



Jefferson County - City of Port Townsend  
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN



## Part 3: Emergency Operations Guide

### EOG 3.3.02

## EMERGENCY OPERATIONS CENTER (EOC) ACTIVATION

October 29, 2008

**BACKGROUND** - The Emergency Operations Center (EOC) is the fundamental emergency management instrument where local government, represented by the joint EOC Incident Management Team (IMT), conducts overall coordination of emergency response and recovery. The EOC has the communications equipment to collect and disseminate strategic and tactical information, and to execute a common plan of action.

This facility supports centralized decision-making, strategic planning, coordination of scarce resources, synchronization of public information, and the organization of assets in response to community needs.

**INCIDENT MANAGEMENT TEAM** - The EOC is staffed by the EOC Incident Management Team (EOC IMT). The EOC IMT is structured according to the Incident Command System (ICS) and is comprised of specially trained staff and agency representatives. The team is scaled to size as required by the nature and scope of the incident. (See Figure 3.3.02-1- Emergency Operations Center Incident Management Team).

**STRATEGIC PLANNING** - The Emergency Operations Center IMT conducts strategic-level planning according to the Comprehensive Emergency Management Plan. The overall Incident Action Plan (IAP) or equivalent strategy, developed jointly by representatives of each of the participating jurisdictions and disciplines, is the framework for coordinated response and recovery activities.

The EOC has no direct command authority except when assuming Unified Command. Strategic planning is for coordination purposes only, and gives general direction to the application of resources.

**FACILITIES AND INFRASTRUCTURE** - The EOC has the communications to collect incident intelligence, disseminate overall plans to the responding agencies and organizations, coordinate with adjacent jurisdictions and the state of Washington EOC, and connect with a multitude of critical facilities and essential support services.

The EOC is located immediately adjacent to the 9-1-1 center, providing additional opportunity for communications coordination.

The EOC at Port Hadlock was constructed according to FEMA standards in 1986, and remodeled in 2005. It consists of approximately 3,200 square feet. The underground facility has emergency generator power (250KW) along with additional back-up 5KW generator capable of operating the radio room. There are showers, a kitchen, limited food storage, and limited water storage. There are no sleeping facilities.

**ALTERNATE FACILITIES** - The Alternate EOC (A-EOC) is located at East Jefferson Fire and Rescue, Station 1-6 (Port Townsend fire station). (See EOG 3.3.03 for guidance. The A-EOC is the automatic assembly point if the primary EOC is not available.)

**AUTHORITY TO ACTIVATE THE EOC** - The Emergency Operations Center may be activated according to the operational chain of command:

- County Administrator (or designee); City Manager for City issues
- Program Manager
- Deputy Program Manager
- Assistant Program Manager for Readiness
- Designated DEM on-call (Duty Officer)
- EOC Incident Management Team – Operation Section Chief
- EOC Incident Management Team – Plans Section Chief
- City Command Center Liaison Officer

**TRIGGER POINTS FOR ACTIVATION** - The hard trigger activations of the EOC are noted in Figure 3.3.02-2 attached). The hazard-specific annexes (Part 3.1 of the CEMP) provide general recommendations on activation of the EOC for each hazard type. Some incidents have “hard” trigger points (automatic activation), others are left to the discretion of the responsible person.

**PHASES OF ACTIVATION SCALED TO THE EMERGENCY** - Activation of the EOC is scaled to the nature and scope of the emergency, and allows the activating authority to staff up as needed without overdriving the limited resource of the Incident Management Team. Phased activation indicates the severity of the incident and the kind and type of staffing needed to respond. Scaled implementation also allows for early reaction ramp up to an impending incident. This early activation approach is recommended and supported.

<b>ACTIVATION PHASES - Phase</b>	<b>Designation</b>	<b>Characteristics</b>
1	Routine	Normal daily activities; 24/7 readiness
1-a	Assessment	Duty Officer or DEM staff member conducts initial hazard assessment; watch level
2	Enhanced Operations	Low impact incident; limited staffing
3	Full Activation	Full EOC Incident Management Team staffing as determined by the EOC Manager (or designee); 24-hour operation
4	Catastrophic Event	Full staffing; augmented with additional resources; activation of satellite facilities
5	Recovery	Conversion to short term and long term recovery activities

**RECOMMENDED STAFFING**

<b>Phase</b>	<b>Recommended Staffing</b>
1	DEM staff (normal work day) DEM Duty Officer (after working hours and weekends)
1-a	Duty Officer DEM Staff Member (optional)
2	EOC Manager/OIC Deputy Manager/Liaison Radio Operator (and optional helper) Telephone Operator (optional) Plans Section (optional) Public Information Officer (optional) off site/on call
3	EOC Manager Liaison Officer Deputy Liaison for City Operations

	Public Information Officer Operations Section Chief Plans Section Chief Logistics Section Chief Finance Section Chief (optional) Branches and Functional Units as assigned by Sections Agency Representatives as needed Policy Group Representative (optional) Radio Operators Aides and Recorders as needed (optional)
4	Phase 3 staffing (all) Unified Command (hazard-specific) Augmented Functional Units Community Operations Branch Finance Section City Command Center Staff (satellite location)
5	EOC Manager Deputy Program Manager Recovery Coordinator Support Staff as needed Long Term Recovery Transition Group

**WHERE TO GO FOR GUIDANCE** - EOC activation will be based on guidance provided by the Emergency Operations Guide (EOG) – this document – and the associated Emergency Action Checklists. The EOC contains standing orders and recommended actions.

The EOG and checklists are located in the Crisis Locker in the DEM office. A duplicate copy is at the Alternate EOC. There is also a copy of the EOG on line.

**CLARIFICATION OF SOME OF THE TERMS USED HERE**

- Hard trigger points – automatic activation based on type and severity of the incident.
- Optional – at the discretion of the EOC Manager (or designee) based on needs. The optional position does not need to be activated, or duties can be assumed by another team member.
- Strategic – a process of developing overall goals and objectives for responding to and recovering from an emergency; the framework for an overall action plan to be implemented at the field level by responders.