The background of the document features a faded image of a large, domed building, likely a government or municipal structure, with a prominent American flag flying on a tall pole to the right. The text is overlaid on this background.

# **FUNCTIONAL CHECKLISTS & EMERGENCY SUPPORT FUNCTIONS**

## **Borough of Leesport, PA. EMERGENCY OPERATIONS PLAN**

**LAST UPDATED: February 2008**

**LAST REVIEWED: January 2023**

**The contents of these checklists are not for public  
review and should be treated as  
confidential information**

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**TABLE OF CONTENTS**

Table of Contents .....2

Certification of Review .....3

Command Staff Emergency Support Functions (ESFs)

    ESF #20 – Elected Officials & Counsel .....4

    ESF #20 – Municipal Emergency Management Coordinator .....6

    ESF #15 – Public Information (PIO).....10

General Staff Functional Checklists & Emergency Support Functions (ESFs)

    Functional Checklist #1 – Operations Section Chief .....12

    Functional Checklist #1A – Emergency Services Branch Director .....14

    Functional Checklist #1B – Affiliate Services Branch Director .....15

        ESF #3 – Public Works and Engineering .....16

        ESF #4 – Firefighting.....18

        ESF #6 – Mass Care, Evacuation, and Sheltering.....20

        ESF #8 – Health/Medical.....22

        ESF #9 – Search and Rescue .....24

        ESF #10 – Hazardous Materials.....26

        ESF #13 – Law Enforcement.....28

        ESF #18 – Debris Management.....30

        ESF #22 – Education Services .....32

    Functional Checklist #2 – Planning Section Chief .....34

    Functional Checklist #2A – Situation Unit Leader.....36

    Functional Checklist #2B – Resource Unit Leader .....38

    Functional Checklist #2C – Documentation Unit Leader.....39

        ESF #5 – Information & Planning .....40

        ESF #23 – Dam Failure .....42

    Functional Checklist #3 – Logistics Section Chief.....44

    Functional Checklist #3A – Service Branch Director .....46

    Functional Checklist #3B – Support Branch Director .....47

        ESF #1 – Transportation .....48

        ESF #2 – Communications .....50

        ESF #7 – Resource Acquisition.....52

        ESF #11 – Food & Water.....54

        ESF #12 – Energy & Utilities.....56

    Functional Checklist #4 – Finance & Administration Section Chief.....58

    Functional Checklist #4A – Time Unit Leader .....60

    Functional Checklist #4B – Procurement Unit Leader .....61

    Functional Checklist #4C – Compensation/Claims Unit Leader.....62

    Functional Checklist #4D – Cost Unit Leader.....63

    Functional Checklist #4E – Recovery Unit Leader .....64

        ESF #14 – Disaster Recovery & Assessment.....65

Forms Appendix .....67

A regular (annual or sooner) review of these checklists has been done by the Emergency Management Agency and the review is hereby certified by the Municipal Emergency Management Coordinator.

<b>DATE</b>	<b>SIGNATURE</b>
February 9, 2022	David J. Reimer Sr.
September 20, 2022	David J. Reimer Sr.
January 2, 2023	David J. Reimer Sr.
January 23, 2022	David J. Reimer Sr.

**Elected Officials & Counsel  
Emergency Support Function (ESF #20)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	The voters
<b>NIMS Category:</b>	Command
<b>Responsible for:</b>	The provision of public safety within the municipality.

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
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<b>PREPAREDNESS:</b>	
1. Establish on-going National Incident Management System compliance among all governmental and pseudo-governmental organizations (fire departments, regional police departments, EMS entities, etc.) within the jurisdiction of the municipality.	
2. Establish a municipal emergency management organization.	
3. Provide for continuity of operations.	
4. Establish lines of succession for key positions.	
5. Designate a municipal emergency operations center (EOC) and alternate EOC.	
6. Prepare and maintain the EOP in consonance with the Berks County Emergency Operations Plan.	
7. Establish, equip and staff an EOC capable of supporting community needs in times of disaster response and recovery.	
8. Recommend an EMC for appointment in accordance with the Emergency Management Services Code.	
9. Mandate cooperation among all emergency service organizations with jurisdiction within the municipality in compliance with this plan.	
10. Coordinate the development of, and sharing of access to, all geospatial data for critical infrastructure with the Berks County EMA.	
11. Ensure the availability of adequate trained and equipped personnel to conduct damage assessment activities within the municipality following a disaster.	
12. Adopt a hazard mitigation plan in consonance with the Berks County Hazard Vulnerability Assessment and Mitigation Plan.	
13. Direct a minimum standard for training of emergency responders in the municipality and ensure personnel safety through implementation of the personnel identification and credentialing of the Berks County Total Visibility Personnel Identification and Accountability / Resource Management System.	

14. Empower the municipal EMC to execute assigned responsibilities.	
<b>RESPONSE:</b>	
1. Receive notification from Emergency Management and report to the EOC.	
2. Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3. Assure that the role of EOC Manager / Incident Command has been filled; if not assume the role or delegate same.	
4. Request a briefing of the situation from the Emergency Management Coordinator.	
5. Establish communications with and brief the other elected officials. If necessary, have them report to the EOC.	
6. Review the municipal Emergency Operations Plan, this checklist, and the Notification and Resource Manual.	
7. Discuss with the appropriate individuals the necessity to declare a disaster emergency. If deemed necessary, prepare a declaration and have signed by the majority of the board of elected officials.	
8. Discuss with the Emergency Management Coordinator the possibility of relocating the EOC to an alternate facility, if deemed necessary by the incident.	
9. Establish Continuity of Government procedures:  Chief Elected Official: _____ Primary Alternate: _____ Secondary Alternate: _____  In the absence of the above individuals, responsibility for municipal government is delegated to: _____	
10. Throughout the incident, maintain a situational awareness of the events occurring in the EOC and at the incident site.	
<b>RECOVERY AND MITIGATION:</b>	
1. Execute applications for state and federal disaster recovery funds, as available.	
2. Modify land use / zoning plans implementing lessons learned.	
3. Enact / enforce more stringent building codes.	
4. Construct / maintain storm water management system.	
5. Improve public information about hazards.	
6. Identify mitigation actions which can be implemented.	

**Municipal Emergency Management Coordinator  
Emergency Support Function (ESF #20)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Elected Officials
<b>NIMS Category:</b>	Command
<b>Responsible for:</b>	The overall emergency management program and managing the EOC.

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
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**PREPAREDNESS:**

1. Prepare and maintain the EOP for the municipality subject to the promulgation of the elected officials and reviews and updates the plan as required.	
2. Advise municipal officials regarding unmet needs and budgeting requirements to accomplish the responsibilities set forth under this plan.	
3. Maintain coordination with the Berks County EMA, and provide prompt information as requested.	
4. In coordination with the Berks County EMA, identify hazards and vulnerabilities that may affect the municipality.	
5. Identify and catalogue special risk facilities (hospitals, schools, nursing facilities, group homes, etc.) within the municipality and document these facilities with the Berks County EMA so that their inclusion in the Berks County Special Risk Facility database can be sought.	
6. Identify available equipment and personnel resources within the municipality and promote the cataloging of those resources through the use of the resource management aspect of the Berks County Total Visibility Personnel Identification and Accountability and Resource Management System.	
7. Develop and maintain a trained staff, and oversee the maintenance of current emergency support function checklists appropriate for the emergency needs and resources of the community.	
8. Develop and maintain hazard specific incident plans and checklists as need dictates per the municipal hazard vulnerability assessment.	
9. Attend training and workshops offered by the county and other sources to maintain proficiency and currency in emergency management and emergency response planning and procedures, including but not limited to, certification levels as required by the PEMA directive for emergency management personnel.	

**RESPONSE:**

1. Receive notification of incident or request for EOC activation.	
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2. Notify elected officials of incident and discuss the necessity to activate EOC. <b>**Review this procedure in its entirety prior to implementing**</b>	
3. Upon arrival at the EOC, notify Berks EMA of the EOC activation.	
4. Begin documentation of actions utilizing a Unit Log (ICS-214).	
5. Notify the appropriate staff to report to the EOC.	
6. Begin setup of the EOC and assure the following resources are available for each EOC position: _____ Municipal EOP (including NARM, ESFs, FCs) _____ Unit Logs (ICS-214) _____ Message Forms (ICS-213) _____ Phone Book _____ Municipal Map _____ Office Supplies (pens, tablets, etc.)	
7. Establish and test all communication methods including phones, radios, etc.	
8. Initiate status board and message log and assure that EOC security is in place and all personnel arriving have signed in on the EOC Security Log.	
9. Post maps displaying predesignated TCPs, ACPs, and evacuation routes, if applicable.	
10. Develop a shift schedule for possible 24-hour operations.	
11. Once all personnel have arrived at the EOC, conduct an initial incident briefing. Assign or assume the roles of all subordinate positions deemed necessary by the incident. Also ensure the following actions have been/are being accomplished:  _____ EOC staff have a copy of the respective ESFs/Functional Checklists. _____ EOC security is established and a security log is maintained. _____ An EOC status board is maintained.	
12. Assign or assume the role of the Public Information ESF. Responsibilities delegated to:_____	
13. Assign or assume the role of the Operations Section Chief. Responsibilities delegated to:_____	
14. Assign or assume the role of the Planning Section Chief. Responsibilities delegated to:_____	
15. Assign or assume the role of the Logistics Section Chief. Responsibilities delegated to:_____	
16. Assign or assume the role of the Finance & Administration Section Chief. Responsibilities delegated to:_____	
17. If a disaster emergency has been declared by the municipality, review this information with the EOC staff and ensure they are aware of the implications.	

18. Verify that all facilities located in the municipality which may be impacted by the incident (schools, businesses, custodial care facilities, etc.) are notified of the situation.	
19. Obtain a list of special needs individuals from County EMA. Discuss with the Transportation ESF and the Health & Medical Services ESF, the status of special needs persons in the municipality. Determine if any other persons have called in requesting assistance.	
20. Discuss resource availability with the EOC Staff. Ensure staff has reviewed the NARM and are aware of any resource shortages and have reported same to their respective Section Chiefs or the Emergency Management Coordinator.	
21. Discuss with the Public Works and Engineering ESF, the status of municipal roadways. If any concerns are evident, post this information on the status board and ensure all EOC staff is aware of the situation.	
22. Discuss with the Finance and Administration Section Chief the importance of keeping comprehensive records of all expenses related to the incident.	
23. Throughout the incident, maintain a situational awareness of the activities of the EOC staff and the incident in general.	
24. Throughout the incident, report any unmet needs to the County EOC and continue to hold briefings every half hour or as the situation dictates.	
<b>PROTECTIVE ACTION IMPLEMENTATION</b>	
1. Protective Action decision made by the elected officials: _____ Request EAS activation from County EMA _____ Shelter in Place (proceed to Step #2) _____ Evacuation (proceed to Step #3)	
2. If a <b>SHELTER IN PLACE</b> protective action is implemented assure the following is completed: _____ Hearing impaired and non-English speaking individuals are addressed. _____ Review list of special needs individuals and determine if any concerns need to be addressed. _____ EAS station is monitored for message. _____ Route alerting is implemented (if necessary). _____ Verify that the shelter in place protective action has been received by facilities such as schools, businesses and custodial care that are located in the municipality.	



<p>3. If an <b>EVACUATION</b> protective action is implemented assure the following is completed:</p> <p>_____ Hearing impaired and non-English speaking individuals are addressed.</p> <p>_____ Review list of special needs individuals and determine if any concerns need to be addressed.</p> <p>_____ EAS station is monitored for message.</p> <p>_____ Route alerting is implemented (if necessary).</p> <p>_____ Verify that the evacuation protective action has been received by facilities such as schools, businesses and custodial care that are located in the municipality.</p> <p>_____ Traffic and Access Control Points are staffed and communication has been established with personnel staffing these positions.</p> <p>_____ Coordinate with the Transportation ESF that adequate resources are available to evacuate special needs individuals.</p> <p>_____ Coordinate with the Public Works and Engineering ESF that roadways are open and any impediments to evacuation are promptly identified and addressed.</p> <p>_____ Determine the closest ARC shelter which is activated and assure that all EOC staff are aware of its location.</p> <p>_____ If the EOC is located within the evacuated area, relocate to the alternate facility and notify County EOC when relocation has occurred.</p> <p>_____ Report any unmet needs to the County EOC immediately.</p>	
<p><b>RECOVERY AND MITIGATION:</b></p>	
<p>1. Obtain resources necessary and begin the damage reporting process. Relay this information to the County EMA in a timely and efficient manner.</p>	
<p>2. Assure that documentation is completed to apply for disaster assistance.</p>	
<p>3. Assist County EMA in identifying appropriate facilities to be used as a Disaster Recovery Center (DRC).</p>	
<p>4. Assist evacuees in returning to affected area(s).</p>	
<p>5. Review damage assessment reports and identify mitigation actions which can be utilized to minimize or prevent further damage.</p>	
<p>6. Conduct an after action review of the incident is completed and areas requiring corrective action are addressed.</p>	
<p>7. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.</p>	
<p>8. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).</p>	

**Public Information  
Emergency Support Function (ESF #15)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Emergency Management Coordinator
<b>NIMS Category:</b>	Command Staff
<b>Responsible for:</b>	Ensuring the coordination and dissemination of official municipal information necessary to support emergency response or other disaster assistance initiative.

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
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**PREPAREDNESS:**

1. Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Public Information function.	
2. Assist in the development, review and maintenance of the EOP.	
3. Develop pre-scripted emergency announcements for use in the time of an emergency.	
4. Coordinate public awareness information to the media before an incident and ensure accurate and timely information about response and recovery operations.	

**RESPONSE:**

1. Receive notification from Emergency Management and report to the EOC or the field, as needed.	
2. Upon arrival at the EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3. Request a briefing of the situation from the EMC or elected officials.	
4. Begin documentation of actions utilizing a Unit Log (ICS-214).	
5. If necessary, notify the Assistant Public Information Officer and place them on standby or request they report to the EOC.	
6. Develop a shift schedule for possible 24-hour operations.	
7. Establish contact with the County Public Information Officer and advise that the municipal EOC is activated and staffed with representation for the Public Information functions.	
8. Coordinate with the Resource Acquisition ESF to identify municipal resources available for public information functions.	
9. If established, have a representative report to the Joint Information Center.	

10. Monitor incoming phone calls to establish patterns and to identify recurring rumors.	
11. Monitor media coverage of the incident.	
12. If necessary, establish a media briefing area (separate from the EOC) for the PIO and chief elected official to meet with the news media.	
13. If a media briefing area is established, conduct media briefings on a regularly scheduled basis.	
14. Coordinate with EOC staff to develop progress reports and other public information releases concerning the response.	
15. Provide the media and public with accurate and reliable information regarding areas, which have been evacuated, and the destination of the evacuees.	
16. Provide the address, telephone number and location of emergency shelters to the public and media.	
17. Provide reliable and accurate information regarding the evacuation and destination of special needs populations.	
18. Coordinate any news or public release of information with the County Public Information Officer.	
19. Throughout the incident, report any unmet needs to the Emergency Management Coordinator.	
20. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Emergency Management Coordinator. _____ Brief the Emergency Management Coordinator prior to leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Assist the EMC in notifying evacuees of return status.	
2. Provide information to the public regarding disaster assistance availability and how it can be accessed.	
3. Review information disseminated to media and/or public and identify and improvements or revisions for future incidents.	
4. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
5. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	

**Operations Section Chief  
Functional Checklist #1**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Emergency Management Coordinator	
<b>NIMS Category:</b>	Operations	
<b>Responsible for:</b>	Coordinating the actions of the various subordinates assigned to the Operations Section.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Emergency Management Coordinator.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify the Deputy Operations Section Chief and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Operations Officer and advise that the municipal EOC is activated and staffed with representation from Operations.	
8.	Assign or assume the role of the Public Works and Engineering ESF. Responsibilities delegated to: _____	
9.	Assign or assume the role of the Firefighting ESF. Responsibilities delegated to: _____	
10.	Assign or assume the role of the Mass Care, Evacuation, and Sheltering ESF. Responsibilities delegated to: _____	
11.	Assign or assume the role of the Health/Medical ESF. Responsibilities delegated to: _____	
12.	Assign or assume the role of the Search and Rescue ESF. Responsibilities delegated to: _____	
13.	Assign or assume the role of the Hazardous Materials ESF. Responsibilities delegated to: _____	

14. Assign or assume the role of the Law Enforcement ESF. Responsibilities delegated to:_____	
15. Assign or assume the role of the Debris Management ESF. Responsibilities delegated to:_____	
16. Assign or assume the role of the Education Services ESF. Responsibilities delegated to:_____	
17. Throughout the incident, report any unmet needs to the Emergency Management Coordinator.	
18. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Emergency Management Coordinator. _____ Brief the Emergency Management Coordinator before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
2. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
3. Assist municipal emergency service organizations with procedures for obtaining reimbursement from the State and/or Federal Government.	

**Emergency Services Branch Director  
Functional Checklist #1A**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Operations Section Chief	
<b>NIMS Category:</b>	Operations	
<b>Responsible for:</b>	Coordinating the actions of the various subordinates assigned to the Emergency Services Branch.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Operations Section Chief.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	Coordinate the operations of the Firefighting, Search and Rescue and Haz Mat ESFs. Group Supervisor designated as: _____	
6.	Coordinate the operations of the Health/Medical ESF. Group Supervisor designated as: _____	
7.	Coordinate the operations of the Law Enforcement ESF. Group Supervisor designated as: _____	
8.	Throughout the incident, report any unmet needs to the Operations Section Chief.	
9.	If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Operations Section Chief. _____ Brief the Operations Section Chief before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>		
1.	Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
2.	Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
3.	Assist municipal emergency service organizations with procedures for obtaining reimbursement from the State and/or Federal Government.	

**Affiliate Services Branch Director  
Functional Checklist #1B**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Operations Section Chief	
<b>NIMS Category:</b>	Operations	
<b>Responsible for:</b>	Coordinating the actions of the various subordinates assigned to the Affiliate Services Branch.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Operations Section Chief.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	Coordinate the operations of the Education ESF. Group Supervisor designated as: _____	
6.	Coordinate the operations of the Mass Care ESF. Group Supervisor designated as: _____	
7.	Coordinate the operations of the Public Works and Debris Management ESFs. Group Supervisor designated as: _____	
8.	Throughout the incident, report any unmet needs to the Operations Section Chief.	
9.	If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Operations Section Chief. _____ Brief the Operations Section Chief before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>		
1.	Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
2.	Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	

3. Assist municipal organizations with procedures for obtaining reimbursement from the State and/or Federal Government.	
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**Public Works and Engineering  
Emergency Support Function (ESF #3)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Operations Section Chief
<b>NIMS Category:</b>	Operations
<b>Responsible for:</b>	Maintaining a list of public works assets and resources and coordinating these resources during an emergency. The Public Works and Engineering ESF also provides information on water, sewage, road construction and repair, engineering, building inspection and maintenance.

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
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<b>PREPAREDNESS:</b>	
1. Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Public Works and Engineering function.	
2. Review the Notification & Resource Manual to assure that adequate Public Works and Engineering resources are available in the municipality.	
3. Assist in the development, review and maintenance of the EOP.	

<b>RESPONSE:</b>	
1. Receive notification from Emergency Management and report to the EOC or field, as needed.	
2. Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3. Request a briefing of the situation from your superior.	
4. Begin documentation of actions utilizing a Unit Log (ICS-214).	
5. If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6. Develop a shift schedule for possible 24-hour operations.	
7. Establish contact with the County Public Works and Engineering ESF and advise that the municipal EOC is activated and staffed with representation from the Public Works and Engineering ESF.	
8. Coordinate with the Resource Acquisition ESF to identify municipal resources available for public works functions.	



9. Identify any detours, areas under construction, or other roadway problems which may impact an evacuation and report problems to your superior.	
10. Monitor status and availability of public works resources.	
11. Maintain a situational awareness of the municipal infrastructure and report any issues identified to the appropriate individuals.	
12. Confirm the availability of any necessary resources for traffic control or road clearance.	
13. Assist the Debris Management ESF with debris removal activities.	
14. Coordinate the procurement of large equipment which may be needed for search and rescue operations or other needs.	
15. Throughout the incident, report any unmet needs to your superior.	
16. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
2. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	

**Firefighting Firefighting  
Emergency Support Function (ESF #4)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Operations Section Chief	
<b>NIMS Category:</b>	Operations	
<b>Responsible for:</b>	Coordinating the detection and suppression resources and services necessary to support an emergency response or other disaster assistance.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Firefighting function.	
2.	Assist in the development, review and maintenance of the EOP.	
3.	Review the Notification & Resource Manual to assure that adequate firefighting resources are available in the municipality.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or the field, as needed.	
2.	Upon arrival at the EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Firefighting ESF and advise that the municipal EOC is activated and staffed with representation from the Firefighting ESF.	
8.	Coordinate with the Resource Acquisition ESF to identify municipal resources available for firefighting functions.	
9.	Monitor the status of municipal fire department resources.	
10.	Assign municipal fire department resources to assist with fire suppression and/or rescue operations.	

11. Assist with identifying personnel and resources needed to secure and/or shut down utilities including gas and electric.	
12. Assist with the evacuation of special needs individuals from the municipality.	
13. Assist with emergency debris clearance.	
14. Coordinate the establishment of route alerting teams and ensure teams are briefed with the essential information.	
15. Coordinate the establishment of decontamination locations throughout the municipality, if deemed necessary by the incident.	
16. Throughout the incident, report any unmet needs to your superior.	
17. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Assist the Public Works and Engineering ESF and the Debris Management ESF with resources and manpower in clearing debris from streets and major thoroughfares.	
2. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
3. Assist municipal fire department with procedures for obtaining reimbursement from the State and/or Federal Government.	
4. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	

**Mass Care, Evacuation, and Sheltering  
Emergency Support Function (ESF #6)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Operations Section Chief	
<b>NIMS Category:</b>	Operations	
<b>Responsible for:</b>	Coordinating the effort to meet the basic needs of surviving victims following a disaster, as well as to collect, assemble, and report information about victims.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Mass Care, Evacuation and Sheltering function.	
2.	Assist in the development, review and maintenance of the EOP.	
3.	Review the Notification & Resource Manual to assure that adequate mass care and sheltering resources are available in the municipality.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Mass Care ESF and advise that the municipal EOC is activated and staffed with representation from the Mass Care ESF.	
8.	Coordinate with the Resource Acquisition ESF to identify municipal resources available for mass care, evacuation or sheltering functions.	
9.	Identify potential locations in the municipality that can be used as a mass care shelter.	
10.	Coordinate with the EOC staff to ensure that the designated mass care center is known, clearly marked and traffic control systems are in place to assist evacuees.	

11. Throughout the incident, report any unmet needs to your superior.	
12. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	

**Health/Medical Services  
Emergency Support Function (ESF #8)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Operations Officer
<b>NIMS Category:</b>	Operations
<b>Responsible for:</b>	Coordinating the provision of medical care and the dissemination of public health information necessary to support an emergency response or other disaster assistance initiative.

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
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**PREPAREDNESS:**

1. Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Health/Medical function.	
2. Review the Notification & Resource Manual to assure that adequate medical resources are available in the municipality.	
3. Assist in the development, review and maintenance of the EOP.	

**RESPONSE:**

1. Receive notification from Emergency Management and report to the EOC or field, as needed.	
2. Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3. Request a briefing of the situation from your superior.	
4. Begin documentation of actions utilizing a Unit Log (ICS-214).	
5. If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6. Develop a shift schedule for possible 24-hour operations.	
7. Establish contact with the County Health/Medical Services ESF and advise that the municipal EOC is activated and staffed with representation from the Health/Medical Services ESF.	
8. Coordinate with the Resource Acquisition ESF to identify municipal resources available for medical functions.	
9. Coordinate with the Transportation ESF to identify additional medical transportation resources and unmet needs.	

10. Notify any hospitals or custodial care facilities of the emergency.	
11. Review list of hearing impaired and special needs individuals obtained from the County EMA and verify that the list is current.	
12. Contact special needs individuals to confirm the requirement for any special equipment.	
13. Coordinate with the Transportation ESF that individuals who have contacted the EOC requesting transportation assistance do not require special medical resources.	
14. If an evacuation of the municipality is recommended or compelled, coordinate the pickup and evacuation of special needs individuals.	
15. Coordinate the resources necessary to evacuate any custodial care facilities.	
16. Ensure all EOC staff is familiar with the relocation facility where evacuated special needs individuals and custodial care facilities have been transported to.	
17. Monitor and coordinate emergency medical resources in the municipality.	
18. Throughout the incident, report any unmet needs to your superior.	
19. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
2. Assist municipal EMS agencies with procedures for obtaining reimbursement from the State and/or Federal Government.	
3. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	

**Search and Rescue  
Emergency Support Function (ESF #9)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Operations Section Chief	
<b>NIMS Category:</b>	Operations	
<b>Responsible for:</b>	Coordinating the elements of specialized life saving search and rescue operations that include locating, extricating, and providing on-site medical assistance to victims trapped in collapsed structures.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Search and Rescue function.	
2.	Review the Notification & Resource Manual to assure that adequate search and rescue resources are available in the municipality.	
3.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or the field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Search and Rescue ESF and advise that the municipal EOC is activated and staffed with representation from the Search and Rescue ESF.	
8.	Coordinate with the Resource Acquisition ESF to identify municipal resources available for search and rescue functions.	
9.	Throughout the incident, report any unmet needs to your superior.	



<p>10. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.</p>	
<p><b>RECOVERY AND MITIGATION:</b></p>	
<p>1. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.</p>	
<p>2. Assist municipal search and rescue agencies with procedures for obtaining reimbursement from the State and/or Federal Government.</p>	
<p>3. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).</p>	

**Hazardous Materials  
Emergency Support Function (ESF #10)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Operations Section Chief	
<b>NIMS Category:</b>	Operations	
<b>Responsible for:</b>	Providing coordination in response to an actual or potential discharge and/or release of hazardous materials resulting from a natural, manmade, or technological disaster.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Hazardous Materials function.	
2.	Review the Notification & Resource Manual to assure that adequate hazardous materials resources are available in the municipality.	
3.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Hazardous Materials ESF and advise that the municipal EOC is activated and staffed with representation from the Hazardous Materials ESF.	
8.	Coordinate with the Resource Acquisition ESF to identify municipal resources available for hazardous materials functions.	
9.	Maintain a situational awareness of the incident, specifically identifying any situations where hazardous materials resources may be needed. Forward these requests to your superior.	

10. Coordinate with the County Hazardous Materials ESF, the establishment and operation of any chemical or radiological decontamination sites for emergency workers or the general public.	
11. Throughout the incident, report any unmet needs to your superior.	
12. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
2. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	

**Law Enforcement  
Emergency Support Function (ESF #13)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Operations Section Chief	
<b>NIMS Category:</b>	Operations	
<b>Responsible for:</b>	Coordinating law enforcement resources at the municipal level to support emergency and disaster response operations.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Law Enforcement function.	
2.	Review the Notification & Resource Manual to assure that adequate law enforcement resources are available in the municipality.	
3.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Law Enforcement ESF and advise that the municipal EOC is activated and staffed with representation from the Law Enforcement ESF.	
8.	Establish EOC security and initiate a sign-in log.	
9.	Coordinate with the Resource Acquisition ESF to identify municipal resources available for law enforcement functions.	
10.	If requested, assign municipal police resources to provide security at critical locations such as mass care shelters or reception centers.	

11. Assist in providing resources to establish security at the incident scene or areas which have been evacuated.	
12. Assist the Firefighting ESF in route alerting, if required.	
13. Ensure traffic control and access control points are staffed.	
14. Monitor traffic flow through the municipality and ensure any problems are reported to the appropriate individuals whose responsibilities may be impacted.	
15. Ensure police presence is established via marked police vehicles patrolling the affected area.	
16. Provide crowd and traffic control operations and maintain an orderly atmosphere in and around incident sites, evacuation routes, mass care centers, etc.	
17. Coordinate any resources which may be required to complete criminal investigations.	
18. Throughout the incident, report any unmet needs to your superior.	
19. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. If necessary, provide security for damage assessment personnel, personnel working in evacuated areas and at the incident site.	
2. Provide crowd and traffic control operations and maintain an orderly atmosphere on re-entry route to evacuated areas.	
3. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
4. Assist municipal police department with procedures for obtaining reimbursement from the State and/or Federal Government.	
5. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	

**Debris Management  
Emergency Support Function (ESF #18)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Operations Section Chief	
<b>NIMS Category:</b>	Operations	
<b>Responsible for:</b>	Coordinating the collection and disposal of debris accumulated as a result of an emergency or major disaster.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Debris Management function.	
2.	Review the Notification & Resource Manual to assure that adequate debris management resources are available in the municipality.	
3.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Debris Management ESF and advise that the municipal EOC is activated and staffed with representation from the Debris Management ESF.	
8.	Coordinate with the Resource Acquisition ESF to identify municipal resources available for debris management functions.	
9.	Determine operational capacity status of streets, roads, and bridges with the Transportation ESF and Public Works and Engineering ESF.	

10. Perform a damage assessment to determine the magnitude of the disaster and amount of debris generated.	
11. Arrange and coordinate debris removal with the Public Works and Engineering ESF.	
12. Utilize private contractors, planned mutual aid, and other assistance as necessary.	
13. Throughout the incident, report any unmet needs your superior.	
14. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
3. Document and submit all expenses related to the incident to your superior.	

**Education Services  
Emergency Support Function (ESF #22)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Operations Section Chief	
<b>NIMS Category:</b>	Operations	
<b>Responsible for:</b>	Coordinating and supporting the emergency operations of schools, day care facilities, colleges, and other educational institutions.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Education Services function.	
2.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Education Services ESF and advise that the municipal EOC is activated and staffed with representation from the Education Services ESF.	
8.	Coordinate with the Resource Acquisition ESF to identify municipal resources available for debris management functions.	
9.	Notify educational institutions located in the municipality of the emergency.	
10.	Coordinate with the Transportation ESF the resources needed to evacuate the educational institution, if deemed necessary by the incident.	
11.	Coordinate with the Law Enforcement ESF the resources needed to provide security for educational facilities, if deemed necessary by the incident.	



12. Confirm EAS announcements made are received by the educational institutions.	
13. Coordinate with the Mass Care, Evacuation, and Sheltering ESF, any educational institutions that will be utilized as mass care centers or reception centers.	
14. Throughout the incident, report any unmet needs to your superior.	
15. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
3. Assist educational institutions with procedures for obtaining reimbursement from the State and/or Federal Government.	
4. Document and submit all expenses related to the incident to your superior.	

**Planning Section Chief  
Functional Checklist #2**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Emergency Management Coordinator
<b>NIMS Category:</b>	Planning
<b>Responsible for:</b>	The collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. The Planning Section Chief is also responsible for coordinating the actions of the various branches assigned to this Section.

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
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**PREPAREDNESS:**

1. Under the oversight of the municipal EMC, develop and maintain the functional checklist for the Planning Section Chief.	
2. Assure that the appropriate ICS Forms and other planning documents are available.	
3. Assist in the development, review and maintenance of the EOP.	

**RESPONSE:**

1. Receive notification from Emergency Management and report to the EOC.	
2. Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3. Request a briefing of the situation from the Emergency Management Coordinator.	
4. Begin documentation of actions utilizing a Unit Log (ICS-214).	
5. If necessary, notify the Deputy Planning Section Chief and place them on standby or request they report to the EOC.	
6. Develop a shift schedule for possible 24-hour operations.	
7. Establish contact with the County Planning Section Chief and advise that the municipal EOC is activated and staffed with representation from Planning.	
8. Assign or assume the role of the Information and Planning ESF. Responsibilities delegated to: _____	
9. Assign or assume the role of the Dam Failure ESF. Responsibilities delegated to: _____	
10. Develop an Incident Action Plan for the next operational period.	

11. Throughout the incident, report any unmet needs to the Emergency Management Coordinator.	
12. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Emergency Management Coordinator. _____ Brief the Emergency Management Coordinator before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Review the Incident Action Plan for areas of improvement.	
2. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
3. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
4. Document and submit all expenses related to the incident to your supervisor.	

**Situation Unit Leader  
Functional Checklist #2A**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Planning Section Chief	
<b>NIMS Category:</b>	Planning	
<b>Responsible for:</b>	Collecting, processing, and organizing ongoing situation information; prepares situation summaries and develops projections and forecasts for future events related to the incident. Also prepares maps and gathers and disseminates information and intelligence for use in the IAP.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Planning Section Chief.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	Coordinate the operations of the Information and Planning ESF. Group Supervisor designated as: _____	
6.	Coordinate the operations of the Dam Failure ESF. Group Supervisor designated as: _____	
7.	Obtain information on the incident from appropriate ESFs and share this information with the Planning Section Chief to include in the Incident Action Plan.	
8.	Using information obtained, develop alternative strategies for inclusion into the Incident Action Plan	
9.	Throughout the incident, report any unmet needs to the Planning Section Chief.	
10.	If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Planning Section Chief. _____ Brief the Planning Section Chief before leaving the EOC.	

<b>RECOVERY AND MITIGATION:</b>	
1. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
3. Document and submit all expenses related to the incident to your supervisor.	

**Resource Unit Leader  
Functional Checklist #2B**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Planning Section Chief	
<b>NIMS Category:</b>	Planning	
<b>Responsible for:</b>	Maintaining the current location and status of all assigned resources and maintains a master list of all resources committed to the incident.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Planning Section Chief.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	Utilizing ICS Form 260-1 & 260-2, document status of resources being utilized.	
6.	Coordinate with the Logistics Section, resources that have been requested from other agencies and ensure these are included on the ICS 260-1 form.	
7.	Throughout the incident, report any unmet needs to the Planning Section Chief.	
8.	If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Planning Section Chief. _____ Brief the Planning Section Chief before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>		
1.	Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2.	Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
3.	Document and submit all expenses related to the incident to your supervisor.	

**Documentation Unit Leader  
Functional Checklist #2C**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Planning Section Chief	
<b>NIMS Category:</b>	Planning	
<b>Responsible for:</b>	Maintaining accurate and complete incident files, including a complete record of the major steps taken to resolve the incident; assists in preparing and documenting the Incident Action Plan.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Planning Section Chief.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	Assist the Planning Section Chief in establishing the Incident Action Plan for the next operational period.	
6.	Throughout the incident, report any unmet needs to the Planning Section Chief.	
7.	If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Planning Section Chief. _____ Brief the Planning Section Chief before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>		
1.	Review the Incident Action Plan for areas of improvement.	
2.	Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
3.	Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
4.	Document and submit all expenses related to the incident to your supervisor.	

**Information and Planning  
Emergency Support Function (ESF #5)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Planning Section Chief	
<b>NIMS Category:</b>	Planning	
<b>Responsible for:</b>	Coordinating the effort to collect, assemble, analyze and disseminate information about an emergency and the necessary response operations, particularly to facilitate the provision of disaster assistance.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Information and Planning function.	
2.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Planning ESF and advise that the municipal EOC is activated and staffed with representation from the Information & Planning ESF.	
8.	Coordinate with the Resource Acquisition ESF to identify municipal resources available.	
9.	Prepare status and situation reports of municipal activities and distribute as necessary to other appropriate ESFs.	
10.	Document potential or actual incidents which may occur and record them for future implementation in a Hazard Analysis.	



11. Develop an Incident Action Plan based on the situation reports received, extent and location of damage and other incident related information available.	
12. Throughout the incident, report any unmet needs to your superior.	
13. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Review the Incident Action Plan for areas of improvement.	
2. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
3. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
4. Document and submit all expenses related to the incident to your superior.	

**Information and Planning Dam Failure  
Emergency Support Function (ESF #23)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Planning Section Chief	
<b>NIMS Category:</b>	Planning	
<b>Responsible for:</b>	Coordinating the responsibilities for on-site surveillance and detection of possible dam failures; alerting and warning the public and emergency services; and the evacuation of persons in the potential inundation areas should a failure occur.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Dam Failure function.	
2.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Dam Failure ESF and advise that the municipal EOC is activated and staffed with representation from the Dam Failure ESF.	
8.	Asses scope, magnitude and extent of incident and report findings to the County Dam Failure ESF.	
9.	Coordinate with the Transportation, Communications and Mass Care ESFs, dependent on the incident assessment.	
10.	Throughout the incident, report any unmet needs to your superior.	

<p>11. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.</p>	
<p><b>RECOVERY AND MITIGATION:</b></p>	
<p>1. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).</p>	
<p>2. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.</p>	
<p>3. Document and submit all expenses related to the incident to your superior.</p>	

**Logistics Section Chief  
Functional Checklist #3**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Emergency Management Coordinator	
<b>NIMS Category:</b>	Logistics	
<b>Responsible for:</b>	Providing facilities, services and materials in support of the incident and coordinating the actions of the various branches assigned to the Logistics Section.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the functional checklist for the Logistics function.	
2.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Emergency Management Coordinator.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify the Deputy Logistics Section Chief and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Logistics Section Chief and advise that the municipal EOC is activated and staffed with representation from Logistics.	
8.	Assign or assume the role of the Transportation ESF. Responsibilities delegated to: _____	
9.	Assign or assume the role of the Communications ESF. Responsibilities delegated to: _____	
10.	Assign or assume the role of the Resource Acquisition ESF. Responsibilities delegated to: _____	
11.	Assign or assume the role of the Food and Water ESF. Responsibilities delegated to: _____	

12. Assign or assume the role of the Energy and Utilities ESF. Responsibilities delegated to:_____	
13. Coordinate with EOC staff to identify unmet needs and/or resources which can be addressed by the Logistics Section.	
14. Coordinate with the Planning Section to assure that all resources which have been requested are documented on ICS Form 260-1.	
15. Throughout the incident, report any unmet needs to the Emergency Management Coordinator.	
16. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Emergency Management Coordinator. _____ Brief the Emergency Management Coordinator before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate	
3. Document and submit all expenses related to the incident to the Emergency Management Coordinator.	

**Service Branch Director  
Functional Checklist #3A**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Logistics Section Chief	
<b>NIMS Category:</b>	Logistics	
<b>Responsible for:</b>	Coordinating the ESFs in the Logistics Section related to services needed to support an incident.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Logistics Section Chief.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	Coordinate the operations of the Communications ESF. Group Supervisor designated as: _____	
6.	Coordinate the operations of the Food and Water ESF. Group Supervisor designated as: _____	
7.	Throughout the incident, report any unmet needs to the Logistics Section Chief.	
8.	If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Logistics Section Chief. _____ Brief the Logistics Section Chief before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>		
1.	Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2.	Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate	
3.	Document and submit all expenses related to the incident to the Emergency Management Coordinator.	

**Support Branch Director  
Functional Checklist #3B**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Logistics Section Chief	
<b>NIMS Category:</b>	Logistics	
<b>Responsible for:</b>	Coordinating the ESFs in the Logistics Section related to support services needed to support an incident.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Logistics Section Chief.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	Coordinate the operations of the Resource Acquisition and Energy & Utilities ESFs. Group Supervisor designated as: _____	
6.	Coordinate the operations of the Transportation ESF. Group Supervisor designated as: _____	
7.	Throughout the incident, report any unmet needs to the Logistics Section Chief.	
8.	If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Logistics Section Chief. _____ Brief the Logistics Section Chief before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>		
1.	Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2.	Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate	
3.	Document and submit all expenses related to the incident to the Emergency Management Coordinator.	

**Transportation  
Emergency Support Function (ESF #1)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Logistics Section Chief	
<b>NIMS Category:</b>	Logistics	
<b>Responsible for:</b>	Maintaining a list of transportation resources and contact information including capabilities in the municipality and coordinating the supply of these resources during an emergency.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Transportation function.	
2.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing an Incident Action Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Transportation ESF and advise that the municipal EOC is activated and staffed with representation from the Transportation ESF.	
8.	Coordinate with the Resource Acquisition ESF to identify municipal resources available for transportation functions.	
9.	Coordinate with the Public Works and Engineering ESF to identify roadways which are closed or impassable which may impact an evacuation of the municipality. Ensure that this information is communicated to the transportation providers.	



10. Coordinate with the Health/Medical Services and Mass Care, Evacuation & Sheltering ESFs, the transportation resources that may be needed if an evacuation were to occur.	
11. Document any names of people who may contact the EOC requesting transportation assistance. Provide this information to the Health/Medical ESF	
12. Assist in planning (route designation) for evacuation.	
13. Monitor status and availability of transportation resources.	
14. Coordinate the use and dispatch of transportation assets.	
15. Throughout the incident, report any unmet needs to your superior.	
16. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc. attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
2. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
3. Document and submit all expenses related to the incident to your supervisor.	

**Communications  
Emergency Support Function (ESF #2)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Logistics Officer	
<b>NIMS Category:</b>	Logistics	
<b>Responsible for:</b>	Ensuring the provision of telecommunication resources and services necessary to support emergency response activities or other disaster assistance initiatives.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Communications function.	
2.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Communications ESF and advise that the municipal EOC is activated and staffed with representation from the Communications ESF.	
8.	Coordinate with the Resource Acquisition ESF to identify municipal resources available for communication functions.	
9.	Determine status of ARES/RACES personnel from County EOC.	
10.	Set up and test all communication methods including a battery operated AM/FM radio or NOAA weather radio to monitor EAS broadcasts.	
11.	Establish radio and/or telephone communication with municipal responders and the County EOC.	

12. Supervise handling of message traffic and ensure proper forms are being used (ICS-213).	
13. Notify schools, hospitals, nursing homes, and other places where there may be a concentration of people who may be affected by the emergency (utilize NARM).	
14. Notify major businesses and industries, camp sites, motels/hotels and other transient sites before any protective orders are announced (utilize NARM).	
15. Coordinate with the Firefighting ESF if route alerting is necessary. Address any communication issues which may arise.	
16. Throughout the incident, ensure all important messages and information is posted to the status board.	
17. Throughout the incident, report any unmet needs to the Logistics Section Chief.	
18. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc. attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Ensure that all personnel are properly debriefed, to include mental health debriefings, it appropriate	
2. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
3. Document and submit all expenses related to the incident to your superior.	

**Resource Acquisition  
Emergency Support Function (ESF #7)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Logistics Section Chief	
<b>NIMS Category:</b>	Logistics	
<b>Responsible for:</b>	Providing operations assistance/coordination of supplemental resources and performing logistical operations necessary to support an emergency response or other disaster assistance initiative.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Resource Management function.	
2.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Resource Acquisition ESF and advise that the municipal EOC is activated and staffed with representation from the Resource Acquisition ESF.	
8.	Review the NARM and identify the resources available in the municipality.	
9.	Coordinate with the Finance & Administration Section Chief to ensure that emergency purchasing procedures are in place.	
10.	Establish a Resource Request Log and ensure that all requests are logged and acted on.	

11. Identify the need for resource staging areas and identify their locations, as required.	
12. Verify that emergency fuel supplies, towing and repair services are available for evacuees.	
13. Coordinate with other ESFs to identify resources which may be needed for specific operations.	
14. Throughout the incident, report any unmet needs to your superior.	
15. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
3. Document and submit all expenses related to the incident to your superior.	

**Food and Water  
Emergency Support Function (ESF #11)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Logistics Section Chief	
<b>NIMS Category:</b>	Logistics	
<b>Responsible for:</b>	Providing guidance for the coordination of the provision of food and potable water that may be required following a significant natural disaster or human caused event.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Food and Water function.	
2.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Food and Water ESF and advise that the municipal EOC is activated and staffed with representation from the Food and Water ESF.	
8.	Coordinate with the Resource Acquisition ESF to identify municipal resources available.	
9.	Coordinate with the Transportation ESF, the resources that may be necessary to transport food and water to areas in the municipality affected by the incident.	
10.	Throughout the incident, report any unmet needs to your superior.	

<p>11. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.</p>	
<p><b>RECOVERY AND MITIGATION:</b></p>	
<p>1. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).</p>	
<p>2. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.</p>	
<p>3. Document and submit all expenses related to the incident to your superior.</p>	

**Energy and Utilities  
Emergency Support Function (ESF #12)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Logistics Section Chief
<b>NIMS Category:</b>	Logistics
<b>Responsible for:</b>	Coordinating the response activities of the energy organizations and utilities in responding to and recovering from fuel shortages, power outages, and capacity shortages, which impact or threaten to impact municipal residents during and after a disaster situation.

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>	
1. Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Energy and Utilities function.	
2. Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>	
1. Receive notification from Emergency Management and report to the EOC or field, as needed.	
2. Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3. Request a briefing of the situation from your superior.	
4. Begin documentation of actions utilizing a Unit Log (ICS-214).	
5. If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6. Develop a shift schedule for possible 24-hour operations.	
7. Establish contact with the County Energy and Utilities ESF and advise that the municipal EOC is activated and staffed with representation from the Energy and Utilities ESF.	
8. Coordinate with the Resource Acquisition ESF to identify municipal resources available.	
9. Assist the Public Works and Engineering ESF with identifying adequate supplies of fuel.	
10. Provide incident information and status of activities to energy providers in affected areas. Assist public utilities with locating and repairing utility outages.	



11. Assist in providing emergency power and fuel to critical facilities, (hospitals, nursing homes, shelters, etc.) to ensure their continued operations.	
12. Throughout the incident, report any unmet needs to your superior.	
13. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
2. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
3. Document and submit all expenses related to the incident to your superior.	

**Finance & Administration Section Chief  
Functional Checklist #4**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Emergency Management Coordinator	
<b>NIMS Category:</b>	Finance & Administration	
<b>Responsible for:</b>	Managing all financial aspects of the incident and coordinating the actions of the various subordinates assigned to the Finance & Administration Section.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the functional checklist for the Finance & Administration function.	
2.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Emergency Management Coordinator.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify the Deputy Finance & Administration Section Chief and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Finance & Administration Section Chief and advise that the municipal EOC is activated and staffed with representation from Finance & Administration.	
8.	Assign or assume the role of the Disaster Recovery & Assessment ESF. Responsibilities delegated to: _____	
9.	Communicate with all EOC staff to ensure they are aware to document all expenses related to their portion of the response to the incident.	
10.	Collect from EOC staff and document all expenses related to the response of the incident, ensuring that all information is comprehensive and detailed in nature.	
11.	Throughout the incident, report any unmet needs to the Emergency Management Coordinator.	

<p>12. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Emergency Management Coordinator. _____ Brief the Emergency Management Coordinator before leaving the EOC.</p>	
<p><b>RECOVERY AND MITIGATION:</b></p>	
<p>1. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).</p>	
<p>2. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.</p>	
<p>3. Document and submit all expenses related to the incident to the Emergency Management Coordinator.</p>	

**Time Unit Leader  
Functional Checklist #4A**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Finance & Administration Section Chief	
<b>NIMS Category:</b>	Finance & Administration	
<b>Responsible for:</b>	Ensuring proper daily recording of personnel and equipment usage times.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Finance & Administration Section Chief.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	Coordinate with the appropriate sections to obtain accurate records of personnel and equipment time utilized during the incident. Ensure that this information is included with the Damage Assessment Report communicated to the County EMA.	
6.	Throughout the incident, report any unmet needs to the Finance and Administration Section Chief.	
7.	If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Finance & Administration Section Chief. _____ Brief the Finance & Administration Section Chief before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>		
1.	Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2.	Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
3.	Document and submit all expenses related to the incident to the Finance and Administration Section Chief.	

**Procurement Unit Leader  
Functional Checklist #4B**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Finance & Administration Section Chief	
<b>NIMS Category:</b>	Finance & Administration	
<b>Responsible for:</b>	Administering all financial matters pertaining to vendor contracts, preparing and signing rental agreements, and processing all equipment rental and supply contracts.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Finance & Administration Section Chief.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	Coordinate with the Logistics section to ensure that all contracts and agreements for equipment have been submitted to the Procurement Unit.	
6.	Maintain accountability of financial matters relating to the equipment and assure that this information is included in the Damage Assessment Report submitted to the County EMA.	
7.	Throughout the incident, report any unmet needs to the Finance and Administration Section Chief.	
8.	If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Finance & Administration Section Chief. _____ Brief the Finance & Administration Section Chief before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>		
1.	Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2.	Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
3.	Document and submit all expenses related to the incident to the Finance and Administration Section Chief.	

**Compensation / Claims Unit Leader  
Functional Checklist #4C**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Finance & Administration Section Chief	
<b>NIMS Category:</b>	Finance & Administration	
<b>Responsible for:</b>	Ensuring that all injury compensation and claims are documented appropriately.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Finance & Administration Section Chief.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	Coordinate with the various sections to ensure that any injuries are promptly reported and documented.	
6.	Ensure that any injury reports have the appropriate documentation completed.	
7.	Throughout the incident, report any unmet needs to the Finance and Administration Section Chief.	
8.	If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Finance & Administration Section Chief. _____ Brief the Finance & Administration Section Chief before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>		
1.	Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2.	Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
3.	Document and submit all expenses related to the incident to the Finance and Administration Section Chief.	

**Cost Unit Leader  
Functional Checklist #4D**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Finance & Administration Section Chief
<b>NIMS Category:</b>	Finance & Administration
<b>Responsible for:</b>	Ensuring all equipment and personnel for which payment is required is properly identified, obtained and recorded. Analyzes and prepares estimates of incident costs and provides input on cost estimates for resources.

<b>PROCEDURES</b>	<b>TIME/ DATE</b>
-------------------	-------------------

**RESPONSE:**

1. Receive notification from Emergency Management and report to the EOC.	
2. Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3. Request a briefing of the situation from the Finance & Administration Section Chief.	
4. Begin documentation of actions utilizing a Unit Log (ICS-214).	
5. Review any requests for payment to vendors or contractors and ensure that all information is properly and adequately recorded.	
6. Coordinate with the Planning and Logistics Sections to ensure that incident costs are within reason.	
7. Throughout the incident, report any unmet needs to the Finance and Administration Section Chief.	
8. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Finance & Administration Section Chief. _____ Brief the Finance & Administration Section Chief before leaving the EOC.	

**RECOVERY AND MITIGATION:**

1. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
3. Document and submit all expenses related to the incident to the Finance and Administration Section Chief.	

**Recovery Unit Leader  
Functional Checklist #4E**

**Incident Name:** \_\_\_\_\_

**Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Finance & Administration Section Chief	
<b>NIMS Category:</b>	Finance & Administration	
<b>Responsible for:</b>	Ensuring that disaster recovery operations are implemented in a timely manner and adequate resources are available for the recovery phase.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from the Finance & Administration Section Chief.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	Coordinate with the Disaster Recovery and Assessment ESF to ensure that adequate resources are available for recovery operations.	
6.	Assist in acquiring resources from outside agencies such as VOAD to assist in the recovery operation.	
7.	Throughout the incident, report any unmet needs to the Finance and Administration Section Chief.	
8.	If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to the Finance & Administration Section Chief. _____ Brief the Finance & Administration Section Chief before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>		
1.	Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
2.	Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
3.	Document and submit all expenses related to the incident to the Finance and Administration Section Chief.	



**Disaster Recovery and Assessment  
Emergency Support Function (ESF #14)**

**Incident Name:** \_\_\_\_\_

**ESF Staff Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

<b>Reports to:</b>	Finance and Administration Section Chief	
<b>NIMS Category:</b>	Finance and Administration	
<b>Responsible for:</b>	Coordinating the damage assessment process at the municipal level and assisting the effected municipal residents and businesses in the recovery process.	
<b>PROCEDURES</b>		<b>TIME/ DATE</b>
<b>PREPAREDNESS:</b>		
1.	Under the oversight of the municipal EMC, develop and maintain the ESF checklist for the Disaster Recovery and Assessment function.	
2.	Assist in the development, review and maintenance of the EOP.	
<b>RESPONSE:</b>		
1.	Receive notification from Emergency Management and report to the EOC or field, as needed.	
2.	Upon arrival at EOC, sign in and retrieve file containing materials for operation. <b>**Review this procedure in its entirety prior to implementing**</b>	
3.	Request a briefing of the situation from your superior.	
4.	Begin documentation of actions utilizing a Unit Log (ICS-214).	
5.	If necessary, notify appropriate staff and place them on standby or request they report to the EOC.	
6.	Develop a shift schedule for possible 24-hour operations.	
7.	Establish contact with the County Disaster Recovery and Assessment ESF and advise that the municipal EOC is activated and staffed with representation from the Disaster Recovery and Assessment ESF.	
8.	Coordinate with the Resource Acquisition ESF to identify municipal resources available for disaster recovery and assessment functions.	
9.	Secure the necessary resources (both personnel and physical) to conduct the damage assessment process.	
10.	As information is obtained from Damage Assessment Teams, compile information and submit to the County EMA.	

11. Serve as a liaison between the municipality and County for damage assessment needs.	
12. Throughout the incident, report any unmet needs to your superior.	
13. If notified of a termination in incident: _____ Notify all parties previously contacted. _____ Collect incident logs, records, etc., attach to this procedure and submit to your superior. _____ Brief your superior before leaving the EOC.	
<b>RECOVERY AND MITIGATION:</b>	
1. Ensure that all personnel are properly debriefed, to include mental health debriefings, if appropriate.	
2. Identify resources that may be required to respond to an emergency (based on currently available resources and past experience).	
3. Document and submit all expenses related to the incident to your superior.	

**FORMS APPENDIX**

The forms provided here are to support and document the activities outlines in the checklists. Recognizing that the needs of each municipality differ, the use of these particular forms is not mandatory, however it is strongly encouraged.

As Berks County moves toward totally integrating the Incident Command System and the National Incident Management System, a significant part of the standardization that is a hallmark of these systems will be reflected in the use of standardized forms.

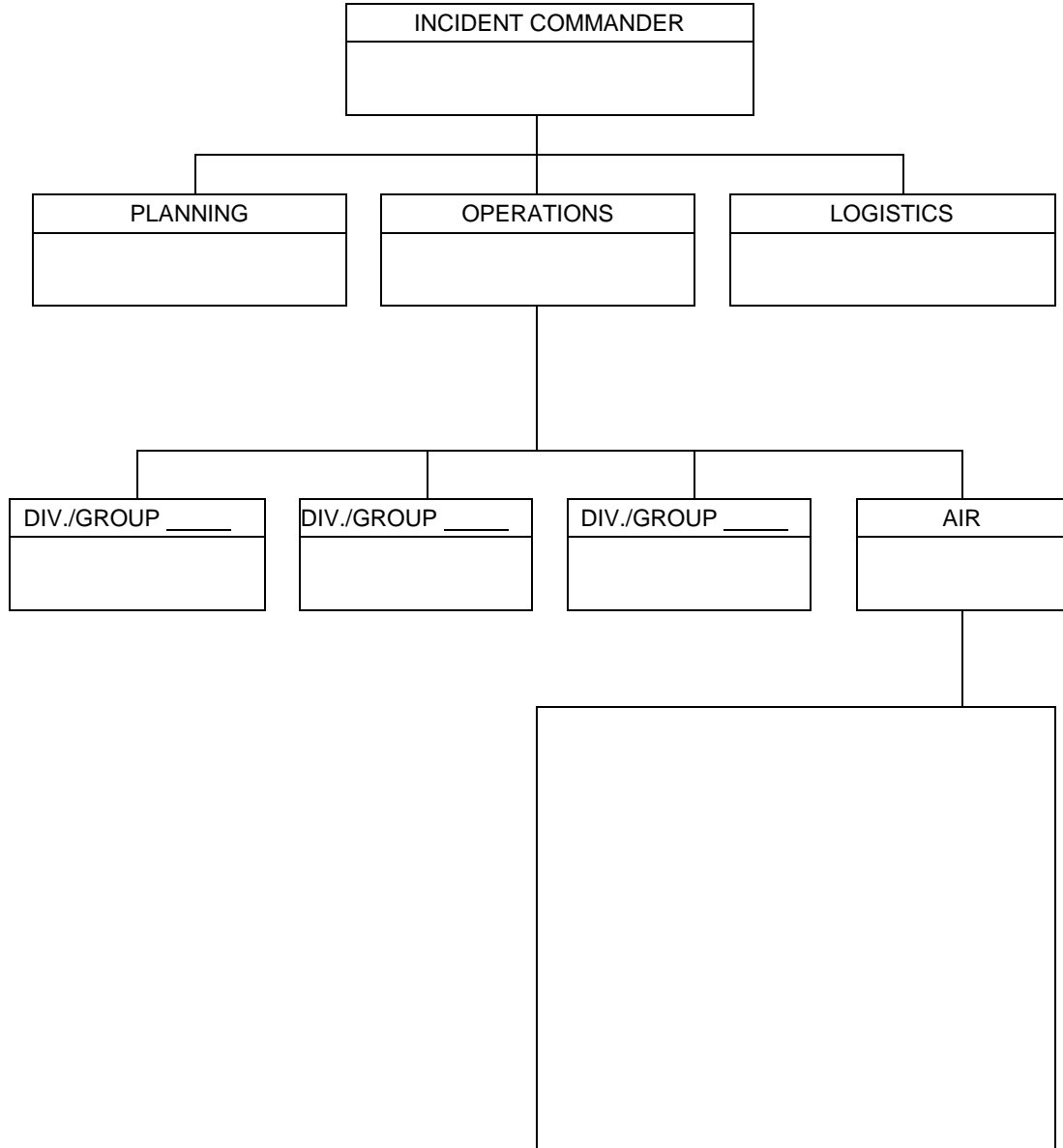
Electronic versions (both Microsoft Word and Adobe Acrobat versions if available) are contained on the Berks EMA website (<http://www.berksema.com>) and also on the CD version of the Berks County Municipal Emergency Operations Plan template. As additional forms are created or updated, they will be posted to the Berks EMA website.

<b>ICS FORMS</b>	<b>BERKS EMA FORMS</b>
ICS-201 – Incident Briefing Form	Message Log
Page 1 – Incident Briefing / Map Sketch	EOC Security Log
Page 2 – Summary of Current Actions	Resource Request
Page 3 – Current Organization	Windshield Survey Damage Assessment
Page 4 – Resources Summary	Emg. Protective Measures / Debris Removal
ICS-202 – Incident Objectives List	Initial Damage Report – Individual Assistance
ICS-203 – Organizational Assignment List	Initial Damage Report – Public Assistance
ICS-204 – Division Assignment List	
ICS-205 – Incident Radio Communications Plan	
ICS-206 – Medical Plan	
ICS-207 – Organizational Chart	
ICS-209 – Incident Status Summary Report	
ICS-213 – General Message Form	
ICS-214 – Unit Log Form	
ICS-215 – Operational Planning Worksheet	
ICS-260-1 – Resource Order	
ICS-260-2 – Resource Order, Continuation	

<b>INCIDENT BRIEFING</b>	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED
4. MAP SKETCH			
<b>ICS 201 (12/93) NFES 1325</b>	PAGE 1	5. PREPARED BY (NAME AND POSITION)	

6. SUMMARY OF CURRENT ACTIONS

7. CURRENT ORGANIZATION





<b>INCIDENT OBJECTIVES</b>	1. INCIDENT NAME	2. DATE PREPARED	3. TIME PREPARED									
4. OPERATIONAL PERIOD (DATE/TIME)												
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES)												
6. WEATHER FORECAST FOR OPERATIONAL PERIOD												
7. GENERAL SAFETY MESSAGE												
8. ATTACHMENTS (✓ IF ATTACHED) <table border="0" style="width: 100%; margin-top: 10px;"> <tr> <td><input type="checkbox"/> ORGANIZATION LIST (ICS 203)</td> <td><input type="checkbox"/> MEDICAL PLAN (ICS 206)</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> ASSIGNMENT LIST (ICS 204)</td> <td><input type="checkbox"/> INCIDENT MAP</td> <td><input type="checkbox"/> _____</td> </tr> <tr> <td><input type="checkbox"/> COMMUNICATIONS PLAN (ICS 205)</td> <td><input type="checkbox"/> TRAFFIC PLAN</td> <td><input type="checkbox"/> _____</td> </tr> </table>				<input type="checkbox"/> ORGANIZATION LIST (ICS 203)	<input type="checkbox"/> MEDICAL PLAN (ICS 206)	<input type="checkbox"/> _____	<input type="checkbox"/> ASSIGNMENT LIST (ICS 204)	<input type="checkbox"/> INCIDENT MAP	<input type="checkbox"/> _____	<input type="checkbox"/> COMMUNICATIONS PLAN (ICS 205)	<input type="checkbox"/> TRAFFIC PLAN	<input type="checkbox"/> _____
<input type="checkbox"/> ORGANIZATION LIST (ICS 203)	<input type="checkbox"/> MEDICAL PLAN (ICS 206)	<input type="checkbox"/> _____										
<input type="checkbox"/> ASSIGNMENT LIST (ICS 204)	<input type="checkbox"/> INCIDENT MAP	<input type="checkbox"/> _____										
<input type="checkbox"/> COMMUNICATIONS PLAN (ICS 205)	<input type="checkbox"/> TRAFFIC PLAN	<input type="checkbox"/> _____										
9. PREPARED BY (PLANNING SECTION CHIEF)		10. APPROVED BY (INCIDENT COMMANDER)										





1. BRANCH	2. DIVISION/GROUP	<b>ASSIGNMENT LIST</b>					
3. INCIDENT NAME			4. OPERATIONAL PERIOD				
			DATE _____		TIME _____		
5. OPERATIONAL PERSONNEL							
OPERATIONS CHIEF _____			DIVISION/GROUP SUPERVISOR _____				
BRANCH DIRECTOR _____			AIR TACTICAL GROUP SUPERVISOR _____				
6. RESOURCES ASSIGNED THIS PERIOD							
STRIKE TEAM/TASK FORCE. RESOURCE DESIGNATOR	EMT	LEADER	NUMBER PERSONS	TRANS. NEEDED	PICKUP PT./TIME	DROP OFF PT./TIME	
7. CONTROL OPERATIONS							
8. SPECIAL INSTRUCTIONS							
9. DIVISION/GROUP COMMUNICATIONS SUMMARY							
FUNCTION	FREQ.	SYSTEM	CHAN.	FUNCTION	FREQ.	SYSTEM	CHAN.
COMMAND	LOCAL REPEAT			COMMAND	LOCAL REPEAT		
DIV./GROUP TACTICAL				GROUND TO AIR			
PREPARED BY (RESOURCE UNIT LEADER)			APPROVED BY (PLANNING SECT. CH.)			DATE	TIME

# INCIDENT RADIO COMMUNICATIONS PLAN

1. INCIDENT NAME

2. DATE/TIME  
PREPARED

3. OPERATIONAL PERIOD  
DATE/TIME

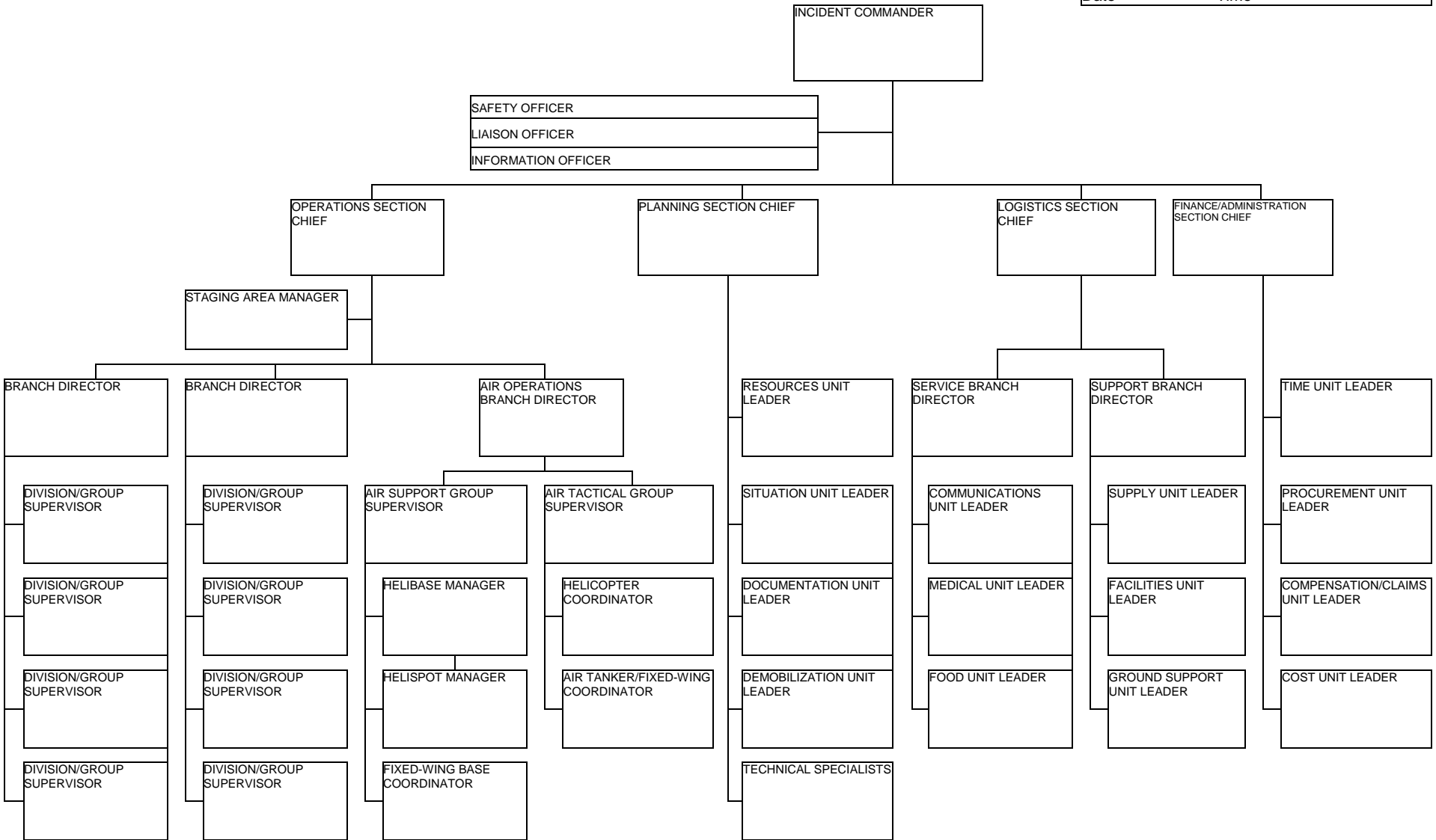
## 4. BASE RADIO CHANNEL UTILIZATION

SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY/TONE	ASSIGNMENT	REMARKS

5. PREPARED BY (COMMUNICATIONS UNIT)



Incident Name	_____
Operational Period	_____
Date	Time



## Incident Status Summary (ICS 209)

1: Date	2: Time	3: Initial	Update	Final	4: Incident Number	5: Incident Name
6: Incident Kind		7: Start Date Time	8: Cause		9: Incident Commander	10: IMT Type
11: State-Unit						
12: County		13: Latitude and Longitude Lat: Long:		14: Short Location Description (in reference to nearest town):		
<b>Current Situation</b>						
15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date: Time:		18: Line to Build	19: Costs to Date	20: Declared Controlled Date: Time:
21: Injuries this Reporting Period:		22: Injuries to Date:	23: Fatalities	24: Structure Information		
25: Threat to Human Life/Safety: Evacuation(s) in progress <input type="checkbox"/> No Evacuation(s) imminent <input type="checkbox"/> Potential future threat <input type="checkbox"/> No likely threat <input type="checkbox"/>		Type of Structure	# Threatened	# Damaged	# Destroyed	
		Residence				
		Commercial Property				
		Outbuilding/Other				
26: Communities/Critical Infrastructure Threatened (in 12, 24, 48 and 72 hour time frames):						
12 hours:						
24 hours:						
48 hours:						
72 hours:						
27: Critical Resource Needs (kind & amount, in priority order):						
1.						
2.						
3.						
28: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.						
29: Resources threatened (kind(s) and value/significance):						

30: Current Weather Conditions Wind Speed:   mph   Temperature: Wind Direction:           Relative Humidity:		31: Resource benefits/objectives (for prescribed/wildland fire use only):	
32: Fuels/Materials Involved: Select the predominant fuel model:			
33. Today's observed fire behavior (leave blank for non-fire events):			
34: Significant events today (closures, evacuations, significant progress made, etc.):			
<b>Outlook</b>			
35: Estimated Control Date: Time:	36: Projected Final Size:	37: Estimated Final Cost:	38: Tomorrow's Forecasted Weather Wind Speed:   mph Temperature: Wind Direction: Relative Humidity:
39: Actions planned for next operational period:			
40: Projected incident movement/spread during next operational period:			
41: For fire incidents, describe resistance to control in terms of:			
1. Growth Potential -			
2. Difficulty of Terrain -			
42: How likely is it that containment/control targets will be met, given the current resources and suppression/control strategy?			
43: Projected demobilization start date:			
44.: Remarks:			





# GENERAL MESSAGE FORM (ICS-213)

To:

Position:

From:

Position:

Subject:

Date:

Message:

Reply:

Date:

Time:

Signature:



## INSTRUCTIONS FOR COMPLETING THE UNIT LOG

Item Number	Item Title	Instructions
1	Incident Name	Print the name assigned to the incident
2	Date Prepared	Enter the date prepared (month, day, year)
3	Time Prepared	Enter the time prepared (24-hour clock)
4	Unit Name	Enter the title of the organizational unit or EOC Position
5	Unit Leader	Enter the name of the individual in charge of the Unit or Position
6	Operational Period	Enter the time span covered by the log
7	Personnel Roster	List the name and EOC position of each person assigned to the unit during the operational period
8	Activity Log	Enter the time and briefly describe each significant occurrence or event

OPERATIONAL PLANNING WORKSHEET				1. INCIDENT NAME				2. DATE PREPARED				3. OPERATIONAL PERIOD (DATE/TIME)			
				TIME PREPARED											
4. DIVISION OR OTHER LOCATION	5. WORK ASSIGNMENTS	6. RESOURCES BY TYPE (SHOW STRIKE TEAM AS ST)												7. REPORTING LOCATION	8. REQUESTED ARRIVAL TIME
		RESOURCE TYPE													
		REQ													
		HAVE													
		NEED													
		REQ													
		HAVE													
		NEED													
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		HAVE													
		NEED													
215 ICS 9-86	9. TOTAL RESOURCES REQUIRED	SINGLE RESOURCES													
		STRIKE TEAMS													
	TOTAL RESOURCES ON HAND	SINGLE RESOURCES													
		STRIKE TEAMS													
	TOTAL RESOURCES NEEDED	SINGLE RESOURCES													
		STRIKE TEAMS													
												10. PREPARED BY (NAME AND POSITION)			

INCIDENT/PROJECT ORDER NUMBER	RESOURCE ORDER			INITIAL DATE/TIME	2. INCIDENT/PROJECT NAME				3. INCIDENT / PROJECT ORDER NUMBER				4. OFFICE REFERENCE NUMBER					
	5. DESCRIPTIVE LOCATION/RESPONSE AREA				6. SEC	TWN	RNG	Base MDM	8. INCIDENT BASE/PHONE NUMBER				9. JURISDICTION/AGENCY					
					7. MAP REFERENCE								10. ORDERING OFFICE					
	11. AIRCRAFT INFORMATION				LAT.				LONG.									
BEARING		DISTANCE		BASE OR OMNI		AIR CONTACT		FREQUENCY		Ground Contact		FREQUENCY		RELOAD BASE		OTHER AIRCRAFT/HAZARDS		
12. Request Number	Ordered Date/Time	From To	Q T Y	RESOURCE REQUESTED			Needed Date/Time	Deliver To	To From	Time	Agency ID	RESOURCE ASSIGNED			ETD ETA	RELEASED		Time ETA
																Date	To	
13. ORDER RELAYED				ACTION TAKEN				ORDER RELAYED				ACTION TAKEN						
Req. No.	Date	Time	To/From					Req. No.	Date	Time	To/From							









**RESOURCE REQUEST FORM**

**RESOURCE REQUEST NUMBER** \_\_\_\_\_

**REQUESTING AGENCY** \_\_\_\_\_

**CONTACT PERSON** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**DATE** \_\_\_\_\_ **TIME** \_\_\_\_\_

**DESCRIBE RESOURCE BEING REQUESTED** \_\_\_\_\_

**QUANTITY NEEDED** \_\_\_\_\_

**HOW LONG WILL THE RESOURCE BE NEEDED (APPROXIMATELY)**

**LOCATION WHERE RESOURCE WILL BE USED AND/OR DELIVERED TO**

**COUNTY EMA USE ONLY**

**AGENCY TASKED** \_\_\_\_\_ **DATE & TIME** \_\_\_\_\_

**AVAILABLE FROM** \_\_\_\_\_

**ETA** \_\_\_\_\_ **TIME DELIVERED** \_\_\_\_\_

## WINDSHIELD SURVEY FORM

Municipality \_\_\_\_\_

EMC Name \_\_\_\_\_ Date / Time \_\_\_\_\_

For definitions of Reporting Categories, see back of form					
Private Property	Destroyed	Major	Minor	Affected	Inaccessible
Businesses					
Mobile Home					
Multi-Family					
Single Family					

For definitions of Reporting Categories, see back of form				Directions
Public Property	Destroyed	Affected	Damaged	<p>1) If damage has been sustained by your municipality, document the <b>number</b> of property types impacted in the appropriate column.</p> <p>2) <b>DO NOT</b> use this form to document monetary estimates of damage, use number of properties only.</p> <p>3) If debris removal or emergency protective measures are in place, be sure to complete the appropriate form and circle "Yes" to the questions listed at the bottom of this form.</p> <p>4) Complete this form and return to Berks EMA within 24 hours after the passing of the event.</p> <p style="text-align: center;"><b>Berks County Emergency Management</b> ----- <b>Phone (610) 374-4800</b>  <b>Fax (610) 374-8865</b>  <b>bcema@countyofberks.com</b></p>
Bridges & Culverts				
Fire / EMS Facility				
Hospital				
Nursing Home				
Other				
Park				
Power Supply				
Public Bldg (City Hall, Etc.)				
Roads				
Sanitary Sewer				
School				
Sewer Treatment				
Storm Sewer				
Water Control Facility				
Water Supply				
Water Treatment				

Are debris removal activities occurring in the municipality?	Yes / No
Are emergency protective measures in place in the municipality?	Yes / No
If "YES" is checked for either or both, complete "Protective Action/Debris Removal Form"	

### Non-Flood Damage Category Definitions

- Affected**
- Some shingles and/or siding missing
  - Ingress / Egress to residence may be hampered
  - Dwelling is livable without repairs
  - IE: Stone driveway is washed away due to heavy rains
- Damaged**
- Property is usable, however repairs may be required
  - Critical components of the facility are inoperable (pumps, electric, etc.)
  - IE: Sewer Treatment is offline due to inoperable pumps
- Destroyed**
- Property is no longer there
  - Property is structurally unsafe
  - All major structural systems are damaged and habitation is not possible
  - IE: Structure has partially collapsed
- Inaccessible**
- Unable to access property
  - IE: Bridge out leading to property
- Major**
- Large portions of roof missing
  - Structure or property cannot be used until repairs are made
  - IE: Roof blown off due to high winds
- Minor**
- Property is damaged, but usable
  - Numerous broken windows
  - Minor structural damage
  - IE: Roofing shingles blown off due to high winds

### Flood Damage Category Definitions

	AFFECTED	MINOR	MAJOR	DESTROYED
HOUSE				
Crawl Space	X			
Basement	Less than 1'	1' or more	Extensive found. damage	
First Floor	2" or less	Up to 2" but not affecting electric outlets	1' or more	Physically Destroyed
Slab House	2" or less	Up to 2" but not affecting electric outlets	1' or more	Physically Destroyed
Second Floor			X	Physically Destroyed
MOBILE HOME	No water into Belly Board	From Belly Board to 6" on floor	6" or more into mobile home	Physically Destroyed

### Quick Guide to Determining Damage Category

<b>Is the <u>structure</u> usable as it is?</b>	
<p><b>YES</b></p> <p>Does it need temporary repairs to be lived in now?</p> <p><b>Yes - Minor</b> <b>No - Affected</b></p>	<p><b>NO</b></p> <p>Can it be made usable again with extensive repairs?</p> <p><b>Yes - Major</b> <b>No - Destroyed</b></p>

**Emergency Protective Measures / Debris Removal Worksheet**

Municipality \_\_\_\_\_ Form Completed By: \_\_\_\_\_

**Emergency Protective Measures**

Task Description (Include Location)	# of Personnel	# of Hours	Equipment Used

**Debris Removal**

Task Description (Include Location)	# of Personnel	# of Hours	Equipment Used

**Emergency Protective Measures**

\* Use this portion of the form to document any activities which were implemented to protect the public, public property, or infrastructure.

- Barricades were placed to block off Main St.
- Residents were evacuated from South St. by fire department personnel
- Police Department provided security at unsecured property
- Fire Department effected water rescue of victim from stalled vehicle

\* Include the number of personnel and hours performed completing the task and any equipment that was used.

**Debris Removal**

\* Use this portion of the form to document any activities where debris was removed from public property including roads, bridges, etc.

- Downed trees and mud removed from park
- Removed storm debris clogged under bridge
- Trees removed from roadway
- Culvert along Main St. cleared from debris

\* Include the number of personnel and hours performed completing the task and any equipment that was used.

**\*\*THIS FORM IS AN INITIAL REPORT ONLY\*\***

**ADDITIONAL RECORDS WILL BE NEEDED  
IF PUBLIC ASSISTANCE REIMBURSEMENT  
IS GRANTED DUE TO A PRESIDENTIAL  
DISASTER DECLARATION**

# Berks County *Individual* Damage Assessment Report

Address of Property  
INC. MUNICIPALITY:

Property Owned By:  Phone Number:

If owners do not live at address above, or if they are relocated due to structure being uninhabitable, indicate address they can be contacted at:

Owner(s) named above own:      Contents       Structure       NOTE: If property is NOT owner occupied, a SEPARATE assessment must be completed for structure and contents

BRIEF description of damage:

Structure Type:      Business       Single Family       Multi Family       Mobile Home

Damage Type:      Destroyed       Major       Minor       Affected       Structure Inaccessible

Property Insurance:      Homeowners/Renters/  
Business Property       Flood       None       Unknown

Insurance Above Covers:      Structure       Contents

**See reverse side of this form for damage category information**

**COMPLETE THIS BOX FOR FLOODING OF STRUCTURES ONLY:**

<b>Height of Water in Basement in INCHES</b>				<b>Maximum Height of Water Above Floor of Structure's 1<sup>st</sup> Floor in INCHES</b>	
Below Rafters	To Rafters	1 <sup>st</sup> Floor Involved	Unknown	<div style="border: 1px solid black; width: 60px; height: 20px; display: inline-block;"></div>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Describe the impact on citizens and businesses:

Form Completed By:

Title:       Contact Number:

Date and Time Survey Completed:

# Berks County *Public* Damage Assessment Report

Address of Property INC. MUNICIPALITY:

Property Owned By:  Phone Number:

Responsible Contact  Phone Number:

BRIEF description of damage:

BRIEF description of how the damage impacts the community:

Damage Type:  Destroyed  Damaged  Affected  Facility Inaccessible

**See reverse side of this form  
for damage category  
information**

Repair/ Replacement Cost: \$  Cost provided is:  Owner Estimate  Contractor Estimate  Confirmed

**COMPLETE THIS BOX FOR FLOODING OF STRUCTURES ONLY:**

Height of Water in Basement in INCHES				Maximum Height of Water Above Floor of Structure's 1 <sup>st</sup> Floor in INCHES <input type="text"/>
Below Rafters	To Rafters	1 <sup>st</sup> Floor Involved	Unknown	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments/Additional Information:

Form Completed By:

Title:  Contact Number:

Date and Time Survey Completed: