Tarrant County College

EOC Direction & Control Annex

RECORD OF CHANGES

CHANGE #	DATE OF CHANGE	DESCRIPTION	CHANGED BY

APPROVAL & IMPLEMENTATION

EOC Direction & Control Annex

_____

Vice Chancellor for Administration and General Counsel

_____

Date

EOC DIRECTION AND CONTROL ANNEX

I.   AUTHORITY

Refer to Section I of the Basic Plan for general authorities.

II.   PURPOSE

The purpose of this annex is to define the organization, operational concepts, responsibilities, and procedures necessary to accomplish EOC direction and control for the District.   This annex describes our concept of operations and organization for direction and control of such operations and assigns responsibilities for tasks that must be carried out to perform the direction and control function.

III.   EXPLANATION OF TERMS

DDC	Disaster District Committee
DHS	U.S. Department of Homeland Security
DPS	Department of Public Safety
DSHS	Department of State Health Services
EMC	Emergency Management Coordinator
EOC	Emergency Operations Center
FEMA	Federal Emergency Management Agency
TDEM	Texas Division of Emergency Management
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
NIMS	National Incident Management System
NRF	National Response Framework
SOP	Standard Operating Procedures
TLETS	Texas Law Enforcement Telecommunications System

IV.   SITUATION & ASSUMPTIONS

A. Situation

1. The District is vulnerable to many hazards, which threaten public health and safety and public or private property.   See the general situation statement and hazard summary in Section IV.A of the Basic Plan.

2. Our EOC direction and control organization must be able to activate quickly at any time day or night, operate around the clock, and deal effectively with emergency situations that may begin with a single response discipline and could expand to

multidiscipline requiring effective cross-District coordination. These emergency situations include:

a. Incident. An incident is a situation that is limited in scope and potential effects. Characteristics of an incident include:

   1) Involves a limited area and/or limited participants.
   2) Evacuation or in-place sheltering is typically limited to the immediate area of the incident.
   3) Warning and instructions are provided in the immediate area of the incident, not District-wide.
   4) Typically resolved by one or two response agencies or departments acting under an incident commander.
   5) Requests for resource support are normally handled through agency and/or departmental channels.
   6) May require limited external assistance from other local response agencies or contractors.
   7) For the purpose of the NRF, incidents include the full range of occurrences that require an emergency response to protect life or property.

b. Emergency. An emergency is a situation larger in scope and more severe in terms of actual or potential effects than an incident. Characteristics include:

   1) Involves a large area, significant participants, or important facilities.
   2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
   3) May require District-wide warning and instructions.
   4) Requires a sizable multi-agency response operating under an Incident Commander. The EOC may be activated.
   5) May require some external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
   6) For the purposes of the NRF, an emergency (as defined by the Stafford Act) is "any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States."

c. Disaster. A disaster involves the occurrence or threat of significant casualties and/or widespread property damage that is beyond the capability of the District to handle with its organic resources. Characteristics include:

   1) Involves a large area, a sizable participants, and/or important facilities.
   2) May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations.
   3) Requires District-wide warning and public instructions.
   4) Requires a response by most or all local response agencies. The EOC and one or more incident command posts (ICP) may be activated.
   5) Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.

6) For the purposes of the NRF a *major disaster* (as defined by the Stafford Act) is any catastrophe, regardless of the cause, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster federal assistance.

d. <u>Catastrophic Incident.</u> For the purposes of the NRF, this term is used to describe any natural or manmade occurrence that results in extraordinary levels of mass casualties, property damage, or disruptions that severely affect the population, infrastructure, environment, economy, national morale, and/or government functions. An occurrence of this magnitude would result in sustained national impacts over prolonged periods of time, and would immediately overwhelm local and state capabilities.

B. Assumptions

1. Many emergency situations occur with little or no warning. If warning is available, alerting the District community, recommending suitable protective actions, taking preventative measures, and increasing the readiness of and deploying emergency response forces may lessen the impact of some emergency situations.

2. We will use our own resources to respond to emergency situations and, if needed, request external assistance from other jurisdictions pursuant to mutual aid agreements or from the State. Since it takes time to summon external assistance, it is essential for us to be prepared to carry out the initial emergency response on an independent basis.

3. Emergency operations will be directed by local officials, except where state or federal law provides that a state or federal agency must or may take charge or where local responders lack the necessary expertise and equipment to cope with the incident and agree to permit those with the expertise and resources to take charge.

4. Effective direction and control requires suitable facilities, equipment, procedures, and trained personnel. Direction and control function facilities will be activated and staffed on a graduated basis as needed to respond to the needs of specific situations.

5. Our District has adopted the National Incident Management System (NIMS) and we have implemented all of the NIMS procedures and protocols, which will allow us to effectively work with our mutual aid partners, and state and federal agencies during any type if incident response.

V.	CONCEPT OF OPERATIONS

A. General

1. Our direction and control structure for emergency operations is pursuant to the NIMS, which employs two levels of incident management structures.

   a. The Incident Command System (ICS) includes a core set of concepts, principles, and terminology applicable to single or multiple incidents regardless of their scope.

   b. Multiagency Coordination Systems integrate a combination of facilities, equipment, personnel, procedures, and communications into a common framework, which allows for the coordination and support of incident management.

2. An Incident Commander (IC) using response resources from one or two departments or agencies, will normally handle emergency situations classified as incidents. The EOC will generally not be activated.

3. During major emergencies, disasters, or catastrophic incidents, a Multiagency Coordination System may be advisable. Central to this System is the Emergency Operations Center (EOC), which is the nucleus of all coordination of information and resources. The Incident Commander will manage and direct the on-scene response from the ICP. The EOC will mobilize and deploy resources for use by the Incident Commander, coordinate external resource and technical support, research problems, provide information to senior managers, disseminate emergency public information, and perform other tasks to support on-scene operations.

4. For some types of emergency situations, the EOC may be activated without activating an incident command operation. Such situations may include:

   a. When a threat of hazardous conditions exists but those conditions have not yet impacted the local area. The EOC may accomplish initial response actions, such as mobilizing personnel and equipment and issuing precautionary warning to the District community. When the hazard impacts, an ICP may be established, and direction and control of the response transitioned to the Incident Commander.

   b. When the emergency situation does not have a specific impact site, but rather affects a wide portion of the local area, such as an ice storm.

5. For operational flexibility, both ICS and EOC operations may be sized according to the anticipated needs of the situation. The structure of ICS is specifically intended to provide a capability to expand and contract with the magnitude of the emergency situation and the resources committed to it. The EOC may also be activated on a graduated basis.

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B. **Incident Command Operations**

1. The first District responder to arrive at the scene of an emergency situation will serve as the Incident Commander until relieved by a more senior or more qualified individual. The Incident Commander will establish an ICP, provide an assessment of the situation to District officials, identify response resources required, and direct the on-scene response from the ICP.

2. The Incident Commander is responsible for carrying out the ICS function of command – making operational decisions to manage the incident. The four other major management activities that form the basis of ICS are operations, planning, logistics, and finance/administration. For small-scale incidents, the Incident Commander and one or two individuals may perform all of these functions. For more serious emergency situations, individuals from various local departments or agencies or from external response organizations may be assigned to separate ICS staff sections charged with those functions. For these serious emergency situations, it is generally desirable to transition to a Unified Command.

3. If the EOC has been activated, the Incident Commander shall provide periodic situation updates to the EOC.

4. In emergency situations where other jurisdictions or state or federal agencies are providing significant response resources or technical assistance, it is generally desirable to transition from the normal ICS structure to a Unified Area Command structure. This arrangement helps to ensure that all participating agencies are involved in developing objectives and strategies to deal with the emergency.

C. **EOC Operations**

1. The EOC may be activated to monitor a potential emergency situation or to respond to or recover from an emergency situation that is occurring or has occurred. The EOC will be activated at a level necessary to carry out the tasks that must be performed. The level of activation may range from a situation monitoring operation with minimal staff; to a limited activation involving selected departmental representatives, to a full activation involving all departments, agencies, volunteer organizations, and liaison personnel.

2. The principal functions of the EOC are to:

   a. Monitor potential threats.

   b. Support on-scene response operations.

   c. Receive, compile, and display data on the emergency situation and resource status and commitments as a basis for planning.

   d. Analyze problems and formulate options for solving them.

   e. Coordinate among local agencies and between the city, county and state and federal agencies, if required.

f. Develop and disseminate warnings and emergency information.

g. Prepare and disseminate periodic reports.

h. Coordinate damage assessments activities and assess the health, public safety, and District facilities.

i. Request external assistance from other jurisdictions, volunteer organizations, businesses, or from the State.

D. ICS - EOC INTERFACE

1. When both an ICP and the EOC have been activated, it is essential to establish a division of responsibilities between the ICP and the EOC. A general division of responsibilities is outlined below. It is essential that a precise division of responsibilities be determined for specific emergency operations.

2. The IC is generally responsible for field operations, including:

   a. Isolating the scene.

   c. Directing and controlling the on-scene response to the emergency situation and managing the emergency resources committed there.

   d. Warning the District population in the area of the incident and providing emergency instructions to them.

   e. Determining and implementing protective measures (evacuation or in-place sheltering) for the population in the immediate area of the incident and for emergency responders at the scene.

   f. Implementing traffic control arrangements in and around the incident scene.

   g. Requesting additional resources from the EOC.

   h. Keeping the EOC informed of the current situation at the incident site.

3. The EOC is generally responsible for:

   a. Mobilizing and deploying resources to be employed by the IC.

   b. Issuing District-wide warnings.

   c. Issuing instructions and providing information to the District community.

   d. Organizing and implementing large-scale evacuation and coordinating traffic control for such operations.

   e. Organizing and implementing shelter and mass care arrangements for evacuees.

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f. Requesting assistance from the State and other external sources.

4. Transition of Responsibilities

Provisions must be made for an orderly transition of responsibilities between the ICP and the EOC.

a. From EOC to the ICP. In some situations the EOC may be operating to monitor a potential hazard and manage certain preparedness activities prior to establishment of an ICP. When an ICP is activated under these circumstances, it is essential that the IC receive a detailed initial situation update from the EOC and be advised of any operational activities that are already in progress, resources available, and resources already committed.

b. From the ICP to the EOC. When an incident command operation is concluded and the EOC continues to operate to manage residual response and recovery activities, it is essential that the IC brief the EOC on any on-going tasks or operational issues that require follow-on action by the EOC staff.

5. Extended EOC Operations

While an incident command operation is normally deactivated when the response to an emergency situation is complete, it may be necessary to continue activation of EOC into the initial part of the recovery phase of an emergency. In the recovery phase, the EOC may be staffed to compile damage assessments, assess long term needs, manage donations, monitor the restoration of utilities, oversee access control to damaged areas, and other tasks.

6. In some large-scale emergencies or disasters, emergency operations with different objectives may be conducted at geographically separated scenes, in which case it may be necessary to employ a Unified Area Command. In such situations, more than one incident command post may be established. In this situation occurs, it is particularly important that the allocation of resources to specific field operations be coordinated through the EOC.

E. **Activities by Phases of Management**

1. Mitigation

a. Establish, equip, and maintain an EOC.

b. Identify required EOC staffing.

c. Prepare and maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations.

d. Identify and stock supplies needed for ICP and EOC operations.

e. Develop and maintain procedures for activating, operating, and deactivating the EOC. See Appendix 1.

2. Preparedness

   a. Identify department/agency/volunteer group representatives who will serve on the EOC staff and are qualified to serve in various ICP positions.

   b. Pursuant to NIMS protocol, conduct NIMS training for department/agency/volunteer group representatives who will staff the EOC and ICP.

   c. Maintain maps, displays, databases, reference materials, and other information needed to support ICP and EOC operations

   d. Test and maintain EOC equipment to ensure operational readiness.

   e. Exercise the EOC at least once a year.

3. Response

   a. Activate an ICP and the EOC if necessary.

   b. Conduct response operations.

   c. Deactivate ICP and EOC when they are no longer needed.

4. Recovery

   a. If necessary, continue EOC activation to support recovery operations.

   b. Deactivate EOC when situation permits.

   c. Restock ICP and EOC supplies if necessary.

   d. For major emergencies and disasters, conduct a review of emergency operations as a basis for updating plans, procedures, and training requirements.

VI.   ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES

A. Organization

1. Our normal emergency organization, described in Section VI.A of the Basic Plan, will carry out the direction and control function during emergency situations.

2. The organization of incident command operations will be pursuant to NIMS organizational principles. The specific organizational elements to be activated for an emergency will be determined by the IC based on the tasks that must be performed and the resources available for those tasks.

3. The organization of the EOC is depicted in Appendix 1. The EOC may be activated on a graduated basis. Department/agency/volunteer group EOC staffing requirements will be determined by the Director of Emergency Management based on the needs of the situation.

B. Assignment of Responsibilities

All personnel assigned responsibilities in this plan are trained on NIMS concepts, procedures, and protocols.

1. The Vice Chancellor for Administration & General Counsel will:

   a. Establish general policy guidance for emergency operations.

   b. Direct that the EOC be partially or fully activated.

   c. When appropriate, terminate EOC operations.

2. The Director of Emergency Management will:

   a. Develop and maintain the EOC Staff Roster and EOC operating procedures.

   b. Activate the EOC when requested or when the situation warrants.

   c. Serve as an EOC Supervisor.

   d. Advise the Vice Chancellor for Administration & General Counsel on emergency management activities.

   e. Coordinate resource and information support for emergency operations.

   f. Coordinate emergency planning and impact assessment.

   g. Coordinate analysis of emergency response and recovery problems and development of appropriate courses of action.

3. The IC will:

   a. Establish an ICP and direct and control emergency operations at the scene.

   b. Determine the need for and implement public warning and protective actions at and in the vicinity of the incident site.

   c. Provide periodic situation updates to the EOC, if that facility is activated.

   d. Identify resource requirements to the EOC, if that facility is activated.

4. Departments/Agencies, and Volunteer Groups assigned responsibilities for ICP or EOC operations will:

a. Identify and train personnel to carry out required emergency functions at the ICP and the EOC.

b. Provide personnel to staff the ICP and the EOC when those facilities are activated.

c. Ensure that personnel participating in ICP and EOC operations are provided with the equipment, resource data, reference materials, and other work aids needed to accomplish their emergency functions.

VII. DIRECTION & CONTROL

A. **General.** The Vice Chancellor for Administration & General Counsel will provide general guidance for the EOC direction and control function, pursuant to NIMS protocols.

B. **Incident Command Operations.** The first responder on the scene will take charge and serve as the IC until relieved by a more senior or qualified individual or an individual designated by the Vice Chancellor for Administration & General Counsel. An ICP will normally be established at the incident scene; the IC will direct and control response forces from that command post. Attachment 7 to our Basic Plan provides a detailed description of our incident management system, the NIMS.

C. **EOC Operations**

1. The Vice Chancellor for Administration & General Counsel may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.

2. The Director of Emergency Management may activate the EOC, and will determine the level of EOC staffing required based upon the situation, and also notify appropriate personnel to report to the EOC.

3. Any department or agency head dealing with a significant health or safety issue that requires inter-agency coordination may request that the Director of Emergency Management activate the EOC to provide a suitable facility to work the issue.

VIII. READINESS LEVELS

A. **Level IV--Normal Conditions**

a. Emergency incidents occur and District officials are notified. One or more departments or agencies respond to handle the incident; an incident command post may be established. Limited assistance may be requested from local jurisdictions pursuant to established inter-local agreements.

b. The normal operations of the District are not affected, but examples may include but not limited to:

1) Water leak

        2) Vehicle accident
        3) Personal injury
        4) Temporary equipment failure

B. Level III--Increased Readiness

1. Check status of EOC equipment and repair or replace as needed.

2. Check status of EOC supplies and restock as needed.

3. Update EOC resource data.

4. Alert staffs, determine personnel availability, and update EOC staff call lists.

5. Consider limited activation of EOC to monitor situation.

6. Consider situation briefings for senior staff.

C. Level II-- High Readiness

1. Update EOC staffing requirements based on threat.

2. Determine specific EOC staff assignments and alert staff.

3. Monitor potential emergency situation and determine possible impact areas.

4. Update maps, charts, displays, and resource data.

5. Consider situation briefings for EOC staff.

6. Consider partial activation of EOC if this has not already been accomplished.

D. Level I-- Maximum Readiness

1. Summon EOC staff and activate the EOC.

2. Monitor situation.

3. Update maps, charts, displays, and resource lists.

4. Arrange for food service if needed.

5. Determine possible hazard impact areas and potential hazard effects.

6. Conduct briefings for District officials and EOC staff.

7. Formulate and implement precautionary measures to protect the District community.

8. Coordinate with adjacent jurisdictions that may be affected.

IX.	ADMINISTRATION & SUPPORT

A. Facilities & Equipment

1. EOC

   a. The District maintains a dedicated facility to serve as the Emergency Operations Center.

   b. The EOC is equipped with communication equipment necessary for conducting emergency operations.

   c. The EOC is equipped with emergency power.

B. Records

1. Activity Logs. The ICP and the EOC shall maintain accurate logs recording key response activities, including:

   a. Activation or deactivation of emergency facilities.

   b. Emergency notifications to other local governments and to state and federal agencies.

   c. Significant changes in the emergency situation.

   d. Major commitments of resources or requests for additional resources from external sources.

   e. Issuance of protective action recommendations to the District community.

   f. Evacuations.

   g. Casualties.

   h. Containment or termination of the incident.

   The EOC shall utilize the Emergency Operations Center Log (Appendix 1) to record EOC activities. The ICP shall use the Unit Log (ICS form 214) or an equivalent.

2. Communications & Message Logs

   Communications facilities shall maintain a communications log.   The EOC shall maintain a record of messages sent and received using the EOC Message Log (Appendix 1).

3. Cost Information

    a. Incident Costs. All departments shall maintain records summarizing the use of personnel, equipment, and supplies during the response to day-to-day incidents to obtain an estimate of annual emergency response costs that can be used in preparing future department or agency budgets.

    b. Emergency or Disaster Costs. For major emergencies or disasters, all departments participating in the emergency response shall maintain detailed of costs for emergency operations to include:

        1) Personnel costs, especially overtime costs
        2) Operation costs
        3) Costs for leased or rented equipment
        4) Costs for contract services to support emergency operations
        5) Costs of specialized supplies expended for emergency operations

        These records may be used to recover costs from the responsible party or insurers or as a basis for requesting reimbursement for certain allowable response and recovery costs from the state and/or federal government.

C. Reports

    1. Initial Emergency Report

        An Initial Emergency Report should be prepared and disseminated for major emergencies and disasters where state assistance may be required. This short report is designed to provide basic information about an emergency situation.   See Appendix 2 for the report format.

    2. Situation Report

        For major emergencies and disasters where emergency response operations continue over an extended period, a Situation Report should be prepared and disseminated daily. This report is designed to keep the Disaster District, other jurisdictions providing resource support for emergency operations, and jurisdictions that may be affected by the emergency situation informed about the current status of operations.   See Appendix 3 for the report format.

D. Agreements & Contracts

    Should District resources prove to be inadequate during an emergency, requests will be made for assistance from other neighboring jurisdictions, other agencies, and industry in accordance with mutual aid agreements and contracts.

E. EOC Security

   1. Access to the EOC will be limited during activation. All staff members will sign in upon entry and wear their District staff badge.

   2. Individuals who are not members of the EOC staff will be identified and their reason for entering the EOC determined.

X.	ANNEX DEVELOPMENT & MAINTENANCE

A. Development

   1. The Director of Emergency Management is responsible for the development and maintenance of this annex and the EOC Standard Operating Procedures.

B. Maintenance.

   This annex will be reviewed annually and updated in accordance with the schedule outlined in Section X of the Basic Plan.

XI.	REFERENCES

A. TDEM, *Local Emergency Management Planning Guide* (DEM-10)

B. FEMA, *Comprehensive Preparedness Guide (CPG-101)*

APPENDICES

EMERGENCY OPERATIONS CENTER

1. Organization & Staffing

    a. The general organization of the EOC during a full activation for emergency operations is depicted in this appendix. For a partial activation of the EOC, only those staff members required to deal with a particular emergency situation will be summoned to the EOC.

    b. A sample EOC Staff Roster is provided in this appendix. The Director of Emergency Management shall maintain and distribute a current EOC Staff Roster, including the names of EOC team members and contact information (office and home telephone numbers and pager numbers) for those individuals.

2. Facilities

    a. Procedures for activation and deactivating the EOC are provided.

3. EOC Operations

General operating guidelines for the EOC are provided.

4. EOC Log

The Basic Plan requires that the EOC maintain accurate logs recording response activities, Including:

    a. Activation and deactivation of the EOC.

    b. Emergency notifications to other local governments and to state and federal agencies.

    c. Significant changes in the emergency situation.

    d. Major commitments of resources or requests for additional resources from external sources.

    e. Issuance of protective action recommendations to the District community.

    f. Evacuations.

    g. Casualties.

    h. Containment or termination of an incident.

The EOC Log, provided shall be used to record this information and other pertinent information.

5. Message Handling

    a. All messages sent by or received in the EOC will be recorded in the EOC Message Log, a copy of which is provided.

    b. Outgoing messages will normally be prepared on an EOC Message Form, which is also used to specify how the message should be sent and record the time of dispatch and message number. A copy of the form is provided in this appendix.

    c. Incoming verbal messages will be recorded on an EOC Info/Action Record, a copy of which is provided in this appendix. For messages that require action, the form is used to assign responsibility for action to EOC staff members and to record the action taken.

EMERGENCY OPERATIONS CENTER
ORGANIZATION CHART

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┌─────────────────────────────────────────────────┐
│                   Chancellor                      │
│  Vice Chancellor for Admin & General Counsel      │
└─────────────────────────────────────────────────┘
                         │
          ┌──────────────────────────────┐
          │         Director of           │
          │    Emergency Management       │
          └──────────────────────────────┘
                         │
          ┌──────────────────────────────┐
          │        EOC Supervisor         │
          │        EOC Help Desk          │
          └──────────────────────────────┘
                         │
    ┌────────────────────┼────────────────────┐
┌───────────┐      ┌───────────┐        ┌───────────┐
│Operations │······│  Liaison  │········│  Support  │
│  Group    │      │ Personnel │        │   Group   │
└───────────┘      └───────────┘        └───────────┘
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Operations Group	Liaison Personnel	Support Group
Police Department	County OEM	Administrative staff
Real Estate & Facilities	City OEM	PR & Marketing
Information Technology	School Districts	Finance
Safety & EM		

_____ Direction   ·············· Coordination

EOC STAFF ROSTER

Position	1st Shift	2nd Shift
EOC Supervisor		
Operations Group:		
Support Group:		
Liaison:		

EOC ACTIVATION/DEACTIVATION

1. General

a. The Vice Chancellor for Administration & General Counsel may request that the EOC be activated. A decision to activate the EOC is typically made on the basis of staff recommendations.

b. The Director of Emergency Management may activate the EOC and will normally determine the level of EOC staffing required based upon the situation.

c. The EMC is responsible for maintaining the EOC Staffing Roster and ensuring that appropriate EOC staff members are notified to report to the EOC in the event the facility is activated.

2. Activation Checklist

✓	Action
☐	Determine level of EOC staffing required.
☐	Make notifications to the appropriate EOC staff and liaison personnel
☐	Advise the Vice Chancellor for Administration & General Counsel that EOC is being activated**.**
☐	Check and clean all EOC boards.
☐	Arrange EOC tables into activation groups.
☐	Deploy telephones in the EOC and ensure working order.
☐	Activate and ensure working order of amateur radio in the EOC.
☐	Activate EOC computers and printer; test e-mail function and Internet access.
☐	Check operation of EOC copier and ensure copier paper is available.
☐	Turn on EOC TV monitors.
☐	Check status of supplies and forms in the EOC work area and replenish from storage closet.
☐	Secure EOC entrance and set out EOC sign-in roster.
☐	Ensure Conference Rooms are cleared out for use.
☐	Determine requirements for food service if necessary.
☐	
☐	
☐	
☐	
☐	
☐	
☐	

3. Deactivation Checklist

✓	Action
☐	Collect the EOC Log, EOC Message Log, the master file of incoming and outgoing messages, the EOC Sign-in Roster, and other specified materials and retain those for reference.
☐	Advise Vice Chancellor for Administration & General Counsel that EOC is being deactivated.
☐	Clean all EOC boards.
☐	Arrange EOC tables into classroom configuration.
☐	Deactivate radios in communications room.
☐	Deactivate EOC computers and printer.
☐	Replenish copier paper.
☐	Turn off the EOC TV monitors.
☐	Secure EOC telephones in the charging closet and ensure all phones are charging.
☐	Replenish working supplies and forms from storage closet.
☐	If Conference Rooms were used as a work area, ensure they are cleaned up.
☐	Arrange for cleaning of EOC and removal of trash, if necessary.
☐	
☐	

EOC Coordinating Element

This element serves as the coordination point within the EOC and is responsible for receiving and coordinating the orders issued by the Chancellor, and this element is led by the EOC Supervisor and is composed of the following positions:

EOC Supervisor

Under the direction of the Chancellor, this individual is the designated coordinator of the EOC. His/her responsibilities include:
- Ensuring that the Chancellor's decisions are executed through the EOC.
- Supervises all aspects of EOC operations.
- Resolves coordination issues as necessary.
- Maintain complete and current knowledge of the situation.
- Keep the Chancellor and other key officials informed of the status of the event and/or incident.
- Conduct EOC briefings as required.
- Designate a replacement for shift change.

EOC Help Desk

The EOC Help Desk has the following duties in the event of an EOC activation.
- Serves as the representatives of the TCC Department of Safety & Emergency Management during EOC activations.
- Approve EOC Situation Reports in coordination with the EOC Supervisor.
- Monitoring, recording, and reporting resource requests to the Tarrant County EOC.
- Serves as the point of contact with State and/or Federal agencies.
- Forwards requests and informational updates to the TCC Executive Policy Group through the EOC Supervisor.

The EOC Help Desk is staffed by the following positions:
- Help Desk Manager: This position is responsible for the overall operation and information exchange in the EOC.
- Help Desk Cadre: This cadre will assist in managing the overall operations of the EOC.

EOC Operations Group

This group is responsible for performing for life safety and health and medical operations during an event and/or incident and is composed of:
- Police Department
- Real Estate & Facilities
- Information & Technology
- Communications & External Affairs
- Safety & Emergency Management

Their responsibilities include:
- Facilitating issues within their assigned sections.
- Briefing the EOC Help Desk Manager on the operations of their EOC Group.
- Participating in EOC conference calls as needed

EOC Support Group

This group is responsible for providing support services to include but not limited to:
- Administrative assistance
- Finance
- Public Information

EOC Liaison Personnel

This group is responsible for maintaining communication and coordination between the EOC and outside agencies through their representative assigned to the EOC

The following forms may be used in the EOC for activation documentation:

Sign-In Log
EOC Message Log
EOC Message Form
EOC Information / Action Record Form
ICS-201 Incident Briefing Form
ICS-201 Incident Objectives Form
ICS-213 General Message
ICS-214 Activity Log

		EMERGENCY OPERATIONS CENTER SIGN-IN LOG **Tarrant County College District**			*Page*	*of Pages*

		From		**To**		
		Date	*Hour*	*Date*	*Hour*	

	Time			
	In	*Out*		

Msg #	Msg Date/Time	Received From	Sent To	Message Subject

EOC MESSAGE LOG
Date: _____

EOC MESSAGE FORM

From	
To	
Subject	

Message Text

Send By			
☐ Radio	☐ Teletype	☐ Fax	☐ E-mail

Date:	**Time:**	**Message #:**

DISTRIBUTION:

EOC INFO/ACTION RECORD

Date:	Time:	Message #

Received By	
Message From	
Contact Number/ Location	

Message, Issue, Problem or Information:

☐ **Info Only** ☐ **Post on Display Board** ☐ **Plot on Map**
☐ **Action Required. Action Assigned To:**

Action Taken

DISTRIBUTION:

ICS 201
Incident Briefing

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

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

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

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

INCIDENT BRIEFING (ICS 201)

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

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

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

6. Prepared by: Name: Position/Title: Signature:

ICS 201, Page 1	Date/Time: Date

INCIDENT BRIEFING (ICS 201)

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

7. Current and Planned Objectives:

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

Time:	Actions:
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	
HHMM	

ICS 201, Page 2	Date/Time: Date

INCIDENT BRIEFING (ICS 201)

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

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

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

    ┌───────────────┐  ┌───────────────┐  ┌───────────────┐  ┌───────────────┐
    │  Operations   │  │   Planning    │  │   Logistics   │  │ Finance/Admin │
    │ Section Chief │  │ Section Chief │  │ Section Chief │  │ Section Chief │
    └───────────────┘  └───────────────┘  └───────────────┘  └───────────────┘
```
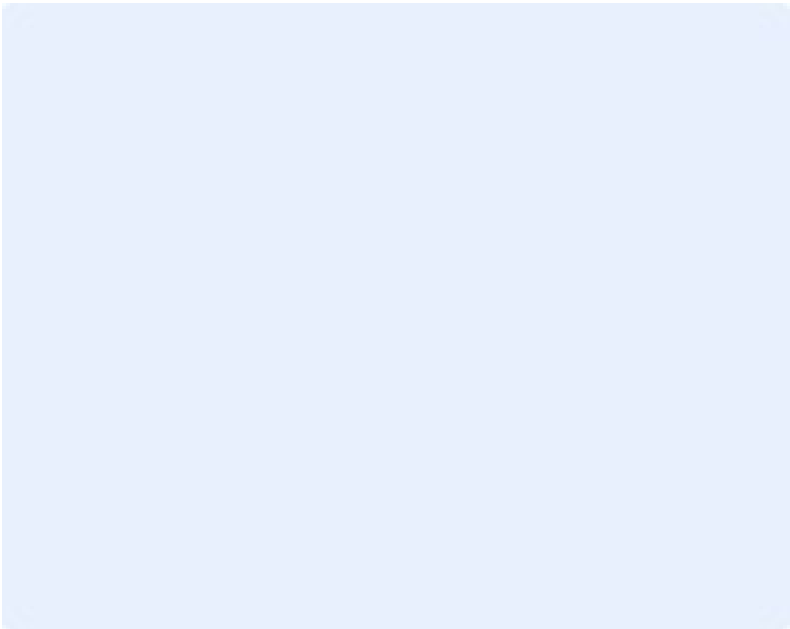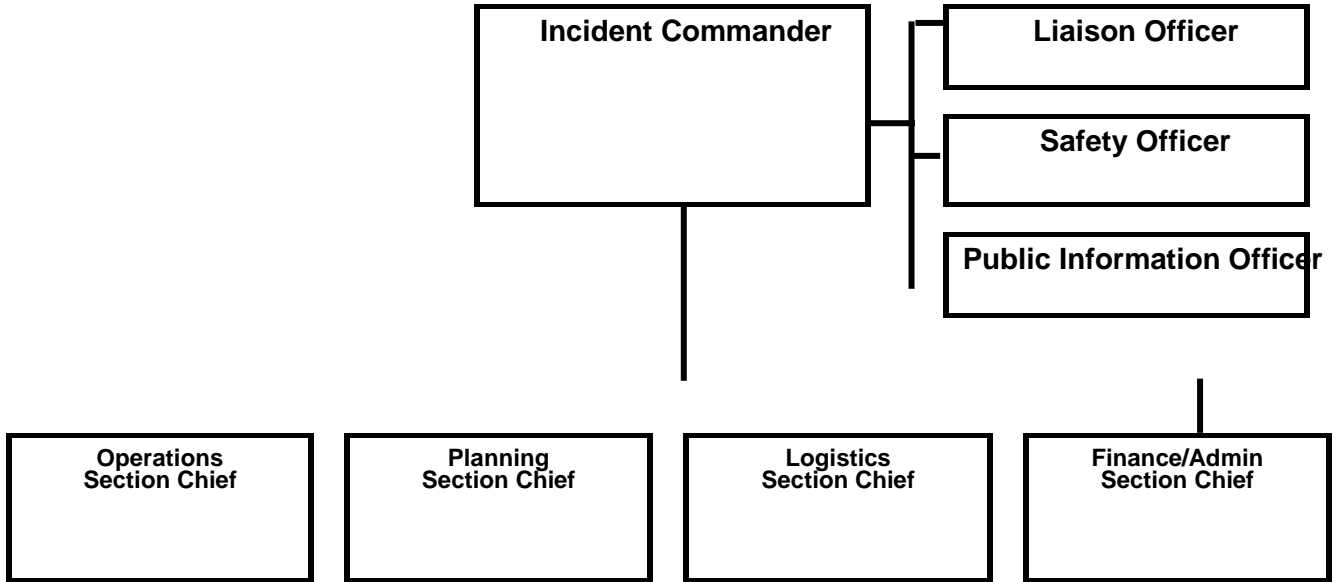
6. Prepared by: Name:	Position/Title:	Signature:

ICS 201, Page 3	Date/Time: Date

INCIDENT BRIEFING (ICS 201)

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

10. Resource Summary:

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

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

ICS 202
Incident Objectives

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

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

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

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

INCIDENT OBJECTIVES (ICS 202)

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

3. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness

5. Site Safety Plan Required? Yes ☐ No ☐

   Approved Site Safety Plan(s) Located at: _____

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

Plan)**:** Other Attachments:

                              ☐ _____

                              ☐ _____

                              ☐ _____

                              ☐ _____

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

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

ICS 202	**IAP Page**	Date/Time:

ICS 213
General Message

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

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

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

Notes:
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders.

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional)**:**	

2. To (Name and Position)**:**

3. From (Name and Position)**:**

4. Subject:	**5. Date:** Date	**6. Time** HHMM

7. Message:

8. Approved by: Name: Signature: _____ Position/Title:

9. Reply:

10. Replied by: Name:	Position/Title:	Signature _____
ICS 213		Date/Time: Date

ICS 214
Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:
- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational From: HHMM	Date From: Date Date To: Date **Period:** Time Time To: HHMM		
3. Name:	**4. ICS Position:**	**5. Home Agency** (and Unit)**:**		

6. Resources Assigned:				
Name	ICS Position	Home Agency (and Unit)		

7. Activity Log:	
Date/Time	Notable Activities

8. Prepared by: Name:	Position/Title: Signature:
ICS 214, Page 1	Date/Time: Date

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

7. Activity Log (continuation)**:**

Date/Time	Notable Activities

| **ICS 214, Page 2** | Date/Time: Date |

<div align="center">**INITIAL EMERGENCY REPORT**</div>

1. **PURPOSE**

   The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that may provide resources under a mutual aid agreement of an incident that has the potential to become a major emergency or disaster. An Initial Incident Report should be dispatched as soon as it becomes apparent that an incident has the potential to become a serious emergency situation. The report should be sent in written form if possible. If this is infeasible, a verbal report should be made by telephone or radio.

2. **FORMAT**

   DATE/ TIME:
   FROM   Tarrant County College District
   TO: DPS DDC Chairperson
                        [Adjacent affected jurisdictions, jurisdictions from which resources
                        may be requested pursuant to interlocal agreements]

   SUBJECT: **INITIAL EMERGENCY REPORT**

   a. TYPE OF INCIDENT:
   b. DATE & TIME OF OCCURRENCE:
   c. DESCRIPTION: (a short description of what happened or is occurring)
   d. AREA AFFECTED:
   e. RESPONSE ACTIONS UNDERWAY
   f. ASSISTANCE REQUIRED, IF ANY:
   g. POINT OF CONTACT INFORMATION:

3.   **SAMPLE MESSAGE** [This is a sample message. Do not include in your annex unless used for preformatted messages.]

DATE/ TIME:	11-25-00/1820
FROM	Disasterville EOC
TO:	DPS Aurora, DDC Chairperson
	Hazard County SO
	Tsunami City PD

SUBJECT: **INITIAL EMERGENCY REPORT**

a. TYPE OF INCIDENT: Explosion/Fire/Hazmat Spill
b. DATE/TIME OF OCCURRENCE: 11-25-00/1915
c. DESCRIPTION: Peyton Agro-Chem facility on S. Meridian St. exploded. Explosion & resulting fire has destroyed one city block; two more threatened. Possible hazmat plume from stored chemicals.
d. AREA AFFECTED: 9 blocks, mostly residential, in Southern Disasterville
e. RESPONSE ACTIONS UNDERWAY: Local fire & police at scene, mutual aid from 2 rural VFDs summoned, Tsunami City Hazmat Team enroute. TCEQ representative enroute.
f. ASSISTANCE REQUIRED, IF ANY: May need SAR Team and additional Hazmat response resources. Will advise.
g. POINT OF CONTACT INFORMATION: Joe Jones, EMC, 555-1222.

<div align="center">**SITUATION REPORT**</div>

1. PURPOSE

The purpose of this report is to advise the State (through the local Disaster District), nearby jurisdictions that may be affected, and jurisdictions that are providing resources under a mutual aid agreement of the status on an ongoing major emergency situation. It may also be useful to provide this report to local officials who are not working at the EOC to keep them informed of the situation. A Situation Report should be prepared and disseminated at least once a day. The report should be sent in written form.

2. FORMAT

DATE/ TIME: 11-25-00/1820
FROM   Disasterville EOC
TO: DPS Aurora, DDC Chairperson
                    Hazard County SO
                    Tsunami City PD

SUBJECT: SITUATION REPORT # 1
             FOR [event description] Covering the Period
             From _____ To _____

a. CURRENT SITUATION
    [What is being done about the emergency situation and by whom? Are their any problems hampering the emergency response? Is the situation getting worse, remaining stable, or winding down?]
b. AREAS AFFECTED:
c. RESPONDING AGENCIES/ORGANIZATIONS:
    [Include local, state, and federal responders plus volunteer groups]
d. CASUALTIES (cumulative):
    1. Fatalities
    2. Injured:
    3. Missing:
e. ESTIMATED DAMAGES (cumulative):
    1. Homes Destroyed/Damaged:
    2. Businesses Destroyed/Damaged:
    3. Govt Facilities Destroyed/Damaged:
    4. Other:
f. EVACUATIONS (cumulative)*: [Estimated number of evacuees]*
g. SHELTERS (cumulative):
    1. Number of Shelters Open:
    2. Estimated Occupants:
h. ROAD CLOSURES:
i. UTILITY OUTAGES:
j. COMMENTS:

3. **SAMPLE REPORT** [This is a sample report. Do not include in your annex unless using as preformatted report for specific situations.]

DATE/ TIME:
FROM   [County/City]
TO: DPS _____, DDC Chairperson
      DPS _____[DPS Regional Headquarters]
      [Adjacent affected jurisdictions]
      [Jurisdictions providing mutual aid resources]

SUBJECT: SITUATION REPORT # 1
      FOR PEYTON AGRO-CHEM EXPLOSION
      Covering the Period From 11-25-00 To 11-26-00

a. CURRENT SITUATION: Fires in downtown buildings have been extinguished. Chemical plant continues to burn. Search & rescue team has recovered 3 bodies in collapsed buildings in downtown area; firefighters recovered another body. Spilled hazmat in temporary dikes and berms being recovered by contractor Hazwaste, Inc. Evacuees at shelter at Wharton School operated by ARC. Pesticide residue may have contaminated 2 residential blocks south of plant; assessment underway by TNRCC and EPA.

b. AREAS AFFECTED: 1 business block, 8 residential blocks

c. RESPONDING AGENCIES/ORGANIZATIONS:
 Local: Disasterville FD, Floodprone VFD, Monon VFD, Casson FD.
 State: TCEQ, TxDOT, Dept of Ag, TEEX Search & Rescue Team, TDEM RLO
 Federal: US EPA
 Volunteers: ARC, Salvation Army

d. CASUALTIES (cumulative):
 1. Fatalities: 4
 2. Injured: 11
 3. Missing: 2

e. ESTIMATED DAMAGES (cumulative):
 1. Homes Destroyed/Damaged: 8//12
 2. Businesses Destroyed/Damaged: 6/2
 3. Govt Facilities Destroyed/Damaged: 1/0
 4. Other:

f. EVACUATIONS (cumulative): Estimated 260

g. SHELTERS (cumulative):
 1. Number of Shelters Open: 1
 2. Estimated Occupants: 120

h. ROAD CLOSURES:
 1. Monan, Meridian, Western, Key, Travis, Fox, Tiber, Alstead, and Calhoun Streets in southern portion of city
 2. County Road 124 between city limits and Co. Rd 150.

i. UTILITY OUTAGES: Electrical and water service shut off to four blocks of downtown.

j. COMMENTS:
 1. Fire Marshal expects fire at chem plant to burn itself out this evening. Some fire units will be released at that time.
 2. TCEQ believes it will take another 24 hours to fully map contaminated areas of downtown.
 3. Search and rescue team believes it will complete search of collapsed bldgs this evening.