibilities for cost sharing, determine any financial obligations.
- Determine agreements are in place for land use, facilities, equipment, and utilities.

- Procure copies of all incident-related agreements, activated or not.
- Determine potential for rental or contract services.
- In conjunction with university HR, determine the need for temporary employees.
- Ensure proper tax documentation is completed.
- Provide financial and cost-analysis input; financial summary on labor, materials, and services; prepare forecasts on costs to complete operations; and provide cost benefit analysis to Agency Administrator as requested.
- Prepare information on potential and existing claims.
- Prepare information on status of ordered supplies, resources, and personnel.
- Monitor use agreements.
- Monitor for potential unassigned resources that the University may be paying for.
- Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor (hours and rates for contract personnel, volunteers, and consultants); equipment (hours and rates for owned and rented equipment); materials and supplies (purchased and/or rented, including building space and expendables/consumables); and services (hours and rates).
- Ensure all obligation documents initiated by the incident are properly prepared and completed.
- Assist Logistics Section in resource procurement; identify vendors for which open purchase orders or contracts must be established and negotiate ad hoc contracts.
- Ensure proper documentation for all communications, decisions, and actions.

#### **Recommended Training**

Free training modules (Independent Study courses) are available online from FEMA's Emergency Management Institute with registration for a Student Identification Number (SID). The FEMA estimated number of hours to complete each course is listed with each recommended course. (https://training.fema.gov/is/crslist.aspx?all=true)

FEMA also offers multi-day resident courses at the Maryland campus and Field Training courses taught around the country.

The Emergency Management Department will track training completions annually and update recommendations as required.

- IS-100 HE: Introduction to the Incident Command System for Higher Education (3 hours)
- IS-276.a: Benefit Cost Analysis Fundamentals (1 hour)
- IS-293: Mission Assignment Overview (3 hours)
- IS-700.a: National Incident Management System, an Introduction (3 hours)

# **Public Information Officer – Quick Resource Guide**

### Roles and Responsibilities

The PIO is responsible for relaying incident related information to the public, media, and campus community.

#### Line of Succession

- 1. Associate Vice President for Marketing, Communications, and Public Affairs
- 2. Press and Media Officer, Klamath Falls Campus

#### Checklist

- Obtain briefing from the Incident Commander. Check in with the Executive Policy Group and the Incident Management Team.
- Determine point of contact for media (scene or Incident Command Post).
- Determine current and forecast media presence.
- Assess need for special alert and warning efforts, including for the hearing impaired and non-English speaking populations.
- 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.

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

- Establish location of Information Center for media and public away from the Command Post.
- Establish schedule for news briefings.
- Coordinate the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.
- Observe constraints on the release of information imposed by the Incident Commander, FERPA, and HIPAA.
- Release news to media, and post information in Command Post and other appropriate locations. Ensure no conflicting information is released.
- Contact media to correct erroneous or misleading information being provided to the public via the media.
- Document all activities.

# **Recommended Training**

Free training modules (Independent Study courses) are available online from FEMA's Emergency Management Institute with registration for a Student Identification Number (SID). The FEMA estimated number of hours to complete each course is listed with each recommended course. (https://training.fema.gov/is/crslist.aspx?all=true)

FEMA also offers multi-day resident courses at the Maryland campus and Field Training courses taught around the country.

The Emergency Management Department will track training completions annually and update recommendations as required.

IS-100 HE: Introduction to the Incident Command System for Higher Education (3 hours)

IS-29: Public Information Officer Awareness (2.5 hours)

IS-42: Social Media in Emergency Management (3 hours)

IS-908: Emergency Management for Senior Officials (1 hour)

# Liaison Officer – Quick Resource Guide

### **Roles and Responsibilities**

The Liaison Officers (of which there may be more than one) are responsible for coordinating with external partners, such as city, county, state, or federal agencies, and with public and private resources groups, other universities, as well as with internal university groups such as satellite campuses. For the university, the most important liaison officer position is that with the Incident Command. Also monitors incident operations in order to identify any current or potential problems between the institution and response agencies.

#### Line of Succession

#### A. IC Liaison

- 1. Director of Campus Safety
- 2. Campus Safety Officer

#### **B. Liaison To Other Agencies**

- 1. Associate V.P. for Strategic Partnerships and Government Relations
- 2. Director of Financial Aid

#### Checklist

- Obtain briefing from Incident Commander or Incident Management Team Director.
- 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).
- Obtain cooperating and assisting agency information, including:
  - 1) Contact Person
  - 2) Radio frequencies and phone numbers
  - 3) Cooperative Agreements
  - 4) Resources available, including number of personnel
  - 5) Agency constraints and limitations
- Monitor incident operations to identify potential inter-organizational problems.
- Document all activities.

# **Recommended Training**

Free training modules (Independent Study courses) are available online from FEMA's Emergency Management Institute with registration for a Student Identification Number (SID). The FEMA estimated number of hours to complete each course is listed with each recommended course. (https://training.fema.gov/is/crslist.aspx?all=true)

FEMA also offers multi-day resident courses at the Maryland campus and Field Training courses taught around the country.

The Emergency Management Department will track training completions annually and update recommendations as required.

IS-100 HE: Introduction to the Incident Command System for Higher Education (3 hours)

IS-700.a: National Incident Management System, an Introduction (3 hours)

IS-908: Emergency Management for Senior Officials (1 hour)

# Safety Officer – Quick Resource Guide

# **Roles and Responsibilities**

Advises the Incident Commander/IMT on issues regarding incident safety, and ensures the safety of incident workers. Monitors, evaluates, and recommends procedures for all incident operations for hazards and unsafe conditions, conducts risk analyses and implements safety measures. Has the authority to stop any unsafe activity observed. Develops the Site Safety Plan. May require assistants during large or complex incidents.

#### Line of Succession

- 1. Environmental Health and Safety Department Safety Specialist
- 2. Radiation Safety Officer
- 3. Laboratory and Chemical Safety Officer

# Checklist

- Obtain briefing from IC/IMT.
- Identify hazardous situations associated with the incident. Identify corrective actions and ensure implementation. Ensure adequate levels of protective equipment are available and being used.
- Ensure adequate sanitation and safety in any food preparation areas associated with the incident response or recovery.
- Prepare the Incident Action Plan Safety and Risk Analysis (USDA ICS form 215A).
- For actions being considered, consider if they are potentially unsafe, and assist in identifying options and protective actions that could mitigate the risks.
- Identify accidents and injuries to date. Make recommendations on preventative or corrective actions.
- Review and approve Medical Plan (ICS Form 206).
- Provide or approve Safety Message (ICS Form 202).

- Investigate accidents; ensure accident scene is preserved for investigation, ensure accident is properly documented, coordinate with the incident Compensation and Claims Unit Leader, university Risk Manager, and Occupational Safety and Health Administration (OSHA) personnel, prepare accident report, and recommend corrective actions.
- In conjunction with university medical staff, coordinate critical incident stress debriefings.
- Document all activity on Unit Log (ICS Form 214).

# **Recommended Training**

Free training modules (Independent Study courses) are available online from FEMA's Emergency Management Institute with registration for a Student Identification Number (SID). The FEMA estimated number of hours to complete each course is listed with each recommended course. (https://training.fema.gov/is/crslist.aspx?all=true)

FEMA also offers multi-day resident courses at the Maryland campus and Field Training courses taught around the country.

The Emergency Management Department will track training completions annually and update recommendations as required.

- IS-100 HE: Introduction to the Incident Command System for Higher Education (3 hours)
- IS-5.a: An Introduction to Hazardous Materials (10 hours)
- IS-556: Damage Assessment for Public Works (3 hours)
- IS-908: Emergency Management for Senior Officials (1 hour)

# Introduction

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# Executive Summary

This Emergency Operations Plan (EOP) is designed to provide the Oregon Institute of Technology's Klamath Falls campus with a management tool to facilitate a timely, efficient, and coordinated emergency response. It is based on integrating Oregon Tech emergency response resources with those of other government emergency response agencies, as well as with Non-Governmental Organizations and the public. Oregon Tech will rely to a large degree on local government agencies to provide resources and expertise for law enforcement and fire services.

The EOP is based on the fact that Oregon Tech and local governments (the City of Klamath Falls and Klamath County) have primary responsibility for emergency response and operations for emergencies that occur on the Oregon Tech Klamath Falls campus.<sup>1</sup> Operations are designed to protect lives, stabilize the incident, minimize property damage, protect the environment, and provide for the continuation and restoration of essential services.

The EOP provides a framework for emergency preparation, response, and recovery efforts. Leadership, preparation, good judgment, and common sense by personnel directing these efforts will determine the effectiveness of the overall emergency program. Given the nature of some emergencies, the Unified Command (UC) or the Incident Commander (IC) may alter the plan for more effective response or to accomplish specific strategic or tactical priorities.

The EOP consists of a Basic Plan (this document), Quick Reference Guides for specific groups, Functional and Hazard-Specific Annexes, and Appendices for resources. The Appendices contain information used to contact personnel and resources, and provides forms and information for various personnel during an emergency. The Resource Guide and the Functional and Hazard-Specific Annexes contain information of a confidential nature so they are not included with the Plan where it is not necessary.

The Basic Plan and subsequent Functional and Hazard-Specific Annexes<sup>2</sup> are based on an allhazard approach and acknowledge that most responsibilities and functions performed during an emergency are not hazard specific. Multiple Hazard-Specific annexes may reference the same Functional Annex to complete a basic procedure, such as evacuation of a building.

The EOP uses the National Incident Management System (NIMS) and the Incident Command System (ICS) for managing response to emergencies, disaster events, and special events, and is intended to be fully NIMS compliant.

<sup>&</sup>lt;sup>1</sup> The EOP for the Portland-Metro campus / Scappoose is addressed separately.

<sup>&</sup>lt;sup>2</sup> Functional Annexes provide detailed descriptions of what to do when a specific action is called for, such as evacuation of a dormitory or classroom, shelter in place, or procedures for a specific location during a power failure. Hazard-Specific Annexes describe the general conditions for a specific circumstance, such as Active Shooter, Pandemic or epidemic on campus or in the community, or fire in one of the campus buildings.

The Incident Command System is designed to be used for all types of emergencies and special events, and is applicable to small day-to-day situations as well as to large and complex disaster incidents. ICS provides a scalable system for managing emergency operations involving a single agency within a single jurisdiction; multiple agencies within a single jurisdiction; and multiple agencies from multiple jurisdictions.

The Oregon Tech EOP was developed with the understanding that all units responding to an emergency situation will utilize ICS for overall coordination of the response effort. Response efforts for Type 1, 2, and 3 incidents<sup>3</sup> (more complex incidents) will be coordinated (but not run) from a single location, normally the Oregon Tech Emergency Operations Center (EOC). Type 4 and 5<sup>4</sup> emergencies or situations (less complex) may be coordinated from the on-scene Incident Command Post (ICP). The designated Incident Commander (IC) or other leaders may determine it necessary to use an alternative location for the EOC.

The Oregon Tech Executive Policy Group will meet in a separate location to produce and provide strategic guidance and policy to the Oregon Tech EOC. The Executive Policy Group would also interface with local, state, and federal elected officials as needed.

The organizational structure of the ICS used during an event may not resemble the day-to-day organization of Oregon Tech. Employees may report to other employees to whom they do not usually have a reporting relationship. Furthermore, as the severity of the incident increases, employee assignments may change within the ICS organizational structure. This means that an employee's position in the ICS structure may change during the course of a single incident.

The EOP is part of a larger integrated Emergency Management and Continuity Program at Oregon Tech that focuses on Preparedness, Mitigation, Response, Recovery, and Continuity activities. The Oregon Tech Director of Emergency Management is responsible for the overall development and maintenance of the Oregon Tech EOP.

The guidelines and procedures included in this plan utilize the best information and planning assumptions available at the time of preparation. There is no guarantee of a particular outcome or performance implied by this plan. In an emergency, resources may be overwhelmed and essential services may be delayed, inadequate, or in extreme cases, not be available at all. Deviation from these guidelines may be necessary given the facts of any particular situation.

<sup>&</sup>lt;sup>3</sup> Incident Types are numbered in order of descending severity, with Type 1 being the most complex and Type 5 being the smallest. Type 1, 2, and 3 Incidents are situations that require additional resources and coordination beyond Standard Operating Procedures (SOP).

<sup>&</sup>lt;sup>4</sup> Type 4 and 5 incidents are those that do not require resources beyond those organic to Oregon Tech. A complete description and graphic of the various Incident Types are in Appendix B.

# **Oregon Institute of Technology Emergency Management Oversight Structure**

# **Oregon Tech Executive Policy Group Members**

University President Vice President for Academic Affairs and Provost Vice President for Finance and Administration (Agency Administrator) Vice President for Student Affairs and Dean of Students Vice President for the Portland-Metro Campus / Scappoose (OMIC) Associate Vice President for Communications and Public Affairs Associate Vice President Chief Information Technology University Legal Counsel University Board Secretary President's Executive Assistant

# **Oregon Tech Incident Management Team (IMT)**

Director, Emergency Management Director, Business Affairs Office Director, Facilities Management Services AVP, Human Resources Director, Campus Safety

Press and Media Officer

EH&S Safety Specialist

#### **OIT Emergency Operations Plan – Record of Changes**

The Emergency Operations Plan (EOP) is a living document, and goes through continuous, on-going changes based on the results of actual events, exercises and drills, input from campus units and departments, and changes in regulations and policies.

All revisions are made by the Oregon Tech Director of Emergency Management, vetted by the Vice President for Finance and Administration, and adopted by the University President.

Nature of Change	Date of Change	Page(s) Affected	Changes Made by (Signature)
		-	

# Part 1 – Basic Plan

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# Part I. Basic Plan

### Section 1 – Overview

Oregon Institute of Technology (Oregon Tech) is vulnerable to a number of natural and humancaused hazards that can affect university property and faculty, staff, and students, and visitors that are present on campus. To effectively respond to these hazards, Oregon Tech has adopted this Emergency Operations Plan (EOP) to guide response efforts.

The **priorities** for Oregon Tech and for the EOP are to:

- Protect Lives,
- Stabilize the Incident,
- Protect University Property,
- Protect the Environment, and
- Restore Critical Services, Education and University Programs.

This plan is designed to meet the National Incident Management System-Incident Command System (NIMS-ICS) requirements as established by the Federal Emergency Management Agency (FEMA). The use of NIMS and ICS enables this response plan to coordinate and integrate effectively with other jurisdictions involved in a response, such as the Klamath Falls Police Department, Klamath County Fire District, Klamath County agencies, Oregon State agencies, and Federal agencies.

#### Purpose

The purpose of the Oregon Tech's Emergency Operations Plan is to outline the management structure, responsibilities, procedures, and guiding policies to assist Oregon Tech when responding to an emergency event.

The EOP directs response efforts when Standard Operating Procedures (SOP's) developed by university departments and units are insufficient to handle an emergency.

Department-specific plans and SOP's are meant to complement and coordinate overall efforts while providing more depth and specific detail regarding department-level response.

#### Scope

The Oregon Tech EOP is a campus-level plan covering property owned and operated by Oregon Tech and the students, faculty, staff, and visitors associated with normal operations at the Oregon Tech campus. This EOP is designed to address a comprehensive range of natural and manmade hazards that could affect the Oregon Tech campus. The plan includes procedures for

responding to a range of levels of emergency regardless of the size, type, or complexity of the event.

This plan covers only the Oregon Tech campus in Klamath Falls. Other campuses (such as Portland-Metro) or properties (such as the Oregon Manufacturing Innovation Center (OMIC) in Scappoose) owned or leased by Oregon Tech will have separate response plans similar to this. Online courses and programs will be addressed as part of the Continuity of Operations plan.

The Oregon Tech EOP supersedes and rescinds any previous plans (including previous editions of the EOP and Emergency Response Plan) and precludes employee actions not in concert with the intent of this plan, or the emergency response organizations created by it. If any portion of the EOP is held invalid by judicial or administrative ruling, such rulings shall not affect the validity of the remaining portions of the EOP.

Nothing in this plan should be construed in a manner that limits the use of good judgment and common sense in matters not foreseen or covered by the elements of the EOP or its appendices or annexes.

Nothing in the Oregon Tech EOP is intended, or should be construed, as creating a duty on the part of the Oregon Institute of Technology toward any party for the purpose of creating a potential tort liability.

# Authorities

This plan is promulgated under the authority of the President and the Vice President for Finance and Administration of Oregon Institute of Technology.

# <u>Federal</u>

- 1) Federal Civil Defense Act of 1950, Public Law (PL) 81-950 as amended.
- 2) The Disaster Relief Act of 1974, PL 93-288 as amended.
- 3) The Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 93-288 as amended by PL 100-707.
- 4) Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), PL 99-499 as amended.
- 5) The Code of Federal Regulations (CFR), Title 44, Emergency Management Assistance.
- 6) Executive Order (EO) 12148 of July 20, 1979, as amended, Federal Emergency Management.
- 7) EO 12472 of April 3, 1984, Assignment of National Security and Emergency Preparedness Telecommunications Functions.
- 8) EO 12656 of November 18, 1988, Assignment of Emergency Preparedness Responsibilities.
- 9) Federal Preparedness Circular 8, June 22, 1989, Public Affairs in Emergencies.
- 10) Homeland Security Presidential Directive (HSPD) 5, February 28, 2003, Management of Domestic Incidents.
- 11) The Higher Education Opportunity Act, PL 110-315, August 14, 2008.

- 12) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. Section 1232g; 34 CFR Part 99), December 09, 2008.
- 13) Federal Civil Rights Act of 1964, as amended, Title VI Department of Homeland Security and Title 44 Federal Emergency Management Agency.

# <u>State</u>

- Oregon Revised Statutes (ORS) Chapter 401 (Emergency Management and Services), Chapter 402 (Emergency Mutual Assistance Agreements), and Chapter 433 (Disease and Condition Control).
- 2) Executive Order of the Governor, No. 00-31, Oregon Showcase State Partnership for Natural Disaster Resistance and Resilience (2000).
- 3) Executive Order of the Governor, No. 16-07, Governor's Disaster Management Framework (2016).
- 4) Executive Order of the Governor, No. 08-20, Governor's Emergency Recovery Framework (2008).

# University Policies

- 1) Oregon Institute of Technology Policy On Policy Addition and Revision (OIT-01-001) (2016)
- 2) Oregon Institute of Technology Policy On Building Managers (OIT-50-030) (2006)
- 3) Oregon Institute of Technology Policy On Facilities Use (OIT-30-001) (2000)
- 4) Oregon Institute of Technology Policy On Inclement Weather Closure (No Date)
- 5) Oregon Institute of Technology Information Security Manual (OIT-30-007) (2011)
- 6) Oregon Institute of Technology Policy On Public / Private Preparation of Food Served on Campus (OIT-30-025) (2004)
- 7) Oregon Institute of Technology Purchasing Policy (OIT-40-020) (2010)
- 8) Oregon Institute of Technology Policy On Safety (OIT-50-020) (2002)

# Situation and Assumptions

The Oregon Institute of Technology Klamath Falls campus, students, faculty, staff, and visitors can be exposed to a number of hazards with the potential to disrupt the university functions, create damage, and cause casualties. The following situation and assumptions sections provide an overview of a potential emergency situation at Oregon Tech and the assumed operational conditions that provide a foundation for establishing protocols and procedures.

# <u>Situation</u>

The number of people (students, faculty, staff, and visitors) on the Oregon Tech campus can vary greatly depending on the time of day or year, and the event. The 190 acre Klamath Falls campus is open to the public, and is accessible from all sides via perimeter roads. The university has a student enrollment of approximately 2200, approximately 575 of which live on campus in the Residence Hall and the three Sustainable Village buildings. Approximately 150 academic

faculty members and 250 administrative staff members work on the Klamath Falls campus. The majority of these students, faculty, and staff may be on campus at a given time during an active school term. In addition, Oregon Tech can draw (relative to its size and the community size) large numbers of people for events such as basketball games, soccer games, graduation ceremonies, and other special events. The conference rooms, auditoriums, and dining facilities in the College Union (CU) can draw up to approximately 1,000 people for social and cultural events, meetings, and meals on any given day.

A number of natural hazards can affect the Oregon Tech campus. In addition, the campus faces threats (manmade but unintentional) from technological or biological hazards, or those caused by human omission or error. Violence on campus (manmade and intentional threat) could also occur. Oregon Tech draws some of the largest crowds in the region to various events, any of which could be potential targets for terrorist or other violent incidents.

Hazards faced by the campus include but are not limited to:

- Earthquake
- Building damage to the extent that evacuation is required
- Severe winter weather, snowfall, blizzard conditions, ice, or related conditions that may cause transportation problems, negatively affect building safety (roof snow load), or affect campus access
- Campus fire or explosion, or hazardous materials (HazMat) incident
- Wildfire, whether a direct threat to the campus or in the form of severe smoke and air quality issues
- Drought or loss of campus water supply
- Threat of or actual violence on campus (bomb threat, active shooter, civil disturbance, terrorism)
- Loss of power or communications, including IT systems, due to a natural or manmade incident
- Any incident or activity resulting in serious injury or loss of life on the campus or during a campus-sponsored activity or event
- Epidemic or pandemic, communicable disease, or other medical issues (food poisoning, etc.) affecting a large number of people on campus
- Mass casualty incident, such as a bus crash or building collapse
- An external event in the local community or at another education facility which could impact Oregon Tech

### **Assumptions**

- 1. Campus officials recognize their responsibilities regarding the safety and well-being of those on the campus or within the Oregon Tech community, and will assume their responsibilities when the EOP is activated.
- 2. If Oregon Tech experiences a disaster, those on campus fall into three broad categories: 1) those directly affected through personal or family injury or property damage; 2) those indirectly affected by an interruption of the campus services; and 3) those who are not personally impacted. Recognizing these categories will allow the University to concentrate its resources on helping those directly affected by the incident.
- 3. Emergency response efforts are often hampered by equipment and facility damage, communication failures, inclement weather, responder injury or death, and other limiting factors. In the event of a major incident, campus personnel should expect and be prepared for a delay in emergency response services, and should be prepared to take care of themselves for a period of time.
- 4. In the event of a worst-case emergency situation, such as a strong local earthquake, Oregon Tech will operate under a set of assumptions for that specific hazard, such as: 1) Buildings on campus may be damaged; 2) People may be injured due to unsafe conditions, including fire or toxic environments; and 3) Critical Infrastructure elements, such as water delivery, electrical power, and communications systems may be damaged or inoperable. Each specific hazard will have a set of assumptions associated with it in the corresponding Hazard-Specific Annex.

# **Emergency Response Priorities**

Priorities for all emergency and incident response at Oregon Tech are as follows:

- 1. Protection of Life
  - a. Emergency response personnel
  - b. At-risk persons
  - c. General public
- 2. Stabilization of the Incident
  - a. Assess situation and capabilities to respond
  - b. Determine course(s) of action
  - c. Prevent the incident from expanding
  - d. Isolate the scene and deny entry to unauthorized persons
- 3. Protect University Property
  - a. Facilities used for emergency response are high priority
  - b. Facilities necessary for shelter and care of persons are high priority

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- c. Facilities used for education and operational purposes
- d. Critical university assets and records
- 4. Protect the Environment
  - a. Confine, contain, or neutralize hazardous materials that may be released
  - b. Ensure, to the extent practical, that emergency response efforts do not adversely impact the environment
- 5. Restoration of Critical Services, Education, and University Business
  - a. Services necessary for emergency response are high priority
  - b. Services critical to the well-being of students and others on campus are high priority
  - c. Services critical to the integrity of educational services and other university business

An item on this list may move up or down in priority depending on the nature and severity of the incident, and the consequences of a diminished capacity or complete loss of an asset.

### Section 2 – Incident Management Structure

# National Incident Management System (NIMS) and the Incident Command System (ICS)

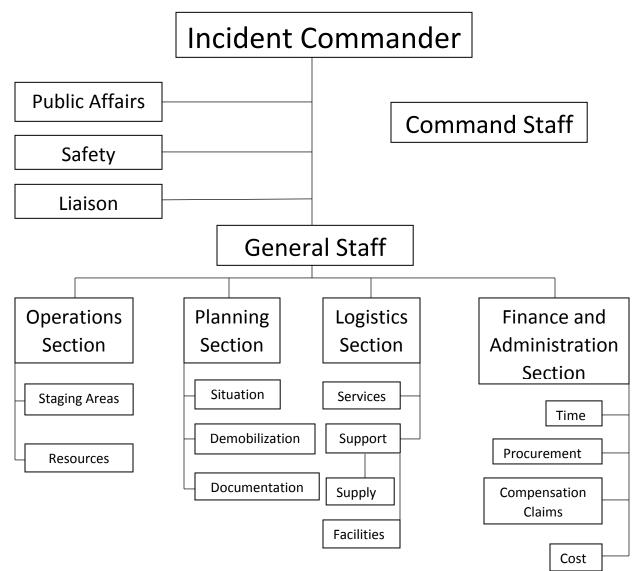
The Oregon Tech EOP follows the requirements set forth by the National Incident Management System (NIMS). NIMS provides a nationwide template enabling federal, state, local, and tribal governments and private sector nongovernmental organizations (NGO's) to work together effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents regardless of cause, size, or complexity. Using NIMS enables Oregon Tech to communicate and coordinate response actions with other jurisdictions and emergency response agencies.

The Oregon Tech EOP also follows the Incident Command System (ICS), which is the emergency management structure used by NIMS for emergency response. Using ICS at Oregon Tech allows for improved coordination among individual departments/units and agencies as they respond to an incident.

The benefits of ICS are:

- 1. History
  - a. Thirty-year history of successful implementation for national emergency response management in the field
  - b. Ten-plus year history as the International (Global) Standard for Emergency Management organization
- 2. Proven Best Practices in Emergency Management
  - a. Flexibility in application allows for scale-up, scale-down, and transition
  - b. Team-based, bundled and linked processes and cross-functional efficiency within the organization
  - c. Easy to understand for users
  - d. Action oriented focuses on results and output
  - e. Starts and stops designed for rapid deployment and smooth de-activation
  - f. Wide application to unique settings
- 3. Aligned with Adjacent and Contiguous Agencies
  - a. Standardized functions
  - b. Standardized processes
  - c. Standardized language

# **Incident Management System**



# Figure 1-1

The only ICS position that must be filled for each incident is the Incident Commander position (see Part 2 for position descriptions). In small incidents, the Incident Commander performs all other tasks listed on the above Organizational Chart. As an incident grows, becomes more complex, or continues into new operational periods, positions listed above may be added as needed. Conversely, as an incident winds down, positions may be discontinued when no longer needed, with the tasks associated with that position being done at the next higher echelon.

The recommended ICS Span-of-Control for any supervisory position is from 3 to 7 positions being supervised. If there is need to supervise more than 7 positions, ICS recommends creating another management layer to assist with the supervision.

# Section 3 – Emergency Management Training

This section describes the University's efforts to develop a trained and competent staff able to operate and support the Emergency Operations Center (EOC) and fulfill the responsibilities identified in the Emergency Operations Plan (EOP). The EOP, together with a staffed and fully capable EOC, provide a critical element of the overall emergency management effort and the ability to provide acceptable levels of protection and assistance to the campus community.

The Vice President for Finance and Administration (VPFA) is responsible for the overall development and implementation of the program, but the Director of Emergency Management will be primarily tasked with the duties associated with emergency preparation, training and exercising. Oregon Tech's Director of Emergency Management will develop a formal, documented training program composed of training needs assessment, curriculum, course evaluations, and records of training. The Director of Emergency Management will provide opportunities for campus personnel with incident response roles to receive training, and will maintain records of current University personnel who have received emergency management related training.

# **Training and Preparedness**

The following are guidelines for training and preparedness:

- Emergency response personnel receive and maintain training consistent with their current and potential responsibilities. ICS Command and General Staff positions (see Figure 1-1, previous page), Building Managers, and Executive Policy Group members receive basic ICS overview training.
- Staff designated for ICS positions (Incident Commander, Public Information Officer, Liaison Officer, Safety Officer, EOC Coordinator/IMT Director/Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance Section Chief) will have a goal of attending the FEMA Type 3 course for their designated position or a similar training provided by Oregon Tech.
- ICS training is available to campus response personnel in two formats: 1) on-line through FEMA's Independent Study Program, or 2) in-person classes taught by qualified instructors. The on-line courses can be taken at any time, while scheduling for the in-person classes will be based on qualified instructor availability.
- The Director of Emergency Management will ensure that the University EOC is kept in a state of readiness. The EOC will be activated and tested a minimum of one time per year.

# **Exercises and Drills**

Exercises provide opportunities to evaluate the University's emergency response training and its ability to respond effectively to an emergency. They allow the University to identify

weaknesses in policies, plans, procedures, facilities, equipment, training, and performance. Exercises test policies and procedures. Drills test a single operation or function, such as an earthquake drill or fire drill.

Action items identified during post-exercise evaluations are recorded for potential incorporation into emergency plans, procedures, and training, as appropriate. The Oregon Tech Emergency Management Program has overall responsibility for coordinating emergency exercises on campus.

In addition to small-scale training opportunities, Oregon Tech will employ five types of emergency management exercises. They are:

- 1. Orientation Seminars: These sessions allow participants to evaluate plans and procedures before beginning a drill or exercise. They provide a low-stress environment in which to resolve questions or coordination and assignment of responsibilities.
- 2. Drills: Usually a single-function event. Drills are used to demonstrate, build, or refresh skills learned in training. They are focused on organizational Standard Operating Procedures, such as testing the EOC activation call-out procedure and successor list.
- 3. Tabletop Exercises: A scenario-driven exercise that focuses on the Incident Management Team or Executive Policy Group and their roles and responsibilities. Management personnel participate in a written scenario activity to affirm the process, identify problems, and / or bring light to incorrect assumptions. The tabletop exercise provides practice of emergency management skills, identifies organizational or operational shortfalls, and builds confidence in the overall Emergency Operations Center process.
- 4. Functional Exercises: A scenario-driven, real-time exercise used to practice specific parts of the Emergency Operations Plan. A functional exercise is a management- or activity-oriented exercise used to practice skills, build coordination, and develop teamwork.
- 5. Full-scale Exercises: These exercises simulate an actual disaster or event in a "real-time" setting. A full-scale exercise involves the full spectrum of the response community, with actual deployment of personnel to complete first responder tasks (simulated) such as law enforcement actions, or mass-casualty triage. Depending on the level of the exercise, it may include the use of props, specialized equipment and special effects. A full-scale exercise requires a high degree of training, organization, and planning, yet allows the University to practice all aspects of the emergency operations plan and develop its relationships with external support agencies.

Each year the Oregon Tech Emergency Management and Continuity Program will conduct at least one table-top exercise for the IMT. In addition, at least every other year, the University

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will participate in either a functional or full-scale exercise. The Basic EOP and / or one of its annexes will be used in at least one of the annual exercises. These exercises are considered an opportunity for specialized training related to the threats confronting the campus. All exercises will include an after action report. Actual emergency situations may be used in lieu of an exercise or drill, if it advances to the level of a similar simulated event.

#### Section 4 – Plan Development and Maintenance

The Oregon Tech Emergency Operations Plan (EOP) is a living document that will change according to situations, circumstances, and updated knowledge at the University. To ensure that the EOP remains current and functional, Oregon Tech has an Emergency Management Oversight Structure for non-incident planning and policy development (see Figure 1-2). This oversight structure is the primary plan development and maintenance structure for all emergency management planning activities at Oregon Tech.

The Vice President for Finance and Administration is the EOP administrator, and is the primary representative of the Executive Policy Group to the EOC/IMT. The Oregon Tech Director of Emergency Management is ultimately responsible for developing and maintaining the University EOP. The Director of Emergency Management will work closely with the Incident Management Team to ensure the plan remains current and relevant.

The Oregon Tech Emergency Management and Continuity Program and IMT provide guidance and oversight on all emergency operations plan policies and procedures.

The Emergency Management and Continuity Program provides staff support in the development of emergency management plans and activities. The program is supported by the Director of Emergency Management.

To facilitate the development of plans, policies, and procedures, smaller subcommittees can be formed as needed to conduct additional research on specific aspects of the plan.

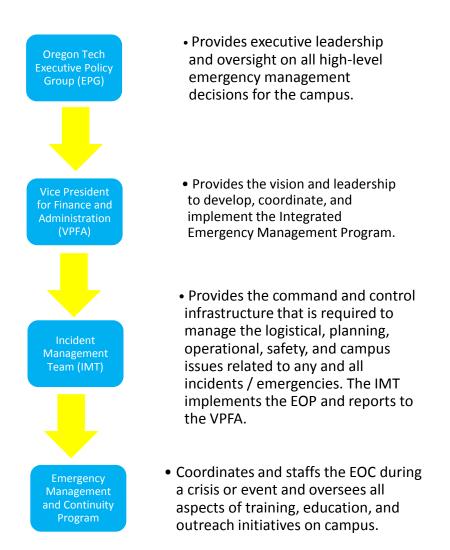
# **Review of the Plan**

To maintain a current, relevant and functional plan, a formal review of the EOP by the Incident Management Team (IMT) will occur annually. The University President will promulgate the updated plan annually.

The Plan will be updated, as necessary, based upon areas of improvement identified by the drills and exercises, actual events, changes in organizational structure, facilities, technology, etc. Approved changes will be incorporated into the EOP and forwarded to all departments and individuals identified as having possession of the plan. The Director of Emergency Management will be responsible for providing appropriate training to those individuals expected to participate in the implementation of the EOP and function in the Incident Command System.

The development and continued updating of all functional and hazard-specific annexes are the responsibilities of each of the lead departments identified in each annex. The Emergency Management Director will be responsible for coordinating completion of the functional annexes, as well as for development and updating of the hazard-specific annexes.

#### **Oregon Tech Emergency Management Oversight Structure**



#### Figure 1-2

# Part 2 – Concept of Operations

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# Part 2 – Concept of Operations

#### Section 1 – Overview

The Concept of Operations section provides an overview of Oregon Tech's emergency management structure and procedures for responding to an emergency situation or planned event that impacts the university or university community.

The role of Oregon Tech departments / units involved in emergency response will generally parallel normal day-to-day functions. However, during an emergency, employees may be assigned to work in areas and perform duties or functions outside their regular job assignments. Day-to-day functions that do not contribute directly to an emergency response may be suspended for the duration of an emergency. Efforts that would typically be required for normal daily functions will be redirected to accomplish emergency tasks following the ICS system.

This plan is designed to be flexible and to be used in any emergency response situation or planned event regardless of the size, type, or complexity (i.e.: infrastructure failure, fire, civil unrest, winter storms, pandemic, earthquake, violence on campus, etc.). The procedures outlined in this plan are based on a worst-case scenario. Part or all of the components of the plan can be activated as needed to respond to the emergency or event at hand.

More detailed information can be found in the appendices after the Basic Plan.

- 1. Appendix A Sample Letter of Delegation.
- 2. Appendix B Incident Types and Expectations.
- 3. Appendix C Sample Incident Command System (ICS) Position Checklists.
- 4. Appendix D Standard FEMA ICS Forms and Directions.
- 5. Appendix E Incident Action Plan (IAP) Development.
- 6. Appendix F Glossary of Acronyms and Terms.
- 7. Appendix G Emergency Office Supply Kits

#### **Emergency Operations Plan (EOP) Activation**

This plan is activated whenever emergency conditions exist in which immediate action is required to:

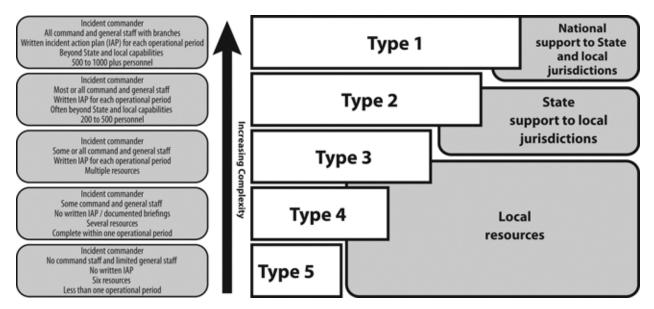
- Save and protect lives
- Prevent damage to the environment, systems, and property
- Initiate the Incident Command System (ICS) and develop an appropriate organizational structure to manage the incident
- Coordinate communications
- Provide essential services

- Temporarily assign university staff to perform emergency work
- Invoke emergency authorization to procure and allocate resources
- Activate and staff the Incident Management Team (IMT)/Emergency Operations Center (EOC)

The EOP may also be used to plan for and execute pre-planned events such as graduations, public speakers, or other gatherings on campus that fall outside the realm of normal operations.

# **Types of Incidents**

Following the national model, there are five types, or levels, of incidents (Types 1 - 5), with Type 1 having the largest scale and impacts, and requiring the most resources and coordination effort. Any given Incident Type may be bypassed if necessary (such as shifting a dynamic Type 3 event directly to a Type 1). As an incident increases in scale towards Type 1, the stated activities of previous incident types will continue to be performed (i.e.: a Type 1 incident includes all Type 2 activities plus additional requirements). Incident Types are discussed in detail in Appendix B.



#### Figure 2-1

The Incident Type will be determined by the Incident Commander (IC) and the Agency Administrator (AA).

# Section 2 - Emergency Management Structure

Emergency response activities at Oregon Tech follow the National Incident Management System (NIMS) and the Incident Command System (ICS). The following describes the various components of the Emergency Management structure. See Appendix C for a full description of position roles and responsibilities.

# Oregon Tech Executive Policy Group

The Executive Policy Group provides direction in making strategic policy decisions for any incident that impacts the University's ability to meet its mission of teaching, research, and public service. The Executive Policy Group is chaired by the President of Oregon Tech.

Most members of the Executive Policy Group work from the Klamath Falls campus, with those from the Wilsonville campus calling in to meetings. The Executive Policy Group will convene in the Diamond Peak Conference Room in the College Union during Type 1 and 2 incidents, and as needed for other incidents or events. The back-up meeting location in the event that the Diamond Peak Room is unsuitable or inconvenient will be Dow room 103 or Purvine 220. Those on the EPG who are unable to meet in person with the rest of the group are expected to contact the EPG when able by whatever means are available.

# University President Succession of Authority

To maintain emergency management functions and an orderly continuation of leadership in an emergency situation, the following succession of authority applies if the University President is unavailable:

- 1. Provost and Vice President for Academic Affairs
- 2. Vice President for Finance and Administration
- 3. Vice President for Student Affairs and Dean of Students
- 4. Vice President for the Portland-Metro campus / Scappoose

# Agency Administrator (AA)

Per the University President, the Vice President for Finance and Administration has been delegated the Agency Administrator (AA) duties and is the designated authority that works on behalf of the Executive Policy Group to make immediate emergency response decisions.

The AA has the following responsibilities:

- If Law Enforcement, Fire, or other First Responders do not take charge of an incident as the Incident Commander, the AA makes the final determination as to who is designated as the Incident Commander (IC) for each Type 4 or 5 Incident.
- In consultation with the Incident Management Team (IMT) Director and / or IC, the AA determines the Incident Type using the criteria outlined in Appendix B Incident Types.

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- Authorizes either partial or full activation of the IMT or Emergency Operations Center (EOC). The IMT is automatically activated for Type 1, 2, or 3 Incidents.
- Cancels planned leaves and vacations as needed for Type 1 or 2 Incidents.
- Makes decisions on canceling or delaying classes and university operations, in consultation with the Provost and Dean of Student Affairs, if available.
- For incidents where the University's IMT is activated for non-campus incidents, the VPFA serves as the Agency Representative with the authority to make decisions on matters affecting the campus' participation in the incident.

# Vice President for Finance and Administration Succession of Authority

To maintain emergency management functions and an orderly continuation of leadership in an emergency situation, the following succession of authority applies if the Vice President for Finance and Administration is unavailable:

- 1. Vice President for Academic Affairs and Provost
- 2. Vice President for Student Affairs and Dean of Students
- 3. Director of Business Affairs and Controller

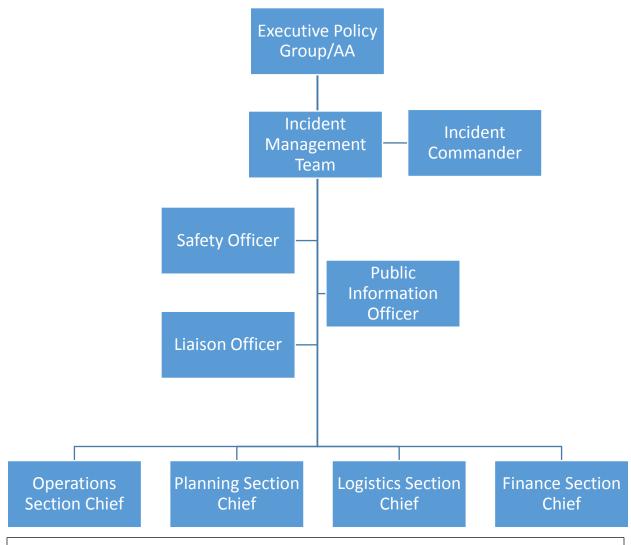
#### Oregon Tech Incident Command System Organization

The EOP follows the structure of the Incident Command System (ICS) for managing a response. There are four functional areas in the ICS structure:

- 1. Oregon Tech Incident Management Team (IMT)
- 2. Incident Commander (IC)
- 3. Command Staff
- 4. General Staff

The Oregon Tech IMT generally assumes all of the Command and General Staff positions. The Incident Commander supervises the Command Staff and General Staff, and is responsible for all emergency response activities and efforts. (See Figure 2-2 for the Oregon Tech Incident Command System diagram).

In most Type 1 and 2 Incidents, the Incident Commander, Command Staff, and Sections Chiefs in the General Staff will report to the Incident Command Post or the Emergency Operations Center if activated.



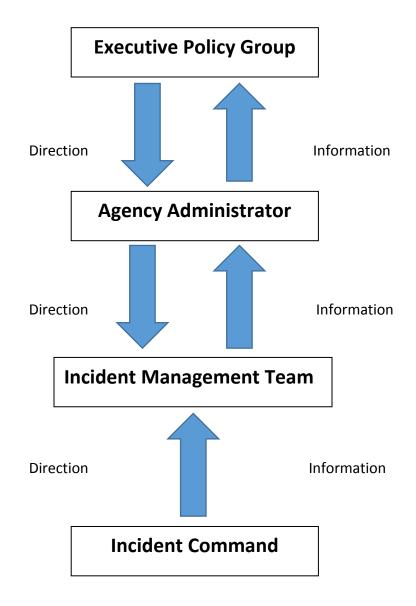
Oregon Tech Liaisons: Incident Command; Local, State, Tribal, and Federal agency liaisons; external partners; public and private resource groups; satellite campuses; other universities

Command Staff – Safety Information Officer, Public Information Officer, and Liaison Officer(s) – Provides management, information, safety and liaison services for the entire organization

General Staff – Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance Section Chief – Delegated functional responsibilities

# Figure 2-2

# Information and Instruction Flow Chart



# Figure 2-3

# Incident Management Team (IMT)

The Oregon Tech IMT provides the command and control infrastructure that is required to manage the logistical, fiscal, planning, operational, safety, and campus issues related to any and all incidents / emergencies / events. The IMT is made up of the individuals who would serve as the primary Command and General Staff. IMT participants represent departments and units under all University Vice Presidents and Associate Vice Presidents. An incident's type and size will dictate whether all or some of the IMT members are activated. All IMT members, when identified, will work towards a FEMA Type 3 position specific training certification and

completion of a position specific taskbook.<sup>1</sup> The IMT is led by the Oregon Tech Director of Emergency Management.

#### Agency Administrator Role

The Agency Administrator is responsible for partially or fully activating the IMT during an emergency by issuing a written (paper or electronic) delegation of authority (see Appendix A – Sample Delegations of Authority). The delegation of authority identifies the lead individual for the incident, which is typically either the Incident Commander or the IMT Director. This delegation includes the understanding that those activated as part of the ICS structure may be required to drop some or all of their normal, daily work assignments.

#### Incident Commander

The Incident Commander (IC) manages all emergency activities, including development, implementation, and review of tactical decisions.

- The IC has the authority for all emergency response efforts and serves as supervisor to the Public Information Officer (PIO), Liaison Officer, Safety Officer, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance Section Chief.
- The IC is responsible for the overall management of the incident and all activities / functions until the IC delegates and assigns them to Command or General Staff, depending on the complexity of the event.
- The IC communicates closely with the EOC, Agency Administrator, and the IMT Director.
- The IC determines the location of the Incident Command Post. If the event continues to expand and the Emergency Operations Center (EOC) is activated, then the IC and some or all of the ICP staff and functions could be moved to the EOC at the discretion of the IC.

The Incident Commander is responsible for the following tasks:

- Providing overall leadership for incident or event response, including safety and actions taken
- Assessing the incident situation
- Establishing incident objectives
- Developing the Incident Action Plan (IAP) in conjunction with the General Staff Section Chiefs when the General Staff is activated (see Appendix E – Incident Action Plan)
- Initiating the Incident Command System (ICS) developing an appropriate organizational structure and delegating authority (i.e.: ICS staffing) / functions to others (in conjunction with the IMT Director)

<sup>&</sup>lt;sup>1</sup> Oregon higher education institutions are working towards having regional IMTs available that can be activated and sent to any post-secondary school in the state to assist with the recovery phase. Currently, the only such team resides at the University of Oregon in Eugene, and it is available to schools in the state if requested.

- Works with the University Marketing, Communications, and Public Affairs Department to release immediate emergency and safety information via the University Alert System
- Works with the EPG and Public Affairs to release information to the news media and general campus community
- Approve requests for additional resources
- Keep the Agency Administrator informed of incident status

A Deputy Incident Commander<sup>2</sup> may be designated to:

- Perform specific tasks as requested by the Incident Commander
- Perform the incident command function in a relief capacity
- Represent an assisting agency that shares jurisdiction

Details on the roles and responsibilities of the Incident Commander and other ICS positions can be found in Appendix C - ICS Checklists. See figure 2-3 for information and direction flow within the Oregon Tech incident command structure.

# **Designating an Incident Commander**

The Incident Commander (IC) will vary depending on the situation. The IC may not always be the highest ranking individual at the University, but rather an individual with the specific skills, knowledge base, and training needed to respond to the specific situation. This person should be trained as a FEMA-recognized Type 3 All-Hazard Incident Commander.

When an incident occurs the initial Incident Commander will be designated from the responding resources on-scene and communicated to the Agency Administrator. During a more complex incident, a person with higher qualifications may be identified by the Agency Administrator. The on-site Oregon Tech IC will provide a situation status briefing to an incoming IC assuming command. Incident Command may be carried out by a Unified Command established jointly by units and / or agencies that have direct functional or jurisdictional responsibility for the incident.

# **Unified Command (UC)**

A Unified Command is used when more than one agency within the incident jurisdiction or when multiple jurisdictions are working together to respond to an incident. In many emergency situations the University will work in a Unified Command with either multiple departments / units on campus, or with the City of Klamath Falls or Klamath County.

In a UC with the city or county, the Agency Administrator, in consultation with the IMT Director, will determine who will serve as the Joint Incident Commander representing Oregon Tech.

<sup>&</sup>lt;sup>2</sup> If a Deputy (at any level of ICS staffing) is assigned to an incident, they must be fully qualified to assume the position primary's role and responsibilities.

Klamath County Fire District One will assume the role of Lead IC for any fire, special rescue, EMS, mass casualty incident, or hazardous materials event that requires their resources to respond.

The City of Klamath Falls Police Department will assume Unified IC along with the Oregon Tech Campus Safety Office for any event that requires their response. If the Klamath County Sheriff Office or Oregon State Police respond to an incident on the Oregon Tech campus, they will work with the City Police Department to establish the IC or UC, if required.

When both Klamath County Fire District One and the City of Klamath Falls Police Department respond to the same incident, they will together determine who will be the IC or if a UC approach is needed. In these circumstances, a University official will serve as either UC or as Agency Representative.

Oregon Tech IMT members and other appropriate personnel and resources would be integrated into ICS positions under the Unified Command as required. At the very least, the need for an Agency Representative and / or Liaison Officer from Oregon Tech should be anticipated, and under most circumstances, will be requested.

# **Transfer of Command**

Transfer of Command is the process of moving the responsibility for incident command from one Incident Commander to another. Transfer of Command may take place for many reasons, including:

- A jurisdiction or agency is legally required to take command
- Change of command is necessary for effectiveness or efficiency
- Incident complexity changes
- There is a need to relieve personnel on incidents of extended duration
- Personal emergencies (i.e.: the Incident Commander has a family emergency)
- The Agency Administrator directs a change of command

A main feature of ICS is a procedure to transfer command with minimal disruption to the incident. This procedure may be used any time personnel in supervisory positions change. The following three key procedures should be followed whenever possible:

- The transfer should take place face-to-face
- The transfer should include a complete briefing
- The effective time and date of the transfer should be communicated to all personnel who need to know, both at the scene and elsewhere

The Transfer of Command briefing should always be a part of the transfer, preferably face-toface. The briefing should include the following essential elements of information:

- Situation status
- Incident objectives and priorities based on the Incident Action Plan (IAP)
- Current organization
- Resource assignments
- Resources ordered and enroute
- Incident facilities
- Incident communications plan
- Incident prognosis, concerns, and other issues
- Introduction of Command and General Staff members

#### IMT Director's Role

The Director of Emergency Management serves as the Incident Management Team Director and advises the Agency Administrator (VPFA) and the Incident Commander on building the ICS structure for any given incident.

- Serves as an advisor on overall Incident Command System structure and management
- Serves as the Deputy IC unless otherwise delegated by the IC
- Manages the Emergency Operations Center (EOC)
- Leads the post-incident reviews and develops the After Action Reports

#### IMT Director Succession of Authority

To maintain emergency management functions and an orderly continuation of leadership in an emergency situation, the following succession of authority applies if the Director of Emergency Management is unavailable:

- 1. Director of Facilities Services
- 2. AVP of Human Resources
- 3. Director of Campus Safety

#### Command Staff

Command Staff report directly to the Incident Commander. Positions include the Public Information Officer (PIO), Liaison Officer, and Safety Officer (see Appendix C). In the case of a simple event, the tasks associated with these positions are completed by the IC. As an event or emergency situation becomes more complex, the Command Staff positions may be activated at the discretion of the IC.

# Public Information Officer (PIO)

The PIO is responsible for relaying incident related information to the public and media, and with other agencies. This position is always activated for Type 1, 2, and 3 Incidents, and as needed for Type 4 Incidents.

# PIO Succession of Authority

The following succession of authority applies if the Associate Vice President for Marketing, Communications, and Public Affairs is not available:

1. Press and Media Officer, Klamath Falls campus

#### Liaison Officers

The Liaison Officers (of which there may be more than one, with one person designated as leader) are responsible for coordinating with external partners, such as city, county, state, tribal, or federal agencies, and with public and private resources groups, other universities, as well as with internal university groups such as satellite campuses.

#### Liaison Officer Succession of Authority

#### **Government Relations**

1. Associate Vice President for Strategic Partnerships and Government Relations

#### **Student Affairs**

- 1. Associate Director of Campus Life and Multicultural Inclusion Programs
- 2. Director, Financial Aid

#### Academic Affairs

- 1. Dean, College of Engineering, Technology, and Management
- 2. Dean, College of Health, Arts, and Sciences

#### Safety Officer

The Safety Officer monitors, evaluates and recommends procedures for all incident operations for hazards and unsafe conditions, including the health and safety of emergency responder personnel. The Safety Officer is responsible for developing the Site Safety Plan and safety directions in the Incident Action Plan (IAP).

#### Safety Officer Succession of Authority

- 1. Environmental Health & Safety Specialist
- 2. Radiation Safety Officer
- 3. Laboratory and Chemical Safety Officer

# General Staff

The General Staff is comprised of four sections:

- 1. Operations
- 2. Planning
- 3. Logistics
- 4. Finance and Administration

Each section is headed by a Section Chief and can be expanded to meet the resources and needs of the response. Each section can also be scaled-down if the severity of the situation decreases. Section Chiefs report directly to the Incident Commander (see Appendix B for more details). During a small-scale event, some or all of the General Staff sections may not be activated, and the Incident Commander is responsible for completing those tasks.

# **Operations Section**

The Operations Section is responsible for managing all incident specific operations of an emergency or event response, including:

- Developing operational components of the IAP
- Determining needs and requesting additional resources
- Reporting information about special activities, events, and occurrences to the IC

The Incident Commander or IMT Director will designate the Operations Section Chief. This individual should complete the FEMA All-Hazard Type 3 Operations Section Chief training.

Operations Section Chiefs will be assigned based on the type of incident. The following is a general guideline for departments filling the Operations Section Chief position.

Law Enforcement / Fire / Public Safety Issue	Oregon Tech Campus Safety
Public Works / Power Loss / Storm Damage	Oregon Tech Facilities Operations
Biohazard / Chemical or Radiological Hazard	Oregon Tech Environmental Health & Safety
Public Health / Infectious Disease	Environmental Health & Safety in a Unified
	Command with the Director of Student
	Health Services
Student Crisis or Emergency / Student	Oregon Tech Student Affairs
Death(s) / Student Demonstrations	

# Planning Section

The Planning Section is responsible for collecting, monitoring, evaluating, and disseminating information relating to the response effort. They are responsible for the development, maintenance, and distribution of the Incident Action Plan (IAP). Planning Section Chiefs should complete the FEMA All-Hazard Type 3 Planning Section Chief training.

# Logistics Section

The Logistics Section is responsible for procuring supplies, personnel, and material support necessary to conduct the emergency or event response (i.e.: personnel call-out, equipment acquisition, lodging, transportation, food, etc.). The Logistics Section Chief should complete the FEMA All-Hazard Type 3 Logistics Section Chief training.

# Finance Section

The Finance Section is responsible for purchasing and cost accountability relating to the response efforts. This section documents expenditures, purchase authorizations, damage to property, equipment usage, and vendor contracting, and develops FEMA documentation needed for potential reimbursement after the incident. The Finance Section Chief should complete the FEMA All-Hazard Type 3 Finance Section Chief training.

# Section 3 - Emergency Operations Center (EOC)

Emergency situations that require extensive coordination of resources, personnel, and information sharing will be managed in part or in full from the Emergency Operations Center (EOC). The EOC is typically staffed by the Incident Management Team. The primary location for the EOC/IMT is the Sunset Conference Room in the College Union, with Dow 103 as the secondary location and Purvine 210 as the tertiary location.

The EOC is the centralized facility where emergency response and recovery activities are planned, coordinated, and delegated. The EOC will operate on a 24-hour, 7-day basis during extended events with rotating shifts (normal shift rotation is 12 hours on, 12 hours off) until the emergency is over. The EOC will be supervised by the Oregon Tech IMT Director. The Incident Commander determines when the incident no longer needs coordination from the EOC, and provides input to the Agency Administrator and the IMT Director on when to stand-down the EOC.

#### EOC Activation

The EOC will be activated during any situation that requires the immediate coordination of multiple University departments / units and auxiliaries, or coordination with outside resources.

The Agency Administrator has the authority to activate the EOC. If the Agency Administrator is unavailable, the Succession of Authority on page 2-4 shall be used. The degree to which the EOC is activated depends on the need for coordination and communication between internal and external interests.

Once the EOC is activated, the IMT Director reports immediately to the EOC. Planning Section staff are responsible for preparing the EOC facility for operation and checking staff into the EOC.

As a standard practice, the Command Staff and General Staff Section Chiefs will report to the EOC to assume emergency response roles in Type 1, 2, or 3 Incidents. The IC will determine which University staff report to the EOC and which staff report to their normal workstations to coordinate response efforts.

Command Staff and General Staff are required to check-in with the Planning Section staff upon arrival at the EOC. If a staff member is unavailable in an emergency, Planning Section staff will coordinate with the Incident Commander to designate alternate staff positions based on the need.

#### **Incident Action Plan**

An Incident Action Plan (IAP) is a written or verbal strategy for responding to the incident, and is developed by the Incident Commander and the Section Chiefs in the General Staff.

A written IAP is not required for smaller incidents. In those cases the IC can verbally communicate response strategy to the IMT and other responding resources.

In larger emergency situations, a written IAP will be more effective, and is required. A written IAP should be considered when:

- Two or more jurisdictions are involved in the response
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed)
- A HazMat incident is involved (required)

The Incident Action Plan is discussed in greater detail in Appendix E.

#### Incident Documentation

It is important that the incident be properly documented throughout the response effort. Forms for documenting information will be provided by the Planning Section with the Incident Action Plan. Thorough documentation will:

- Involve tracking key decisions and actions implemented and made as the incident progresses
- Ensure information is transferred accurately during shift changes
- Inform the After Action Report (AAR) that will be compiled once the incident has been resolved
- Assist in reimbursement measures taken after the incident has been resolved
- Provide a timeline of actions taken, and assist if any legal or liability issues surface

#### **Media Relations**

The members of the media should be directed to the designated media center (designated by Public Affairs). The Public Information Officer is responsible for the set-up, use, and breakdown of the Center. All University press releases must be approved by the Executive Policy Group, or the Incident Management Team, depending on the situation and which entities have been activated. The Executive Policy Group may have a separate media apparatus to address strategic issues in consultation with the AA.

For campus information the media can contact Public Affairs or visit their website at:

http://www.oit.edu/faculty-staff/marketing

In large-scale events, this site may not be active, but information may be available on the Oregon Tech home page at: http://www.oit.edu/

#### **Deactivation Process**

The Incident Commander decides when the situation is under control and the Oregon Tech IMT can be deactivated. Deactivation requires two key functions:

- Demobilization of Response Units (General Staff Sections)
- Documentation of the Incident (for preparation of the After Action Report)

The Planning Section oversees the preparation of demobilization planning and collection of incident documentation.

# **Demobilization of Response Units**

The Incident Commander meets with the Section Chiefs to develop a demobilization plan for the General Staff Sections. Section Chiefs are responsible for overseeing the demobilization of their respective sections.

# Documentation of the Incident

After the incident has been resolved, an After Action Report (AAR) will be compiled to include information about the incident, the response actions taken, and lessons learned.

The AAR is developed by the Planning Section. Information for the AAR will be gathered from the members of the IMT and other response team members. The AAR will serve as the official record describing the incident and the University's response efforts. The lessons learned will be used to update the EOP and will be incorporated in future University training exercises.

Additional documentation required for insurance, FEMA, and disaster assistance purposes will be organized by the Finance Section (see Appendix C).

# Section 4 – Post Response

# **Campus Recovery**

Some situations may cause the campus to cease some or all university operations or functions. In situations when university operations or functions have been shut down, the first step to recovery is to ensure that the campus is safe and secure. The second step will be to restore campus facilities and grounds. The third step will be for the Executive Policy Group to determine when and how to return to normal campus operations.

The IMT Director will be responsible for starting the recovery process while emergency response activities are still being implemented. The IMT Director works closely with the Oregon Tech Emergency Management Department, Executive Policy Group, and government agencies in the recovery process.

# **Continuity of Operations / Business**

Continuity of Operations and Business will become the overarching goal of the entire campus community during the recovery phase following an event. Bringing a sense of normalcy and allowing campus personnel to return to a somewhat regular routine and, especially for students, allowing them to continue on their chosen path is critical. These critical measures will be discussed in the Continuity of Operations Plan (COOP).

# Appendices

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# **Appendix A - Sample Delegation of Authority Letter**

To Whom It May Concern:

By means of this letter, I, [name and title], delegate the authority herein described to the [position title and/or named person], on the following terms and conditions:

- 1. The [title and/or named person] may review and execute, on my behalf, contracts in an amount and duration not to exceed [dollar limit] and [period of time].
- 2. The contracts subject to this delegation are those relating to [describe nature of contracts].
- 3. The effective date of this delegation is [specify] and shall run [indicate time limit if any; if none, indicate that it shall run until revoked by delegating official or his/her successor].
- 4. The authority delegated is not subject to sub-delegation without my prior and express written consent.
- 5. This delegation is made pursuant to the University Contract Approval and Signatory Authority Policy and is subject thereto

Name and Title [delegating official]

Date:

Acknowledged and agreed:

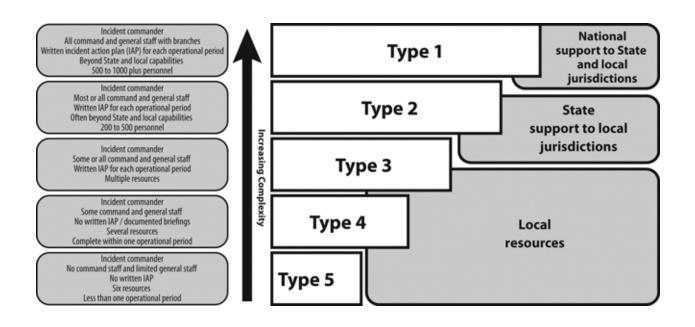
Name and Title [delegate]

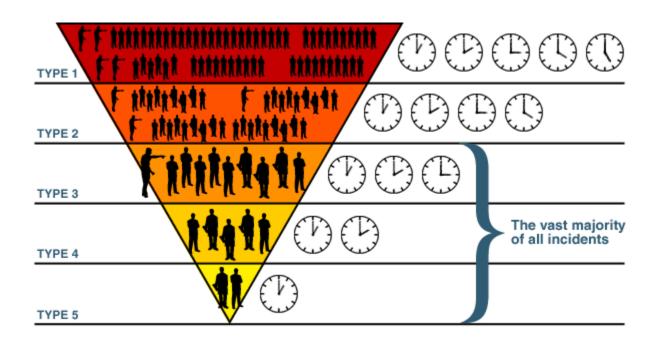
Date:

cc: File [delegating official] General Counsel [copy to be transmitted within three calendar days of execution]

# **Appendix B – Incident Types and Expectations**

Emergency incidents are typed into five categories, with Type 1 being the most complex and Type 5 being the simplest.





Туре	Definition	Actions
5	<ul> <li>Emergency incident that the lead responding department or unit's Standard Operating Procedures can handle and will be resolved within one operational period</li> <li>While there may be some damage and / or interruption, the conditions are localized and the IMT / EOC does not need to be activated</li> </ul>	<ul> <li>The on-site lead department / unit handles the situation following the lead unit's Standard Operating Procedures. The lead unit responding to an incident designates an Incident Commander (IC)</li> <li>If a situation requires additional resources, the IC contacts the Oregon Tech Emergency Manager to help monitor the situation and to provide additional guidance</li> <li>The IC may choose to open an ICP</li> <li>If the incident has the potential to grow, the IC will notify the Oregon Tech Emergency Manager and Agency Administrator</li> <li>The Oregon Tech EOC is placed in stand-by mode for communication, coordination, and</li> </ul>
		documentation
4	<ul> <li>Several Oregon Tech resources are required to mitigate the incident</li> </ul>	<ul> <li>The IMT Command and general staff functions are activated only if needed</li> </ul>
	<ul> <li>The incident is limited to one operational period</li> </ul>	

Туре	Definition	Actions
3	<ul> <li>The emergency incident is severe and causes damage and /or interruption to Oregon Tech operations</li> </ul>	<ul> <li>The IC contacts the AA and the Oregon Tech Emergency Manager for the determination of whether to activate the EOC and Incident Management Team (IMT)</li> </ul>
	<ul> <li>Coordination of off-campus resources and campus services may be needed to respond effectively</li> </ul>	• The AA contacts the University President for a determination of whether to activate the Executive Policy Group
	<ul> <li>Oregon Tech may be the only affected entity</li> <li>The incident may extend into multiple operational periods</li> </ul>	<ul> <li>The AA maintains the on-scene IC or may designate a new IC</li> </ul>
		<ul> <li>The Oregon Tech Emergency Manager sets up the EOC and calls on support staff for assistance</li> </ul>
		<ul> <li>If activated, the Executive Policy Group representatives convene in the CU, Diamond Peak Conference Room, or other designated site</li> </ul>
		• The IC, in communication with the AA and Emergency Manager, determines necessary staff to report to the CP and / or EOC. The ICP will typically be located at the scene
		<ul> <li>Some operations and classes may be suspended</li> </ul>
		<ul> <li>A Unified Command (UC) with the City of Klamath Falls Police Department, Klamath County Fire District One, or EMS, or with Klamath County Emergency Management may be implemented</li> </ul>
		<ul> <li>A written Incident Action Plan (IAP) is typically developed</li> </ul>

Туре	Definition	Actions
2	<ul> <li>The incident extends beyond the University's capabilities</li> <li>The incident extends into multiple operational periods</li> </ul>	<ul> <li>The IMT is fully activated</li> <li>A written IAP is developed</li> <li>The EOP and EOC are fully activated</li> <li>Normal university operations are suspended</li> <li>Staff vacations and planned leaves are terminated</li> <li>The EOC coordinates efforts with the City, County, and / or State as needed</li> <li>The Unified Command structure is typically used to manage the incident response</li> </ul>
1	<ul> <li>The emergency situation is a disaster condition regionally or statewide, and Oregon Tech must fully activate the EOC to address an immediate emergency response</li> <li>Emergency conditions are widespread and Oregon Tech must be self-sufficient for a period of up to 72 hours</li> <li>Oregon Tech may request mutual assistance from the KCFD1, KFPD, Klamath County, and / or State agencies</li> </ul>	<ul> <li>The Unified Command structure will be used to manage the incident response</li> <li>An Oregon Tech Liaison Officer may be sent to the City or County EOC</li> <li>Oregon Tech may request assistance from an external Incident Management Team to assist in managing the incident</li> </ul>

# **Incident Complexity**

Incident and/or event complexity determines emergency and incident response personnel responsibilities as well as recommended audience for NIMS curriculum coursework delivery. The NIMS Training Program training recommendations reflect the following five levels of complexity:

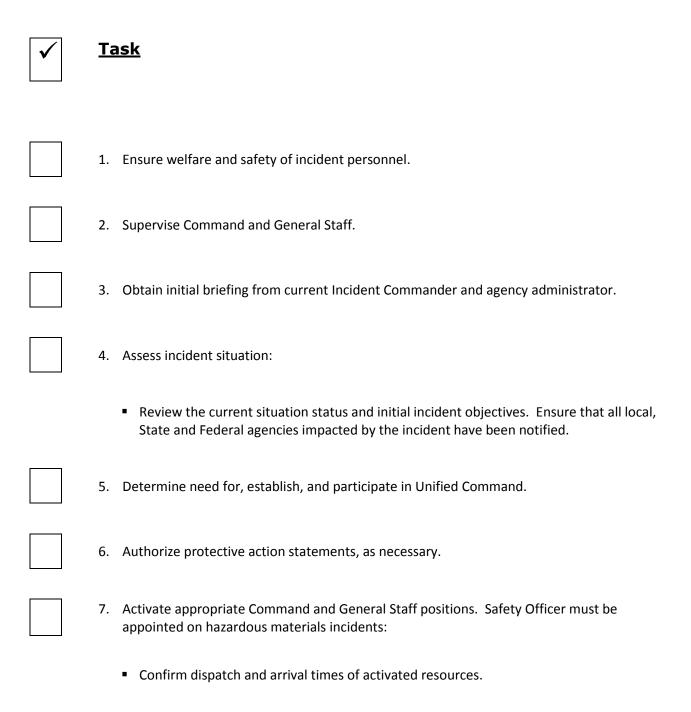
Type 1				
	effective management and operation.			
	<ul> <li>All command and general staff positions are filled.</li> </ul>			
	<ul> <li>Operations personnel often exceed 500 per operational period and total</li> </ul>			
	personnel will usually exceed 1,000.			
	<ul> <li>Branches need to be established.</li> </ul>			
	• A written incident action plan (IAP) is required for each operational period.			
	• The agency administrator will have briefings, and ensure that the complexity			
	analysis and delegation of authority are updated.			
	• Use of resource advisors at the incident base is recommended.			
	• There is a high impact on the local jurisdiction, requiring additional staff for office			
	administrative and support functions.			
Type 2	• This type of incident extends beyond the capabilities for local control and is			
	expected to go into multiple operational periods. A Type 2 incident may require			
	the response of resources out of area, including regional and/or national			
	resources, to effectively manage the operations, command, and general staffing.			
	• Most or all of the command and general staff positions are filled.			
	• A written IAP is required for each operational period.			
	<ul> <li>Many of the functional units are needed and staffed.</li> </ul>			
	• Operations personnel normally do not exceed 200 per operational period and			
	total incident personnel do not exceed 500 (guidelines only).			
	• The agency administrator is responsible for the incident complexity analysis,			
	agency administration briefings, and the written delegation of authority.			
Type 3	• When incident needs exceed capabilities, the appropriate ICS positions should be			
	added to match the complexity of the incident.			
	• Some or all of the command and general staff positions may be activated, as well			
	as division/group supervisor and/or unit leader level positions.			
	• A Type 3 IMT or incident command organization manages initial action incidents			
	with a significant number of resources, an extended attack incident until			
	containment/control is achieved, or an expanding incident until transition to a			
	Type 1 or 2 IMT.			
	• The incident may extend into multiple operational periods.			
	• A written IAP may be required for each operational period.			

Type 4	• Command staff and general staff functions are activated only if needed.
	<ul> <li>Several resources are required to mitigate the incident, including a task force or strike team.</li> </ul>
	• The incident is usually limited to one operational period in the control phase.
	• The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority is updated.
	<ul> <li>No written IAP is required but a documented operational briefing will be</li> </ul>
	completed for all incoming resources.
	<ul> <li>The role of the agency administrator includes operational plans including</li> </ul>
	objectives and priorities.
Type 5	<ul> <li>The incident can be handled with one or two single resources with up to six personnel.</li> </ul>
	<ul> <li>Command and general staff positions (other than the incident commander) are not activated.</li> </ul>
	• No written IAP is required.
	• The incident is contained within the first operational period and often within an
	hour to a few hours after resources arrive on scene.
	• Examples include a vehicle fire, an injured person, or a police traffic stop.

# Appendix C – Sample Incident Command System (ICS) Position Checklists

# **Incident Commander Position Checklist**

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.



• 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.
- 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:

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 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:

#### 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

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- 12 Discuss information issues.
- 13 Finalize/approve/implement plan.

Public Information Officer

Incident Commander/All

- Review IAP for completeness and accuracy.
- Verify that objectives are incorporated and prioritized.
- Sign ICS Form 202.



- 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.



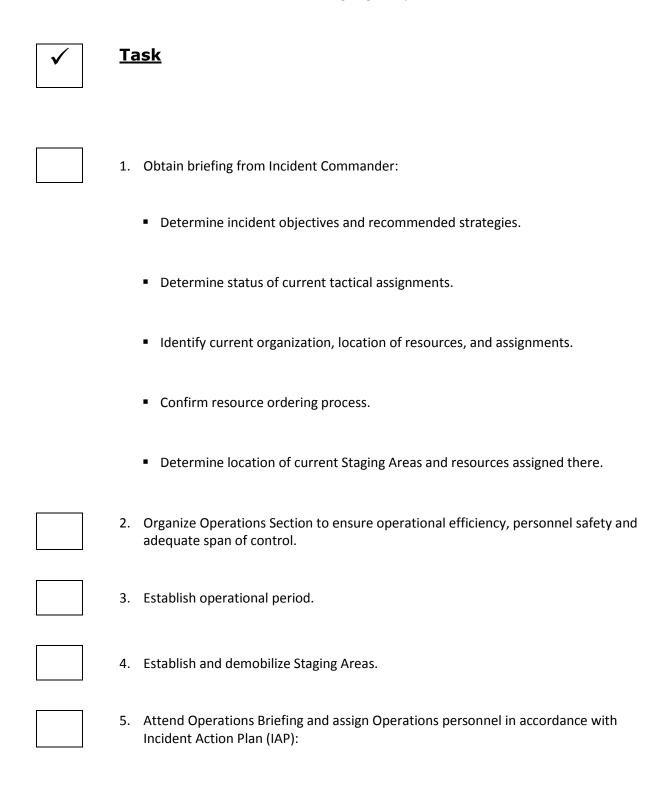
17. Work with agency staff to declare state of emergency according to agency protocol.



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

#### **Operations Section Chief Position Checklist**

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.



- 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.



- 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.

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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.



15. Attend Planning Meetings:

#### Sample Planning Meeting Agenda

#### Agenda Item

#### **Responsible Party**

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

# Planning Section Chief Position Checklist

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







- 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):
	<ul> <li>Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.</li> </ul>
	<ul> <li>Provide copy to Public Information Officer.</li> </ul>
7.	Obtain/develop incident maps.
8.	Establish information requirements and reporting schedules for ICP and field staff.
9.	Prepare contingency plans:
	<ul> <li>Review current and projected incident and resource status.</li> </ul>
	<ul> <li>Develop alternative strategies.</li> </ul>
	<ul> <li>Identify resources required to implement contingency plan.</li> </ul>
	<ul> <li>Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.</li> </ul>
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 Logistics Section Chief Develop resource order. 9 Consider communications/medical/ transportation Logistics/Planning Section Chiefs plans. Finance/Administration Section Chief 10 Provide financial update. Liaison Officer 11 Discuss interagency liaison issues. Public Information Officer 12 Discuss information issues. Incident Commander/All 13 Finalize/approve/implement plan.



- 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.

- 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.



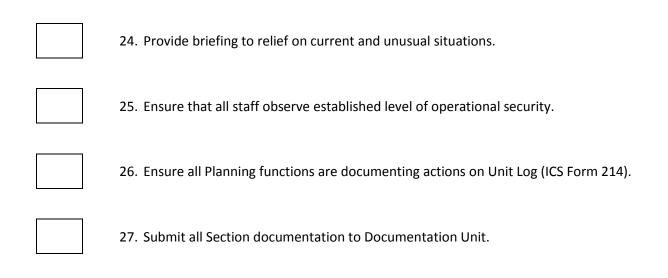
21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.



22. Ensure preparation of demobilization plan, if appropriate.

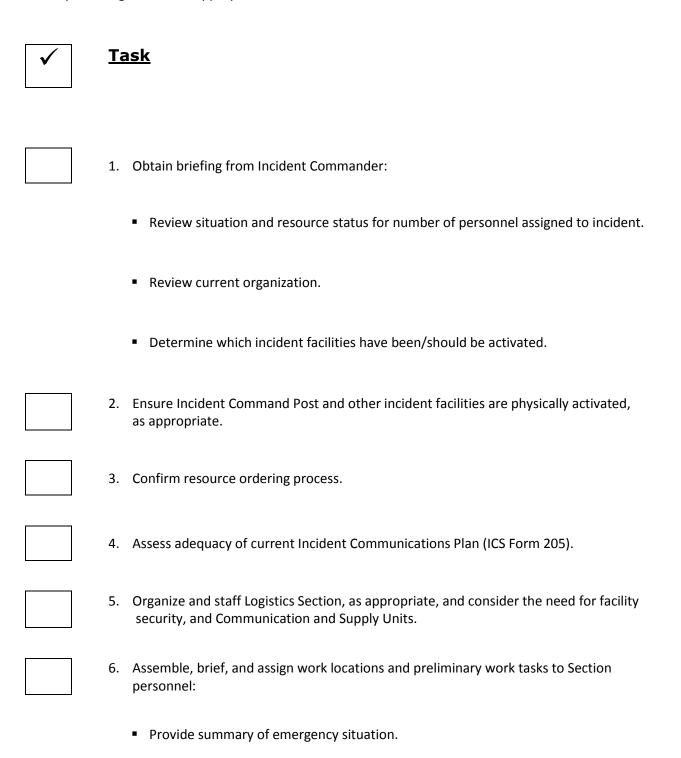


23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.



#### Logistics Section Chief Position Checklist

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.



 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:

#### Sample Planning Meeting Agenda

#### Agenda Item

#### **Responsible Party**

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



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.

Task

#### Finance – Administration Section Chief Position Checklist

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.





- 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.
- 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 are 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.

#### Sample Planning Meeting Agenda

#### Agenda Item

#### **Responsible Party**

- 1 Briefing on situation/resource status.
- 2 Discuss safety issues.
- 3 Set/confirm incident objectives.

Planning/Operations Section Chiefs

Safety Officer

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:

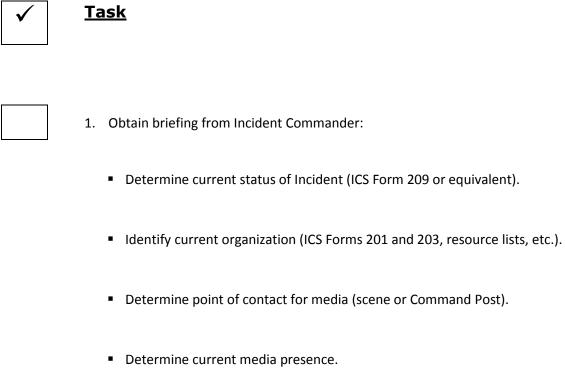
- Equipment time Ground Support Unit Leader and Operations Section.
- Personnel time Crew Leaders, Unit Leaders, and individual personnel.
- Accident reports Safety Officer, Ground Support Unit Leader, and Operations Section.
- Potential and existing claims Operations Section, Safety Officer, equipment 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.
- 7. Meet with assisting and cooperating agencies, as required, to determine any costshare agreements or financial obligation.
- 8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.
- 9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:
  - 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.
- 10. 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).

11. 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:
<ul> <li>Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.</li> </ul>
<ul> <li>Distribute time-keeping forms to all Sections-ensure forms are being completed correctly.</li> </ul>
12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.
13. Assist Logistics in resource procurement:
<ul> <li>Identify vendors for which open purchase orders or contracts must be established.</li> </ul>
<ul> <li>Negotiate ad hoc contracts.</li> </ul>
14. Ensure coordination between Finance/Administration and other Command and General Staff.
15. Coordinate Finance/Administration demobilization.
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.

#### **Public Information Officer Position Checklist**

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.



- 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.



- 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.

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 Commande 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.         16. Update off-incident agency personnel on a regular basis:	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.
<ul> <li>and according to agency guidance.</li> <li>13. Obtain approval for information release from Incident Commander: <ul> <li>Confirm details to ensure no conflicting information is released.</li> <li>Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.</li> </ul> </li> <li>14. Release news to media, and post information in Command Post and other appropriate locations.</li> <li>15. Record all interviews and copy all news releases: <ul> <li>Contact media to correct erroneous or misleading information being provided to the public via the media.</li> </ul> </li> </ul>	
<ul> <li>Confirm details to ensure no conflicting information is released.</li> <li>Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.</li> <li>14. Release news to media, and post information in Command Post and other appropriate locations.</li> <li>15. Record all interviews and copy all news releases:</li> <li>Contact media to correct erroneous or misleading information being provided to the public via the media.</li> </ul>	12. Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.
<ul> <li>Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.</li> <li>14. Release news to media, and post information in Command Post and other appropriate locations.</li> <li>15. Record all interviews and copy all news releases:         <ul> <li>Contact media to correct erroneous or misleading information being provided to the public via the media.</li> </ul> </li> </ul>	13. Obtain approval for information release from Incident Commander:
<ul> <li>Incident Management Team (IMT) members.</li> <li>14. Release news to media, and post information in Command Post and other appropriate locations.</li> <li>15. Record all interviews and copy all news releases:</li> <li>Contact media to correct erroneous or misleading information being provided to the public via the media.</li> </ul>	<ul> <li>Confirm details to ensure no conflicting information is released.</li> </ul>
<ul> <li>locations.</li> <li>15. Record all interviews and copy all news releases:</li> <li>Contact media to correct erroneous or misleading information being provided to the public via the media.</li> </ul>	
<ul> <li>Contact media to correct erroneous or misleading information being provided to the public via the media.</li> </ul>	
the public via the media.	15. Record all interviews and copy all news releases:
16. Update off-incident agency personnel on a regular basis:	
	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 Discuss safety issues. Safety Officer 2 3 Set/confirm incident objectives. Incident Commander Plot control lines & Division boundaries. **Operations Section Chief** 4 **Operations Section Chief** Specify tactics for each Division/Group. 5 Specify resources needed for each Division/Group. **Operations/Planning Section Chiefs** 6 7 Operations/Planning/Logistics Section Specify facilities and reporting locations. Chiefs Logistics Section Chief 8 Develop resource order. 9 Consider communications/medical/ transportation Logistics/Planning Section Chiefs plans. 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.

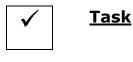


21. Confirm the process for the release of information concerning incident-related injuries or deaths.

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

#### **Liaison Officer Position Checklist**

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.





- 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).



- 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.
- 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).



8. Participate in Planning Meetings:

#### Sample Planning Meeting Agenda

#### Agenda Item

#### **Responsible Party**

- 1 Briefing on situation/resource status.
- 2 Discuss safety issues.

Planning/Operations Section Chiefs

Safety Officer

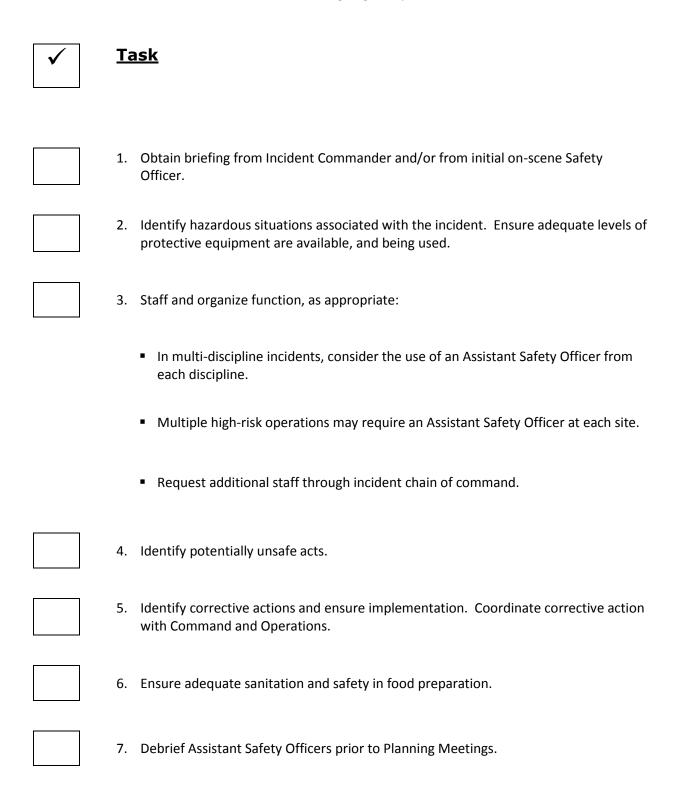
Updated March 2018

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
9 10	· · · ·	Logistics/Planning Section Chiefs Finance/Administration Section Chief
	plans.	
10	plans. Provide financial update.	Finance/Administration Section Chief
10 11	plans. Provide financial update. Discuss interagency liaison issues.	Finance/Administration Section Chief Liaison Officer

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

#### Safety Officer Position Checklist

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.





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:

#### 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):
<ul> <li>Review and approve Medical Plan (ICS Form 206).</li> </ul>
<ul> <li>Provide Safety Message (ICS Form 202) and/or approved document.</li> </ul>
<ul> <li>Assist in the development of the "Special Instructions" block of ICS Form 204, as requested by the Planning Section.</li> </ul>
12. Investigate accidents that have occurred within incident areas:
<ul> <li>Ensure accident scene is preserved for investigation.</li> </ul>
<ul> <li>Ensure accident is properly documented.</li> </ul>
<ul> <li>Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA).</li> </ul>
<ul> <li>Prepare accident report as per agency policy, procedures, and direction.</li> </ul>
<ul> <li>Recommend corrective actions to Incident Commander and agency.</li> </ul>
13. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.
14. Document all activity on Unit Log (ICS Form 214).

### Appendix D – Standard FEMA ICS Forms and Directions

ICS uses standard forms (see included FEMA Forms Booklet, also available on-line – Google "ICS Forms" or go directly to: http://training.fema.gov/emiweb/is/icsresource/icsforms.htm) as listed below:

- Form 201 Incident Briefing
- Form 202 Incident Objectives
- Form 203 Organization Assignment List
- Form 204 Assignment List
- Form 205 Incident Radio Communications Plan
- Form 205A Communications List (Incident Telephone Communications Plan)
- Form 206 Medical Plan
- Form 207 Incident Organization Chart
- Form 208 Safety Message Plan
- Form 209 Incident Status Summary
- Form 210 Resource Status Change
- Form 211 Incident Check-In List
- Form 213 General Message
- Form 214 Activity Log
- Form 215 Operational Planning Worksheet
- Form 215A Incident Action Plan Safety Analysis
- Form 218 Support Vehicle / Equipment Inventory
- Form 219 Resource Status Card Different Color-Coded Pages For Different Kinds of Resources
- Form 221 Demobilization Check-Out
- Form 230 Daily Meeting Schedule



National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet

September 2010



# NATIONAL INCIDENT MANAGEMENT SYSTEM INCIDENT COMMAND SYSTEM

ICS FORMS BOOKLET FEMA 502-2

September 2010

### INTRODUCTION TO ICS FORMS

The National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet, FEMA 502-2, is designed to assist emergency response personnel in the use of ICS and corresponding documentation during incident operations. This booklet is a companion document to the NIMS ICS Field Operations Guide (FOG), FEMA 502-1, which provides general guidance to emergency responders on implementing ICS. This booklet is meant to complement existing incident management programs and does not replace relevant emergency operations plans, laws, and ordinances. These forms are designed for use within the Incident Command System, and are not targeted for use in Area Command or in multiagency coordination systems.

These forms are intended for use as tools for the creation of Incident Action Plans (IAPs), for other incident management activities, and for support and documentation of ICS activities. Personnel using the forms should have a basic understanding of NIMS, including ICS, through training and/or experience to ensure they can effectively use and understand these forms. These ICS Forms represent an all-hazards approach and update to previously used ICS Forms. While the layout and specific blocks may have been updated, the functionality of the forms remains the same. It is recommended that all users familiarize themselves with the updated forms and instructions.

A general description of each ICS Form's purpose, suggested preparation, and distribution are included immediately after the form, including block-by-block completion instructions to ensure maximum clarity on specifics, or for those personnel who may be unfamiliar with the forms.

The ICS organizational charts contained in these forms are examples of how an ICS organization is typically developed for incident response. However, the flexibility and scalability of ICS allow modifications, as needed, based on experience and particular incident requirements.

These forms are designed to include the essential data elements for the ICS process they address. The use of these standardized ICS Forms is encouraged to promote consistency in the management and documentation of incidents in the spirit of NIMS, and to facilitate effective use of mutual aid. In many cases, additional pages can be added to the existing ICS Forms when needed, and several forms are set up with this specific provision. The section after the ICS Forms List provides details on adding appendixes or fields to the forms for jurisdiction- or discipline-specific needs.

It may be appropriate to compile and maintain other NIMS-related forms with these ICS Forms, such as resource management and/or ordering forms that are used to support incidents. Examples of these include the following Emergency Management Assistance Compact (EMAC) forms: REQ-A (Interstate Mutual Aid Request), Reimbursement Form R-1 (Interstate Reimbursement Form), and Reimbursement Form R-2 (Intrastate Reimbursement Form).

## **ICS FORMS LIST**

This table lists all of the ICS Forms included in this publication.

#### Notes:

- In the following table, the ICS Forms identified with an asterisk (\*) are typically included in an IAP.
- Forms identified with two asterisks (\*\*) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command. Local time is typically used.

ICS Form #:	Form Title:	Typically Prepared by:		
ICS 201	Incident Briefing	Initial Incident Commander		
*ICS 202	Incident Objectives	Planning Section Chief		
*ICS 203	Organization Assignment List	Resources Unit Leader		
*ICS 204	Assignment List	Resources Unit Leader and Operations Section Chief		
*ICS 205	Incident Radio Communications Plan	Communications Unit Leader		
**ICS 205A	Communications List	Communications Unit Leader		
*ICS 206	Medical Plan	Medical Unit Leader (reviewed by Safety Officer)		
ICS 207	Incident Organization Chart (wall-mount size, optional 8½" x 14")	Resources Unit Leader		
**ICS 208	Safety Message/Plan	Safety Officer		
ICS 209	Incident Status Summary	Situation Unit Leader		
ICS 210	Resource Status Change	Communications Unit Leader		
ICS 211	Incident Check-In List (optional 8½" x 14" and 11" x 17")	Resources Unit/Check-In Recorder		
ICS 213	General Message (3-part form)	Any Message Originator		
ICS 214	Activity Log (optional 2-sided form)	All Sections and Units		
ICS 215	<b>Operational Planning Worksheet</b> (optional 8½" x 14" and 11" x 17")	Operations Section Chief		
ICS 215A	Incident Action Plan Safety Analysis	Safety Officer		
ICS 218	<b>Support Vehicle/Equipment Inventory</b> (optional 8 <sup>1</sup> / <sub>2</sub> " x 14" and 11" x 17")	Ground Support Unit		
ICS 219-1 to ICS 219-8, ICS 219-10 (Cards)	Resource Status Card (T-Card) (may be printed on cardstock)	Resources Unit		
ICS 220	Air Operations Summary Worksheet	Operations Section Chief or Air Branch Director		
ICS 221	Demobilization Check-Out	Demobilization Unit Leader		
ICS 225	Incident Personnel Performance Rating	Supervisor at the incident		

### **ICS FORM ADAPTION, EXTENSION, AND APPENDIXES**

The ICS Forms in this booklet are designed to serve all-hazards, cross-discipline needs for incident management across the Nation. These forms include the essential data elements for the ICS process they address, and create a foundation within ICS for complex incident management activities. However, the flexibility and scalability of NIMS should allow for needs outside this foundation, so the following are possible mechanisms to add to, extend, or adapt ICS Forms when needed.

Because the goal of NIMS is to have a consistent nationwide approach to incident management, jurisdictions and disciplines are encouraged to use the ICS Forms as they are presented here – unless these forms do not meet an organization's particular incident management needs for some unique reason. If changes are needed, the focus on essential information elements should remain, and as such the spirit and intent of particular fields or "information elements" on the ICS Forms should remain intact to maintain consistency if the forms are altered. Modifications should be clearly indicated as deviations from or additions to the ICS Forms. The following approaches may be used to meet any unique needs.

#### **ICS Form Adaptation**

When agencies and organizations require specialized forms or information for particular kinds of incidents, events, or disciplines, it may be beneficial to utilize the essential data elements from a particular ICS Form to create a more localized or field-specific form. When this occurs, organizations are encouraged to use the relevant essential data elements and ICS Form number, but to clarify that the altered form is a specific organizational adaptation of the form. For example, an altered form should clearly indicate in the title that it has been changed to meet a specific need, such as "ICS 215A, Hazard Risk Analysis Worksheet, Adapted for Story County Hazmat Program."

### **Extending ICS Form Fields**

Particular fields on an ICS Form may need to include further breakouts or additional related elements. If such additions are needed, the form itself should be clearly labeled as an adapted form (see above), and the additional sub-field numbers should be clearly labeled as unique to the adapted form. Letters or other indicators may be used to label the new sub-fields (if the block does not already include sub-fields).

Examples of possible field additions are shown below for the ICS 209:

- Block 2: Incident Number.
  - Block 2A (adapted): Full agency accounting cost charge number for primary authority having jurisdiction.
- Block 29: Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.).
  - Block 29A (adapted): Indicate specific wildland fire fuel model number.

### **Creating ICS Form Appendixes**

Certain ICS Forms may require appendixes to include additional information elements needed by a particular jurisdiction or discipline. When an appendix is needed for a given form, it is expected that the jurisdiction or discipline will determine standardized fields for such an appendix and make the form available as needed.

Any ICS Form appendixes should be clearly labeled with the form name and an indicator that it is a discipline- or jurisdiction-specific appendix. Appendix field numbering should begin following the last identified block in the corresponding ICS Form.

# **INCIDENT BRIEFING (ICS 201)**

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:				
<b>4. Map/Sketch</b> (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 Summany and Haalth on	d Solotu Briefing (for briefinge o	r transfor of command), Decognize potential				
	and develop necessary measures	r transfer of command): Recognize potential s (remove hazard, provide personal protective ose hazards.				
6. Prepared by: Name: ICS 201, Page 1		Signature:				

# **INCIDENT BRIEFING (ICS 201)**

1. Incident Name: 2. Inci		2. Incid	ent Number:	3. Date/Time Initiated: Date: Time:	
7. Current and Planned Objectives:					
	Planned Actions, Strat	tegies, a	nd Tactics:		
Time:	Actions:				
6. Prepared by	: Name:		Position/Title:	Signature:	
ICS 201, Page 2		Date/Time:			

INCIDENT BRIEFING (ICS 201)						
1. Incident Name:	2. Incident Number:		3. Date/Time Initiated: Date: Time:			
9. Current Organization (fill in addition	al organization as approp	riate):				
	Incident Comman		Liaison Officer			
				Safety Officer		
			Public Info	ormation Officer		
		inance/Adminis			n Ohiaf	
Planning Section Chief Operat	ions Section Chief	Section Chi		Logistics Sectio		

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

# **INCIDENT BRIEFING (ICS 201)**

1. Incident Name:		2. Incident Number:			3. Date/Time Initiated: Date: Time:	
10. Resource Summary:						
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)	
6. Prepared by: Name: _					Signature:	
ICS 201, Page 4 Date/Time:						

### 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	<ul><li>Date/Time Initiated</li><li>Date, Time</li></ul>	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).	
4	<b>Map/Sketch</b> (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).	
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.	North should be at the top of page unless noted otherwise. Self-explanatory.	
6	<ul> <li>Prepared by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	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.	

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	<ul> <li>Enter on the organization chart the names of the individuals assigned to each position.</li> <li>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.</li> <li>If Unified Command is being used, split the Incident Commander box.</li> <li>Indicate agency for each of the Incident Commanders listed if Unified Command is being used.</li> </ul>
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.
	<ul> <li>Notes (location/ assignment/status)</li> </ul>	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

# **INCIDENT OBJECTIVES (ICS 202)**

1. Incident Name:		2. Operational Period	: Date From: Time From:	Date To: Time To:
3. Objective(s):				
4. Operational Period	Command Emphas	is:		
General Situational Aw	areness			
5. Site Safety Plan Re	quired? Yes 🗌 No			
Approved Site Safe	ty Plan(s) Located a	at:		
		below are included in t		,
□ ICS 203	□ ICS 207		Other Attachments:	
			U	
	Map/Chart	st/Tides/Currents		
☐ ICS 205A ☐ ICS 206				
	<b>.</b>	Position/Title		nature:
8. Approved by Incide				re:
103 202	IAP Page			

### 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.

- 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	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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:			
		<b>S</b> pecific – Is the wording precise and unambiguous?			
		Measurable – How will achievements be measured?			
		<u>A</u> ction-oriented – Is an action verb used to describe expected accomplishments?			
		Realistic – Is the outcome achievable with given available resources?			
		<u><b>T</b></u> 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).			

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 205A ICS 206 ICS 207 ICS 207 Veather 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	<ul> <li>Prepared by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> </ul>	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.

# ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Opera	2. Operational Period: Date From: Date To: Time From: Time To:		
3. Incident Comma	ander(s) and Comm	and Staff:	7. Operations Secti	ion:	
IC/UCs			Chief		
			Deputy		
Deputy			Staging Area		
Safety Officer			Branch		
Public Info. Officer			Branch Director		
Liaison Officer			Deputy		
4. Agency/Organiz	ation Representativ	/es:	Division/Group		
Agency/Organization	Name		Division/Group		
			Branch		
			Branch Director		
			Deputy		
5. Planning Sectio	n:		Division/Group		
Ch	ief		Division/Group		
Depu	uty		Division/Group		
Resources U	nit		Division/Group		
Situation U	Init		Division/Group		
Documentation U	Init		Branch	·	
Demobilization U	Init		Branch Director		
Technical Specialis	sts		Deputy		
			Division/Group		
			Division/Group		
			Division/Group		
6. Logistics Sectio	on:		Division/Group		
Ch	ief		Division/Group		
Depu	uty		Air Operations Branc	h	
Support Bran	ch		Air Ops Branch Dir.		
Direct	tor				
Supply U	Init				
Facilities Unit			8. Finance/Adminis	stration Section:	
Ground Support Unit			Chief		
Service Branch			Deputy		
Direct	tor		Time Unit		
Communications Unit			Procurement Unit		
Medical Unit			Comp/Claims Unit		
Food U	Init		Cost Unit		
9. Prepared by: Na	ame:	Posi	tion/Title:	Signature:	
ICS 203	IAP Page	_ Date	/Time:		

### 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.

- 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	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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	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.
	<ul><li>Safety Officer</li><li>Public Information Officer</li><li>Liaison Officer</li></ul>	For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul> <li>Agency/Organization</li> <li>Name</li> </ul>	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 SectionChiefDeputyResources UnitSituation UnitDocumentation UnitDemobilization UnitTechnical 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.

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	<ul> <li>Operations Section <ul> <li>Chief</li> <li>Deputy</li> <li>Staging Area</li> </ul> </li> <li>Branch <ul> <li>Branch Director</li> <li>Deputy</li> <li>Division/Group</li> </ul> </li> <li>Air Operations Branch <ul> <li>Air Operations Branch</li> <li>Director</li> </ul> </li> </ul>	<ul> <li>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions.</li> <li>For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</li> <li>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor.</li> <li>Use an additional page if more than three Branches are activated.</li> <li>If there is a shift change during the specified operational period, list both names, separated by a slash.</li> <li>For all individuals, use at least the first initial and last name.</li> </ul>
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	<ul> <li>Prepared by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

# ASSIGNMENT LIST (ICS 204)

			tional Pe		3.			
Date F Time F				Date To: Time To:	Branch:			
4. Operations Person	nel: <u>Name</u>			Contact Number(s)	Division:			
Operations Section Ch	nief:				0			
Branch Direc	tor:				Group:			
					Staging Area:			
Division/Group Supervi					Reporting Location,			
5. Resources Assigner Resource Identifier	Leader		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Special Equipment and Supplies, Remarks, Notes, Information			
	_							
	6. Work Assignments:							
7. Special Instruction	s:							
•	adio and/or	•		nbers needed for this assignment):				
Name/Function		<u> </u>	mary Co	ontact: indicate cell, pager, or radio (f	requency/system/channel)			
/								
/								
/	/							
9. Prepared by: Name	ə:		Posit	tion/Title:Signa	ature:			
ICS 204	IAP Page		Date	e/Time:				

### 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.

- 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	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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)	<ul> <li>Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information</li> </ul>	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.

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	<ul> <li>Communications (radio and/or phone contact numbers needed for this assignment)</li> <li>Name/Function</li> <li>Primary Contact: indicate cell, pager, or radio (frequency/system/channel)</li> </ul>	<ul> <li>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</li> <li>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</li> <li>Phone and pager numbers should include the area code and any satellite phone specifics.</li> <li>In light of potential IAP distribution, use sensitivity when including cell phone number.</li> <li>Add a secondary contact (phone number or radio) if needed.</li> </ul>
9	<ul> <li>Prepared by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

# INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

		<b>2. Date/Time I</b> Date: Time:	Prepared:			Date	<b>perational Pe</b> e From: e From:	r <b>iod:</b> Date To: Time To:		
4. Ba	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. Sp	5. Special Instructions:									
6. Pre	epare	d by (Communicati	ons Unit Leader): Na	ame:				Signatu	ure:	
ICS 205 IAP Page				Date/Time	):					

### 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.

- 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	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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.

Block Number	Block Title	Instructions
<b>4</b> (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	<ul> <li>Prepared by (Communications Unit Leader)</li> <li>Name</li> <li>Signature</li> <li>Date/Time</li> </ul>	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).

# COMMUNICATIONS LIST (ICS 205A)

1. Incident Name:			2. Operational I	Period: Date From: Time From:	Date To: Time To:	
3. Basic Local Commu	unication	s Informati	on:			
				Ν	lethod(s) of Contact	
Incident Assigned Po	sition	Name (A	Alphabetized)	(ph	one, pager, cell, etc.)	
4. Prepared by: Name	:		Position/Title:		Signature:	
ICS 205A	IAP Pag		Date/Time:			

### ICS 205A Communications List

**Purpose.** The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

**Preparation.** The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

**Distribution.** The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	Incident Assigned Position	Enter the ICS organizational assignment.
	Name	Enter the name of the assigned person.
	Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

# MEDICAL PLAN (ICS 206)

1. Incident Name:			2. Operational P		Date From: Time From:		Date To: Time To:	
3. Medical Aid Stations:								
Nierze			L C			ontact		medics
Name			Location		Number(s	s)/Frequency	<u> </u>	Site?
								s 🗌 No
4. Transportatio	n (indica	ate air or ground):				1 1		
Ambulance S	ervice		Location			ontact s)/Frequency	Level o	f Service
						- <u>//</u>		
5. Hospitals:								
		Address,	Contact	Tra	vel Time			
	Latitude & Longitude		Number(s)/			Trauma	Burn	
Hospital Name		if Helipad	Frequency	Air	Ground	Center	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 (	7. Prepared by (Medical Unit Leader): Name: Signature:							
		Officer): Name:						
ICS 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.

- 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	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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).
	<ul> <li>Paramedics on Site?</li> <li>Yes No</li> </ul>	Indicate (yes or no) if paramedics are at the site indicated.
4	<b>Transportation</b> (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).

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.
	<ul> <li>Address, Latitude &amp; Longitude if Helipad</li> </ul>	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	<ul> <li>Contact Number(s)/ Frequency</li> </ul>	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	<ul> <li>Travel Time</li> <li>Air</li> <li>Ground</li> </ul>	Enter the travel time by air and ground from the incident to the hospital.
	Trauma Center     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	Indicate (yes or no) if the hospital has a helipad.
	☐ Yes ☐ No	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	<ul> <li>Prepared by (Medical Unit Leader)</li> <li>Name</li> <li>Signature</li> </ul>	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	<ul> <li>Approved by (Safety Officer)</li> <li>Name</li> <li>Signature</li> <li>Date/Time</li> </ul>	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).

# **INCIDENT ORGANIZATION CHART (ICS 207)**

1. Incident Name:	2. 0	perational Period: Date Fro	om: Date		
1. Incident Name:         3. Organization Chart	2. O	Time Fro	om: Time	E To: Liaison Officer Safety Officer ic Information Officer Logistics Section Chief Support Branch Dir. Supply Unit Ldr. Facilities Unit Ldr.	Finance/Admin Section Chief Time Unit Ldr. Procurement Unit Ldr. Comp./Claims Unit Ldr.
				Comms Unit Ldr. Medical Unit Ldr. Food Unit Ldr.	
ICS 207 IAP Page	4. Prepared by: Name:	Position/Title:	Signatu	re: Date/	Time:

### 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.

- 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 81/2 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	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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	<ul> <li>Complete the incident organization chart.</li> <li>For all individuals, use at least the first initial and last name.</li> <li>List agency where it is appropriate, such as for Unified Commanders.</li> <li>If there is a shift change during the specified operational period, list both names, separated by a slash.</li> </ul>
4	Prepared by <ul> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAFETY MESSAGE/PLAN (ICS 208)				
1. Incident Name:	2.	Operational Period: Date From	: Date To:	
		Operational Period: Date From Time From e, Safety Plan, Site Safety Plan	n: Time To:	
<ul> <li>4. Site Safety Plan Reapproved Site Safe</li> <li>5. Prepared by: Name</li> <li>ICS 208</li> </ul>	ty Plan(s) Located At:	_ Position/Title: Date/Time:	Signature:	

### 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.

- 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	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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 D No D	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	<ul> <li>Prepared by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

# **INCIDENT STATUS SUMMARY (ICS 209)**

*1. Incident Name:			2. Incident Number:	
*3. Report Version (check one box on left):	*4. Incident Commander(s) & Agency or Organization:		5. Incident Management Organization:	*6. Incident Start Date/Time: Date:
☐ Initial Rpt # ☐ Update (if used): ☐ Final				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:		*13. Date/Time Submitted:
Print Name:	ICS Position:	
Date/Time Prepared:		Time Zone:
*14. Approved By:		*15. Primary Location, Organization, or
Print Name:	ICS Position:	Agency Sent To:
Signature:		

#### Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:			
19. Unit or Other:	*20. Incident Jurisdiction:	<b>21. Incident Location Ownership</b> (if different than jurisdiction):			
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	<b>24. Legal Description</b> (township, section, range):			
*25. Short Location or Area Description	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.):						
<b>30. Damage Assessment Information</b> (summarize damage and/or restriction of use or availability to		A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed	
residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	,	E. Single Residences				
chucar minastructure and key resources, etc.):		F. Nonresidential Commercial Property				
		Other Minor Structures				
		Other				
ICS 209, Page 1 of	* Req	quired when applicable.				

# **INCIDENT STATUS SUMMARY (ICS 209)**

\*1. Incident Name:

2. Incident Number:

Additional Incident Decision Support Info	ormation					
	A. # This			A. # This		
*31. Public Status Summary:	Reporting Period	B. Total # to Date	*32. Responder Status Summary:	Reporting Period	B. Total # to Date	
		to Date		Penod	to Date	
C. Indicate Number of Civilians (Public) Be	elow:		C. Indicate Number of Responders Below:			
D. Fatalities E. With Injuries/Illness			D. Fatalities 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/Threa	t Remarks		*34. Life, Safety, and Health Threat			
			Management:	A. Check	k if Active	
			A. No Likely Threat	Г		
			B. Potential Future Threat	Γ	7	
			C. Mass Notifications in Progress	Г	7	
			D. Mass Notifications Completed	Г	7	
			E. No Evacuation(s) Imminent	Г	 	
			F. Planning for Evacuation	Г	7	
			G. Planning for Shelter-in-Place	Г	7	
25 Weether Concerns (oursesis of ourse	at and pradi	otod	H. Evacuation(s) in Progress	Г	7	
35. Weather Concerns (synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors that may of the synopsis of curre weather; discuss related factors the synopsis of curre weather; d			I. Shelter-in-Place in Progress	L Г	7	
		•••••••				
			J. Repopulation in Progress	<u> </u>		
			K. Mass Immunization in Progress			
			L. Mass Immunization Complete			
			M. Quarantine in Progress			
			N. Area Restriction in Effect			
				L		
<ul> <li>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:</li> <li>12 hours:</li> <li>24 hours:</li> <li>48 hours:</li> <li>72 hours:</li> <li>Anticipated after 72 hours:</li> <li>37. Strategic Objectives (define planned end-state for incident):</li> </ul>						
ICS 209, Page 2 of		* Required v	when applicable.			

## INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:			
Additional Incident Decision Support Information	(continued)			
<b>38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.</b> 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:				
<b>39. Critical Resource Needs</b> in 12-, 24-, 48-, and 72 category, kind, and/or type, and amount needed, in p	2-hour timeframes and beyond to meet critical incident objectives. List resource riority order:			
12 hours:				
24 hours:				
48 hours:				
72 hours:				
Anticipated after 72 hours:				
<ol> <li>critical resource needs identified above,</li> <li>the Incident Action Plan and management object</li> <li>anticipated results.</li> </ol>	perational challenges, incident management problems, and social,			
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.			

1. Incident Name:

INCIDENT STATUS	SUMMARY (ICS 209)
	2. Incident Number:
0	

Incident Resource Commitment Summary																									
	<b>49. Resources</b> (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on <b>51. Total</b>																								
	res bo	soure	ces ( 1 ½ c	on to of bo	op ½ (x):	ofk	oox,	sho	N#(	of pe	erso	nnel	ass	ocia	ted \	with	resc	ource	e on		<b>51. Total</b> <b>Personnel</b> (includes those associated with resources - e.g., aircraft or engines - <i>and</i> individual overhead):				
																					Per a	(includes those			
																					ed to	associated with resources			
																					<b>ditic</b> igne :e:	– e.g., aircraft			
48. Agency or																					<b>Ad</b> ass ourc	or engines – and individual			
Organization:																					50. not res	overhead):			
												<u> </u>													
52. Total Resources																									
53. Additional Cooperating and Assisting Organizations Not Listed Above:																									
ICS 209, Page of * Required with				hen	ann	licat	le																		

### 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.

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.

- 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	<ul> <li>REQUIRED BLOCK.</li> <li>Enter the full name assigned to the incident.</li> <li>Check spelling of the full incident name.</li> <li>For an incident that is a Complex, use the word "Complex" at the end of the incident name.</li> <li>If the name changes, explain comments in Remarks, Block 47.</li> <li>Do not use the same incident name for different incidents in the same calendar year.</li> </ul>

Block Number	Block Title	Instructions
2	Incident Number	<ul> <li>Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline.</li> <li>Examples include: <ul> <li>A computer-aided dispatch (CAD) number.</li> <li>An accounting number.</li> <li>A county number.</li> <li>A disaster declaration number.</li> <li>A combination of the State, unit/agency ID, and a dispatch system number.</li> <li>A mission number.</li> <li>Any other unique number assigned to the incident and derived by means other than those above.</li> </ul> </li> <li>Make sure the number entered is correct.</li> <li>Do not use the same incident number for two different incidents in the same calendar year.</li> <li>Incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.</li> </ul>
*3	Report Version (check one box on left)	<ul> <li>REQUIRED BLOCK.</li> <li>This indicates the current version of the ICS 209 form being submitted.</li> <li>If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").</li> </ul>
	🔲 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	<ul> <li>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).</li> <li>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).</li> </ul>
	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	<ul> <li>REQUIRED BLOCK.</li> <li>Enter both the first and last name of the Incident Commander.</li> <li>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: <ul> <li>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</li> </ul> </li> </ul>
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.

Block Number	Block Title	Instructions
*6	Incident Start Date/Time	<b>REQUIRED.</b> 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")	<ul> <li>Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.).</li> <li>Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47).</li> <li>Indicate that the size is an estimate, if a more specific figure is not available.</li> <li>Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives.</li> <li>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).</li> <li>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.</li> </ul>
8	Percent (%) Contained or Completed (circle one)	<ul> <li>Enter the percent that this incident is completed or contained (e.g., 50%), with a % label.</li> <li>For example, a spill may be 65% contained, or flood response objectives may be 50% met.</li> </ul>
*9	Incident Definition	<b>REQUIRED BLOCK.</b> 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	<ul> <li>REQUIRED BLOCK.</li> <li>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.</li> <li>The time period may include one or more operational periods, based on agency/organizational reporting requirements.</li> </ul>
	From Date/Time	<ul> <li>Enter the start date (month/day/year).</li> <li>Enter the start time (using the 24-hour clock).</li> </ul>
	To Date/Time	<ul><li>Enter the end date (month/day/year).</li><li>Enter the end time (using the 24-hour clock).</li></ul>

Block Number	Block Title	Instructions			
APPROVAL	& ROUTING INFORMATIO	N			
*12	Prepared By	<b>REQUIRED BLOCK.</b> 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	<b>REQUIRED.</b> 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	<b>REQUIRED.</b> 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	<b>REQUIRED BLOCK.</b> 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 L	OCATION INFORMATION				
<ul> <li>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.</li> <li>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.</li> <li>Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information.</li> <li>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.</li> </ul>					
*16	State	<ul> <li>REQUIRED BLOCK WHEN APPLICABLE.</li> <li>Enter the State where the incident originated.</li> <li>If other States or jurisdictions are involved, enter them in Block 25 or Block 44.</li> </ul>			

Block Number	Block Title	Instructions
*17	County / Parish / Borough	<ul> <li>REQUIRED BLOCK WHEN APPLICABLE.</li> <li>Enter the county, parish, or borough where the incident originated.</li> <li>If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.</li> </ul>
*18	City	<ul> <li>REQUIRED BLOCK WHEN APPLICABLE.</li> <li>Enter the city where the incident originated.</li> <li>If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.</li> </ul>
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	<b>REQUIRED BLOCK WHEN APPLICABLE.</b> 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)	<ul> <li>When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction.</li> <li>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.</li> </ul>
22	22. Longitude (indicate format): Latitude (indicate format):	<ul> <li>Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident.</li> <li>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."</li> </ul>
23	US National Grid Reference	<ul> <li>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.</li> <li>Clearly label the data.</li> </ul>
24	Legal Description (township, section, range)	<ul> <li>Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident.</li> <li>Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).</li> </ul>
*25	Short Location or Area Description (list all affected areas or a reference point)	<ul> <li>REQUIRED BLOCK.</li> <li>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").</li> <li>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.</li> <li>Other location information may also be listed here if needed or relevant for incident support (e.g., base meridian).</li> </ul>
26	UTM Coordinates	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.

Block Number	Block Title	Instructions
27	Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels)	<ul> <li>Indicate whether and how geospatial data is included or attached.</li> <li>Utilize common and open geospatial data standards.</li> <li>WARNING: 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.</li> <li>NOTE: 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).</li> <li>NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc.</li> <li>NOTE: 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.</li> <li>NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.</li> </ul>
INCIDENT S	SUMMARY	
*28	Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.)	<ul> <li>REQUIRED BLOCK.</li> <li>Describe significant events that occurred during the period being reported in Block 6. Examples include: <ul> <li>Road closures.</li> <li>Evacuations.</li> <li>Progress made and accomplishments.</li> <li>Incident command transitions.</li> <li>Repopulation of formerly evacuated areas and specifics.</li> <li>Containment.</li> </ul> </li> <li>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.</li> <li>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.</li> <li>This block may be used for a single-paragraph synopsis of overall incident status.</li> </ul>
29	Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	<ul> <li>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.</li> <li>Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.</li> </ul>
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

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.)	<ul> <li>Include a short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period, and cumulatively.</li> <li>Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed.</li> <li>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.</li> <li>Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.</li> </ul>
	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.

Block Number	Block Title	Instructions		
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)				
*31	Public Status Summary	<ul> <li>This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below.</li> <li>Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33).</li> <li>Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances.</li> <li>NOTE: Do not estimate any fatality information.</li> <li>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.</li> <li>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.</li> <li>Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports.</li> <li>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.</li> <li>NOTE: When providing an estimated value, denote in parenthesis: "est."</li> <li>Handling Sensitive Information</li> <li>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.</li> <li>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</li></ul>		
		<ul> <li>information available to many people and networks at once.</li> <li>Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.</li> </ul>		
	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	<ul> <li>Enter the total number of individuals impacted in each category for the entire duration of the incident.</li> <li>This is a cumulative total number that should be adjusted each reporting period.</li> </ul>		
	C. Indicate Number of Civilians (Public) Below	<ul> <li>For lines 31D–M below, enter the number of civilians affected for each category.</li> <li>Indicate if numbers are estimates, for those blocks where this is an option.</li> <li>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.</li> </ul>		
	D. Fatalities	<ul> <li>Enter the number of <i>confirmed</i> civilian/public fatalities.</li> <li>See information in introductory instructions ("Distribution") and in Block 31 instructions regarding sensitive handling of fatality information.</li> </ul>		

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	<ul> <li>This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N.</li> <li>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.</li> <li>Explain or describe the nature of any reported injuries, illness, or other activities in Block 33.</li> <li><u>NOTE</u>: Do not estimate any fatality information or responder status information.</li> <li><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.</li> <li>NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> 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.</li> <li>Handling Sensitive Information</li> <li>Release of information and investigative/intelligence actions.</li> <li>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 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 and organizational administrator prior to submission of the ICS 209.</li> </ul>

Block Number	Block Title	Instructions					
* <b>32</b> (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	<ul> <li>Enter the total number of individuals impacted in each category for the <i>entire duration</i> of the incident.</li> <li>This is a <i>cumulative</i> total number that should be adjusted each reporting period.</li> </ul>					
	C. Indicate Number of Responders Below	<ul> <li>For lines 32D–M below, enter the number of responders relevant for each category.</li> <li>Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.</li> </ul>					
	D. Fatalities	<ul> <li>Enter the number of <i>confirmed</i> responder fatalities.</li> <li>See information in introductory instructions ("Distribution") and for Block 32 regarding sensitive handling of fatality information.</li> </ul>					
	E. With Injuries/Illness	<ul> <li>Enter the number of incident responders with serious injuries or illnesses due to the incident.</li> <li>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.</li> </ul>					
	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.					
	Н.	(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	<ul> <li>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.</li> <li>This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change.</li> <li>Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment.</li> <li>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.</li> <li>Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).</li> </ul>					

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	<ul> <li>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.</li> <li>These may include use of threat and alert systems such as the Emergency Alert System or a "reverse 911" system.</li> <li>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").</li> </ul>					
	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.					

Block Title	Instructions
Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern)	<ul> <li>Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant.</li> <li>Include current and/or predicted weather factors, and the timeframe for predictions.</li> <li>Include relevant factors such as: <ul> <li>Wind speed (label units, such as mph).</li> <li>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").</li> <li>Temperature (label units, such as F).</li> <li>Relative humidity (label %).</li> <li>Warnings.</li> <li>Tides.</li> <li>Currents.</li> </ul> </li> <li>Any other weather information relative to the incident, such as flooding, hurricanes, etc.</li> </ul>
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 24 hours 48 hours 72 hours Anticipated after 72 hours	<ul> <li>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.</li> <li>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.</li> <li>Include an estimate of the acreage or area that will likely be affected.</li> <li>If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.</li> </ul>
Strategic Objectives (define planned end-state	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).
	Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern) 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 24 hours 24 hours 72 hours Anticipated after 72 hours Strategic Objectives

Block Number	Block Title	Instructions
ADDITIONA	AL INCIDENT DECISION SUF	PPORT 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 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.

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 24 hours 72 hours Anticipated after 72 hours	<ul> <li>List the specific critical resources and numbers needed, in order of priority. <i>Be specific as to the need.</i></li> <li>Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support.</li> <li>If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels.</li> <li>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 shortrange planning, and assists the ordering process to ensure these resources will be in place when they are needed.</li> <li>More than one resource need may be listed for each timeframe. For example, a list could include: <ul> <li><u>24 hrs</u>: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams</li> <li><u>48 hrs</u>: Mobile Communications Unit (Law/Fire)</li> <li><u>After 72 hrs</u>: 1 Type 2 Incident Management Team</li> </ul> </li> <li>Documentation in the ICS 209 can help the incident obtain critical regional or national resources, including Blocks 28, 29, 31–38, and 40–42.</li> <li>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").</li> </ul>
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.	<ul> <li>Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan.</li> <li>Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints.</li> <li>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.</li> <li>Explain major problems and concerns as indicated.</li> </ul>

Block Number	Block Title	Instructions
41	Planned Actions for Next Operational Period	<ul> <li>Provide a short summary of actions planned for the next operational period.</li> <li>Examples:         <ul> <li>"The current Incident Management Team will transition out to a replacement IMT."</li> <li>"Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports."</li> <li>"Continue refining mapping of the recovery operations and damaged assets using GPS."</li> <li>"Initiate removal of unauthorized food vendors."</li> </ul> </li> </ul>
42	Projected Final Incident Size/Area (use unit label – e.g., "sq mi")	<ul> <li>Enter an estimate of the total area likely to be involved or affected over the course of the incident.</li> <li>Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc.</li> <li>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.</li> </ul>
43	Anticipated Incident Management Completion Date	<ul> <li>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.</li> <li>Avoid leaving this block blank if possible, as this is important information for managers.</li> </ul>
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	<ul> <li>Enter the estimated total incident costs to date for the entire incident based on currently available information.</li> <li>Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy.</li> <li>This does not include damage assessment figures, as they are impacts from the incident and not response costs.</li> <li>If costs decrease, explain in Remarks (Block 47).</li> <li>If additional space is required, please add as an attachment.</li> </ul>
46	Projected Final Incident Cost Estimate	<ul> <li>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.</li> <li>This does not include damage assessment figures, as they are impacts from the incident and not response costs.</li> <li>If additional space is required, please add as an attachment.</li> </ul>

Block Number	Block Title	Instructions						
47	Remarks (or continuation of any blocks above – list block number in notation)	<ul> <li>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.</li> <li>List the block number for any information continued from a previous block.</li> <li>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.</li> <li>For Complexes that include multiple incidents, list all sub-incidents included in the Complex.</li> <li>List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be:</li> <li>By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or</li> <li>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).</li> <li>Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping).</li> <li>This section can also be used to list any additional information about 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).</li> <li>Attach additional pages if it is necessary to include additional comments in the Remarks section.</li> </ul>						
INCIDENT F	RESOURCE COMMITMENT	SUMMARY (PAGE 4)						
<ul><li>agencies</li><li>Include d</li></ul>	<ul> <li>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.</li> <li>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 <i>not</i> yet arrived.</li> </ul>							

- 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.

Block Number	Block Title	Instructions
48	Agency or Organization	<ul> <li>List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc.</li> <li>List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information.</li> <li>Agencies or organizations may be listed individually or in groups.</li> <li>When resources are grouped together, individual agencies or organizations may be listed below in Block 53.</li> <li>Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified.</li> <li>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.</li> <li>For example: <ul> <li><i>Resource:</i> Type 2 Helicopters 3/8 (indicates 3 aircraft, 8 personnel).</li> <li>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.</li> </ul> </li> </ul>
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)	<ul> <li>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.</li> <li>Examples: Type 1 Fire Engines, Type 4 Helicopters</li> <li>Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks.</li> <li>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.</li> <li>For example: <ul> <li><i>Resource:</i> Type 2 Helicopters 3/8 (indicates 3 aircraft, 8 personnel).</li> <li><i>Resource:</i> Type 1 Decontamination Unit 1/3 (indicates 1 unit, 3 personnel).</li> </ul> </li> <li><u>NOTE</u>: One option is to group similar resources together when it is sensible to do so for the summary.</li> <li>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.</li> </ul> <li><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.</li>
50	Additional Personnel not assigned to a resource	List the number of <i>additional</i> individuals (or overhead) that are not assigned to a specific resource by agency or organization.
51	<b>Total Personnel</b> (includes those associated with resources – e.g., aircraft or engines – <i>and</i> individual overhead)	<ul> <li>Enter the total personnel for each agency, organization, or grouping in the Total Personnel column.</li> <li><u>WARNING</u>: Do not simply add the numbers across!</li> <li>The number of Total Personnel for each row should include <u>both</u>: <ul> <li>The total number of personnel assigned to each of the resources listed in Block 49, and</li> <li>The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.</li> </ul> </li> </ul>

Block Number	Block Title	Instructions				
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 <i>resources</i> in Block 49, as personnel totals will be counted under Block 51.				
53	Additional Cooperating and Assisting Organizations Not Listed Above	<ul> <li>List all agencies and organizations that are not directly involved in the incident, but are providing support.</li> <li>Examples may include ambulance services, Red Cross, DHS, utility companies, etc.</li> <li>Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).</li> </ul>				

1. Incident N	ame:		2. Operation	al Period: Date From: Time From:	Date To: Time To: 7. Time and Date of Change:		
3. Resource Number	<b>4. New Status</b> (Available, Assigned, O/S)	5. From ( and Statu	Assignment s):	<b>6. To</b> (Assignment and Status):			
8. Comments	<b>S</b> :						
9. Prepared k	v: Name		Position/	Fitle:	Signature:		
ICS 210			Date/Tim				

## **RESOURCE STATUS CHANGE (ICS 210)**

### ICS 210 Resource Status Change

**Purpose.** The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

**Preparation.** The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

**Distribution.** The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

- Notes:
- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
- If additional pages are needed, use a blank ICS 210 and repaginate as needed.

Block Number	Block Title	Instructions						
1	Incident Name	Enter the name assigned to the incident.						
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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	Resource Number	Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident.						
4	New Status (Available,	Indicate the current status of the resource:						
	Assigned, Out of Service)	• Available – Indicates resource is available for incident use immediately.						
		<ul> <li>Assigned – Indicates resource is checked in and assigned a work task on the incident.</li> </ul>						
		<ul> <li>Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., "O/S – Mech" (for mechanical issues), "O/S – Rest" (for off shift), or "O/S – Pers" (for personnel issues).</li> </ul>						
5	From (Assignment and Status)	Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp).						
6	To (Assignment and Status)	Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location.						
7	Time and Date of Change	Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service).						
8	Comments	Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces.						
9	<ul> <li>Prepared by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	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).						

## **INCIDENT CHECK-IN LIST (ICS 211)**

1. Incident Name: 2			2. Incident Number:			3. Check-In	<b>3. Check-In Location</b> (complete all that apply): <b>4. Start Date/Time</b> :					ate/Time:					
					🗌 Base 🛛 [	_ Stagin	g Area 🛛 🗌 ICP		lelibase	Other	Date: Time:						
	_	_	_	_											11110.		
	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:					e duest #		Name	Vame ber of	Contact		nit or re Point, me		14. Incident Assignment	15. Other Qualifications	ovided to Unit		
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF	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. Inciden	15. Other Q	16. Data Provided to Resources Unit
ICS 211 17. Prepared by: Name:					Position	/Title:		Signatu	ire:	D	ate/Time:		•				

### 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.

- Also available as 81/2 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.

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.					
	• Туре	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.					

Block Number	Block Title	Instructions
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	<ul> <li>Prepared by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	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).

## GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):			
2. To (Name and Position):			
3. From (Name and Position):			
4. Subject:		5. Date:	6. Time
7. Message:			
8. Approved by: Name:	Signature: Pos	sition/Title:	
9. Reply:			
10. Replied by: Name: ICS 213	Position/Title: S	ignature:	

### ICS 213 General Message

**Purpose.** The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

**Distribution.** Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the 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 (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	Subject	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	Message	Enter the content of the message. Try to be as concise as possible.
8	<ul> <li>Approved by</li> <li>Name</li> <li>Signature</li> <li>Position/Title</li> </ul>	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	<ul> <li>Replied by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

# ACTIVITY LOG (ICS 214)

1. Incident Name:			2. Operational Period: Date Time	e From e From	: Date To: I: Time To:
3. Name:		4. IC	S Position:		5. Home Agency (and Unit):
6. Resources Assig	gned:				
Nan			ICS Position		Home Agency (and Unit)
7. Activity Log:					
Date/Time					
Date/Time	Notable Activities				
8. Prepared by: Na	ame:		Position/Title:		Signature:
ICS 214, Page 1			Date/Time:		

# ACTIVITY LOG (ICS 214)

1. Incident Name:		2. Operational Period:	Date From: Time From:	Date To: Time To:
7. Activity Log (cor	ntinuation):			
Date/Time	Notable Activities			
			~	
8. Prepared by: Na	ame:		Signature:	
ICS 214, Page 2		Date/Time:		

## 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 afteraction 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.

- 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	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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 a least the first initial and last name. Cell phone number for the individua 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	<ul><li>Activity Log</li><li>Date/Time</li><li>Notable Activities</li></ul>	<ul> <li>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.</li> <li>Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc.</li> <li>This block can also be used to track personal work babits by adding</li> </ul>					
		<ul> <li>This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.</li> </ul>					
8	<ul> <li>Prepared by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	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).					

# **OPERATIONAL PLANNING WORKSHEET (ICS 215)**

1. lı	1. Incident Name:				2. 0	pera	tiona	l Peri	od:	Date Time	From From	: :	Date To: Time To:					
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															
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			Req. Have															
			Need															
	1	11. Total Reso Rec														14. Prepared		
		12. Total Reso Have on														Position/Title	:	
ICS	215	13. Total Reso Need To														Signature: _ Date/Time: _		

### 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.

- This worksheet can be made into a wall mount.
- Also available as 81/2 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	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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.

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	<ul> <li>Prepared by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

## INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name	:		2. Incident Number:				
3. Date/Time Pre	pared:	4. Operational	I Period: Date From: Date To:				
Date:	Time:		Time From: Time To:				
5. Incident Area	6. Hazards/Risks			7. Mitigations			
8. Prepared by (S	afety Officer): Name:			Signature:			
ICS 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.

- 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	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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	<ul> <li>Prepared by (Safety Officer and Operations Section Chief)</li> <li>Name</li> <li>Signature</li> <li>Date/Time</li> </ul>	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.

#### 1. Incident Name: 2. Incident Number: 3. Date/Time Prepared: 4. Vehicle/Equipment Category: Date: Time: 5. Vehicle/Equipment Information Category/ Incident Kind/Type, Vehicle or Order Vehicle or Vehicle or Operator Vehicle Incident Release Agency Equipment Equipment Capacity, or Equipment Incident Name or Incident Start Date Request or License or Date and Number ID No. Classification Make Size Features ID No. Assignment and Time Contact Time Owner **ICS 218** Position/Title: Signature: 6. Prepared by: Name: \_\_\_\_\_

## SUPPORT VEHICLE/EQUIPMENT INVENTORY (ICS 218)

### ICS 218 Support Vehicle/Equipment Inventory

**Purpose.** The Support Vehicle/Equipment Inventory (ICS 218) provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

**Preparation.** The ICS 218 is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

**Distribution.** Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

- If additional pages are needed, use a blank ICS 218 and repaginate as needed.
- Also available as 81/2 x 14 (legal size) and 11 x 17 chart.

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 the date (month/day/year) and time (using the 24-hour clock) the form is prepared.		
4	Vehicle/Equipment Category	Enter the specific vehicle or equipment category (e.g., buses, generators, dozers, pickups/sedans, rental cars, etc.). Use a separate sheet for each vehicle or equipment category.		
5	Vehicle/Equipment Information	Record the following information:		
	Order Request Number	Enter the order request number for the resource as used by the jurisdiction or discipline, or the relevant EMAC order request number.		
	Incident Identification Number Enter any special incident identification numbers or agency radio identifier assigned to the piece of equipment used only during the incident, if this system if used (e.g., "Decontamination Unit 2," or "Water Tender 14").			
	Vehicle or Equipment Classification	Enter the specific vehicle or equipment classification (e.g., bus, backhoe, Type 2 engine, etc.) as relevant.		
	Vehicle or Equipment Make	Enter the vehicle or equipment manufacturer name (e.g., "GMC," "International").		
	Category/Kind/Type, Capacity, or Size	Enter the vehicle or equipment category/kind/type, capacity, or size (e.g., 30-person bus, 3/4-ton truck, 50 kW generator).		
	Vehicle or Equipment Features	Indicate any vehicle or equipment features such as 2WD, 4WD, towing capability, number of axles, heavy-duty tires, high clearance, automatic vehicle locator (AVL), etc.		
	Agency or Owner	Enter the name of the agency or owner of the vehicle or equipment.		
	Operator Name or Contact	Enter the operator name and/or contact information (cell phone, radio frequency, etc.).		
	Vehicle License or Identification Number	Enter the license plate number or another identification number (such as a serial or rig number) of the vehicle or equipment.		
	Incident Assignment	Enter where the vehicle or equipment will be located at the incident and its function (use abbreviations per discipline or jurisdiction).		

Block Number	Block Title	Instructions
<b>5</b> (continued)	Incident Start Date and Time	Indicate start date (month/day/year) and time (using the 24-hour clock) for driver or for equipment as may be relevant.
	Incident Release Date and Time	Enter the date (month/day/year) and time (using the 24-hour clock) the vehicle or equipment is released from the incident.
6	<ul><li>Prepared by</li><li>Name</li><li>Position/Title</li><li>Signature</li></ul>	Enter the name, ICS position/title, and signature of the person preparing the form.

### ICS 219 Resource Status Card (T-Card)

**Purpose.** Resource Status Cards (ICS 219) are also known as "T-Cards," and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201).
- Incident Check-In List (ICS 211).
- General Message (ICS 213).
- Agency-supplied information or electronic resource management systems.

**Distribution.** ICS 219s are displayed in resource status or "T-Card" racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

**Notes.** There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and content of information on each card varies depending upon the intended use of the card.

- 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

Acronyms. Abbreviations utilized on the cards are listed below:

- AOV: Agency-owned vehicle
- ETA: Estimated time of arrival
- ETD: Estimated time of departure
- ETR: Estimated time of return
- O/S Mech: Out-of-service for mechanical reasons
- O/S Pers: Out-of-service for personnel reasons
- O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
- POV: Privately owned vehicle

Prepared by:
Date/Time:
ICS 219-1 HEADER CARD (GRAY)

Prepared by:
Date/Time:
ICS 219-1 HEADER CARD (GRAY)

## ICS 219-1: Header Card

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST/Uni	ST/Unit:		LDW	LDW: # Pers		Order #:	
Ageno	Agency Ca		at/Kinc			Name/ID #	
Da	Front Date/Time Checked In:						
Le	ade	r Name:	:				
Pri	imai	ry Conta	act Info	orn	nation:		
Cr	ew/	Гeam ID	) #(s) o	or N	lame(s):		
		est:			Total We	eight:	
Me		d of Tra					
				Bus	i 🗌 Air 🗌	] Other	
		Base: ture Poi	int:				
ET				E	TA:		
					at Incider		
Da	te/T	ïme Oro	dered:				
Re	mai	'ks:					
Pro	enal	red by:					
		ime:					
IC	S 21	9-2 CR	EW/TE	A	/I (GREEN	1)	

7/Unit:		LDW:	: # Pers:		Order #:	
gency	C	at/Kind/Type			Name/IE	) #
Incide	nt Loca	Back tion:		Time	:	
	igned [ ilable [					
Incide	nt Loca	tion:		Time	:	
🗌 Ass 🗌 Ava	Status:					
Notes:						
Incide	nt Loca	tion:		Time	:	
	igned [ ilable [	] O/S Re ] O/S Me				
Notes.						
Incide	nt Loca	tion:		Time	:	
	igned [ ilable [	] O/S Re ] O/S Me				

## ICS 219-2: Crew/Team Card

Block Title	Instructions
ST/Unit	Enter the State and/or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the crew/team. Include leaders.
Order #	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.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	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.
Crew/Team ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this crew/team (e.g., Air Monitoring Team 2, Entry Team 3).
Manifest Yes No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew/team. This information is necessary when the crew/team are transported by charter air.
Method of Travel to Incident AOV POV Bus Air Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew/team's estimated time of departure (using the 24-hour clock) from their home base.
ЕТА	Use this section to enter the crew/team's estimated time of arrival (using the 24-hour clock) at the incident.

Block Title	Instructions
Transportation Needs at Incident	Check the box(es) for the appropriate method(s) of transportation at the incident.
U Vehicle	
🔲 Bus	
🗌 Air	
Other	
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew/team was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew/team.
BACK OF FORM	
Incident Location	Enter the location of the crew/team.
Time	Enter the time (24-hour clock) the crew/team reported to this location.
Status	Enter the crew/team's current status:
Assigned	Assigned – Assigned to the incident
O/S Rest	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to
O/S Pers	operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
Available	<ul> <li>O/S Pers – Out-of-service for personnel reasons</li> </ul>
O/S Mech	<ul> <li>Available – Available to be assigned to the incident</li> </ul>
ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew/team's current location or status.
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST	ST/Unit:		LDW:	# Pers:	Order #	<b>#</b> :		
Aç	Agency Cat/Kind/Type Name/II							
	Front Date/Time Checked In:							
	Leader Name:							
	Prima	ry Conta	act Infor	mation:				
	Resou	rce ID #	t(s) or Na	ame(s):				
		Dee						
	Home Depart	Base: ture Poi	nt:					
	ETD:			TA:				
		ime Oro	dered:					
	Remar	KS:						
	Prepai Date/T	red by: ïme:						
	ICS 2	19-3 El	NGINE	ROSE)				

ST	T/Unit:		LDW:	# Pers:		Order #:	
Aç	gency	at/Kind/T	at/Kind/Type		Name/ID #		
	Back						
	Incide	nt Loca	tion:		Time	:	
	Status	:					
	Ass	igned [	O/S Re	st	0/5	8 Pers	
			O/S Me	ech		R:	
	Notes:	-					
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	Incide	nt Loca	ition:		Time:		
	Status						
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	Incide	nt Loca	ition:		Time:		
	Status						
			_] O/S R∉ □] O/S M∉				
	Notes:			5011		<u>.                                    </u>	
	Incide	nt Loca	ition:		Time:		
	Status	:					
	🗌 Ass	igned [	O/S Re	est	O/S	8 Pers	
			O/S Me	ech	ETI	R:	
	Notes:						
	Prepa Date/T	ed by: ime:					
			NGINE (	RO	SE)		

## ICS 219-3: Engine Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	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.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	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.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for the resource(s).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ΕΤΑ	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
Assigned	Assigned – Assigned to the incident
<ul><li>O/S Rest</li><li>O/S Pers</li></ul>	<ul> <li>O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft</li> </ul>
Available	O/S Pers – Out-of-service for personnel reasons
O/S Mech	Available – Available to be assigned to the incident
 ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST/Unit:		LDW:	# Pers:	Order #:					
Agency	Ci	at/Kind/T	уре	Name/ID #					
	Front								
Date/1	Date/Time Checked In:								
Pilot N	Pilot Name:								
Home	Home Base:								
Depart	Departure Point:								
ETD:		E	TA:						
Destin	ation P	oint:							
Date/T	ime Oro	dered:							
Remar	ks:								
Prepar	red by:								
Date/T									
ICS 2	19-4 H	ELICOP	TER (BL	UE)					

	/Unit: LDW: #		#1	Pers:	Order #:	
gency	C	•	Name/II	D #		
		Back	ſ			
Incide	nt Loca	tion:		Time	:	
Status						
		] O/S Re ] O/S Me				
Notes:						
Incide	nt Loca	tion:		Time:		
Status	-					
		] O/S Re ] O/S Me				
Notes:						
Incide	nt Loca	tion:		Time:		
<b>.</b>	:					
Status						
Ass		] O/S Re ] O/S Me				
Ass	ilable [					
🗌 Assi 🗌 Ava	ilable [					
Ass Ava	ilable [	O/S Me			R:	
Ass Ava Notes:	nt Loca	O/S Me	ech	Time:	R:	
Ass Ava Notes: Incide Status Ass	nt Loca	O/S Me	ech	ETI Time:	R: S Pers	
Ass Ava Notes: Incide Status Ass	nt Loca : igned [ ilable [	] O/S Me tion: ] O/S Re	ech	ETI Time:	R: S Pers	
Ass Ava Notes: Incide Status Ass Ava	nt Loca : igned [ ilable [	] O/S Me tion: ] O/S Re	ech	ETI Time:	R: S Pers	

S

## ICS 219-4: Helicopter Card

Block Title	Instructions				
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.				
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.				
# Pers	Enter total number of personnel associated with the resource. Include the pilot.				
Order #	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.				
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).				
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.				
Name/ID #	Use this section to enter the resource name or unique identifier.				
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.				
Pilot Name:	Enter pilot's name (use at least the first initial and last name).				
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).				
Departure Point	Enter the location from which the resource or individual departed for this incident.				
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.				
ЕТА	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.				
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.				
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.				
Remarks	Enter any additional information pertaining to the resource.				
BACK OF FORM					
Incident Location	Enter the location of the resource.				
Time	Enter the time (24-hour clock) the resource reported to this location.				
Status	Enter the resource's current status:				
Assigned	Assigned – Assigned to the incident				
O/S Rest	O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to				
O/S Pers	operating time limits/policies for pilots, operators, drivers, equipment, or aircraft				
Available	O/S Pers – Out-of-service for personnel reasons				
O/S Mech	Available – Available to be assigned to the incident				
□ ETR:	O/S Mech – Out-of-service for mechanical reasons				
	ETR – Estimated time of return				
Notes	Enter any additional information pertaining to the resource's current location or status.				
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24 hour cleak)				
Date/Time	time prepared (using the 24-hour clock).				

ST	/Unit:	Name:	Pos	ition/Title:
	Dutit	Fron		
	Date/	Time Checked In		
	Name	7.		
	Prima	ary Contact Inform	nation:	
	Manif	est:	Total W	/eight:
	□Ye	s 🗌 No		- g
	Meth	od of Travel to In	ident:	
		DV 🗌 POV 🗌 Bu	Air	Other
	Home	e Base:		
	Depa	rture Point:		
	ETD:	E	TA:	
		sportation Needs		
	□ Ve	hicle 🗌 Bus 🗌	Air	Other
	Date/	Time Ordered:		
	Rema	arks:		
	Prepa	ared by:		
	Date/	Time:		
	ICS 2 CAR	219-5 PERSON D)	IEL (WI	HITE

	Position/Title:	ST/Unit:	Name:	Position/Titl
Front			Back	
ked In:		Incide	ent Location:	Time:
		Status		
Information:			signed 🗌 O/S Rest ailable 🗌 O/S Mech	
		Notes		
Т	otal Weight:			
10		Incide	ent Location:	Time:
to Incid				
Bus [	Air 🗌 Other	Statu	5:	1
		Ass	signed O/S Rest	O/S Pers
			ailable 🗌 O/S Mech	🗌 ETR:
ETA	A:	Notes	:	
eeds at	Incident:			
s ∏A	ir 🗌 Other			
<u> </u>		Incide	ent Location:	Time:
ed:		monac		Time.
ed:		includ		Time.
ed:		Status	5:	
ed:		Status	s: signed	O/S Pers
ed:		Status Ass Ava	s: signed □ O/S Rest ailable □ O/S Mech	O/S Pers
ed:		Status	s: signed □ O/S Rest ailable □ O/S Mech	O/S Pers
ed:		Status Ass Ava	s: signed □ O/S Rest ailable □ O/S Mech	O/S Pers
ed:		Status Ass Ava	s: signed □ O/S Rest ailable □ O/S Mech	O/S Pers
ed:		Statu: As: Ava Notes	s: signed □ O/S Rest ailable □ O/S Mech	O/S Pers
ed:		Statu: As: Ava Notes	s: signed	O/S Pers     ETR:
ed:		Status Ass Ava Notes	s: signed O/S Rest ailable O/S Mech : ent Location:	O/S Pers
ed:		Statu: Statu: Ava Notes Incide Statu: Ass	s: signed	O/S Pers     ETR:      Time:     O/S Pers
ed:		Status Status Ava Notes Incide Status Ava	s: signed O/S Rest ailable O/S Mech : ent Location: s: signed O/S Rest ailable O/S Mech	O/S Pers     ETR:      Time:     O/S Pers
ed:		Statu: Statu: Ava Notes Incide Statu: Ass	s: signed O/S Rest ailable O/S Mech : ent Location: s: signed O/S Rest ailable O/S Mech	O/S Pers     ETR:      Time:     O/S Pers
ed:		Status Status Ava Notes Incide Status Ava	s: signed O/S Rest ailable O/S Mech : ent Location: s: signed O/S Rest ailable O/S Mech	O/S Pers     ETR:      Time:     O/S Pers
ed:		Statu: Ava Ava Notes Incide Statu: Ava Notes	s: signed	O/S Pers     ETR:      Time:     O/S Pers
ed:		Status Status Notes Incide Status Ass Ass Ava Notes Prepa	s: signed O/S Rest ailable O/S Mech : ent Location: s: signed O/S Rest ailable O/S Mech : red by:	O/S Pers     ETR:      Time:     O/S Pers
	EL (WHITE	Statu: Statu: Ava Notes Incide Statu: Ava Ava Notes Prepa Date/	s: signed O/S Rest ailable O/S Mech : ent Location: s: signed O/S Rest ailable O/S Mech : red by:	O/S Pers     ETR:      Time:     O/S Pers     D/S Pers     ETR:

### ICS 219-5: Personnel Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
Name	Enter the individual's first initial and last name.
Position/Title	Enter the individual's ICS position/title.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Name	Enter the individual's full name.
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	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.
Manifest Yes No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew. This information is necessary when the crew are transported by charter air.
Method of Travel to Incident AOV POV	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
🗌 Air	
Other	
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew's estimated time of arrival (using the 24-hour clock) at the incident.
Transportation Needs at Incident	Check the box(es) for the appropriate method(s) of transportation at the incident.
U Vehicle	
🗌 Bus	
🗌 Air	
Other	
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew.
BACK OF FORM	
Incident Location	Enter the location of the crew.
Time	Enter the time (24-hour clock) the crew reported to this location.

Block Title	Instructions					
Status	Enter the crew's current status:					
Assigned	Assigned – Assigned to the incident					
O/S Rest O/S Pers	<ul> <li>O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft</li> </ul>					
 Available	O/S Pers – Out-of-service for personnel reasons					
O/S Mech	Available – Available to be assigned to the incident					
🗌 ETR:	O/S Mech – Out-of-service for mechanical reasons					
	ETR – Estimated time of return					
Notes Enter any additional information pertaining to the crew's current location or						
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).					

ST/Unit:		LDW:	# Pers:	Order	¥:				
Agency	Ca	at/Kind/T		Name/I	D #				
Data	Front Date/Time Checked-In:								
Date	Date/Time Checked-in:								
Pilot I	Pilot Name:								
Home	Home Base:								
	Departure Point:								
ETD:			TA:						
	nation P								
	Time Ord								
	facturer:								
Rema	rks:								
Propo	red by:								
Date/									
1032	13-0 11			NIGE)					

т,	ſ/Unit: LDV		LDW:	# Pers:		Order	#:
٩ç	gency	Ci	ype	÷	Name/II	D #	
	Incide	nt Loca	Time:				
		igned [					
	Available O/S Mech ETR:						
	Incide	nt Loca	tion:		Time	:	
		igned	] O/S Re				
	Available O/S Mech ETR:						
	Incide	nt Loca	tion:		Time	:	
		igned [	] O/S Re ] O/S Me				
	Notes:						
	Incide	nt Loca	tion:		Time	:	
		igned	] O/S Re ] O/S Me				
	Notes:						
	Date/T						
	ICS 2	19-6 FIX	XED-WII	NG	(ORA	NGE)	

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## ICS 219-6: Fixed-Wing Card

Block Title	Instructions				
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.				
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.				
# Pers	Enter total number of personnel associated with the resource. Include the pilot.				
Order #	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.				
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).				
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.				
Name/ID #	Use this section to enter the resource name or unique identifier.				
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.				
Pilot Name:	Enter pilot's name (use at least the first initial and last name).				
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).				
Departure Point	Enter the location from which the resource or individual departed for this incident.				
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.				
ΕΤΑ	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.				
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.				
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.				
Manufacturer	Enter the manufacturer of the aircraft.				
Remarks	Enter any additional information pertaining to the resource.				
BACK OF FORM					
Incident Location	Enter the location of the resource.				
Time	Enter the time (24-hour clock) the resource reported to this location.				
Status	Enter the resource's current status:				
Assigned	Assigned – Assigned to the incident				
O/S Rest O/S Pers	<ul> <li>O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft</li> </ul>				
Available	<ul> <li>O/S Pers – Out-of-service for personnel reasons</li> </ul>				
O/S Mech	<ul> <li>Available – Available to be assigned to the incident</li> </ul>				
☐ ETR:	<ul> <li>O/S Mech – Out-of-service for mechanical reasons</li> </ul>				
	ETR – Estimated time of return				
Notes	Enter any additional information pertaining to the resource's current location or status.				
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).				
Date/Time					

ST/Unit:		LDW:	# Pers:	Order #:					
Agency									
Date/T	Front Date/Time Checked In:								
Lorde									
Leade	Leader Name:								
Prima	Primary Contact Information:								
Resou	rce ID #	(s) or Na	ıme(s):						
Home	Base:								
Depart	ture Poi	nt:							
ETD:			TA:						
	ime Oro	dered:							
Remar	'ks:								
Prepa	red by:								
Date/T									
ICS 2	19-7 E	QUIPME	NT (YELI	LOW)					

ST/	T/Unit:		LDW:	# Pers:		Order #:	
Aç	gency	at/Kind/T	t/Kind/Type			D #	
	Incide	nt Loca	Back tion:	<u> </u>	Time	:	
		igned [ ilable [					
	Incide	nt Loca	tion:		Time	:	
		igned [ ilable [	] O/S Re ] O/S Me				
	Incide	nt Loca	tion:		Time		
	_	igned [	] O/S Re ] O/S Me		_		
	Notes:	:					
	Incide	nt Loca	tion:		Time	:	
	_	igned [ ilable [	] O/S Re ] O/S Me		_		
	Date/T		QUIPME	ENT	· (YEL	LOW)	

## ICS 219-7: Equipment Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	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.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	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.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ΕΤΑ	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
Assigned	Assigned – Assigned to the incident
<ul><li>O/S Rest</li><li>O/S Pers</li></ul>	<ul> <li>O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft</li> </ul>
Available	O/S Pers – Out-of-service for personnel reasons
O/S Mech	Available – Available to be assigned to the incident
 ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST/Unit:	T/Unit:		# Pers:	Order #:					
Agency	Agency Cat/Kind/Type Name/ID #								
Dato/T	ime Ch	<i>Fron</i> ecked In							
Date/1	ine Ch	eckeu ili							
Leade	r Name:	:							
Primar	Primary Contact Information:								
Resou	Resource ID #(s) or Name(s):								
Home									
Depart ETD:	ture Poi		TA:						
	ime Oro								
Remar									
Prena	red by:								
Date/T									
	ICS 219-8 MISCELLANEOUS EQUIPMENT/TASK FORCE (TAN)								

/Unit:		LDW:	#	Pers:	Order	Order #:	
gency	С	at/Kind/T	at/Kind/Type		Name/ID #		
		Back	(				
Incide	nt Loca	tion:		Time:			
Status	-						
		_ O/S R∉ _ O/S M€					
Notes	:						
Incide	nt Loca	tion:		Time	:		
Status		]O/S R€	et		S Pore		
		_ 0/S Ke _ 0/S Me					
Notes:							
Incide	nt Loca	tion:		Time	:	1	
Status	:						
		] O/S R∉ ] O/S M∉					
Notes							
Incide	nt Loca	tion:		Time	:		
	igned [	] O/S Re					
Notes		<u> </u>	ech		R:		
Prepa Date/T	red by: 'ime:						
		ISCELL 7TASK I					

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# ICS 219-8: Miscellaneous Equipment/Task Force Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available work day that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	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.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	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.
Resource ID #(s) or Name(s)	Provide the identifier number or name for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ЕТА	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
Assigned	Assigned – Assigned to the incident
<ul><li>O/S Rest</li><li>O/S Pers</li></ul>	<ul> <li>O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft</li> </ul>
Available	O/S Pers – Out-of-service for personnel reasons
O/S Mech	Available – Available to be assigned to the incident
□ ETR:	<ul> <li>O/S Mech – Out-of-service for mechanical reasons</li> </ul>
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

ST	/Unit:		LDW:	# Pers:	Order	<b>#:</b>
Aç	gency	Ca	 at/Kind/		Name/II	) #
	Leade Primar	r Name: ry Conta	From ecked In act Infor	mation:		
	Home					
	Depart ETD:	ture Poi		ETA:		
		ime Oro	dered:			
	Remar	KS:				
	Prepar Date/T					
	ICS 2' PURP		GENER	IC (LIGHT	Γ	

ST	ST/Unit:		LDW:	# Pers:		Order	#:
Aç	Agency Ca		at/Kind/T	t/Kind/Type		Name/ID #	
			Back				
	Incide	nt Loca	ation:	tion:		:	
	Status						
			O/S Re O/S Me				
	Notes:						
	Incide	nt Loca	ation:		Time:		
	Status		_] O/S Re	st	□0/5	8 Pers	
	Ava	ilable [	O/S Me				
	Notes:						
	Incide	nt Loca	ation:		Time:		
	Status	-					
			O/S Rest				
	Notes:						
	Incide	nt Loca	ation:		Time:		
	Status:						
		•	O/S Re O/S Me				
	Notes:						
	Prepa						
	Date/T						
	ICS 2 <sup>°</sup> PURP	GENERI	С (	LIGHT			

## ICS 219-10: Generic Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	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.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader.
	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.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ΕΤΑ	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status	Enter the resource's current status:
Assigned	Assigned – Assigned to the incident
<ul> <li>O/S Rest</li> <li>O/S Pers</li> </ul>	<ul> <li>O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft</li> </ul>
 Available	O/S Pers – Out-of-service for personnel reasons
O/S Mech	Available – Available to be assigned to the incident
 ETR:	O/S Mech – Out-of-service for mechanical reasons
	ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and
Date/Time	time prepared (using the 24-hour clock).

# AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:		<b>2. Operational</b> Date From: Time From:	Period: Date To: Time To:			3. Sunrise:	Sunset:
<b>4. Remarks</b> (safety notes, hazards, air operations special equipment, etc.):			<b>5. Ready Alert Aircraft:</b> Medivac: New Incident:			6. Temporary Flight Restriction Number: Altitude: Center Point:	
		8. Frequencies:	S: AM FM		<b>9. Fixed-Wing</b> (category/kind/type, make/model, N#, base):		
			Air/Air Fixed-Wing			Air Tactical Group Su	pervisor Aircraft:
7. Personnel:	Name:	Phone Number:	Air/Air Rotary-Wing – Flight Following				
Air Operations Branch Director			Air/Ground				
Air Support Group Supervisor			Command			Other Fixed-Wing Air	craft:
Air Tactical Group Supervisor			Deck Coordinator				
Helicopter Coordinator			Take-Off & Landing Coordinator				
Helibase Manager			Air Guard				
10. Helicopters (use	additional sheets as ne	ecessary):					
FAA N#	Category/Kind/Type	Make/Model	Base	Ava	ailable	Start	Remarks
11. Prepared by: Na	ime:	Po	sition/Title:			Signature:	
ICS 220, Page 1			Date/Time:				

# AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:	2. Operationa	I Period:		3. Sunrise:	Sunset:
	Date From: Time From:	Date To Time To			
12. Task/Mission/Assignmen	t (category/kind/type and functio			sport, search and res	cue, etc.):
Category/Kind/Type	Name of Person	nel or Cargo (if applicable)			
and Function	or Instructio	ns for Tactical Aircraft	Start	Fly From	Fly To
11. Prepared by: Name:	P	Position/Title:	Sigr	nature:	
ICS 220, Page 2		Date/Time:			

### ICS 220 Air Operations Summary

**Purpose.** The Air Operations Summary (ICS 220) provides the Air Operations Branch with the number, type, location, and specific assignments of helicopters and air resources.

**Preparation.** The ICS 220 is completed by the Operations Section Chief or the Air Operations Branch Director during each Planning Meeting. General air resources assignment information is obtained from the Operational Planning Worksheet (ICS 215), which also is completed during each Planning Meeting. Specific designators of the air resources assigned to the incident are provided by the Air and Fixed-Wing Support Groups. If aviation assets would be utilized for rescue or are referenced on the Medical Plan (ICS 206), coordinate with the Medical Unit Leader and indicate on the ICS 206.

**Distribution.** After the ICS 220 is completed by Air Operations personnel, the form is given to the Air Support Group Supervisor and Fixed-Wing Coordinator personnel. These personnel complete the form by indicating the designators of the helicopters and fixed-wing aircraft assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit.

#### Notes:

• If additional pages are needed for any form page, use a blank ICS 220 and repaginate as needed.

Block Number	Block Title	Instructions					
1	Incident Name	Enter the name assigned to the incident.					
2	<ul><li>Operational Period</li><li>Date and Time From</li><li>Date and Time To</li></ul>	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	Sunrise/Sunset	Enter the sunrise and sunset times.					
4	<b>Remarks</b> (safety notes, hazards, air operations special equipment, etc.)	Enter special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel.					
5	<ul><li>Ready Alert Aircraft</li><li>Medivac</li><li>New Incident</li></ul>	Identify ready alert aircraft that will be used as Medivac for incident assigned personnel and indicate on the Medical Plan (ICS 206). Identify aircraft to be used for new incidents within the area or new incident(s) within an incident.					
6	Temporary Flight Restriction Number • Altitude • Center Point	Enter Temporary Flight Restriction Number, altitude (from the center point), and center point (latitude and longitude). This number is provided by the Federal Aviation Administration (FAA) or is the order request number for the Temporary Flight Restriction.					
7	<ul><li>Personnel</li><li>Name</li><li>Phone Number</li></ul>	Enter the name and phone number of the individuals in Air Operations.					
	Air Operations Branch Director						
	Air Support Group Supervisor						
	Air Tactical Group Supervisor						
	Helicopter Coordinator						
	Helibase Manager						

Block Number	Block Title	Instructions
8	Frequencies <ul> <li>AM</li> <li>FM</li> </ul>	Enter primary air/air, air/ground (if applicable), command, deck coordinator, take-off and landing coordinator, and other radio frequencies to be used during the incident.
	Air/Air Fixed-Wing	
	Air/Air Rotary-Wing – Flight Following	Flight following is typically done by Air Operations.
	Air/Ground	
	Command	
	Deck Coordinator	
	Take-Off & Landing Coordinator	
	Air Guard	
9	<b>Fixed-Wing</b> (category/kind/type, make/model, N#, base)	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance, make/model, N#, and base of air assets allocated to the incident.
	Air Tactical Group Supervisor Aircraft	
	Other Fixed-Wing Aircraft	
10	Helicopters	Enter the following information about the helicopter resources allocated to the incident.
	FAA N#	Enter the FAA N#.
	Category/Kind/Type	Enter the helicopter category/kind/type based on NIMS, discipline, or jurisdiction guidance.
	Make/Model	Enter the make and model of the helicopter.
	Base	Enter the base where the helicopter is located.
	Available	Enter the time the aircraft is available.
	Start	Enter the time the aircraft becomes operational.
	Remarks	
11	<ul> <li>Prepared by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
12	Task/Mission/Assignment (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.)	Enter the specific assignment (e.g., water or retardant drops, logistical support, or availability status for a specific purpose, support backup, recon, Medivac, etc.). If applicable, enter the primary air/air and air/ground radio frequency to be used. Mission assignments may be listed by priority.
	Category/Kind/Type and Function	
	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft	
	Mission Start	
	Fly From	Enter the incident location or air base the aircraft is flying from.
	Fly To	Enter the incident location or air base the aircraft is flying to.

# **DEMOBILIZATION CHECK-OUT (ICS 221)**

1. Inc	1. Incident Name: 2. Incident Number:						
3. Pla Date:	anned Release Date/Tim Time:	e:	4. Resou	rce or Personnel F	Released:	5. Order Request Number:	
Yo be rej						not released until the checked boxes on Unit Leader (or Planning Section	
	Unit/Manager	Rem	arks		Name	Signature	
	Supply Unit						
	Communications Unit						
	Facilities Unit						
	Ground Support Unit						
	Security Manager						
FIN/	ANCE/ADMINISTRATION	N SEC Rem			Name	Signature	
	Time Unit						
от⊦	IER SECTION/STAFF Unit/Other	Rom	arks		Name	Signature	
	ondother	i.cii			Name	Oignature	
PLA	NNING SECTION Unit/Leader	Rem	arks		Name	Signature	
	Documentation Leader						
	Demobilization Leader						
7. Re	marks:						
8. Tra	avel Information:			Room	n Overnight:	]Yes 🗌 No	
	ated Time of Departure:				I Release Date	e/Time:	
Desti	nation:					rrival:	
Travel Method:			Conta	Contact Information While Traveling:			
Manif	est: Ves No Number:			Area/	Agency/Regior	n Notified:	
	eassignment Informatio						
	ent Name:						
	ion:					ber:	
10. P	repared by: Name:			Position/Title	):	Signature:	
ICS 2	21		_	Date/Time:			

### 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 PersonnelYou and your resources are inthe process of being released.Resources are not released untilthe checked boxes below havebeen signed off by theappropriate overhead and theDemobilization Unit Leader (orPlanning Sectionrepresentative).Unit/Leader/Manager/OtherRemarksNameSignature	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.

Block Number	Block Title	Instructions
<b>6</b> (continued)	Finance/Administration Section	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out.
	Time Unit	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	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out.
	Demobilization Leader	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	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	<ul> <li>Prepared by</li> <li>Name</li> <li>Position/Title</li> <li>Signature</li> <li>Date/Time</li> </ul>	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).

# INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT								
1. Name:		2. Incident Name:				3. Incident Number:		
4. Home Unit Name and	l Add	ress:		5. Incident Agency and Add	dre	5S:		
6. Position Held on Inci	dent:	7. Date(s) of Assignment From: To:				9. Incident Definition:		
		1	0. E	valuation				
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations		
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)		Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.		Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.		Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.		
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.		Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.		Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.		Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.		
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident		Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.		Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.		Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.		
Management Team (IMT). 14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).		Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.		Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.		Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.		
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.		Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.		Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.		Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.		
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.		Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.		Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.		Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives.		

## **INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)**

1. Name:			2. Incident	Name:				3. Incident Number:		
				1	0. E	valuation				
Rating Factors	N/A	1 -	- Unacceptabl	е	2	3 – Met Standards	4	5 – Exceeded Expectations		
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.		Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.			mismanaged or blved, resulting in n effectiveness. members from vital ide group vidid not contribute hibited cross eration to the defectiveness, quality, and service. Resolved or managed group conflic enhanced cooperation, and involve team members in decision process Valued team participation. Effective negotiated work across functional boundaries to enhance support of broader mutual goals.			Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.		
18. Consideration for		Seldom rec	ognized or resp	onded to		Cared for people. Recognized and		Always accessible. Enhanced overall		
Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.		resources u apparent ne individuals' chance of fa recognized	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.			responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.		quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.		
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.		influencing work standa Failed to ho accountable irresponsibl delegate au	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.			A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.		An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.		
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.		analysis. Fa decisions, c without con alternatives effectively v consideratio	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.			Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.		Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.		
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.		Implemente improvemen do so. Show career deve improvemen	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.			Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.		Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking.		
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.		Failed to meet minium standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.			Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well- being. Recognized and managed stress effectively.		Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being			
23. Adherence to Safety:		Failed to ac	Lequately identify	y and		Ensured that safe operating procedures		Demonstrated a significant commitment		
Ability to invest in the IMT's future by caring for the safety of self and others.		protect personnel from safety hazards.			were followed.		toward safety of personnel.			
24. Remarks:	•									
25. Rated Individual (This	-									
Signature:						Date/Time:				
26. Rated by: Name:										
Home Unit:						Position Held on This Incide	ent:			
ICS 225	CS 225 Date/Time:									

### ICS 225 Incident Personnel Performance Rating

**Purpose.** The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED <u>ONLY</u> FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

**Preparation.** The ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Planning Section before the rater leaves the incident

Distribution. The ICS 225 is provided to the Planning Section Chief before the rater leaves the incident.

#### Notes:

- Use a blank ICS 225 for each individual.
- Additional pages can be added based on individual need.

Block Number	Block Title	Instructions
1	Name	Enter the name of the individual being rated.
2	Incident Name	Enter the name assigned to the incident.
3	Incident Number	Enter the number assigned to the incident.
4	Home Unit Address	Enter the physical address of the home unit for the individual being rated.
5	Incident Agency and Address	Enter the name and address of the authority having jurisdiction for the incident.
6	Position Held on Incident	Enter the position held (e.g., Resources Unit Leader, Safety Officer, etc.) by the individual being rated.
7	Date(s) of Assignment	Enter the date(s) (month/day/year) the individual was assigned to the
	• From	incident.
	• To	
8	Incident Complexity Level	Indicate the level of complexity for the incident.
	$\square$ 5	
9	Incident Definition	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	Evaluation	Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed.
	N/A	The duty did not apply to this incident.
	1 – Unacceptable	Does not meet minimum requirements of the individual element. Deficiencies/Improvements needed must be identified in Remarks.
	2 – Needs Improvement	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 – Met Standards	Satisfactory. Employee meets all requirements of the individual element.

Block Number	Block Title	Instructions
	4 – Fully Successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
10	5 – Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11	Knowledge of the Job/ Professional Competence:	Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)
12	Ability To Obtain Performance/Results:	Quality, quantity, timeliness, and impact of work.
13	Planning/Preparedness:	Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).
14	Using Resources:	Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).
15	Adaptability/Attitude:	Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.
16	Communication Skills:	Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.
17	Ability To Work on a Team:	Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.
18	Consideration for Personnel/Team Welfare:	Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.
19	Directing Others:	Ability to influence or direct others in accomplishing tasks or missions.
20	Judgment/Decisions Under Stress:	Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.
21	Initiative	Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.
22	Physical Ability for the Job:	Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.
23	Adherence to Safety:	Ability to invest in the IMT's future by caring for the safety of self and others.
24	Remarks	Enter specific information on why the individual received performance levels.
25	<ul> <li>Rated Individual (This rating has been discussed with me)</li> <li>Signature</li> <li>Date/Time</li> </ul>	Enter the signature of the individual being rated. Enter the date (month/day/year) and the time (24-hour clock) signed.
26	<ul> <li>Rated by</li> <li>Name</li> <li>Signature</li> <li>Home Unit</li> <li>Position Held on This Incident</li> <li>Date/Time</li> </ul>	Enter the name, signature, home unit, and position held on the incident of the person preparing the form and rating the individual. Enter the date (month/day/year) and the time (24-hour clock) prepared.

# Appendix A

# BAYVIEW TORNADO ICS-209

*1 Incident Name: Paurieu		AYVIEW TOR	1		502 (from	E and A)		
*1. Incident Name: Bayview			2. Incident Nu		-			
*3. Report Version (check one box on left): X Initial Rpt # Update (if used): ☐ Final	*4. Incident Commander(s) & Agency or Organization: N. Kempfer-Needland Fire, D. Roberts-Needland EMS, K. Anthony-Granger Co. Sheriff's Office, J. Davila-Needland PD, D.Doan-Granger		5. Incident Management Organization: Unified Command		*6. Incident Start Date/Time: Date: <u>5-2-2009</u> Time: <u>1719 hours</u> Time Zone: <u>Central</u>			
<ul> <li>7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block"):</li> <li>9 Block area</li> </ul>	8. Percent (%) Contained Completed 20%	*9. Incident Definition: Tornado	10. Incident Complexity Level: Type 3	F	* <b>11. For Time Period:</b> From Date/Time: <u>5-2-2009/2029hrs</u> To Date/Time: <u>5-3-2009/0600hrs</u>			
Approval & Routing Informa	tion		•					
* <b>12. Prepared By:</b> Print Name: <u>SL Gaithe</u> Date/Time Prepared: <u>May 09</u> * <b>14. Approved By:</b>	<u>leputy</u>	Time Zone: Central						
Print Name: <u>A. Archer</u> Signature:	ICS	Position: <u>Planning C</u>	hief		5. Primary Location, Organization, or gency Sent To: CC			
Incident Location Informatio	'n							
*16. State:	*	17. County/Parish/Borough:			*18. City:			
Columbia	C	Granger County			Needland			
<b>19. Unit or Other:</b> Needland EMS, Needland Po Needland Fire		*20. Incident Jurisdiction: City of Needland			<b>21. Incident Location Ownership</b> (if different than jurisdiction): N/A			
<b>22. Longitude</b> (indicate form -97 23' 38.30 <b>Latitude</b> (indicate format): 27	1	23. US National Grid Reference: N/A			<b>24. Legal Description</b> (township, section, range): Bayview area encompassing Bayview Convention Cntr			
*25. Short Location or Area	Description (lis	t all affected areas or	a reference point	-	6. UTM Coc			
City of Needland in Granger downtown area new the Bay	County, State of	Columbia. The tornad		). 20 N		numates.		
<b>27. Note any electronic geo</b> labels): N/A	espatial data inc	luded or attached (in	ndicate data forma	at, conte	nt, and colle	ection time info	rmation and	
Incident Summary								
*28. Significant Events for t	the Time Period	Reported (summariz	ze significant progr	ress ma	de, evacuat	tions, incident o	growth, etc.):	
Responders call to the scene as search and rescue efforts							uation as well	
29. Primary Materials or Ha	zards Involved (	hazardous chemicals	s, fuel types, infect	tious ag	ents, radiati	ion, etc.):		
None known at this time. Mos	stly Structural Da	mage and poor weat	her is hampering r	escue/r	ecovery effo	orts.		
<b>30. Damage Assessment In</b> damage and/or restriction of residential or commercial pro	use or availability	to Summ	A. Structural B. Summary		hreatened 2 hrs)	C. # Damaged	D. # Destroyed	
critical infrastructure and key			gle Residences					
		F. No	nresidential nercial Property	50		12	5	
		Other	Minor					

		Structures		
		Other		
ICS 209, Page 1 of	* Rec	quired when applicable.		

# **BAYVIEW TORNADO ICS-209**

\*1. Incident Name: Bayview Tornado

2. Incident Number: 0502

"1. Incident Name: Bayview Tornado		2. Incident Number: 0502						
Additional Incident Decision Support Info	ormation							
*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) Be	low:		C. Indicate Number of Responders Below:					
D. Fatalities	102		D. Fatalities	0				
E. With Injuries/Illness	1837		E. With Injuries/Illness	4				
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue	0				
G. Missing (note if estimated)			G. Missing	0				
H. Evacuated (note if estimated)			H.					
I. Sheltering in Place (note if estimated)			I. Sheltering in Place	0				
J. In Temporary Shelters (note if est.)	700		J.					
K. Have Received Mass Immunizations	0		K. Have Received Immunizations	0				
L. Require Immunizations (note if est.)	0		L. Require Immunizations	0				
M. In Quarantine	0		M. In Quarantine	0				
N. Total # Civilians (Public) Affected:			N. Total # Responders Affected:					
33. Life, Safety, and Health Status/Threa	at Remarks:	:	*34. Life, Safety, and Health Threat					
May trapped and missing victims			Management:	A. Chec	k if Active			
			A. No Likely Threat					
			B. Potential Future Threat		Х			
			C. Mass Notifications in Progress	[				
			D. Mass Notifications Completed	<u>ا</u>				
			E. No Evacuation(s) Imminent	۔ ۲	7			
			F. Planning for Evacuation	Г Г	<u> </u>			
			G. Planning for Shelter-in-Place	<u>г</u>	7			
25 Westher Concerns (avagasis of ourse	ot and pradi	atad	H. Evacuation(s) in Progress		 X			
35. Weather Concerns (synopsis of curre weather; discuss related factors that may of			I. Shelter-in-Place in Progress		<u>х</u>			
•				<u>^</u> X				
Heavy rain and severe weather		J. Repopulation in Progress	Г	^				
			K. Mass Immunization in Progress					
			L. Mass Immunization Complete					
			M. Quarantine in Progress	L				
			N. Area Restriction in Effect		<u>X</u>			
period and in 12-, 24-, 48-, and 72-hour tin	neframes:		on, or Spread and influencing factors during	the next op	erational			
12 hours: Search and rescue, looting, she		-	lemobilization					
24 hours: Treatment and transport of victi	ms, restore	utilities						
48 hours: Area clean up								
72 hours: Restore business								
Anticipated after 72 hours: Rebuild								
37. Strategic Objectives (define planned	end-state fo	r incident):						
The desired outcome is to restore life and			ation as soon as possible.					
ICS 209, Page 2 of		* Required	when applicable.					

# **BAYVIEW TORNADO ICS-209**

*1. Incident Name: Bayview Tornado incident	2	Incident Number: 0502								
Additional Incident Decision Support Information (continued)										
<b>38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.</b> 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: Heavy casualties taxing the EMS system. Severe weather, need for additional Engines										
24 hours: N/A										
48 hours: Need for relief teams, supplies and equipment										
72 hours: Need for supplies, food and drink										
Anticipated after 72 hours: Same										
<b>39. Critical Resource Needs</b> in 12-, 24-, 48-, and 72- category, kind, and/or type, and amount needed, in pri-		s and beyond to meet critical incident objectives. List resource								
12 hours: Loss of 6 Engines that are needed by to the	eir community									
24 hours:										
48 hours:										
72 hours:										
Anticipated after 72 hours:										
<ul> <li>40. Strategic Discussion: Explain the relation of over 1) critical resource needs identified above,</li> <li>2) the Incident Action Plan and management object 3) anticipated results.</li> <li>Explain major problems and concerns such as oper political, economic, or environmental concerns or in the second sec</li></ul>	tives and target	S,								
41. Planned Actions for Next Operational Period:										
Continue with search, rescue and safety operations										
42. Projected Final Incident Size/Area (use unit labe	l – e.g., "sq mi"	): 9 Sq blocks								
43. Anticipated Incident Management Completion I	Date: Unknown									
44. Projected Significant Resource Demobilization	Start Date: 4 N	/ay 2009								
45. Estimated Incident Costs to Date: 277,578										
46. Projected Final Incident Cost Estimate: Unknow										
47. Remarks (or continuation of any blocks above – list block number in notation):										
ICS 209, Page 3 of	* Required whe	en applicable.								

# **BAYVIEW TORNADO ICS-209**

1. Incident Name: Bayview Tornado

2. Incident Number: 0502

Incident Resource Co	mm	itme	ent S	Sum	mar	y																	
	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):       51. Total Personnel																						
48. Agency or Organization:	Police Motor units	ALS Ambulance	BLS Ambulance	Engine	Ladder Truck	Bus - 45 Pass	Medic	Animal Cont. Off	Backhoe	EMS Res. Team	Rescue	DPW Sedan	Dump Truck	DPW Light Plant	Structural Eng.	Street Sweeper	Heavy Rescue	Police Officer	Medical Examiner	Buses – 20 Pass	Portable Morgue	50. Additional Personnel not assigned to a resource:	(here build a star a st
City of Needland	3 3 3 3	1 6 3 2	4 8	2 2 8 8	7 2 8		1 2 2 4	5 5	7 7	3 4 5		4	5 5	1 1 1	3 3	4	3 1 5	4 0 4 0	2 1		1 9	19	302
Granger County Fire Department				1 5 6 0	7 2 8																	8	96
Arkansas Pass Fire Department	3 3	3 6		3 1 2	2 8		8 8				3 6							5 5				6	54
Boise Fire Department			2	2 8	2 8		6 6				2 8											4	38
Calvinton Fire Department		2 4		3 1 2	2 8		4															2	30
Columbia State Police	6 6																	7 7				1	14
Granger Area Transit Enterprise						1 8 1 8														1 2 1 2		3	33
Granger County EMS		2 1 4 2	9 1 8				1 6 1 6															4	80
Granger County Sherriff	1 2 1 2																	2 3 2 3				15	50
City of Pleasant Grove	1 7 1 7			5 2 0	2 8		6 6				1		2	2				1 1 1 1				9	83
MED STAT				0						3 2 0													30
Port Arkansas	5 5																						5
Taft Police Department	3 3																4						7
Granger County DPW									4				6 6	7 7		8 8						14	39
52. Total Resources	7 9	4 2	1 5	5 0	2 2	1 8	5 2	5	1 1	5	6	4	1 3	2 0	3	1 2	3	9 0	2	1 2	1	85	861
53. Additional Coope	rati	ng a	nd /	Assi	stin	g Oı	rgan	izat	ions	s No	t Lis	sted	Abo	ove:									
ICS 209, Page of								,	* Required when applicable.														

# RESOURCE REQUEST MESSAGE (ICS 213 RR)

1. Incident Name:					2. Date/Time	3. Resource Requ	3. Resource Request Number:							
	4. Orde		additiona	I forms when requesting different res										
	Qty.	Kind	Туре	Detailed Item Description: (Vital ch	aracteristics, brand, specs,	Arrival Date and Tir	Arrival Date and Time							
				experience, size, etc.)	Requested	Estimated								
tor														
sən														
Requestor														
-														
	5. Reau	5. Requested Delivery/Reporting Location:												
	6. Suita	ble Sub	ostitutes	and/or Suggested Sources:										
	7. Requ	lested b	by Name	/Position: 8	Priority: Urgent Routine	Low 9. Section Chief A	9. Section Chief Approval:							
	-		-			-								
	10. Log	istics C	Order Nu	mber:	11. Supplier Phon	e/Fax/Email:								
6	12. Nar	ne of Su	upplier/F	POC:										
Logistics	13. Notes:													
ogis														
Ľ														
	14. App	oroval S	ignature	e of Auth Logistics Rep:	15. Date/Time:	15. Date/Time:								
	16. Ord	er place	ed by (c	heck box): SPUL PROC		<b>A</b>								
		-		rom Finance:										
nce														
Finance														
ш	18. Fina	ance Se	ction Si	gnature:		19. Date/Time:								
ICS	213 RR, I					•								

# **Appendix E – Incident Action Plan**

An Incident Action Plan (IAP) is a written or verbal strategy for responding to the incident, and is developed by the Incident Commander and the Section Chiefs in the General Staff.

A written IAP is not required for smaller incidents. In those cases the IC can verbally communicate response strategy to the IMT and other responding resources.

In larger emergency situations, a written IAP will be more effective, and is required. A written IAP should be considered when:

- Two or more jurisdictions are involved in the response
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed)
- A HazMat incident is involved (required)

# **Developing an Incident Action Plan**

In larger emergency situations, the Incident Commander and Section Chiefs in the General Staff will meet immediately to develop the IAP. The Planning Section Chief is responsible for the development, maintenance, and distribution of the IAP.

The Operations Section Chief will delineate the amount and type of resources needed to accomplish the plan. The Planning Section, Logistics Section, and Finance Section will work together to accommodate those needs.

The IAP will include standard forms and supporting documents<sup>1</sup> that convey the Incident Commander's intent and the Operations Section's direction for the accomplishment of the plan. The Planning Section will communicate to other Section Chiefs any materials and documentation needed to develop the plan. The IC approves the written IAP.

Copies of the IAP are distributed to the Executive Policy Group and members of the IMT. The IAP should be conveyed to all resources on scene. A briefing prior to each shift change should be held to communicate the IAP to everyone involved in the incident.

In a Unified Command situation, the Joint Incident Commanders will work together and with the Command and General Staffs to develop the IAP.

# Implementing the Plan

The Operations Section is in charge of implementing components of the IAP. The Operations Section Chief will meet with supervisors of tactical resources to brief them on the plan and define their respective assignments.

<sup>&</sup>lt;sup>1</sup> The ICS system includes standard forms used to communicate various aspects of an incident. For example, ICS Form 201 – Incident Briefing – is a four-page document with directions at the end. This form is used whenever a written Incident Briefing is required, as during a shift change.

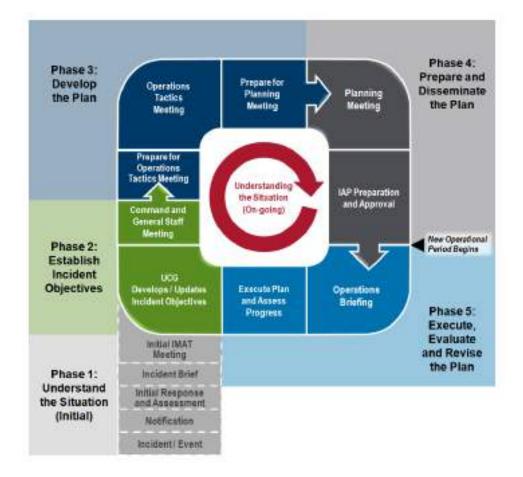
The Operations Section has the authority to make appropriate adjustments to the plan as needed to meet the plan objectives in the most efficient manner possible. Changes may also be made to address safety concerns. Changes should be communicated to the IC and Planning Section Chief and documented in ICS Form 214 (Activity Log).

A series of forms found in the IAP will assist the IMT in documenting and communicating information related to the incident.

The Incident Action Plan (IAP) provides a tool to synchronize operations at the incident level and ensures that incident operations are conducted in support of incident objectives. The IAP identifies incident objectives and provides essential information regarding incident organization, resource allocation, work assignments, safety, and weather.

The incident action planning process is built on the following phases:

- 1. Understand the situation
- 2. Establish incident objectives
- 3. Develop the plan
- 4. Prepare and disseminate the plan
- 5. Execute, evaluate, and revise the plan



<b>.</b>			
Guidance	Description	Developer	Examples
Element			
Priorities	Define the intent of leaders, in	Initially established	Mass Search and
	general terms, with regard to the	by the competent	Rescue
	most important things that must	authorities,	
	be accomplished. They are	subsequently	
	generally expressed in terms of	reviewed and	
	the core capabilities defined in	adjusted throughout	
	the National Preparedness Goal.	the life cycle of an	
		incident by the	
		Executive Policy	
		Group or the Unified	
		Coordination Group	
Objectives	Define what must be	(UCG) Executive Policy	Locate any remaining
Objectives	accomplished to achieve the	Group or UCG	trapped survivors in
	priorities, based on best		the Residence Hall by
	knowledge of the current		1 pm (1300).
	situation and the resources		1 pm (1500).
	available.		
Strategies	Carefully devised plans of action	Operations Section	Deploy regional
Strategies	to achieve one or more	Chief	Urban Search and
	objectives. Strategies describe	Chief	Rescue (USAR) assets
	what actions and resources are		to work in a unified
	required in working to achieve		operation under the
	the specific objective.		tactical control of the
			Klamath Falls Fire
			Department.
Tactics /	Define how specific actions will	Operations Section	Klamath County
Tasks	be performed to achieve a	Chief	USAR Team 1 will
	planned outcome. Tactics specify		report to the OIT
	Who, What, Where, and When in		Staging Area in the
	describing the deployment and		Snell Hall parking lot
	direction of resources for		at 0800 (of this
	implementing strategies to		operational period)
	achieve incident objectives.		with all equipment
	Tactics / Tasks / Work		and support
	Assignments are initially		personnel to deploy
	recorded on the Operational		and operate under
	Planning Worksheet (FEMA-ICS		the direction of
	Form 215) and subsequently		Klamath Falls FD until
	reflected on the Assignment Lists		1800 of this

# **Priorities – Objectives – Strategies – Tactics, Tasks, Work Assignments**

1A-ICS Form 204) and Ided in the IAP for the given	operational period. Specific direction for
rational period.	the team will be
	provided by Klamath
	Falls FD officials on
	scene.

# Responsibilities - Who Does What

	Based On		Answers:			Listed In
		Who	What	Where	When	IAP
Incident	Executive Policy		Yes			
Priorities	Group Guidance					
Incident	Incident Priorities,		Yes	Sometimes	Sometimes	Yes
Objectives	Situation, Resources					
Tasks / Work	Incident Objectives	Yes	Yes	Yes	Yes	Yes
Assignments						

# IAP Components and Sequence of Assembly

Order	FEMA-ICS	Title	Required	Prepared By
	Form			
1	200	Cover Sheet	Always	Planning
				Support Unit
				Leader
2	202	Incident Objectives	Always	Situation Unit
				Leader
3	205	Incident Radio	As required – if	Communications
		<b>Communications Plan</b>	radios are to be used	Unit Leader
4	205A	Incident Telephone	Always	Resource Unit
		<b>Communications Plan</b>		Leader
5	207	Incident Organization	Always	Resource Unit
		Chart		Leader
6		Incident Map	Always	Situation Unit
				Leader / GIS
				Unit Leader
7	204	Assignment List	Always	Resource Unit
				Leader
8	220	Air Operations Summary	As required	Air Operations
				Branch
9	206	Medical Plan	Always	Safety Officer

10	230	Meeting Schedule	Always	Situation Unit
				Leader
11	213	General Message	Optional	Any message
				originator
12	Other		Optional	Planning
	components			Support
	as needed			

# The first step in developing good incident objectives is to understand Incident Priorities

- I. Priorities define overarching requirements; what to accomplish in order of importance.
- II. Objectives must be based on incident priorities.
- III. The priorities guide the precedence by which objectives are addressed.
- IV. Initial priorities may be driven in part by the delegations of authority.
- V. Every incident always has it priorities. Priorities should be built based on community core capabilities.

### The next step is to develop the Incident Objectives

- I. Frame the problem; what are the essential elements of the issue to be addressed.
- II. Use the objective to describe what is to be accomplished. What and Where, if possible, but <u>not</u> how or by whom.
- III. Provide enough detail to make the objective meaningful.
- IV. Allow necessary flexibility. Do not write: "Go Tactical...". Ensure that the objective and its results can be used as a metric.
- V. Ask: "Is the objective attainable?" Determine whether the objective can be met with available resources.
- VI. Ask: "What is the objective's priority relative to other issues?" Order the objectives based on the order of priority / urgency.

#### **Good Verbs To Use When Writing Incident Objectives**

- Augment
  Implement
  Dispose of
  Determine
  Complete
  Provide
  Deliver
- Carry out
   Pre-stage
   Execute

Oregon Institute of Technology For Official Use Only (FOUO)

• Develop	• Conduct				
Verbs To Avoid When Writing Incident Objectives					
• Assess	Continue	<ul> <li>Coordinate with</li> </ul>			
• Monitor	• Work with				
Functional Areas That Incident Obje	ectives Should Focus On				
<ul> <li>Communications</li> </ul>	<ul> <li>Public Safety and Health</li> </ul>	• Search and Rescue			
• Fuel Resupply	• Emergency Medical Services	<ul> <li>Decontamination</li> </ul>			
Mortuary Affairs	• Law Enforcement	Public Messaging			
<ul> <li>Planning Support</li> </ul>	• Mass Care	• Power			
<ul> <li>Mitigation Support</li> </ul>	Infrastructure	Debris Removal			
<ul> <li>Registration Assistance</li> </ul>	Public Assistance Support	Route Clearance			
<ul> <li>Temporary Housing</li> </ul>	<ul> <li>Evacuation and Re-entry</li> </ul>	<ul> <li>Transportation</li> </ul>			

Incident Priorities should reflect a core capability as defined in the National Preparedness Goal. Incident objectives should contribute to accomplishment of the incident priorities. Well-crafted incident objectives provide the basis for operational guidance, strategies, tactics, and work assignments.

#### **Example Priorities**

- Mass Search and Rescue Operations
- Public Health and Medical Services
- On-scene Security and Protection
- Mass Care Services
- Access Control and Identity Verification
- Economic Recovery

#### **Example Objectives**

- Establish two fixed-site disaster recovery centers in Klamath County by October 1.
- Evacuate the Sustainable Villages and the Residence Hall, which are located near the wildland fire, NLT 1800 on Wednesday, 05/24/2017.
- Determine sites for temporary housing of 500 OIT students displaced by earthquake damage sustained by the Residence Hall and the three Sustainable Villages by COB Thursday.

- Re-open the CU food services by Thursday.
- Re-start all OIT on-line classes following the server loss by noon (local) on December 1.
- Provide shelter, hydration, and food to 500 people stuck on the OIT campus because of the HazMat spill from the train wreck ½ mile South.
- Clear all emergency routes to ensure access to medical facilities and open all critical campus transportation corridors.
- Conduct water testing of well water supply following earthquake damage to pump and storage systems.

# Final Quality Assurance Checklist For The IAP

This checklist is intended to serve as a tool that the Planning Section Chief uses before granting final approval to the IAP.

- Do the tasks listed on the Assignment List(s) (FEMA-ICS Form 204) support the Incident Objectives (FEMA-ICS Form 202)?
- Does the incident map reflect the operation elements identified on the Incident Organization Chart (FEMA-ICS Form 207) or the Assignment List(s) (FEMA-ICS Form 204)?
- Does the Incident Telephone Communications Plan (FEMA-ICS Form 205A) provide information on the operation elements identified on the Incident Organization Chart (FEMA-ICS Form 207) or the Assignment List(s) (FEMA-ICS Form 204)?
- Are all assigned radio frequencies, trunked radio systems, and talk group assignments identified on the Incident Radio Communications Plan (FEMA-ICS Form 205) and does the information reflect the operation elements identified on the Incident Organization Chart (FEMA-ICS Form 207) or the Assignment List(s) (FEMA-ICS Form 204)?
- Does information on the Medical Plan (FEMA-ICS Form 206) identify the closest medical facility to each operation element identified on the incident map, the Incident Organization Chart (FEMA-ICS Form 207), or the Assignment List(s) (FEMA-ICS Form 204)? Does it identify what should be done if someone is injured or seriously ill?
- Does the IAP use common Incident Command System terminology throughout the document?
- Does the meeting schedule (FEMA-ICS Form 230) contain at a minimum
  - 1. Appropriate incident action planning meetings?
  - 2. Strategy meetings?
  - 3. Team meetings?
  - 4. Public meetings?

# **Appendix F - Glossary of Acronyms and Terms**

**Command Staff:** The Command Staff consists of the Public Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an Assistant or Assistants, as needed.

**Compacts**: Formal working agreements among agencies to obtain mutual aid.

**COOP/COB** – **Continuity of Operations Plan/Business**: The effort to ensure that Mission Essential Functions (MEFs) continue to be performed during a wide range of emergencies, or, if they are discontinued for a period of time, that efforts are made to bring the MEFs back on-line.

**Cooperating Agency**: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**COP – Common Operating Picture**: A single, identical display or sharing of operational information between parties working on an incident. A COP facilitates collaborative planning and assists all levels to achieve and maintain Situational Awareness.

**Cost Sharing Agreements**: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be oral between authorized agency or jurisdictional representatives at the incident.

CP – Command Post: See "Incident Command Post".

**Delegation of Authority**: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

**Deputy**: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In the ICS, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Disaster**: A situation which requires all available local resources and / or augmentation, and is beyond the capabilities of the campus's organic resources.

**Emergency**: Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States. The

term "emergency" as used in this plan means a set of circumstances which demand immediate action to protect life; preserve public safety, health, and essential services; or protect property and the environment.

**EOC** – **Emergency Operations Center**: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**EOP – Emergency Operations Plan**: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

**Event**: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events (e.g., parades, concerts, or sporting events).

**FEMA – Federal Emergency Management Agency**: The Federal agency tasked with the mission to support citizens and first responders to ensure that they have the capability to prepare for, protect against, respond to, recover from, and mitigate all hazards.

**Finance / Administration Section**: The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation / Claims Unit, and Cost Unit.

**Function**: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance / Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

**General Staff**: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance / Administration Section Chief.

**IAP - Incident Action Plan**: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident or event. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

**IC – Incident Commander**: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**ICP – Incident Command Post**: The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities.

**ICS** – **Incident Command System**: A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and events, and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**IMT – Incident Management Team**: The Incident Commander and appropriate Command and General Staff personnel assigned to an incident.

**Incident**: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

**Incident Objectives**: Statements of guidance and direction necessary for the selection of appropriate strategy(ies), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

**Incident Types**: Incidents are categorized by five types based on complexity. Type 5 incidents are the least complex and Type 1 the most complex.

**Initial Action**: The actions taken by resources that are the first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

**Intelligence Officer**: The Intelligence Officer, if assigned, is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, sensitive health information, or export-controlled information) is handled in a way that not only

safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

**JIC** - **Joint Information Center**: A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should be collocated in the JIC.

JIS - Joint Information System: The JIS integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander; advising the Incident Commander concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction**: A range or sphere of authority. Public agencies and institutions have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison Officer**: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies. The Liaison Officer may have Assistants.

**Logistics Section**: The Section responsible for providing facilities, services, and materials for the incident.

**MAC – Multiagency Coordination**: The coordination of assisting agency resources and support to emergency operations.

**MACS – Multiagency Coordination Systems**: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of MACS include facilities, equipment, emergency operations centers, specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

**Major Disaster**: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC 5122), a major disaster is any natural catastrophe (including storm, earthquake, landslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

**Management by Objective**: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measureable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

**Mitigation**: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often formed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

**Mobilization**: The process and procedures used by all organizations for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

**Multiagency Incident**: An incident where one or more agencies assist a jurisdictional agency or agencies. May be single or Unified Command.

**Mutual-Aid Agreement**: Written agreement between agencies and / or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and / or expertise in a specified manner.

**NIMS** – **National Incident Management System**: A system mandated by Homeland Security Presidential Directive (HSPD)-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector; and nongovernmental organizations (NGOs) to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**Operational Period**: The period of time scheduled for execution of a given set of operation actions as specified in the Incident Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

**Operations Section**: The Section responsible for all tactical operations at the incident. Includes Branches, Divisions and / or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.

**PIO - Public Information Officer**: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

**Planning Meeting**: A meeting held as needed throughout the duration of an incident or event, to select specific strategies and tactics for incident control operations, and for service and support planning. On larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

**Planning Section**: The Planning Section is responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of Incident Action Plans. The Planning Section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. The Planning Section includes the Situation, Resources, Documentation, and Demobilization Units, as well as Technical Specialists.

**Preparedness**: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, Preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises; personnel qualification and certification; equipment certification; and publication management.

**Prevention**: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities signaling an intentional human-caused threat.

**Recognition Primed Decisionmaking**: A model that describes how experts make decisions under stressful situations that are time critical and rapidly changing.

**Recorders**: Individuals within ICS organizational units and the Executive Policy Group who are responsible for recording information. Recorders may be found in Planning, Logistics, and Finance / Administration Units.

**Recovery**: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social,

political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Resources:** Personnel and major items of equipment, supplies, facilities, and expertise available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response**: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice (Prevention activities).

**Safety Officer**: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have Assistants.

**Section**: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance / Administration, and, if established, Intelligence. The Section is organizationally situated between the Branch and the Incident Command.

**SOP – Standard Operating Procedure**: Complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

**Span of Control**: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. Under the NIMS, an appropriate Span of Control is between 1:3 and 1:7.

**Strategic:** Strategic elements of incident management are characterized by continuous longterm, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness. **Strategy**: The general direction selected to accomplish incident objectives set by the Incident Commander.

**Tactical Direction**: Direction given by the Operations Section Chief that includes the tactics required to implement the selected strategy, the selection and assignment of resources to carry out the tactics, directions for tactics implementation, and performance monitoring for each operational period.

**Tactics**: Deploying and directing resources on an incident to accomplish incident strategy and objectives.

**Technical Specialist**: Personnel with special skills that can be used anywhere within the ICS organization.

**Type**: A classification of resources (personnel and equipment) in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or, in the case of Incident Management Teams, experience and qualifications.

**UC – Unified Command**: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the Unified Command, often the senior person from agencies and / or disciplines participating in the Unified Command, to establish a common set of objectives and strategies and a single Incident Action Plan.

**Unity of Command**: The concept by which each person within an organization reports to one and only one designated person. The purpose of Unity of Command is to ensure unity of effort under one responsible commander for every objective.

VECC – Virtual Emergency Coordination Center: Sometimes also called a Virtual Emergency Operations Center (VEOC), this uses the internet (email, chatrooms, Skype) and cellular (voice and text) infrastructure to facilitate communications and develop a Common Operating Picture (COP) among decision makers who are unable to physically meet. The VECC may be used internally by the Executive Policy Group, or between the EOC, ICP, and Executive Policy Group, or with outside agencies such as the City of Klamath Falls for incidents that involve outside resources.

# **Appendix G – Emergency Office Supply Kits**

The Oregon Tech Klamath Falls campus will maintain two emergency supply kits for the Executive Policy Group, one in the College Union Building Manager's office and one in the Emergency Manager's office in Cornett Hall. It will also maintain two emergency supply kits for the Incident Management Team in the same two locations. A fifth kit will be stored off-campus at the Foundation office in downtown Klamath Falls.

These kits are designed to provide immediately needed supplies should group and/or team members have to evacuate their offices or other campus spaces without time to gather anything. These kits will not contain any specialized equipment or software that might be necessary to complete a particular task.

All kits will be stored in marked plastic containers or backpacks. All kits will be inspected by the Emergency Management Department at least quarterly or after a major event or exercise to restock as needed.

Each kit will contain:
First Aid Kit
Hand Sanitizer
Baby Wipes
Feminine Hygiene Products
Mouthwash
N-95 Dust Masks (x20)
Medical gloves (1 box)
Blankets (x2)
Paper towels (2 rolls)
Flashlights (x4, stored without batteries)
Bottled Water (1 case)
Non-perishable snacks
Yellow pads (x10)
White pads (x10)
Boxes of pens (x4 – 2 black, 1 blue, 1 red)

Emergency Operations Plan Appendix G

Oregon Institute of Technology For Official Use Only (FOUO)

Sharpies – 1 Box

Highlighters – 1 Box

White board markers (x4)

Copier paper (500 sheet packages x2)

Scissors

Post-It Notes and colored page tags

Cell phone chargers for Android and iPhone devices (1 each)

Chargers for Surface and iPad devices (1 each)

D Cell batteries

C Cell batteries

AA Cell batteries

AAA Cell batteries

Power strip (x2)

Duct Tape (1 roll)

Scotch Tape (1 roll)

Paper copy of the Emergency Operations Plan

Paper copies of all FEMA ICS forms

Paper copies of campus maps

Thumb Drive with Emergency Operations Plan, FEMA ICS forms, and campus maps

Emergency Weather Radio

Inspected By	Date	Inspected By	Date	Inspected By	Date

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Annex 7 – Emergency Response Communications

AN-7-1

# BE PREPARED FOR AN ACTIVE SHOOTER

Recent national tragedies remind us that the risk is real. Taking a few steps now can help you react quickly when every second counts.

An active shooter is an individual engaged in attempting to kill people in a confined space or populated area. Active shooters typically use firearms and have no pattern to their selection of victims.

FEMA

FEMA V-1000/March 2018





# IF YOU ARE INVOLVED IN AN ACTIVE SHOOTER INCIDENT

See something, say something.

Before you run, know the exits.





Learn first aid skills so you can help others.

Help law enforcement.

Find a place to hide.





Seek help to cope with trauma.

D

Fight

Run

Hide

# HOW TO STAY SAFE WHEN AN ACTIVE SHOOTER THREATENS





**If you see suspicious activity**, let an authority know right away.

Many places, such as houses of worship, workplaces, and schools, have plans in place to help you respond safely. Ask about these plans and get familiar with them. If you participate in an active shooter drill, talk with your family about what you learned and how to apply it to other locations.

When you visit a building such as a shopping mall or healthcare facility, take time to identify two nearby exits. Get in the habit of doing this.

Map out places to hide. In rooms without windows, behind solid doors with locks, under desks, or behind heavy furniture such as large filing cabinets can make good hiding places.

Sign up for active shooter, first aid, and tourniquet training. Learn how to help others by taking FEMA's You Are the Help Until Help Arrives course. Learn more at ready.gov/until-help-arrives. **RUN.** Getting away from the shooter or shooters is the top priority. Leave your things behind and run away. If safe to do so, warn others nearby. Call 911 when you are safe. Describe each shooter, their locations, and weapons.

**HIDE.** If you cannot get away safely, find a place to hide. Get out of the shooter's view and stay very quiet. Silence your electronic devices and make sure they won't vibrate. Lock and block doors, close blinds, and turn off the lights. Do not hide in groups—spread out along walls or hide separately to make it more difficult for the shooter. Try to communicate with police silentlysuch as through text messages or by putting a sign in an exterior window. Stav in place until law enforcement gives you notice that all immediate danger is clear.

**FIGHT.** Your last resort when you are in immediate danger is to defend yourself. Commit to your actions and act aggressively to stop the shooter. Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.





#### Keep hands visible and empty.

#### Know that law enforcement's first

**task** is to end the incident. They may have to pass injured persons along the way.

#### Follow law enforcement's

**instructions** and evacuate in the direction they tell you to.

#### Consider seeking professional help

for you and your family to cope with the long-term effects of trauma.

# Take an Active Role in Your Safety

Go to **ready.gov** and search for **active shooter**. Download the **FEMA app** to get more information about preparing for an **active shooter**. Find Emergency Safety Tips

# **BOMB THREAT**

# PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

#### If a bomb threat is received by phone:

- 1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
- 2. Listen carefully. Be polite and show interest.
- 3. Try to keep the caller talking to learn more information.
- 4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
- 5. If your phone has a display, copy the number and/or letters on the window display.
- 6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
- 7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

#### If a bomb threat is received by handwritten note:

- Call
- Handle note as minimally as possible.

#### If a bomb threat is received by e-mail:

- Call
- Do not delete the message.

#### Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Foreign postage

Incorrect titles

Poorly handwritten

Misspelled words

- Strange sounds
- Restrictive notes
- Unexpected delivery

# \* Refer to your local bomb threat emergency response plan for evacuation criteria

#### DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

# WHO TO CONTACT (Select One)

- 911
- Follow your local guidelines

For more information about this form contact the DHS Office for Bombing Prevention at OBP@dhs.gov



# **BOMB THREAT CHECKLIST**

DATE:

TIME:

TIME CALLER HUNG UP:

PHONE NUMBER WHERE CALL RECEIVED:

#### Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

#### **Exact Words of Threat:**

### **Information About Caller:**

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice		Background Sounds			Threat Language		
	Female Male		Animal noises House noises		Incoherent Message read		
	Accent		Kitchen noises		Taped message		
	Angry		Street noises		Irrational		
	Calm		Booth		Profane		
	Clearing throat		PA system		Well-spoken		
	Coughing		Conversation				
	Cracking voice		Music				
	Crying		Motor				
	Deep		Clear				
	Deep breathing		Static				
	Disguised		Office machinery				
	Distinct		Factory machinery				
	Excited		Local				
	Laughter		Long Distance				
	Lisp						
	Loud	Oth	ner Information:				
	Nasal						
	Normal	_					
	Ragged						
	Rapid						
	Raspy						

Soft Stutte

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Slow Slurred

# **Earthquake – Executive Policy Group Quick-Reference Guide**

**Campus Safety** will be the Incident Commander for an Earthquake incident until relieved by a local fire/rescue/first responder asset on scene.

If the Klamath County Fire District #1 arrives on scene, they have jurisdiction.

The Oregon Tech **Campus Safety** Department will be the Campus Liaison with the Incident Command.

The Emergency Operations Center (EOC) and the **Incident Management Team** (IMT) may be stood up to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

The Oregon Tech **Public Affairs** Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.

# **Executive Policy Group**

The Executive Policy Group (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

# **Meeting Locations – Executive Policy Group**

Primary: Diamond Peak Conference Room - CU

# Secondary: DOW 251

For incidents for which meeting off-campus is preferable, the Executive Policy Group will convene in the **Foundation office** downtown at 735 Commercial St., Suite 4000 on the 2<sup>nd</sup> floor. For access, the Foundation can be reached at: 541-885-1130.

**Supply kits** for the Executive Policy Group are stored in the CU building manager's office (CU 116B), in the Emergency Manager's office (Cornett 131A), and in the Foundation office.

# Actions

- If the earthquake measures a magnitude 4.0 or greater, or if there is visible damage, all buildings should be considered as unsafe until deemed safe to reoccupy by competent authorities.
- The Geothermal Power Plants will be secured until deemed safe to restart by competent authorities.

- The Executive Policy Group will develop a Continuity/Recovery Plan based on incident considerations to address campus conditions and student and employee concerns.
- Work with the Incident Management Team to determine the need to request activation of the Oregon Higher Education Incident Management Team base at the University of Oregon in Eugene for long-term support.
- Notify the University Board of Trustees of the incident.
- The Executive Policy Group may request that the Incident Management Team begin searching for alternate sites for classes and other school functions.
- The Executive Policy Group will maintain communications with local, state, and federal elected officials, and with leadership at other institutions.
- The Executive Policy Group will, via the Public Affairs Department, maintain communications with the media.

# Earthquake – Agency Administrator Quick-Reference Guide

**Campus Safety** will be the Incident Commander for an Earthquake incident until relieved by a local fire/rescue/first responder asset on scene.

If the Klamath County Fire District #1 arrives on scene, they have jurisdiction.

The Oregon Tech **Campus Safety** Department will be the Campus Liaison with the Incident Command.

The Emergency Operations Center (EOC) and the **Incident Management Team** (IMT) may be stood up to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

The **Executive Policy Group** (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

The Oregon Tech **Public Affairs** Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.

# **Agency Administrator**

The Agency Administrator works on behalf of the Executive Policy Group to make immediate emergency response decisions.

# Actions:

- If the earthquake measures a magnitude 4.0 or greater, or if there is visible damage, all buildings should be considered as unsafe until deemed safe to reoccupy by competent authorities.
- The Geothermal Power Plants will be secured until deemed safe to restart by competent authorities.
- If the University President decides to activate the Executive Policy Group, the Agency Administrator will determine the meeting location, notify all EPG members of the meeting location, and provide call-in information if a member is unable to attend in person.

For incidents in which the campus is inaccessible, the Executive Policy Group may convene in the **Foundation office** downtown at 735 Commercial St., Suite 4000 on the 2<sup>nd</sup> floor. For access, the Foundation can be reached at: 541-885-1130.

**Supply kits** for the Executive Policy Group are stored in the CU building manager's office (CU 116B), in the Emergency Manager's office (Cornett 131A), and in the Foundation office.

- Determine if the Incident Management Team should be activated.
- Issue a written (paper or electronic) Delegation of Authority (DA), identifying the IC and IMT Director, if activated.
- Manage the EPG meeting (if held) and sets its agenda.
- Assign University personnel to be scribes for the EPG and liaison officers with external agencies and/or the Incident Command, if needed.
- Act as the liaison with the Incident Management Team.
- Establish communications with local, state, and/or federal officials, and with other state agencies that might be involved in resolving an incident, if needed.
- Make recommendations on canceling or delaying classes and university operations to the University President, on consultation with the Provost and Dean of Students, if available.
- Consult with the Facilities, Campus Safety, Emergency Management, Student Affairs, and Academic Affairs Departments to determine if a recommendation to close the campus should be made to the University President.
- Cancel planned leaves and vacations as necessary for Type 1 or 2 Incidents.
- For incidents where the University's IMT is activated for non-campus incidents, serve as the University representative with the authority to make decisions on matters affecting the campus' participation in the incident.

# Earthquake – Public Affairs Quick-Reference Guide

**Campus Safety** will be the Incident Commander for an Earthquake incident until relieved by a local fire/rescue/first responder asset on scene.

If the Klamath County **Fire District #1** arrives on scene, they have jurisdiction.

The Oregon Tech **Campus Safety** Department will be the Campus Liaison with the Incident Command.

The **Executive Policy Group** (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

The Vice President for Finance and Administration may elect to stand up the Emergency Operations Center (EOC) and the **Incident Management Team** (IMT) to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

# **Public Affairs**

The Oregon Tech Public Affairs Department is responsible for releasing all emergency alerts and warnings through the university alert system.

Public Affairs is also responsible for all press releases, and all interactions with the media.

# **Meeting Locations – Executive Policy Group**

Primary: Diamond Peak Conference Room – CU

Secondary: DOW 251

**Meeting Locations – Incident Management Team** 

Primary: Sunset Conference Room

Secondary: DOW 103

For incidents for which meeting off-campus is preferable, the Executive Policy Group and the Incident Management Team may convene in the **Foundation office** downtown at 735 Commercial St., Suite 4000 on the 2<sup>nd</sup> floor. For access, the Foundation can be reached at: 541-885-1130.

**Supply kits** for the Executive Policy Group and the Incident Management Team are stored in the CU building manager's office (CU 116B), in the Emergency Manager's office (Cornett 131A), and in the Foundation office.

# Actions

- The Public Affairs Department shall activate the campus emergency alert system to notify all employees and students of the situation and its location.
- Contact all Executive Policy Group members to alert them if the University President desires to activate the EPG.
- If activated, contact the Incident Management Team members to alert them of the meeting location.
- Responsible for all press releases, and all interactions with the media. Campus employees should be directed to forward all media queries to Public Affairs.
- Report to the designated Executive Policy Group meeting location and establish communications with the Incident Command and the Incident Management Team.
- Activate all Klamath Falls and Wilsonville campus Public Affairs personnel, and request partner agency public affairs personnel as needed.
- Work with the Incident Command and partner public affairs officials to address media interest relating to response to the incident.
- Work with the Executive Policy Group on media releases relating to the University during the incident.
- Work with the Incident Management Team to publicize the staging areas for evacuating campus personnel, family members, and support and volunteer agencies, and publicize the locations on the university webpage, social media sites, and through media outlets.
- Determine and publicize the staging area for the media, if needed. This staging area will be controlled by and report to Public Affairs. The media will not be allowed in the staging areas for emergency responders, injured persons, evacuated personnel, or family members.
- Work with the Incident Management Team to establish a staffed family information hotline, and publicize the number on the university webpage, social media sites, and through media outlets.
- Except under extreme circumstances, FERPA (Family Educational Rights and Privacy Act), HIPPA (Health Insurance Portability and Accountability Act), and other privacy laws and regulations need to be observed whenever information is released to the public.

# **Earthquake – Incident Management Team Quick-Reference Guide**

**Campus Safety** will be the Incident Commander for an Earthquake incident until relieved by a local fire/rescue/first responder asset on scene.

If the Klamath County Fire District arrives on scene, they have jurisdiction.

The Oregon Tech **Campus Safety** Department will be the Campus Liaison with the Incident Command.

The Oregon Tech **Public Affairs** Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.

The **Executive Policy Group** (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

# Incident Management Team

The Vice President for Finance and Administration may elect to stand up the Emergency Operations Center (EOC) and the Incident Management Team (IMT) to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

The IMT/EOC will be activated during any situation that requires the immediate coordination of multiple University departments or with outside agencies. The degree to which the IMT/EOC is activated depends on the need for coordination and communication between internal and external interests.

# Meeting Locations – Incident Management Team

Primary: Sunset Conference Room

#### Secondary: DOW 103

For incidents for which meeting off-campus is preferable, the Incident Management Team will convene in the **Foundation office** downtown at 735 Commercial St., Suite 4000 on the 2<sup>nd</sup> floor. For access, the Foundation can be reached at: 541-885-1130.

**Supply kits** for the Incident Management Team are stored in the CU building manager's office (CU 116B), in the Emergency Manager's office (Cornett 131A), and in the Foundation office.

# Actions

- If the earthquake measures a magnitude 4.0 or greater, or if there is visible damage, all buildings should be considered as unsafe until deemed safe to reoccupy by competent authorities.
- The Geothermal Power Plants will be secured until deemed safe to restart by competent authorities.
- If the earthquake is severe, the campus may be unable to call on local services such as law enforcement or first responders. Campus departments such as Campus Safety, Facilities, Emergency Management, Housing, and Student Health Services will need to coordinate and share resources and information to ensure the safety of those on campus.
- If campus water, power, and or heat have been secured, or if the housing buildings are not deemed safe to reenter, the Incident Management Team will work with the campus housing staff to find suitable housing/shelter and food sources for those students living on campus.
- The Incident Management Team will coordinate with county, city, and state agencies as needed to obtain resources for the campus and to find out needs within the community.
- The Incident Management Team will, in conjunction with the Executive Policy Group, determine the need to request activation of the Oregon Higher Education Incident Management Team (IMT), based at the University of Oregon in Eugene.
- The staging area for persons evacuated from the buildings will be determined by the Incident Management Team, in conjunction with Campus Safety, and will be announced via the campus alert system and verbally at the evacuation points. This staging area reports to the Incident Management Team.
- The Incident Management Team will work with the Incident Command to control access and account for personnel.
- Work with the Campus Safety and Facilities Departments to assist Emergency Responders.
- Establish a staffed family information hotline, and publicize the number on the university webpage, social media sites, and through media outlets.

# Earthquake – Campus Safety Quick-Reference Guide

If the Klamath County Fire District #1 arrives on scene, they have jurisdiction.

The Vice President for Finance and Administration may elect to stand up the Emergency Operations Center (EOC) and the **Incident Management Team** (IMT) to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

The **Executive Policy Group** (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

The Oregon Tech **Public Affairs** Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.

# **Campus Safety**

Campus Safety will be the Incident Commander for an Earthquake incident until relieved by a local fire/rescue/first responder asset on scene.

The Oregon Tech Campus Safety Department will be the Campus Liaison with the Incident Command.

# Actions

- If the earthquake measures a magnitude 4.0 or greater, or if there is visible damage, all buildings should be considered as unsafe until deemed safe to reoccupy by competent authorities.
- Campus Safety will set up an Incident Command Post, and will notify Facilities, Emergency Management, and any responding outside agencies of its location.
- First responder staging areas, if required, will be determined by Campus Safety in conjunction with the Incident Command. All such staging areas will report to the Incident Command.
- The staging area for persons evacuated from the buildings will be determined by the Incident Management Team, in conjunction with Campus Safety, and will be announced via the campus alert system and verbally at the evacuation points. This staging area reports to the Incident Management Team.
- Campus Safety should attempt to account for all campus visitors, including contractors.
- If the earthquake is severe, the campus may be unable to call on local services such as law enforcement or first responders. Campus departments such as Campus Safety, Facilities, Emergency Management, Housing, and Student Health Services will need to coordinate and

share resources and information to ensure the safety of those on campus.

• Campus Safety and Facilities will assist with traffic control and campus access issues as required by the Incident Commander.

# **Earthquake – Facilities Quick-Reference Guide**

**Campus Safety** will be the Incident Commander for an Earthquake incident until relieved by a local fire/rescue/first responder asset on scene.

If the Klamath County Fire District #1 arrives on scene, they have jurisdiction.

The Oregon Tech **Campus Safety** Department will be the Campus Liaison with the Incident Command.

The Emergency Operations Center (EOC) and the **Incident Management Team** (IMT) may be stood up to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

The Oregon Tech **Public Affairs** Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.

The **Executive Policy Group** (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

# **Facilities Department**

The Facilities Department is charged with assisting Campus Safety and the Incident Command with logistics support during the response to an incident, and with assisting the Incident Management Team with logistics during the recovery phase.

# Staging Location –

In the absence of different directions from the Director of Facilities, all Facilities personnel will report to the Facilities building during an incident. The Director will report to the Emergency Operations Center/Incident Management Team.

# Actions

- If the earthquake measures a magnitude 4.0 or greater, or if there is visible damage, all buildings should be considered as unsafe until deemed safe to reoccupy by competent authorities.
- The Geothermal Power Plants will be secured until deemed safe to restart by competent authorities.
- The Facilities Department will provide Campus Safety with a list of contractors and their locations on campus so that they can be accounted for.

- Facilities will inspect and monitor all water pipes, power lines, and natural gas lines, if safe to do so, and secure as needed.
- The Facilities Department will provide detailed maps and blueprints of the campus buildings, and schematics for various support systems for emergency responders.
- Facilities will provide heavy equipment and operators as able and as requested by the Incident Command.
- Campus Safety and Facilities will assist with traffic control and campus access issues as required by the Incident Commander.
- If the earthquake is severe, the campus may be unable to call on local services such as law enforcement or first responders. Campus departments such as Campus Safety, Facilities, Emergency Management, Housing, and Student Health Services will need to coordinate and share resources and information to ensure the safety of those on campus.
- The VPFA will consult with the Facilities, Campus Safety, Emergency Management, Student Affairs, and Academic Affairs Departments to determine if a recommendation to close the campus should be forwarded to the University President.

# Annex 3 – Earthquake

# I. Introduction and Purpose

Earthquakes may result in a number of problems on the Oregon Tech campus. They may cause injuries, damage buildings enough to require evacuation, cause loss of electrical power, delivery of water, IT services, or cellular phone services, close roads and bridges leading to the campus, and/or close campus sidewalks or roads due to fallen trees or powerlines.

### II. Preparedness

- The Emergency Management Department will provide voluntary training to students, faculty, and staff, and will conduct a voluntary earthquake drill annually.
- Employees should be familiar with emergency exits and exit routes for their area, as well as the locations of emergency supplies, such as flashlights, first aid kits, and fire extinguishers.

# III. Jurisdiction / Direction and Control

Campus Safety will be the Incident Commander for an Earthquake incident until relieved by local first responders.

- If local first responder resources are on scene, they have jurisdiction.
- The local first responders will be Incident Commander for an Earthquake situation, if they are available to assist on campus.
- Campus Safety will be the Campus Liaison with the Incident Command.
- The Vice President for Finance and Administration may elect to stand up the Incident Management Team (IMT) to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.
- If deemed necessary, the Executive Policy Group (EPG) may be convened by the University President to provide strategic guidance and Continuity of Operations, and to interface with the media, and with local, state, and federal elected officials as needed.

# **IV. Procedures**

A. Students, Faculty, Staff, and Visitors

# •"Drop, Cover, Hold On"

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- If in a building during an earthquake, **Drop** to the floor, **Cover** your head and neck with your arms and seek shelter by getting under a sturdy desk or table if nearby, and **Hold On** to your shelter and be prepared to move with it until the shaking stops. You are safer under a table than standing in a doorway.
- If there is no table or desk near you, drop to the ground, get as low as possible, and then if you can move to an inside corner of the room and away from windows and items that can fall on you. Cover your head and neck with your hands and arms.
- Do not move to another location or outside. Earthquakes occur without any warning and may be so violent that you cannot run or crawl. You are more likely to be injured if you try to move around during strong shaking.
- A service animal may be frightened or injured and may not be able to work after the earthquake. There is increased risk of injury to their paws from broken glass or debris on the ground. Service animals are allowed in shelters, pets might not be.
- In a wheelchair: Lock your wheels and remain seated until the shaking stops. Always protect your head and neck with your arms, a pillow, a book, or whatever is available. Protect yourself in the safest place possible near where you are.
- Evacuate the building after the shaking has stopped. Be alert for hazards such as live electrical lines, broken glass, and tripping hazards. Avoid using elevators, and note that fire alarms may be sounding and/or sprinkler systems may be discharging.
- If you are outdoors, move to a clear area if you can safely do so; avoid power lines, trees, signs, buildings, vehicles, and other hazards.
- Expect aftershocks and remain aware of your surroundings. The aftershocks may change conditions or create new hazards; continue to be prepared to protect yourself.
- Help others in need if you are able.
- B. Responders
- Campus Safety will set up an Incident Command Post, and will notify Facilities, Emergency Management, and any responding outside agencies of its location.
- The Vice President for Finance and Administration (VPFA) will determine if the Incident Management Team should be stood up, and in what location.
- The Incident Management Team will, in conjunction with the Executive Policy Group, determine the need to request activation of the Oregon Higher Education Incident Management Team (IMT), based at the University of Oregon in Eugene.

- First responder staging areas, if required, will be determined by Campus Safety in conjunction with the Incident Command. All such staging areas will report to the Incident Command.
- The staging area for persons evacuated from the buildings will be determined by the Incident Management Team, in conjunction with Campus Safety, and will be announced via the campus alert system and verbally at the evacuation points. This staging area reports to the Incident Management Team.
- If a triage staging area is required, its location will be determined by the Incident Command, and it will report to the Incident Command.
- Faculty members and office supervisors should try to account for all people in their spaces.
- The Facilities Department will provide Campus Safety with a list of contractors and their locations on campus so that they can be accounted for.
- Campus Safety should attempt to account for all campus visitors, including contractors.
- If the earthquake measures a magnitude 4.0 or greater, or if there is visible damage, all buildings should be considered as unsafe until deemed safe to reoccupy by competent authorities.
- The Geothermal Power Plants will be secured until deemed safe to restart by competent authorities.
- Facilities will inspect and monitor all water pipes, power lines, and natural gas lines, if safe to do so, and secure as needed.
- Procedures found in the Building Evacuation Annex will be followed.
- If the earthquake is severe, the campus may be unable to call on local services such as law enforcement or first responders. Campus departments such as Campus Safety, Facilities, Emergency Management, Housing, and Student Health Services will need to coordinate and share resources and information to ensure the safety of those on campus.
- The Facilities Department will provide detailed maps and blueprints of the campus buildings, and schematics for various support systems for emergency responders.
- Facilities will provide heavy equipment and operators as able and as requested by the Incident Command.
- Campus Safety and Facilities will assist with traffic control and campus access issues as required by the Incident Commander.

- Other departments will provide goods and services (as able) as required by the Incident Command and the Incident Management Team.
- The Marketing, Communications, and Public Affairs Department will release emergency alerts and warnings as needed on the campus alert system, the University website, and campus social media, and to the community via local media outlets.
- The Public Affairs Department will determine if there is a need to set up a university switchboard to field calls from family members seeking information about those on campus.
- If needed, the Public Affairs department will set up a media staging area away from evacuees. Public Affairs will control this staging area.
- The VPFA will consult with the Facilities, Campus Safety, Emergency Management, Student Affairs, and Academic Affairs Departments to determine if a recommendation to close the campus should be forwarded to the University President.
- The University President may, at their discretion, convene the Executive Policy Group to discuss Continuity of Business plans.
- If campus water, power, and or heat have been secured, or if the housing buildings are not deemed safe to reenter, the Incident Management Team will work with the campus housing staff to find suitable housing/shelter and food sources for those students living on campus.
- The Incident Management Team will coordinate with county, city, and state agencies as needed to obtain resources for the campus and to find out needs within the community.

### V. Program and Plan Maintenance

The Earthquake Hazard Specific Annex will be maintained, reviewed, and updated on an annual basis, or following an incident or exercise, by the Director of Emergency Management. Changes will be approved by the Oregon Tech President.

# Fire Alarm – Executive Policy Group Quick-Reference Guide

**Campus Safety** will be the Incident Commander for a Fire Alarm incident until relieved by a local fire department station on scene.

- Once local fire district resources are on scene, they have jurisdiction.
- Fire District #1 will be Incident Commander for a Fire Alarm situation.
- Campus Safety will be the Campus Liaison with the Incident Command.

The Vice President for Finance and Administration may elect to stand up the Emergency Operations Center (EOC) and the **Incident Management Team** (IMT) to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

The Oregon Tech **Public Affairs** Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.

### **Executive Policy Group**

The Executive Policy Group (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

### **Meeting Locations – Executive Policy Group**

**Primary:** Diamond Peak Conference Room – CU

Secondary: DOW 251

For incidents for which meeting off-campus is preferable, the Executive Policy Group will convene in the **Foundation office** downtown at 735 Commercial St., Suite 4000 on the 2<sup>nd</sup> floor. For access, the Foundation can be reached at: 541-885-1130.

**Supply kits** for the Executive Policy Group are stored in the CU building manager's office (CU 116B), in the Emergency Manager's office (Cornett 131A), and in the Foundation office.

- If no fire is obvious, Campus Safety and other campus officials may enter the building at their discretion to confirm that all have evacuated.
- If fire is visible, do not enter the building and notify the responding fire department that it is unknown if the spaces are fully evacuated.
- The decision to allow reentry to a building following a fire alarm will be made by Campus Safety or by the local fire department having jurisdiction.
- The Executive Policy Group will, in conjunction with the Incident Management Team, determine the need to request activation of the Oregon Higher Education Incident Management Team (IMT), based at the University of Oregon in Eugene.
- The Executive Policy Group will maintain communications with local, state, and federal elected officials, and with leadership at other institutions.
- The Executive Policy Group will, via the Public Affairs Department, maintain communications with the media.
- If campus water, power, and or heat have been secured (turned off), or if the housing buildings are affected and are not deemed safe to reenter, the Incident Management Team will work with the campus housing staff to find suitable housing/shelter and food sources for those students living on campus.
- The Incident Management Team will coordinate with county, city, and state agencies as needed to obtain resources for the campus.

# Fire Alarm – Agency Administrator Quick-Reference Guide

**Campus Safety** will be the Incident Commander for a Fire Alarm incident until relieved by a local fire department station on scene.

- Once local fire district resources are on scene, they have jurisdiction.
- Fire District #1 will be Incident Commander for a Fire Alarm situation.
- Campus Safety will be the Campus Liaison with the Incident Command.

The Vice President for Finance and Administration may elect to stand up the Emergency Operations Center (EOC) and the **Incident Management Team** (IMT) to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

The Oregon Tech **Public Affairs** Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.

The **Executive Policy Group** (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

### **Agency Administrator**

The Agency Administrator works on behalf of the Executive Policy Group to make immediate emergency response decisions.

Actions:

**Meeting Locations – Executive Policy Group** 

Primary: Diamond Peak Conference Room – CU

Secondary: DOW 251

**Meeting Locations – Incident Management Team** 

Primary: Sunset Conference Room

Secondary: DOW 103

For incidents for which meeting off-campus is preferable, the EPG and IMT may convene in the **Foundation office** downtown at 735 Commercial St., Suite 4000 on the 2<sup>nd</sup> floor. For access, the Foundation can be reached at: 541-885-1130.

**Supply kits** for the EPG and IMT are stored in the CU building manager's office (CU 116B), in the Emergency Manager's office (Cornett 131A), and in the Foundation office.

- If no fire is obvious, Campus Safety and other campus officials may enter the building at their discretion to confirm that all have evacuated.
- If fire is visible, do not enter the building and notify the responding fire department that it is unknown if the spaces are fully evacuated.
- The decision to allow reentry to a building following a fire alarm will be made by Campus Safety or by the local fire department having jurisdiction.
- If the EPG is activated, notify all members of the meeting location and provide call-in information if a member is unable to attend in person.
- Activate the Incident Management Team, if needed.
- Issue a written (paper or electronic) Delegation of Authority (DA), identifying the IC and IMT Director, if activated.
- Manage the EPG meeting and sets its agenda.
- Assign University personnel to be scribes for the EPG and liaison officers with external agencies and/or the Incident Command.
- Act as the liaison with the Incident Management Team.
- Establish communications with local, state, and/or federal officials, and with other state agencies that might be involved in resolving an incident.
- Make recommendations on canceling or delaying classes and university operations to the University President, on consultation with the Provost and Dean of Students, if available.
- Cancel planned leaves and vacations as necessary for Type 1 or 2 Incidents.
- The Incident Management Team will, in conjunction with the Executive Policy Group, determine the need to request activation of the Oregon Higher Education Incident Management Team (IMT), based at the University of Oregon in Eugene.
- If campus water, power, and or heat have been secured (turned off), or if the housing buildings are affected and are not deemed safe to reenter, the Incident Management Team will work with the campus housing staff to find suitable housing/shelter and food sources for those students living on campus.
- The Incident Management Team will coordinate with county, city, and state agencies as needed to obtain resources for the campus.

# Fire Alarm – Public Affairs Quick-Reference Guide

**Campus Safety** will be the Incident Commander for a Fire Alarm incident until relieved by a local fire department station on scene.

- Once local fire district resources are on scene, they have jurisdiction.
- Fire District #1 will be Incident Commander for a Fire Alarm situation.
- Campus Safety will be the Campus Liaison with the Incident Command.

The Vice President for Finance and Administration may elect to stand up the Emergency Operations Center (EOC) and the **Incident Management Team** (IMT) to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

The **Executive Policy Group** (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

### **Public Affairs**

The Oregon Tech Public Affairs Department is responsible for releasing all emergency alerts and warnings through the university alert system.

Public Affairs is also responsible for all press releases, and all interactions with the media.

### Meeting Locations – Public Affairs (with the Executive Policy Group)

Primary: Diamond Peak Conference Room - CU

Secondary: DOW 251

(With the IMT)

Primary: Sunset Conference Room

#### Secondary: DOW 103

For incidents for which meeting off-campus is preferable, the Executive Policy Group/Public Affairs will convene in the **Foundation office** downtown at 735 Commercial St., Suite 4000 on the 2<sup>nd</sup> floor. For access, the Foundation can be reached at: 541-885-1130.

**Supply kits** for the Executive Policy Group/Public Affairs are stored in the CU building manager's office (CU 116B), in the Emergency Manager's office (Cornett 131A), and in the Foundation office.

- If no fire is obvious, Campus Safety and other campus officials may enter the building at their discretion to confirm that all have evacuated.
- If fire is visible, do not enter the building and notify the responding fire department that it is unknown if the spaces are fully evacuated.
- The decision to allow reentry to a building following a fire alarm will be made by Campus Safety or by the local fire department having jurisdiction.
- The Public Affairs Department shall activate the campus emergency alert system to notify all employees and students of the situation and its location.
- If the Executive Policy Group is activated, contact all members to alert them of the University President's desired meeting location.
- If the Incident Management Team is activated, contact members to alert them of the meeting location.
- Publicize evacuation staging areas as determined by the IMT and Campus Safety.
- Responsible for all press releases, and all interactions with the media. Campus employees should be directed to forward all media queries to Public Affairs.
- Report to the designated Executive Policy Group meeting location and establish communications with the Incident Command and the Incident Management Team.
- Activate all Klamath Falls and Wilsonville campus Public Affairs personnel, and request partner agency public affairs personnel as needed.
- Work with the Incident Command and partner public affairs officials to address media interest relating to response to the incident.
- Work with the Executive Policy Group on media releases relating to the University during the incident.
- Determine and publicize the staging area for the media. This staging area will be controlled by and report to Public Affairs. The media will not be allowed in the staging areas for emergency responders, injured persons, evacuated personnel, or family members.
- Work with the Incident Management Team to establish a staffed family information hotline, and publicize the number on the university webpage, social media sites, and through media outlets.
- Except under extreme circumstances, FERPA (Family Educational Rights and Privacy Act), HIPPA (Health Insurance Portability and Accountability Act), and other privacy laws and regulations need to be observed whenever information is released to the public.

## Fire Alarm – Incident Management Team Quick-Reference Guide

**Campus Safety** will be the Incident Commander for a Fire Alarm incident until relieved by a local fire department station on scene.

- Once local fire district resources are on scene, they have jurisdiction.
- Fire District #1 will be Incident Commander for a Fire Alarm situation.
- Campus Safety will be the Campus Liaison with the Incident Command.

The Oregon Tech **Public Affairs** Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.

The **Executive Policy Group** (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

### **Incident Management Team**

The Vice President for Finance and Administration may elect to stand up the Emergency Operations Center (EOC) and the Incident Management Team (IMT) to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

The IMT/EOC will be activated during any situation that requires the immediate coordination of multiple University departments or with outside agencies. The degree to which the IMT/EOC is activated depends on the need for coordination and communication between internal and external interests.

### Meeting Locations – Incident Management Team

Primary: Sunset Conference Room

### Secondary: DOW 103

For incidents for which meeting off-campus is preferable, the Incident Management Team will convene in the **Foundation office** downtown at 735 Commercial St., Suite 4000 on the 2<sup>nd</sup> floor. For access, the Foundation can be reached at: 541-885-1130.

**Supply kits** for the Incident Management Team are stored in the CU building manager's office (CU 116B), in the Emergency Manager's office (Cornett 131A), and in the Foundation office.

- If no fire is obvious, Campus Safety and other campus officials may enter the building at their discretion to confirm that all have evacuated.
- If fire is visible, do not enter the building and notify the responding fire department that it is unknown if the spaces are fully evacuated.
- The decision to allow reentry to a building following a fire alarm will be made by Campus Safety or by the local fire department having jurisdiction.
- The staging area for persons evacuated from the building(s) will be determined by the Incident Management Team, in conjunction with Campus Safety, and will be announced via the campus alert system and verbally at the evacuation points. This staging area reports to the Incident Management Team.
- If campus water, power, and or heat have been secured, or if the housing buildings are affected and are not deemed safe to reenter, the Incident Management Team will work with the campus housing staff to find suitable housing/shelter and food sources for those students living on campus.
- The Incident Management Team will coordinate with county, city, and state agencies as needed to obtain resources for the campus.
- The Incident Management Team will, in conjunction with the Executive Policy Group, determine the need to request activation of the Oregon Higher Education Incident Management Team (IMT), based at the University of Oregon in Eugene.
- The decision to allow reentry to a building following a bomb threat will be made by Campus Safety or by the local law enforcement agency having jurisdiction.
- If activated, the Incident Management Team will work with the Campus Safety Department to account for personnel.
- Work with the Campus Safety and Facilities Departments to assist Emergency Responders.
- Work with the Public Affair Department to establish a staffed family information hotline, and publicize the number on the university webpage, social media sites, and through media outlets.

# Fire Alarm – Campus Safety Quick-Reference Guide

The Vice President for Finance and Administration may elect to stand up the Emergency Operations Center (EOC) and the **Incident Management Team** (IMT) to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

The Oregon Tech **Public Affairs** Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.

The **Executive Policy Group** (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

### **Campus Safety**

**Campus Safety** will be the Incident Commander for a Fire Alarm incident until relieved by a local fire district station on scene.

- Once local **fire district** resources are on scene, they have jurisdiction.
- Fire District #1 will be Incident Commander for a Fire Alarm situation.
- Campus Safety will be the Campus Liaison with the Incident Command.

- If no fire is obvious, Campus Safety and other campus officials may enter the building at their discretion to confirm that all have evacuated.
- If fire is visible, do not enter the building and notify the responding fire department that it is unknown if the spaces are fully evacuated.
- Campus Safety will set up an Incident Command Post, and will notify Facilities, Emergency Management, and any responding outside agencies of its location.
- The VPFA and the Emergency Manager will be notified immediately of the situation.
- The decision to allow reentry to a building following a fire alarm will be made by Campus Safety or by the local fire department having jurisdiction.
- Facilities will provide Campus Safety with a list of contractors who are expected to be in the affected building(s).

- Campus Safety will attempt to account for all students, faculty, staff, and visitors, to include contractors, who were known or thought to be in the affected building(s).
- Campus Safety and Facilities will assist with traffic control and campus access issues as required by the Incident Commander.
- First responder staging areas, if required, will be determined by Campus Safety in conjunction with the Incident Command. All such staging areas will report to the Incident Command.
- The staging area for persons evacuated from the building(s) will be determined by the Incident Management Team, in conjunction with Campus Safety, and will be announced via the campus alert system and verbally at the evacuation points. This staging area reports to the Incident Management Team.

# Fire Alarm – Facilities Quick-Reference Guide

**Campus Safety** will be the Incident Commander for a Fire Alarm incident until relieved by a local fire department station on scene.

- Once local **fire district** resources are on scene, they have jurisdiction.
- Fire District #1 will be Incident Commander for a Fire Alarm situation.
- Campus Safety will be the Campus Liaison with the Incident Command.

The Vice President for Finance and Administration may elect to stand up the Emergency Operations Center (EOC) and the **Incident Management Team** (IMT) to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public and the media.

The Oregon Tech **Public Affairs** Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.

The **Executive Policy Group** (EPG) may convene at the University President's discretion to interface with the media, and with local, state and federal elected officials as needed.

### **Facilities Department**

The Facilities Department is charged with assisting Campus Safety and the Incident Command with logistics support during the response to an incident, and with assisting the Incident Management Team with logistics during the recovery phase.

- If no fire is obvious, Campus Safety and other campus officials may enter the building at their discretion to confirm that all have evacuated.
- If fire is visible, do not enter the building and notify the responding fire department that it is unknown if the spaces are fully evacuated.
- The decision to allow reentry to a building following a fire alarm will be made by Campus Safety or by the local fire department having jurisdiction.
- Facilities will inspect and monitor water, power, and natural gas delivery systems, if safe to do so, and will secure as needed.

- Facilities will provide Campus Safety with a list of contractors who are expected to be in the affected building(s).
- The Facilities Department will provide detailed maps of the affected building(s), blueprints of the campus buildings, and schematics for various support systems for emergency responders.
- Campus Safety and Facilities will assist with traffic control and campus access issues as required by the Incident Commander.
- If campus water, power, and or heat have been secured, or if the housing buildings are affected and are not deemed safe to reenter, the Incident Management Team will work with the campus housing staff to find suitable housing/shelter and food sources for those students living on campus.
- The Incident Management Team will coordinate with county, city, and state agencies as needed to obtain resources for the campus.

# <u>Annex 4 – Fire Alarm</u>

### I. Introduction and Purpose

Fire alarms may sound at any time, and need to always be treated as a real event until proven otherwise – evacuate the building whenever the fire alarm activates. A fire on campus or a nearby wildland fire may cause injuries, damage buildings, university property, and student property, or cause a loss of other campus services, such as the delivery of electrical power, natural gas, or IT services. A large fire could render a building unusable for an extended period.

### **II. Preparedness**

- The Emergency Management Department will provide mandatory fire drills in all campus buildings annually, and in residence buildings quarterly.
- Fire alarm systems, sprinkler systems, hydrants, and fire extinguishers will be inspected and tested regularly.
- Campus fire lanes will have the necessary signage for proper designation, and their locations will be provided to local fire and rescue services.
- All buildings on the Klamath Falls campus have audible fire alarm systems, but not all notify authorities that an alarm is sounding.
- Emergency exit signs and emergency exit routes will be posted in all buildings.
- Employees should be familiar with emergency exits and exit routes for their area, as well as the locations of fire extinguishers and fire alarm pull stations.
- All calls to the Klamath County 911 Dispatch Center are relayed to Campus Safety.

### **III. Jurisdiction / Direction and Control**

Campus Safety will be the Incident Commander for a Fire Alarm incident until relieved by a local fire department station on scene.

- Once local fire district resources are on scene, they have jurisdiction.
- Fire District #1 will be Incident Commander for a Fire Alarm situation.
- Campus Safety will be the Campus Liaison with the Incident Command.
- If deemed necessary, the Vice President for Finance and Administration may elect to stand up the Incident Management Team (IMT) to provide logistical support to the Incident Command, and to provide a campus interface with the rest of the campus and with the public.

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• If deemed necessary, the Executive Policy Group (EPG) may be convened by the University President to provide strategic guidance and Continuity of Operations, and to interface with the media, and with local, state, and federal elected officials as needed.

### **IV. Procedures**

- A. Students, Faculty, Staff, and Visitors
- Anyone seeing a fire larger than can be extinguished with a hand-held fire extinguisher should immediately pull the nearest fire alarm, evacuate the building, and call 9-1-1.
- Provide the 9-1-1 dispatcher with the following information:
  - □ The building involved
  - □ If it is known that a fire exists
  - □ If there are known injuries
- Help others in need to evacuate if you are able.
- Do not use elevators if the alarm is sounding use only stairways. Exit through the nearest safe exit and note that on some of the newer buildings fire doors and fire curtains may be closed making passage in that direction impossible.
- When evacuating a building, move at least 300 feet away from the building, and remain upwind if able to do so safely.
- Because not all of the building alarms notify authorities that the alarm is going off, call 9-1-1 after evacuating to confirm that they have received the alarm notification.
- If unable to evacuate, block the bottom of the doors with towels or other materials to reduce smoke, and signal through the window that you are there. If unable to attract the attention of those outside, immediately call 9-1-1 and let them know where you are.
- If a building or area of a building is evacuated, faculty or staff should account for all people in those spaces.
- If a small fire is immediately extinguished, the area may still need to be evacuated if noxious or toxic fumes are present.
- If a small fire is immediately extinguished without the alarm sounding, Campus Safety, Facilities, the Building Manager, and Environmental Health and Safety should be notified as soon as possible.

- Even if an alarm appears to be false or the crisis is over, do not attempt to silence the alarm or reset it. Legally this can only be done by competent authorities. Do not reenter the building until given permission by authorities.
- B. Responders
- If no fire is obvious, Campus Safety and other campus officials may enter the building at their discretion to confirm that all have evacuated.
- If fire is visible, do not enter the building and notify the responding fire district that it is unknown if the spaces are fully evacuated.
- Campus Safety will set up an Incident Command Post, and will notify Facilities, Emergency Management, and any responding outside agencies of its location.
- Procedures found in the Building Evacuation Annex will be followed.
- Facilities will inspect and monitor water, power, and natural gas delivery systems, if safe to do so, and will secure as needed.
- Facilities will provide Campus Safety with a list of contractors who are expected to be in the affected building(s).
- Campus Safety will attempt to account for all students, faculty, staff, and visitors, to include contractors, who were known or thought to be in the affected building(s).
- The Facilities Department will provide detailed maps of the affected building(s), blueprints of the campus buildings, and schematics for various support systems for emergency responders.
- Campus Safety and Facilities will assist with traffic control and campus access issues as required by the Incident Commander.
- Other departments will provide goods and services (as able) as required by the Incident Command and the Emergency Operations Center.
- The Vice President for Finance and Administration (VPFA) will determine if the Incident Management Team should be stood up, and in what location.
- The Incident Management Team will, in conjunction with the Executive Policy Group, determine the need to request activation of the Oregon Higher Education Incident Management Team (IMT), based at the University of Oregon in Eugene.
- First responder staging areas, if required, will be determined by Campus Safety in conjunction with the Incident Command. All such staging areas will report to the Incident Command.
- The staging area for persons evacuated from the building(s) will be determined by the Incident Management Team, in conjunction with Campus Safety, and will be announced via

the campus alert system and verbally at the evacuation points. This staging area reports to the Incident Management Team.

- If a triage staging area is required, its location will be determined by the Incident Command, and it will report to the Incident Command.
- If needed, the Marketing, Communications, and Public Affairs department will set up a media staging area away from evacuees. Public Affairs will control this staging area.
- The Public Affairs Department will determine if there is a need to set up a university switchboard to field calls from family members seeking information about those on campus.
- The University President may, at their discretion, convene the Executive Policy Group to discuss Continuity of Business plans.
- If campus water, power, and or heat have been secured, or if the housing buildings are affected and are not deemed safe to reenter, the Incident Management Team will work with the campus housing staff to find suitable housing/shelter and food sources for those students living on campus.
- The Incident Management Team will coordinate with county, city, and state agencies as needed to obtain resources for the campus.
- The decision to allow reentry to a building following a fire alarm will be made by Campus Safety or by the local fire department having jurisdiction.

### C. Wildland Fires

If a wildland fire potentially threatens the campus, the Vice President of Finance and Administration will meet with the fire Incident Command to determine if the campus needs to be evacuated, or if other measures need to be taken to protect those on the campus or the campus itself. The VPFA may stand up the IMT at their discretion to facilitate the recommended or required actions.

### V. Program and Plan Maintenance

The Fire Alarm Hazard Specific Annex will be maintained, reviewed, and updated on an annual basis, or following an incident or exercise, by the Director of Emergency Management. Changes will be approved by the Oregon Tech President.

### **Annex 5: Inclement Weather Campus Closure**

#### I. Introduction and Purpose

The decision to close the Oregon Tech Klamath Falls campus will be made by the Vice President For Finance And Administration or their designated representative.<sup>1</sup> The primary concern will be for the health and safety of the students, faculty, staff, and campus visitors. The campus closure procedure may be implemented when there is a concern of snow loads on the building roofs, ice on sidewalks or parking lots, travel to or from a campus may involve considerable risk, or when inclement weather may limit the ability of a campus operation to function safely. Preclosure consultation will be led by the Vice President for Finance and Administration (VPFA), and will include officials from the Facilities, Campus Safety, Student Affairs, Academic Affairs, and Emergency Management departments.

#### II. Preparedness

- The Campus Public Safety, Facilities, and Emergency Management departments will monitor weather reports closely during winter months to determine what actions may be required to continue safe operations on the campus. The three departments will also monitor actual conditions on the campus, and will maintain open lines of communications to discuss concerns. All three departments will have a supervisor-level or higher employee as a 24-hour contact available to address concerns or to activate that department's section of the plan.
- Facilities will keep road and sidewalk clearing equipment ready, and will have the personnel to operate this equipment on standby, whenever weather reports forecast ice storms, freezing rain, more than one inch of snow, or high winds which may push snow into drifts, within the next 24 hours.
- If weather forecasts predict significant weather within the next 24 hours, the VPFA will be notified by the Campus Public Safety Department and briefed. At their discretion, the VPFA will brief the Vice President of Student Affairs, the Provost, the campus Housing Director, the Athletic Director, and campus dining supervisor on developments.
- The Emergency Management Department will liaise with the City of Klamath Falls and with the Klamath County Emergency Management Department to determine if there will be any regional issues, such as road closures or other school closures, which may affect the campus.
- Inclement weather campus closure decisions for the Portland-Metro and Scappoose campuses will be made by the Vice President for those campuses in consultation with executive and operational leadership at those locations. Closures of satellite facilities for

<sup>&</sup>lt;sup>1</sup> In the absence of the VPFA, the Succession of Authority falls to the Vice President for Academic Affairs/Provost, then to the Vice President for Student Affairs/Dean of Students, then to the Vice President for the Portland-Metro/Scappoose campuses.

Boeing and Chemeketa/Salem operations will be made by operational leaders at those facilities.

### III. Jurisdiction / Direction and Control

The Oregon Tech Vice President for Finance and Administration will provide direction and control for issues relating to campus closures.

### **IV. Procedures**

- The Campus Public Safety Department will make recommendations to the VPFA on inclement weather campus closure or delayed-opening issues. The VPFA will consult with Facilities, Campus Public Safety, Emergency Management, Student Affairs, and Academic Affairs, and make a decision.
- If overnight inclement weather produces an unsafe situation, efforts will be made to come to a campus closure or delayed-opening recommendation before 6:00 am.
- If morning inclement weather has the potential to produce unsafe conditions during the day (such as for afternoon or evening classes or for a basketball game), efforts will be made to come to a campus closure recommendation no less than one hour before the recommended closure time.
- A decision to close or delay the opening of the campus will be announced by the VPFA to Facilities, Student Affairs, Academic Affairs, student housing, campus dining, and the Marketing, Communications, and Public Affairs Department via phone, text, and/or email as soon as possible.
- The Marketing, Communications, and Public Affairs Department will publicize closure and delayed-opening announcements to the campus via the campus alert system, campus email, the campus website, and campus social media, and to the community via local media outlets.
- At the discretion of the VPFA, the Athletic Director will be notified of developments to alert any traveling sports teams of weather in Klamath Falls, and, if available, expected weather on any travel routes taken to return home.
- If the decision to close the campus is made during regular working hours, campus email and office phone trees will also be used to announce the closure.
- Established phone calling trees will be activated by department managers.
- The VPFA will notify other state institutions of higher education and state agencies as required of any decisions to close the campus. The Emergency Management Department will notify county emergency management and city authorities of a decision to close the campus.
- The Facilities Department will notify all contractors working on campus of any closures or a delayed-opening.

- Snow and ice removal on campus will be completed by the Facilities Department. If inclement weather occurs overnight, the Campus Safety Department will notify Facilities of the need to remove snow and ice.
- Priority for snow-clearing and sanding operations will be given to access paths for emergency response vehicles, sidewalks between the campus dormitories and the College Union, and handicapped parking and access areas.
- If a campus closure negatively impacts dining service's abilities to provide food for students living on campus, the Emergency Management Department will coordinate with the dining services supervisor, Student Affairs, and the campus housing staff to provide meals to those on campus.
- The decision to reopen the campus following an inclement weather closure will be made by the VPFA, who, if not available will delegate this responsibility as shown in Footnote 1.
- Employees are responsible for checking the notification resources listed prior to reporting for work when conditions exist that might result in a campus closure.
- Unclassified employees are on contract appointments and do not need to account for work time missed due to a campus closure.
- Classified employees will be subject to the terms of the Collective Bargaining Agreement (Article 63) which allows employees who are at work to be paid for the remainder of the work shift if the campus is closed during their shift, and requires employees who have not yet reported to work to use accrued vacation, compensatory time, exchange time, or personal leave, or to take leave without pay to cover work time missed due to closure. Classified employees reporting for work after a timely closure announcement is made will be required to use leave time or leave without pay and will not be credited with appearing for work.
- Only those classified employees authorized in advance by their supervisors to work on campus during inclement weather closures will be paid for those hours worked.

### V. Program and Plan Maintenance

The Inclement Weather Campus Closure Hazard Specific Annex will be maintained, reviewed, and updated on an annual basis, or following an incident or exercise, by the Director of Emergency Management. Changes will be approved by the Oregon Tech President.

# Emergency Public Communications – Agency Administrator Quick-Reference Guide

Communications between Oregon Tech and its stakeholders, including students, faculty, staff, family members, campus visitors, and the general media, are critical during an emergency. Timely and accurate information issuance is critical to the University's ability to stay on top of the situation. Regular updates and scheduled press conferences may be required to keep people informed. And these issuances will likely need to be made over multiple platforms to accommodate as many stakeholders as possible.

The Agency Administrator works on behalf of the Executive Policy Group to make immediate emergency response decisions.

### Actions:

- A determination to send an alert to some or all campus stakeholders is made by Oregon Tech executive leadership (Vice President or above).
- In a situation with imminent life/safety implications, a common sense decision should be made as to whether to issue an alert to the impacted stakeholders without waiting for approval from VP-level leadership.
- All official Oregon Tech press releases and communications relating to emergency operations or an incident or event will be issued by the Public Affairs Department, in conjunction with executive leadership, the Executive Policy Group, or the Emergency Operations Center/ Incident Management Team, depending on the situation and which entities have been activated.
- Public Affairs Department staff are the primary university spokespersons.

### • Notify key constituencies

- Board of Trustees
- Students
- Administration, faculty and staff
- Parents, guardians, spouses and other family members of students, faculty, and staff
- State agencies and elected government officials
- Other Oregon and / or regional institutions of higher education

- Oregon Tech Foundation and Alumni leadership (with recommendations on how they may want to communicate with their constituents)
- Media
- General public
- Identify facts, critical information and key messages

# **Emergency Public Communications – Public Affairs Quick-Reference Guide**

Communications between Oregon Tech and its stakeholders, including students, faculty, staff, family members, campus visitors, and the general media, are critical during an emergency. Timely and accurate information issuance is critical to the University's ability to stay on top of the situation. Regular updates and scheduled press conferences may be required to keep people informed. And these issuances will likely need to be made over multiple platforms to accommodate as many stakeholders as possible.

- The Oregon Tech Public Affairs Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.
- A determination to send an alert to some or all campus stakeholders is made by Oregon Tech executive leadership (Vice President or above).
- In a situation with imminent life/safety implications, a common sense decision should be made as to whether to issue an alert to the impacted stakeholders without waiting for approval from VP-level leadership.
- All official Oregon Tech press releases and communications relating to emergency operations or an incident or event will be issued by the Public Affairs Department, in conjunction with executive leadership, the Executive Policy Group, or the Emergency Operations Center/ Incident Management Team, depending on the situation and which entities have been activated.
- Public Affairs Department staff are the primary university spokespersons.
- Report to the designated Executive Policy Group meeting location and establish communications with the Incident Command and the Incident Management Team.
- Activate all Klamath Falls and Wilsonville campus Public Affairs personnel, and request partner agency public affairs personnel as needed.
- Work with the Executive Policy Group to notify key constituencies
  - Board of Trustees
  - Students
  - Administration, faculty and staff
  - Parents, guardians, spouses and other family members of students, faculty, and staff

- State agencies and elected government officials
- Other Oregon and / or regional institutions of higher education
- Oregon Tech Foundation and Alumni leadership (with recommendations on how they may want to communicate with their constituents)
- Media
- General public
- Identify facts, critical information and key messages, separate from speculation.
- Use all modes of communications required to reach all parts of the campus community, the public, and the media.
- Coordinate the release of any institutional information, including official statements from appropriate university officials.
- Set up press conferences as required by the situation when possible, the appropriate University leader, law enforcement representative, and/or the Public Affairs Department will convey key messages to the media and public in an appropriate setting
- Share messages with key internal channels, including the university switchboards, Web site, Facebook page, Twitter account, Tech News DAILY, Residence Hall front desk, The Edge, and KTEC. Distribute a fact sheet, news release (written, audio, or video), or script to appropriate constituencies.
- Determine and publicize the staging area for the media. This staging area will be controlled by and report to Public Affairs. The media will not be allowed in the staging areas for emergency responders, injured persons, evacuated personnel, or family members.
- Work with the Incident Management Team to establish a staffed family information hotline, and publicize the number on the university webpage, social media sites, and through media outlets.
- Except under extreme circumstances, FERPA (Family Educational Rights and Privacy Act), HIPPA (Health Insurance Portability and Accountability Act), and other privacy laws and regulations need to be observed whenever information is released to the public.

# **Emergency Public Communications – Incident Management Team Quick-Reference Guide**

Communications between Oregon Tech and its stakeholders, including students, faculty, staff, family members, campus visitors, and the general media, are critical during an emergency. Timely and accurate information issuance is critical to the University's ability to stay on top of the situation. Regular updates and scheduled press conferences may be required to keep people informed. And these issuances will likely need to be made over multiple platforms to accommodate as many stakeholders as possible.

### Actions:

- A determination to send an alert to some or all campus stakeholders is made by Oregon Tech executive leadership (Vice President or above).
- In a situation with imminent life/safety implications, a common sense decision should be made as to whether to issue an alert to the impacted stakeholders without waiting for approval from VP-level leadership.
- All official Oregon Tech press releases and communications relating to emergency operations or an incident or event will be issued by the Public Affairs Department, in conjunction with executive leadership, the Executive Policy Group, or the Emergency Operations Center/ Incident Management Team, depending on the situation and which entities have been activated.
- Public Affairs Department staff are the primary university spokespersons.

### • Notify key constituencies

- Board of Trustees
- Students
- Administration, faculty and staff
- Parents, guardians, spouses and other family members of students, faculty, and staff
- Law enforcement agencies, first responders, health care facilities, and other local civic authorities as needed
- State agencies and elected government officials
- Other Oregon and / or regional institutions of higher education

- Oregon Tech Foundation and Alumni leadership (with recommendations on how they may want to communicate with their constituents)
- Media
- General public
- Identify facts, critical information and key messages
- Work with the Public Affairs Department to establish a staffed family information hotline, and publicize the number on the university webpage, social media sites, and through media outlets.

# Emergency Public Communications – Campus Safety Quick-Reference Guide

Communications between Oregon Tech and its stakeholders, including students, faculty, staff, family members, campus visitors, and the general media, are critical during an emergency. Timely and accurate information issuance is critical to the University's ability to stay on top of the situation. Regular updates and scheduled press conferences may be required to keep people informed. And these issuances will likely need to be made over multiple platforms to accommodate as many stakeholders as possible.

Campus Safety will be the initial Incident Commander for an event on campus.

The Oregon Tech Campus Safety Department will be the Campus Liaison with the Incident Command if an external agency takes over as Incident Commander.

- The Oregon Tech Public Affairs Department is responsible for releasing all emergency alerts and warnings through the university alert system. Public Affairs is also responsible for all press releases, and all interactions with the media.
- A determination to send an alert to some or all campus stakeholders is made by Oregon Tech executive leadership (Vice President or above).
- In a situation with **imminent life/safety implications**, a common sense decision should be made as to whether to issue an alert to the impacted stakeholders without waiting for approval from VP-level leadership.
- All official Oregon Tech press releases and communications relating to emergency operations or an incident or event will be issued by the Public Affairs Department, in conjunction with executive leadership, the Executive Policy Group, or the Emergency Operations Center/ Incident Management Team, depending on the situation and which entities have been activated.
- Public Affairs Department staff are the primary university spokespersons.
- Share important information with Public Affairs personnel. Be sure to differentiate between facts and speculation or estimates.
- If there is important information that needs immediate release to protect the public (such as areas to avoid or evacuation procedures), pass to Public Affairs personnel as soon as possible.

# Annex 6: Emergency Public Communications

### I. Introduction and Purpose

The purpose of the Emergency Public Communications Annex is to define how communications will be conducted between Oregon Tech and its stakeholders, including students, faculty, staff, family members, campus visitors, and the general media. Determining the campus constituencies that need to be notified and the method(s) of reaching them are important to effective communications.

Effective communication with the various campus stakeholders relies on the timely release of facts and information, requests to the public, and instructions, with communications channels open in both directions (i.e.: taking questions as well as providing statements). Minimizing rumors and misinformation are best completed by providing facts, refuting falsehoods, and providing ongoing updates. Effective communication also helps to maintain or restore order and / or confidence.

The safety and well-being of the campus community is the primary concern of Oregon Tech Emergency Management, and providing critical information that will allow people to make informed decisions in a timely manner is vital to accomplishing this.

### **II. Preparedness**

A crisis on campus will draw the attention of the public, the media, campus users such as students, faculty, and staff, and the families of these persons. Timely and accurate information issuance is critical to the University's ability to stay on top of the situation. But the days of just inviting local print media (newspapers), television, and radio reporters to a press conference are in the past. Not only has the scope expanded beyond the region to include the state, and in some case national, interests, but new forms of social and internet media have become the best, or in some cases only, way to reach certain segments of the campus and broader constituent communities.

For some incidents, a single alert message may be all that is required to inform the campus community about an event or issue. In an on-going incident, however, regular updates and scheduled press conferences may be required to keep people informed. And these issuances will likely need to be made over multiple platforms to accommodate as many stakeholders as possible.

### **III. Jurisdiction / Direction and Control**

The Oregon Tech Incident Management Team will control modes of communication by campus members during a crisis.

### **IV. Procedures**

A determination to send an alert to some or all campus stakeholders is made by Oregon Tech executive leadership (Vice President or above). The Campus Safety Department is mostly likely to be the entity requesting an alert broadcast, and only one executive leadership member is required to authorize such a transmission.

The Public Affairs Department has a list of pre-written (canned) messages stored within the Alert System that contain all but the incident-specific details. Original messages can also be sent if none of the pre-written messages is adequate for the event at hand. The incident and severity will determine the messages sent to internal and external stakeholders, and the timeline for release.

In a situation with imminent life/safety implications, a common sense decision should be made as to whether to issue an alert to the impacted stakeholders without waiting for approval from VP-level leadership. For example, the Director of Campus Housing may immediately order a dormitory to be evacuated for fire or earthquake, if delaying for approval might endanger students.

All official Oregon Tech press releases and communications relating to emergency operations or an incident or event will be issued by the Public Affairs Department, in conjunction with executive leadership, the Executive Policy Group, or the Emergency Operations Center/Incident Management Team, depending on the situation and which entities have been activated.

During an incident, members of the University leadership will convene the Executive Policy Group to develop and execute a communications plan specific to that crisis or event. The plan may include:

### **1.** Communications Modes

- The current Oregon Tech Emergency Alert System can be programmed to send out urgent messages via voice, text, and email, as well as on the Home Page of the Oregon Tech website.
- Messages and media releases can also be posted on the Oregon Tech webpage, Facebook page, Twitter feed, other social media and via email.
- Media/ video releases may also be sent directly to media outlets or wire services.
- Press briefings / conferences may also be scheduled to provide information, with spoken statements and / or written releases passed to credentialed media, and the media providing its own written, radio, or television reporters.
- Meetings directly with campus stakeholders (students, faculty, staff, and family members) may be held by the Executive Policy Group or the Public Affairs Department with or without media interests present.

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All of the above methods of communicating with campus stakeholders, the media, and the public are controlled and maintained by the Oregon Tech's Public Affairs Department. The Alert System is an "Opt-Out" system for all students, faculty, and staff, and is an "Opt-In" system for family members. The Alert System is tested quarterly.

**2. Identify facts, critical information and key messages**. The Public Affairs Department will coordinate the release of any institutional information, including official statements from appropriate university officials. Objectives in the release of information are:

Action Steps:

- Timely release of accurate information;
- Communicate verified facts rather than speculation

### Objectives:

- Promote and protect the welfare of involved personnel and/or students and their families;
- Collaborate with external entities/agencies, such as law enforcement or state or federal authorities.
- Facilitate information flow;
- Retain employee, student, public and news media confidence in the institution;
- Use a crisis, when appropriate, to educate the public on broader issues raised by the crisis (i.e., how we'll prevent similar incidents from occurring in the future, what programs we have in place and what we're doing now).

Information that is speculative should not be released. Examples of such information include estimates concerning the dollar value of damage resulting from a fire or comments on judicial processes in which findings have not been issued.

**3. Designate a spokesperson**. In all instances, the Public Affairs Department staff are the primary university spokespersons.

**4. Notify key constituencies**. This includes e-mail notification to student and staff lists, Oregon Tech social media sites, and use of the Alert System as appropriate. Constituents must be informed of appropriate details and actions taken by the university during a crisis. Effective communications help quell rumors, maintain morale and ensure orderly operations of the university. Among groups that should be considered for communication in a crisis situation:

- Board of Trustees
- Students
- Administration, faculty and staff
- Parents, guardians, spouses and other family members of students, faculty, and staff
- Law enforcement agencies, first responders, health care facilities, and other local civic authorities as needed
- State agencies and elected government officials
- Other Oregon and / or regional institutions of higher education
- Oregon Tech Foundation and Alumni leadership (with recommendations on how they may want to communicate with their constituents)
- Media
- General public

**5.** Share messages with key internal channels, including the university switchboards, Web site, Facebook page, Twitter account, Residence Hall front desk, and KTEC. Distribute a fact sheet, news release (written, audio, or video), or script to appropriate constituencies.

**6. Press briefing and/or public forum**. The appropriate University leader and/or the Public Affairs Department will convey key messages in a timely manner to the media and public in an appropriate setting, based on the type and location of the emergency.

In order for many of the above actions to be properly executed, individuals responsible for those tasks must have access to functioning telephones, cell phones, computers, university servers and other support components for Oregon Tech communications. The ITS Department has responsibility for the telephones, computers, and university server systems. The Public Affairs Department will work to ensure that communication tools are in place, sufficient, and maintained, and that there is adequate backup for key responsibilities, should any Public Affairs individual(s) be unable to fulfill their duties. In the event of loss of telephone service, cellular phones will be used by Oregon Tech's emergency responders. Some personnel may also have access to hand-held public frequency radios. Cellular phone numbers and other contact information for key university officials are maintained by Emergency Management as the Recall Roster/Emergency Contact List in the Emergency Operations Plan.

### V. Annex Development and Maintenance

This annex was developed by the Oregon Tech Emergency Management and Continuity Program with assistance from the University Marketing, Communications, and Public Affairs Department (Public Affairs). The Emergency Management and Continuity Program is responsible for updating and maintaining this annex.

### Annex 7: Emergency Response Communications

### I. Introduction and Purpose

The purpose of the Communications Annex is to define how communication will be conducted among individuals and teams responding to emergencies, events, and other incidents on the Oregon Tech Klamath Falls campus. It focuses on communication within the University community and its responders, and does not address the inclusion of outside agencies, such as the Klamath Falls Police Department and Klamath County Fire District One. It also does not address communications between the University and the public.

### **II. Preparedness**

Individuals responding to emergencies, events, and other events require clear and effective channels of communication. In many cases, this communication will be performed remotely via telephones (landline, cellular, text), Email (or Web Chat), or radio. All parties must have information on modes, channels, telephone numbers, Email addresses, and other identification features, and must have access to those methods of communication that are needed to complete the task at hand.

Other key assumptions include:

- Not all communications methods may be available or operable, depending on the situation and conditions.
- A catastrophic event may render select modes, or even all modes, of electronic communication inoperable.
- Not all personnel who need to communicate will have the modes needed available.

### **III. Jurisdiction / Direction and Control**

The Oregon Tech Incident Management Team will control modes of communication by campus members during a crisis.

### **IV. Procedures**

Accurate, concise, and timely communication is critical to any emergency response, and is typically the least robust element in the response. Because it is so important and so fragile, if possible, multiple modes of communication should be planned for and deployed during critical incidents. A mobile field unit might consider a cellular phone to be its primary means of communication with the base unit, and a portable radio to be the back-up, but flip this order when trying to communicate with another field unit. Communications strategies should be based on the needs of the users, security requirements, documentation requirements, equipment availability (including network degradation and power supplies), and situational requirements. Each of these factors should be weighted based on perceived importance.

### **Communication Modes**

Oregon Tech's approach to Emergency Responder and Emergency Management communications is multi-dimensional and redundant. Methods used by campus emergency response personnel include:

- Landline Telephones
- Cellular Telephones / Text (SMS)
- Email
- Radio (2-Way)
- Web Chatroom

In addition to the methods listed above, the University may use its alert system, which can itself send messages via three modes: 1) voice (telephone); 2) text message (SMS); and 3) email. Each mode of communication is described below.

### Landline Telephone

Landline telephones are hardwired, relying on a physical connection (cord directly to the handset, or to a base station for a cordless version) to transmit and receive. Oregon Tech's Klamath Falls campus landline phone system includes traditional analog phones, provisioned by a local telecom service (for select systems, such as building fire alarms) and newer Internet Protocol (IP) cloud-based system (most phones on campus). Together, these systems are known as the Campus Phone System.

The campus IP phones are distributed from distribution frames in each building. A number of distribution frames do not have emergency power available to them, but do have back-up battery power, designed to last approximately 1/2 hour. This means that depending on how long the campus has been without electrical power, the campus phone system may not have power. Analog lines, provisioned by a local telecom service, will be subject to the local telecom's uptime.

All building distribution frames and circuits connect to the campus core networking and from there to a cloud-based Public Switched Telephone Network (PSTN) and the outside world. Core networking is in Snell Hall. A back-up generator should take over if Snell Hall loses power. Cloud-based phone service will still be available wherever internet is accessible (off-campus wifi, cell phones, etc.)

IP phone sets are not necessarily more vulnerable to power outages than traditional analog phones, as long as an internet connection is available. However, IP phones receive power from their Ethernet switches, and if that switch loses power, the phone will no longer operate. In most cases the distribution frames which house the Ethernet switches are equipped with an

Uninterruptable Power Supply (UPS) for limited power backup. Some distribution frames require UPS upgrades or additions.

### Cellular Telephones and Text (SMS)

Cell phones are nearly ubiquitous, and offer a high degree of mobility, often a priority during an emergency. Smart phones, in addition to voice communication and voicemail, offer text (SMS) and web-based communication (email and others, based on Apps installed), increasing their versatility. Most also offer Geo-Locating services for the user, and the ability to document issues with cameras and audio and video recorders. There are spots on campus, however, that do not reliably receive cellular signals, including parts of the Residence Hall, some basements, and much of the campus tunnel system. The campus does not currently have a cellular repeater system to improve reception in questionable areas.

Not all members of the campus community have access to a smart phone, or even a basic cell phone. Communication plans will need to take this in to account.

Text messaging, while still using the cellular network that the voice mode relies on, is often more reliable as it requires less bandwidth to send and receive (burst transmission as opposed to a continuous link). One shortcoming of text messaging is that most 9-1-1 call and dispatch centers are still only equipped to handle voice calls and requests. There is a nationwide effort to upgrade dispatch centers to receive text messages (Next Generation 911), and now this service has reached the Klamath Basin – Klamath County 9-1-1/Dispatch can now receive and send text messages for emergencies. The same limitations apply to Campus Safety – their desk phones cannot receive text messages, but their cellular phones can.

The cellular network is typically owned and operated by commercial enterprises, and the cell towers almost universally have back-up power available even during a large-scale power outage. So, with regards to power, most cellular phones are more limited by their own batteries and the ability to recharge them than by outside circumstances.

During an emergency, the cell networks can become overwhelmed as many individuals try to place a call at the same time. The Wireless Priority Service (WPS)<sup>1</sup> system and the Government Emergency Telecommunications Service (GETS)<sup>2</sup> may be available to certain campus users (First Responders, such as Campus Safety) during an emergency to gain priority access to the cellular network.

<sup>&</sup>lt;sup>1</sup> "Wireless Priority Service supports national leadership, federal, state, local, tribal and territorial governments; and other authorized national security and emergency preparedness (NS/EP) users. It is intended to be used in an emergency or crisis situation when the wireless network is congested and the probability of completing a normal call is reduced." (from the DHS website: <u>https://www.dhs.gov/wireless-priority-service-wps</u>) WPS is available from most cellular carriers for an additional fee, and authorization to use either WPS or GETS must be established before an emergency or crisis situation occurs.

<sup>&</sup>lt;sup>2</sup> https://www.dhs.gov/requesting-gets-and-wps

### <u>Email</u>

Email may be an excellent option for ongoing incident management and long-term response efforts, especially for personnel working in an office environment (not in the field) and who are not completing tasks which require high mobility. As written communications, emails will reduce the likelihood of transmission error or ambiguity. Emails will also be a valuable source of documentation after the incident is over and records are being compiled.

But email is most likely not a viable option for real-time communications, where time matters, and may be ungainly in the field or for those without continuous service. Emails also rely on having network connectivity, either from an Ethernet connection to a desktop computer, a Wi-Fi connection to a tablet, or a cellular data connection to a smart phone, any of which may be disrupted or unavailable during an emergency.

### Radios (2-Way)

The only regular users<sup>3</sup> of 2-way radios on the Oregon Tech Klamath Falls campus are Campus Safety personnel. Their system is comprised of a multi-channel trunked radio system and one conventional repeater site located on the PE building. In addition, the Klamath County 9-1-1 Emergency Communications System has two repeaters that serve small parts of the campus. This trunked system, combined with the repeaters, allows Campus Safety to communicate both internally and with outside agencies, such as the Klamath Falls Police Department and Klamath County Fire District One. And while the radio system allows for a broad communication strategy with multiple units, this same attribute also allows the general public to listen in on communications and operations,<sup>4</sup> which may not be desirable in certain situations. As with cellular service, there are spots on campus that have poor radio reception and coverage, both for the Campus Safety radios, and for those used by external agencies operating on the campus.

A 2-way radio system also has the disadvantage of typically having fewer units to hand out than those needing portable communications, and of having to have all of the radios programmed the same way to be used together.<sup>5</sup> Its limited range is likely not an issue on the 190 acre Klamath Falls campus, but a lack of familiarity with radio operations by new users might be.

### Web Chatroom

A web chatroom serves two purposes: 1) project management, and 2) it allows multiple people in remote locations to connect in a virtual conference room to conduct business. For the first of

<sup>&</sup>lt;sup>3</sup> The Facilities Department has a small number of radios, but they are rarely used.

<sup>&</sup>lt;sup>4</sup> Anyone wishing to listen in would need a police scanner, but since the system in not encrypted, no special equipment is required.

<sup>&</sup>lt;sup>5</sup> During FY 2017-18, the Emergency Management Program plans to purchase approximately 25 handheld radios to be handed out to those in need only during an emergency or large event. These would not be compatible with the Campus Safety radio system, but would allow field personnel to communicate easily with each other and with the Emergency Operations Center.

these purposes, a web chatroom (such as the University of Oregon's Basecamp) provides a common location for task scheduling, file sharing, and communication. All correspondences are archived to maintain a clear record of communications for later documentation. For the latter purpose, a web chatroom allows personnel with access privileges to connect from distant locations, often via a smart phone app, and to participate in decision making and other tasks.

Oregon Tech does not yet have a web chatroom system set up, but these systems are used extensively and successfully by many other entities, such as federal and state agencies, and other universities. If a web chatroom program is to be pursued, Oregon Tech should make sure that the system desired is compatible with those of the external agencies it is most likely to do business with during an emergency.

Oregon Tech has set the following guidelines for modes of communications for various types of tasks:

1) For office work, the preferred method of communication following using paper documents is email, as it allows for easy documentation after the fact. If written documentation is required, the secondary choice would be a web chatroom, if available, and the tertiary choice would be text messaging. If documentation is not critical, the primary voice communications platform should be landline phones, followed by radios (if available and talking to mobile units is required). The third choice should be cellular phones, so as not to overload the cellular network during an emergency.

2) For mobile units, where internet connectivity, time available, and space may be issues, voice communications will be the rule. The primary method, if available, should be portable radios, and the secondary method should be cellular phones. If an internet connection is available and documentation is required, email is the primary method and text messaging is secondary.

3) For personnel in remote locations, such as Executive Policy Group members needing to communicate strategic information, whatever robust and secure means is at hand will be the primary method, and the Emergency Operations Center will strive to accommodate.

4) For users in the first two categories above, if they are on the campus or nearby, a "runner" to physically transport and deliver either documents or voice messages might be a viable option if the preferred methods fail. Care needs to be taken to ensure that the runner is not endangered in any way, and that they understand the scope and limitations of their task.

Current phone and email lists for critical personnel, departments, and external agencies will be available in the Emergency Operations Center. A small number of computers, radios, and cell phone chargers will also be available. ICS Form 205A (Communications List) will be used to document what communications methods are available to each unit or person working on the emergency response. The determination on what communications to document should weigh heavily on the side of documenting everything possible. Convenience is typically not a reasonable excuse for using a phone instead of sending an email, unless a recorder is available to write down the contents of the exchange. Situational issues, however, might preclude documentation. If time is critical, equipment is not available, or connectivity is an issue, a reasonable determination to use voice communications instead of written can be made. If possible, each unit should use ICS Form 214 (Activity Log) to capture a summary of the communication information when able.

The security requirements for communications should be given to all personnel involved in an incident. Items of a sensitive nature, such as student names, deaths, or other personal information should be safeguarded. Certain types of situations, such as violence on campus, also require careful handling of communications and information to avoid broadcasting tactics to a potential adversary. The means to communicate such information should reflect these requirements. For example, an open-channel radio should not be used to transmit sensitive or tactical information, but will be acceptable to contact a unit doing a logistics mission. Except under extreme circumstances, FERPA (Family Educational Rights and Privacy Act), HIPPA (Health Insurance Portability and Accountability Act), and other privacy laws and regulations need to be observed.

Personnel working on an emergency or event also need to prioritize communications, due to limited bandwidth for some systems, and limited time that other people have available to respond. At the height of a crisis, routine communications may need to be prohibited by supervisors or directors to maintain focus on the tasks at hand, and certain methods of communication may need to be limited to a select group. Restrictions and expectations should be transmitted to all parties involved.

During an emergency, all participants should remember the "ABC's" of communication: Accurate, Bold, and Concise. Brevity and clear instructions should be the rule of the day. The use of acronyms, slang, or shorthand should be discouraged, as these make interpretation more difficult, leading to confusion and decreased efficiency.

At the same time, all personnel should remember that safely completing the desired task is the most important benchmark, and that the desire to communicate should not create any safety or efficiency issues. The urge to stay informed is strong, especially away from the front lines and the direct action, but the safety of the responders and the completion of necessary tasks should be the priority.

Documentation is critical for any event in which reimbursement is desired. FEMA, state agencies, and NGO's will require documentation, most often written, that certain events took place, that tasks were completed, and that earmarked funds were dispersed correctly.

Accurate documentation will also help should liability concerns arise following an event. Documentation showing known facts at the time, resources available, and reasoning will be important for showing "good faith" efforts of both individuals and the institution. Written forms of communication, such as hard copies of ICS forms, emails and texts make a stronger case than verbal testimony, and typically prove to be a more accurate remembrance of history. Recorders should be assigned to provide written documentation for all meetings and other events which might have a material bearing on the outcome of an incident.

### V. Annex Development and Maintenance

This annex was developed by the Oregon Tech Emergency Management and Continuity Program with assistance from the ITS Department and the Campus Public Safety Department. The Emergency Management and Continuity Program is responsible for updating and maintaining this annex.