

# Emergency Support Function #5 (Information and Planning) Annex

Thurston County Comprehensive Emergency Management Plan (CEMP)



Updated April 2025

**Prepared By:**

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Supporting Agencies & Organizations:  
All County Departments

## Record of Changes

Change #	Date of Change	Point of Contact	Section(s) added, removed, or edited
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# 1. Introduction

## 1.1 Purpose

This document is a supporting annex of the Thurston County Comprehensive Emergency Management Plan (*base plan*) and serves to establish policies and procedures for the effective countywide coordination of necessary of **Information and Planning** capabilities in the event of a human, technological or natural caused disaster. Primary and supporting agencies, their general responsibilities, and critical disaster response activities related to ESF-5 are identified herein and serve as a reference for executive officials, Emergency Coordination Center (ECC) staff and incident commanders to coordinate delivery of Information and Planning resources and capabilities during incident response.

This annex serves as a framework for information collection, analysis, processing, and dissemination before, during, and after a disaster or emergency. ESF #5 provides the core management and administrative functions necessary to support the Emergency Coordination Center (ECC), Disaster Policy Advisory Group (DPAG), Disaster Recovery Team, and other key organizations as directed. ESF #5 also supports multiagency planning and coordination for operations during incidents requiring county-wide coordination.

## 1.2 Scope

Emergency Support Function (ESF) #5 (information and Planning) facilitates emergency management functions by supporting coordination across all Thurston County departments, governmental/non-governmental organizations, and state and federal agencies in all phases of emergency management: prevention, mitigation, preparedness, response, and recovery. It ensures proper execution of core capabilities, including:

- **Planning:** Development of strategic, operational, and tactical response plans.
- **Operational Coordination:** Establishing and maintaining a unified response structure.
- **Situational Assessment:** Providing real-time decision-making information to leadership.
- **Public Information and Warning:** Coordinating emergency messaging.
- **Logistics and Supply Chain Management:** Ensuring resources are available and distributed efficiently.
- **Operational Communications:** Maintaining interoperable emergency communications.

As part of incident response operations at the Emergency Coordination Center, ESF-5 coordinates information and resources to directly support effective delivery of the following core capabilities: Planning, Operational Coordination, and Situational Assessment. Through intersecting activities with other support functions, ESF-5 provides general support to the following additional core capabilities: Public Information & Warning, Logistics & Supply Chain Management, Operational Communications, and Community Resilience. Core capabilities are derived from the *National Preparedness Goal* and further described in the base plan. Displayed below is a summary of the primary and supported core capabilities identified for ESF-5.

Primary Response Core Capability/Capabilities	
Planning	Conducts a systematic process engaging the whole community to develop executable strategic, operational, and tactical-level plans to meet defined objectives.
Operational Coordination	Establishes and maintains a unified and coordinated operational structure that appropriately integrates all critical stakeholders and supports the execution of core capabilities.
Situational Assessment	Provides all decision-makers with relevant, timely, and actionable information regarding the nature, scope, and potential impacts of an incident.
Supporting Core Capabilities	
Public Information & Warning	Supports coordinated, prompt, reliable, and actionable messaging to the whole community about threats, protective actions, and resources available during an emergency.
Logistics & Supply Chain Management	Facilitates the identification, procurement, and distribution of necessary resources to sustain emergency response and recovery operations.
Operational Communications	Ensures timely and resilient communications among responders, ECC personnel, and external stakeholders to support security, situational awareness, and coordination.
Community Resilience	Strengthens community networks and partnerships to support emergency preparedness, response, and long-term recovery efforts.

1.3 Laws & Policies

**RCW 38.52 (Emergency Management)** Establishes the framework for local emergency management programs and their responsibilities, including the requirement for a Comprehensive Emergency Management Plan (CEMP). It grants counties the authority to develop emergency plans and coordinate response activities with state and federal agencies.

**RCW 36.28 (County Sheriff)** Defines the authority of the County Sheriff, including law enforcement responsibilities during disasters. The sheriff’s office plays a crucial role in situational assessment, security coordination, and response management under ESF-5.

**RCW 70.05 (Public Health)** Grants the local health officer authority to take necessary measures to prevent and control public health emergencies. This directly impacts ESF-5’s role in information collection and dissemination related to disease outbreaks, public health hazards, and emergency medical coordination.

**Thurston County Ordinance Title 3 (Emergency Management)** Establishes the Thurston County Department of Emergency Management (TCEM), defining its authority, operational framework, and responsibilities. It provides the legal foundation for ESF-5 functions in emergency planning, coordination, and information management.

## 1.4 Situation

Thurston County is vulnerable to a wide range of disasters, as detailed in Section 1.6.2 of the Base Plan. Many of these hazards—such as earthquakes, severe weather events, wildfires, and hazardous material incidents—may occur with little or no notice and have wide-reaching and cascading effects throughout the region. In such cases, real-time situational awareness, coordinated information-sharing, and operational planning become critical to an effective emergency response.

### 1.4.2 Coordination Challenges and the Role of ESF-5

ESF #5: Information and Planning serves as the hub for incident coordination, ensuring that Thurston County Emergency Management (TCEM), partner agencies, and response organizations have access to timely, accurate, and actionable information. However, significant challenges can impact the county’s ability to maintain a common operating picture during major incidents, including:

- Disruptions to Communication Infrastructure – Damage to cellular networks, internet services, and radio systems can delay or prevent information-sharing between first responders, government agencies, and the public.
- Conflicting or Incomplete Information – Initial reports during an incident may be inaccurate or contradictory, requiring rapid validation and cross-agency coordination to develop an accurate situational assessment.
- Decentralized Decision-Making – Different jurisdictions and agencies may operate independently, making countywide coordination of response plans, priorities, and resource allocation a critical function of ESF-5.

### 1.4.3 Cascading Effects and Dynamic Information Needs

Disasters often result in secondary and tertiary effects, requiring ongoing analysis, forecasting, and adaptation of response plans. For example:

- Earthquake aftershocks may alter damage assessments, requiring updated emergency declarations and response priorities.
- Severe weather following an initial disaster may create new hazards, increasing the need for real-time impact assessments and response coordination.
- Evacuations and population movement require continuous updates on shelter availability, public messaging, and resource distribution to meet evolving needs.

### 1.4.4 Maintaining a Countywide Common Operating Picture

To address these challenges, ESF-5 facilitates multi-agency coordination through the Emergency Coordination Center (ECC) and other established response frameworks. Key functions of ESF-5 include:

- Situational Assessment – Collecting, analyzing, and disseminating information to provide decision-makers with a clear understanding of incident impacts and response priorities.

- Incident Action Planning – Supporting the development of operational strategies by coordinating input from local, state, and federal response partners.
- Operational Coordination – Ensuring synchronized response efforts across multiple jurisdictions and disciplines by integrating information-sharing tools such as WebEOC, GIS mapping, and real-time reporting systems.
- Public Information and Warning Support – Assisting with the development and distribution of emergency notifications, press releases, and situational updates in coordination with public information officers (PIOs).

#### 1.4.3 Whole Community

The “Whole Community” includes individuals, families, and households; communities; the private and nonprofit sectors; faith-based organizations; and local, tribal, state, and Federal governments. ESF 5 is committed to communicating with the Whole Community during all phases of emergency preparedness, response, recovery, and mitigation activities. The Whole Community includes populations with Limited English Proficiency (LEP), individuals with disabilities, and Access and Functional Needs (AFN).

#### 1.5 Planning Assumptions

In addition to the planning assumptions listed in the base plan, the ESF-5 plan annex is based on the following additional assumptions:

- **Immediate Need for Information Management:** There will be an immediate and ongoing requirement to collect, process, and disseminate situational information to identify urgent response needs before, during, and immediately following a disaster or emergency event.
- **Delayed Damage Assessments:** Assessment of damage impacts and Emergency Operations Center (EOC) operations may be delayed due to minimal staffing. Jurisdictions most affected will be prioritized for assistance and support as needed and available.
- **Initial Information Limitations:** During the early stages of an event, information may be scarce, vague, or inaccurate; the need to verify this information can delay response to inquiries.
- **Improvement of Reporting Over Time:** Reporting from local municipalities to the ECC is expected to improve as the event progresses.
- **Communication Disruptions:** Reporting of information may be delayed due to damaged telecommunications and transportation infrastructure. Normal forms of communication may be severely interrupted during the early phases of an emergency or disaster.
- **Transportation Challenges:** Access to affected areas may be impeded due to weather conditions or damage to roads, bridges, airports, and other transportation means.
- **Need for Coordinated Planning:** Effective incident response relies on information and planning systems that provide a common operating picture to all members of the whole community engaged in a response.

- **Resource Limitations:** Local resources may be quickly overwhelmed, necessitating timely requests for state and federal assistance.
- **Public Expectation for Information:** The public will expect prompt, accurate, and actionable information regarding protective measures and available assistance.
- **Integration of Unaffiliated Responders:** Unaffiliated responders, volunteers, and unsolicited donations are likely to arrive in the affected area, potentially self-deploying with little or no notification to incident management officials, placing additional demands on incident resources and logistics management systems.

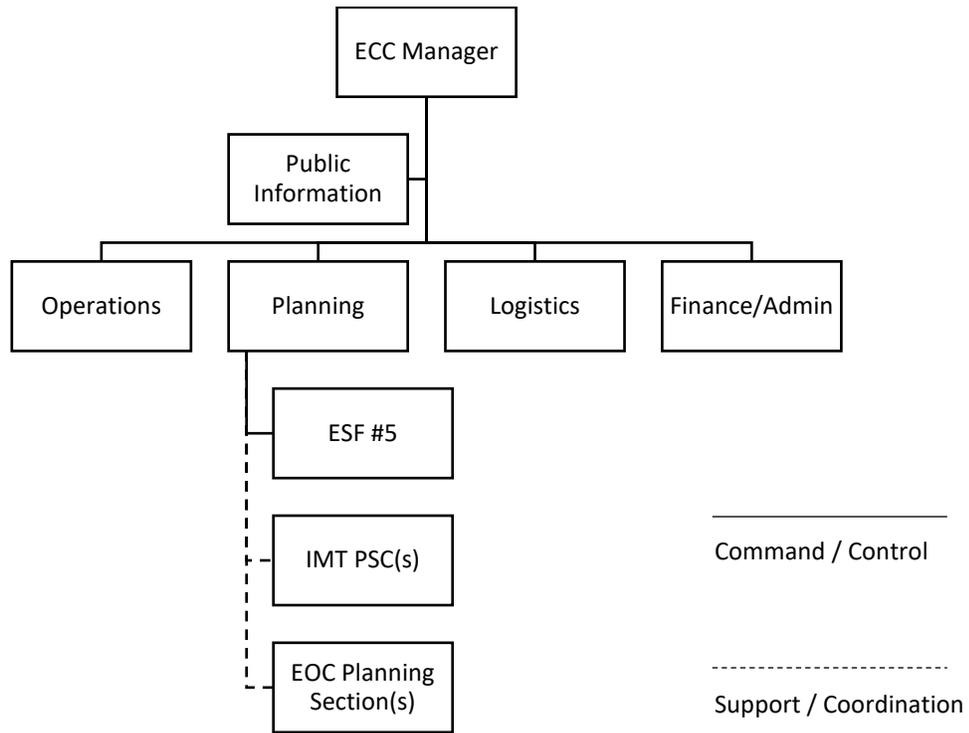
## 2. Organization

### 2.1 ESF-5 Organizational Structure

Day-to-day ESF #5 actions are performed by Thurston County Emergency Management staff during normal operating hours. An After-Hours Duty Officer is assigned that can be contacted by TCOMM or the State Alert and Warning Center for emergencies.

During disaster operations requiring activation of the Emergency Coordination Center, ESF #5 is organized under the Planning Section in the ECC. It interfaces with all other ESFs to provide accurate and timely information. The ECC Planning Section may also interface with the Planning Section Chief(s) (PSC) of any Incident Management Teams (IMTs), Departmental Emergency operations Centers (DEOCs), and/or Emergency Operations Centers (EOCs) operating in the incident area to help synchronize operational plans and exchange information for situational awareness. The ECC is organized under the National Incident Management System (NIMS) framework, incorporating ICS principles for coordination and decision-making.

Figure 1: ESF #5 Organization Chart



2.2 ESF-5 Agencies & Organizations

Local agencies that coordinate ESF-5 support are identified under one of two categories: primary or supporting. Definitions of each can be found under section 2.3.2 of the base plan.

<b>Primary Agency/Agencies</b>		
Thurston County Emergency Management		
<b>Supporting Agencies</b>		
All County Departments	Fire Agencies	TCOMM

## 3. Concept of Operations

### 3.1 General

ESF #5, operating within the ECC, serves as the central hub for collecting, analyzing, processing, and disseminating critical information during incidents requiring countywide coordination. ESF #5 staff ensure that decision-makers at all levels have access to accurate and timely information to effectively manage emergency operations and allocate resources. This function is vital for maintaining situational awareness, developing incident action plans, and supporting the overall response and recovery efforts within Thurston County.

*Appendix 1 (ECC Handbook)* provides procedures and checklists for ECC staff during ECC activation, ECC operations, and ECC demobilization.

### 3.2 Activation of ESF#5

ESF #5 is activated by the ECC Manager based on the nature and scope of the incident. Activation levels may vary from partial to full, depending on the situation's complexity. Upon activation, ESF #5 personnel are mobilized to the ECC to initiate information and planning operations. Refer to sections 3.2-3 of the *base plan* for incident notification, ECC activation, and disaster proclamation procedures.

Activation levels for ESF #5 are as follows:

- Level 3 (Monitoring): Routine monitoring of potential threats; ESF #5 on standby.
- Level 2 (Partial Activation): Enhanced operations with limited ESF #5 staffing.
- Level 1 (Full Activation): Comprehensive ESF #5 engagement for major incidents.

Upon activation of the ECC, ESF #5 operates within the Planning Section, collaborating closely with other ESFs, local jurisdictions, state and federal agencies, non-governmental organizations, and private sector partners. The coordination structure is designed to facilitate seamless information flow and support unified decision-making processes.

Key organization and staffing components within ECC Planning Section include:

- Planning Section Chief: Oversees ESF-5 activities, ensuring effective information management and planning support.
- Situation Unit: Collects and analyzes incident data to maintain situational awareness.
- Resource Unit: Tracks resources and coordinates with Logistics for resource allocation.
- Documentation Unit: Maintains accurate records of incident actions and decisions.
- Demobilization Unit: Develops plans for the orderly release of resources.

### 3.3 Critical ESF #5 Response Tasks

To achieve effective disaster response, ESF #5 coordinates information and resources among primary and supporting agencies to support critical response tasks. The critical tasks identified below align with ESF #5’s primary core capabilities and serve as a foundation to develop intermittent objectives during disaster response to re-establish or stabilize community lifelines.

#	Critical Task Description	Responsible Agencies
<b>Planning</b>		
1	Develop operational plans that outline strategic objectives, operational tactics, and resource allocations for each operational period, ensuring plans are developed in collaboration with all relevant stakeholders to ensure a coordinated and effective response. <b>(See Attachment 1 – ECC Incident Coordination Plan Template)</b>	TCEM Incident Management Team(s)
2	Establish reliable information collection processes to develop a common operating picture, to include gathering data from various sources, including field reports, remote sensing, public information, and partner agencies.	TCEM
3	Analyze collected incident information to assess incident impacts, identify resource needs, and anticipate future operational requirements.	TCEM
<b>Situational Awareness</b>		
4	Ensure that information is disseminated promptly to all stakeholders, including response agencies, government officials, and the public, to include situation reports, briefings, and public information releases. <b>(See Attachment 2 – ECC Situation Report Template)</b>	TCEM PIO (ESF #15)
5	Coordinate information dissemination to external stakeholders with ESF #15 (External Affairs) to maintain consistent messaging.	TCEM PIO (ESF #15)
6	Deliver incident information sufficient to inform decision making regarding immediate lifesaving and life-sustaining activities across all ESFs.	TCEM (all ESFs) Incident Management Team(s)
7	Deliver advanced incident information to reinforce ongoing lifesaving and life-sustaining activities, and engage governmental, private, and civic sector resources to meet basic human needs, stabilize the incident, and transition to recovery.	TCEM
<b>Operational Coordination</b>		
8	Coordinate with incident command, control, and coordination structures to maintain a common operating picture and unity of effort.	TCEM Incident Management Team(s)

### 3.5 Supporting Activities

ESF #5 plays a pivotal role in supporting the four mission areas of the National Preparedness Goal: Prevention, Protection, Mitigation, and Recovery. The following sections detail the specific activities undertaken by ESF #5 before, during, and after a disaster to enhance countywide resilience and response capabilities.

#### 3.5.1 Prevention & Protection

**Threat Analysis and Information Sharing:** Collaborate with law enforcement and intelligence agencies to analyze potential threats, disseminate pertinent information, and develop strategies to prevent imminent acts of terrorism or other criminal activities.

**Critical Infrastructure Protection Planning:** Develop and maintain plans to safeguard essential services and facilities, ensuring continuity of operations during potential threats.

**Public Awareness Campaigns:** Support initiatives that educate the public on recognizing and reporting suspicious activities, thereby enhancing community vigilance and protective measures.

#### 3.5.2 Mitigation

**Hazard Vulnerability Assessments:** Conduct assessments to identify and evaluate risks, informing the development of strategies to reduce the impact of future disasters.

**Support for Hazard Mitigation Planning:** Provide data analysis and planning expertise to assist in the creation and updating of hazard mitigation plans, aiming to lessen the impact of disasters on life and property.

**Promotion of Resilient Building Practices:** Advocate for the adoption of building codes and land-use planning that incorporate disaster-resistant designs and materials.

#### 3.5.3 Recovery

**Damage Assessment Coordination:** Facilitate the collection and analysis of damage reports to inform recovery planning and resource allocation.

**Restoration Planning:** Develop comprehensive plans for the timely restoration of infrastructure, housing, and economic activities, ensuring alignment with community needs and priorities.

**Community Engagement in Recovery Efforts:** Coordinate with community organizations to incorporate social, cultural, historic, and environmental considerations into recovery strategies.

#### 3.5.4 Preparedness Activities

**Planning:** Prepare standardized reporting formats for county use.

**Training and Exercises:** Organize and participate in training programs and simulation exercises to build and sustain the capabilities of ESF-5 personnel and partner agencies.

## 4. Responsibilities

### 4.1 Thurston County Emergency Management (Primary Agency)

As the primary agency for ESF #5, Thurston County Emergency Management (TCEM) holds significant responsibilities to ensure effective coordination and management of information during emergencies. ESF #5 serves as the central conduit for collecting, analyzing, processing, and disseminating critical information to support decision-making and facilitate coordinated response efforts across all levels of government and the private sector.

Key Responsibilities of TCEM under ESF #5 include, but are not limited to:

- **(Situational Awareness and Information Sharing)** Establishing and maintaining a common operating picture by gathering real-time data from various sources, including local jurisdictions, state and federal agencies, non-governmental organizations, and the private sector. This involves the development and dissemination of situation reports, briefings, and assessments to inform all stakeholders of the status and projected developments during an incident.
- **(Incident Action Planning)** Leading the development of operational plans that outline strategic objectives, operational tactics, and resource allocations for each operational period. This process involves coordinating with various agencies to ensure that response efforts are unified and aligned with the overall incident management strategy.
- **(Resource Coordination and Management)** Identifying resource needs, tracking resource availability, and facilitating the allocation and deployment of resources through coordination with supporting agencies and ESFs. This ensures that critical assets are utilized efficiently to support response operations.
- **(Operational Coordination)** Providing leadership to coordinate the efforts of multiple agencies and organizations involved in emergency response. This includes establishing and managing the Emergency Coordination Center (ECC), facilitating interagency communication, and ensuring that all parties are working collaboratively towards common objectives.
- **(Public Information and Warning Support)** Supporting ESF #15 (External Affairs) and public information officers (PIOs) with the development and dissemination of accurate and timely public information. This involves coordinating messages to inform the public of ongoing emergency services, protective measures, and other life-sustaining actions that facilitate the transition to recovery.
- **(Documentation and Record Keeping)** Ensuring that all actions, decisions, and communications during an incident are thoroughly documented. This comprehensive record-keeping supports after-action reviews, legal requirements, and the development of lessons learned to enhance future response efforts.

## 5. Resource Requirements

### 5.1 Local Resource Requirements

The following are requirements TCEM may require to fully support ESF #5 activities though the ECC Planning Section:

- Standard office machines, computers, printers, facsimile machines, charts, maps, boards, and communications equipment.
- Emergency/Disaster Liaison from the support agencies to the ECC.
- Communication links between the ECC and the support agencies that are not located within the ECC.

### 5.2 Resource/Capability Gaps

Based on estimated hazard impacts and the current ESF #5 capabilities of local agencies, local planners have identified the following additional resources that may be needed during an incident to fully support ESF-5 critical response tasks.

Resource Typing Definition	Critical Task(s) Supported	Justification
Additional ECC Staff	1, 2, 3, 4, 6, 7	ECC may require surge staffing in large-scale disasters beyond those that can be source through TCEM and county offices and departments.
Backup Communications Systems	2, 4, 5, 6, 7, 8	Several voice and data communication systems in the ECC rely on the county's information and telecommunications (IT) network. In the event of failure in county IT systems, the ECC would require back up voice and data communication systems to meet operational needs.
Damage Assessment Teams	2	While the county maintains personnel capable of performing damage assessments, a large-scale disaster would quickly exhaust limited resources.

### 5.3 Mutual Aid

When local resources cannot fulfill requirements for EFS #5 operations, TCEM may negotiate local and regional mutual aid with neighboring city, tribal and/or county jurisdictions through the Washington State Homelands Security Region 3 (HSR3) omnibus agreement to help meet ESF #5 staffing needs.

In absence of pre-established agreements, the Washington State Mutual Aid System (WAMAS) serves as a tool to enter into just-in-time mutual aid agreements when other agreements do not exist.

## 5.4 State & Federal Aid

The State Emergency Operations Center (SEOC) coordinates all state actions during an emergency or disaster. The SEOC provides support to local jurisdictions, tribal governments, and state agencies when an incident is beyond their capabilities and resources.

During an incident impacting one or more jurisdictions, the SEOC establishes lines of communication with the EOCs of the affected local jurisdictions, tribal governments and/or state agencies for the exchange of emergency declarations and proclamations, situation reports, and other applicable information. The SEOC also conducts periodic teleconferences between EOCs to enhance communication and coordination.

State Emergency Operations Officers (SEOOs) are on duty in the SEOC Alert and Warning Center to receive and process incident reports and notifications on a 24/7 basis. The specific nature and extent of the incident will dictate whether the Washington Military Department activates the SEOC beyond day-to-day operations.

Requests for federal assistance related to ESF #5 are facilitated through the SEOC, who has responsibility for coordinating the state's emergency response with federal organizations.

## 6. Supporting Plans & Procedures

### 6.1 Emergency Support Function #5 (Emergency Management) Annex, Washington State Comprehensive Emergency Management Plan (WA CEMP)

Serves as the coordination annex for all state departments and agencies and nongovernmental organizations across the spectrum of domestic incident management including prevention, protection, response, recovery, and mitigation. Outlines policies and procedures for coordinating information collection, analysis, planning, operations, requests for Federal assistance, resource management, deployment and staffing, mutual aid, facilities management, financial management and other support required to prevent, protect, respond to, recover from, and mitigate an emergency or disaster.

### 6.2 Emergency Coordination Center (ECC) Handbook, Thurston County

The ECC Handbook provides guidance on the organization, roles, and responsibilities for staff operating in the Thurston County Emergency Coordination Center (ECC) and layout of the ECC facility as part of response to an emergency or threat of an emergency impacting Thurston County. The document is included in the ESF#5 Annex as Appendix 1 (ECC Handbook).

### 6.3 References

Federal Emergency Management Agency. 2019. *National Response Framework (4th ed.)*. U.S. Department of Homeland Security. <https://www.fema.gov/media-library/assets/documents/117791>

Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988 (Stafford Act), Pub. L. No. 100-707, 102 Stat. 4689 (codified at 42 U.S.C. 5121 et seq. (1988))

Revised Code of Washington (RCW), Title 38 – Militia and Military Affairs, Chapter 38.52 – Emergency Management.

Thurston County, Washington, Code of Ordinances, Title 3 – Emergency Management ([https://library.municode.com/wa/thurston\\_county/codes/code\\_of\\_ordinances?nodeId=16720](https://library.municode.com/wa/thurston_county/codes/code_of_ordinances?nodeId=16720), accessed March 19, 2024)

### 7. Terms & Definitions

See the *Base Plan* for terms and definitions.

### 8. Attachments

Appendix 1 – Thurston County ECC Handbook

Attachment 1 – ECC Emergency Action Plan Template

Attachment 2 – ECC Rapid Assessment Form

Attachment 3 – ECC Situational Report Template

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# Appendix 1 (ECC Handbook)

Emergency Support Function #5 Annex

Thurston County Comprehensive Emergency Management Plan (CEMP)



Adopted April 2025

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## Purpose:

The Emergency Coordination Center (ECC) Handbook provides guidance on the organization, roles, and responsibilities for staff operating in the Thurston County Emergency Coordination Center (ECC) as part of response to an emergency or threat of an emergency impacting Thurston County.

## Scope:

Guidelines within this handbook are applicable to all county and non-county staff, and volunteers working with or as a part of the Thurston County ECC in response to all-hazard incidents that require activation of county emergency response plans outlined in the Thurston County Comprehensive Emergency Management Plan (CEMP).

## Laws & Authorities:

**RCW 38.52.070 (Local organizations and joint local organizations authorized—Establishment, operation—Emergency powers, procedures—Communication plans)** authorizes and directs political subdivisions to establish a local organization or be a member of a joint-local organization for emergency management. Each local organization or joint local organization for emergency management shall have a director who shall be appointed by the executive head of the political subdivision, and who shall have direct responsibility for the organization, administration, and operation of such local organization for emergency management, subject to the direction and control of such executive officer or officers.

**Title 3, Thurston County Code (Emergency Management)** appoints the director of emergency services as the director of emergency management as defined under RCW 38.52 with direct responsibility for the organization, administration, and operation of the division of emergency management and the CEMP which incorporates the county organizational structure and response plan for emergencies and disasters.

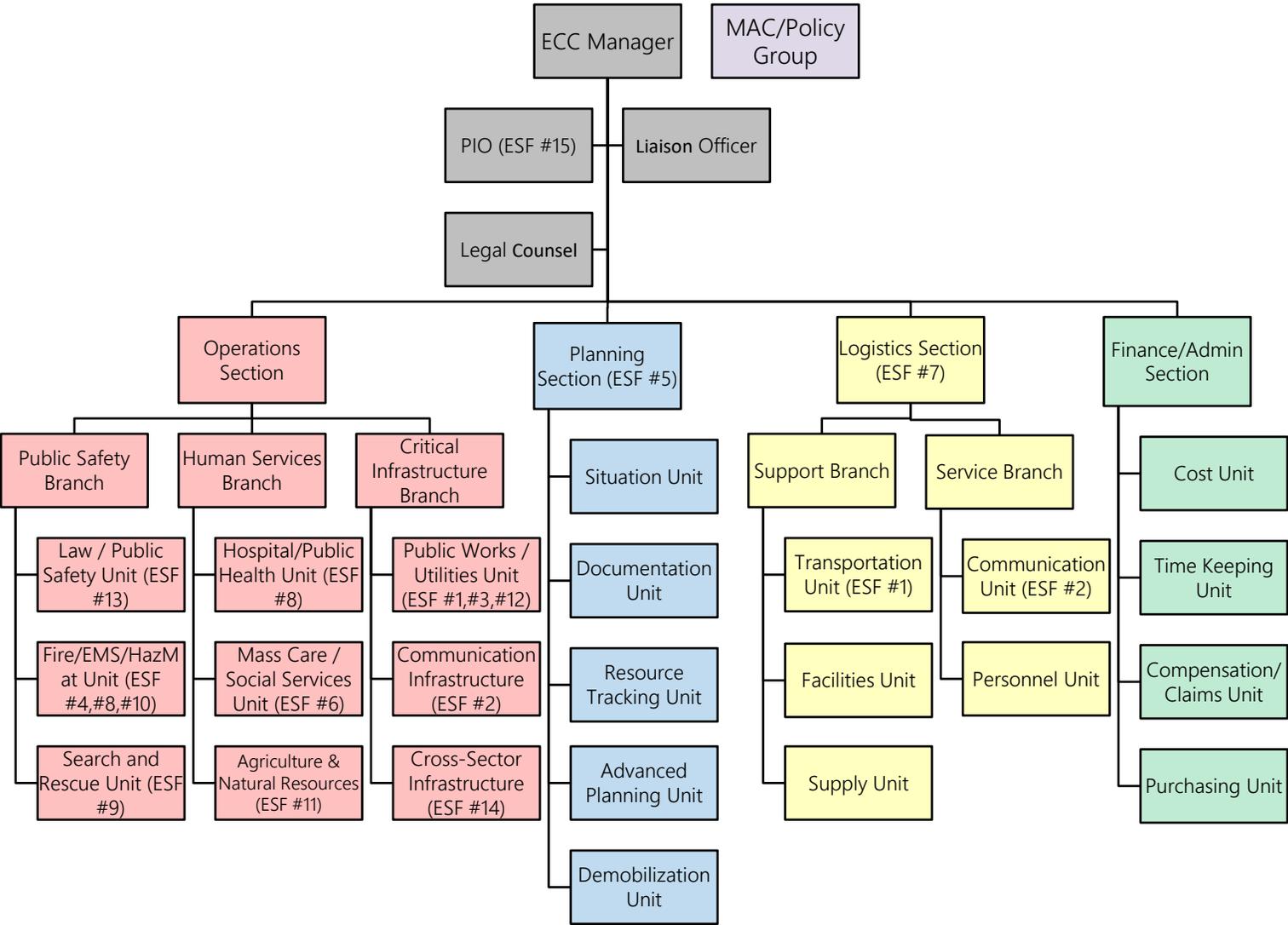
# 1. ECC Organization

The ECC Organization section defines the ECC's organizational structure, ECC Layout, and general roles and responsibilities in the Thurston County ECC. Additionally, the section provides activation, operations, and demobilization checklists applicable to all ECC staff. The provided guidance and checklists serve as job aids, defining areas of responsibilities and required tasks at each phase of ECC operations.

# 1.1 ICS/ICS-Like ECC Organization Chart

The ICS/ICS-like ECC Organization Chart is a sample that depicts a full Level 1 Activation. Not all positions and units will be needed each time the ECC is activated. Activate the ECC positions and units deemed necessary to effectively respond to the situation then expand or contract as needed.

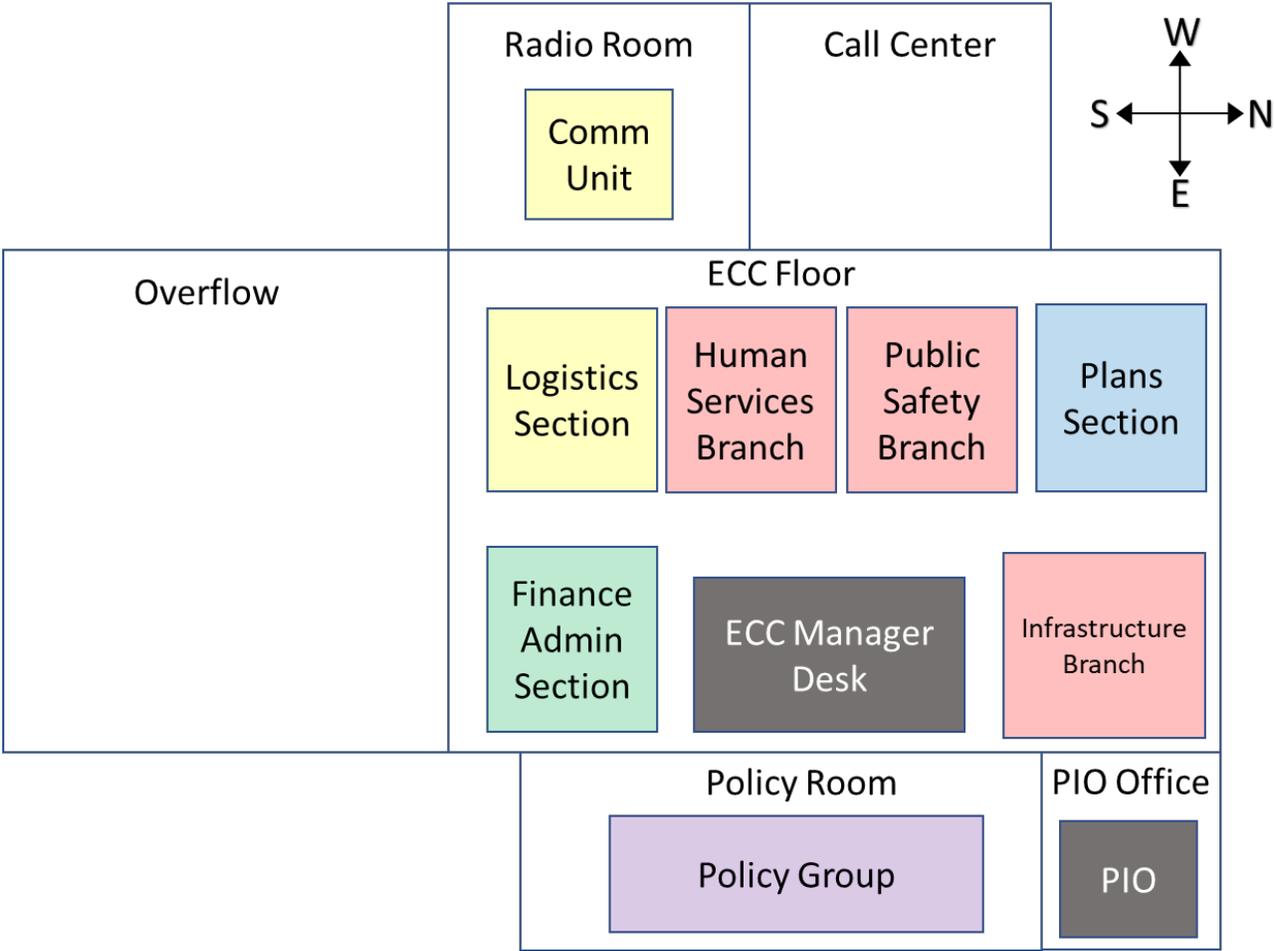
Figure 1: ICS/ICS-like ECC Organization Chart



# 1.2 ECC Layout

The ECC layout is a sample that depicts a full Level 1 Activation at the county's dedicated ECC Facility located at **9521 Tilley Rd S, Olympia, WA 98512**. Layouts may be adjusted for each activation based on staffing, equipment, and other factors.

Figure 2: ECC Layout



## 1.3 ECC Positions, Units, and Responsibilities

<b>Command Section</b>	
Position/Unit	Responsibilities
ECC Manager	<p>The ECC Manager manages and provides direction for the emergency response and recovery.</p> <p>Specific areas of management include the following:</p> <ul style="list-style-type: none"> <li>◆ Establish direction and control of the overall emergency response and recovery.</li> <li>◆ Determine needs and activate the ECC Command Staff and sections as needed.</li> <li>◆ Coordinate with the Public Information Officer regarding public information, press releases, and media relations.</li> <li>◆ Coordinate with the Liaison Officer about activities and coordination with surrounding jurisdictions and state, federal, and private partners.</li> <li>◆ Coordinate with Legal Counsel regarding emergency actions, liability, legal procedures, and possible legal eventualities.</li> <li>◆ Provide Thurston County senior elected and appointed officials information about the emergency or disaster and response activities and the need for a local disaster declaration.</li> <li>◆ Manage fiscal authorization for expenditures.</li> </ul>
Public Information Officer (PIO)	<ul style="list-style-type: none"> <li>◆ Serve as Thurston County’s central coordination point for all media releases.</li> <li>◆ Ensure the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.</li> <li>◆ Coordinate media releases with PIOs at incidents or representing other affected emergency response agencies as required.</li> <li>◆ Develop the format for press conferences, in conjunction with ECC Manager.</li> <li>◆ Determine the need for additional PIOs to support the incident.</li> </ul>

<b>Command Section</b>	
<b>Position/Unit</b>	<b>Responsibilities</b>
Liaison Officer	<ul style="list-style-type: none"><li>◆ Oversee all liaison activities, including coordinating with outside agency representatives assigned to the ECC and handling requests from other ECCs for Thurston County representatives.</li><li>◆ Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.</li><li>◆ Ensure position-specific guidelines, policy directives, SITREPS, the appropriate ECC IAPs are provided to agency representatives upon check-in.</li><li>◆ In coordination with the ECC Manager, provide orientations for VIPs and other visitors to the ECC or incident scene with approval of the incident commander.</li></ul>
Legal Counsel	<ul style="list-style-type: none"><li>◆ Assess Thurston County legal risks and liabilities resulting from the emergency or from operations.</li><li>◆ Provide professional counsel to the ECC Manager regarding emergency actions, liabilities, legal procedures, and possible legal eventualities.</li><li>◆ Represent the Thurston County in matters involving local, state, and federal regulatory agencies.</li></ul>

<b>Operations Section</b>	
Position/Unit	Responsibilities
<p>Operations Section Chief</p>	<ul style="list-style-type: none"> <li>◆ Supervise the Operations Section.</li> <li>◆ Ensure the Operations Section staff provides on-scene personnel the resources and support necessary to achieve incident objectives, identify unmet needs, and address leadership priorities.</li> <li>◆ Ensure the operational objectives and assignments identified in the ECC IAP are carried out effectively.</li> <li>◆ Establish the appropriate level of unit organizations within the Operations Section, continuously monitoring the effectiveness, and modifying accordingly.</li> <li>◆ Maintain a communications link between On-scene Incident Commander and the ECC for the purpose of coordinating the overall response, resource requests, and event status information.</li> <li>◆ Ensure the Planning Section is provided with Status Reports and Incident Reports.</li> <li>◆ Conduct periodic operational briefings for the ECC Manager as required or requested.</li> </ul>
<p>Law Enforcement/ Public Safety Unit</p> <p>ESF #13</p>	<ul style="list-style-type: none"> <li>◆ Coordinate Thurston County law enforcement and public safety operations.</li> <li>◆ Maintain the status of unassigned law enforcement and public safety resources.</li> <li>◆ Develop and maintain status reports for major incidents requiring or potentially requiring mutual aid, state, and/or federal support.</li> <li>◆ Request and coordinate mutual aid resources, as necessary.</li> <li>◆ Coordinate the mobilization and transportation of additional resources through the Logistics Section.</li> <li>◆ Ensure the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.</li> </ul>

<b>Operations Section</b>	
Position/Unit	Responsibilities
Firefighting/ EMS/HazMat Unit  ESF #4 ESF #8 ESF #10	<ul style="list-style-type: none"> <li>◆ Coordinate Thurston County firefighting, emergency medical service (EMS), and hazardous materials (HazMat) operations.</li> <li>◆ Maintain the status of unassigned firefighting, emergency medical service, and hazardous materials resources.</li> <li>◆ Develop and maintain status reports for major incidents requiring or potentially requiring mutual aid, state, and/or federal support.</li> <li>◆ Request and coordinate mutual aid resources, as necessary.</li> <li>◆ Coordinate the mobilization and transportation of additional resources through the Logistics Section.</li> <li>◆ Ensure the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.</li> </ul>
Public Works/ Utilities Unit  ESF #1 ESF #3 ESF #12	<ul style="list-style-type: none"> <li>◆ Survey and restore Thurston County utility systems that have been disrupted.</li> <li>◆ Develop and maintain status reports.</li> <li>◆ Coordinate with additional utility service providers on their status and restoration of disrupted services.</li> <li>◆ Survey public and private facilities, assessing the damage to such facilities and coordinating the repair of damage to public facilities.</li> <li>◆ Survey and repair local infrastructure systems including streets and roads within the jurisdictional area.</li> <li>◆ Coordinate the mobilization and transportation of additional resources through the Logistics Section.</li> <li>◆ Coordinate clearance of debris in order to open roads for access.</li> <li>◆ Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.</li> </ul>

<b>Operations Section</b>	
Position/Unit	Responsibilities
Hospital/Public Health Unit  ESF #8	<ul style="list-style-type: none"> <li>◆ Coordinate Thurston County hospitals and public health operations.</li> <li>◆ Maintain the status of available hospital and public health resources.</li> <li>◆ Develop and maintain status reports including patient tracking, available beds, and fatalities.</li> <li>◆ Identify additional needs that may be met through mutual aid, state, and/or federal support.</li> <li>◆ Request and coordinate mutual aid.</li> <li>◆ Coordinate the mobilization and transportation of additional resources through the Logistics Section.</li> <li>◆ Ensure the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.</li> </ul>
Search and Rescue Unit  ESF #9	<ul style="list-style-type: none"> <li>◆ Coordinate Thurston County search and rescue operations.</li> <li>◆ Maintain the status of unassigned search and rescue resources.</li> <li>◆ Develop and maintain status reports for major incidents requiring or potentially requiring mutual aid, state, and/or federal support.</li> <li>◆ Request and coordinate mutual aid resources, as necessary.</li> <li>◆ Coordinate the mobilization and transportation of additional resources through the Logistics Section.</li> <li>◆ Ensure the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.</li> </ul>

<b>Operations Section</b>	
<b>Position/Unit</b>	<b>Responsibilities</b>
Mass Care and Social Services Unit	<ul style="list-style-type: none"><li>◆ Coordinate Thurston County mass care and social services.</li><li>◆ Develop and maintain status reports including available shelters, shelter status, capacity, shelter populations, available shelter space, and unmet needs.</li></ul>
ESF #6	<ul style="list-style-type: none"><li>◆ Identify how unmet needs could be addressed through mutual aid, volunteer organizations, private sector, state, and/or federal support.</li><li>◆ Request and coordinate mutual aid.</li><li>◆ Coordinate the mobilization and transportation of additional resources through the Logistics Section.</li><li>◆ Ensure the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.</li></ul>

Planning Section	
Position/Unit	Responsibilities
Planning Section Chief	<ul style="list-style-type: none"> <li>◆ Ensure the responsibilities of the Planning Section are addressed as required, including the following: <ul style="list-style-type: none"> <li>▪ Collect, analyze, and display situation information.</li> <li>▪ Prepare SITREPs.</li> <li>▪ In coordination with the ECC Manager, the Command Staff, and the General Staff, establish the operational periods, meetings schedules, and staffing plan.</li> <li>▪ Prepare and distribute the ECC IAP, and facilitate the planning meeting.</li> <li>▪ Conduct advance planning activities and report.</li> <li>▪ Provide technical support services to ECC sections and branches.</li> <li>▪ Ensure resources are tracked and resource tracking boards are developed and maintained.</li> <li>▪ Develop the ECC Demobilization Plan, if necessary.</li> <li>▪ Coordinate the collection, analysis, and sharing of incident-related intelligence and investigative information.</li> <li>▪ Document and maintain files on all ECC activities.</li> </ul> </li> <li>◆ Establish the appropriate level of organization for the Planning Section.</li> <li>◆ Determine the need to establish a separate intelligence unit to serve as a conduit for secure information sharing with law enforcement entities based on requirements for additional security clearances.</li> <li>◆ Supervise and exercise overall responsibility for the coordination of unit activities within the section.</li> <li>◆ Inform ECC Manager of significant issues affecting the Planning Section.</li> <li>◆ In coordination with other Section Chiefs, ensure status reports are completed and used as the basis for situation analysis reports and the ECC IAP.</li> </ul>

Planning Section	
Position/Unit	Responsibilities
Demobilization Unit	<ul style="list-style-type: none"> <li>◆ Develop a Demobilization Plan for the ECC based on a review of all pertinent planning documents, and status reports.</li> <li>◆ Work closely with Command and General Staff to ensure a smooth and orderly release of resources.</li> <li>◆ Coordinate with the Facilities Unit.</li> </ul>
Situation Unit	<ul style="list-style-type: none"> <li>◆ Oversee the collection, organization, and analysis of situation information related to the emergency.</li> <li>◆ Oversee damage assessment.</li> <li>◆ Coordinate the collection, analysis, and sharing of incident-related intelligence and investigative information (unless a separate intelligence unit is established by Planning Section Chief).</li> <li>◆ Ensure information collected from all sources is validated prior to posting on status boards.</li> <li>◆ Ensure SITREPs are developed for dissemination to ECC staff and to other agencies/organizations as required.</li> <li>◆ Ensure an ECC IAP is developed for each operational period.</li> <li>◆ Ensure all maps, status boards, and other displays contain current and accurate information.</li> <li>◆ Prepare to deliver a situational briefing throughout the ICS planning process and at other times as directed.</li> </ul>
Advance Planning Unit	<ul style="list-style-type: none"> <li>◆ Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.</li> <li>◆ Review all available status reports, ECC IAPs, and other significant documents.</li> <li>◆ Determine potential future impacts of the emergency, particularly issues which might modify the overall strategic ECC objectives.</li> <li>◆ Provide periodic briefings for ECC Manager and General Staff addressing Advance Planning issues.</li> </ul>

Planning Section	
Position/Unit	Responsibilities
Documentation Unit	<ul style="list-style-type: none"> <li>◆ Collect, organize, and file all completed emergency related forms, to include all ECC Activity Logs (ICS 214), SITREPs, IAPs, and any other related information, just prior to the end of each operational period.</li> <li>◆ Ensure any documentation submitted to the Documentation Unit is accurate and complete. Have reporting parties correct any errors or omissions before final submission.</li> <li>◆ Provide document reproduction services to ECC staff.</li> <li>◆ Distribute the ECC SITREPs, IAPs, and other documents, as required.</li> <li>◆ Maintain a permanent electronic archive of all SITREPs and IAPs associated with the emergency.</li> </ul>
Resource Tracking Unit	<ul style="list-style-type: none"> <li>◆ Coordinate with other units, including those in the Logistics Section and field operations (e.g., staging area manager) to capture and centralize necessary resource, location, and status information.</li> <li>◆ Develop and maintain resource tracking boards that include status, location, and other important information.</li> </ul>
Technical Specialists	<ul style="list-style-type: none"> <li>◆ Provide technical observations and recommendations to ECC staff in specialized areas as required.</li> <li>◆ Advise on legal limitations on use of particular resources.</li> <li>◆ Work with inter-agency coordination groups as necessary providing expertise.</li> </ul>

Logistics Section	
Position/Unit	Responsibilities
Logistics Section Chief  ESF #7	<ul style="list-style-type: none"> <li>◆ Ensure the responsibilities of the Logistics Section are addressed as required, including the following:                             <ul style="list-style-type: none"> <li>▪ Provide telecommunication services and information technology.</li> <li>▪ Locate or acquire equipment, supplies, personnel, facilities, and transportation to meet field and ECC operational needs.</li> <li>▪ Track resources from deployment through demobilization and return (unless consumable).</li> <li>▪ Arrange for food, lodging, and other support services as required both for the ECC and field site requirements.</li> </ul> </li> <li>◆ Establish the appropriate level of unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.</li> <li>◆ Ensure Logistics Section objectives, as stated in ECC IAPs, are accomplished within the operational period or within the estimated time frame.</li> <li>◆ Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.</li> <li>◆ Keep the ECC Manager informed of all significant issues relating to the Logistics Section.</li> <li>◆ Ensure critical resources are allocated according to policy, priorities, and direction established by the ECC IAPs.</li> <li>◆ Supervise the Logistics Section.</li> </ul>

Logistics Section	
Position/Unit	Responsibilities
Communication Unit  ESF #2	<ul style="list-style-type: none"> <li>◆ Ensure radio, telephone, and computer resources and services are provided to ECC staff as required.</li> <li>◆ Oversee the installation and/or maintenance of communications resources in the ECC. Establish communications links with the field operations.</li> <li>◆ Determine specific computer requirements for all ECC positions.</li> <li>◆ Implement Records and Information Management System (RIMS) if available, for internal information management to include message and e-mail systems.</li> <li>◆ Develop and distribute an Incident Radio Communications Plan (ICS 205) that identifies all systems in use and lists specific frequencies allotted for the emergency.</li> </ul>
Personnel Unit	<ul style="list-style-type: none"> <li>◆ Secure and provide personnel resources as requested in support of the ECC and field operations.</li> <li>◆ Identify, recruit, and register volunteers as required.</li> <li>◆ Develop an ECC organization chart to reflect ECC activation.</li> <li>◆ Coordinate all staff time with the Finance/Admin Section for cost tracking.</li> </ul>

Logistics Section	
Position/Unit	Responsibilities
Support Branch Director	<ul style="list-style-type: none"> <li>◆ Ensure the responsibilities of the Support Branch are addressed as required, including the following: <ul style="list-style-type: none"> <li>▪ Locate or acquire equipment, supplies, facilities, and transportation to meet field and ECC operational needs.</li> <li>▪ Track resources from deployment through demobilization and return (unless consumable).</li> <li>▪ Arrange for food, lodging, and other support services as required both for the ECC and field site requirements.</li> </ul> </li> <li>◆ Ensure Logistics Section objectives focused on the Support Branch, as stated in ECC IAPs, are accomplished within the operational period or within the estimated time frame.</li> <li>◆ Keep the Logistics Section informed of all significant issues relating to the Support Branch.</li> <li>◆ Supervise and support the Support Branch (Transportation Unit, Facilities Unit, and Supply Unit).</li> <li>◆ Assign tasks to appropriate Support Branch units based on assignments from the Logistics Section Chief and branch-related objectives defined in the ECC IAPs.</li> </ul>
Transportation Unit  ESF #1	<ul style="list-style-type: none"> <li>◆ In coordination with other units, as necessary, and the Situation Unit, develop a transportation plan to support ECC operations.</li> <li>◆ Arrange for the acquisition or use of required transportation resources.</li> </ul>
Facilities Unit	<ul style="list-style-type: none"> <li>◆ Ensure adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities to accomplish the mission.</li> <li>◆ Ensure acquired buildings, building floors, and or workspaces are returned to original state when no longer needed.</li> </ul>

Logistics Section	
Position/Unit	Responsibilities
Supply Unit	<ul style="list-style-type: none"><li>◆ Oversee allocation of equipment and supplies not normally provided through mutual aid channels.</li><li>◆ Coordinate procurement actions with the Finance/Admin Section to ensure all applicable procurement process requirements are met and to facilitate purchasing of resources and services to meeting incident demands.</li><li>◆ Coordinate delivery of equipment and supplies as required.</li><li>◆ Maintain all documentation for FEMA reimbursement.</li><li>◆ Procure food and lodging to meet ECC staff requirements.</li><li>◆ Oversee processing and fulfillment of resource request for all off-incident ordering.</li></ul>

<b>Finance/Admin Section</b>	
Position/Unit	Responsibilities
Finance/Admin Section Chief	<ul style="list-style-type: none"> <li>◆ Ensure all financial records are maintained throughout the event or disaster.</li> <li>◆ Ensure all on-duty time is recorded and collected for all personnel.</li> <li>◆ Ensure all on-duty time sheets are collected from ECC-assigned personnel and departments are collecting this information from field-level supervisors or incident commanders and staff.</li> <li>◆ Ensure continuity of the payroll process for all employees responding to the event or disaster.</li> <li>◆ Determine purchase order limits for the Logistics Section's Supply Unit.</li> <li>◆ In consultation with ECC Manager, determine spending limits, if any.</li> <li>◆ Ensure workers' compensation claims resulting from the response are processed in a reasonable time, given the nature of the situation.</li> <li>◆ Ensure all travel and expense claims are processed in a reasonable time, given the nature of the situation.</li> <li>◆ Provide administrative support to all ECC sections as required, in coordination with the Logistics Section's Personnel Unit.</li> <li>◆ Activate units within the Finance/Admin Section as required; monitor section activities continuously and modify the organization as needed.</li> <li>◆ Ensure all recovery documentation and disaster financial assistance paperwork is accurately maintained and submitted.</li> <li>◆ Ensure all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to FEMA and/or the Washington State Emergency Management Division (EMD).</li> <li>◆ Supervise the Finance/Admin Section.</li> <li>◆ Keep ECC Manager informed of all significant issues relating to the Finance/Admin Section.</li> </ul>

<b>Finance/Admin Section</b>	
Position/Unit	Responsibilities
Cost Unit	<ul style="list-style-type: none"> <li>◆ Collect cost information, perform cost-effectiveness analyses, and provide cost estimates and cost savings recommendations.</li> <li>◆ Manage the accounting, auditing, and documentation of all emergency expenditures including labor, benefits, purchases, and contracts.</li> <li>◆ Set up and manage the emergency accounting system.</li> <li>◆ Compile damage cost estimates and arrange for sources of emergency funding. Maintain a central FEMA documentation file.</li> <li>◆ Provide auditing of all expenditures to verify budget accounts, invoices and documentation.</li> <li>◆ Receive invoices and process authorizations for payment.</li> <li>◆ Ensure personnel and equipment that receive payment are properly identified.</li> <li>◆ Work with the Time Keeping Unit and Supply Unit to collect all cost data.</li> <li>◆ Report documented response costs and projected response costs.</li> <li>◆ Maintain accurate information on the cost of all assigned resources.</li> <li>◆ Identify and distribute appropriate cost documentation forms.</li> <li>◆ Monitor direct costs and anticipated costs and track obligations against various ceilings daily.</li> <li>◆ Add up obligations from all sources (e.g., contractor, government, vendors, etc.) against each funds ceiling.</li> </ul>

Finance/Admin Section	
Position/Unit	Responsibilities
Time Keeping Unit	<ul style="list-style-type: none"><li>◆ Track, record, and report all on-duty time for personnel working during the emergency.</li><li>◆ Ensure personnel time records, travel expense claims, and other related forms are prepared and submitted to Thurston County Sheriff's Office.</li><li>◆ Determine the personnel and equipment time-reporting requirements for each agency and/or organization involved with the response effort.</li><li>◆ Ensure that all responders know of the time and method for submitting the daily time sheets.</li><li>◆ Maintain a separate log to track overtime expenditures.</li><li>◆ Work with the Cost Unit to agree on when the Cost Unit would like to receive the daily totals of personnel and equipment time reports and in what format.</li><li>◆ Provide accurate time accounting to any agency representatives.</li><li>◆ Track personnel equipment hours against anticipated burn-rate; update burn-rate if necessary.</li><li>◆ Provide completed time records to agencies that are demobilizing from the incident.</li></ul>

<b>Finance/Admin Section</b>	
Position/Unit	Responsibilities
Compensation/ Claims Unit	<ul style="list-style-type: none"> <li>◆ Assume responsibility for all FEMA documentation from initial preparation to filing for disaster relief claims.</li> <li>◆ Oversee investigations of injuries and property/equipment damage claims arising out of the emergency.</li> <li>◆ Complete all forms required by worker's compensation program.</li> <li>◆ Maintain a file of injuries and illnesses associated with the emergency including results of investigations.</li> <li>◆ Analyze financial value, insurance coverage, and any impacts on future premiums.</li> <li>◆ Investigate all claims involving property associated with or involving the incident.</li> <li>◆ Investigate all incident vehicle accidents.</li> <li>◆ Coordinate closely with the ECC Manager, Section Chief, ECC Safety Officer if one is activated, and others as needed when working on injury compensations.</li> <li>◆ Develop and advertise the incident claim process.</li> <li>◆ Maintain thorough documentation for all claims (e.g., witness statements, photos, etc.).</li> <li>◆ Report on the status of claims processing.</li> </ul>
Purchasing Unit	<ul style="list-style-type: none"> <li>◆ Coordinate with Supply Unit on all matters involving the need to exceed established purchase order limits.</li> <li>◆ Negotiate all contracts.</li> <li>◆ Establish local sources for equipment, supplies, and services, and notify the Logistics Section Chief and Supply Unit.</li> <li>◆ Manage and account for all procurement orders.</li> <li>◆ Manage and account for all payments.</li> <li>◆ Document all contracts, procurement orders, and payments.</li> <li>◆ Report on the status of all contracts.</li> <li>◆ Administer all financial matters pertaining to vendor contracts.</li> <li>◆ Coordinate vendor contracts not previously addressed by existing approved vendor lists.</li> </ul>

## 1.3 ECC General Responsibilities Checklist

The ECC General Responsibilities Checklist is used by all ECC staff during the activation and demobilization phases.

ECC General Responsibilities Checklist - For All Positions			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Check in upon arrival at ECC and sign in on the ECC sign-in sheet.	
2.		Check in with the Liaison Officer if you are a representative from an outside agency.	
3.		Report to ECC Manager, Section Chief, or other assigned supervisor to obtain current situation status and specific job responsibilities and assignments.	
4.		Set up workstation and review position-specific activation and operations checklists.	
5.		Maintain Activity Log (ICS 214) that chronologically describes the actions you take during your shift.	
6.		Determine resource needs, such as a computer, phone, fax, stationery, plan copies, and other reference documents. Request resources to meet unfilled needs.	
7.		Participate in any facility and safety orientations as required.	
8.		Identify and establish communications with field operations points of contact.	

Shift Change			
9.		Ensure incoming staff replacement signs into the ECC on the ECC Sign-in Sheet.	
10.		<p>Complete shift change briefing with incoming position staff to cover the following topics:</p> <ul style="list-style-type: none"> <li>▪ Situation overview and outlook</li> <li>▪ Incident priorities</li> <li>▪ Position/Section accomplishments during the last operational period</li> <li>▪ Operational objectives for the next operational period as contained in the ECC IAP</li> <li>▪ Open/ongoing tasks</li> <li>▪ Relevant agencies contact information</li> <li>▪ Corrective actions/adjustments to processes</li> </ul> <p>Any identified system issues (e.g., communications failure).</p>	
11.		Provide incoming staff replacement with most recent SITREP and new operational period ECC IAP.	
12.		Submit Activity Log (ICS 214) and completed checklists to Documentation Unit.	
13.		Provide incoming personnel with outgoing personnel's contact phone number(s).	
14.		Sign out of computer systems that use unique username and password. Do not sign out of generic accounts that will be used by incoming personnel.	

15.		Sign out of the ECC on the ECC Sign-in Sheet prior to leaving the facility. Check out with supervisor.	
Demobilization Phase			
16.		Deactivate assigned position and complete the Demobilization Check-out form when authorized by the ECC Manager or designee.	
17.		Complete all required forms, reports, and other documentation. All forms and paperwork should be submitted through supervisor to the Planning Section prior to departure.	
18.		Notify field operations points of contact of ECC demobilization and demobilization time.	
19.		Clean up work area before leaving. Return any equipment or unused supplies.	
20.		Provide supervisor with contact phone number(s).	
21.		Sign out of all computer programs, log off the computer.	
22.		Record sign-out time on the ECC sign-in sheet.	
23.		Be prepared to provide input to the ECC After-Action report.	
24.		Upon request, participate in formal post-operational debriefs.	
25.		Attend critical incident stress debriefings, as needed.	

## 1.4 ECC Activation Checklist

This Activation Checklist will be used to activate the Thurston County ECC. The individual(s) completing the actions should indicate the time, names, follow-up needed, and notes about the action. For planned events, some elements of this checklist can be completed in advance.

ECC Activation Checklist			
Item	Completed Time	Action	Name/Follow-up Needed/Notes
1.		Based on activation triggers, at the direction of the EM Manager, or based on other protocols, activate the ECC at the appropriate activation level.	
2.		Notify ECC staff and include report time and location Thurston County leadership of the ECC activation and reason for activating.	
3.		Notify Thurston County leadership of the ECC activation and reason for activating.	
4.		Notify Incident Command of ECC activation time and activation level.	
5.		Notify other relevant stakeholders of the Thurston County ECC activation, including neighboring jurisdictions' Offices of Emergency Management.	
6.		Ensure Washington State Emergency Management Division is notified of ECC activation and mission number obtained.	

7.		Consider the need for additional facility security, and if necessary, request from City of Montesano Police Department/Thurston County Sheriff's Office.	
8.		Set up the ECC's physical location: Turn-on ECC systems (e.g., AV equipment, computer systems, communication systems).	
9.		Provide just-in-time training for new ECC staff to complete tasks.	
10.		Assess the need for additional specialist resources, such as subject matter experts. If required, request liaisons.	
11.		Identify, review, and share any applicable existing agency or emergency operations plans that will serve as reference resources.	
12.		Gather information to assess incident assignments and determine immediate needs and actions.	
13.		Follow additional initial response steps in the Planning P, including the initial incident briefing.	

## 1.4 ECC Demobilization Checklist

This Demobilization Checklist will be used to demobilize Thurston County ECC. The individual(s) completing the actions should indicate the time, names, follow-up needed, and notes about the action.

ECC Demobilization Checklist			
Item	Completed Time	Action	Name/Follow-up Needed/Notes
1.		Notify Thurston County leadership of the ECC deactivation and reason for deactivating.	
2.		Notify Washington State Emergency Management Division and other jurisdictions of ECC deactivation.	
3.		Notify SITREP recipients of the ECC deactivation timeline.	
4.		Notify Incident Command of ECC deactivation and deactivation time.	
5.		Shut down the ECC's physical location: Turn off ECC systems (e.g., AV equipment, computer systems, communication systems).	
6.		Save all incident documentation to Thurston County Emergency Management's G Drive for long-term historical recordation.	
7.		Return all logistical support materials (e.g., ECC Handbooks, paper, pens, pencils, etc.) to storage locations.	
8.		Inventory office supplies and place order for new supplies for replenishment.	
9.		Take additional steps to return ECC to steady state in preparation for next activation.	

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## 2. ECC Manager and ECC Command Staff Roles and Responsibilities, and Checklists

The ECC Manager and ECC Command Staff Roles and Responsibilities, and Checklists section defines the roles and responsibilities of the ECC Manager and ECC Command Staff positions in the Thurston County ECC. Additionally, the section provides activation, operations, and demobilization checklists for each position. The provided guidance and checklists serve as job aids, defining areas of responsibilities and required tasks for these position at each phase of ECC operations.

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## 2.1 ECC Manager

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The ECC Manager is responsible for supporting the overall management of the emergency or incident, the development and implementation of strategic goals and objectives to support these operations and approving the ordering and release of resources. If no On-scene Incident Commander is assigned, the ECC Manager then takes the lead in managing the emergency or incident. Any functions not assigned by the ECC Manager remain the responsibility of the ECC Manager.

### Roles and Responsibilities

- Exercise overall management responsibility for the coordination between emergency response and supporting agencies in the ECC. In conjunction with Incident Commander(s) and ECC General Staff (Operations, Planning, Logistics, and Finance/Admin).
- Set priorities for response efforts in the affected area.
- Provide support to Thurston County departments and ensure that all actions are accomplished within the priorities established.
- Establish the appropriate staffing level for the ECC and continuously monitor organizational effectiveness to ensure that appropriate modifications occur as required.
- Ensure that inter-agency coordination is accomplished effectively within the ECC.
- Direct, in consultation with the PIO, appropriate emergency public information actions using the best methods of dissemination. Approve the issuance of press releases and other public information materials as required.
- Ensure risk management principles and procedures are applied for all ECC activities.
- Supervise the ECC Command Staff, including but not limited to the Public Information Officer, Legal Counsel, and the Liaison Officer.
- Ensure that Activity Logs (ICS 214) are maintained by the ECC Command Staff.

All functions that are not assigned by the ECC Manager are the responsibility of the ECC Manager.

## ECC Manager Checklists (Activation, Operations, Demobilization)

ECC Manager Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
2.		Obtain situational awareness from available sources.	
3.		Determine appropriate level of activation based on the situation.	
4.		Mobilize appropriate personnel for the initial activation of the ECC.	
5.		Determine which sections are needed and assign Section Chiefs as appropriate, and ensure they are staffing their sections as required: <ul style="list-style-type: none"> <li>◆ Operations</li> <li>◆ Planning</li> <li>◆ Logistics</li> <li>◆ Finance/Admin</li> </ul>	
6.		Determine which ECC Command Staff positions are required and ensure they are filled as soon as possible. <ul style="list-style-type: none"> <li>◆ Public Information Officer (PIO)</li> <li>◆ Liaison Officer</li> <li>◆ Legal Counsel</li> </ul>	
7.		Ensure the ECC organization and staffing chart is posted and arriving team members are assigned appropriate roles.	

8.		Establish initial priorities for the ECC based on current status and information from On-scene Incident Commander, if assigned, and brief the ECC Command Staff and the Section Chiefs.	
9.		Schedule the initial ECC planning meeting and have Planning Section Chief prepare the agenda.	
10.		Consult with ECC Staff to determine what representation is needed at the ECC from other emergency response or support agencies.	
11.		Assign the Liaison Officer to coordinate outside agency response to the ECC.	
Operational Phase			
12.		Monitor activities to ensure that all appropriate actions are being taken.	
13.		Ensure that Operational Periods are established, and that initial ECC response priorities and objectives are decided and communicated to all involved parties.	
14.		In conjunction with the PIO, review press releases and provide approval.	
15.		In coordination with the On-scene Incident Commander, identify priorities and management objectives for the initial ECC IAP planning meeting.	
16.		Convene the initial ECC planning meeting. Ensure that all Section Chiefs and other key agency representatives are in attendance.	

17.		Once the ECC IAP is completed by the Planning Section, review, approve, and authorize its implementation.	
18.		Ensure the Planning Section Chief completes the WAEMD Lifeline Report and notifies you upon completion.	
19.		Schedule and conduct periodic briefings with the Section Chiefs to ensure response priorities and objectives are current and appropriate.	
20.		Establish and maintain contacts with local, state, federal, and private partners.	
21.		Advise the Thurston County senior elected official or designee about the need for a local emergency declaration.	
22.		Document all decisions and approvals.	
23.		Approve resource requests not included in ECC IAP, as required.	
24.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
25.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 2.2 Public Information Officer

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The PIO is responsible for providing incident information to the public, media, and other agencies. The PIO ensures internal and external audiences, including the public, receive timely, accurate, and accessible information regarding life safety and other incident information. The PIO is responsible for gathering, organizing, verifying, determining delivery methods for, and disseminating information.

### Roles and Responsibilities

- Serve as the central coordination point for the agency or jurisdiction for all media releases.
- Ensure the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs, and other vital information.
- Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.
- Develop the format for press conferences, in conjunction with ECC Manager.

Member of: Command Staff

## PIO Checklists (Activation, Operations, Demobilization)

Public Information Officer Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
2.		Receive initial briefing from the ECC Manager.	
3.		Determine what information, alerts, and messages have been released to the public.	
Operational Phase			
4.		Develop media releases at the direction of and in conjunction with the ECC Manager.	
5.		Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.	
6.		Disseminate media releases after they are approved by the ECC Manager or other authority.	
7.		Develop the format for press conferences, in conjunction with ECC Manager.	
8.		Establish and maintain methods to collect and analyze information from commercial and social media sources. In conjunction with the ECC Manager, activate additional staff to support this task as needed.	

9.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
10.		In coordination with and at the direction of the ECC Manager, deactivate your position.	
11.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

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## 2.3 Liaison Officer

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The Liaison Officer is responsible for overseeing all liaison activities, including coordinating with outside cooperating, and assisting agencies or organization representatives assigned to the ECC and handling requests from other ECCs for representatives.

### Roles and Responsibilities

- Establish and maintain a central location for incoming outside cooperating and assisting agencies or organization representatives, providing workspace and support as needed.
- Ensure that position-specific guidelines, policy directives, situation reports, and a copy of the ECC IAP is provided to outside cooperating and assisting agencies or organization representatives upon check-in.
- In conjunction with the ECC Manager, provide orientations for VIPs and other visitors to the ECC.

Member of: Command Staff

## Liaison Officer Checklists (Activation, Operations, Demobilization)

<b>Liaison Officer Checklist</b>			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
2.		Receive initial briefing from the ECC Manager.	
3.		Determine the status of liaison activities that have already taken place or are in process.	
Operational Phase			
4.		Determine required liaison activities in conjunction with and at the direction of the ECC Manager.	
5.		Establish and maintain a central location for incoming outside cooperating and assisting agencies or organization representatives.	
6.		Coordinate with the ECC Manager to fill requests from other ECCs for Thurston County representatives.	
7.		Provide position-specific guidelines, policy directives, situation reports, and a copy of the ECC action plan to outside cooperating and assisting agencies or organization representatives upon check-in.	
8.		In conjunction with the ECC Manager, provide orientations for VIPs and other visitors to the ECC.	

9.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
10.		In coordination with and at the direction of the ECC Manager, deactivate your position.	
11.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

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## 2.5 Legal Counsel

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The Legal Counsel is responsible for assessing all legal risks and liabilities resulting from an incident or resulting operations and providing counsel to the ECC Manager regarding emergency actions and potential legal implications.

### Roles and Responsibilities

- Assess Thurston County legal risks and liabilities resulting from the emergency or from operations.
- Provide professional counsel to the ECC Manager regarding emergency actions, liabilities, legal procedures, and possible legal eventualities.
- Represent the Thurston County in matters involving local, state, and federal regulatory agencies.

Member of: Command Staff

## Legal Counsel Checklists (Activation, Operations, Demobilization)

Legal Counsel Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
2.		Receive initial briefing from the ECC Manager.	
3.		Determine the status of legal risks or liabilities that have already taken place resulting from the emergency or operation.	
Operational Phase			
4.		Continually assess legal risks or liabilities resulting from the emergency or operations, including current and planned operations.	
5.		Provide professional counsel to the ECC Manager regarding emergency actions, liabilities, legal procedures, and possible legal eventualities.	
6.		Represent and/or prepare to represent the Thurston County in matters involving local, state, and federal regulatory agencies.	
7.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
8.		In coordination with and at the direction of the ECC Manager, deactivate your position.	
9.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

### 3. Operations Section Chief and Units Roles, Responsibilities, and Checklists

The Operations Section Chief and Units Roles, Responsibilities, and Checklists section defines the roles and responsibilities of the Operations Section positions and units in the Thurston County ECC. Additionally, the section provides activation, operations, and demobilization checklists for each position. The provided guidance and checklists serve as job aids, defining areas of responsibilities and required tasks for these position at each phase of ECC operations.

The Operations Section is responsible for providing on-scene personnel the resources and support necessary to achieve incident objectives, identify unmet needs, and address leadership priorities. The Operations Section Chief oversees the section, which is composed of the Law Enforcement/Public Safety Unit, Firefighting/EMS/HazMat Unit, Public Works/Utilities Unit, Search and Rescue Unit, and Mass Care and Social Services Unit based on the necessary approach to meet incident demands.

During an ECC activation, only necessary units are activated.

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## 3.1 Operations Section Chief

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This position will be filled by the most appropriate agency representative depending on the situation. This does not preclude the use of a unified approach to Operations or of Deputy Operations Section Chiefs from other agencies or disciplines. It is the responsibility of the Operations Section Chief to determine the role of the assisting staff.

The Operations Section helps formulate and implement strategy established by the ECC Manager. The Operations Section Chief activates and supervises organizational elements in accordance with the ECC IAP and directs its execution. The Operations Section Chief also directs the preparation of unit operational plans, requests or releases resources, makes expedient changes to the Incident Action Plan as necessary, and reports changes to the ECC Manager.

### Roles and Responsibilities

- Ensure the Operations Section function is carried out including coordination of response for all operational functions assigned to the ECC.
- Ensure that operational objectives and assignments identified in the Incident Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
- Maintain a communications link between Incident Commander and the ECC for the purpose of coordinating the overall response, resource requests, and event status information.
- Ensure the Planning Section is provided with Status Reports and Major Incident Reports.
- Conduct periodic operational briefings for the ECC Manager as required or requested.
- Supervise the Operations Section and exercise overall responsibility for the coordination of unit activities within the section.
- Ensure that Activity Logs (ICS 214) are maintained by Operations Section Staff.

Reports to: ECC Manager

Member of: General Staff

### Subordinate Units Roles and Responsibilities

The Operations Section Chief is responsible for the oversight of the Law Enforcement/Public Safety Unit, Firefighting/EMS/HazMat Unit, Public Works/Utilities Unit, Hospital/Public Health Unit, Search and Rescue Unit, and Mass Care and Social Services

Unit. All functions that are not assigned by the Section Chief remain the responsibility of the Section Chief.

## Operations Chief Checklists (Activation, Operations, Demobilization)

Operations Section Chief Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
2.		Receive initial briefing from ECC Manager that includes initial priorities for the ECC based on current status and information from On-scene Incident Commander, if assigned.	
3.		Ensure the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.	
4.		Based on the situation, activate the appropriate units within the Operations Section and designate Unit Leaders including but not limited to: <ul style="list-style-type: none"> <li>▪ Law Enforcement/Public Safety Unit</li> <li>▪ Firefighting/EMS/HazMat Unit</li> <li>▪ Public Works/Utilities Unit</li> <li>▪ Hospital/Public Health Unit</li> <li>▪ Search and Rescue Unit</li> <li>▪ Mass Care and Social Services Unit</li> </ul>	

5.		Ensure that sufficient staff is available for ECC Operational Periods as required.	
6.		Coordinate with the Liaison Officer regarding the need for outside representatives in the Operations Section as required.	
7.		Obtain a current communications status briefing from the Logistics Section Chief. Ensure there is adequate equipment and talk groups available for the Operations Section.	
8.		Identify key issues currently affecting the Operations Section. Meet with section personnel and determine appropriate actions.	
9.		Review responsibilities of units operating within the section. Develop a plan/process detailing a strategy for carrying out objectives.	
10.		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
11.		As appropriate, assist Operations Section staff in gaining field response points of contact to improve field/ECC operations interface.	
Operational Phase			
12.		Maintain an Activity Log (ICS 214) and ensure that everyone in the Operations Section maintains an Activity Log (ICS 214) and other necessary documents and files.	

13.		Conduct periodic briefings with Operations Section personnel and work on objectives for each operational period.	
14.		Ensure that Operations Section information is provided to the Planning Section on a regular basis or as the situation requires.	
15.		Attend and participate in ECC IAP planning meetings.	
16.		Provide periodic Section Status Reports to the ECC Manager and Planning Section Chief.	
17.		Ensure the units coordinate all resource needs through the Logistics Section.	
18.		Ensure that fiscal requirements are coordinated through the Finance/Admin Section (e.g., daily time sheets).	
19.		Brief the ECC Manager and ECC Section Chiefs on all major incidents.	
20.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
21.		Deactivate units and any organizational elements when no longer required. Ensure that all paperwork is complete and logs are closed and sent to the Planning Section.	
22.		Ensure that any open actions are assigned to appropriate agency and/or ECC Staff.	

23.		Deactivate the Operations Section and close out logs when authorized by ECC Manager.	
24.		Be prepared to provide input to the ECC After-Action Report.	
25.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

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## 3.2 Law Enforcement / Public Safety Unit (ESF#13)

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The Law Enforcement/Public Safety Unit is responsible for coordinating and supporting Thurston County law enforcement and public safety operations during an incident.

### Roles and Responsibilities

- Coordinate Thurston County law enforcement and public safety operations.
- Maintain the status of unassigned law enforcement and public safety resources.
- Develop and maintain status reports for major incidents requiring or potentially requiring mutual aid, state, and/or federal support.
- Request and coordinate mutual aid resources, as necessary.
- Coordinate the mobilization and transportation of additional resources through the Logistics Section.
- Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.

Reports to: Operations Section Chief

## LE/Public Safety Checklists (Activation, Operations, Demobilization)

Law Enforcement/Public Safety Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
2.		Contact activated incident command post(s) to establish law enforcement point(s) of contact for each on-scene incident command organization.	
3.		Based on the situation, determine likely future needs of the Law Enforcement/Public Safety representatives.	
Operational Phase			
4.		Establish and maintain Activity Log (ICS 214) and other necessary files.	
5.		Coordinate and support Thurston County on-scene law enforcement and public safety operations.	
6.		Develop and maintain status reports of unassigned law enforcement and public safety resources.	
7.		Develop and maintain additional logs and reports as needed.	
8.		Determine needs and provide law enforcement and public safety support to operations not directly associated with on-scene ICS operations.	

9.		Request and coordinate mutual aid resources as needed.	
10.		Coordinate the mobilization and transportation of additional resources through the Logistics Section.	
11.		Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.	
12.		Support additional law enforcement and public safety resource requests from the incident command post.	
13.		Upon request by the Operations Section Chief, develop and submit law enforcement and public safety operational objectives for the next ECC IAP.	
14.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
15.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 3.3 Firefighting/EMS/HazMat Unit (ESFs #4,#8,#10)

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The Firefighting/EMS/HazMat Unit is responsible for coordinating and supporting Thurston County firefighting, emergency medical service (EMS), and hazardous materials (HazMat) operations during an incident.

### Roles and Responsibilities

- Coordinate Thurston County firefighting, EMS, and HazMat operations.
- Maintain the status of unassigned firefighting, EMS, and HazMat resources.
- Develop and maintain status reports for major incidents requiring or potentially requiring mutual aid, state, and/or federal support.
- Request and coordinate mutual aid resources, as necessary.
- Coordinate the mobilization and transportation of additional resources through the Logistics Section.
- Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.

Reports to: Operations Section Chief

## FF/EMS/HazMat Checklists (Activation, Operations, Demobilization)

Firefighting/EMS/HazMat Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain Activity Log (ICS 214) and other necessary files.	
3.		Coordinate and support Thurston County on-scene firefighting, EMS, and HazMat operations.	
4.		Develop and maintain status reports of unassigned firefighting, EMS, and HazMat resources.	
5.		Develop and maintain additional logs and reports as needed.	
6.		Determine needs and provide firefighting, EMS, and HazMat support to operations not directly associated with on-scene ICS operations.	
7.		Request and coordinate mutual aid resources as needed.	
8.		Coordinate the mobilization and transportation of additional resources through the Logistics Section.	
9.		Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.	

10.		Support additional firefighting, EMS, and HazMat resource requests from the incident command post.	
11.		Upon request by the Operations Section Chief, develop and submit firefighting, EMS, and HazMat operational objectives for the next ECC IAP.	
12.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
13.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 3.4 Public Works / Utilities Unit (ESF #1, #3, #12)

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The Public Works/Utilities Unit is responsible for the survey and restoration of Thurston County disrupted utility systems during an incident, which involves coordinating with additional service providers in both private and public sectors.

### Roles and Responsibilities

- Survey and restore Thurston County utility systems that have been disrupted.
- Develop and maintain status reports.
- Coordinate with additional utility service providers on their status and restoration of disrupted services.
- Survey public and private facilities, assessing the damage to such facilities and coordinating the repair of damage to public facilities.
- Survey and repair local infrastructure systems, including streets and roads within the jurisdictional area.
- Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.

Reports to: Operations Section Chief

## PW/Utilities Checklists (Activation, Operations, Demobilization)

Public Works/Utilities Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain Activity Log (ICS 214) and other necessary files.	
3.		Coordinate and support Thurston County on-scene operations.	
4.		Survey and restore Thurston County utility systems that have been disrupted.	
5.		Coordinate with additional utility service providers on their status and restoration of disrupted service.	
6.		Survey public and private facilities, assessing the damage to such facilities and coordinating the repair of damage to public facilities.	
7.		Survey and repair local infrastructure systems including streets and roads within the jurisdictional area.	
8.		Develop and maintain status reports of unassigned public works and utilities resources.	
9.		Develop and maintain additional logs and reports as needed.	
10.		Request and coordinate mutual aid resources as needed.	

11.		Coordinate the mobilization and transportation of additional resources through the Logistics Section.	
12.		Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.	
13.		Upon request by the Operations Section Chief, develop and submit public works and utilities operational objectives for the next ECC IAP.	
14		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
15.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 3.5 Hospital / Public Health Unit (ESF #8)

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The Hospital/Public Health Unit is responsible for coordinating Thurston County hospitals and public health operations during an incident.

### Roles and Responsibilities

- Coordinate Thurston County hospitals and public health operations.
- Maintain the status of available hospital and public health resources.
- Develop and maintain status reports including patient tracking, available beds, and fatalities.
- Identify additional needs that may be met through mutual aid, state, and/or federal support.
- Request and coordinate mutual aid.
- Coordinate the mobilization and transportation of additional resources through the Logistics Section.
- Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.

Reports to: Operations Section Chief

## Hospital/PH Checklists (Activation, Operations, Demobilization)

Hospital/Public Health Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain Activity Log (ICS 214) and other necessary files.	
3.		Coordinate and support Thurston County hospital and public health operations.	
4.		Develop and maintain status reports of public health resources.	
5.		Develop and maintain status reports, including patient tracking, available beds, and fatalities.	
6.		Develop and maintain additional logs and reports as needed.	
7.		Request and coordinate mutual aid resources as needed.	
8.		Coordinate the mobilization and transportation of additional resources through the Logistics Section.	
9.		Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.	

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10.		Upon request by the Operations Section Chief, develop and submit hospital and public health operational objectives for the next ECC IAP.	
11.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
12.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 3.6 Search and Rescue Unit (ESF #9)

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The Search and Rescue Unit is responsible for coordinating Thurston County search and rescue operations during an incident.

### Roles and Responsibilities

- Coordinate Thurston County search and rescue operations.
- Maintain the status of unassigned search and rescue resources.
- Develop and maintain status reports for major incidents requiring or potentially requiring mutual aid, state, and/or federal support.
- Request and coordinate mutual aid resources, as necessary.
- Coordinate the mobilization and transportation of additional resources through the Logistics Section.
- Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.

Reports to: Operations Section Chief

## SAR Checklists (Activation, Operations, Demobilization)

Search and Rescue Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain Activity Log (ICS 214) and other necessary files.	
3.		Coordinate and support Thurston County on-scene search and rescue operations.	
4.		Develop and maintain status reports of unassigned search and rescue resources.	
5.		Develop and maintain additional logs and reports as needed.	
6.		Determine needs and conduct search and rescue operations not directly associated with on-scene ICS operations.	
7.		Request and coordinate mutual aid resources as needed.	
8.		Coordinate the mobilization and transportation of additional resources through the Logistics Section.	
9.		Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.	
10.		Support additional search and rescue resource requests from the incident command post.	

11.		Upon request by the Operations Section Chief, develop and submit search and rescue operational objectives for the next ECC IAP.	
12.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
13.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 3.7 Mass Care and Social Services Unit (ESF #6)

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The Mass Care and Social Services Unit is responsible for coordinating and supporting Thurston County mass care and social services operations during an incident, including mass care facility operations (e.g., shelters, warming/cooling centers, etc.).

### Roles and Responsibilities

- Coordinate Thurston County mass care and social services.
- Develop and maintain status reports, including available shelters, shelter status, capacity, shelter populations, available shelter space, and unmet needs.
- Identify how unmet needs could be addressed through mutual aid, volunteer organizations, private sector, state, and/or federal support.
- Request and coordinate mutual aid.
- Coordinate the mobilization and transportation of additional resources through the Logistics Section.
- Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.

Reports to: Operations Section Chief

## Mass Care Checklists (Activation, Operations, Demobilization)

Mass Care and Social Services Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain Activity Log (ICS 214) and other necessary files.	
3.		Coordinate and support Thurston County mass care and social services operations.	
4.		Develop and maintain status reports to document available shelters, shelter status, capacity, shelter populations, available shelter space, and unmet needs.	
5.		Develop and maintain additional logs and reports as needed.	
6.		Determine needs and conduct mass care and social services operations.	
7.		Request and coordinate mutual aid resources as needed.	
8.		Coordinate the mobilization and transportation of additional resources through the Logistics Section.	
9.		Ensure that the appropriate actions are taken to address the operational objectives and assignments in the ECC IAP assigned to the unit.	

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10.		Upon request by the Operations Section Chief, develop and submit mass care and social services operational objectives for the next ECC IAP.	
11.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
12.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 4. Planning Section Chief and Units Roles, Responsibilities, and Checklists

The Planning Section Chief and Units Roles, Responsibilities, and Checklists section defines the roles and responsibilities of the Planning Section positions and units in the Thurston County ECC. Additionally, the section provides activation, operations, and demobilization checklists for each position. The provided guidance and checklists serve as job aids, defining areas of responsibilities and required tasks for these position at each phase of ECC operations.

The Planning Section is responsible for the collection, analysis, dissemination, and use of information regarding potential or actual incidents. The section oversees the development of ECC IAPs and SITREPs, which are essential tools for building situational awareness and establishing operational objectives for the next operational period. These products allow ECC staff, leadership, and partners to understand the current situation, help predict the probable course of incident events, and assist in information decision-making processes. The section also drives advanced planning considerations, development of the ECC's demobilization plans, and documentation of actions taken during the ECC activation to create a historical record and support cost recovery efforts. It also provides technical specialists based on the demands of the specific incident.

The Planning Section Chief oversees the section, which is composed of the Demobilization Unit, Situation Unit, Advance Planning Unit, Documentation Unit, Resource Tracking Unit, and Technical Specialists based on the necessary approach to meet incident demands. Though not a standard unit, an Intelligence Unit can be established to serve as a conduit for secure information sharing with law enforcement entities based on requirements for additional security clearances.

During an ECC activation, only necessary branches and units are activated.

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## 4.1 Planning Section Chief

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The Planning Section Chief is responsible for the collection, analysis, dissemination, and use of information regarding potential or actual incidents. Information is needed to:

1. Understand the current situation,
2. Predict probable course of incident events, and
3. Inform the decision-making process to prepare alternative strategies and control operations for the incident.

The Planning Section Chief facilitates planning activities and is responsible for preparation of the ECC IAP and SITREPs. The Planning Section Chief plays a significant role throughout the operational planning cycle. In coordination with the ECC Manager, the Command Staff, and the General Staff, the Planning Section Chief is responsible for establishing the operational periods, meetings schedules, and staffing plan. The Planning Section Chief activates and supervises units within the Planning Section.

### Roles and Responsibilities

- Ensure the responsibilities of the Planning Section are addressed as required, including the following:
  - Collect, analyze, and disseminate situation information,
  - Prepare SITREPs,
  - Facilitate planning activities. Prepare and distribute the ECC IAP and facilitate the planning meeting,
  - Conduct advance planning activities and report,
  - Provide technical support services to ECC sections and branches,
  - Develop the ECC Demobilization Plan, if necessary,
  - Coordinate the collection, analysis, and sharing of incident-related intelligence and investigative information, and
  - Document and maintain files on all ECC activities.
- Establish the appropriate level of organization for the Planning Section.
- Determine the need to establish a separate intelligence unit to serve as a conduit for secure information sharing with law enforcement entities based on requirements for additional security clearances.
- In coordination with the ECC Manager, the Command Staff, and the General Staff, establish the operational periods, meetings schedules, and staffing plan.
- Inform ECC Manager of significant issues affecting the Planning Section.

- In coordination with other Section Chiefs, ensure status reports are completed and used as the basis for situation analysis reports and the ECC IAP.
- Supervise the Planning Section and exercise overall responsibility for the coordination of unit activities within the section.
- Ensure that Activity Logs (ICS 214) are maintained by Planning Section Staff.

Reports to: ECC Manager

Member of: General Staff

### Subordinate Units and Positions Roles and Responsibilities

The Planning Section Chief is responsible for the oversight of the Demobilization Unit, Situation Unit, Advance Planning Unit, Documentation Unit, Resource Tracking Unit, and Technical Specialists. All functions that are not assigned by the Section Chief remain the responsibility of the Section Chief.

## Planning Chief Checklists (Activation, Operations, Demobilization)

Planning Section Chief Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
2.		Receive initial briefing from ECC Manager that includes initial priorities for the ECC based on current status and information from On-scene Incident Commander, if assigned.	
3.		Ensure the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place.	
4.		Based on the situation, activate Units within the Planning Section. <ul style="list-style-type: none"> <li>◆ Demobilization Unit</li> <li>◆ Situation Unit</li> <li>◆ Advance Planning Unit</li> <li>◆ Documentation Unit</li> <li>◆ Resource Tracking Unit</li> <li>◆ Technical Specialists</li> </ul>	
5.		Based on the incident, determine the need to separate the coordination of collection, analysis, and sharing of incident-related intelligence and investigative information from the Situation Unit into a separate Intelligence Unit.	

6.		Ensure that sufficient staff is available for ECC Operational Periods as required.	
7.		Meet with Operations Section Chief and review any major incident reports.	
8.		Review responsibilities within the Planning Section and develop plans for carrying out these responsibilities.	
9.		Identify objectives to be accomplished during the initial operational period.	
10.		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
11.		As appropriate, assist Planning Section staff in gaining field response points of contact to improve field/ECC operations interface.	
Operational Phase			
12.		Establish and maintain an Activity Log (ICS 214) and other necessary files.	
13.		Ensure major incident reports and branch status reports are completed by the Operations Section and accessible by the Planning Section.	

14.		<p>Ensure an ECC SITREP is produced, approved, and distributed to ECC sections in timeframe defined by ECC Manager.</p> <p>Note: Commonly at least once prior to the end of the operational period but may be more frequent or less frequent based on operational tempo.</p>	
15.		<p>Ensure all status boards and other displays are kept current and posted information is neat and legible.</p>	
16.		<p>Ensure the PIO has immediate and unlimited access to all status reports and displays.</p>	
17.		<p>Conduct periodic briefings with Planning Section staff and work on section objectives for forthcoming operational periods.</p>	
18.		<p>Establish the operational periods, meetings schedules, and staffing plan, in coordination with the ECC Manager, the Command Staff, and the General Staff.</p>	
19.		<p>Complete ICS/ICS-like 230 and facilitate planning activities.</p>	
20.		<p>For each operational period, ensure that the staffing plan includes the name, agency, and contact information for individuals filling ECC staff positions and that it is disseminated prior to shift change.</p>	
21.		<p>Ensure the objectives of each section are completed and status posted in preparation for the next planning meeting.</p>	

22.		Ensure the ECC IAP is completed and distributed prior to the start of the next operational period.	
23.		Complete the WAEMD Lifeline Report and notify ECC Manager.	
24.		Work closely with other Planning Section staff to ensure the Section's objectives, as defined in the current ECC IAP, are being addressed.	
25.		Ensure the Planning Section develops and distributes a report that highlights potential events or conditions likely to occur beyond the forthcoming operational period, particularly those situations that may influence the overall priorities of the ECC.	
26.		Ensure the Documentation Unit maintains files on all ECC activities.	
27.		Ensure fiscal requirements are coordinated through the Finance/Admin Section.	
28.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
29.		Ensure Demobilization Plan for the ECC is complete, approved, and distributed to all sections.	
30.		Oversee preparation of the ECC After-Action Report (AAR).	
31.		Determine demobilization status of Planning Section and advise ECC Manager.	
32.		Complete all logs and documentation and forward to Documentation Unit.	

33.		Ensure any open actions are assigned to appropriate staff of other ECC sections.	
34.		Ensure that all expenditures have been coordinated through the Finance/Admin Section.	
35.		Provide input towards the ECC AAR.	
36.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 4.2 Demobilization Unit

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The Demobilization Unit is responsible for addressing the process of the ECC's demobilization through the development of the Demobilization Plan. The plan establishes an approach and timetables for demobilizing units/positions to ensure necessary ECC support throughout the activation without continuing to staff the ECC beyond necessary levels. The plan may require multiple updates throughout the activation to match the changing elements of the incident and corresponding response.

### Roles and Responsibilities

- Prepare the Demobilization Plan and assist in ensuring that an orderly, safe, and cost-effective movement of personnel and equipment is accomplished from the incident.
- Develop a Demobilization Plan for the ECC based on a review of all pertinent planning documents and status reports.
- Work closely with ECC Command and General Staff to ensure a smooth and orderly release of resources.
- Coordinate with the Facilities Unit regarding the demobilization of facilities.

Reports to: Planning Section Chief

## Demob Unit Checklists (Activation, Operations, Demobilization)

Demobilization Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain Activity Log (ICS 214) and other necessary files.	
3.		Review ECC personnel roster to determine size and scope of any demobilization efforts.	
4.		Meet individually with the general staff to determine the need for assistance in any demobilization planning.	
5.		Advise the Planning Section Chief on the need for a formal written Demobilization Plan.	
6.		If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities, and procedures. See Appendix B: Demobilization Plan Process.	
7.		In coordination with the Section Chiefs, establish which units/personnel should be demobilized first.	

8.		Establish timetables for deactivating or downsizing units, including deactivation of specific ECC positions.	
9.		Determine if any special needs exist for personnel demobilization (e.g., transportation).	
10.		Develop a checkout procedure, if necessary, to ensure all deactivated personnel have closed out all open tasks or transferred open tasks to remaining ECC or normal operating positions.	
11.		Submit any formalized Demobilization Plan to the Planning Section Chief for approval prior to implementation.	
12.		Meet with any activated agency representatives and technical specialists to determine if assistance is required for demobilization from the ECC.	
13.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
14.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 4.3. Situation Unit

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The Situation Unit is responsible for overseeing the collection, organization, and analysis of situation information related to the emergency. The unit builds situational awareness and a common operating picture through the development of SITREPS and ensures development of the ECC IAP each operational period.

### Roles and Responsibilities

- Oversee the collection, organization, and analysis of situation information related to the emergency.
- Coordinate the collection, analysis, and sharing of incident-related intelligence and investigative information (unless a separate Intelligence Unit is established by Planning Section Chief).
- Ensure information collected from all sources is validated prior to posting on status boards.
- Ensure damage assessment is conducted according to established Damage Assessment Process.
- Ensure SITREPs are developed for dissemination to ECC staff and to other agencies and organizations as required.
- Ensure an ECC IAP is developed for each operational period.
- Ensure all maps, status boards, and other displays contain current and accurate information.
- Prepare to deliver a situational briefing throughout the ICS planning process and at other times as directed.

Reports to: Planning Section Chief

## Situation Unit Checklists (Activation, Operations, Demobilization)

Situation Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
2.		Contact activated incident command post(s) and establish a schedule for obtaining situation reports.	
3.		Ensure adequate staffing to collect and analyze incoming information, maintain the development of SITREPs, and facilitate the ECC IAP planning process. Coordinate with Planning Section Chief to address any identified staffing needs.	
Operational Phase			
4.		Establish and maintain Activity Log (ICS 214) and other necessary files.	
5.		Oversee the collection and analysis of all emergency-related information, including incident-related intelligence and investigative information (unless a separate Intelligence Unit is established by Planning Section Chief).	
6.		Ensure damage assessment is conducted according to the procedures outlined in Appendix A: Damage Assessment Process.	

7.		Oversee the preparation and distribution of the SITREP. Coordinate with the Documentation Unit for manual distribution and reproduction as required.	
8.		Ensure each ECC section provides the Situation Unit with status reports on a regular basis.	
9.		Meet with the Public Information Officer to determine the best method for ensuring access to current information.	
10.		Prepare a situation summary for the ECC planning meeting.	
11.		Ensure each ECC section provides section objectives at least 30 minutes prior to each ECC planning meeting.	
12.		In preparation for the ECC planning meeting, ensure all ECC objectives are posted and the meeting room is set up with appropriate equipment and materials (e.g., easels, markers, situation reports, etc.).	
13.		Following the ECC planning meeting, ensure the Documentation Unit publishes and distributes the ECC IAP prior to the beginning of the next operational period.	
14.		Ensure adequate ECC staff are assigned to maintain all maps, status boards, and other displays.	
15.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
16.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 4.4 Advanced Planning Unit

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The Advance Planning Unit is responsible for consideration of advanced planning considerations, including potential future impacts of the incident and response- and recovery-related issues. The unit develops an Advance Plan to consider these impacts on strategic and operational ECC objectives.

### Roles and Responsibilities

- Develop an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.
- Review all available status reports, ECC IAPs, SITREPs, and other significant documents.
- Determine potential future impacts of the emergency, particularly issues which might modify the overall strategic ECC objectives.
- Provide periodic briefings for ECC Command and General Staff addressing advance planning issues.

Reports to: Planning Section Chief

## Advanced Planning Checklists (Activation, Operations, Demobilization)

Advance Planning Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain Activity Log (ICS 214) and other necessary files.	
3.		Review all SITREPs to consider updates to the Advance Plan.	
4.		Support the Situation Unit's development of SITREPs by providing insight based potential future impacts over the next 36 to 72 hours.	
5.		Meet with ECC Command and General Staff to determine best estimates of the future direction and outcomes of the incident.	
6.		Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect ECC operations within a 36 to 72-hour time frame.	
7.		Submit the Advance Plan to the Planning Section Chief for review and approval prior to conducting briefings for ECC Command.	

8.		Review operational objectives submitted by each section in the ECC IAPs for the next operational period. In conjunction with the General Staff, recommend a transition strategy to ECC Command when ECC activity shifts predominately to recovery operations.	
9.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
10.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 4.5 Documentation Unit

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The Documentation Unit is responsible for ensuring the proper processing of all incident-related documents and forms, ensuring the accuracy of these documents. The unit also assists with the distribution of Planning Section products, as directed.

### Roles and Responsibilities

- Collect, organize, and file all completed emergency-related forms, to include all ECC activity logs, SITREPs, ECC IAPs, and any other related information, just prior to the end of each operational period.
- Ensure any documentation submitted to the Documentation Unit is accurate and complete. Have reporting parties correct any errors or omissions before final submission.
- Provide document reproduction services to ECC staff.
- Distribute the ECC SITREPs, ECC IAPs, and other documents, as required.
- Maintain a permanent electronic archive of all SITREPs and ECC IAPs associated with the incident to establish a historical record and assist with potential cost recovery efforts.
- Assist the Emergency Management Manager in the preparation and distribution of the After-Action Report.

Reports to: Planning Section Chief

## Doc Unit Checklists (Activation, Operations, Demobilization)

Documentation Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain Activity Log (ICS 214) and other necessary files.	
3.		Meet with the Planning Section Chief to determine what ECC materials should be maintained as official records.	
4.		Meet with the Advance Planning Unit to determine ECC materials and documents necessary to provide accurate records and documentation for recovery purposes.	
5.		Initiate and maintain a roster of all activated ECC positions to ensure Activity Logs (ICS 214) are accounted for and submitted to the Documentation Unit at the end of each shift.	
6.		Reproduce and distribute SITREPs and ECC IAPs to all necessary personnel and approved partners.	
7.		Maintain extra copies of reports and plans available for special distribution as required.	
8.		Support requests for documentation from other ECC staff (e.g., Cost Unit).	
9.		Set up and maintain document reproduction services for the ECC.	
10.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
11.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 4.6 Resource Tracking Unit

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The Resource Tracking Unit is responsible for tracking resources used for emergency response from the time of deployment through demobilization. Resource tracking involves maintaining information regarding the location and status of all ordered, deployed, and assigned resources.

### Roles and Responsibilities

- Coordinate with the other units in the Planning Section and field operations (e.g., staging area manager) to capture and centralize necessary resource/location status information.
- Develop and maintain resource status/location boards in the Planning Section.

Reports to: Planning Section Chief

## Resource Tracking Checklists (Activation, Operations, Demobilization)

Resource Tracking Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain an Activity Log (ICS 214) and other necessary files.	
3.		Ensure an accurate inventory of all incident resources is maintained, including locations, statuses, and projected demobilization date/time, if known.	
4.		Assist the Transportation Unit's effort to maintain accurate inventory of all support vehicles, including locations, statuses, and projected demobilization date/time, if known.	
5.		Manage and inventory nontactical equipment.	
6.		Establish communication channels to ensure resource tracking and effective status communication with resource requestors and On-scene Incident Command.	

7.		<p>Monitor and track resources from the time of deployment through return to station (for non-consumables). Track consumables until deployed to requesting party. All changes in status should be documented using a Resource Status Change form (ICS 210).            Note: If resources are deployed to a staging area, they become the responsibility of the Staging Area Manager and On-scene Incident Command until demobilized from the field operation.</p>	
8.		<p>If a resource is dispatched and tracked via computer-aided dispatch programs, track resource status via specified computer consoles or online portal.</p>	
9.		<p>Using established communication channels, document when non-consumable resources are resupplied and refit for service.</p>	
10.		<p>Keep the Planning Section Chief informed of significant issues affecting the Resource Tracking Unit.</p>	
11.		<p>Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.</p>	
Demobilization Phase			
12.		<p>Relay the status of open orders (supplied by the Supply Unit) and resources still deployed to the Planning Section Chief and applicable agencies/ organizations.</p>	
13.		<p>Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.</p>	

## 4.7 Technical Specialists

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Technical Specialists are responsible for providing specialized, technical observations and recommendations based on specialized areas of expertise. Technical Specialists are only activated based on specific areas of expertise needed for emergency response operations based on the incident. These individuals commonly perform duties like those performed for their normal jobs and may be certified their fields.

### Roles and Responsibilities

- Provide technical observations and recommendations to ECC staff in specialized areas as required.
- Advise on legal limitations on use of particular resources.
- Work with inter-agency coordination groups as necessary, providing expertise.

Reports to: Planning Section Chief

## Technical Specialists Checklists (Activation, Operations, Demobilization)

Technical Specialists Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain Activity Log (ICS 214) and other necessary files.	
3.		Provide technical services as required to requesting ECC staff.	
4.		Contribute to ECC planning meetings and inter-agency coordination groups as requested.	
5.		Ensure all recommendations are appropriately documented.	
6.		Advise the Planning Section when duties are completed.	
7.		Obtain release from Planning Section Chiefs prior to leaving the ECC.	
8.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
9.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	



## 5. Logistics Section Chief, Branch Directors, and Units Roles, Responsibilities, and Checklists

The Logistics Section Chief, Branch Directors, and Units Roles, Responsibilities, and Checklists section defines the roles and responsibilities of the Logistics Section positions and units in the Thurston County ECC. Additionally, the section provides activation, operations, and demobilization checklists for each position. The provided guidance and checklists serve as job aids, defining areas of responsibilities and required tasks for these position at each phase of ECC operations.

The Logistics Section is responsible for establishing and maintaining telecommunication services and information technology, locating and securing resources to meet field and ECC needs, and arranging food, lodging, and other support services for field sites and ECC.

The Logistics Section Chief oversees the section, which is composed of the Service and Support Branches based on the necessary approach to meet incident demands. The Service Branch is composed of a branch director, Communications Unit, and Personnel Unit. The Support Branch is composed of a branch director, Transportation Unit, Facilities Unit, and Supply Unit.

During an ECC activation, only necessary branches, units, and positions are activated.

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## 5.1 Logistics Section Chief (ESF #7)

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The Logistics Section Chief is responsible for providing facilities, services, and materials in support of the incident. The Section Chief participates in development and implementation of the ECC IAP. The Section Chief activates and supervises the Service and Support Branches and supporting units within the Logistics Section.

### Roles and Responsibilities

- Ensure the responsibilities of the Logistics Section are addressed as required, including the following:
  - Provide telecommunication services and information technology,
  - Locate or acquire equipment, supplies, personnel, facilities, and transportation to meet field and ECC operational needs, and
  - Arrange for food, lodging, and other support services as required both for the ECC and field site requirements.
- Establish the appropriate level of unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
- Participate in the planning process to ensure operational objectives are developed that are supportable logistically.
- Ensure Logistics Section objectives, as stated in ECC IAP, are accomplished within the operational period or within the estimated time frame.
- Coordinate closely with the Operations Section Chief to establish priorities for resource allocation within the operational area.
- Keep the ECC Manager informed of all significant issues relating to the Logistics Section.
- Ensure critical resources are allocated according to policy, priorities, and direction established by the ECC IAP.
- Supervise the Logistics Section and exercise overall responsibility for the coordination of branch and unit activities within the section.
- Ensure that Activity Logs (ICS 214) are maintained by Logistics Section Staff.

Reports to: ECC Manager

Member of: General Staff

### Subordinate Branch(es), Roles, and Responsibilities

The Logistics Section Chief is responsible for the oversight of the Service and Support Branches. The Service Branch is composed of a branch director, Communications Unit, and Personnel Unit. The Support Branch is composed of a branch director, Transportation Unit,

Facilities Unit, and Supply Unit. All functions that are not assigned by the Section Chief remain the responsibility of the Section Chief.

## Logs Chief Checklists (Activation, Operations, Demobilization)

Logistics Section Chief Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
2.		Receive initial briefing from ECC Manager that includes initial priorities for the ECC based on current status and information from On-scene Incident Commander, if assigned.	
3.		Ensure the Logistics Section is properly set up and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.	
4.		Based on the situation, activate branches/ units within the Logistics Section. <ul style="list-style-type: none"> <li>◆ Service Branch                             <ul style="list-style-type: none"> <li>▪ Communications Unit</li> <li>▪ Personnel Unit</li> </ul> </li> <li>◆ Support Branch                             <ul style="list-style-type: none"> <li>▪ Transportation Unit</li> <li>▪ Facilities Unit</li> <li>▪ Supply Unit</li> </ul> </li> </ul>	

5.		Ensure sufficient staff is available for ECC Operational Periods as required.	
6.		Coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from the Incident Commander. This should be done prior to acting upon a request.	
7.		Meet with ECC Manager to identify immediate resource needs.	
8.		Meet with Finance/Admin Section Chief and determine level of purchasing authority for the Logistics Section.	
9.		Assist in developing objectives for Logistics Section and plan to accomplish objectives within the first operational period, or in accordance with the time frame established in the ECC IAP.	
10.		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
11.		As appropriate, assist Logistics Section staff in gaining field response points of contact to improve field/ECC operations interface.	
Operational Phase			
12.		Meet regularly with section staff and work to reach consensus on Logistics Section objectives for forthcoming operational periods.	

13.		Ensure Logistics Section information (e.g., status reports) is provided to the Planning Section on a regular basis or as the situation requires.	
14.		Ensure the Logistics Section Activity Logs (ICS 214) and other necessary files are maintained.	
15.		Attend and participate in planning meetings.	
16.		Provide periodic section status reports to the ECC Manager and Planning Section Chief.	
17.		Coordinate closely with the Finance/Admin Section regarding procurement processes, cost estimates, time keeping, purchasing, and other ad hoc topics defined during operations.	
18.		Ensure the Support Branch coordinates relevant activities with appropriate Branch Directors in the various ECC sections.	
19.		Ensure the Service Branch coordinates relevant activities with appropriate Branch Directors in the various ECC sections.	
20.		Ensure transportation requirements in support of response operations are met.	
21.		Ensure all requests for facilities and facility support are addressed.	
22.		Ensure food and lodging needs for ECC personnel are addressed. May require direct coordination with other Section Chiefs.	
23.		Ensure all requests for personnel are addressed.	

24.		Ensure all communications and computer resource requests and issues are addressed.	
25.		Ensure that all resources are tracked and accounted for in cooperation with the Planning Section, including resources ordered through mutual aid.	
26.		As appropriate, assist Logistics Section staff in gaining field response points of contact to improve field/ECC operations interface.	
27.		Provide Logistics Section staff with information updates via section briefings, as required.	
28.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
29.		With the support of the Cost Unit and Demobilization Unit, identify high-cost resources that could be demobilized early and advise other Section Chiefs.	
30.		Ensure coordination with Operations Section before commencing demobilization.	
31.		Determine demobilization status of the Logistics Section and advise the ECC Manager and Demobilization Unit.	
32.		Complete all Activity Logs (ICS 214) and documentation and forward to Planning Section.	

33.		Ensure any open actions are assigned to appropriate Logistics staff or other ECC sections to follow up on.	
34.		Ensure that all expenditures and financial claims have been coordinated through the Finance/Admin Section.	
35.		Provide input towards the ECC After-Action Report.	
36.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 5.2 Service Branch Director

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The Service Branch Director is responsible for supervising the Service Branch of the Logistics Section, which includes the Communications and Personnel Units. The decision to implement a Service Branch Director position resides with the Logistics Section Chief. If the Logistics Section Chief determines the Service Branch can be managed effectively without the branch director position, while maintaining a proper span of control, the branch director position may not be implemented.

### Roles and Responsibilities

- Ensure the responsibilities of the Service Branch are addressed as required, including the following:
  - Provide telecommunication services and information technology.
  - Secure and provide personnel resources as requested in support of the ECC and field operations.
- Determine Service Branch needs for a successful operation throughout the incident.
- Inform the Logistics Section Chief of Service Branch staffing needs and provide updated approach to meet branch assignments throughout the incident.
- Brief Service Branch personnel on current situation and objectives.
- Participate in Logistics Section meetings, and as directed by the Logistics Section Chief, participate in planning meetings between section chiefs.
- Ensure section objectives focused on the Service Branch, as stated in ECC IAPs, are accomplished within the operational period or within the estimated time frame.
- Keep the Logistics Section informed of all significant issues relating to the Service Branch.
- Supervise and support the Service Branch (Communications Unit and Personnel Unit).
- Assign tasks to appropriate Service Branch units based on assignments from the Logistics Section Chief and branch-related objectives defined in the ECC IAPs.

Reports to: Logistics Section Chief

## Service Branch Checklists (Activation, Operations, Demobilization)

Service Branch Director Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Ensure the Service Branch Activity Logs (ICS 214) and other necessary files are maintained.	
3.		Obtain briefing from Logistics Section Chief.	
4.		If necessary, inform the Logistics Section Chief of additional Service Branch staffing needs and provide and updated staffing approach.	
5.		Hold Initial Branch Briefing: Assemble, brief, and assign work locations and preliminary work tasks to Service Branch personnel.	
6.		Throughout the operational period, brief Service Branch personnel on current situation and objectives.	
7.		Ensure all requests for personnel are addressed.	
8.		Ensure all communications and computer resource requests and issues are addressed.	
9.		Participate in Logistics Section meetings.	

10.		As directed by the Logistics Section Chief, participate in Section Chief's planning meetings.	
11.		Ensure Service Branch objectives, as stated in ECC IAPs, are accomplished within the operational period or within the estimated time frame. Assign tasks to appropriate Service Branch units to complete objectives.	
12.		Inform the Logistics Section Chief of all significant issues relating to the Service Branch.	
		Review objectives submitted by the Communications and Personnel Units, providing approved objectives to the Logistics Section Chief prior to the next planning meeting.	
13.		Supervise and support the Communications Unit.	
14.		Supervise and support the Personnel Unit.	
15.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
16.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 5.3 Communications Unit (ESF #2)

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The Communications Unit is responsible for the establishment and maintenance of communication systems and computer resources and services to ensure effective and efficient ECC operations, including means of coordination with field-based operations, including Incident Command.

### Roles and Responsibilities

- Ensure radio, telephone, and computer resources and services are provided to ECC staff as required.
- Oversee the installation of communications resources within the ECC. Ensure that communications links are established with on-scene operations, additional field operation locations, and other ECCs as needed.
- Determine specific computer requirements for all ECC positions.
- Implement Record and Information Management System (RIMS), if available, to automatically record internal information management to include message and email systems.
- Develop and distribute an Incident Radio Communications Plan (ICS 205) that identifies all systems in use and lists specific frequencies allotted for the emergency.

Reports to: Service Branch Director/Logistics Section Chief

## Comms Unit Checklists (Activation, Operations, Demobilization)

Communications Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain an Activity Log (ICS 214) and other necessary files.	
3.		Keep all ECC sections informed of communications systems statuses, with a focus on systems being restored.	
4.		Determine ECC needs for radio, telephone, and computer resources and services and ensure resources are provided to ECC staff based on need.	
5.		Coordinate with all ECC sections, branches, and units regarding the use of all communication systems.	
6.		Ensure the ECC can adequately receive and direct all emergency-related communications to appropriate destinations within the ECC.	

7		Develop and distribute the Incident Radio Communications Plan (ICS 205). The plan should identify all communications systems in use and list specific information to facilitate effective use of these systems (e.g., radio frequencies allotted for specific response elements).	
8.		Continually monitor the operational effectiveness of ECC communications systems. Provide additional equipment as required.	
9.		Ensure technical personnel are available for communications equipment maintenance and repair.	
10.		Ensure all communications and ECC computer resource requests and issues are addressed.	
11.		Mobilize and coordinate amateur radio resources to augment primary communications systems as required.	
12.		Prepare objectives for the Communications Unit and provide them to the Service Branch Director prior to the next planning meeting.	
13.		Keep the Service Branch Director informed of the status of communications systems.	
14.		Keep the Service Branch Director and Logistics Section Chief informed of significant issues affecting the Communications Unit.	
15.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	

Demobilization Phase			
16.		Assist ECC staff with the deactivation and clean-up of all communication systems and computer resources set up or distributed throughout the incident.	
17.		Ensure all provided communication system and computer resources are returned, inventoried, and evaluated to ensure readiness for future use. All damaged or unreturned equipment should be brought to the attention of department/agency that provided the equipment.	
18.		Inform the Resource Tracking Unit when communication system and/or computer resources are returned and final disposition (e.g., operational, damaged, etc.).	
19.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 5.4 Personnel Unit

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The Personnel Unit is responsible for securing and providing personnel based on the needs of the ECC and field operations.

### Roles and Responsibilities

- Secure and provide personnel resources as requested in support of the ECC and field operations.
- Identify, recruit, and register volunteers as required.
- Develop an ECC organization chart to reflect ECC activation.
- Coordinate all staff time with the Finance/Admin Section for cost tracking.

Reports to: Service Branch Director/Logistics Section Chief

## Personnel Unit Checklists (Activation, Operations, Demobilization)

Personnel Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain an Activity Log (ICS 214) and other necessary files.	
3.		Determine ECC needs for additional personnel through direct coordination with section chiefs and branch directors, and in coordination with the Supply Unit, ensure identified needs are met.	
4.		In coordination with the Supply Unit, determine needs for additional personnel based on direction from On-scene Incident Command(s) and ensure identified needs are met.	
5.		Ensure all requests for personnel are addressed, including technical specialists based on the specific incident.	
6.		Identify, recruit, and register volunteers as required.	
7.		Develop an ECC Organization Chart (ICS 207) to reflect ECC activation.	
8.		Keep the Service Branch Director informed of the status of personnel needs.	

9.		Keep the Service Branch Director and Logistics Section Chief informed of significant issues affecting the Personnel Unit.	
10.		Prepare objectives for the Personnel Unit and provide them to the Service Branch Director prior to the next planning meeting.	
11.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
12.		In coordination with the Resource Tracking Unit, ensure all personnel check-out processes are completed and all personnel are accounted for prior to final demobilization.	
13.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 5.5 Support Branch Director

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The Support Branch Director is responsible for supervising the Support Branch of the Logistics Section which includes the Transportation Unit, Facilities Unit, and Supply Unit. The decision to implement a Support Branch Director position resides with the Logistics Section Chief. If the Logistics Section Chief determines the Support Branch can be managed effectively without the branch director position, while maintaining a proper span of control, the branch director position may not be implemented.

### Roles and Responsibilities

- Ensure the responsibilities of the Support Branch are addressed as required, including the following:
  - Locate or acquire equipment, supplies, facilities, and transportation to meet field and ECC operational needs.
  - Arrange for food, lodging, and other support services as required both for the ECC and field site requirements.
- Inform the Logistics Section Chief of Support Branch staffing needs and provide updated approach to meet branch assignments throughout the incident.
- Brief Support Branch personnel on current situation and objectives.
- Participate in Logistics Section meetings, and as directed by the Logistics Section Chief, participate in planning meetings between Section Chiefs.
- Supervise the management of mutual aid and contract resources and equipment.
- Ensure section objectives focused on the Support Branch, as stated in ECC IAPs, are accomplished within the operational period or within the estimated time frame.
- Keep the Logistics Section informed of all significant issues relating to the Support Branch.
- Supervise and support the Support Branch Units: Transportation, Facilities, and Supply.
- Assign tasks to appropriate Support Branch units based on assignments from the Logistics Section Chief and branch-related objectives defined in the ECC IAPs.

Reports to: Logistics Section Chief

## Support Branch Checklists (Activation, Operations, Demobilization)

Support Branch Director Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Ensure the Support Branch Activity Logs (ICS 214) and other necessary files are maintained.	
3.		Obtain briefing from Logistics Section Chief.	
4.		If necessary, inform the Logistics Section Chief of additional Support Branch staffing needs and provide an updated staffing approach.	
5.		Hold Initial Branch Briefing: Assemble, brief, and assign work locations and preliminary work tasks to Support Branch personnel.	
6.		Throughout the operational period, brief Support Branch personnel on current situation and objectives.	
7.		Confirm resource ordering process and who is authorized to order with ECC Manager and Logistics Section Chief.	
8.		Inform the Supply Unit of the confirmed resource ordering process and who is authorized to order.	

9.		Ensure procurement spending limits are established with the Finance/Admin Section.	
10.		Ensure all resource requests (for all off-incident ordering) are received, processed, and fulfilled (if request is valid and fillable). If the resource cannot be filled locally, elevate resource requests based on resource management policies and procedures (e.g., submit for mutual aid, Thurston County fulfillment, or state fulfillment).	
11.		Determine whether mutual aid and contract equipment are in use. Confirm method of inspection.	
12.		Confirm facilities in use and determine the potential need for additional facilities.	
13.		Ensure all facility issues are addressed.	
14.		Ensure coordination with the Finance/Admin Section for cost and contract topics regarding the acquisition of facilities to meet operational demands (e.g., warehouse space).	
15.		Ensure sanitation, rest, and food facilities are established and maintained for the ECC and coordinate with the On-scene Incident Command to ensure these facilities have been addressed for field personnel.	
16.		If facilities are acquired away from the ECC, ensure a Facility Manager is designated for each facility.	

17.		Ensure proper cleaning and sanitation services are established for each facility in coordination with the Finance/Admin Section.	
18.		Ensure all transportation resource requests/issues are addressed.	
19.		Ensure the need for fuel delivery and vehicle support is determined and addressed.	
20.		Ensure the development of a Transportation Plan to (1) identify routes of ingress and egress for the movement of response personnel, the affected population, and resources, and (2) support ECC operations.	
21.		Ensure contact is established with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.	
22.		Arrange for the acquisition or use of required transportation resources.	
23.		Participate in Logistics Section meetings.	
24.		As directed by the Logistics Section Chief, participate in Section Chief's planning meetings.	
25.		Ensure Support Branch objectives, as stated in ECC IAPs, are accomplished within the operational period or within the estimated time frame. Assign tasks to appropriate Support Branch units to complete objectives.	

26.		Inform the Logistics Section Chief of all significant issues relating to the Support Branch.	
27.		Supervise and support the Transportation Unit.	
28.		Supervise and support the Facilities Unit.	
39.		Supervise and support the Supply Unit.	
30.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
31.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 5.6 Transportation Unit (ESF #7)

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The Transportation Unit is responsible for addressing transportation needs and developing the Transportation Plan to define points of ingress and egress for movement of response personnel, the affected population, and resources throughout the incident area.

### Roles and Responsibilities

- In coordination with other units, as necessary, and the Situation Unit, develop a Transportation Plan to support ECC operations.
- Arrange for the acquisition or use of required transportation resources.

Reports to: Support Branch Director/Logistics Section Chief

## Transportation Checklists (Activation, Operations, Demobilization)

Transportation Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain an Activity Log (ICS 214) and other necessary files.	
3.		Routinely coordinate with the Situation Unit to determine the status of transportation routes in and around the affected area.	
4.		Address all transportation resource requests and issues.	
5.		Determine the need for fuel delivery and vehicle support and address areas of need.	
6.		Develop the Transportation Plan to (1) identify routes of ingress and egress for the movement of response personnel, the affected population, and resources, and (2) support ECC operations.	
7.		Coordinate with other units, including the Situation Unit, for the development of the Transportation Plan.	

8.		Contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.	
9.		Work with the Resource Tracking Unit to maintain accurate inventory of all transportation vehicles using the Support Vehicle/Equipment Inventory (ICS 218) list.	
10.		Arrange for the acquisition or use of required transportation resources.	
11.		Keep the Support Branch Director and Logistics Section Chief informed of significant issues affecting the Transportation Unit.	
12.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
13.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 5.7 Facilities Unit

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The Facilities Unit is responsible for ensuring adequate essential facilities are provided for the response effort, including securing and outfitting facilities based on operational demands.

### Roles and Responsibilities

- Ensure adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities to accomplish the mission.
- Ensure acquired buildings, building floors, and/or workspaces are returned to original state when no longer needed.

Reports to: Support Branch Director/Logistics Section Chief

## Facilities Checklists (Activation, Operations, Demobilization)

Facilities Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain an Activity Log (ICS 214) and other necessary files.	
3.		Conduct a facility needs assessment to determine adequate facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities to accomplish the mission.	
4.		Ensure the Incident Command Post facility is established and meets the demands of the incident.	
5.		Coordinate with ECC Operations Section Chief to determine if assistance with facility acquisition and support is needed.	
6.		Coordinate with the Finance/Admin Section regarding costs and contracts regarding the acquisition of facilities to meet operational demands (e.g., warehouse space).	
7.		Ensure sanitation, rest, and food facilities are established and maintained for the ECC.	

8.		If facilities are acquired away from the ECC, coordinate with assigned personnel and designate a Facility Manager for each facility.	
9.		Develop and maintain a method to document and display the following for each facility: location; general description of furnishings, supplies, and equipment; hours of operation; and Facility Manager's name and phone number.	
10.		Establish or augment sanitization processes for each facility based on level of use and type of facility. If based on contracted services, coordinate modifications to existing contracts or securing new contracts with the Finance/Admin Section and Supply Unit.	
11.		Coordinate the maintenance of incident equipment resources.	
12.		Ensure all structures are safe for occupancy and comply with Americans with Disabilities Act requirements.	
13.		Ensure storage areas are established for hazardous materials, fuel, and general supplies and equipment.	
14.		As facilities are vacated, coordinate with the Facility Manager to return the location to its original state, which may include removing and returning furnishings, equipment, and supplies; arranging for janitorial services; and securing the facility.	

15.		Keep the Support Branch Director and Logistics Section Chief informed of significant issues affecting the Facilities Unit.	
16.		Coordinate with the Resource Tracking Unit regarding the demobilization of resources from facilities closed throughout the incident operation.	
17.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
18.		For all facilities still in use, coordinate with appropriate agencies/organizations regarding future closure and any associated contractual obligations, including the return the location to its original state, which may include removing and returning furnishings, equipment, and supplies; arranging for janitorial services; and securing the facility.	
19.		Coordinate with the Resource Tracking Unit regarding the demobilization of resources from facilities closed during demobilization and any facilities and associated resources remaining in use beyond ECC deactivation and demobilization.	
20.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 5.8 Supply Unit

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The Supply Unit is responsible for overseeing the procurement and allocation of equipment and supplies based on operational demands, including processing and fulfillment of resource request for all off-incident ordering.

### Roles and Responsibilities

- Oversee the procurement and allocation of equipment and supplies not normally provided through mutual aid channels.
- Oversee processing and fulfillment of resource requests for all off-incident ordering.
- Coordinate procurement actions with the Finance/Admin Section to ensure all applicable procurement process requirements are met and to facilitate purchasing of resources and services to meet demands.
- Coordinate delivery of equipment and supplies as required.
- Maintain all documentation for FEMA reimbursement.
- Procure food and lodging to meet ECC requirements.

Reports to: Support Branch Director/Logistics Section Chief

## Supply Unit Checklists (Activation, Operations, Demobilization)

Supply Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain an Activity Log (ICS 214) and other necessary files (e.g., resource request forms).	
3.		Determine procurement spending limits with the Purchasing Unit in Finance/Admin Section. Obtain a list of pre-designated emergency purchase orders as required.	
4.		Process resource requests (for all off-incident ordering) to ensure all forms are accurately completed and to validate the resource request. Communicate resource request validation outcomes with requesting party.	
5.		Communicate with the requesting party to identify actual need, to clarify the types and amount of equipment and supplies, and to verify the request has not been previously filled through another source.	
6.		Communicate progress with the requesting party throughout the fulfillment process.	

7.		Determine if requested types and quantities of supplies and materiel are available in inventory. Fill request locally if possible.	
8.		Determine if the procurement item can be provided without cost from another jurisdiction or via mutual aid.	
9.		If resource is unavailable in local inventory or without cost from another jurisdiction, oversee the procurement and allocation of equipment and supplies not normally provided through mutual aid channels.	
10.		Prior to completing the order, determine unit costs of equipment and supplies from suppliers and vendors and if they will accept purchase orders as payment.	
11.		Coordinate procurement with the Purchasing Unit in the Finance/Admin Section.	
12.		Ensure that orders exceeding the purchase order limit are approved by the Finance/Admin Section before the order is completed.	
13.		If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Admin Section for development of necessary agreements.	
14.		Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.	

15.		In coordination with the Personnel Unit, provide food and lodging for ECC staff and volunteers as required.	
16.		Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations.	
17.		Ensure requesting parties are notified in a timely manner of the arrival of resources, equipment, and other materials.	
18.		In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current status.	
19.		Keep the Support Branch Director and Logistics Section Chief informed of significant issues affecting the Supply Unit.	
20.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
21.		Ensure all open resource requests are closed out with final disposition and inform requesting party.	
22.		Document and relay the status of open orders (i.e., purchased but not received resources) to appropriate agency/ organization representatives and the Resource Tracking Unit.	
23.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 6. Finance/Admin Section Chief and Units Roles, Responsibilities, and Checklists

The Finance/Admin Section Chief and Units Roles, Responsibilities, and Checklists section defines the roles and responsibilities of the Finance/Admin Section positions and units in the Thurston County ECC. Additionally, the section provides activation, operations, and demobilization checklists for each position. The provided guidance and checklists serve as job aids, defining areas of responsibilities and required tasks for these position at each phase of ECC operations.

The Finance/Admin Section is responsible for all financial and cost analysis aspects of the incident and maintaining incident-related documentation for cost reimbursement in the event of a federally declared disaster. The section also investigates claims involving injuries/illnesses and damage to property as a result of the incident.

The Finance/Admin Section Chief oversees the section, which is composed of the Cost Unit, Time Keeping Unit, Compensation/Claims Unit, and Purchasing Unit. During an ECC activation, only necessary units are activated.

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## 6.1 Finance / Admin Section Chief

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The Finance/Admin Section chief is responsible for all financial and cost analysis aspects of the incident. These responsibilities include maintaining an audit trail and overseeing billing, invoice payments, and documentation of labor, materials, and services used during incident activities. The Finance/Admin Section also has major responsibility for preparing documentation for cost reimbursement in the event of a federally declared disaster and investigating claims involving injuries or illnesses and damage to property as a result of the incident. The Finance/Admin Section Chief activates and supervises units within the Finance/Admin Section.

### Roles and Responsibilities

- Ensure all financial records are maintained throughout the event or disaster.
- Ensure all on-duty time is recorded and collected for all personnel.
- Ensure all on-duty time sheets are collected from ECC-assigned personnel and departments are collecting this information from field-level supervisors or incident commanders and staff.
- Ensure continuity of the payroll process for all employees responding to the event or disaster.
- Determine purchase order limits for the Logistics Section's Supply Unit.
- In consultation with ECC Manager, determine spending limits, if any.
- Ensure workers' compensation claims resulting from the response are processed in a reasonable time, given the nature of the situation.
- Ensure all travel and expense claims are processed in a reasonable time, given the nature of the situation.
- Provide administrative support to all ECC sections as required, in coordination with the Logistics Section's Personnel Unit.
- Activate units within the Finance/Admin Section as required; monitor section activities continuously and modify the organization as needed.
- Ensure all recovery documentation and disaster financial assistance paperwork is accurately maintained and submitted.
- Ensure all recovery documentation is accurately maintained during the response and submitted on the appropriate forms to FEMA and/or EMD.
- Supervise the Finance/Admin Section and exercise overall responsibility for the coordination of unit activities within the section.
- Keep ECC Manager informed of all significant issues relating to the Finance/Admin Section.
- Ensure that Activity Logs (ICS 214) are maintained by Finance/Admin Section Staff.

Reports to: ECC Manager

Member of: General Staff

## Subordinate Units, Roles, and Responsibilities

The Finance/Admin Section Chief is responsible for the oversight of the Cost Unit, Time Keeping Unit, Compensation/Claims Unit, and Purchasing Unit. All functions that are not assigned by the Section Chief remain the responsibility of the Section Chief.

## Fin/Admin Chief Checklists (Activation, Operations, Demobilization)

Finance/Admin Section Chief Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
2.		Receive initial briefing from ECC Manager that includes initial priorities for the ECC based on current status and information from On-scene Incident Commander, if assigned.	
3.		Ensure the Finance/Admin Section is properly setup and that appropriate personnel, equipment and supplies are in place.	
4.		Based on the situation, activate needed units within the Finance/Admin Section. <ul style="list-style-type: none"> <li>◆ Cost Unit</li> <li>◆ Time Keeping Unit</li> <li>◆ Compensation/Claims Unit</li> <li>◆ Purchasing Unit</li> </ul>	
5.		Ensure sufficient staff is available for ECC operational periods as required.	
6.		Consult with ECC Manager for spending limits.	
7.		Meet with Logistics and Operations Section Chiefs and review financial requirements and procedures. Determine the level of purchasing authority.	

8.		Meet with Finance/Admin Section staff and determine the section's action planning objectives for the initial operational period.	
9.		Meet with Section staff and ensure responsibilities and procedures are clearly understood.	
10.		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
11.		As appropriate, assist Finance/Admin Section staff in gaining field response points of contact to improve field/ECC operations interface.	
Operational Phase			
12.		Ensure the Finance/Admin Section Activity Logs (ICS 214) and other necessary files are maintained.	
13.		Ensure displays associated with the Finance/Admin Section are current and information is posted in a legible and concise manner.	
14.		Participate in all planning meetings and provide cost estimates as requested.	
15.		Brief Finance/Admin Section staff and ensure they are aware of ECC priorities particularly those affecting the section.	
16.		Keep the ECC Manager apprised of the current fiscal situation and other related matters.	
17.		Ensure all financial information is accurately recorded throughout incident.	

18.		Ensure continuity of the payroll process for all employees responding to the event or disaster.	
19.		Support the Time Keeping Unit to ensure all on-duty time sheets are collected from ECC assigned personnel and departments are collecting this information from field-level supervisors or incident commanders and staff.	
20.		Support the Compensation/Claims Unit to ensure workers' compensation claims resulting from the response are processed in a reasonable time, given the nature of the situation.	
21.		Support the Compensation/Claims Unit to ensure all recovery documentation is accurately maintained during the response and submitted to appropriate state and federal agencies.	
22.		As appropriate, assist Finance/Administration Section staff in gaining field response points of contact to improve field/ECC operations interface.	
23.		Complete the tasks outlined in the Shift Change section of the ECC General Responsibilities Checklist.	
Demobilization Phase			
24.		Determine demobilization status of the Finance/Admin Section and advise ECC Manager.	
25.		Ensure that all expenditures and financial claims have been processed and documented.	

26.		Complete all Activity Logs (ICS 214) and documentation and forward to Planning Section.	
27.		Ensure any open actions are assigned to appropriate staff or other ECC sections.	
28.		Provide a final cost summary report for the emergency or incident.	
29.		Provide input towards the ECC After-Action Report.	
30.		Complete the tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 6.2 Cost Unit

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The Cost Unit is responsible for collecting cost information, performing cost-effectiveness analyses, and providing cost estimates and cost savings recommendations.

### Roles and Responsibilities

- Manage the accounting, auditing, and documentation of all emergency expenditures including labor, benefits, purchases, and contracts.
- Set up and manage the emergency accounting system.
- Compile damage cost estimates and arrange for sources of emergency funding. Maintain a central FEMA documentation file.
- Provide auditing of all expenditures to verify budget accounts, invoices, and documentation.
- Receive invoices and process authorizations for payment.
- Ensure personnel and equipment that receive payment are properly identified.
- Work with the Time Keeping Unit and Supply Unit to collect all cost data.
- Conduct cost analyses, prepare estimates of incident costs, and recommend cost-saving measures.
- Report documented response costs and projected response costs.
- Maintain accurate information on the cost of all assigned resources.
- Identify and distribute appropriate cost documentation forms.
- Monitor direct costs and anticipated costs and track obligations against various ceilings daily.
- Add up obligations from all sources (e.g., contractor, government, vendors, etc.) against each funds ceiling.

Reports to: Finance/Admin Section Chief

## Cost Unit Checklists (Activation, Operations, Demobilization)

Cost Unit Checklist			
Item	Completed Time	Action	Follow-Up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain an Activity Log (ICS 214) and other necessary files.	
3.		Establish (or implement) an accounting system and special cost codes associated with the emergency or disaster.	
4.		Monitor all incident expenditures, and coordinate with the Time Keeping Unit, Purchasing Unit, and Logistics Section's Supply Unit to collect all cost data.	
5.		Receive invoices and processes authorizations for payment.	
6.		Ensure all ECC sections, branches, and units are documenting cost-related information based on established procurement practices and requirements from the Planning Section's Documentation Unit.	
7.		Collect and compile cost information at the end of each shift.	

8.		<p>Record all incident cost data regarding the following:</p> <ul style="list-style-type: none"> <li>▪ Personnel, labor, and associated benefits,</li> <li>▪ Use of Thurston County owned equipment,</li> <li>▪ Equipment and facility rentals,</li> <li>▪ Supplies purchased from outside vendors, and</li> <li>▪ Contracts for special or emergency services.</li> </ul>	
9.		<p>Coordinate content and format of cost-related files with the Documentation Unit for record keeping purposes.</p>	
10.		<p>Review existing documentation to determine if additional costs were overlooked.</p>	
11.		<p>Prepare cost estimates related to ECC objectives, strategies, and operations. As required, present costs at ECC planning meetings.</p>	
12.		<p>Compile cumulative cost records daily.</p>	
13.		<p>Ensure agencies/departments compile cost information using any special agency/jurisdiction-specific cost codes.</p>	
14.		<p>Compile damage cost estimates and maintain a central documentation file to support cost recovery efforts.</p>	
15.		<p>Daily, monitor direct costs and anticipated costs and track obligations (e.g., contractor, vendor, personnel, internal resources, etc.) against established cost/procurement ceilings.</p>	

16.		When actual costs are established, ensure estimated costs are replaced with actual costs.	
17.		Upon request, provide verbal or written cost reports, cost analysis reports, cost projections, and other related reports to the Finance/Admin Section Chief.	
18.		Prepare and maintain a cost report to provide a cumulative analysis, cost summaries, and total expenditures related to the incident.	
19.		Complete regular cost analyses to provide cost estimates and provide cost saving recommendations in support of Purchasing Unit and Logistics Section Supply Unit activities. Communicate findings to Finance/Admin Section Chief, Purchasing Unit, and Logistics Section Supply Unit.	
20.		Organize and prepare records for audits as necessary and complete internal audits to verify budget accounts, invoices, and necessary documentation are in order.	
21.		Coordinate with other Thurston County agencies/departments and outside disaster assistance throughout the cost recovery process.	
22.		Support Compensation/Claims Unit in the development of documentation for state and federal cost recovery requirements, documenting allowable costs.	

23.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
24.		Ensure copies of all cost-related documentation are provided to the Planning Section Documentation Unit to support cost recovery efforts.	
25.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 6.3 Time Keeping Unit

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The Time Keeping Unit is responsible for documenting and ensuring the accuracy of personnel-related costs, including personnel time records, travel expenses, and other related expenditures. The Time Keeping Unit is also responsible for establishing and communicating proper time keeping and reporting methods throughout the response.

### Roles and Responsibilities

- Track, record, and report all on-duty time for personnel working during the emergency.
- Ensure personnel time records, travel expense claims, and other related forms are prepared and submitted to Thurston County Sheriff's Office.
- Determine the personnel and equipment time-reporting requirements for each agency and/or organization involved with the response effort.
- Ensure all responders know of the time and method for submitting the daily time sheets.
- Maintain a separate log to track overtime expenditures.
- Work with the Cost Unit to agree on when they would like to receive the daily totals of personnel and equipment time reports and in what format.
- Provide accurate time accounting to any agency representatives.
- Track personnel and equipment hours against anticipated burn-rate; update burn-rate if necessary.
- Provide completed time records to agencies that are demobilizing from the incident.

Reports to: Finance/Admin Section Chief

## Time Keeping Checklists (Activation, Operations, Demobilization)

Time Keeping Unit Checklist			
Item	Completed Time	Action	Follow-up Needed/ Notes
Activation Phase			
1		Complete the tasks outlined in Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2		Establish and maintain an Activity Log (ICS 214) and other necessary files.	
3		Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift. Ensure time records are accurate and prepared in compliance with policy and requirements of each agency/organization involved in response effort.	
4		Ensure personnel time records, travel expense claims, and other related forms are prepared and submitted to Thurston County Sheriff's Office.	
5		Obtain complete personnel rosters from the Logistics Section Personnel Unit and On-scene Incident Command. Rosters must include all ECC personnel and personnel assigned to field operations.	

6		Provide instructions to all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.	
7		Establish a file for each employee and volunteer during their first operational period to maintain fiscal records associated with the employee or volunteer's time keeping and other associated claims.	
8.		Track overtime expenditures in a separate log.	
9.		Submit daily totals for personnel and equipment time reports to the Cost Unit. Coordinate format with Cost Unit.	
10.		Prepare and maintain Time Keeping Reports to document daily and cumulative personnel and equipment time reports, along with associated expenses (e.g., travel expenses), for distribution at the direction of the Finance/Admin Section Chief.	
11.		As directed by Finance/Admin Section Chief, present information on daily and cumulative personnel and equipment time reports, along with associated expenses (e.g., travel expenses).	
12.		Track personnel and equipment hours against anticipated burn-rate. Make updates to anticipated burn-rates as necessary.	

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13.		Keep the Finance/Admin Section Chief informed of significant issues affecting the Time Keeping Unit.	
14.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
15.		Provide copies of all related, completed time records to agencies/organizations demobilizing from the incident.	
16.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 6.4 Compensation / Claims Unit

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The Compensation/Claims Unit is responsible overseeing the incident claim process, including the processing and investigation of injury claims, illness claims, incident vehicle accidents, and property/equipment damage claims. The Compensation/Claims Unit organizes all supporting materials and is responsible for managing the process of filing disaster relief claims.

### Roles and Responsibilities

- Assume responsibility for all FEMA documentation from initial preparation to filing for disaster relief claims.
- Oversee investigations of injuries and property/equipment damage claims arising out of the emergency.
- Complete all forms required by worker's compensation program.
- Maintain a file of injuries and illnesses associated with the emergency including results of investigations.
- Analyze financial value, insurance coverage, and any impacts on future premiums.
- Investigate all claims involving property associated with or involving the incident.
- Investigate all incident vehicle accidents.
- Coordinate closely with the ECC Manager, Section Chief, ECC Safety Officer if one is activated, and others as needed when working on injury compensations.
- Develop and advertise the incident claim process.
- Maintain thorough documentation for all claims (e.g., witness statements, photos, etc.).
- Report on the status of claims processing.

Reports to: Finance/Admin Section Chief

## Comp/Claims Checklists (Activation, Operations, Demobilization)

Compensation/Claims Unit Checklist			
Item	Completed Time	Action	Follow-Up Needed/ Notes
Activation Phase			
1.		Complete the tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
Operational Phase			
2.		Establish and maintain an Activity Log (ICS 214) and other necessary files.	
3.		Develop incident claim process and ensure distribution of claim process explanations to ECC staff and response personnel. Distribution of materials may require assistance from other ECC positions.	
4.		Maintain a chronological log of injuries, illnesses, and property damage reported during the emergency.	
5.		Investigate all injury claims, illness claims, incident vehicle accidents, and property/equipment damage claims as soon as possible.	

6.		Establish and maintain investigation files for each injury, illness, and property/equipment damage claim. Include all supporting materials (e.g., photographs, interview transcripts, witness statements etc.). Ensure adherence to Health Insurance Portability and Accountability Act requirements regarding injury and illness claims.	
7.		Prepare appropriate forms for all verifiable injury claims and forward them to workmen's compensation within the required time frame consistent with Thurston County policy and procedures.	
8.		Analyze financial value, insurance coverage, and any impacts on future premiums.	
9.		With the support of the Cost Unit, prepare all documentation for state and federal cost recovery requirements, documenting allowable costs.	
10.		Coordinate with the ECC Manager and Facilities Unit regarding the mitigation of hazards.	
11.		Keep the Finance/Admin Section Chief informed of significant issues affecting the Compensation/Claims Unit.	
12.		Relay copies of equipment or property damage claims to the Documentation Unit.	
13.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	

Demobilization Phase			
14.		Relay investigation records and claims related information to appropriate agencies/organizations.	
15.		Ensure all records regarding property/equipment damage have been relayed to the Documentation Unit and appropriate agencies/organizations.	
16.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

## 6.5 Purchasing Unit

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The Purchasing Unit is responsible for reviewing, managing, and placing all procurement orders and payments. Additionally, the Purchasing Unit is responsible for the negotiating and administering all financial aspects pertaining to vendor contracts.

### Roles and Responsibilities

- Coordinate with the Supply Unit on all matters involving the need to exceed established purchase order limits.
- Negotiate all contracts.
- Establish local sources for equipment, supplies, and services and notify the Logistics Section Chief and Supply Unit.
- Manage and account for all procurement orders.
- Manage and account for all payments.
- Document all contracts, procurement orders, and payments.
- Report on the status of all contracts.
- Administer all financial matters pertaining to vendor contracts.
- Coordinate vendor contracts not previously addressed by existing approved vendor lists.

Reports to: Finance/Admin Section Chief

## Purchasing Checklists (Activation, Operations, Demobilization)

Purchasing Unit Checklist			
Item	Completed Time	Action	Follow-Up Needed/ Notes
<b>Activation Phase</b>			
1.		Complete the Tasks outlined in the Activation Phase of the ECC General Responsibilities Checklist.	
<b>Operational Phase</b>			
2.		Establish and maintain an Activity Log (ICS 214) and other necessary files.	
3.		Review emergency purchasing procedures and coordinate with the Supply Unit on all matters involving the need to exceed established purchase order limits.	
4.		Prepare and sign contracts as needed, obtaining concurrence from the Finance/Admin Section Chief prior to issuance.	
5.		Review all contracts to ensure a clearly identified scope of work and specific site locations.	
6.		Negotiate rental rates and purchase prices with vendors, as required.	
7.		Finalize all agreements and contracts, as required.	
8.		Complete final processing and send documents to Thurston County Sheriff's Office for payment.	
9.		Verify costs data in pre-established vendor contracts and/or agreements.	

10.		Negotiate terms to establish contracts with new vendors if pre-established vendors cannot meet required contract or resource needs. Collect all applicable vetting documents prior to enacting contracts with a new vendor.	
11.		Oversee all financial aspects of vendor contracts.	
12.		In coordination with the Logistics Section, ensure the Purchasing Unit processes purchase orders and develops contracts in a timely manner.	
13.		Document all contract, procurement orders, and payments.	
14.		Keep the Finance/Admin Section Chief informed of all significant issues involving the Purchasing Unit.	
15.		Complete the Shift Change tasks outlined in the ECC General Responsibilities Checklist.	
Demobilization Phase			
16.		Ensure all copies of contracts, purchase orders, and invoices are provided to the Documentation Unit and appropriate agencies/departments.	
17.		Complete tasks outlined in the Demobilization Phase of the ECC General Responsibilities Checklist.	

TLP:GREEN

# Thurston County ECC Emergency Action Plan # \_\_\_\_\_



INCIDENT NAME: \_\_\_\_\_

Mission # \_\_ - \_\_\_\_

Month Day, Year  
HH:MM to HH:MM

Thurston County Emergency  
Coordination Center

9521 Tilley Rd. S, Olympia, WA 98512

[tcem@co.thurston.wa.us](mailto:tcem@co.thurston.wa.us)

360-867-2800

Controlled By: Thurston County Emergency Management

Category(ies): Emergency Management (EMGT)

Dissemination: TLP GREEN

POC: First Last:

Phone #:



## ECC ORGANIZATION ASSIGNMENT LIST (ICS 203)

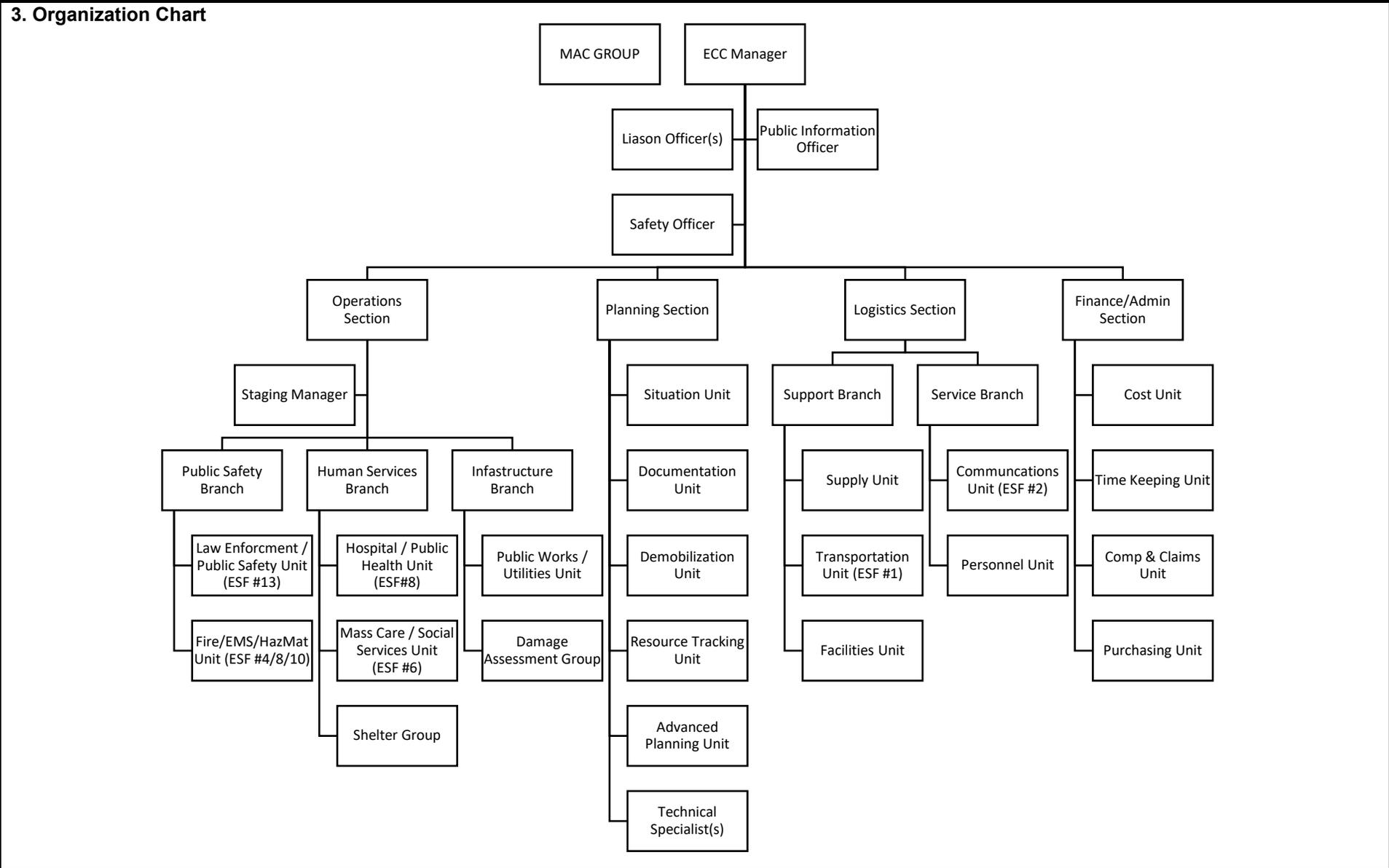
<b>1. Incident Name:</b>		<b>2. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____	
<b>3. ECC Manager and Command Staff:</b>		<b>7. Operations Section:</b>	
ECC Manager		Chief	
Deputy		Deputy	
Safety Officer			
Public Info. Officer		Staging Area	
Liaison Officer		<b>Public Safety Branch</b>	
		Branch Director	
		Deputy	
<b>4. Agency/Organization Representatives:</b>		Law Enforcement/Public Safety Unit (ESF#13)	
Agency/Organization	Name	Firefighting/EMS/HazMat Unit (ESF#4/8/10)	
		Search and Rescue Unit (ESF#9)	
		Division/Group	
		Division/Group	
		<b>Human Services Branch</b>	
		Branch Director	
		Deputy	
<b>5. Planning Section (ESF #5):</b>		Hospital/Public Health Unit (ESF#8)	
Chief		Mass Care/Social Services Unit (ESF#6)	
Deputy		Group	Shelter
Resource Tracking Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		<b>Infrastructure Branch</b>	
Demobilization Unit		Branch Director	
Advanced Planning Unit		Deputy	
Technical Specialists		Public Works/Utilities Unit (ESF#1/3/12)	
		Group	Damage Assessment
		Division/Group	
		Division/Group	
<b>6. Logistics Section (ESF #7):</b>		Division/Group	
Chief		Division/Group	
Deputy		<b>Air Operations Branch</b>	
<b>Support Branch</b>		Air Ops Branch Dir.	
Director			
ESF#1 (Transportation)			
Supply Unit		<b>8. Finance/Administration Section:</b>	
Facilities Unit		Chief	
<b>Service Branch</b>		Deputy	
Director		Cost Unit	
ESF#2 (Communications)		Time Unit	
Personnel Unit		Comp/Claims Unit	
		Purchasing Unit	
<b>9. Prepared by:</b> Name: _____ Position/Title: _____ Signature: _____			
ICS 203 (modified)	EAP Page ____	Date/Time: _____	





# ECC ORGANIZATION CHART (ICS 207)

<b>1. Incident Name / Mission #:</b>	<b>2. Operational Period:</b> Date From: _____ Date To: _____ Time From: _____ Time To: _____
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ICS 207	EAP Page ___	<b>4. Prepared by:</b> Name: _____ Position/Title: _____	Signature: _____	Date/Time: _____
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Thruston CEMP, ESF #5 Annex, Attachment 2 (Incident Assessment Summary)

WHAT IS THE INCIDENT / THREAT?			
<input type="checkbox"/> Flood	<input type="checkbox"/> Mass Violence	<b>Incident Size / Description</b>	
<input type="checkbox"/> Fire	<input type="checkbox"/> Civil Disturbance		
<input type="checkbox"/> HazMat	<input type="checkbox"/> Dam Failure		
<input type="checkbox"/> Landslide	<input type="checkbox"/> _____		
WHEN DID (OR WILL) IT OCCUR?			
<b>Date (DD/MM/YYYY)</b>		<b>Time (HH:MM)</b>	
WHERE IS THE EMERGENCY?			
<b>City/Town – Jurisdiction</b>		<b>Incident Location / Area Description</b>	
(select all that apply)		(select all affected areas and/or list other reference point)	
<input type="checkbox"/> Unincorporated County	<input type="checkbox"/> Beachcrest	<input type="checkbox"/> Independence	<input type="checkbox"/> Rochester
<input type="checkbox"/> Olympia	<input type="checkbox"/> Belmore	<input type="checkbox"/> Kellys Korner	<input type="checkbox"/> Saint Clair
<input type="checkbox"/> Lacey	<input type="checkbox"/> Boston Harbor	<input type="checkbox"/> Lamberts Corner	<input type="checkbox"/> Schneiders Prairie
<input type="checkbox"/> Tumwater	<input type="checkbox"/> Bush	<input type="checkbox"/> Littlerock	<input type="checkbox"/> Skookumchuck
<input type="checkbox"/> Yelm	<input type="checkbox"/> Carlyon Beach	<input type="checkbox"/> Madrona Beach	<input type="checkbox"/> South Bay
<input type="checkbox"/> Rainier	<input type="checkbox"/> Chaenn Hill	<input type="checkbox"/> Maytown	<input type="checkbox"/> South Union
<input type="checkbox"/> Bucoda	<input type="checkbox"/> Delphi	<input type="checkbox"/> McIntosh	<input type="checkbox"/> Sunnydale
<input type="checkbox"/> Tenino	<input type="checkbox"/> East Olympia	<input type="checkbox"/> Michigan Hill	<input type="checkbox"/> Sunrise Beach
<input type="checkbox"/> Other – See remarks	<input type="checkbox"/> Edgewater Beach	<input type="checkbox"/> Mima	<input type="checkbox"/> Sunset Beach
<b>Jurisdiction Remarks</b>	<input type="checkbox"/> Elizan Beach	<input type="checkbox"/> Mushroom Corner	<input type="checkbox"/> Tanglewide
	<input type="checkbox"/> Essex	<input type="checkbox"/> Nisqually	<input type="checkbox"/> Thompson Place
	<input type="checkbox"/> Fir Tree	<input type="checkbox"/> North Olympia	<input type="checkbox"/> Tono
	<input type="checkbox"/> Five Corners	<input type="checkbox"/> Offutt Lake	<input type="checkbox"/> Union Mill
	<input type="checkbox"/> Four Corners	<input type="checkbox"/> Peterson Corner	<input type="checkbox"/> Vail
	<input type="checkbox"/> Grand Mound	<input type="checkbox"/> Plumb	<input type="checkbox"/> Western Junction
	<input type="checkbox"/> Gravelly Beach	<input type="checkbox"/> Puget	<input type="checkbox"/> Other Reference Point
	<input type="checkbox"/> Helsing Junction	<input type="checkbox"/> Rignall	– See remarks
<b>Street Address (if applicable)</b>	<b>Incident Location Remarks (short narrative description of location(s) / area(s) impacted)</b>		
WHAT ARE THE IMPACTS TO THE PUBLIC?			
<b>People</b>	<b>Est.#</b>	<b>Property/Environment</b>	<b>Est.#</b>
<input type="checkbox"/> Fatalities		<input type="checkbox"/> Residential Structures Threatened	
<input type="checkbox"/> With Injury / Illness		<input type="checkbox"/> Commercial Structures Threatened	
<input type="checkbox"/> In Need of Rescue		<input type="checkbox"/> Residential Structures Destroyed	
<input type="checkbox"/> Missing		<input type="checkbox"/> Commercial Structures Destroyed	
<input type="checkbox"/> In Need of Shelter		<input type="checkbox"/> Waterways threatened (miles)	
<input type="checkbox"/> In Need of Food/Water		<input type="checkbox"/> Forestland threatened (acres)	
<b>Other Impacts (e.g. impacts to critical infrastructure: medical, energy, communications, transportation, water utilities, etc.)</b>			



**THURSTON COUNTY  
EMERGENCY COORDINATION CENTER (ECC)  
SITUATION REPORT (SITREP) # \_\_\_\_\_**



**INCIDENT INFORMATION**

<b>Incident Name:</b>	<b>Incident Mission Number:</b>
<b>Report Version:</b> Initial / Update / Final	
<b>Incident Definition/Type:</b>	
<b>Incident Start Date/Time:</b>	<b>For Time Period:</b>
<b>ECC Manager:</b>	<b>ECC Activation Level:</b>
<b>ECC Location/Contact</b>	

**EMERGENCY SUPPORT FUNCTIONS (ESFs) ACTIVATED**

**INCIDENT LOCATION**

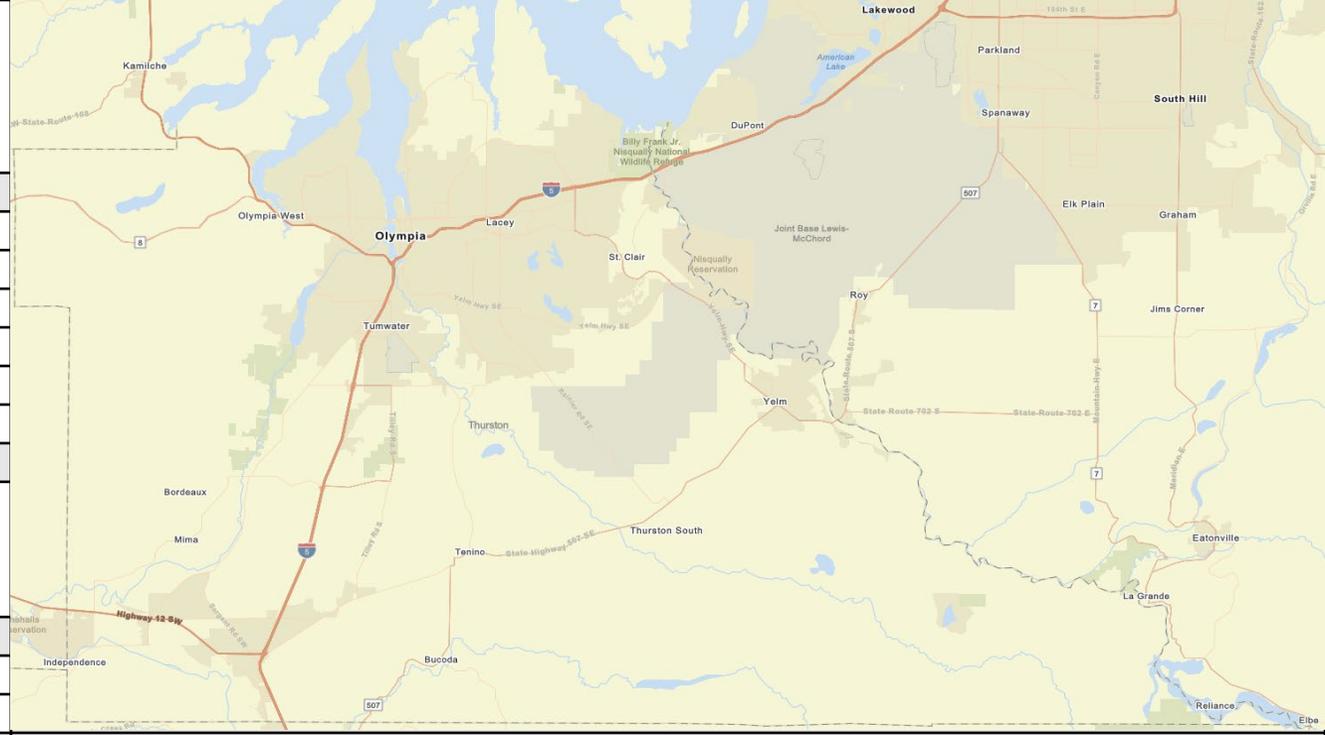
<b>Location:</b> Thurston County	<b>City:</b>	<b>State:</b> WA
<b>Incident Jurisdiction:</b>	<b>Incident Ownership:</b>	

**CURRENT SITUATION**

**APPROVAL AND ROUTING**

<b>Prepared By:</b>	Name:	<b>Approved By:</b>	Name:
	Position:		Position:
	Date/Time:		Date/Time:

**Submitted to SEOC:**



**LIFELINES SUMMARY**

 Safety and Security	 Communications
 Food, Hydration, Shelter	 Transportation
 Health and Medical	 Hazardous Materials
 Energy (Power & Fuel)	 Water Systems

**THURSTON COUNTY  
EMERGENCY COORDINATION CENTER (ECC)  
SITUATION REPORT (SITREP) # \_\_\_\_\_**



\_\_/\_\_/\_\_, \_\_:\_\_

CURRENT EFFORTS	
ECC Manager	Public Information Officer

**CURRENT ECC OBJECTIVES / PRIORITIES**

**Operations**

<i>ESF / BRANCH</i>		<i>ESF / BRANCH</i>	
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<i>ESF / BRANCH</i>		<i>ESF / BRANCH</i>	
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**KEY ISSUES**

<i>ESF / BRANCH</i>		<i>ESF / BRANCH</i>	
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<b>Planning</b>	
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**REMARKS**

<b>Logistics</b>	
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<b>Finance &amp; Admin</b>	
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# Community Lifeline Breakdown



SAFETY AND SECURITY				
STATUS	IMPACTS	CURRENT EFFORTS	COMMENTS / FUTURE EFFORTS	
LAW ENFORCEMENT/SECURITY				
FIRE SERVICE				
SEARCH & RESCUE				
GOVERNMENT SERVICE				
COMMUNITY SAFETY				
<b>SIGNIFICANT IMPACT: RED (RD)</b>	<b>MODERATE IMPACT: YELLOW (YL)</b>	<b>MINIMAL IMPACT: GREEN (GN)</b>	<b>ADMINISTRATIVE: BLUE (BL)</b>	<b>UNKNOWN: GREY (GY)</b>
Indicates there are severe challenges and obstacles hindering the provision of essential services and resources associated with that lifeline. Immediate attention and resources are required to address the situation and restore functionality.	Indicates that there are disruptions or limitations affecting the delivery of services and resources, albeit to a lesser extent. While the situation is not as critical, it still requires attention and proactive measures to prevent further deterioration and ensure community needs are met.	Indicates that the lifeline is functioning well, with only minor disruptions or limitations. The community's essential services and resources associated with that lifeline are being adequately provided. Ongoing monitoring and maintenance is necessary to sustain this level of functionality.	Does not indicate an operational status or condition; used for administrative purposes such as presentations and briefings.	Indicates the extent of disruption and impacts to lifeline services is unknown.



# Community Lifeline Breakdown



FOOD, HYDRATION, SHELTER				
STATUS	IMPACTS	CURRENT EFFORTS	COMMENTS / FUTURE EFFORTS	
FOOD				
HYDRATION				
SHELTER				
AGRICULTURE				
<b>SIGNIFICANT IMPACT: RED (RD)</b>	<b>MODERATE IMPACT: YELLOW (YL)</b>	<b>MINIMAL IMPACT: GREEN (GN)</b>	<b>ADMINISTRATIVE: BLUE (BL)</b>	<b>UNKNOWN: GREY (GY)</b>
Indicates there are severe challenges and obstacles hindering the provision of essential services and resources associated with that lifeline. Immediate attention and resources are required to address the situation and restore functionality.	Indicates that there are disruptions or limitations affecting the delivery of services and resources, albeit to a lesser extent. While the situation is not as critical, it still requires attention and proactive measures to prevent further deterioration and ensure community needs are met.	Indicates that the lifeline is functioning well, with only minor disruptions or limitations. The community's essential services and resources associated with that lifeline are being adequately provided. Ongoing monitoring and maintenance is necessary to sustain this level of functionality.	Does not indicate an operational status or condition; used for administrative purposes such as presentations and briefings.	Indicates the extent of disruption and impacts to lifeline services is unknown.



# Community Lifeline Breakdown



HEALTH AND MEDICAL				
STATUS	IMPACTS	CURRENT EFFORTS	COMMENTS / FUTURE EFFORTS	
MEDICAL CARE				
PUBLIC HEALTH				
PATIENT MOVEMENT				
MEDICAL SUPPLY CHAIN				
FATALITY MANAGEMENT				
<b>SIGNIFICANT IMPACT: RED (RD)</b>	<b>MODERATE IMPACT: YELLOW (YL)</b>	<b>MINIMAL IMPACT: GREEN (GN)</b>	<b>ADMINISTRATIVE: BLUE (BL)</b>	<b>UNKNOWN: GREY (GY)</b>
Indicates there are severe challenges and obstacles hindering the provision of essential services and resources associated with that lifeline. Immediate attention and resources are required to address the situation and restore functionality.	Indicates that there are disruptions or limitations affecting the delivery of services and resources, albeit to a lesser extent. While the situation is not as critical, it still requires attention and proactive measures to prevent further deterioration and ensure community needs are met.	Indicates that the lifeline is functioning well, with only minor disruptions or limitations. The community's essential services and resources associated with that lifeline are being adequately provided. Ongoing monitoring and maintenance is necessary to sustain this level of functionality.	Does not indicate an operational status or condition; used for administrative purposes such as presentations and briefings.	Indicates the extent of disruption and impacts to lifeline services is unknown.



# Community Lifeline Breakdown



ENERGY [POWER AND FUEL]				
STATUS	IMPACTS	CURRENT EFFORTS	COMMENTS / FUTURE EFFORTS	
POWER GRID				
FUEL				
<b>SIGNIFICANT IMPACT: RED (RD)</b>	<b>MODERATE IMPACT: YELLOW (YL)</b>	<b>MINIMAL IMPACT: GREEN (GN)</b>	<b>ADMINISTRATIVE: BLUE (BL)</b>	<b>UNKNOWN: GREY (GY)</b>
Indicates there are severe challenges and obstacles hindering the provision of essential services and resources associated with that lifeline. Immediate attention and resources are required to address the situation and restore functionality.	Indicates that there are disruptions or limitations affecting the delivery of services and resources, albeit to a lesser extent. While the situation is not as critical, it still requires attention and proactive measures to prevent further deterioration and ensure community needs are met.	Indicates that the lifeline is functioning well, with only minor disruptions or limitations. The community's essential services and resources associated with that lifeline are being adequately provided. Ongoing monitoring and maintenance is necessary to sustain this level of functionality.	Does not indicate an operational status or condition; used for administrative purposes such as presentations and briefings.	Indicates the extent of disruption and impacts to lifeline services is unknown.



# Community Lifeline Breakdown



COMMUNICATIONS				
STATUS	IMPACTS	CURRENT EFFORTS	COMMENTS / FUTURE EFFORTS	
INFASTRUCTURE (CELL TOWERS, FIBER OPTICS, ETC.)				
RESPONDER COMMUNICATIONS				
ALERTS WARNINGS AND MESSAGES				
FINANCE				
911 AND DISPATCH				
<b>SIGNIFICANT IMPACT: RED (RD)</b>	<b>MODERATE IMPACT: YELLOW (YL)</b>	<b>MINIMAL IMPACT: GREEN (GN)</b>	<b>ADMINISTRATIVE: BLUE (BL)</b>	<b>UNKNOWN: GREY (GY)</b>
Indicates there are severe challenges and obstacles hindering the provision of essential services and resources associated with that lifeline. Immediate attention and resources are required to address the situation and restore functionality.	Indicates that there are disruptions or limitations affecting the delivery of services and resources, albeit to a lesser extent. While the situation is not as critical, it still requires attention and proactive measures to prevent further deterioration and ensure community needs are met.	Indicates that the lifeline is functioning well, with only minor disruptions or limitations. The community's essential services and resources associated with that lifeline are being adequately provided. Ongoing monitoring and maintenance is necessary to sustain this level of functionality.	Does not indicate an operational status or condition; used for administrative purposes such as presentations and briefings.	Indicates the extent of disruption and impacts to lifeline services is unknown.



# Community Lifeline Breakdown



TRANSPORTATION				
STATUS	IMPACTS	CURRENT EFFORTS	COMMENTS / FUTURE EFFORTS	
HIGHWAY/ROADWAY/MOTOR VEHICEL				
MASS TRANSIT				
RAILWAY				
AVIATION				
MARITIME				
<b>SIGNIFICANT IMPACT: RED (RD)</b>	<b>MODERATE IMPACT: YELLOW (YL)</b>	<b>MINIMAL IMPACT: GREEN (GN)</b>	<b>ADMINISTRATIVE: BLUE (BL)</b>	<b>UNKNOWN: GREY (GY)</b>
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# Community Lifeline Breakdown



\_\_/\_\_/\_\_, \_\_:\_\_

HAZARDOUS MATERIALS				
STATUS	IMPACTS	CURRENT EFFORTS	COMMENTS / FUTURE EFFORTS	
FACILITIES				
HAZMAT (RELEASES / SPILLS)				
POLLUTANTS				
CONTAMINATES				

SIGNIFICANT IMPACT: RED (RD)	MODERATE IMPACT: YELLOW (YL)	MINIMAL IMPACT: GREEN (GN)	ADMINISTRATIVE: BLUE (BL)	UNKNOWN: GREY (GY)
Indicates there are severe challenges and obstacles hindering the provision of essential services and resources associated with that lifeline. Immediate attention and resources are required to address the situation and restore functionality.	Indicates that there are disruptions or limitations affecting the delivery of services and resources, albeit to a lesser extent. While the situation is not as critical, it still requires attention and proactive measures to prevent further deterioration and ensure community needs are met.	Indicates that the lifeline is functioning well, with only minor disruptions or limitations. The community's essential services and resources associated with that lifeline are being adequately provided. Ongoing monitoring and maintenance is necessary to sustain this level of functionality.	Does not indicate an operational status or condition; used for administrative purposes such as presentations and briefings.	Indicates the extent of disruption and impacts to lifeline services is unknown.



# Community Lifeline Breakdown



WATER SYSTEMS				
STATUS	IMPACTS	CURRENT EFFORTS	COMMENTS / FUTURE EFFORTS	
POTABLE WATER INFRASTRUCTURE				
WASTEWATER MANAGEMENT				
<b>SIGNIFICANT IMPACT: RED (RD)</b>	<b>MODERATE IMPACT: YELLOW (YL)</b>	<b>MINIMAL IMPACT: GREEN (GN)</b>	<b>ADMINISTRATIVE: BLUE (BL)</b>	<b>UNKNOWN: GREY (GY)</b>
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