

Emergency Operation Center Plan

Weymouth, Massachusetts



2020

Emergency Management Department
Director: John Mulveyhill

September 30, 2020

Abstract

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Title: Weymouth Emergency Operations Center Plan

Institution: Weymouth Emergency Management Department

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Approval Page

Weymouth Emergency Operations Center Plan

This emergency management plan is hereby approved. This plan is effective immediately and supersedes all previous editions.

Mayor

Date

Emergency Management Director

Date

Distribution List - 2013

Agency/Name	Name	Date
Weymouth Fire Department	Deputy Chief Jonathan Tose	1/22/2013
Weymouth Police Department	Captain Joseph Comperchio	1/22/2013
Weymouth Emergency Management	John Mulveyhill	1/21/2013
Director of Administrative Services	Mike Gallagher	1/21/2013

Distribution List - 2020 10/2020

Agency/Name	Name	Date
Emergency Management	John Mulveyhill	
Mayor's Office	Jeanne Savoy	
Police Department	Captain David Phillips	
Fire Department	Chief Keith Stark	
Public Works Department	Kenan Connell	
Health Department	Daniel McCormack	
School Department	Dr. Jennifer Curtis-Whipple	
Human Resources	Caroline LaCroix	
Legal Department	Joseph Callanan	
South Shore Health EMS	Eugene Duffy	

Record of Changes

Change #	Date of Change	Change Entered By	Change Made
1 Updates	03/2016	John Mulveyhill	Revised activation levels to 1,2,3,4
2 Updates	04/22/2018	John Mulveyhill	Revised Town List
3 Updates	09/2020	Christopher Davern John Mulveyhill James Byron	Revised: EOC location updated; EOC Activation Notification List.
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Introduction

The town of Weymouth must prepare to organize and direct the operations of all existing and incoming resources in the event of a disaster affecting Weymouth. The Emergency Operations Center will offer a coordinated effort between local resources, as well as those acquired through Mutual Aid or external sources. It is the responsibility of the EOC to maintain a safe and effective response to disaster for all resources. The EOC will maintain communications with other local municipalities as well as community stakeholders.

Purpose:

This plan is implemented to establish procedures for the organization, staffing, activation, operation, and demobilization of the Weymouth Emergency Operations Center (EOC).

Scope:

These procedures are applicable to all personnel who have assigned responsibility during operational periods involving the EOC.

Situations:

This plan will apply to all situations within Weymouth as well as accounting for Mutual Aid through bordering towns.

Assumptions:

This plan assumes that there is no formal methodology for EOC activation, operation, or demobilization in place. This plan assumes that the town uses its resources as well as other towns in efforts of mitigation, response, preparedness, and responsibility.

Mitigation

Activities that reduce the risk as well as probability of a disaster occurring. These efforts are either short term or long term projects utilized to ensure public safety.

Preparedness

An assessment of a town's preparedness rests in holding drills within various departments for all hazards. This allows for the development and re-evaluation of current plans.

Response

When a natural, technological, or man-made hazard occurs response resources will manage the disaster.

Recovery

In the wake of disaster these activities are to restore order among the community, to return the town back to its previous state. An assessment of the response will be made and the efforts will be evaluated to ensure that the next time something occurs the town will be even more prepared.

Plan Development and Maintenance

Plan Development:

The Mayor is responsible to approve the plan for use within the town of Weymouth. But, the mayor will only approve the plan after it has been processed and reviewed by other town officials; the police chief, fire chief, director of hospitals, and the director of emergency management. It is the responsibility of these departments to review, and update their respective portions of this plan. Changes must be made accordingly following events or drills within the community.

Distribution of Planning Documents:

This plan will be distributed to the head of Weymouth's Emergency Management Department, the chief of police, the fire chief, as well as members of public works and medical service professionals, etc.

Review:

The plan will be reviewed annually by the heads of these various departments at the least, as well as following any event to ensure that the town takes lessons learned into account.

Planning Team:

There will be a team responsible for the update and maintenance of this plan. It will consist of members of the Emergency Management Department as well as representatives from Police, Fire, and EMS. It is the responsibility of the EM Director to gather the necessary personnel to develop and review the plan following all hazards or drills, as well as annually.

Update:

This plan will be updated each year to reflect changes within the town, as well as immediately following drills or tabletop exercises. It is the responsibility of the Emergency Management staff to adapt the plan accordingly with town officials and first responders.

EOC Activation

Massachusetts Activation Levels Massachusetts Emergency Management Agency

EOC Activation Levels	Definition	Staffing (Weymouth)
1 Steady State	Operate using normal staffing assignments. Staff maintains availability to assist if situation progresses to escalate.	Incident Commander Operations Section Chief EOC is not active.
2 Partial Activation	Additional staff is requested to report in. Enhanced planning and operations in place. Resources are unlikely to be exhausted.	Command & General Staff Emergency Support Functions EOC is partially active.
3 Full Activation	Contact with MEMA anticipated. State of Emergency imminent. Monitor resources and request aid if necessary. State EOC fully activated.	Command & General Staff Emergency Support Functions Possible MEMA Aid EOC is fully active, maintain responder safety.
4 Highest Activation	State of Emergency. Federal Aid requested. State EOC operating at max capacity.	Command & General Staff Emergency Support Functions Liaison Officer in contact with MEMA. EOC staff maintains records and time-keeping due to requested Federal aid.

EOC Activation

When to Activate

Jurisdiction policy determines EOC activation. Listed below are possible circumstances that would trigger EOC activation.

- A Unified Command or Area Command is established.
- More than one jurisdiction becomes involved in a response.
- The Incident Commander indicates an incident could expand.
- A similar incident in the past required EOC activation.
- An emergency is imminent.

Activation Authority

The Director of Emergency Management will contact the Mayor to receive the Activation Authority for the EOC. If the Mayor is unavailable then the authority is then passed to the Deputy Mayor.

EOC Notification System

Once the decision has been made to activate the EOC, notification of the EOC staff will be initiated by the Director of Emergency Management or other Emergency Management personnel. Each EOC staff member will be notified by voice message that the “EOC has been activated” and that they should immediately report to the EOC. If necessary, a back-up notification system using a manual call down method will be used.

Contact Information

Mayor Robert L. Hedlund	0-000-000-0000
Ted Langill	0-000-000-0000
John Mulveyhill	0-000-000-0000
Charlotte Jenkins	0-000-000-0000
Emergency Management Duty Officer	0-000-000-0000
Police Chief	0-000-000-0000
Fire Chief	0-000-000-0000
Medical Rep	0-000-000-0000
DPW Rep	0-000-000-0000
Etc.....	

EOC Activation

Check-In Process

Upon arrival at the EOC the Director of Emergency Management will monitor the check-in of personnel until the Planning Section Chief arrives and establishes a Check-In Unit. Check-in will use the IC-211 Form found in the Planning Section to maintain accountability of all personnel. The Public Information Officer will also be responsible to maintain accountability of all news personnel throughout the incident. Nobody will enter or leave the EOC without checking in or checking out.

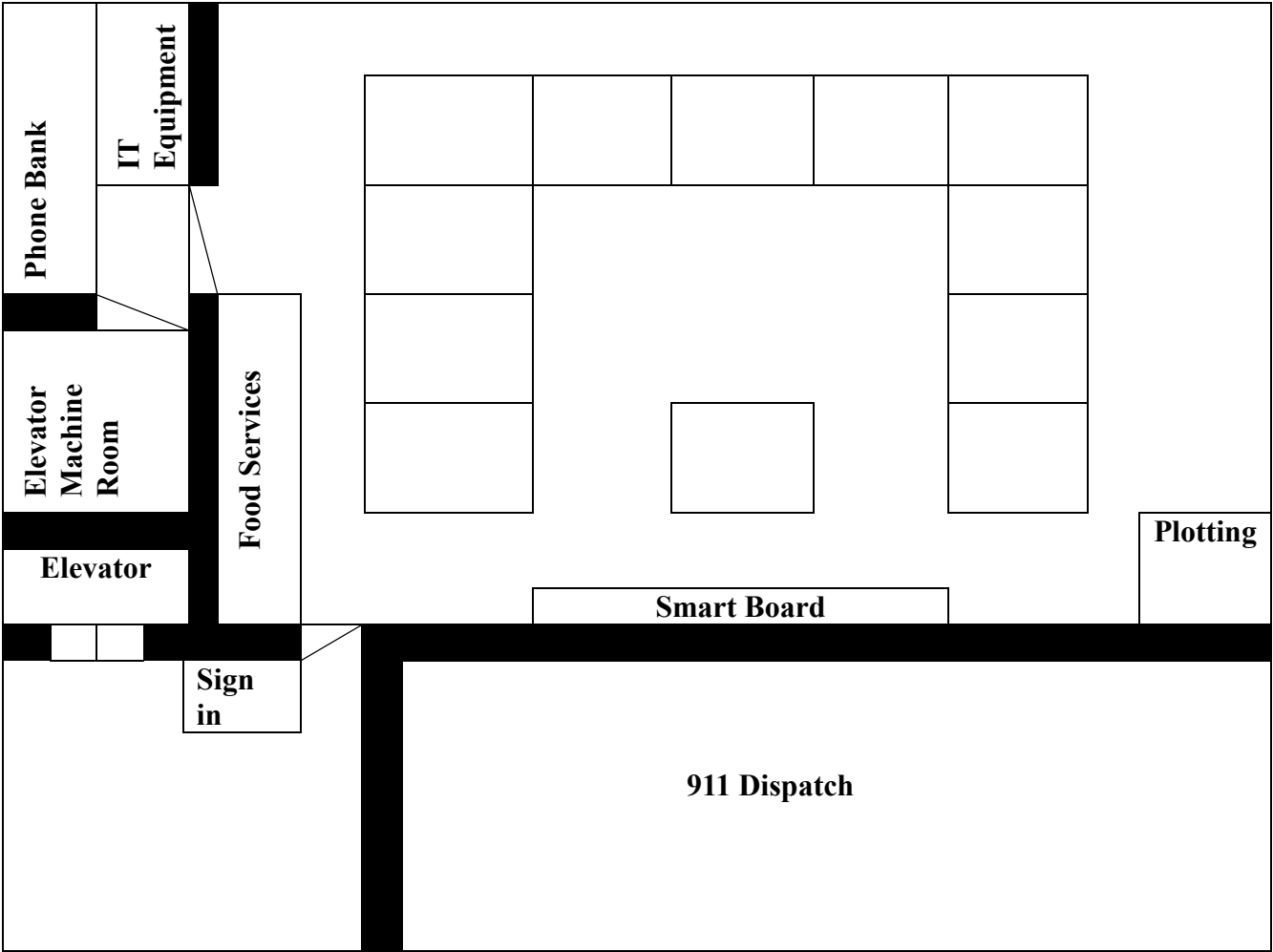
General Procedure:

- ☐ Sign-in on the IC-211 form (Planning Section Chief should have a designated location for this).
- ☐ Establish your work station and take your seat in the EOC (EOC Layout on next page).
- ☐ Review your positions standing orders.
- ☐ Organize your own information/concerns and prepare to voice them at the Initial Incident Briefing (layout after next page).

EOC Activation

**Location: Weymouth Police Department Training Room
140 Winter St.**

EOC Layout



EOC Activation

Initial Incident Briefing (Lead by the Incident Commander)

Start-up Action:

- | | |
|--|-------------------------|
| <input type="checkbox"/> Brief Introduction of Staff (Name/Title) | Command & General Staff |
| <input type="checkbox"/> Briefing on situation and resource status | Incident Commander |
| <input type="checkbox"/> Set Incident Objectives | Command & General Staff |
| <input type="checkbox"/> Establish Branch/Division needs | Incident Commander |
| <input type="checkbox"/> Specify Operation Facilities | Incident Commander |
| <input type="checkbox"/> Questions | Command & General Staff |

Offer a period for Command and General Staff to establish their plans/worksheets.

Follow-up Action:

- | | |
|---|----------------------------|
| <input type="checkbox"/> Review Incident Objectives | Planning Section Chief |
| <input type="checkbox"/> Review Branch/Division needs | Planning Section Chief |
| <input type="checkbox"/> Operational Plan | Operations Section Chief |
| <input type="checkbox"/> Approval/Concerns with Ops Plan | Command & General Staff |
| <ul style="list-style-type: none">• Resources• Finances• Safety• Chance of Success• Any Concerns | |
| <input type="checkbox"/> Review Information Management concerns | Public Information Officer |
| <input type="checkbox"/> Develop the Incident Action Plan | Planning Section Chief, IC |
| <input type="checkbox"/> Sign the IAP | Incident Commander |

Allow the Command and General Staff to enter the operational period.

Final Action: Incident Commander

- ☐ Deliver IAP and briefing to the Mayor
 - Current situation
 - Scope of the incident
 - Incident Objectives

EOC Activation

Alternate EOC Facilities

In the event that the primary EOC is inaccessible or inoperable an alternate EOC facility must be used. Buildings are ranked based upon operational capabilities as well as accessibility for responders. The use of schools is a last resort measure since they are not connected to the public domain. It is the responsibility of the Emergency Management Director to announce the activation of an alternate facility.

Facility Name	Facility Address	Point of Contact	Phone Number
McCulloch Building	180 Green St.	Mayor's Office	781-340-5012
Town Hall	75 Middle St.	Mayor's Office	781-340-5012
Abigail Adams Intermediate	89 Middle St.	Principal	781-335-1460
Fire Headquarters	636 Broad St	Chief	781 337-5151

EOC Operations

The Emergency Operations Center (EOC) is a facility designated for managing an incident. It is a location where an Incident Management Team can coordinate resources and respond effectively. This coordination allows for a safer and more efficient response.

General Duties

- Maintain accountability for all resources throughout the course of an incident.
- Ensure responder safety.
- Prevention of further property damage due to incident.
- Maintenance of a Chain of Command
- Ensure that all actions are documented and filed away at the close of the incident.
- Maintain an Activity Log. Use the IC-214 form on the next page.

[illegible]

Activity Log (ICS 214)

[illegible]

Management

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Management

EOC Manager

SUPERVISOR: Emergency Management Director

The Director of Emergency Management will normally serve as the EOC Manager. However, circumstances may dictate the designation of another individual to serve. The EOC Manager is responsible for EOC activities including the development and implementation of strategic decisions and for approving the ordering and releasing of resources.

General Duties:

- Assess incident situation.
- Conduct initial briefing
- Brief the EOC staff.
- Ensure planning meetings are conducted.
- Approve requests for additional resources and requests for release of resources.
- Responsible for overseeing the mutual aid process, in coordination with the Liaison Officer

Check List:

Start-Up Action

- ☐ Review your position responsibilities.
- ☐ Designate a Deputy EOC Manager (based on incident type).
- ☐ Activate an alternate EOC if required.
- ☐ Ensure that Management Section is staffed as soon as possible at the required level.
- ☐ Open and maintain a position log.
- ☐ Assess the situation, develop an overall strategy. Establish Incident Objectives & priorities.
- ☐ Request additional resources if needed.

General Operation Duties

- ☐ Develop and issue appropriate rules, regulations and orders.
- ☐ Conduct periodic briefing sessions with the entire EOC to update overall situation.
- ☐ Authorize PIO to release information to the media and to access Emergency Alert System (EAS)
- ☐ Keep the Mayor, Town Council informed of all major problems and decisions.
- ☐ Brief your relief at shift change. Ensure that in-progress activities are identified.

Deactivation

- ☐ Authorize deactivation of sections, branches or units when they are no longer required.
- ☐ Approve the Demobilization Plan (drafted by Planning).
- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ☐ Ensure that all required forms or reports are completed prior to deactivation
- ☐ Ensure the Deputy EOC Manager schedules a debriefing and incorporate the After-Action Report.

Management

Assistant EOC Manager

SUPERVISOR: EOC Manager

The Assistant EOC Manager must be fully qualified to assume the duties of the acting EOC Manager if the situation arises where the acting manager cannot fulfill their duties. The Assistant EOC Manager will directly assist the EOC Manager in the coordination of the incident. The Assistant Manager will also work alongside the Public Information, Liaison, and Safety Officer's.

General Duties:

- Assist the EOC Manager in the management of resources within the incident.
- Maintain open lines of communication with Liaison, Safety, and Public Information Officers.
- Ensure that multi-agency or inter-agency coordination is accomplished within your EOC.
- Supervise the Section Chiefs and act as a point of contact.

Check List:

Start-Up Action

- ☐ As appropriate, respond to the primary EOC.
- ☐ Review your position responsibilities.
- ☐ Ensure that EOC is properly set up and ready for operations.
- ☐ Request additional personnel to maintain a 24-hour operation as required.
- ☐ Aid the Manager in opening and maintaining a position log.
- ☐ Ensure that telephone, radio and data communications with other facilities are established and tested.
- ☐ Ensure that all departments account for personnel and work assignments

General Operation Duties

- ☐ Schedule and conduct briefings at set times.
- ☐ Hold action planning meeting of section and branch coordinators.
 - Name the incident
 - Provide briefings on current and forecasted situations
 - Obtain any additional information from other sources on the current situation assessment.
 - Develop overall goals with EOC Manager
 - Determine need for additional resources
 - Ensure that staff is clear on the EOC Action Plan
 - Establish time for next action planning meeting
- ☐ Brief your relief at shift change. Ensure that in-progress activities are identified.

Deactivation

- ☐ Ensure that any open actions not yet completed will be taken care of after deactivation.
- ☐ Be prepared to provide input to the After-Action Report.
- ☐ Deactivate the EOC and close out logs when emergency situation no longer requires activation.

Management

Liaison Officer

SUPERVISOR: Assistant EOC Manager

The Liaison Officer acts as a point of contact for assisting and cooperating agency and municipal representatives. This includes agency representatives from other fire agencies, support agencies, law enforcement, public works, and engineering organizations.

General Duties:

- Obtain briefing from EOC Manager.
- Provide a point of contact for assisting/cooperating agencies, including those municipal representatives located within the EOC.
- Monitor EOC operations to identify current or potential inter-agency/organizational problems.
- Informs the team of resources' work hours, personnel, and abilities.

Check List:

Start-up Action

- ☐ Check in upon arrival at the EOC.
- ☐ Obtain a briefing on the situation during the Initial Incident Briefing.
- ☐ Maintain an activity log, maintain all required records and documentation the for After-Action Report:
 - Messages Received
 - Action Taken
 - Justifications for Actions
 - EOC personnel, time on duty and assignments.

General Operational Duties

- ☐ Contact all on-site Agency Representatives. Make sure that:
 - They have signed into the EOC.
 - They understand their assigned function.
 - They know their work location.
- ☐ Brief Agency Representatives on current situation, Objectives, and the EOC Action Plan.
- ☐ Maintain open lines of contact with Agency Reps, bordering communities, and State Officials.

Deactivation

- ☐ Release Agency Reps no longer needed in the EOC by the Manager.
- ☐ Ensure that all required forms are completed prior to your release.
- ☐ Provide input during the After-Action Report.

Management

Public Information Officer - ESF 15

SUPERVISOR: Assistant EOC Manager

The Public Information Officer is responsible for developing and releasing information about the incident to the news media, to incident personnel, and to other appropriate agencies and organizations. The Public Information Officer must report to the Incident Commander before releasing any information to the media. It is the responsibility of the PIO to keep the public informed while withholding information per order of the Command Staff.

General Duties:

- Determine information to be released and actions to be taken.
- Seek Incident Commander approval for all media releases.
- Conduct media briefings at set times throughout the course of the incident.
- Supplies the media with information, does not work for the media.

Check List:

Start-up Action

- ☐ Check-in upon arrival at the EOC.
- ☐ Obtain a briefing on the situation during the Initial Incident Briefing.
- ☐ Establish a Media Information Center away from the EOC. Keep the media contained.
- ☐ Create and provide an Initial Report for the media. (Clear report with IC).

General Operation Duties

- ☐ Review situation reports as they are received. Verify all information.
- ☐ Maintain work hours log.
- ☐ Brief the IC on any press releases and receive approval.
- ☐ Coordinate all media events with EOC Manager.
- ☐ Schedule and post times and locations of news briefings where the media will see it.
- ☐ Provide briefings for Jurisdictional or Elected Officials.
- ☐ Issue consistent advisories and instructions for life safety, health and assistance.
- ☐ Ensure there are copies of all press releases.
- ☐ Prepare a final news release and provide media personnel with contact information if needed.

Deactivation

- ☐ Provide input for the After-Action report.
- ☐ Ensure that all forms/releases are on file.
- ☐ Deactivate the PIO position and close hourly logs when authorized by EOC Manager.

Management

Safety Officer

SUPERVISOR: Assistant EOC Manager

The Safety Officer's function is to develop and recommend measures for assuring personnel safety, and to monitor and/or anticipate hazardous and unsafe situations. Only one Safety Officer will be assigned for each incident.

General Duties:

- Required during a HAZMAT Incident by law.
- Responsible for **responder safety**.
- Develops safety plan using the IC-215A worksheet on next page with Ops Section Chief.
- The Safety Officer has the power to shut down all operations if they are found to be unsafe.

Start-up Action

- ☐ Check in upon arrival at the EOC.
- ☐ Obtain a briefing on the situation during the Initial Incident Briefing.
- ☐ Start to fill out the IC-215A form.

General Operation Duties

- ☐ Coordinate with Command & General Staff of potential safety concerns (IC, Ops Section Chief).
- ☐ Develop the IC-215A into the Safety Plan to be given to all resources or their supervisors.
- ☐ Ensure that proper PPE is in use and update Safety Plan as the incident progresses.
- ☐ Maintain **staff safety** throughout the course of the incident.

Deactivation

- ☐ Create copies of all Safety worksheets and safety plans.
- ☐ Provide input for the After-Action Report.
- ☐ Deactivate the Safety Officer position and close out logs when authorized by the EOC Manager.

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name:		2. Incident Number:	
3. Date/Time Prepared: Date: Time:		4. Operational Period: Date From: Date To: Time From: Time To:	
5. Incident Area	6. Hazards/Risks	7. Mitigations	
8.			
Prepared by (Safety Officer):		Signature:	Date:
Prepared by (Operations Section Chief):		Signature:	Date:

Section Chief

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Section Chief

Planning Section Chief

Supervisor: Assistant EOC Manager

The Planning Section Chief is responsible for the maintenance of all incident documentation including but not limited to; check-in sheets, the Incident Action Plan, and incident briefings. As the Planning Section Chief it is your responsibility to lead all meetings along with the Command and General Staff as well as maintain control of the incident in strong coordination with the IC and Operations Section Chief.

General Duties:

- Must maintain accountability for resources at the EOC (use IC-211 sheet after the next page).
- Establish Units as needed (Documentation, Check-in, Resource, Demobilization, etc).
- Work in conjunction with the IC in coordinating meetings and briefings.

Check List:

Start-up Action

- ☐ Check-in upon arrival at the EOC
- ☐ Obtain a briefing during the Initial Incident Briefing
- ☐ Receive a copy of the IC-211 sheet from EOC Manager if they started one
- ☐ Review your position responsibilities
- ☐ Provide input to the Incident Commander and Operations Section Chief in preparing the Action Plan
- ☐ Prepare alternate strategies and control operations for the incident
- ☐ Determine the need for any specialized resources in support of the incident
- ☐ Assemble and disassemble strike teams and task forces not assigned to Operations Section
- ☐ Inform EOC Manager/Deputy EOC Manager and general staff when your section is fully operational
- ☐ Open and maintain section logs
- ☐ Review responsibilities of branches/units in your section. Develop plan to carry out responsibilities
- ☐ Meet with other activated Section Chiefs

General Operation Duties

- ☐ Make a list of key issues currently facing your section
- ☐ Keep up to date on situation and resources associated with your section. Maintain current statuses
- ☐ Brief EOC Manager on major problem areas that need or will require solutions
- ☐ Provide periodic predictions on incident potential
- ☐ Report any significant changes on incident status to the EOC Manager/Deputy EOC Manager
- ☐ Ensure that your Section logs and files are maintained
- ☐ Ensure internal coordination and communication between branch/group/unit leaders
- ☐ Make sure all contacts with the media are fully coordinated first with the Public Information Officer
- ☐ Participate in EOC Manager's action planning meeting
- ☐ Provide copies of the daily Incident Report to the Operations Section at end of each operational period

Section Chief

Deactivation

- ☐ Authorize deactivation of organizational elements within your section when they are no longer needed
- ☐ Ensure that any open actions are handled by your section or transferred to other EOC elements
- ☐ Ensure that any required forms or reports are completed prior to your release and departure
- ☐ Be prepared to provide input to the After-Action Report
- ☐ Deactivate your section and close out logs when authorized by EOC Manager/Deputy EOC Manager

ICS 211 Form (Modified): Personnel Check-In

1. Incident Name _____	2. Operational Period (Date / Time) From: _____ To: _____	3. Check- in Location <input type="checkbox"/> EOC <input type="checkbox"/> Command Post <input type="checkbox"/> Staging Area <input type="checkbox"/> Other _____	CHECK- IN LIST (Personnel)			
<i>Personnel Check- in Information</i>				8. Ini- tial Check- In?	9. Time	
4. Name / Call or ID	5. Company / Agency	6. ICS Sec- tion / As- signment	7. Contact Information (Cell Phone)	(X)	In	Out
				<input type="checkbox"/>		
				<input type="checkbox"/>		
				<input type="checkbox"/>		
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<p>10.</p> <p>Prepared by: _____</p> <p>Date: _____ Time: _____</p>	<p>11. Sent to Resources Unit</p> <p>Date: _____ Time: _____</p>
---	--

Section Chief

Operations Section Chief

Supervisor: Assistant EOC Manager

The Operations Section Chief is responsible for the management of all operations directly applicable to the primary mission ensuring the overall safety and welfare of all Section personnel. The OSC also directs the preparation of unit operational plans, requests or releases resources, and makes expedient changes to the Incident Action Plan and directs its execution. There may be a Deputy Operations Section Chief in larger incidents.

General Duties:

- Develop the operations portion of the IAP and complete the appropriate ICS Form 215 (after next page) as appropriate.
- Brief and assign Operations Section personnel in accordance with the IAP.
- Determine needs and request additional resource.

Check List:

Start-Up Action

- ☐ Check-in upon arrival at the EOC
- ☐ Obtain a briefing during the Initial Incident Briefing
- ☐ Set up your Section workstation, including maps and status boards
- ☐ Review your position responsibilities
- ☐ Confirm that all key Operations section personnel are in the EOC or have been notified.
- ☐ Activate organizational elements within your section as needed and designate leaders for each element
 - Fire Department Branch
 - Law Enforcement Branch
 - Medical/Health Branch
 - Care and Shelter Branch
 - Public Works Branch
 - Infrastructure and Safety Branch
 - Utilities Branch
- ☐ Brief incoming Section personnel prior to assuming duties. Briefing should include:
 - Current Situation assessment
 - Identification of specific job responsibilities
 - Location of work area
 - Identification of operational period work shifts

- ☐ Inform EOC Manager/Deputy EOC Manager and general staff when your section is fully operational
- ☐ Open and maintain section logs
- ☐ Review responsibilities of branches/units in your section. Develop plan to carry out responsibilities
- ☐ Meet with other activated Section Chiefs

Section Chief

General Operational Duties

- ☐ Make a list of key issues currently facing your section
- ☐ Accomplish those issues within the next operational period
- ☐ Keep up to date on situation and resources associated with your section. Maintain current statuses
- ☐ Brief EOC Manager on major problem areas that need or will require solutions
- ☐ Determine status of transportation system within the affected area in coordination with Logistics Section
- ☐ Ensure that your Section logs and files are maintained
- ☐ Monitor your section activities and adjust section organization as appropriate
- ☐ Ensure internal coordination and communication between branch/group/unit leaders
- ☐ Resolve problems that arise in conducting your section responsibilities
- ☐ Anticipate potential situation changes, such as a secondary situation after the primary situation happened
- ☐ Develop a back-up plan for all plans and procedures requiring off-site communications
- ☐ Make sure all contacts with the media are fully coordinated first with the Public Information Officer
- ☐ Participate in EOC Manager's action planning meeting
- ☐ Develop the IC-215 with the Incident Commander, Logistics and Planning Section Chiefs
- ☐ Establish field communications with affected areas
- ☐ Determine the need to evacuate and issue evacuation orders
- ☐ Provide copies of the daily Incident Report to the Planning Section at end of each operational period
- ☐ Suggest a list of resources, and initiate recommendations for their release to the Logistics Section

Deactivation

- ☐ Authorize deactivation of organizational elements within your section when they are no longer needed
- ☐ Ensure that any open actions are handled by your section or transferred to other EOC elements
- ☐ Ensure that any required forms or reports are completed prior to your release and departure
- ☐ Be prepared to provide input to the After-Action Report
- ☐ Deactivate your section and close out logs when authorized by EOC Manager

ICS Form 215: Operational Planning Worksheet

1. Incident Name:											2. Operational Period:											Date From:		Date To:	
																						Time From:		Time To:	
3. Branch	4. Division, Group, or Other	6. Resources																7. Overhead Positions	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time				
		Req.																							
		Have																							
		Need																							
		Req.																							
		Have																							
		Need																							
		Req.																							
		Have																							
		Need																							
		Req.																							
		Have																							
		Need																							
		Req.																							
		Have																							
		Need																							
		Req.																							
		Have																							
		Need																							
		Req.																							
		Have																							
		Need																							
11. Total Resources Required																		14. Prepared by:							
																		Name: _____							

12. Total Resources on Hand																Position: _____
13. Total Resources to Order																Signature: _____ Date/Time: _____

Section Chief

Logistics Section Chief

Supervisor: Assistant EOC Manager

The Logistics Section Chief is responsible for providing facilities, services, and material in support of the incident. The LSC participates in the development and implementation of the Incident Action Plan (IAP) and activates and supervises the Branches and Units within the Logistics Section. The LSC is responsible for ordering and monitoring resources as needed by the Command and General Staff.

General Duties:

- Develop Logistics Portion of the Incident Action Plan.
- Develop and maintain resource logs.
- Locate and monitor facilities in use during an incident.
- Responsible to care for facilities and resources (Supply and Service Branches).
- Activate Units based upon need and incident size (Food, Medical, Comm., Facilities, etc).

Check List:

Start-Up Action

- ☐ Check-in upon arrival at the EOC
- ☐ Obtain a briefing during the Initial Incident Briefing
- ☐ Review your position responsibilities
- ☐ Plan organization of Logistics Section
- ☐ Activate organizational elements within your section as needed and designate leaders for each element
 - **Service Branch**
 - Communications Unit
 - Medical Unit
 - Food Vendor
 - **Support Branch**
 - Supply Unit
 - Facilities Unit
 - Ground Support
- ☐ Open and maintain section logs
- ☐ Meet with other activated Section Chiefs
- ☐ Participate in preparation of Incident Action Plan

General Operation Duties

- ☐ Assign work locations and preliminary work tasks to section personnel
- ☐ Coordinate and process requests for additional resources
- ☐ Estimate future service and support requirements
- ☐ Receive Demobilization plan from Planning Section
- ☐ Make a list of key issues currently facing your section

Section Chief

- ☐ Brief EOC Manager/Deputy EOC Manager on major problem areas that need or will require solutions
- ☐ Receive copies of the daily Incident Report from the other Section Chiefs
- ☐ Ensure internal coordination and communication between branch/group/unit leaders
- ☐ Resolve problems that arise in conducting your section responsibilities
- ☐ Make copies of all documents and secure them within a file.
- ☐ Participate in EOC Manager's action planning meeting
- ☐ Provide input to and review Communication Plan, Medical Plan and Traffic Plan

Deactivation

- ☐ Authorize deactivation of organizational elements within your section when they are no longer needed
- ☐ Ensure that any open actions are handled by your section or transferred to other EOC elements
- ☐ Ensure that any required forms or reports are completed prior to your release and departure
- ☐ Be prepared to provide input to the After-Action Report
- ☐ Deactivate your section and close out logs when authorized by EOC Manager

Section Chief

Finance and Administration Section Chief

Supervisor: Assistant EOC Manager

The Finance and Administration Section Chief is responsible to maintain the budget of the incident as well as assist in Human Resources related queries. The Finance/Admin. Section Chief is responsible for the time keeping, agency policy, and legal aspects of an incident. These objectives will be completed by various units under the Section Chief such as the HR Group, Policy Group, and Legal Group.

General Duties:

- Responsible to maintain the budget of the incident.
- Responsible to ensure resource pay scale and work hours.
- Required to document any issues involving Human Resources
- Must maintain and organize copies of incident documents for any impending lawsuits or actions taken against a resource.

Start-up Action

- ☐ Check-in upon arrival at the EOC
- ☐ Obtain a briefing during the Initial Incident Briefing
- ☐ Meet with the Mayor and discuss the incident budget.
- ☐ Establish what units you will require during the incident
 - Human Resources
 - Legal
 - Policy
 - Time

General Operation Duties

- ☐ Coordinate with Command & General Staff of financial concerns during briefings.
- ☐ Monitor the work schedules and pay grade of resources.
- ☐ Maintain open communication with the Liaison Officer in matters of Agency Representatives.
- ☐ Ensure that strict documentation is in place when filling out financial as well as Incident Action Reports.
- ☐ Make copies of all documents and secure them within a file.

Deactivation

- ☐ Collect all copies of incident documents and file accordingly.
- ☐ Pass all documents on to the Incident Commander.
- ☐ Provide input for the After-Action Report.
- ☐ Deactivate the position and close out logs when authorized by the EOC Manager.

Branch & Unit Description

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Planning Section

Situation Unit

The collection, processing, and organization of all incident information takes place within the Situation Unit. The Situation Unit Leader will report to the Planning Section Chief, following the chain of command. These duties will be carried out using the following sub-units;

- Situational Analysis
 - Keeps up to date information on the incident
 - Observes the weather, current actions, and predicts further complications
 - Will report findings to Situation Unit Leader
- Plotting
 - Will act as scribes throughout the incident using the Smart Board
 - Works alongside the Command and General staff as an aid
- Documentation
 - Must ensure that all documents have been maintained throughout the course of the incident.
 - Maintain an activity log throughout the incident. (Document Unit on EOC layout).

Resource Unit

The resource unit within the EOC is solely responsible for the accountability of personnel within an incident. This is achieved through monitoring the check-in process, maintaining a system as to where resources are located in the field, and maintenance of a list of all personnel.

Check-In Recorders

- Maintain an activity log using the IC 214 form (found in EOC Operations).
- Establish communications with the Ground Support Unit.
- Post signs so arriving resources know how to proceed to check-in.
- Maintain all documents and put on file when demobilized by the Incident Commander.

Demobilization Unit

The Demobilization Unit Leader is solely responsible to develop the Incident Demobilization Plan. On larger incidents the Demobilization Unit may become its own entity within the ICS organization.

- Coordinate demobilization with Agency Representatives.
- Monitor Operations plan resource needs for the Operational Period.
- Identify surplus resources and probable release times.
- Clear demobilization with the Operations Section Chief and Incident Commander.
- Keep an updated log on when resources are released (IC-214 Form).

Operations Section

Emergency Services Branch

The Emergency Service Branch accounts for all response personnel of an incident, in larger incidents where first responders cannot report to the EOC a Branch Director will be appointed to maintain communication with the Department Chiefs. Agency protocol will be followed based upon incident type, although resource actions must be documented throughout the incident.

Law Enforcement Group – ESF #13

Start-Up Action

- ☐ Report to the Operations Section Chief and obtain a briefing
- ☐ Review your position responsibilities
- ☐ Identify yourself as the Law Branch Chief
- ☐ Determine if all Law Enforcement personnel have been notified
- ☐ Open and maintain section log
- ☐ Request additional resources through the Logistics Section
- ☐ Notify Watch Commander

General Operational Duties

- ☐ Develop a plan for your branch operations and assign specific responsibilities to personnel
- ☐ Carry out developed plan
- ☐ Keep up to date on the situation. Maintain current status reports and displays
- ☐ Keep Operations Section Chief advised on any problem areas
- ☐ Alter normal patrol procedures to accommodate the emergency situation
- ☐ Notify Watch Commander of status
- ☐ Establish a multi-purpose staging area as required
- ☐ Enforce curfew and other emergency orders, as identified in the EOC Action Plan

Alerting/Warning the Public

- ☐ Develop a warning/evacuation message. Message at minimum should include:
 - Nature of the emergency
 - Threat area
 - Time available for evacuation
 - Evacuation routes
 - Location of evacuee assistance center
 - Radio stations carrying instructions and details
- ☐ Coordinate all emergency warning and messages with EOC Manager and the PIO
- ☐ Ensure that dispatch notified all required facilities:
 - Hospitals
 - Schools
 - Government facilities
 - Special industries

Operations Section

- ☐ Warn all non-English speaking or hearing impaired persons by:
 - Using bilingual employees whenever possible
 - Contact media outlets that serve the desired language(s)
 - Translating all warnings, written and spoken into appropriate languages

Additional Actions

- ☐ Assist Public Works with clearing debris from critical routes to support Emergency Vehicles
- ☐ Identify alternate evacuation routes
- ☐ Coordinate use of town vehicles (busses, vans etc.) if threat is imminent and need to evacuate
- ☐ Establish evacuation assembly point(s)
- ☐ Coordinate with Care and Shelter Branch to open Evacuation Centers
- ☐ Request aid from neighboring towns (Braintree, Hingham, Quincy, Rockland) if needed and when approved by the Operations Section Chief

Deactivation

- ☐ Ensure that proper clean-up arrangements are made
- ☐ Ensure that all required forms or reports are completed prior to your release/departure
- ☐ Be prepared to provide input the After-Action Report
- ☐ Deactivate the position and close out logs when authorized by Operations Section Chief

Operations Section

Fire/Rescue/HAZMAT Group - **ESF #4, ESF # 9, ESF #10**

Start-Up Action

- ☐ Report to the Operations Section Chief and obtain a briefing
- ☐ Determine your personal operating location and set up as necessary
- ☐ Review your position responsibilities
- ☐ Identify yourself as the Fire Branch Chief
- ☐ Determine if all Fire Department personnel have been notified
- ☐ Ensure that all Fire Personnel have completed status check on equipment and operational capabilities
- ☐ Determine the status of:
 - Hospitals/Medical Facilities
 - Schools
 - High rise buildings
 - Street conditions
 - Bridges
 - Underground pipelines/tanks
- ☐ Open and maintain section log
- ☐ Establish a Field Command Post at all ICS incidents

General Operational Duties

- ☐ Develop a plan for your branch operations and assign specific responsibilities to personnel
- ☐ Keep up to date on the situation. Maintain current status reports and displays
- ☐ Keep Operations Section Chief advised on your branch status and activity
- ☐ Determine and **anticipate** your support needs and inform the Section Chief
- ☐ Refer all media to the Public Information Officer
- ☐ Set Fire Department priorities based on the severity of the situation
- ☐ Request aid from neighboring towns (Braintree, Hingham, Quincy, Rockland) if needed and when approved by the Operations Section Chief
- ☐ Report to the Section Chief when:
 - EOC Action Plan needs alteration
 - Additional resources are needed
 - Significant event occurs
- ☐ Alert all emergency responders to the dangers associated with hazardous materials, if a HAZMAT situation follow HAZMAT guidelines
- ☐ Coordinate search and rescue operations
- ☐ Assist Law Enforcement in evacuating non-ambulatory persons
- ☐ Brief your relief at shift-change. Ensure that in-progress activities are identified

Deactivation

- ☐ Ensure that proper clean-up arrangements are made
- ☐ Ensure that all required forms or reports are completed prior to your release/departure
- ☐ Be prepared to provide input the After-Action Report
- ☐ Deactivate the position and close out logs when authorized by Operations Section Chief

Operations Section

HOSPITAL/MEDICAL GROUP - ESF #8

The Hospital/Medical Group will represent the efforts of South Shore Hospital and South Shore Ambulance during the Operational Period. A single representative will be present at the EOC to coordinate with the Command and General Staff as well as offering guidance on agency policy within both entities. The Hospital/Medical Group Leader will work alongside the Safety Officer and aid in the production of the Medical Plan. If a Medical Aid Station is necessary the Hospital /Medical Group Leader will report the location to South Shore Hospital and South Shore Ambulance, and resources will be sent to assist at the station.

- Aid in medical planning process.
- Offer insight into resource capabilities.
- Request additional resources if needed by the Incident Commander.
- Maintain accountability for all assigned Medical resources using the IC-214 Activity Log.

Evacuation Branch - ESF #6

The Evacuation Branch will be utilized in any incident that requires residents to be removed from their homes in Weymouth or within neighboring communities. It is the responsibility of the Branch Director to ensure that the evacuation is run effectively and safely. Weymouth High School is a fully functioning shelter within the region and can house a number of people for an extended period of time. The evacuation branch will have the support of local Police and Fire Services, as well as the Red Cross upon request. The Branch will be broken up into two functional groups.

Transportation Group - ESF #1

- Safely transport evacuees to the shelter.
- Work alongside Police and Fire in establishing a pick-up point for evacuees.
- Coordinate and log work hours for evacuation personnel (Bus drivers, van drivers, etc.)

Shelter Group - ESF #6

Start-Up Action

- ☐ Report to the Operations Section Chief and obtain a briefing
- ☐ Review your position responsibilities
- ☐ Identify yourself as the Care and Shelter Branch Chief
- ☐ Determine if all key Care and Shelter personnel have been notified
- ☐ Ensure that all required supplies are available and have been tested:
 - Phones
 - Radios
 - Forms
 - Lists
 - Maps
- ☐ Open and maintain section log

Operations Section

General Operational Duties

- ☐ Ensure that the Safety/Damage Assessment plan is being carried out by field units
- ☐ Direct field units to report important information
- ☐ Keep Operations Section Chief informed of your branch activity and status
- ☐ Prioritize problems and make solutions to most important first
- ☐ Refer all media to the Public Information Officer
- ☐ Identify the care and shelter needs of the community
- ☐ Determine the need for evacuation center or mass care shelter
- ☐ Come up with a list of possible evacuation centers (Primary: Weymouth High School) (Secondary: McCulloch Bldg, Abigail Adams Middle School, Maria Weston Chapman Middle School, etc.)
- ☐ Coordinate if needed with American Red Cross

Deactivation

- ☐ Ensure that proper clean-up arrangements are made
- ☐ Ensure that all required forms or reports are completed prior to your release/departure
- ☐ Be prepared to provide input the After-Action Report
- ☐ Deactivate the position and close out logs when authorized by Operations Section Chief

Infrastructure Branch - ESF # 3

The Infrastructure Group is responsible for the maintenance of all roadways and critical elements within the community. Agency policy will direct the appropriate actions taken based upon the incident type. Resources will report all actions/concerns to the DPW Representative located within the EOC. This Branch will include the Public Works Group as well as the Utilities Group.

Human Services Branch

The Human Services Branch works to restore a sense of stability to the community. This is done through the utilization of the Community Service Group and Public Health Group. The Community Service Group will aid in the recovery efforts for the community following a disaster. The Public Health Group is responsible for the sanitation of facilities as well as the overall welfare of those forced from their homes.

Logistics Section

Service Branch

The Service Branch will act as an aid to the responders, not the general public. This branch contains three separate units to ensure a safe and effective response, as well as tend to the needs of those in the field. The Service Branch Director will oversee all operations and report to the Logistics Section Chief.

Communications Unit - ESF # 2

- Responsible to utilize a Communications Plan using IC-205 form (on next page).
- Must pass form on to Logistics Section Chief for use at the start of the incident.
- Will maintain open lines of communications and respond to any complications.
- Will activate Telephone Operators who will answer incoming phone calls to the EOC, Standard Operating Procedures following the Communication Plan on next page.

Medical Unit - ESF # 8

- Responsible to care for injured responders
- Fill out the IC-206 form to account for medical facilities. (Located on page 46).
- Must establish a Medical Station at a predetermined Facility.
- Maintain a log of injuries and how they were sustained.

Food Unit - ESF #6

- Responders will need a location to report to when they must refuel during an incident.
- Establishes a vendor, or multiple vendors to feed responders as they recover from a shift.
- Maintain supply logs (IC-214 form in EOC Operations) to pay the vendor(s) for the work completed during an incident.

Support Branch - ESF #7

Supply Unit

- Responsible for ordering personnel, equipment and supplies.
- Maintain an inventory of supplies.
- Maintain activity log (IC-214 form in EOC Operations).

Facilities Unit

- Responsible for the activation and maintenance of incident facilities (Command Post, EOC, Shelters, etc.).
- Assign a manager to each facility on larger incidents.
- Must maintain sanitation and safety of facilities.
- Provide security services if necessary using Law Enforcement.

Ground Support Unit

- Works to fix any problems responders may face.
- Supports out-of-service resources
- Transports personnel, supplies, equipment, food, etc.
- Refuels and repairs vehicles as well as other broken equipment

ICS Form 205: Communications Plan

1. Incident Name			2. Date/Time Prepared Date: Time:			3. Operational Period Date From: Date to: Time From: Time to:	
4. Basic Radio Channel Use:							
Zone Group	Ch. #	Channel Name	Assignment	RX Freq. N or W	TX Freq. N or W	Mode (A, D, or M)	Remarks
5. Special Instructions							
6. Prepared By (Communications Unit Leader)							
Name:				Signature:			
Date/Time:						IAP Page	ICS 205

Telephone Operator Standard Operating Procedures

As a Telephone Operator it is your duty to receive, analyze, and broadcast information to the Command and General Staff. While taking calls it is important to maintain a professional atmosphere with the caller, while still taking information as efficiently as possible. Strict documentation of calls is pertinent to the operations and protection of resources and should be handled using the Activity Log (IC-214).

Start-up Action

- ☐ Sign in upon arrival to the EOC
- ☐ Take multiple copies of the IC-214 Form to work station
- ☐ Ensure proper materials are in place prior to start of shift (pens, pencils, erasers).

General Operation Duties

- ☐ When a phone call comes through
 - Write down the date and time of the call
 - Answer the phone, "This is the Emergency Operations Center?"
 - Take note of the call, and pass off information to the EOC Director or Incident Commander
- ☐ Ensure documents are in order throughout the shift

Deactivation

- ☐ Brief your relief on the current incident situation and resource capabilities
- ☐ Finish all assigned documentation prior to shift change
- ☐ Provide input in the After-Action Report
- ☐ Deactivate the position when authorized to do so by the Logistics Section Chief

IC 206: Medical Plan

1. Incident Name:		2. Operational Period: Date From:		Date To:			
		Time From:		Time To:			
3. Medical Aid Stations							
Name	Location	Contact Number(s)/Frequency	Paramedics On-Site?				
			YES	NO			
			YES	NO			
			YES	NO			
			YES	NO			
			YES	NO			
			YES	NO			
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level Of Service (Advanced or Basic)				
			Advanced	Basic			
			Advanced	Basic			
			Advanced	Basic			
			Advanced	Basic			
5. Hospitals							
Hospital Name	Address	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					Yes Level:	Yes No	Yes No
					Yes Level:	Yes No	Yes No
					Yes Level:	Yes No	Yes No
					Yes Level:	Yes No	Yes No
					Yes Level:	Yes No	Yes No
6. Special Medical Emergency Procedures:							
Check box if Aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name:					Signature:		
8. Approved by (Safety Officer): Name:					Signature:		
ICS 206	IAP Page #	Date/Time:					

Finance and Administration Section

Human Resources Group

The Human Resources Group is responsible for the financial matters pertaining to an incident. From vendor contracts to resources pay scales this unit is responsible for the strict documentation of work hours, contracts, and the overall cost of the incident. A secondary mission is to manage the legal concerns of an incident, be it compensation for an injury or company policy for assisting agencies.

Time Unit

- Responsible for the time keeping of all resources and equipment.
- Contacts appropriate agency representatives through Liaison Officer for work shift restrictions.
- Maintain time reports for resources and release them to Agency Representatives during Demobilization.
- Brief Finance/Administration Section Chief on current and future spending predictions.

Procurement Unit

- Responsible for the maintenance of all vendor contracts, leases, and fiscal agreements.
- Establish contracts and agreements with supply vendors.
- Interpret contracts and resolve disputes.
- Coordinate with Compensation/Claims Unit for processing claims.

Cost Unit

- Responsible for collecting all cost data.
- Develop incident cost summary.
- Make cost saving recommendations to Finance/Administration Section Chief.

Legal Group

The legal group is responsible to handle any claims or discrepancies in regards to actions taken during the incident. Issues could vary from an injury to a contract dispute with a vendor to any other legal question relating to the incident

Compensation/Claims Unit

- Responsible for administrative matters pertaining to compensation for injury and claims-related activities for an incident.
- Establish contact with Safety and Liaison Officers and review Safety Plans and Assisting Agency protocol.
- Review the medical plan with the Medical Unit within Logistics.
- Ensure that compensation for injury claims are documented and copies are sent to affected assisting agencies.

Demobilization

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Demobilization

Demobilization Process

As the incident progresses resources needed at the beginning may run their course, thus requiring demobilization. This process will be done through coordination with the Demobilization Unit, the Operations Section Chief, as well as the Incident Commander. Only the Incident Commander has final say as to when a resource can officially be deactivated. It is also important to note that any external resource that must travel **50 or more miles** to return home is required by law to have **7 hours** of rest following their assigned shift in the previous 24 hour period before departure.

General Procedure:

- ☐ Sign-out resources on the IC-221 form at the sign-out location set in place by the Demobilization Unit Leader (form found after the next page).
- ☐ Ensure that the Demobilization Contract is read and signed by **ALL** resources and returned to the Demobilization Unit leader.
- ☐ All equipment used that is not an individual's own equipment must be returned and accounted for before demobilization. Records of the return will be forwarded to Finance/Administration Section Chief.
- ☐ Resources are not permitted to leave the incident until instructed to do so by the Incident Commander.
- ☐ Ensure that all documents are accounted for and returned to the Incident Commander at the close of the incident.

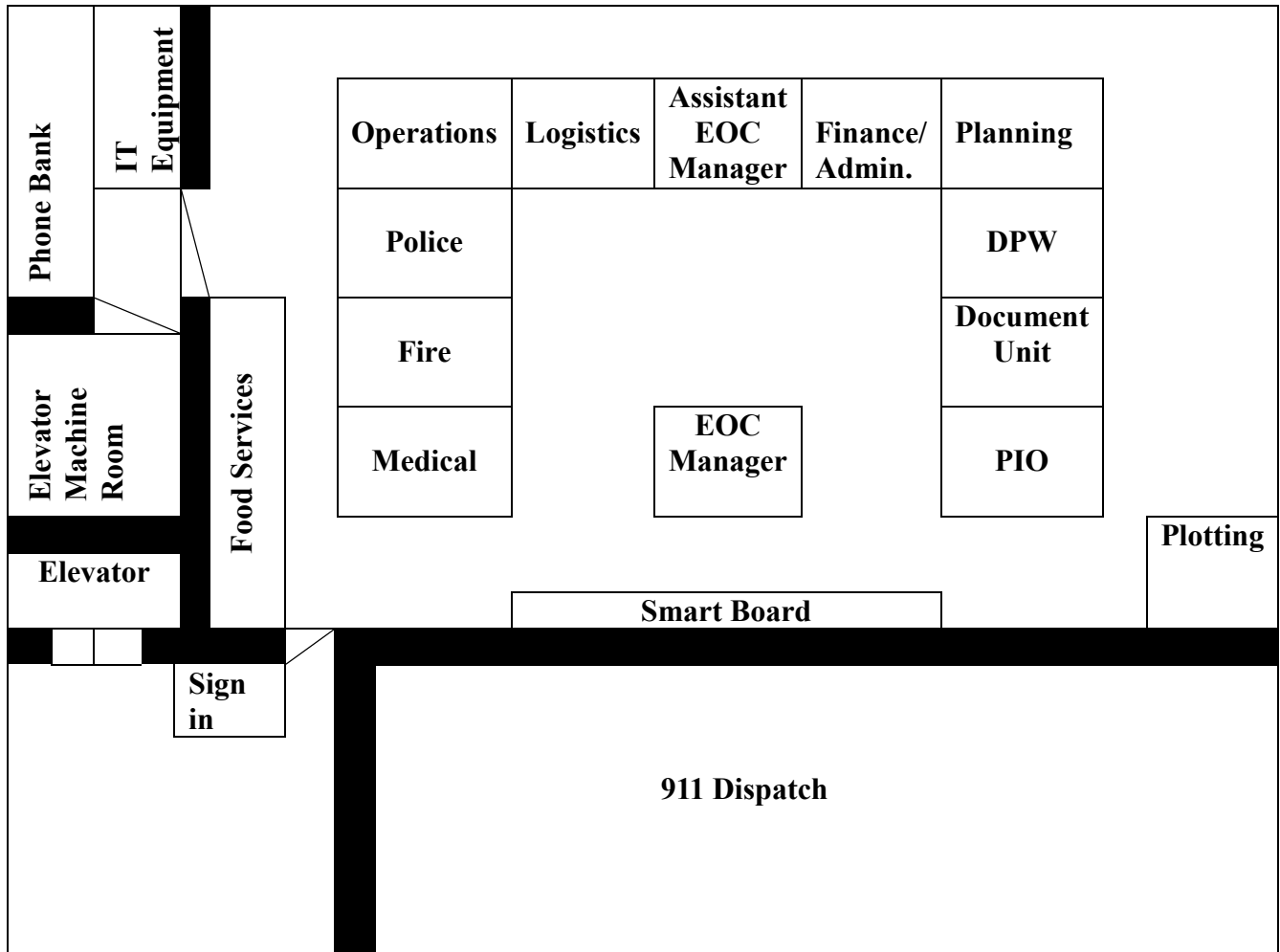
Demobilization Checkout							
1. Incident Name		2. Date/Time					
3. Resource/Personnel Released							
4. Transportation Type/License Plate							
5. Actual Release Date/Time							
6. Destination		8. Area/Agency Notified of Release					
_____		Name: _____					
		Date: _____					
9. Unit Leader Responsible For Collecting Performance Rating							
<p>10. Unit/Personnel You and your resources have been released subject to sign-off from the following:</p> <p style="text-align: center;">Demobilization Unit Leader Check Appropriate Box.</p> <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <u>Logistics Section</u> <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit Leader </td> <td style="vertical-align: top; width: 50%;"> <u>Operations Section</u> <input type="checkbox"/> Emergency Services Branch <input type="checkbox"/> Evacuation Branch <input type="checkbox"/> Infrastructure Branch </td> </tr> <tr> <td style="vertical-align: top;"> <u>Planning Section</u> <input type="checkbox"/> Situation Unit <input type="checkbox"/> Resource Unit <input type="checkbox"/> Demobilization Unit </td> <td style="vertical-align: top;"> <u>Finance/Administration Section</u> <input type="checkbox"/> Human Resources Group <input type="checkbox"/> Legal Group <input type="checkbox"/> Other _____ </td> </tr> </table>				<u>Logistics Section</u> <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit Leader	<u>Operations Section</u> <input type="checkbox"/> Emergency Services Branch <input type="checkbox"/> Evacuation Branch <input type="checkbox"/> Infrastructure Branch	<u>Planning Section</u> <input type="checkbox"/> Situation Unit <input type="checkbox"/> Resource Unit <input type="checkbox"/> Demobilization Unit	<u>Finance/Administration Section</u> <input type="checkbox"/> Human Resources Group <input type="checkbox"/> Legal Group <input type="checkbox"/> Other _____
<u>Logistics Section</u> <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit Leader	<u>Operations Section</u> <input type="checkbox"/> Emergency Services Branch <input type="checkbox"/> Evacuation Branch <input type="checkbox"/> Infrastructure Branch						
<u>Planning Section</u> <input type="checkbox"/> Situation Unit <input type="checkbox"/> Resource Unit <input type="checkbox"/> Demobilization Unit	<u>Finance/Administration Section</u> <input type="checkbox"/> Human Resources Group <input type="checkbox"/> Legal Group <input type="checkbox"/> Other _____						
11. Remarks							
<div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-bottom: 5px;"></div>							
12. Demobilization Unit Leader		13. Incident Commander					
Signature: _____		Signature: _____					
Date: _____ Time: _____		Date: _____ Time: _____					

Sample ICS Forms

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EOC Layout



Activity Log (ICS 214)

[illegible]

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name: Winter St. HAZMAT		2. Incident Number: 000-0000	
3. Date/Time Prepared: Date: 1/5 Time: 1000		4. Operational Period: Date From: 1/5 Date To: 1/6 Time From: 1200 Time To: 0000	
5. Incident Area	6. Hazards/Risks	7. Mitigations	
Winter St.	Vehicle collision, HAZMAT exposure, cold exposure	Close down road to all civilian vehicles, enter sight wearing appropriate PPE, wear hats and gloves to protect from cold.	
8.			
Prepared by (Safety Officer): Mark Whalberg		Signature:	Date: 1/5

10. Prepared by: _____ Date: _____ Time: _____	11. Sent to Resources Unit Date: _____ Time: _____
---	--

ICS Form 215: Operational Planning Worksheet

1. Incident Name: Winter St. HAZMAT														2. Operational Period: Date From: 1/5 Date To: 1/6 Time From: 1200 Time To: 0000													
3. Branch	4. Division, Group, or Other	6. Resources	Barricades	Decontamination Units	Cruisers	Tow Trucks												7. Overhead Positions	8. Special Equipment & Supplies	9. Reporting Location	10. Requested Arrival Time						
Emergency Services	Police	Req.	2 2		5													Kevin Garnett		Staging Area	1200						
		Have	11		4																						
		Need	11		1																						
Emergency Services	HAZMAT	Req.	3	3														Tedy Bruschi		Staging Area	1200						
		Have	0	2																							
		Need	3	1																							
Public Works	Utilities	Req.	6			6												Wes Welker		Staging Area	1200						
		Have	2			3																					
		Need	4			3																					
		Req.																									
		Have																									
		Need																									
		Req.																									
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		Req.																									
		Have																									
		Need																									
		Req.																									
		Have																									
		Need																									
11. Total Resources Required			3 0	3	5	6												14. Prepared by: Name: _____ Position: _____									
12. Total Resources on Hand			1 3	2	4	3																					

IC 206: Medical Plan

1. Incident Name: Winter St. HAZMAT		2. Operational Period: Date From: 1/5 Time From: 1200		Date To: 1/6 Time To: 0000			
3. Medical Aid Stations							
Name	Location	Contact Number(s)/Frequency	Paramedics On-Site?				
Abigail Adams M.S.	89 Middle Street	000-000-0000	YES	NO			
			YES	NO			
			YES	NO			
			YES	NO			
			YES	NO			
			YES	NO			
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level Of Service (Advanced or Basic)				
Fallon Ambulance	55 Fogg Rd. Weymouth	000-000-0000	Advanced	Basic			
Fallon Garage	111 Brook Rd. Quincy	000-000-0000	Advanced	Basic			
			Advanced	Basic			
			Advanced	Basic			
5. Hospitals							
Hospital Name	Address	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
South Shore Hospital	55 Fogg Rd.	781-624-8000	5 min.	10 min.	Yes Level:	Yes No	Yes No
					Yes Level:	Yes No	Yes No
					Yes Level:	Yes No	Yes No
					Yes Level:	Yes No	Yes No
					Yes Level:	Yes No	Yes No

6. Special Medical Emergency Procedures: Send all injured responders to the Medical Aid Station located at Abigail Adams Middle School. Any injuries should be documented and put on file. Assisting agencies will be informed of any injuries to their resources, and documents will be forwarded. Check box if Aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.						
7. Prepared by (Medical Unit Leader): Name: _____		Signature: _____				
8. Approved by (Safety Officer): Name: _____		Signature: _____				
ICS 206	IAP Page #	Date/Time:				
<h2 style="margin: 0;">Demobilization Checkout</h2>						
1. Incident Name Winter St. HAZMAT		2. Date/Time 1/6, 0800				
7. Resource/Personnel Released HAZMAT Team						
8. Transportation Type/License Plate 2010 Ford pick-up (blue), G576HV09						
9. Actual Release Date/Time 1/6, 0845						
10. Destination Newport, RI		8. Area/Agency Notified of Release Name: Newport Fire Department Date: 1/6				
9. Unit Leader Responsible For Collecting Performance Rating Chuck Norris						
10. Unit/Personnel You and your resources have been released subject to sign-off from the following: <div style="text-align: center;">Demobilization Unit Leader Check Appropriate Box.</div> <table style="width: 100%; margin-top: 20px;"> <tr> <td style="vertical-align: top; width: 50%;"> <u>Logistics Section</u> <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit Leader </td> <td style="vertical-align: top; width: 50%;"> <u>Operations Section</u> <input type="checkbox"/> Emergency Services Branch <input type="checkbox"/> Evacuation Branch <input type="checkbox"/> Infrastructure Branch </td> </tr> <tr> <td style="vertical-align: top;"> <u>Planning Section</u> <input type="checkbox"/> Situation Unit <input type="checkbox"/> Resource Unit <input type="checkbox"/> Demobilization Unit </td> <td style="vertical-align: top;"> <u>Finance/Administration Section</u> <input type="checkbox"/> Human Resources Group <input type="checkbox"/> Legal Group <input type="checkbox"/> Other <u>HAZMAT Group</u> </td> </tr> </table>			<u>Logistics Section</u> <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit Leader	<u>Operations Section</u> <input type="checkbox"/> Emergency Services Branch <input type="checkbox"/> Evacuation Branch <input type="checkbox"/> Infrastructure Branch	<u>Planning Section</u> <input type="checkbox"/> Situation Unit <input type="checkbox"/> Resource Unit <input type="checkbox"/> Demobilization Unit	<u>Finance/Administration Section</u> <input type="checkbox"/> Human Resources Group <input type="checkbox"/> Legal Group <input type="checkbox"/> Other <u>HAZMAT Group</u>
<u>Logistics Section</u> <input type="checkbox"/> Supply Unit <input type="checkbox"/> Communications Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Ground Support Unit Leader	<u>Operations Section</u> <input type="checkbox"/> Emergency Services Branch <input type="checkbox"/> Evacuation Branch <input type="checkbox"/> Infrastructure Branch					
<u>Planning Section</u> <input type="checkbox"/> Situation Unit <input type="checkbox"/> Resource Unit <input type="checkbox"/> Demobilization Unit	<u>Finance/Administration Section</u> <input type="checkbox"/> Human Resources Group <input type="checkbox"/> Legal Group <input type="checkbox"/> Other <u>HAZMAT Group</u>					

11. Remarks <hr/> <hr/> <hr/> <hr/> <hr/>			
12. Demobilization Unit Leader Signature: Date:		13. Incident Commander Signature: Date:	
Time:		Time:	

Massachusetts Chain of Command

