

Welcome LEMC's



2010

Emergency Management Conference

Functional Exercise



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**

pennsylvania
EMERGENCY MANAGEMENT AGENCY



Welcome and Objectives

- EOC Operations Training PPT
- Opportunity to open a Local EOC
- Practice message flow
- Resource requests and Prioritization of Resources
- Develop solutions & ideas for unmet needs
- Provide opportunity for networking
- Share lessons learned
- Take home various resource documents, templates, & checklists.
- Become better prepared to lead during times of crisis
- Have fun!!!



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**

pennsylvania
EMERGENCY MANAGEMENT AGENCY



Facility Information

- Exits / Evacuation / Accountability
- Emergencies – “Real World Emergency”
- AED???
- Restrooms
- Vending machines / Drinks
- Breaks – on your own as needed – make sure position is covered



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



Exercise Planning Team

- Roy Shipley – Fayette County
- Kay Carman – York County
- Jim Welty – York County
- John Matz – Schuylkill County
- Art Kaplan – Kaplan Group (formerly Schuylkill County)
- Rich Matason – Westmoreland County
- Gene Komondor – North Huntingdon Twp (Westmoreland County)
- Fred Boylstein – PEMA Central Area
- Phil Barker – PEMA Western Area
- Jim Messinger – PEMA
- Eric Hoerner – Cumberland County
- Connie Heckard – Cumberland County
- Bob Shively – Cumberland County



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



Introductions

- Name
- Municipality
- Population
- Years of service
- Experience / # of EOC activations
- Other Emergency Service Background
- What you would like to gain from today's session?



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**





Emergency Operations Center (EOC) Training



Objectives

- State the purpose of the EOC.
- Give examples of how the EOC *supports* and *coordinates* field activities during an emergency
- 2010 EM Functional Exercise - Define and explain conduct and components.



Emergency Operations Center (Title 35)

“Establish, equip and staff an **emergency operations center**, consolidated with **warning and communications systems** to support **government operations** in emergencies and provide other essential facilities and equipment for agencies and activities assigned emergency functions”



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**

pennsylvania
EMERGENCY MANAGEMENT AGENCY



EMEGENCY OPERATIONS CENTER

A central place where **DECISIONS** can be made and from which you and your staff can exercise the necessary **DIRECTION** of the **emergency operations** and actions needed to **protect and aid citizens** and **minimize the effects of the disaster**

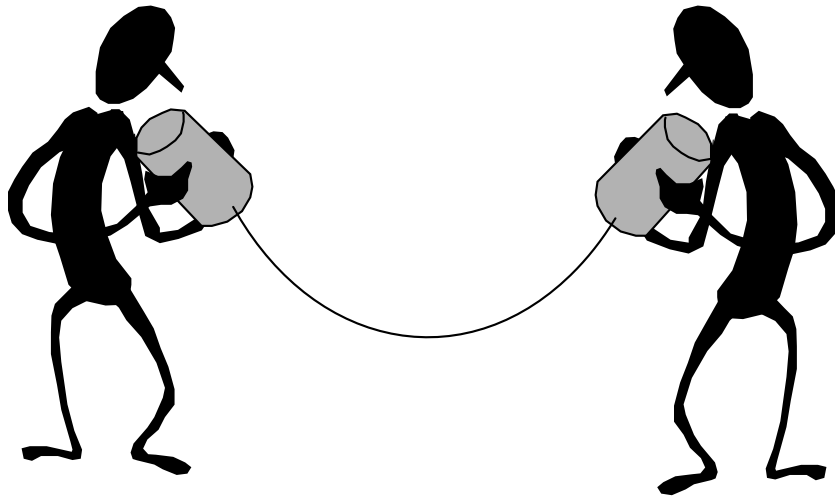


*KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION*



EMERGENCY OPERATIONS CENTER

- SPACE TO ACCOMMODATE STAFF & EQUIPMENT
- COMMUNICATE



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**

pennsylvania
EMERGENCY MANAGEMENT AGENCY



Activation of EOC

- Level IV
- Level III
- Level II
- Level I



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**

pennsylvania
EMERGENCY MANAGEMENT AGENCY



Activation of the EOC

- **Level 4 – Normal**
 - Heightened level of monitoring and planning
 - EMA staff
 - Situation under control
 - No significant unmet needs
- **Level 3 – Increased Readiness (*Partial Activation*)**
 - Gather info
 - Disseminate information
 - Resource requests
 - Protective action
 - EMA staff plus other reps
 - Possible declaration

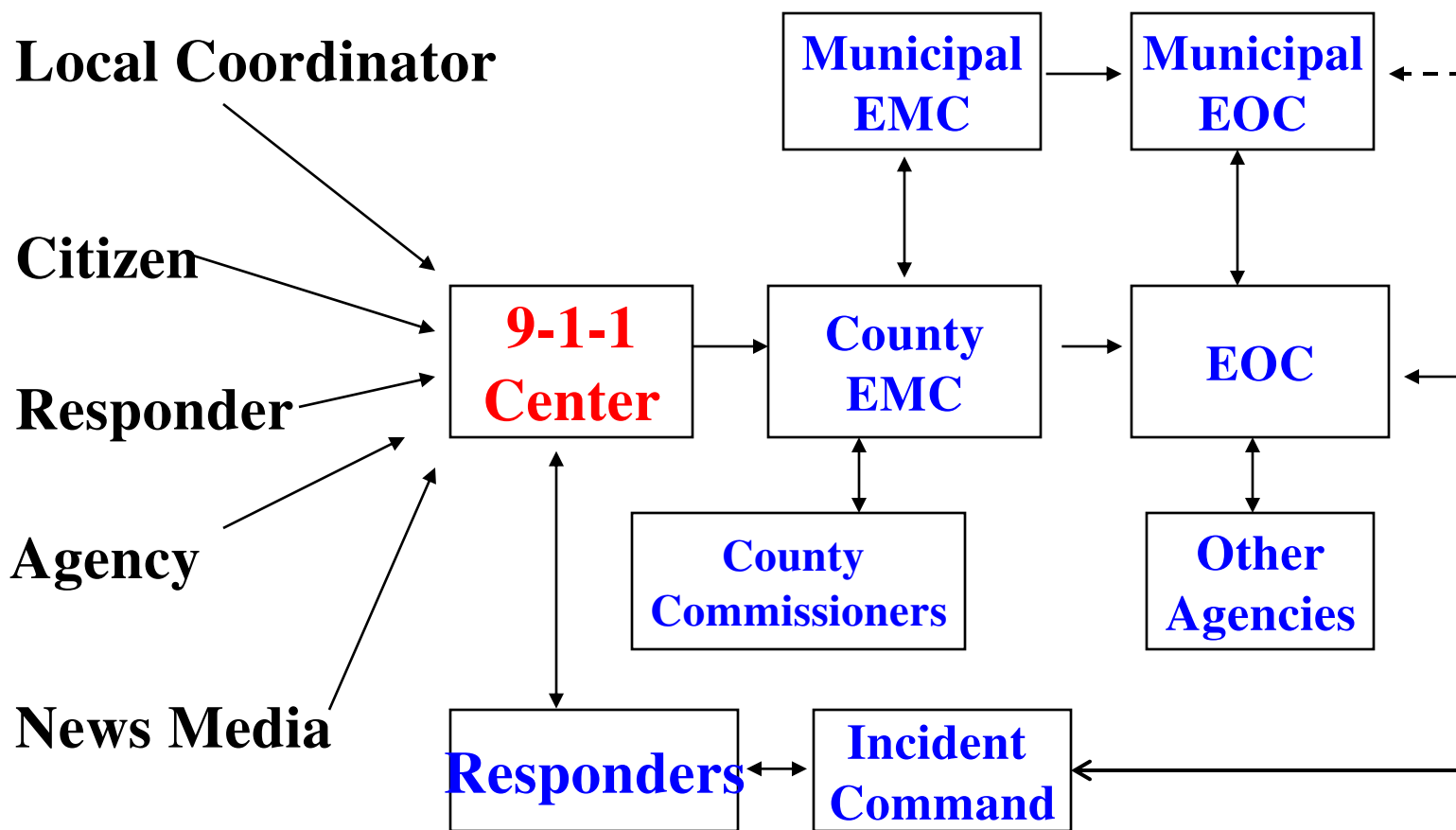


Activation of the EOC

- **Level 2 – General Response operations**
 - Heavy Commitment
 - Municipal resources
 - Same staff as Level 3 plus Command Group and elected official/s
 - Possible declaration
- **Level 1 – Full Mobilization (*major disaster*)**
 - Potential for widespread disaster
 - All municipal resources
 - EOC fully staffed
 - Declaration



Transition to Emergency Operations



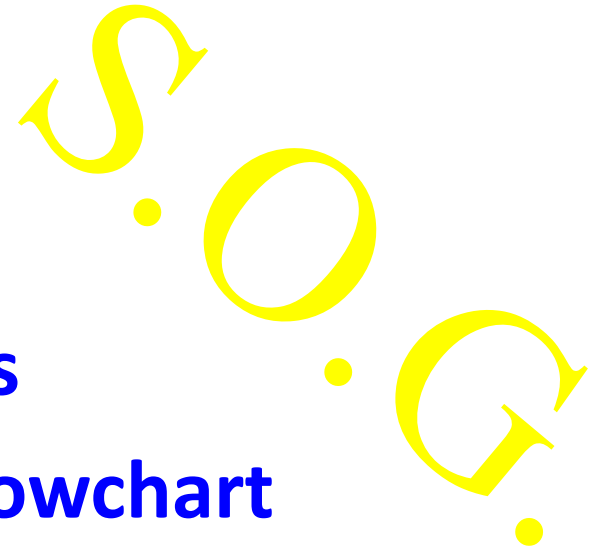
EOC Activation Guide

- Mobilize EOC Staff
- Notify Elected Officials and County EMA
- Set up furniture
- Mount displays
- Connect Telephones
- Distribute stationery supplies to each work location.



EOC Activation Guide (Continued)

- **Activate Security for EOC**
- **Brief personnel on situation.**
- **Review operations procedures**
- **Initiate increased readiness flowchart**
- **Inspect generator, antennas**
- **Check/stock food, water and fuel supplies**



EOC Activation Guide (Continued)

- **Direct inspection of alternate EOC to ensure readiness when applicable**
- **Set up media room/public information center
*(specify location)***

S.O.G.



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



Required Material and Information for ESF

- **Copy of appropriate Emergency Support Function (ESF) Plan**
- **Copy of EOC SOP/G**
- **Notification and Resource Manual**
- **Copy of Personal Event/Action Log**
- **General Message Form**
- **Copy of all needed Plans in the EOC**



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**

pennsylvania
EMERGENCY MANAGEMENT AGENCY



Plans

(that may be in the EOC)

- **Dam**
- **Terrorism**
- **County EOP**
- **Municipal EOP**
- **Community Emergency Response Team (CERT)**
- **Citizens Corps Councils**
- **Emergency**
 - **Local Emergency Planning Committee (LEPC)**
- **Jail**
- **Pandemic**
- ❖ **Hospital**
- ❖ **Day Care Center**
- ❖ **Nursing Home**
- ❖ **School**
- ❖ **Special Event**
- ❖ **Prison**
- ❖ **SARA facility**
- ❖ **Hazardous Material Evacuation**
- ❖ **Animal**
- ❖ **High Hazard Dam**



Organization

Emergency Operations Center (EOC)

Emergency Support Functions (ESF)



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



Emergency Support Functions (ESF) outlined in the National Response Framework (NRF), Commonwealth, County and Municipal EOP

- ESF 1 - Transportation
- ESF 2 – Communications
- ESF 3 - Public Works & Engineering
- ESF 4 - Firefighting
- ESF 5 - Emergency Management
- ESF 6 - Mass Care, Housing & Human Services
- ESF 7 – Logistics management and Resource Support
- ESF 8 - Public Health & Medical Services
- ESF 9 - Search & Rescue
- ESF 10- Oil and Hazardous Materials Response
- ESF 11- Agriculture and Natural Resources
- ESF 12 - Energy
- ESF 13 - Public Safety and Security
- ESF 14 - Long Term Community Recovery
- ESF 15 – External Affairs



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



EOC Manager

PIO
External Affairs
ESF # 15
Officer _____

Safety
Officer _____

Liaison
Officer _____

Operations Section

Chief _____

Planning Section

Chief _____

Logistics Section

Chief _____

Finance and Administration

Chief _____

Communications
ESF # 2
Director _____

Search and Rescue
ESF # 9
Director _____

Emergency Management
ESF # 5
Director _____

Transportation
ESF # 1
Director _____

Logistics Management and Resource Support
ESF # 7
Director _____

Long Term Recovery ESF # 14
Director _____

Firefighting
ESF # 4
Director _____

Oil and HAZMAT Response
ESF # 10
Director _____

Public Works and Engineering
ESF # 3
Director _____

Agriculture and Natural Resources
ESF # 11
Director _____

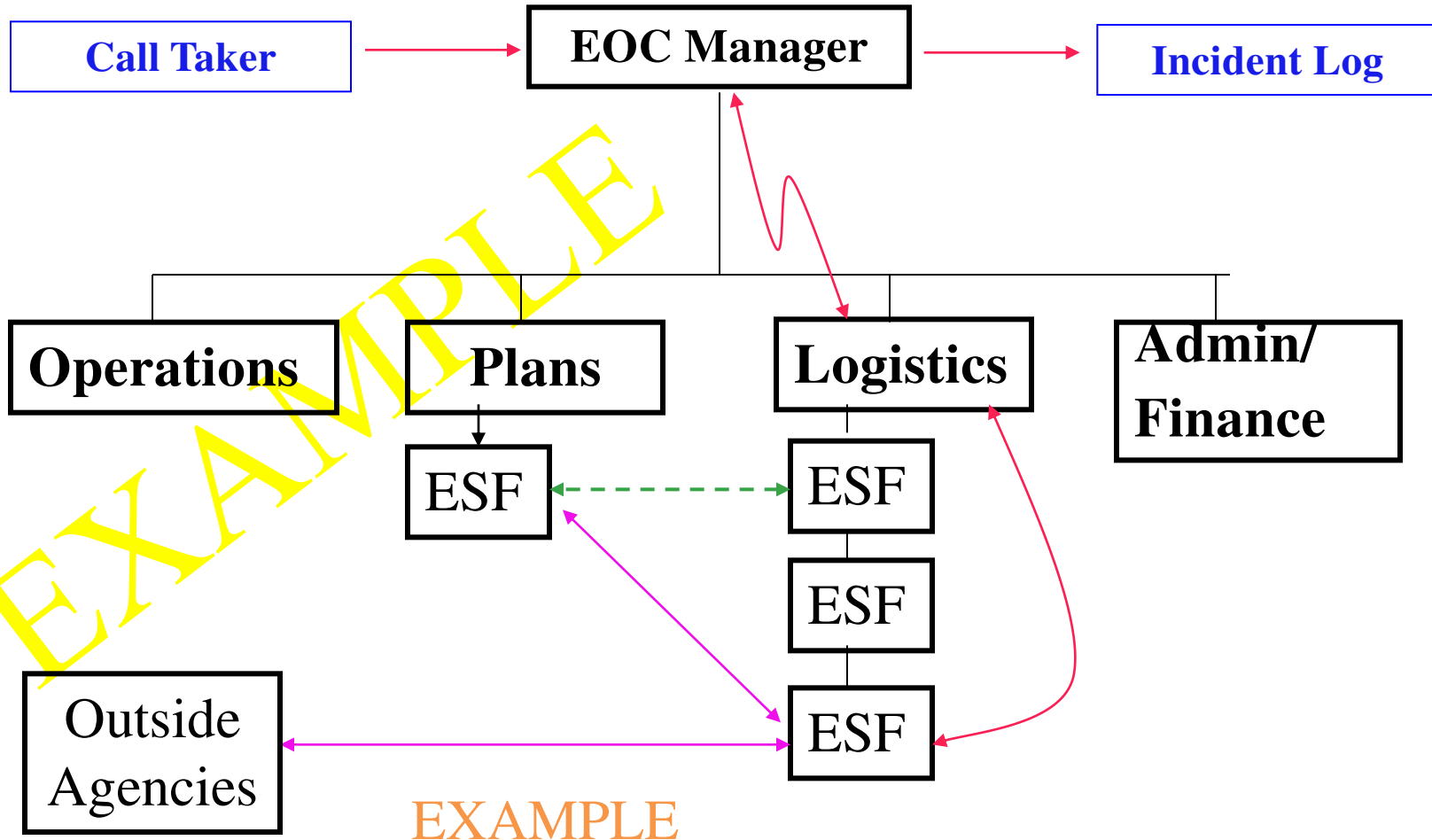
Public Health and Medical Services
ESF # 8
Director _____

Public Safety and Security
ESF # 13
Director _____

Mass Care, Housing & Human Services
ESF # 6
Director _____

Energy
ESF # 12
Director _____

Information Flow - Example



EXAMPLE



Taskings

Coordination with other ESF's

Action

Example Forms

*MESSAGE FORM

*INCIDENT LOG

AND

*RESOURCE

*TRACKING FORM



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



GENERAL MESSAGE (ICS-213)

TO:

POSITION:

FROM:

POSITION:

SUBJECT:

DATE

TIME

MESSAGE

SIGNATURE

POSITION:

REPLY:

DATE:

TIME

SIGNATURE/ POSITION:

Incident No: _____

Message No: _____

Time: _____

EOC Incident Message Form

FROM: Name _____ Address _____

Municipality _____ Telephone _____ Date _____

MESSAGE: _____

SECTION CHIEF AND ESF ROUTING INFORMATION:

Action Info

COMMAND

- A I Elected Official
- A I EMC
- A I External Affairs(15)
- A I County Dept Head
- A I Liaison Officer

Action Info

OPERATIONS

- A I Communications(2)
- A I Firefighting(4)
- A I Public Health and Medical Services(8)
- A I Search & Rescue(9)
- A I Oil & Hazardous Materials(10)
- A I Public Safety and Security(13)

Action Info

PLANNING

- A I Emergency Management(5)

Action Info

LOGISTICS

- A I Transportation(1)
- A I Public Works & Engineering(3)
- A I Mass Care, Housing & Human Svcs(6)
- A I Resource Support(7)
- A I Agriculture and Natural Resources(11)
- A I Energy(12)

Action Info

FINANCE/ADMINISTRATION

- A I Finance
- A I Administration
- A I Long Term Community Recovery & Mitigation(14)

ACTION TAKEN: _____

Version 3- 9/05/06

OPEN CLOSED (Time: _____ Initials: _____) A = Action I = Information

LOG Copy ___ EOC Mgr Copy ___ Section Chief Copy ___ ESF Copy ___ Close Out Copy ___

Incident Log

Message Or Incident #	Date/Time	Incident	Location	Assigned	Status
				Command Operations Planning Logistics Admin/Finance	Open Closed
				Command Operations Planning Logistics Admin/Finance	Open Closed
				Command Operations Planning Logistics Admin/Finance	Open Closed



EMERGENCY OPERATIONS CENTER - LAYOUT

TELEPHONES 

RADIOS 

RACES 

SECURITY 

MESSAGE CENTER

PLANNING CHIEF



Liaison
PIO

EOC Manager

Command

Elected Official

FINANCE/ADMIN CHIEF



B
U
B
L
O
L
A
R
T
D
I
N

M
A
P
S

I
N
C
I
D
E
N
T

OPERATIONS CHIEF



Communications
Fire-Fighting
Health & Medical

Search & Rescue
Hazardous Material
Public Safety & Security
Transportation
Public Works and Engineering
Mass Care

LOGISTICS CHIEF



Logistics Management and Resource Support
Agriculture & Nat Res.
Energy

S
T
A
T
U
S
B
D

Emergency Operations Center (EOC)

Strategic Operations

–Resource Support

–Coordination



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



Incident Command

Tactical Operations

- Life and Safety
- Incident Stabilization
- Property Preservation



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



EOC vs. Incident Command

The EOC is similar to an Incident Command Post (ICP). The main differences are:

- The EOC focuses on the big picture (strategic) while the ICP focuses on the specific (tactical) incident
- The EOC is not located at the scene
- The EOC provides resources and guidance but DOES NOT manage tactical operations.



Functional Exercise

Emergency Management Conference Functional Exercise 2010



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



EOC Staffing For Exercise

- Elected Officials
- EMC
- Admin (2) – Call Takers
- ESF 3 – Public Works
- ESF 4 – Fire
- ESF 6 – Mass Care
- ESF 7 – Logistics
- ESF 8 – Public Health and Medical
- ESF 13 – Public Safety and Security
- ESF 15 – External Affairs



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**

Exercise Conduct

- **Crawl, Walk and Run.**
- **Evaluators will also be coaches**
 - **Homeland Security Exercise & Evaluation Program (HSEEP)**
 - Exposure to process and structure
 - Hot Wash / After Action Review / Improvement Plan
 - Tool for consistent evaluation
 - Documented learning and improvement opportunity
 - not criticism or critique
- **Hotwash will be conducted immediately after exercise.**
- **Will slow down or speed up as needed**



Functional Exercise

A functional exercise is a fully simulated interactive exercise. It tests the capability to respond to a simulated emergency testing one or more functions of the jurisdiction's Emergency Operations Plan. It is a coordinated response to an emergency in a time-pressured simulation.



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



Functional Exercise

- Simulates a real emergency under high stress conditions.
- It is possible to test many functions and responses from many agencies without incurring the cost of a full-scale exercise.
- It tests coordination and response of many agencies.
- It serves as foundation for a full-scale exercise.



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**

pennsylvania
EMERGENCY MANAGEMENT AGENCY



Functional Exercise



- Policy and coordination personnel practice emergency response.
- Stressful, realistic simulation.
- Control/Simulation (SIMCELL) room acts as the outside world.
- Takes place in real time
- Emphasizes emergency functions.
- EOC is activated.



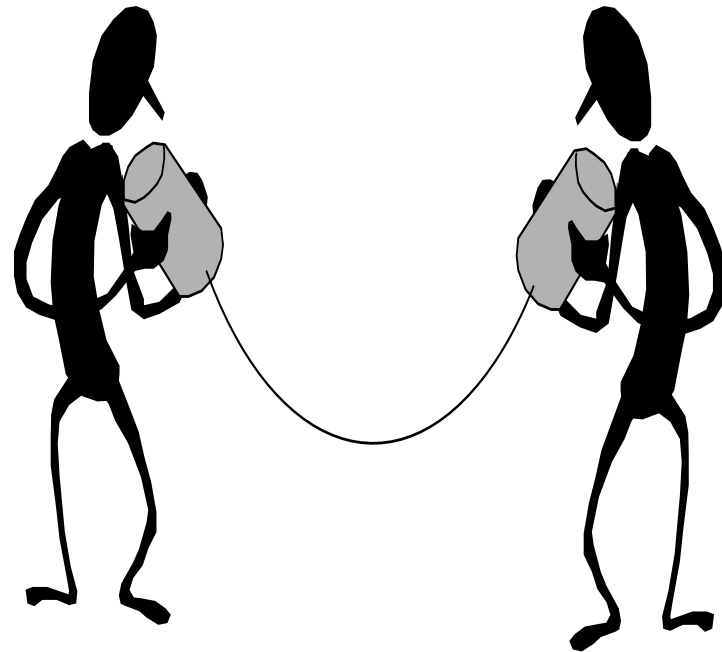
KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION

pennsylvania
EMERGENCY MANAGEMENT AGENCY



Functional Exercise - Examples

- **Scenario – Major Flooding**
- **EOC Activation**
 - Resources
 - Communications
 - Damage Reporting
 - Evacuation



Exercise Conduct

- **Simulators/Controllers/Evaluators.**
- **Lead Controller in EOC.**
- **Use of telephones.**
- **Phone numbers will be posted in EOC and Control Room (example: so once message is passed through to Operations they can call to scene).**
- **Real Time vs. Play Time.**
- **As realistic as possible. (Central City)**



Exercise Conduct (continued)

- **Player Handbook, Central City EOP & Resource Manual**
- **May utilize any map in EOC**
- **Actual emergency takes priority**



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



Rules of Play

- All messages must start and end with “THIS IS AN EXERCISE”
- In the event of a real emergency, please use the phrase “REAL WORLD EMERGENCY”
- Time of events are compressed
- No Fault Exercise
- SIMCELL will act as the outside world for any resource requests or unmet needs that can not be handled locally.
- Rules of conduct on Page 11 of players handbook.



Rules of Play (continued)

- **Message Flow - How messages will be routed (from scene, to call takers, EMC, to appropriate section/ESF)**
- **PIO actually has to write a media release.**
- **PIO can (should) act as rumor control**
- **Everyone is a PLAYER!!!**



Attendee Packet

- **Handouts**
 - Central City Players Handbook
 - Central City Resource Manual
 - Functional Checklists
 - ICS 213 – Message forms
 - ICS 214 – Activity Log
- **Flash Drive**
 - EOP Template
 - Checklists
 - EOC Activation Checklist
 - Notification and Resource Manual
 - Resource information
 - Title 35, Acts 32,61,78,147,165,227
 - Municipal Coordinator Handbook (2003)
 - Elected Officials Handbook (Jan 2010)



Exercise Setup and Intro

- **EOC Activation Checklist**
- **Notifications**
 - **Municipal Elected Officials**
 - **EOC staff**
 - **County EMA**
- **Phone operation**
- **Phone contact list**



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**



EOC Technology

- **Weather information** www.weather.gov
 - Radar www.weathertap.com
 - River and Stream Gauges
 - NWS forecast discussions
<http://water.weather.gov/ahps2/index.php?wfo=ctp>
 - Hurricane Prediction Center
- **PennDOT cameras**
<http://www.dot.state.pa.us/PennDOT/Districts/district8.nsf/District8WebcamsList>
- **EOC and Incident Mgmt Software**
 - WebEOC / PEIRS <https://www.webeoc.state.pa.us/eoc7/>
 - Knowledge Center
- **NARM** <https://nrmanual.ccpa.net/>



Questions?



**KEYSTONE EMERGENCY
MANAGEMENT ASSOCIATION**

