Washington Military Department
Emergency Management Division

WA Military Department
Emergency Management Division
Plan • Prepare • Respond • Recover

SEOC SMARTBOOK

Getting Started in the SEOC

Electronic version located at:
https://wamil.sharepoint.com/sites/EM/SEOC/_layouts/15/start.aspx#/Shared%20Documents/Forms/AllItems.aspx

Click on a subject to open that section .

Click on the "House" icon on any page to return to this page.

Suggestions for improvement or additional training tools are welcome on the SMARTBOOK Suggestion Form..

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- *Public Disclosure Requirements*
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SEOC Handbook Feedback Form

Comments Count!!
Print this page, fill out the form, then scan and email to the Response Section Manager.

Name: _____ Title: _____

Agency: _____

Address: _____

City: _____ State: _____ Zip: _____

SEOC Position Worked: _____

Date Range Worked: _____

Title of Section for Comment: _____

Comments/Suggestions: _____

_____

_____

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_____

Thank you for your feedback!

Acronyms in Emergency Management

AA	Administrative Assistant
AG	Attorney General
ACCESS	A Centralized Computerized Enforcement Service System
APCO	Associated Public Safety Communications Officer, Inc.
ARC	American Red Cross
ARES	Amateur Radio Emergency Services
ARM	Aerial Radiological Monitor
ARRL	Amateur Radio Relay League
ATC	Applied Technology Council
A&WC	Alert and Warning Center
BC/PEP	British Columbia/Provincial Emergency Planning
CAP	Civil Air Patrol
CD	Compact Disk
CDC	Center for Disease Control
CEM	Certified Emergency Manager
CEMNET	Comprehensive Emergency Management Network
CEMP	Comprehensive Emergency Management Plan
CENTREX	Central Exchange
CGS	Columbia Generating Station
COE	Corps of Engineers
COG	Continuity of Government
COOP	Continuity of Operations
COMMO	Communications
CPG	[Civil] Comprehensive Preparedness Guide
CPM	Counts Per Minute
CPOD	Community Points of Distribution
(US) DA	Department of Agriculture
DAC	Disaster Application Center/Disaster Assistance Council
DAP	Disaster Assistance Program
DECON	Decontamination
DEM	Department of Emergency Management (local)
DES	Department of Emergency/Enterprise Services
DM	Disaster Manager
DNR	Department of Natural Resources
DGR	Department of Agriculture
DOC	Department of Corrections
DOE	Department of Ecology
DOE-RL	(US) DOE Department of Energy - Richland
DOH	Department of Health
DOT	Department of Transportation
DRC	Disaster Recovery Center
DSCA	Defense Support to Civil Authorities
DSHS	Department of Social Health Services
EAS	Emergency Alert System
EAP	Emergency Action Plan
ECA	Exposure Control Area
ECL	Emergency Classification Level
EENET	Emergency Educational Network
EFSEC	Energy Facility Site Evaluation Council
EIS	Environmental Impact Statement
EMA	Emergency Management Assistance/Agency
EMAC	Emergency Management Assistance Compact
EMC	Emergency Management Council
EMI	Emergency Management Institute
EMT	Emergency Medical Technician
EMD	Emergency Management Division
EMP	Emergency Management Program/ Electromagnetic Pulse

Acronyms in Emergency Management, Cont.

EOC	Emergency Operations Center
EOCAP	EOC Action Plan
EOF	Emergency Operations Facility
EOP	Emergency Operations Plan
EPA	Environmental Protection Agency
EPIO	Emergency Public Information Officer
EPZ	Emergency Planning Zone
ERT-A	Emergency Response Team - Advanced
ERT-N	Emergency Response Team - National
ESD	Employment Security Department
ESF	Emergency Support Function
ETA	Estimated Time Of Arrival
FAA	Federal Aviation Administration
FASC	Finance/Admin Section Chief
FCC	Federal Communications Commission
FCO	Federal Coordinating Officer
FDA	Food and Drug Administration
FEMA	Federal Emergency Management Agency
FFTF	Fast Flux Test Facility
FIRECOM	State-wide use Common Fire Channel
FNARS	FEMA National Radio System
FNAMS	FEMA National Message System
FNAVS	FEMA National Voice System
FNF	Fixed Nuclear Facility
FRERP	Federal Radiological Emergency Response Plan
FRMAP	Federal Radiological Monitoring/Assessment Plan
GAR	Governor's Authorized Representative
GE	General Emergency
GIS	Geospatial Information System
HAZMAT	Hazardous Materials

HEAR	Hospital Emergency Administrative Radio
HF	High Frequency
HLS	Homeland Security
HMAC	Hazardous Materials Advisory Committee
HMPC	Hazardous Material Planning Committee
HS	Human Services
HSAS	Homeland Security Advisory System
HIVA	Hazard Identification Vulnerability Analysis
IA	Individual Assistance
IAP	Incident Action Plan
IC/S	Incident Command(er)/System
ICP	Incident Command Post
IEMS	Integrated Emergency Management System
IFG	Individual and Family Grant
IMA	Individual Mobilization Augmentee
IMAT	Incident Management Assistance Team
IMS	Incident Management System
IMT	Incident Management Team
IRZ	Immediate Response Zone
JFO	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
KI	Potassium Iodide (Thyroid Blocking Agent)
LSC	Logistics Section Chief
LNI	Labor & Industries
LEPC	Local Emergency Planning Committee
LERN	Law Enforcement Radio Net
LETS	Law Enforcement Teletype System
LNO	Liaison Officer

Acronyms in Emergency Management, Cont.

LOCA	Loss of Coolant Accident
MACC/G	Multi-Agency Coordination Center/Group
MEDNET	Medical Emergency Delivery System
MIL	Washington Military Department
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
MRR	Mitigation, Response and Recovery Unit
MSDS	Material Safety Data Sheet
MSH	Mount St. Helens
MUDAC	Meteorology Unified Dose Assessment Center
NCOIC	Non-Commissioned Officer In Charge
NEHRP	National Earthquake Hazard Reduction Program
NEIC	National Earthquake Information Center
NEMA	National Emergency Management Association
NENA	National Emergency Number Association (911)
NETC	National Emergency Training Center
NFIP	National Flood Insurance Program
NIMS	National Incident Management System
NGA	National Governor's Association
NHRAIC	Natural Hazard Research & App Info Ctr
NLEEC	National Law Enforcement Emergency Channel
NOAA	National Oceanic Administrative Agency
NOC	National Operations Center
NORAD	North American Aerospace Defense
NOUE	Notice of Unusual Event
NPSPAC	Natl Pub Safety Planning Advisory Committee
NRC	National Response Center
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NSDD	National Security Decision Directive

NTSB	National Transportation Safety Board
NUDET	Nuclear Detonation
NUREG	Nuclear Regulation
NWS	National Weather Service
OSC	On Scene Commander
OSCCR	On Scene Command and Coordination Radio
OFM	Office of Financial Management
OIC	Officer In Charge
OPS/OSC	Operations Section/OPS Section Chief
OSPI	Office of Superintendent of Public Instruction
PA	Public Assistance/Planning Assistant
PAD/PAG	Protective Action Decision/Guide
PAR	Protective Action Recommendation (FNF)
PAZ	Protective Action Zone
PDA	Preliminary Damage Assessment
PDS	Professional Development Series
PF	Protection Factor
PFO	Principle Federal Official
PGE	Portland General Electric
PIO	Public Information Officer
PNEMA	Pac NW Emergency Mgmnt Arrangement
POC	Point Of Contact
PPP	Population Protection Planning
PRER	Peacetime Radiological Emergency Response
PSC	Planning Section Chief
R	Roentgen
RAC	Regional Assistance Committee
RACES	Radio Amateur Civil Emergency Services
RADEF	Radiological Defense
RAG	Radiological Assessment Group

Acronyms in Emergency Management, Cont.

RCC	Rescue Coordination Center
RCW	Revised Code of Washington
RDO	Radiological Defense Officer
REAC/TS	Radiation Emergency Assist Ctr/Training Site
REM	Radiation Equivalent Man
REP	Radiological Emergency Preparedness
RFA	Request for Assistance
RFO	Recovery Field Office
RI	Radiological Instrument
RIM&C	Rad. Instrumentation Maint & Calibration
RM	Radiological Monitor
RRCC	Regional Response Coordination Center
RRT	Radiological Defense Response Team
RX	Reactor
SAE	Site Area Emergency
SAL	State Agency Liaison
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act
SBA	Small Business Administration
SCAN	State Controlled Area Network
SCM	Survivable Crisis Management
SCO	State Coordinating Officer
SECURE	State Emergency Communications
SEOC	State Emergency Operations Center
SERC	State Emergency Response Commission
SITREP	Situation Report
SLD	SCAN Long Distance
SM	Student Manual
SOP	Standard Operating Procedure

SSC	Seismic Safety Commission
STARC	State Area Command (NG HQ)
STAEN	State Agency Emergency Network
TAG	The Adjutant General
TCP	Traffic Control Point
TD	Training Document
TLD	Thermo luminescent Dosimeter
TM	Technical Memorandum
T3	Title 3 (SARA)
UBC	Uniform Building Code
USACE	US Army Corps of Engineers
UDAC	Unified Dose Assessment Center
UHF	Ultra High Frequency
USAR	Urban Search and Rescue
USCG	United States Coast Guard
USDA	United States Department of Agriculture
UTC	Utilities & Transportation Commission
WAC	Washington Administrative Code
WAMAS	Washington Mutual Aid System
WANG	Washington Air National Guard
WA VOAD	Volunteer Organizations Active in Disasters
WMD	Washington Military Department
WNG	Washington National Guard
WNP-2	Washington Nuclear Project Number 2
WSDOT	WA State Dept of Transportation
WSEMA	WA State Emergency Mgmnt Assoc
WSEO	Washington State Energy Office
WSFC	WA State Fusion Center
WSG	Washington State Guard
WSP	Washington State Patrol

City County List

List of county seats, cities, towns in State of Washington

"CTRL" and click the hyperlinked county names to obtain statistics for that county.

Adams County - Benge, Hatton, Lind, Othello, **Ritzville (County Seat)**, Washtucna

Asotin County - Anatone, **Asotin (County Seat)**, Clarkston, Clarkston Heights

Benton County - Benton City, Finley, Highland, Kennewick, Paterson, Plymouth, **Prosser (County Seat)**, Richland, West Richland

Chelan County - Cashmere, Chelan, Entiat, Leavenworth, Malaga, Manson, Stehekin, **Wenatchee (County Seat)**

Clallam County - Agnew, Beaver, Clallam Bay, Crescent, Forks, Neah Bay, **Port Angeles (County Seat)**, Sekiu, Sequim

Clark County - Amboy, Barberton, Battle Ground, Brush Prairie, Camas, Cherry Grove, Dollar Corner, Felida, Five Corners, Hazel Dell, Hockinson, La Center, Lake Shore, Lewisville, Meadow Glade, Mill Plain, Minnehaha, Mount Vista, Orchards, Ridgefield, Salmon Creek, **Vancouver (County Seat)**, Venersborg, Walnut Grove, Washougal, Woodland, Yacolt

Columbia County - **Dayton (County Seat)**, Starbuck

Cowlitz County - Castle Rock, Kalama, **Kelso (County Seat)**, Longview, Woodland

Douglas County - Bridgeport, Coulee Dam, East Wenatchee, Mansfield, Palisades, Rock Island, **Waterville (County Seat)**

Ferry County - Boyds, Danville, Curlew, Inchelium, Keller, Malo, **Republic (County Seat)**

Franklin County - Basin City, Connell, Kahlotus, Mesa, **Pasco (County Seat)**

Garfield County - **Pomeroy (County Seat)**

Grant County - Beverly, Coulee City, Desert Aire, Electric City, **Ephrata (County Seat)**, George, Grand Coulee, Hartline, Krupp, Lakeview, Mattawa, Moses Lake, Moses Lake North, Quincy, Royal City, Soap Lake, Warden, Wilson Creek

Grays Harbor - Aberdeen, Amanda Park, Cosmopolis, Elma, Hoquiam, Humptulips, Malone, McCleary, **Montesano (County Seat)**, Ocean Shores, Taholah, Moclips, Westport, Wishkah

City County List, Continued

List of county seats, cities, towns in State of Washington

"CTRL" and click the hyperlinked county names to obtain statistics for that county.

Island County - Camano, **Coupeville (County Seat)**, Oak Harbor

Jefferson County - Brinnon, Clearwater, Discovery Bay, Kalaloch, Marrowstone, Port Hadlock-Irondale, Port Ludlow, **Port Townsend (County Seat)**, Quilcene

King County - Algona, Ames Lake, Auburn, Baring, Beaux Arts Village, Bellevue, Black Diamond, Bothell, Bryn Mawr-Skyway, Burien, Carnation, Cascade-Fairwood, Clyde Hill, Cottage Lake, Covington, Des Moines, Duvall, East Hill-Meridian, East Renton Highlands,Eastgate,Enumclaw,Fall City,Federal Way,Hobart,Hunts Point, Inglewood-Finn Hill, Issaquah, Kenmore, Kent, Kingsgate, Kirkland, Lake Forest Park, Lake Marcel-Stillwater, Lake Morton-Berrydale, Lakeland North, Lakeland South, Lea Hill, Maple Heights-Lake Desire, Maple Valley, Medina, Mercer Island, Milton, Mirrormont, Newcastle, Normandy Park, North Bend Pacific, Ravensdale, Redmond, Renton, Riverbend, Riverton-Boulevard Park, Sammamish, SeaTac, **Seattle (County Seat)**, Shoreline, Skykomish, Snoqualmie, Tanner, Tukwila, Union Hill-Novelty Hill, Vashon, West Lake Sammamish, White Center, Woodinville, Yarrow Point

Kitsap County - Bainbridge Island, Bangor, Bremerton, East Port Orchard, Erlands Point-Kitsap Lake, Indianola, Kingston, Manchester, Navy Yard City, Olalla, Parkwood, **Port Orchard (County Seat)**, Poulsbo, Silverdale, Suquamish, Tracyton

Kittitas County - Ellensburg, Kittitas, Roslyn, South Cle Elum

Klickitat County - Bickleton, Bingen, Glenwood, **Goldendale (County Seat)**, Roosevelt, Trout Lake, White Salmon, Wishram

Lewis County - Boistfort, Centralia, **Chehalis (County Seat)**, Fords Prairie, Morton, Mossyrock, Napavine, Pe Ell, Toledo, Winlock

Lincoln County - Almira, Creston, **Davenport (County Seat)**, Harrington, Lincoln, Odessa, Reardan, Sprague, Wilbur

Mason County - Allyn, Belfair, Grapeview, Hoodsport, Kamilche, Lilliwaup, Matlock, **Shelton (County Seat)**, Skokomish, Tahuya, Union

Okanogan County - Brewster, Carlton, Chesaw, Conconully, Elmer City, Havillah, Loomis, Mazama, Methow, Nespelem, North Omak, **Okanogan (County Seat)**, Omak, Oroville, Pateros, Riverside, Tonasket, Twisp, Wauconda, Winthrop

Pacific County - Ilwaco, Long Beach, Naselle, Ocean Park, Raymond, **South Bend (County Seat)**

Pend Oreille County - Cusick, Ione, Metaline, Metaline Falls, **Newport (County Seat)**

City County List, Continued

List of county seats, cities, towns in State of Washington

"CTRL" and click the hyperlinked county names to obtain statistics for that county.

Pierce County - Artondale, Ashford, Bonney Lake, Buckley ,Carbonado, DuPont, Eatonville, Edgewood, Elbe, Elk Plain, Fife, Fircrest, Fort Lewis, Fox Island, Frederickson, Gig Harbor, Graham, Greenwater, Lakewood, McChord AFB, Midland, Orting, Parkland, Prairie Ridge, Puyallup, Roy, Ruston, South Hill, South Prairie, Spanaway, Steilacoom, Summit, Sumner, **Tacoma (County Seat)**, University Place, Waller, Wilkeson

San Juan County - Eastsound, **Friday Harbor (County Seat)**, Olga, Orcas

Skagit County - Anacortes, Bow, Burlington, Clear Lake, Concrete, Conway, Marblemount, **Mount Vernon (County Seat)**, Rockport, Samish

Skamania County - Carson, North Bonneville, **Stevenson (County Seat)**

Snohomish County - Darrington, Edmonds, **Everett (County Seat)**, Gold Bar, Lake Stevens, Lynnwood, Oso, Marysville, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, Smokey Point, Snohomish, Stanwood, Sultan, Tulalip

Spokane County - Airway Heights, Cheney, Colbert, Country Homes, Deer Park, Dishman, Fairchild, Fairfield, Fairwood, Green Acres, Latah, Liberty Lake, Medical Lake, Marshall, Millwood, Opportunity, Otis Orchards-East Farms, Rockford, Spangle, **Spokane (County Seat)**, Spokane Valley, Town and Country, Trentwood, Veradale, Waverly

Stevens County - Chewelah, **Colville (County Seat)**, Evans, Ford, Gifford, Hunters, Kettle Falls, Loon Lake, Marcus, Northport, Rice, Springdale, Valley

Thurston County - Bucoda, Grand Mound, Lacey, Nisqually Indian Community, North Yelm, **Olympia (County Seat)**, Rainier, Rochester, Tanglewide-Thompson Place, Tenino, Tumwater, Yelm

Wahkiakum County - **Cathlamet (County Seat)**, Grays River, Rosburg, Skamokawa

Walla Walla County - Burbank, College Place, Garrett, Lowden, Prescott, Touchet, Waitsburg, **Walla Walla (County Seat)**, Wallula

Whatcom County - **Bellingham (County Seat)**, Birch Bay, Blaine, Ferndale, Lynden, Marrietta, Sudden Valley

Whitman County - Albion, **Colfax (County Seat)**, Colton, Endicott, Farmington, Garfield, La Crosse, Lamont, Malden, Oakesdale, Palouse, Pullman, Rosalia, St. John, Tekoa, Uniontown

Yakima County - Ahtanum, Eschbach, Gleed, Grandview, Granger, Harrah, Mabton, Moxee, Naches, Satus, Selah, Summitview, Sunnyside, Terrace Heights, Tieton, Toppenish, Union Gap, Wapato, West Valley, White Swan, **Yakima (County Seat)**, Zillah

Columbia Generating Station (CNF)

1 Type of Event:
a. ☐ Emergency
b. ☐ Drill

COLUMBIA GENERATING STATION
CLASSIFICATION NOTIFICATION FORM (CNF)

2 No: _____

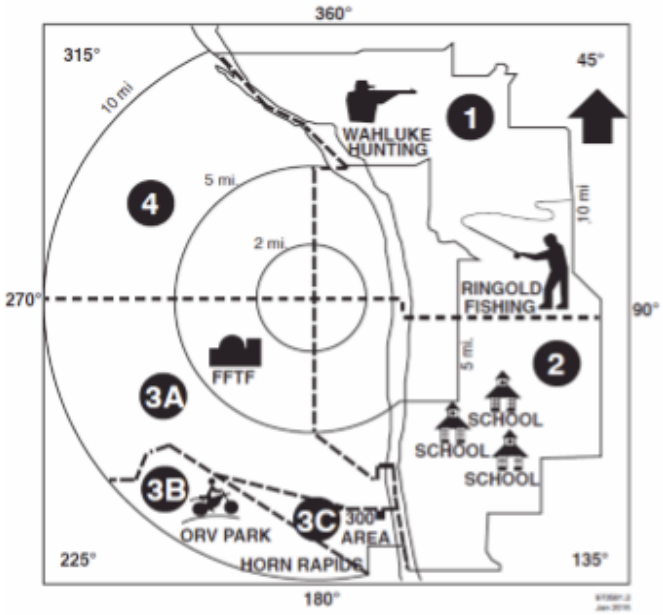
3 Notification Provided By: (Emergency Director) **Phone:**

Name (Print): _____ (509) _____

4

Classification/Status	Date:	Time:
a. ☐ Initial Classification		
b. ☐ Reclassification		
c. ☐ Termination		
d. ☐ PAR Changes/Additions		
e. ☐ Information		

Section Map



5

a. ☐ **UNUSUAL EVENT**
No Offsite Protective Actions Recommended

b. ☐ **ALERT**
No Offsite Protective Actions Recommended

c. ☐ **SITE AREA EMERGENCY**
Automatic Protective Action Recommendation
EVACUATE:
- Columbia River
- Ringold Fishing Area
- Wahluke Hunting Area
- Schools in EPZ
- Horn Rapids Recreation Area/ORV Park

d. ☐ **GENERAL EMERGENCY**
Automatic Protective Action Recommendation
EVACUATE:
- Columbia River
- Ringold Fishing Area
- Wahluke Hunting Area
- Schools in EPZ
- Horn Rapids Recreation Area/ORV Park

6a ***Additional Protective Action Recommendations***

Minimum PAR at General Emergency is; Evacuate All sections 0-2 Miles; Evacuate 2 - 10 miles in downwind section; and shelter 2 - 10 miles in remaining sections.

7 Meteorological Data:

Wind Speed: _____ mph from _____ degrees

Precipitation: ☐ Yes ☐ No

Stability Classification _____

0-2 miles	2-10 miles			
All Sections	Section 1	Section 2	Section 3	Section 4
☐ No Action	☐ No Action	☐ No Action	☐ No Action	☐ No Action
☐ Shelter	☐ Shelter	☐ Shelter	☐ Shelter	☐ Shelter
☐ Evacuate	☐ Evacuate	☐ Evacuate	☐ Evacuate	☐ Evacuate

8 ☐ No Release Block 9,10,11 N/A ☐ Release

Basis for PARs: ☐ None ☐ Radiological ☐ Plant

9 Type of release:
☐ Airborne
☐ Water
☐ N/A

10 Estimated Start of Release:
Date/Time: _____
Release Terminated:
Date/Time: _____

Additional Information and / or Specific Protective Action Recommendations

11 State Criteria met for administering KI…(Information only)
☐ No
☐ Yes ☐ 250 mrem/hr thyroid
☐ 1.4 x 10^{-7} µci/cc I-131
☐ Unfiltered or unmonitored release from a nuclear power plant

6b Security Event: ☐ Yes ☐ No

Responding personnel are to report to:
☐ On-Site EOF
☐ Alternate EOF, Energy Northwest Office Complex, 3000 George Washington Way

12 EAL # _____ **Description of Incident:** _____

13 Prognosis of Situation: a. ☐ **Unknown** b. ☐ **Stable** c. ☐ **Escalating** d. ☐ **Improving**

14 Emergency Director Approval Signature:

24075 R23

Columbia Generating Station (CNF)

Formed as a joint operating agency in 1957, the Washington state legislature created Energy Northwest to serve the needs and aggregate the strengths of public power by providing energy services, and generating reliable, low-cost electricity.

The Columbia Generating Station is a nuclear commercial energy facility located 10 miles north of Richland, Washington. It is owned and operated by Energy Northwest, a Washington state, not-for-profit joint operating agency.

The Classification Notification Form (CNF) is used for exercises and events related to the Columbia Generating Station. Calls come into the Operations Section via “Crash Calls”, and information is recorded on the CNF.

With each subsequent Crash Call, information from each numbered box is compared to the previous call and updates are noted and relayed to the SEOC Supervisor. Completed CNFs are posted in WebEOC by Operations for SEOC personnel reference.

Department of Energy (Hanford)

RL-F-5540.1
(REV 4)
(09/12)

U.S. DEPARTMENT OF ENERGY
HANFORD EMERGENCY NOTIFICATION FORM

No. _____

1. NOTIFICATION PROVIDED BY: Name: _____ Phone: (509) _____

2. AREA AND FACILITY: _____

3. TYPE EVENT: a. ☐ Emergency b. ☐ Exercise/Drill

4. CLASSIFICATION/STATUS: a. ☐ Initial Classification b. ☐ Reclassification c. ☐ Correction d. ☐ PAR Change/Addition e. ☐ Information f. ☐ Termination

5. EMERGENCY CLASSIFICATION LEVEL AND OFFSITE PROTECTIVE ACTION RECOMMENDATIONS:

AREA	a. ☐ ALERT	b. ☐ SITE AREA EMERGENCY	c. ☐ GENERAL EMERGENCY
☐ 100K	None	Evacuate Columbia River from Vernita Bridge to White Bluffs Ferry Landing.	• Evacuate Columbia River from Vernita Bridge to White Bluffs Ferry Landing. • Evacuate Section 5, east of Hwy. 24.
☐ 200E	None	None	• Evacuate Columbia River from Vernita Bridge to Leslie Groves Park. • Evacuate Sections 5, 6, and 7.
☐ 200W[1]	None	None	None
☐ 200W[2]	None	Evacuate Columbia River from Vernita Bridge to White Bluffs Ferry Landing.	• Evacuate Columbia River from Vernita Bridge to White Bluffs Ferry Landing. • Evacuate Sections 5 and 7.
☐ 300	None	Evacuate Columbia River from White Bluffs Ferry Landing to Leslie Groves Park.	• Evacuate Columbia River from White Bluffs Ferry Landing to Leslie Groves Park. • Evacuate 2.2 mile radius.
☐ Other	None	None	Evacuate Columbia River from Vernita Bridge to Leslie Groves Park.

[1]For emergencies at U Plant, REDOX, 222-S, 224-T, 283W, or 200W Tank Farms.
[2]For emergencies at PFP, LLBG, CWC, T Plant, or WRAP.

6. TYPE OF INCIDENT:

a. Security Incident Yes ☐ No ☐

EAL No.: DOE-0223, RLEP 1.0, Appendix 1- _____ Table _____

Description of Incident: _____

7. RELEASE TO THE OUTSIDE ENVIRONMENT INFORMATION:

a. ☐ No Release (No indicators)
b. ☐ Unknown (Indicators of possible release, but not confirmed)
c. ☐ Confirmed Release (Visible or instrument indication of hazardous release)
- Estimated Start Time of Release: _____
☐ Airborne ☐ Spill ☐ to Columbia River
d. ☐ Release Terminated - Time: _____

8. METEOROLOGICAL DATA:

Wind Speed _____ mph
Wind Direction: from _____
Precipitation: ☐ Yes ☐ No
Stability Class:
A ☐ B ☐ C ☐ D ☐ E ☐ F ☐ G ☐

9. PROGNOSIS OF SITUATION: a. ☐ Unknown b. ☐ Stable c. ☐ Escalating d. ☐ Improving

10. ADDITIONAL OFFSITE PROTECTIVE ACTION RECOMMENDATIONS:

_____

APPROVED: _____ DATE: _____ TIME: _____

Department of Energy (Hanford)

The previous form may be used in response to an emergency event at the Hanford Site. The content and information box requirements are similar to that of the Columbia Generating Station (CGS) Classification Notification Form (CNF).

The Hanford Site is a mostly decommissioned nuclear production complex operated by the United States federal government on the Columbia River in the U.S. state of Washington. Established in 1943 as part of the Manhattan Project in the town of Hanford in south-central Washington, the site was home to the B Reactor, the first full-scale plutonium production reactor in the world.[1] Plutonium manufactured at the site was used in the first nuclear bomb, tested at the Trinity site, and in Fat Man, the bomb detonated over Nagasaki, Japan.

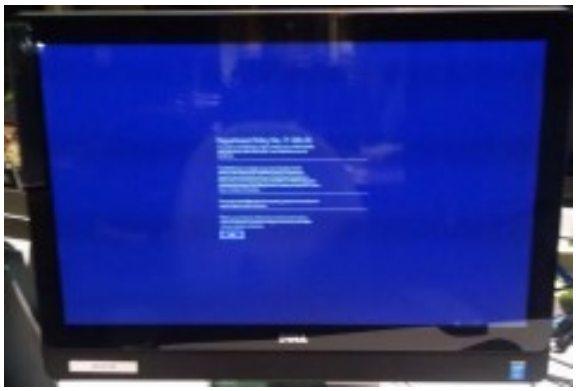
As of 2007, the Hanford site represented two-thirds of the nation's high-level radioactive waste by volume.[8] Hanford is currently the most contaminated nuclear site in the United States[9][10] and is the focus of the nation's largest environmental cleanup.[2] Besides the cleanup project, Hanford also hosts a commercial nuclear power plant, the Columbia Generating Station, and various centers for scientific research and development, such as the Pacific Northwest National Laboratory and the LIGO Hanford Observatory. (https://en.wikipedia.org/wiki/Hanford_Site)

Workers safely demolished a 175-foot-high exhaust stack at the Hanford Site in southeastern Washington state, a project supported by $420,000 in Recovery Act funds

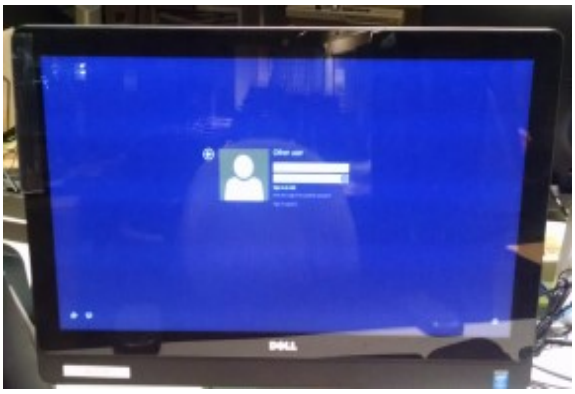
Computer Start Up

To power up the work station, press and hold the vertical-aligned, raised power button on the right side of the monitor then release. If the button illuminates, the system is powering up.

After the solid blue screen appears, wait up to a minute until the Military Department image appears.

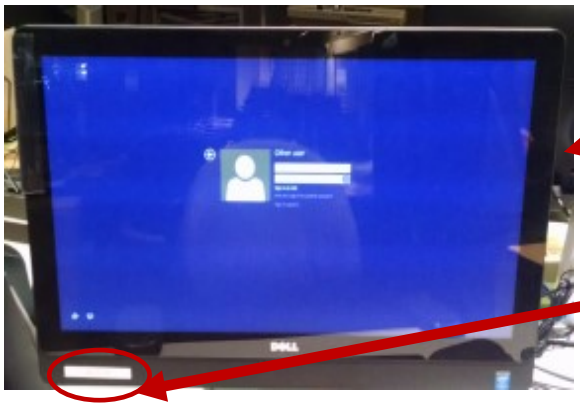


Press the space bar to make the Information Technology user notification appear



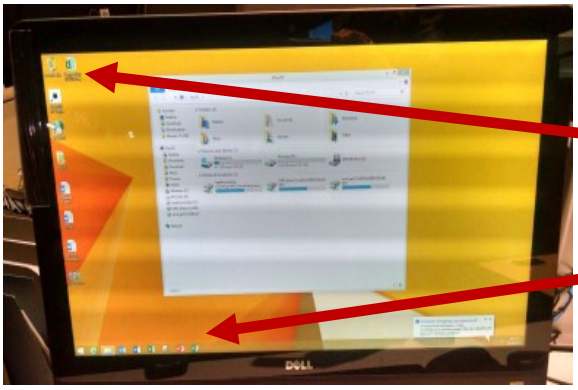
Press the space bar again to bring up the login / password screen

Computer Start Up

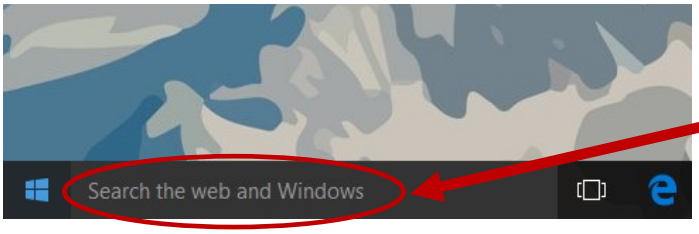


The “User Name” is on the white label on the lower left of the monitor.

The “Password” is written on one of the SEOC whiteboards or ask the SEOC Supervisor.

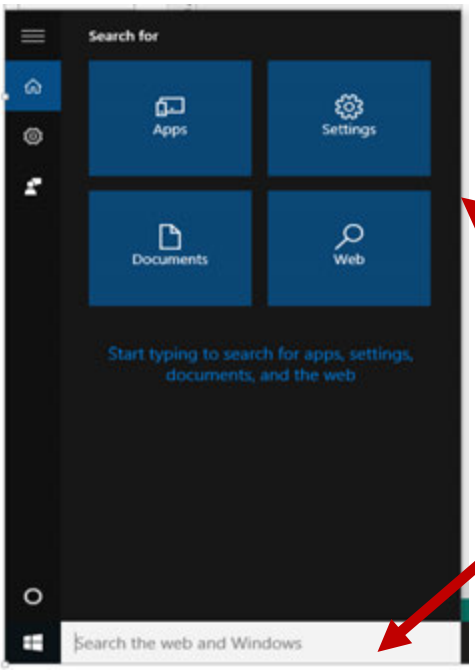


The icon for WebEOC is on the desktop on the left of the screen, and the most common Microsoft Office applications are pinned to the task bar.



NEW in Windows 10 is a combined search window in the lower left corner of the screen.

A search query in this box can be applied to both internet and computer file searches.



Click anywhere is the search box or on a category tile to get started.

Windows 10 Tips and Tricks

Windows 10 Keyboard Shortcut	Description
Windows	Show the Windows 10 Start Menu
Windows + Tab	Launch Windows 10 *Task View*
Windows + C	Search the web and Windows with Cortana (speech)
Windows + S	Search the web and Windows with Cortana (keyboard input)
Windows + I	Open Windows 10 settings
Windows + A	Open Windows 10 Action Center (e.g. to display notifications and customizable quick actions)
Windows + Ctrl + D	Create new virtual desktop
Windows + Ctrl + F4	Close current virtual desktop
Windows + Ctrl + [Left][Right]	Switch between virtual desktops
Windows + [Left][Right][Up][Down]	Position windows on your screen E.g. *Windows + [Left]* moves the current window to the left half of your screen. If you use *Windows + [Up]* afterwards, the current window will be placed in the upper left quarter of your screen. And, what's very handy in my opinion: If you release the *Windows* key after positioning a window, Task View shows up on the opposite side of the positioned window to select and position another app.
Windows + H	Share content (if supported by current app)
Windows + K	Connect to wireless displays and audio devices
Windows + X	Open *Start* button context menu
Windows + G	Opens the Windows 10 *Game Bar* to take game screenshots and record gaming videos of Windows 10 games (works in any game app, e.g. *Microsoft Solitaire Collection*)

Windows 10 Tips and Tricks

And, of course, these "old but gold" shortcuts known from previous Windows versions still work:

Windows 10 Keyboard Shortcut	Description
Windows + D	Show Windows desktop
Windows + E	Open *Windows Explorer*
Windows + L	Lock your Windows 10 device
Windows + Space	Switch keyboard input language (if you have added at least a second one)
Windows + Shift + [Left][Right]	Move current Window from one monitor to another (when using a multiple monitor setup)
Windows + [1][2][3][…]	Open programs that are pinned to task bar E.g. if first pinned program on your task bar is Windows Explorer (from left to right), the shortcut *Windows + 1* opens *Windows Explorer* for you.
Windows + R	Run a command
Windows + P	Project a screen
Alt + Tab	Switch to previous window
Alt + Space	Restore, move, size, minimize, maximize or close current window. Also works like a charm for Windows 10 modern apps.
Alt + F4	a) Close current window b) If you're on your Windows 10 desktop, open Power dialogue to shut down or restart Windows, put your device in sleep mode, sign out or switch the current user

VPN Token (Virtual Private Network)

A Virtual Private Network (VPN) is a network technology that creates a secure network connection over a public network such as the Internet or a private network owned by a service provider.

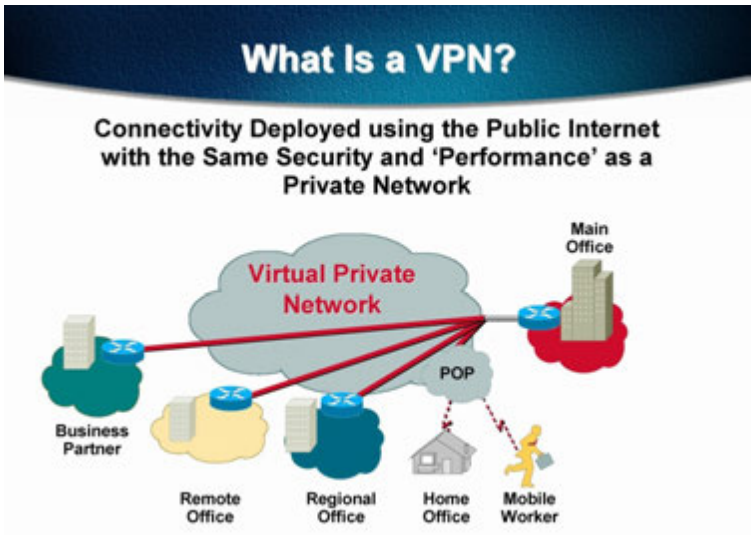
To request a VPN, complete the IT Equipment/ Software Request Form WMD Form 1011-13. Get your supervisor's approval (In the Approving Authority section of the form).

Obtain the charge code to be used and appropriate approval (In the Final Approving Authority section on the form).

Submit a new Ticket at http://ServiceDesk and attach a completed digital copy of the WMD Form 1011-13. Please allow up to 3 business days to complete the installation and setup. Installation and setup typically takes 20-30 minutes and requires the user's presence.

To use the VPN connection the user will first have to have a connection to the internet. Once there is a connection, the user can setup their VPN. When connected, the user will be able to use Outlook.

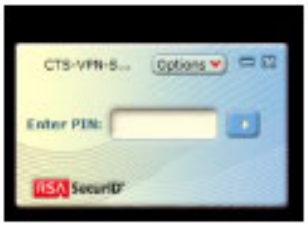
In the future WaTech is anticipating being able to allow users to connect as if they were at their desks. Users will be allowed to access their network shares and print to the printers normally used at Camp Murray or the Academy.



VPN Token (Virtual Private Network)

How to connect to your VPN

1. Open the RSA client.



2. Open the following URL in IE (not edge).

   http://lgcy.accesswork.wa.gov/

3. Put your PIN into the RSA client.

   Note: A wrong PIN will produce a wrong token.

4. Your username is your 245 logon.

   Copy the token and past it into the token field on the web page.

   Click the logon

5. It will go through an authentication process and once successful the IE window will disappear.

How to disconnect to your VPN

1. On the right side of your taskbar there is a ^ symbol. Click that to get to the f5 client.

2. Right click the red f5 logo and chose terminate.

3. You VPN connection is terminated.

   Note: It may take a minute or two to rejoin your network connection.

IT Equipment/Software Request Form

The electronic fillable PDF location is:
N:\Logistics\Forms~Publications\Activation Forms

IT EQUIPMENT/SOFTWARE REQUEST FORM

(Definition of IT Equipment: Computers (desktop, laptop, or tablet), large data storage units, monitors, servers, copiers, printers, phones (desk, cellular, or smart), software, and projectors.

QUOTE ONLY ☐ IMMEDIATE PURCHASE ☐

Requestor:

Name (Form Filler): _____ **Phone:** _____ **Date:** _____

Purchase For: _____ **Phone:** _____
Name(s)

Equipment: New ☐ Replacement ☐

Equipment Replacing: (Current Service/Asset Tag) _____

Will current system be turned in: Yes ☐ No ☐

Move Current system to: _____

Standard Hardware: Desktop ☐ Laptop ☐ Tablet ☐ Laptop/Docking Station ☐ Smartphone ☐ Other ☐

Standard Monitors: One ☐ Two ☐ None ☐

Software: (Other than operating system - i.e., Acrobat, GIS, MS Office, Project, Visio)

Special Requirements: (Keyboard, mouse, glare screen, etc.)

Approving Authority:

Name: _____

Approve ☐ Deny ☐ Reason: _____

Approving Authority Signature: _____

Final Approving Authority:

Name: _____ Charge Code: _____

IT is authorized to make this purchase: Yes ☐ No ☐ Not to exceed $: _____
Spending Authority

Note: _____

Approving Authority Signature: _____

IT:

Quote Sent To: _____ Date: _____ PO #: _____

Order Received: _____ PO Signature: _____ PDF Sent: _____
To & Date

Note: _____

WMD Form 1011-13

EOC Activation Levels

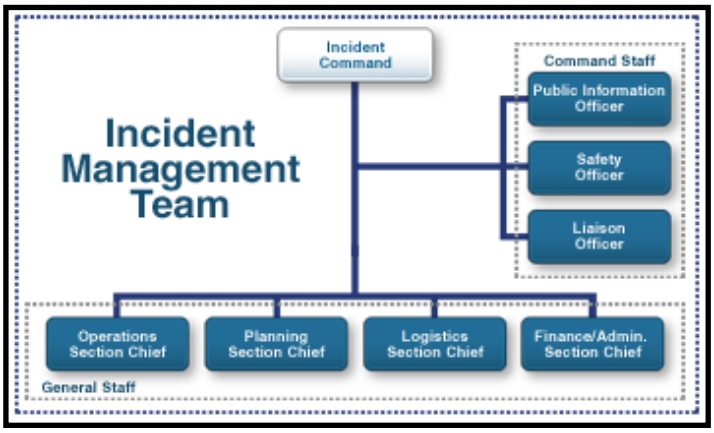
EOC Activation Levels

Level	Description	Minimum Staffing Requirements

3 (Monitor)	▪ Small incident or event
	▪ One site
	▪ Two or more agencies involved
	▪ Potential threat of:
	  ▪ Flood
	  ▪ Severe storm
	  ▪ Interface fire
	  ▪ Escalating incident
		▪ EOC Manager
		▪ Public Information Officer
		▪ Liaison Officer
		▪ Operations Section Chief

2 (Partial)	▪ Moderate event ▪ Two or more sites ▪ Several agencies involved ▪ Major scheduled event (e.g., conference or sporting event) ▪ Limited evacuations ▪ Resource support required	▪ EOC Manager ▪ Public Information Officer ▪ Liaison Officer ▪ Section Chiefs (as required) ▪ Limited activation of other EOC staff (as required)
1 (Full)	▪ Major event ▪ Multiple sites ▪ Regional disaster ▪ Multiple agencies involved ▪ Extensive evacuations ▪ Resource support required	▪ EOC Manager ▪ Policy Group ▪ All EOC functions and positions (as required)

Note that this example is illustrative only and is based on an EOC that is organized according to the principles of ICS. Minimum staffing levels may vary considerably based on the method of EOC organization, the number and types of high-risk, high-impact hazards, and other factors.



Emergency Support Functions

ESF # *Core Capabilities*	Scope of Responsibilities
#1—Transportation • ***Critical Transportation***	**Coordinating Agency—WSDOT** • Situational awareness for highway, rail, aviation, and marine systems. • Transportation safety • Damage and impact assessment/restoration/recovery of state transportation infrastructure • Movement restrictions
#2—Communication, Information, and Warning Systems • ***Operational Communication***	**Coordinating Agency—WA MIL** **Primary Agencies—WaTech/UTC** • Coordination with telecommunications and information technology industries • Coordination with cyber systems industries • Restoration and repair of telecommunications infrastructure • Protection, restoration, and sustainment of cyber systems and information technology resources • Oversight of communications within the incident management and response structures
#3—Public Works and Engineering • ***Infrastructure Systems; Critical Transportation; Logistics and Supply Chain Management; Environmental Response / Health and Safety***	**Coordinating Agency—DES** • Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management • Emergency contracting support for life-saving/sustaining services • Debris removal and disposal coordination
#4—Firefighting • ***Fire Management and Suppression***	**Coordinating Agency—DNR** **Primary Agency—WSP** • Coordination of firefighting activities • Support to wildland, rural, and urban firefighting operations • State fire mobilization
#5—Emergency Management • ***Operational Coordination; Situational Assessment; Planning; Public Information and Warning***	**Coordinating Agency—WA EMD** **Primary Agency—WA MIL** • Coordination of incident management and response efforts • Issuance of mission assignments • Resource and human capital • Incident action planning • Financial management

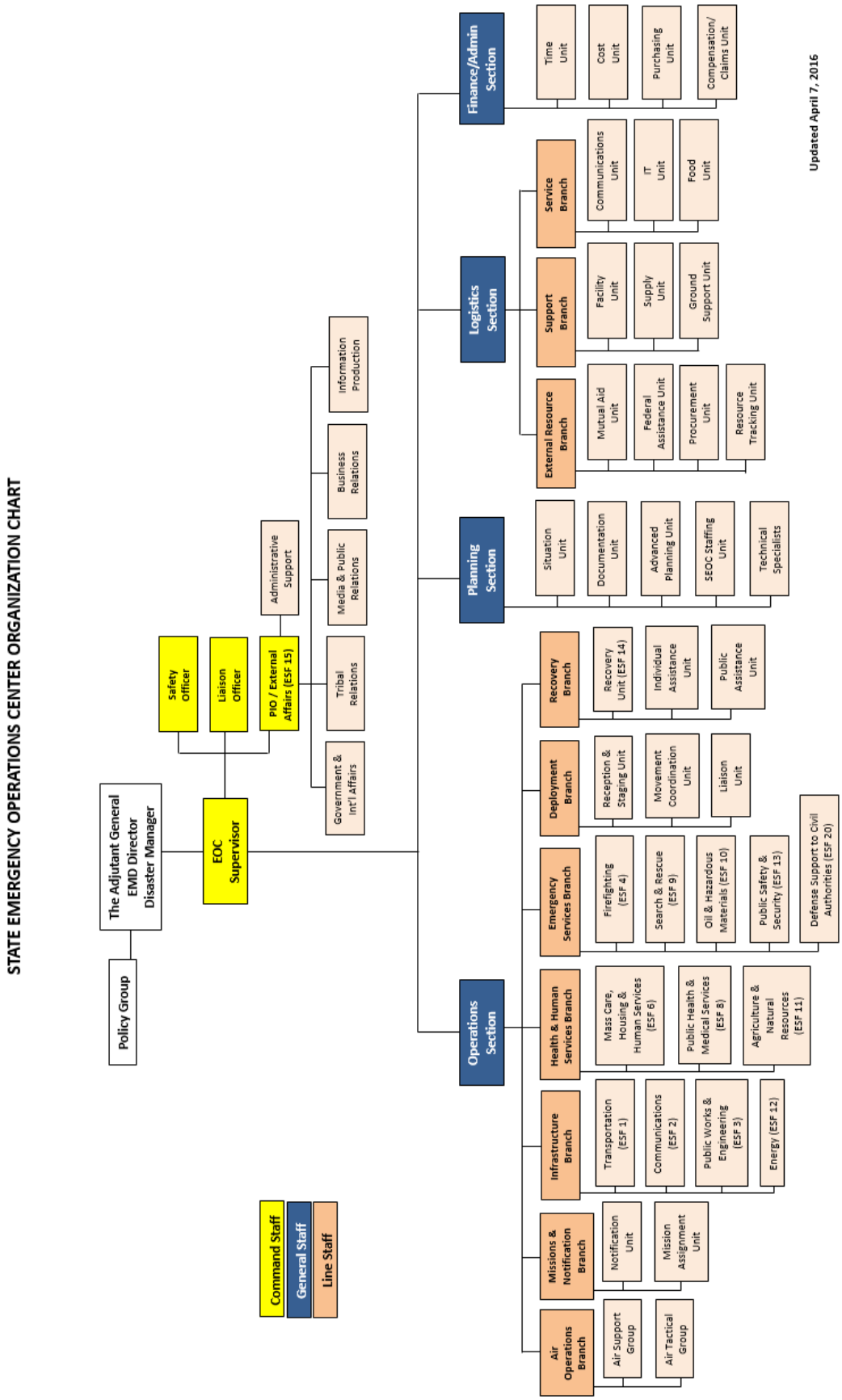
Emergency Support Functions

ESF # *Core Capabilities*	Scope of Responsibilities
#6—Mass Care, Emergency Assistance, Temporary Housing, and Human Services • ***Mass Care Services; Logistics and Supply Chain Management; Public Health, Healthcare and Emergency Medical Services; Critical Transportation; Fatality Management Services***	**Coordinating Agency—DSHS** **Primary Agency—WA EMD** • Mass care • Emergency assistance • Temporary sheltering and intermediate disaster housing • Human services • Service animals and pets • Limited English Proficiency (LEP) services
#7—Logistics Management and Resource Support • ***Logistics and Supply Chain Management; Critical Transportation; Infrastructure Systems; Operational Communications***	**Primary Agency—DES** • Comprehensive incident logistics planning, management, and sustainment capability • Resource support (facility space, office equipment, supplies, contracting services, etc.) • Volunteer and Donations Management
#8—Public Health and Medical Services • ***Public Health, Healthcare and Emergency Medical Services; Fatality Management Services; Environmental Response/Health and Safety; Logistics and Supply Chain Management***	**Coordinating Agency—DOH** • Prevent and limit the spread of illness and injury • Support and coordinate healthcare and medical response • Behavioral health services • Mass fatality management • Medical shelters • Support and coordinate Emergency Medical Services (EMS) to include mass patient movement in catastrophic disasters • Response to Environmental Health and Safety threats including food, air, and water quality problems. • Protect and assess critical infrastructure including hospitals and healthcare facilities
#9—Search and Rescue • ***Mass Search and Rescue Operations***	**Coordinating Agency—WA EMD** **Primary Agency—WSDOT/WA MIL** • Life-saving assistance • Search and rescue operations (air, land, urban, and wilderness)
#10– Oil and Hazardous Materials Response • ***Environmental Response/Health and Safety; Critical Transportation; Infrastructure Systems***	**Coordinating Agency—ECY** **Primary Agency—WSP** • Oil and hazardous materials (chemical, biological, radiological, etc.) response • Environmental short and long-term cleanup

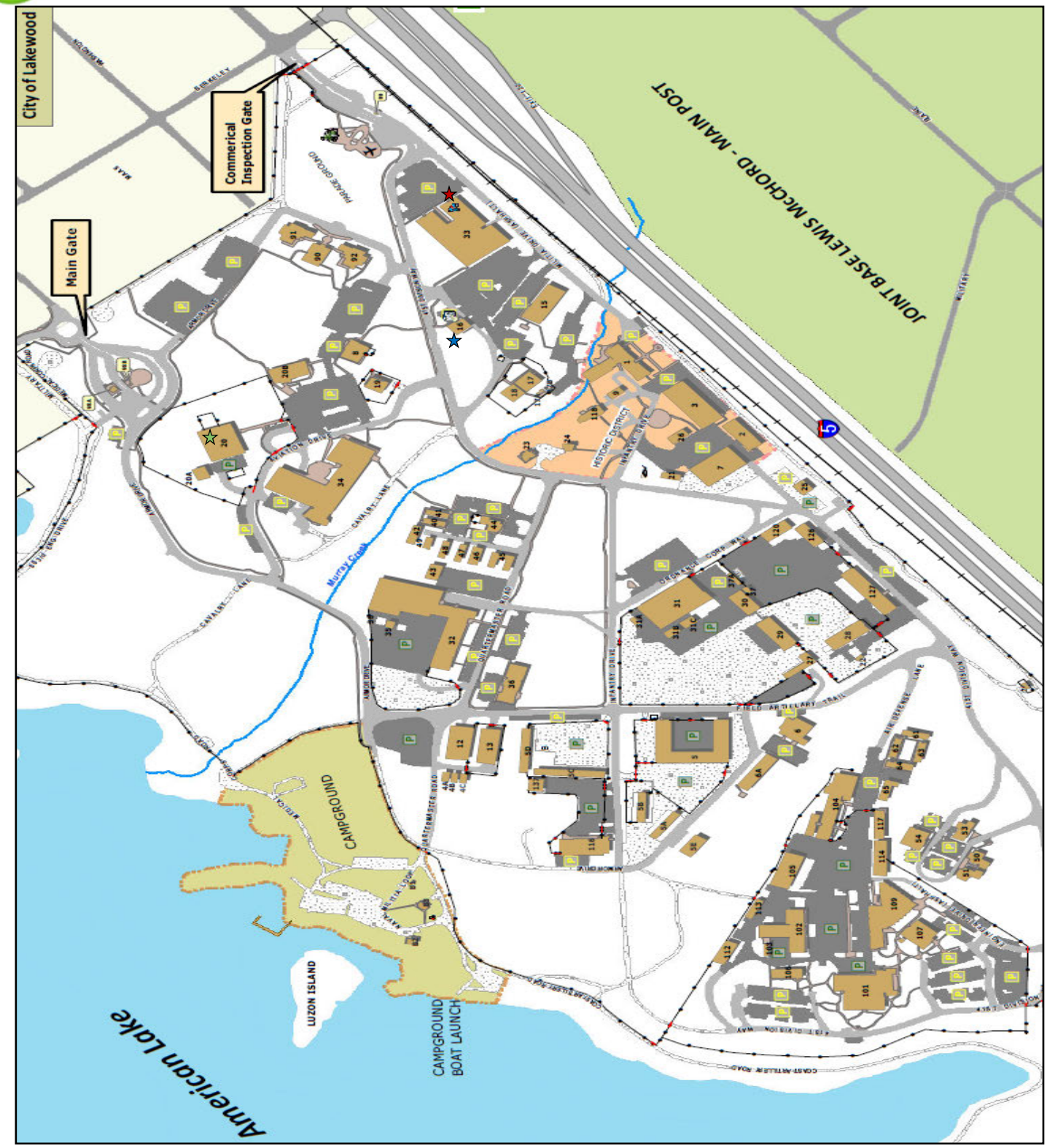
Emergency Support Functions

ESF # *Core Capabilities*	Scope of Responsibilities
#ESF 11—Agriculture and Natural Resources • ***Environmental Response/Health and Safety; Mass Care Services; Public Health, Healthcare and Emergency Medical Services; Critical Transportation; Logistics and Supply Chain Management; Infrastructure Systems***	**Coordinating Agency—WSDA** **Primary Agencies—DAHP / ECY / DFW / DOH / DNR / DSHS** • Nutrition assistance • Animal and plant disease and pest responses • Food safety and security • Natural and cultural resources and historic properties protection and restoration • Safety and well-being of household pets and service animals
#12—Energy • ***Infrastructure Systems; Logistics and Supply Chain Management; Situational Assessment***	**Coordinating Agency—COM** • Energy infrastructure assessment, repair, and restoration • Energy industry utilities coordination • Energy supply monitoring
#13—Public Safety and Security • ***On-Scene Security and Protection; Access Control & Identity Verification; Physical Protective Measures***	**Coordinating Agency—WSP** • Facility and resource security • Security planning and technical resource assistance • Public safety and security support • Support to access, traffic, and crowd control
#14—Long Term Community Recovery • ***Economic Recovery; Health & Social Services; Housing; Natural & Cultural Resources***	**Coordinating Agency—WA EMD** **Primary Agencies—WSDA / DAHP / COM / DSHS** • Social and economic community impact assessment • Long-term community recovery assistance to states, local governments, and the private sector • Analysis and review of mitigation program implementation
#15—External Affairs • ***Public Information and Warning***	**Coordinating Agency—WA MIL** • Emergency public information and protective action guidance • Media and community relations • Works closely with local officials to ensure outreach to the whole community (LEP, AFN, ADA, cultural diverse populations) • Congressional and international affairs
#20—Defense Support to Civil Authorities • ***Logistics and Supply Chain Management***	**Coordinating Agency—WA MIL WAANG** **Primary Agency—WA MIL** • Supports coordination with Dept. of Defense for military resources • Coordination with FEMA Region X Defense Coordinating Office • Resource tasking to Washington National Guard and State Guard

Incident Command System (ICS) Org Chart



Map of Camp Murray



BLDG: NAME: LOCATION:	BLDG: NAME: LOCATION:	BLDG: NAME: LOCATION:	BLDG: NAME: LOCATION:	BLDG: NAME: LOCATION:
1 Joint State Headquarters D3	19 Telecom Switch Bldg. D2	31B Break room (CSMS) C3	50 186th Info. Ops. Battalion B5	103 Storage A4
BG. Russell G. O'Brien Hall	20 Emergency Management D1	31C Locker room (CSMS) C4	(Gen. Support)	104 Engineering B4
2 81st Brigade Forward (The Arsenal) D4	20A EMD Storage Building C1	32 Maj. Frank T. Ligget Hall C2	51 156th Info. Operations (GSB) B5	105 Storage B4
3 Garage-Publication D4	20B EMD Admin. Building D2	(USPFO)	53 Joint Task Force Mess Facility B5	106 Chaplin, JAG, MEO A4
4 FMO Storage B2	21 JAG Office C3	33 BG. James Tilton Armory D2	54 56th Information Operation Group B5	107 ANG Personnel Finance B5
5 State Maintenance Shop B4	22 Fuel Facility C4	34 Capt. George H. Fortson Armory C2	57 Telephone Tower B5	109 194th Regional Support Wing B5
5A-D Unit Storage Building B3	23 Mail Room C3	35 Flammable Storage Building C2	61-64 Troop Barracks B5	194th Medical Group
6 RAID Admin. Building B4	24 Admin. Building D3	36 Engineering-Production Control C3	65 Bachelor Officers Quarters (BOQ)	Civil Engineering
6A RAID Storage Building B4	25 Capitol Construction Office C4	37,37A Flammable Storage Building C4	B5	112 Shipping and Receiving A4
7 Warehouse Storage C4	26 SMO Office D3	38 Hazardous Materials Building C2	90 205th LDR REGT ADMIN Office D2	113 141st Comm. Flight COMM Bldg.
8 Info. Management Office D2	27 HAZMAT Building C4	40,41 Troop Billets C2	91 Auditorium & Instructor Building D2	B4
9 State I/T Building D3	28 FMS #1 C4	42 Training Site Warehouse C2	92 Homeland Sec. Def. Educ. Center D2	116 COMM-ELECT. Train. Facility B3
10,11 Admin. Bldg I/O Group D3	29 Body Shop (CSMS) C4	44 JFHQ C3	99A,B Guard House E2	117 Supply Building B5
12,13 USPFO Storage B2,3	30 Parts & Canvas Warehouse C4	45 Training Site Quarters C3	B1 Beach Office B2	118 MG. Maurice Thompson House D3
15 DCSPA Office D3	(CSMS)	46 Training Site Dining Facility C3	B2 Beach Kitchen A2	(ANG HQ)
16 Credit Union-NGAW D2	31 741st Ordnance Hall (CSMS) C3	47,48 Training Site Quarters C2	B3 Beach Bathrooms B2	119 Covered Storage C4
17,18 MSCA Office D3	31A Storage (CSMS) C3	49,49A Training Site Admin. C2	101 Maj. John T. Fancher Hall A4	120,126 Multiple Storage C4

Points of Interest

- Vic's Coffee
- Credit Union
- Security
- EMD

Map w/Contacts (WA HLS)

Region 1	Jason Biermann	Bill Ekse	Tammy Jones	
Snohomish	425-388-5068	425-388-5061	425-388-5072	
	jason.biermann@co.snohomish.wa.us	bill.ekse@co.snohomish.wa.us	tammy.jones@co.snohomish.wa.us	
	DEM Interim Director	HLS UASI Program Manager	Program Coordinator	
		R1 HLS Coordinator		
Region 2	Mike Gordon	John Szymanski		
Kitsap	360-307-5873	360-307-5878		
	mgordon@co.kitsap.wa.us	jszymans@co.kitsap.wa.us		
	DEM Director	**R2 HLS Coordinator**	[CZ(1]	
Region 3	Sandy Johnson	Jesi Chapin	Sonya Kroese	
Thurston	360-867-2824	360-867-2826	360-867-2817	
	johnsons@co.thurston.wa.us	chapinj@co.thurston.wa.us	kroeses@co.thurston.wa.us	
	EM Manager	EM Coordinator	Education Outreach Prog. Assist.	
		R3 HLS Coordinator	Program Assistant	
Region 4	Anna Pendergrass	Scott Johnson	Tamie Cody	Lana Hobson
Clark	360-992-9216	360-992-6286	360-737-1911 x 3967	360-992-9217
	anna.pendergrass@clark.wa.gov	scott.johnson@clark.wa.gov	tamie.cody@clark.wa.gov	lana.hobson@clark.wa.gov
	Director	EM Division Manager	EM Coordinator	Administrative Services Mgr
			R4 HLS Coordinator	
Region 5	Lowell Porter	Mike McCaffree	Kyle Bustad	
Pierce	253-798-7711	253-798-6597	253-798-2230	
	lporter@co.pierce.wa.us	mmccaff@co.pierce.wa.us	kbustad@co.pierce.wa.us	
	Director	Operations Manager	**R5 HLS Program Coordinator**	
Region 6	Jody Miller	Denise Mack	Sarah Cox	
King	206-205-4062	206-205-6352	206-205-6345	
	jody.miller@kingcounty.gov	denise.mack@kingcounty.gov	sarah.cox@kingcounty.gov	
	Deputy Director	**R6 HLS Coordinator**	Grant Analyst	
Region 7	Del Ostenberg	Kent Sisson	Maurice Goodall	
	509-634-2013	509-667-6864	509-429-2576	
	del.ostenberg@colvilletribes.com	kent.sisson@co.chelan.wa.us	mgoodall@co.okanogan.wa.us	
	Colville Tribes	Chelan County	Okanogan County	
	R7 HLS Coord. Jul-Dec 2015	**R7 HLS Coord. Jan-Jun 2016**	**R7 HLS Coord. Jul-Dec 2016**	
Region 8	Scott Miller	Jeff King	Liz Jessee	
	509-574-1904	509-773-0570	509-524-2902	
	scott.miller@co.yakima.wa.us	jeffk@klickitatcounty.org	ljessee@co.walla-walla.wa.us	
	Yakima County	Klickitat County	Walla Walla County	
	R8 HLS Coord. Jul-Dec 2015	**R8 HLS Coord. Jan-Jun 2016**	**R8 HLS Coord. Jul-Dec 2016**	
Region 9	Ed Lewis	Chris Barnes		
Spokane	509-477-7607	509-477-3007		
	elewis@spokanecounty.org	cbarnes@spokanecounty.org		
	DEM Deputy Director	Grants Administrator		
	R9 HLS Coordinator			

Federally Recognized Tribes in Washington

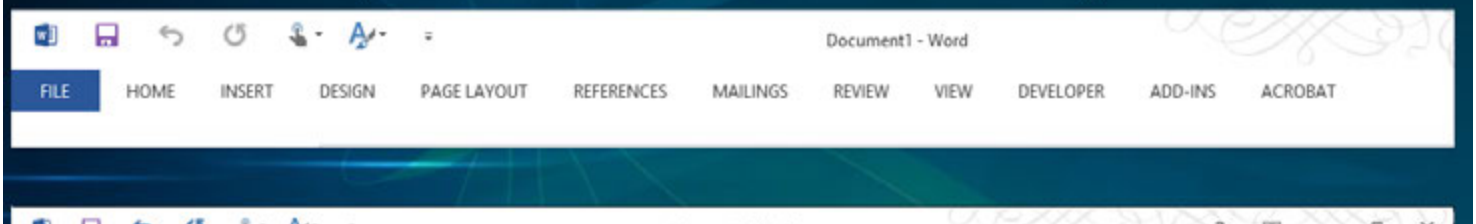
"CTRL" and Click on the Links for Federally Recognized Tribal Information

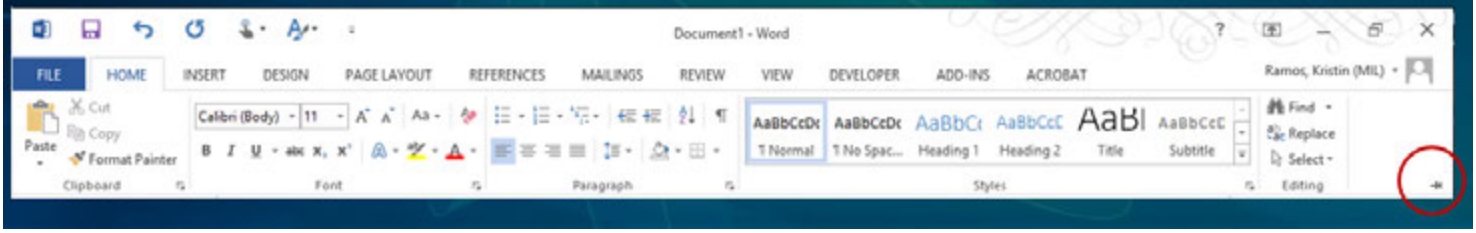
- Colville Confederated Tribes
- Confederated Tribes of the Chehalis Reservation
- Confederated Tribes of the Yakama Nation
- Cowlitz Tribe
- Hoh Tribe
- Jamestown S'Klallam Indian Tribe
- Kalispel Tribe
- Lower Elwha Klallam Tribe
- Lummi Nation
- Makah Nation
- Muckleshoot Tribe
- Nisqually Tribe
- Nooksack Tribe
- Port Gamble S'Klallam Tribe
- Puyallup Tribe
- Quileute Tribe
- Quinault Nation
- Samish Nation
- Sauk-Suiattle Tribe
- Shoalwater Bay Tribe
- Skokomish Tribe
- Snoqualmie Tribe
- Spokane Tribe
- Squaxin Island Tribe
- Stillaguamish Tribe
- Suquamish Tribe
- Swinomish Tribe
- Tulalip Tribes
- Upper Skagit Tribe

Microsoft Office 2013 Tips

Excel—PowerPoint—Publisher—Word

- Setting the Menu Ribbon as a permanent feature
  - Click on any menu item category
  - Move the cursor to the far right and click on the "push pin" icon to pin the ribbon
  - Also, double clicking on any of the tabs will also pin the ribbon in one quick and easy step
  - The ribbon can be pinned in the same manner for each software application in Office 2013





Keyboard Shortcuts

General

Open a Document	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Document	<Ctrl> + <S>
Print a Document	<Ctrl> + <P>
Close a Document	<Ctrl> + <W>
Help	<F1>

Formatting

Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Align Right	<Ctrl> + <R>
Justify	<Ctrl> + <J>

Navigation:

Up One Screen	<Page Up>
Down One Screen	<Page Down>
Beginning of Line	<Home>
End of Line	<End>
Beginning of Document	<Ctrl> + <Home>
End of Document	<Ctrl> + <End>
Open the Go To dialog box	<F5>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo or Repeat	<Ctrl> + <Y>

Microsoft Office 2013 Tips

Excel—PowerPoint—Publisher—Word

Text Selection

To Select:	Do This:
A Word	Double-click the word
A Sentence	Press and hold <Ctrl> and click anywhere in the sentence
A Line	Click in the selection bar next to the line
A Paragraph	Triple-click the paragraph
Everything	<Ctrl> + <A>

Keyboard Shortcuts

General

Open a Workbook	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save	<Ctrl> + <S>
Preview and Print	<Ctrl> + <P>
Close a Workbook	<Ctrl> + <W>
Help	<F1>
Run Spelling Check	<F7>
Calculate worksheets	<F9>
Create an absolute, normal, or mixed reference	<F4>

Navigation:

Move Between Cells	<↑>, <↓>, <←>, <→>
Right One Cell	<Tab>
Left One Cell	<Shift> + <Tab>
Down One Cell	<Enter>
Up One Cell	<Shift> + <Enter>
Down One Screen	<Page Down>
Up One Screen	<Page Up>
To Cell A1	<Ctrl> + <Home>
To Last Cell	<Ctrl> + <End>
Go To Dialog Box	<F5>

Formatting

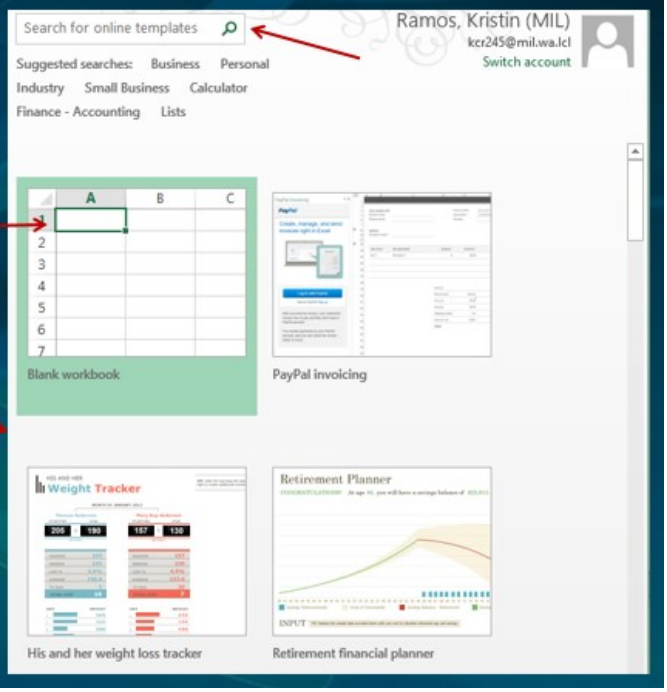
Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Underline	<Ctrl> + <U>
Open Format Cells Dialog Box	<Ctrl> + <Shift> + <F>
Select All	<Ctrl> + <A>
Select entire row	<Shift> + <Space>
Select entire column	<Ctrl> + <Space>
Hide selected rows	<Ctrl> + <9>
Hide selected columns	<Ctrl> + <0>

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Undo	<Ctrl> + <Z>
Redo	<Ctrl> + <Y>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>
Edit active cell	<F2>
Clear cell contents	<Delete>

2013 Excel

- Several starting point options:
  - Click on blank workbook to start
  - Select from available templates
  - Click in the search window to search for online templates

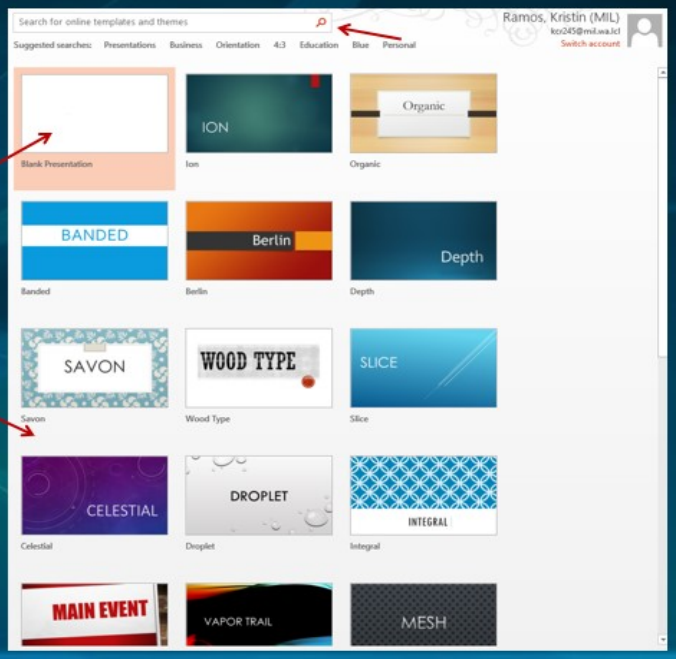


Microsoft Office 2013 Tips

Excel—PowerPoint—Publisher—Word

2013 PowerPoint

- Several starting point options:
  - Click on blank workbook to start
  - Select from available templates
  - Click in the search window to search for online templates



Keyboard Shortcuts

General

Open a Presentation	<Ctrl> + <O>
Create New	<Ctrl> + <N>
Save a Presentation	<Ctrl> + <S>
Print a Presentation	<Ctrl> + <P>
Close a Presentation	<Ctrl> + <W>
Insert a New Slide	<Ctrl> + <M>
Help	<F1>

Navigation—Go To:

The Next Slide	<Spacebar>
The Previous Slide	<Backspace>

Formatting

Bold	<Ctrl> + <B>
Italics	<Ctrl> + <I>
Align Left	<Ctrl> + <L>
Center	<Ctrl> + <E>
Justify	<Ctrl> + <J>

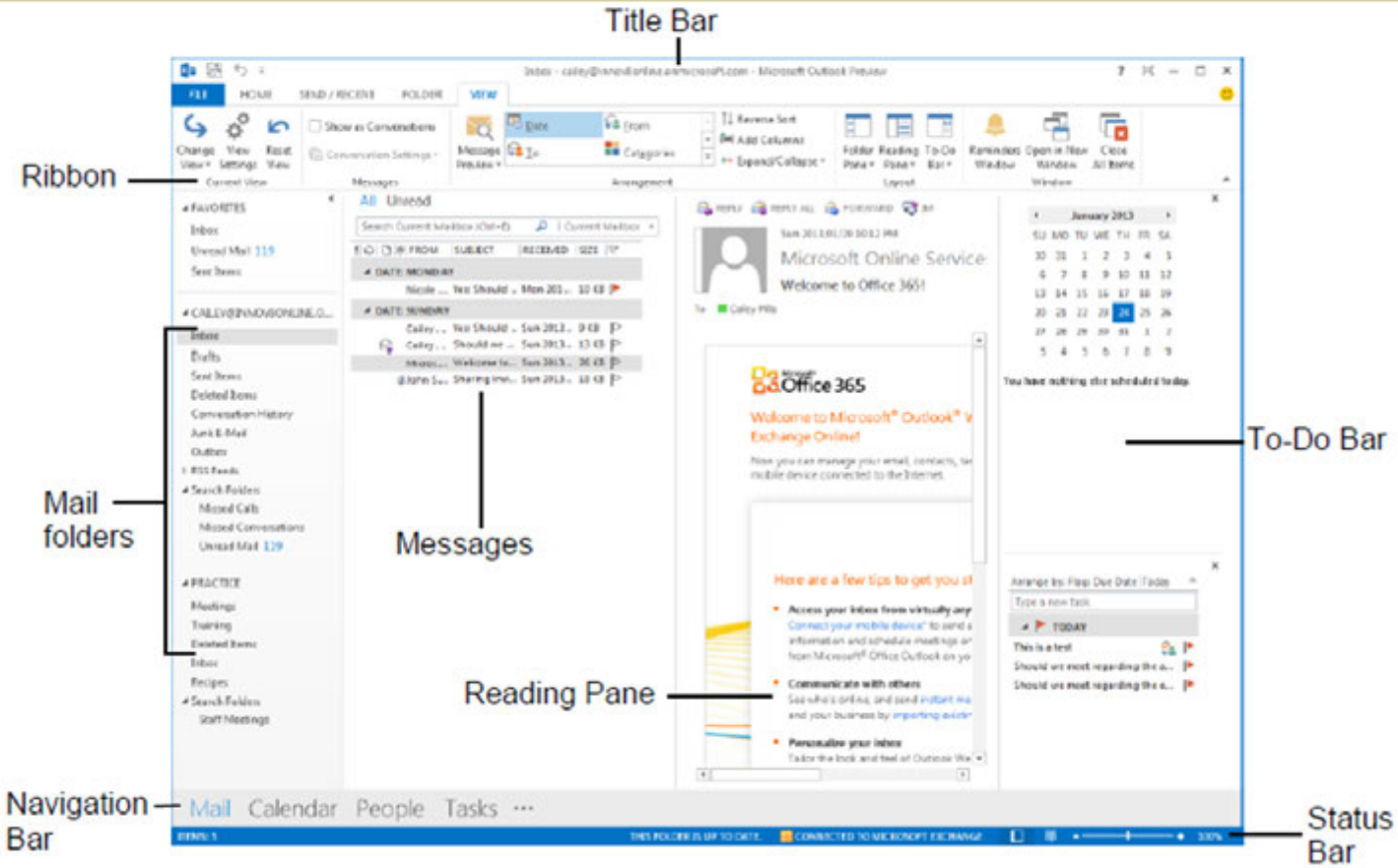
Slide Show Delivery

Begin Slide Show	<F5>
Resume Slide Show	<Shift> + <F5>
End Slide Show	<Esc>
Jump to Slide	<*Slide #*> + <Enter>
Toggle Screen Black	<B>
Toggle Screen White	<W>
Pause Show	<S>
Show/Hide Pointer	<A>
Change Arrow to Pen	<Ctrl> + <P>
Change Pen to Arrow	<Ctrl> + <A>
Erase Doodles	<E>

Microsoft Office 2013 Tips

Outlook

Outlook 2013 Screen



Contacts

- **To View Your Contacts:** Click the **People** button in the Navigation Bar.
- **To Create a New Contact:** Click the **New** button on the Ribbon.
- **To Edit a Contact:** Double-click the contact.
- **To Find a Contact:** Type words to search for in the **Search Contacts** box.
- **To Delete a Contact:** Select the contact and press the **<Delete>** key.
- **To Change Views:** Select the desired view in the Current View section of the Contacts Navigation pane.

Tasks and To-Do Items

- **To View Your Tasks:** Click the **Tasks** button in the Navigation Bar.
- **To Create a New Task:** Click the **New** button, press **<Ctrl>** + **<N>**, or type a new task in the text box at the top of the window or in the **"Type a new task"** box in the To-Do Bar.
- **To Complete a Task:** In Simple List view, check the task's check box.
- **To Delete a Task:** Select the task and press the **<Delete>** key.
- **To Create a Recurring Task:** Double-click the task and click the **Recurrence** button on the Ribbon.
- **To Assign a Task:** Double-click the task, click the **Assign Task** button in the Manage Task group on the Ribbon, enter the person's name in the **To** box, and click **Send**.

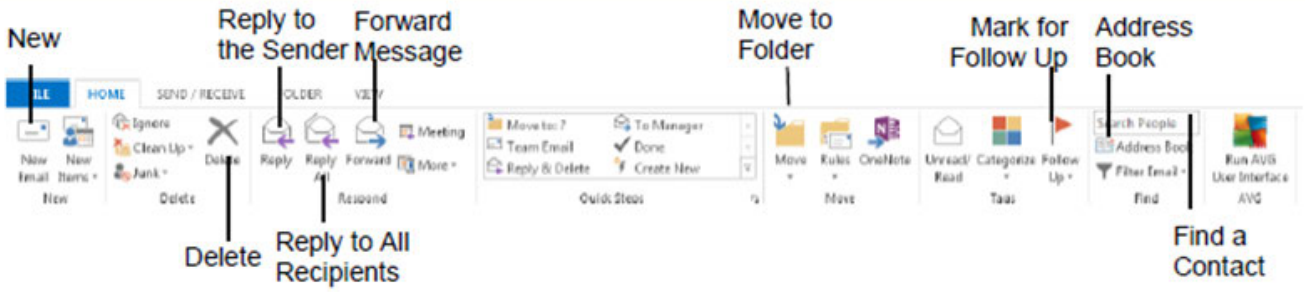
Keyboard Shortcuts

Save	**<Ctrl> + <S>**
Print	**<Ctrl> + <P>**
Undo	**<Ctrl> + <Z>**
Cut	**<Ctrl> + <X>**
Copy	**<Ctrl> + <C>**
Paste	**<Ctrl> + <V>**
Check Spelling	**<F7>**
Check for Mail	**<F9>**
Save, Close, and Send	**<Alt> + <S>**
Reply	**<Ctrl> + <R>**
Reply to All	**<Alt> + <L>**
Address Book	**<Ctrl> + <Shift> + <B>**
Help	**<F1>**
Switch Between Applications	**<Alt> + <Tab>**
New Item	**<Ctrl> + <N>**

Microsoft Office 2013 Tips

Outlook

Messages: Basic Tasks



- **To Access the Inbox:** Click the **Mail** button in the Navigation Bar.
- **To Check for New Messages:** Click the **Send/Receive** button on the Quick Access toolbar, or press **<F9>**.
- **Message Indicators:**
  Message has not been read.
  Message has been read.
  File is attached to the message.
  Message has high or low importance.
- **To Open a Message:** Click a message to preview or double-click to open it.
- **To Reply to the Message Sender:** Click the message, click the **Reply** button, type your reply, and click the **Send** button.
- **To Reply to All Message Recipients:** Click the message, click the **Reply to All** button, type your reply, and click the **Send** button.
- **To Forward a Message:** Click the message, click the **Forward** button, enter e-mail addresses in the **To** box, enter comments in the text box, and click the **Send** button.
- **To Delete a Message:** Select the message and press the **<Delete>** key.

- **To Create a New Message:**
  1. Click the **New** button or press **<Ctrl>** + **<N>**.
  2. Enter the e-mail addresses in the **To** box, or click the **To** button to use the address book.
  3. Click the **Cc** button and select the e-mail addresses for recipients to whom you want to send a copy of the message.
  4. Enter the subject of the message in the **Subject** box.
  5. Enter the text of your message in the text box.
  6. Click the **Send** button.
- **To Attach a File:** Create a new message, click the **Attach File** button in the Include group on the Ribbon in the Message window, select the file you want to send, and click **Insert**.
- **To Send a Blind Carbon Copy (Bcc):** In the message window, click the **Options** tab on the Ribbon and select **Show Bcc** in the Fields group. Click the **Bcc:** button and select the e-mail addresses for recipients to whom you want to send a blind copy of the message.
- **To Open an Attachment:** Double-click the attachment at the top of the message window.

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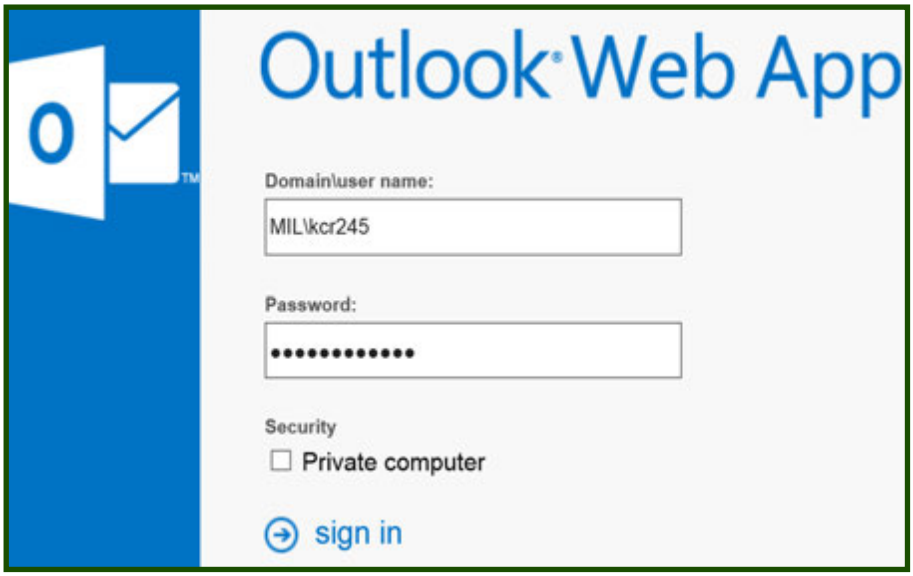
Microsoft Office 2013 Tips

Outlook Web Access

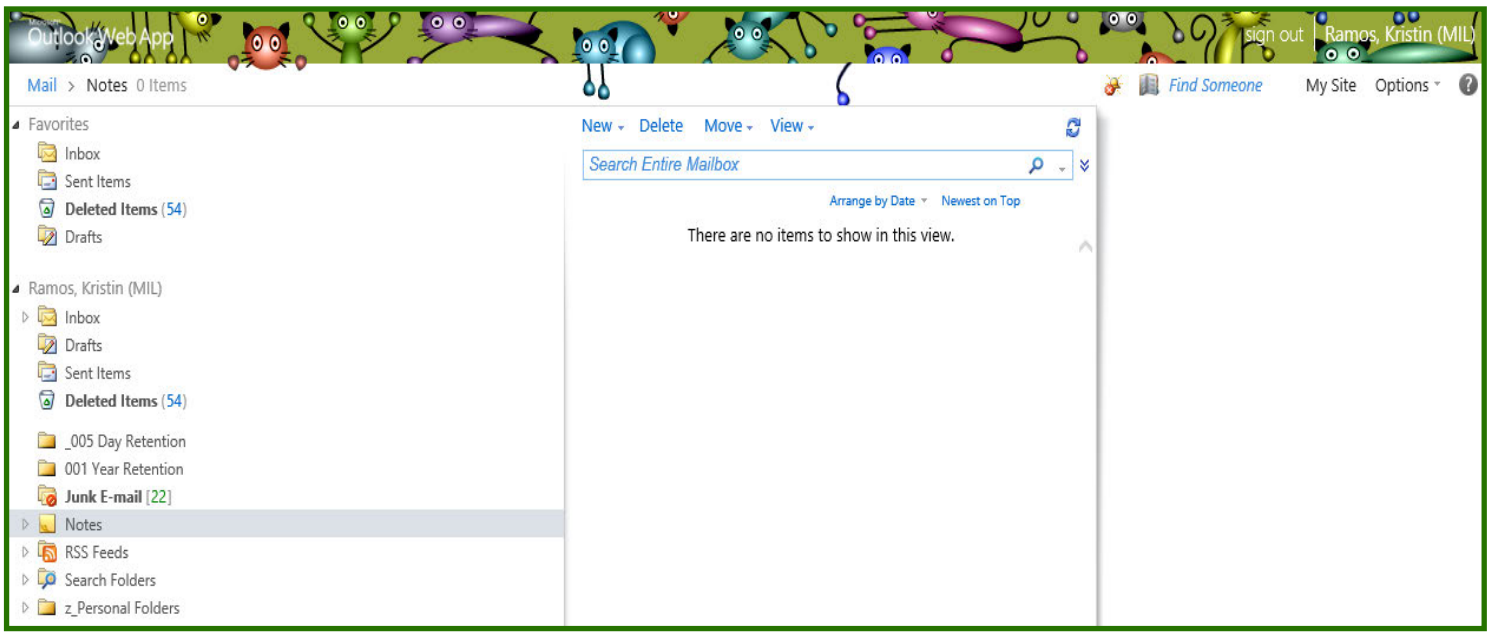
To access SEOC email accounts via the internet or on a mobile device with internet, go to https://mobile.wa.gov/.

Domain\user name: “MIL**SEOC125**” (or substitute the bolded text with EMD desk email or the name of the workstation.

The password for SEOC is on the whiteboard or use the password used for desk login for EMD desk email.



Emails are accessible via smart phones as well. This option proves useful in the event of SEOC power outages for continuity in operations and communications.



Operational Rhythm

The daily meetings and products of the SEOC are scheduled based Incident Command System ICS Form 230, Internal Daily Meeting Schedule, using a 24-hour clock and (generally) 12-hour shifts. Declared incidents may also result in partnering with FEMA counterparts. The schedule may be referred to as the ***operational rhythm***. Templates are maintained by the Planning Section. The schedule is approved by the Documentation Unit Leader, through the Planning Section Chief, the SEOC Supervisor, and the Disaster Manager. Below is a Internal Meeting Schedule from the 2015 Wildfires, FEMA ICS FORM 230.

FEMA ICS FORM 230 INTERNAL DAILY MEETING SCHEDULE	1. FEMA Disaster Number: N/A	2. Date/Time Prepared: 09/10/2015 1900 PDT
3. Operational Period (Date/Time): 09/11/2015 0700 PDT to 09/18/2015 0700 PDT		

Time / Time Zone	Meeting Name	Purpose / Attendees	Meeting Location
Friday 9/11/2015			
0730 PDT	Operations Briefing	Brief personnel responsible for executing and supporting the IAP. UCG, Section Chiefs, and other personnel responsible for supporting the IAP.	EOC Floor
0930 PDT	Daily Fire Conference Call	Facilitate multi-agency coordination. DNR, WSP, JOC, Command & General Staff.	Policy Room 1-877-820-7831 Pin-782835# https://global.gotomeeting.com/join/ Meeting Number: 196026789
1400 PDT	EOC Update	Present updated incident information for current operational period. Command & General Staff and ESF Leads.	EOC Floor 1-877-820-7831 Pin - 782835#
Saturday 9/12/2015			
N/A	N/A	N/A	N/A
Sunday 9/13/2015			
N/A	N/A	N/A	N/A
Monday 9/14/2015			
N/A	N/A	N/A	N/A
Tuesday 9/15/2015			
0730 PDT	Operations Briefing	Brief personnel responsible for executing and supporting the IAP. UCG, Section Chiefs, and other personnel responsible for supporting the IAP.	EOC Floor
1400 PDT	EOC Update	Present updated incident information for current operational period. Command & General Staff and ESF Leads.	EOC Floor 1-877-820-7831 Pin - 782835#
Wednesday 9/16/2015			
0730 PDT	Operations Briefing	Brief personnel responsible for executing and supporting the IAP. UCG, Section Chiefs, and other personnel responsible for supporting the IAP.	Policy Room
1400 PDT	EOC Update	Present updated incident information for current operational period. Command & General Staff and ESF Leads.	Policy Room 1-877-820-7831 Pin - 782835#
Thursday 9/17/2015			
0730 PDT	Operations Briefing	Brief personnel responsible for executing and supporting the IAP. UCG, Section Chiefs, and other personnel responsible for supporting the IAP.	EOC Floor
0800 PDT	Unified Coordination Group Meeting	Develop, review, and revise incident objectives and priorities for the next operational period. UCG, designated and invited guests.	Room 120
0830 PDT	Command and General Staff Meeting	Review approved incident objectives. Provide, share important information and immediate direction. UCG, Command and General Staff, Situation Unit Leader, designated and invited guests.	EOC Floor
1200 PDT	ICS 204 Forms due to Operations Section Chief	Information needed from all Command & General Staff, Sections and activated ESFs in order to compile a complete IAP. All Operational Section Staff.	seoc91@mil.wa.gov
1400 PDT	EOC Update	Present updated incident information for current operational period. Command & General Staff and ESF Leads.	EOC Floor 1-877-820-7831 Pin - 782835#
1500 PDT	Operations Tactics Meeting	Review and finalize the draft Operational Planning Worksheets (FEMA-ICS 215). All Operations personnel, ESF leads, Community Relations Lead responsible for Incident Action Planning, RESL, LSC, and SOFR.	Room 120
1600 PDT	Situational Report (SITREP) input due in Web EOC	Information needed from all Command & General sections and activated ESFs in order to compile a complete SITREP. Command & General Staff and activated ESFs.	State Web EOC
1700 PDT	Planning Meeting	Approve the IAP for the next operational period UCG, Command and General Staff, SITL, designated and invited guests.	Room 120
Friday 9/18/2015			
0730 PDT	Operations Briefing	Brief personnel responsible for executing and supporting the IAP. UCG, Section Chiefs, and other personnel responsible for supporting the IAP.	EOC Floor
1400 PDT	EOC Update	Present updated incident information for current operational period. Command & General Staff and ESF Leads.	EOC Floor 1-877-820-7831 Pin - 782835#

4. Prepared By: Susan Forsythe	5. Prepared By: Jennifer Schaal

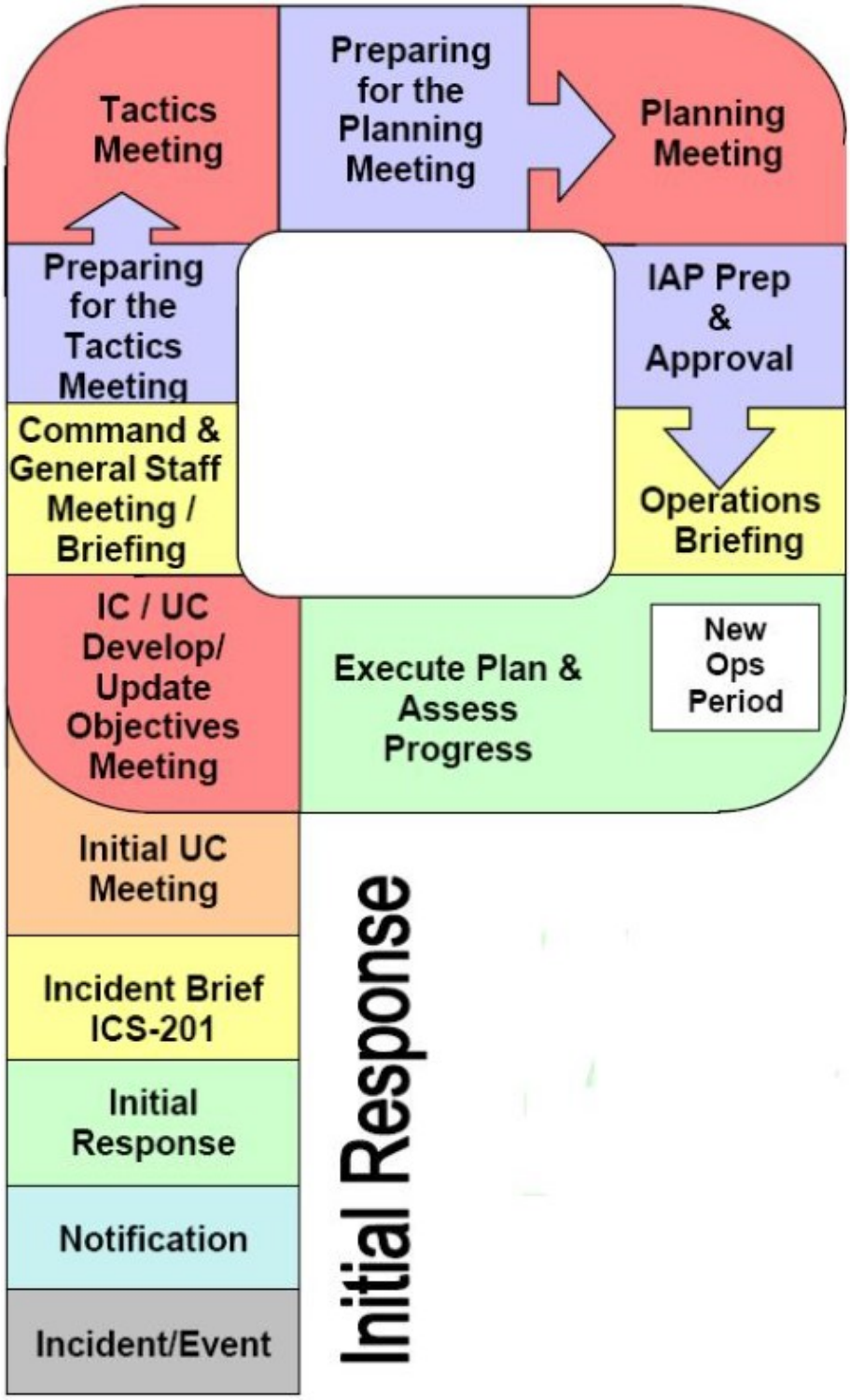
When an incident is brought to the State Emergency Operations Officer's attention at 1947, staff are called in and the first operational period would be through 0700 the following day. The time provides for an initial assessment of the known magnitude, develop a staffing pattern and begin gathering information.

Meeting times are based upon the military 24 hour clock. Midnight is hour "zero". Six in the morning is 0600. The clock to the right shows all hours, with morning in "am" in black and "pm" in red. The time shown on the clock is 1:19. for "am", the time is written as 0119, and for "pm", the time is written as 1319.

Planning “P”

Planning involves:

- Evaluating the situation.
- Developing incident objectives.
- Selecting a strategy.
- Deciding which resources should be used to achieve the objectives in the safest, most efficient and cost-effective manner.



The Planning “P” is a guide to the process and steps involved in planning for an incident. The leg of the “P” describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Response & Assessment, Incident Briefing Using ICS 201, and Initial Incident Command (IC)/Unified Command (UC) Meeting.

At the top of the leg of the “P” is the beginning of the first operational planning period cycle. In this circular sequence, the steps are IC/UC Develop/ Update Objectives Meeting, Command and General Staff Meeting, Preparing for the Tactics Meeting, Tactics Meeting, Preparing for the Planning Meeting, Planning Meeting, IAP Prep & Approval, and Operations Briefing.

 At this point a new operational period begins. The next step is Execute Plan & Assess Progress, after which the cycle begins again.

Public Disclosure Requirements

All records created in the SEOC are public records, and are subject to state records retention and disclosure requirements.

Records Management –

Records created in the SEOC are subject to the retention requirements described in the Preservation and Destruction of Public Records Act, RCW 40.14. Any record created during an emergency activation or training must be retained and should not be destroyed, except as prescribed in the appropriate records retention schedules.

To help ensure retention requirements are met please file all records created in folders marked with the activation or training number.

To access the Military Department's records retention schedules for SEOC records, please click on the following link:

The Military Department Records Retention Schedule.

Records Disclosure –

All public records, including those created within the SEOC, may be requested through the Public Records Act, RCW 42.56.

All requests for disclosure of SEOC records will be processed by the WMD Public Records Officer in accordance with the Department's policies and procedures.

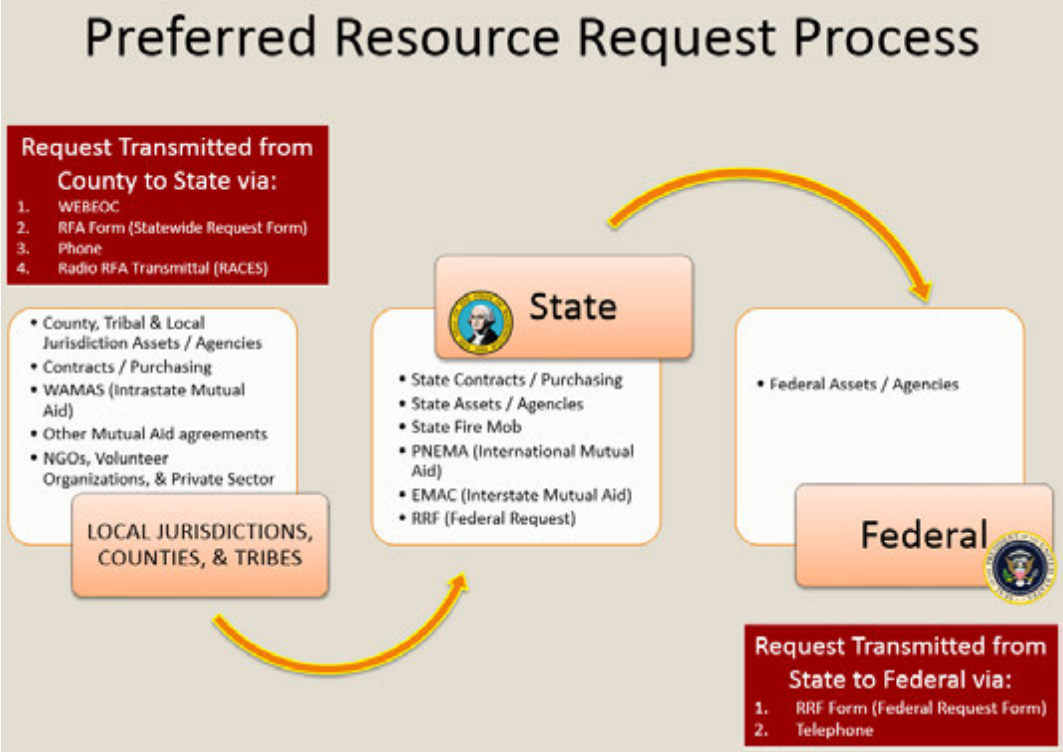
For more information –

For more information please contact:

(253) 512-8108 (Bernadette Petruska)
Bernadette.petruska@mil.wa.gov

(253) 512-8110 (Public Records Officer)
Public.records@mil.wa.gov

Resource Request Process



The flow of resource requests is from local jurisdictions (City/ County/ Tribe) to State to Federal.

Request for Assistance (RFA)

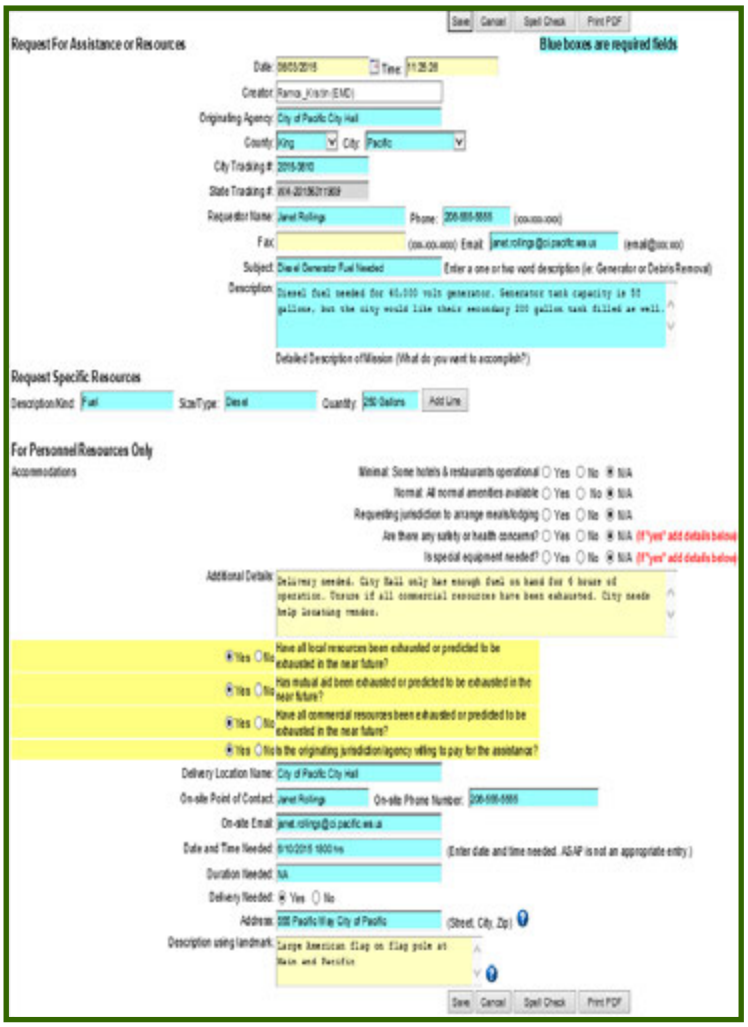
- The SEOC has four options for local jurisdictions, tribes, and state agencies to use when they request resources from the State.
- Each option uses the WA RESOURCE REQUEST FORM (ICS 213 RR)
  - The SEOC recommends that jurisdictions use the State Form for resource requests within their jurisdiction to save time when submitting a request to the state.
- The four options are:
  1. WebEOC - Request for Assistance (preferred option)
  2. Logistics Web Page Form/Email - PDF version of WA RRF ICS 213 RR
  3. Telephone - Call in to SEOC
  4. Radio - RFA via RACES Operator

Resource Request Process

The WebEOC form on the right is used for resource requests by local jurisdictions or by the state when a request is called in.

The Fillable PDF below is used by local jurisdictions when WebEOC is not available or by amateur radio personnel when primary means of communication are not working.

Information from the form is inputted into WebEOC as available and appropriate.



WA RESOURCE REQUEST FORM (ICS 213 RR)

Requestor

1. Mission Number & Incident Name:	2. Requesting Agency:	3. Date & Time: (mm/dd/yy - 00:00)	4. Requester Tracking Number:

5. Order

a. Qty.	b. Kind (if known)	c. Type (if known)	d. Detailed item description and/or of task to be accomplished: (*Vital characteristics, brand, specs, experience, size, etc.*) and, if applicable, purpose/use, diagrams and other info.	SHADED AREA TO BE FILLED BY LOGISTICS SECTION: Needed Date & Time: e. Requested	f. Estimated	g. Cost

6. Personnel/Additional Support Needed: *(Driver/Fuel Etc.)*

7. Duration needed:

8. Requested Delivery/Reporting Location: *(Address/landmarks etc.)*

9. Delivery/Reporting Location POC: *(Name & Contact info)*

10. Suitable Substitutes and/or Suggested Sources: (if known)

11. Priority: ☐ Life Saving ☐ Incident Stabilization ☐ Property Preservation

12. Requestor Provides Funding: ☐ Yes ☐ No

13. If requestor is unable to provide (full/partial) funding for the resource, specify reason:

14. Requested by Name/Position & phone/email:

15. Request Authorized by:

Logistics

16. EOC/ECC Logistics Tracking Number:

17. Name of Supplier/POC, Phone/Fax/Email:

18. Notes:

19. Approval Signature of Authorized Logistics Representative:

20. Date & Time: (mm/dd/yy – 00:00)

21. Order placed by (check box): ☐ ORD UNIT ☐ PROC UNIT ☐ OTHER_____

22. Elevate to State: ☐

23. State Tracking #:

24. Mutual Aid Tracking #:

Finance

25. Reply/Comments from Finance:

26. Finance Section Signature:

27. Date & Time: (mm/dd/yy – 00:00)

Original to: Documentation Unit

Copies to: Logistics Section, originating ESF/agency, and Finance & Administration Section

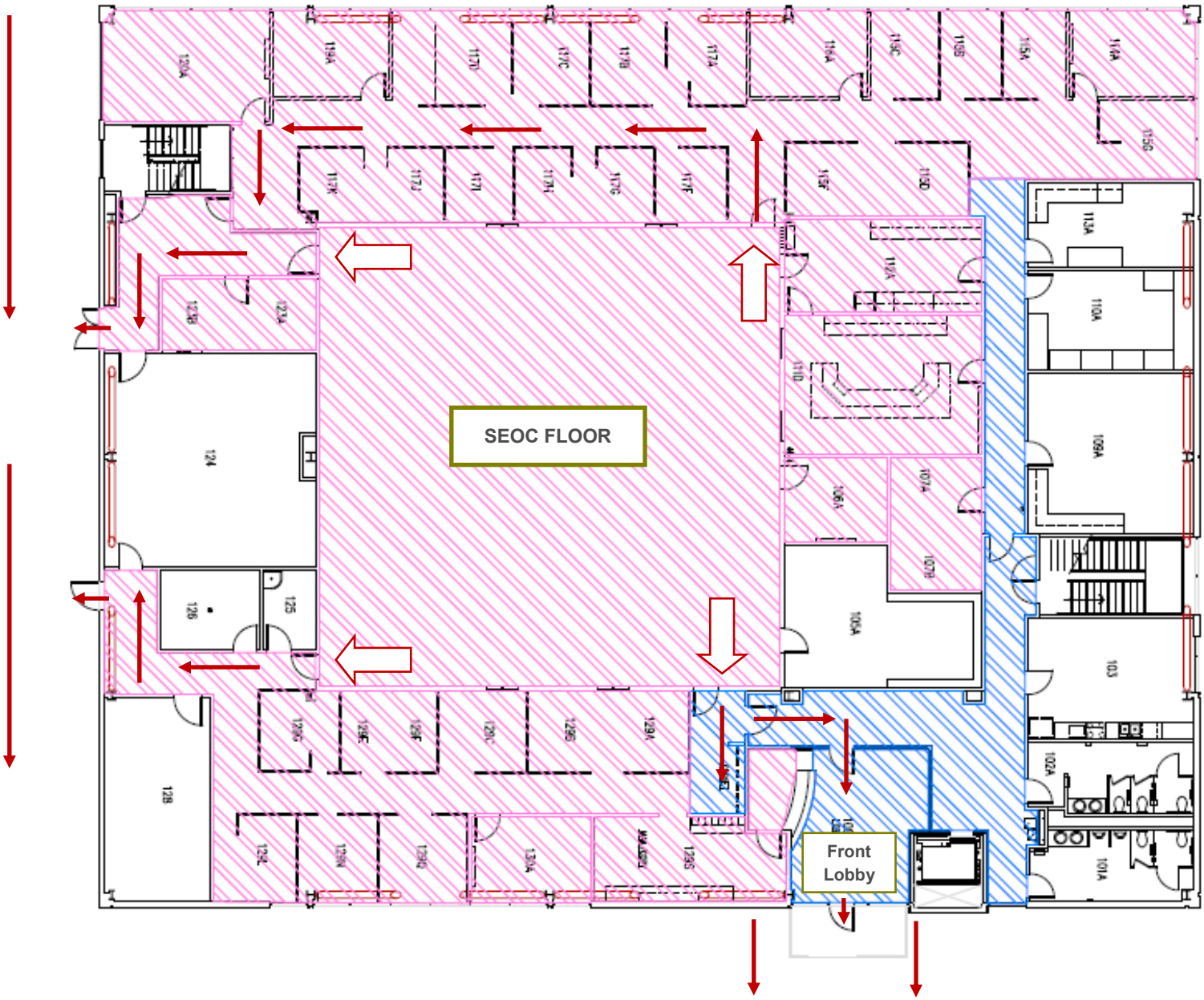
Safety/Emergency Procedures

EARTHQUAKE

Drop, Cover, & Hold, then wait for additional instructions.

EVACUATION ROUTE (CAMP MURRAY MAP LINK)

Building Map and Evacuation Instructions: Meet on Drill Floor of Building #33



SEOC Briefing Summary—ICS 201

The ICS 201 form captures the Essential Elements of Information used for the Incident Briefing.

ICS 201
Incident Briefing

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

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

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

Notes:

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

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and Health and Safety Briefing (**for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

SEOC Briefing Summary—ICS 201

The ICS 201 form captures the Essential Elements of Information used for the Incident Briefing.

Block Number	Block Title	Instructions
8	**Current and Planned Actions, Strategies, and Tactics** • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

SEOC Briefing Summary, Continued

The SEOC Briefing Summary PowerPoint slide structure:

⇒ **SEOC Status—SEOC Supervisor**
- Activation Level (Phase)
- Reason (Incident/Event)
- Disaster Manager Name
- SEOC Sup Name
- Activated General Staff/Names

⇒ **Activated ESFs Slide**
- Listed by ESF

⇒ **Situation—Planning Section Chief**
- Event update to include Name, Location, Begin Date, Expected Duration (if known), and Cause
- Weather forecast/impacts for area

⇒ **Essential Elements—PSC**
- Counties under Presidential
- Other declared counties
- Any GIS supporting maps
- List of locally activated EOCs
- List of state agency activated EOCs
- Situation analysis: Details of incident impacts on jurisdictions; anticipated needs; anticipated hazards; potential health concerns; economic impact; SEOC staffing needs
- Situation response update: state agencies' level of engagement;

⇒ **Priorities Review—PSC**
- Life Safety
- Situation stabilization
- Property protection
- Public information coordination

⇒ **Other Alerts and Warnings-PSC**
- CGS, DOE, etc.

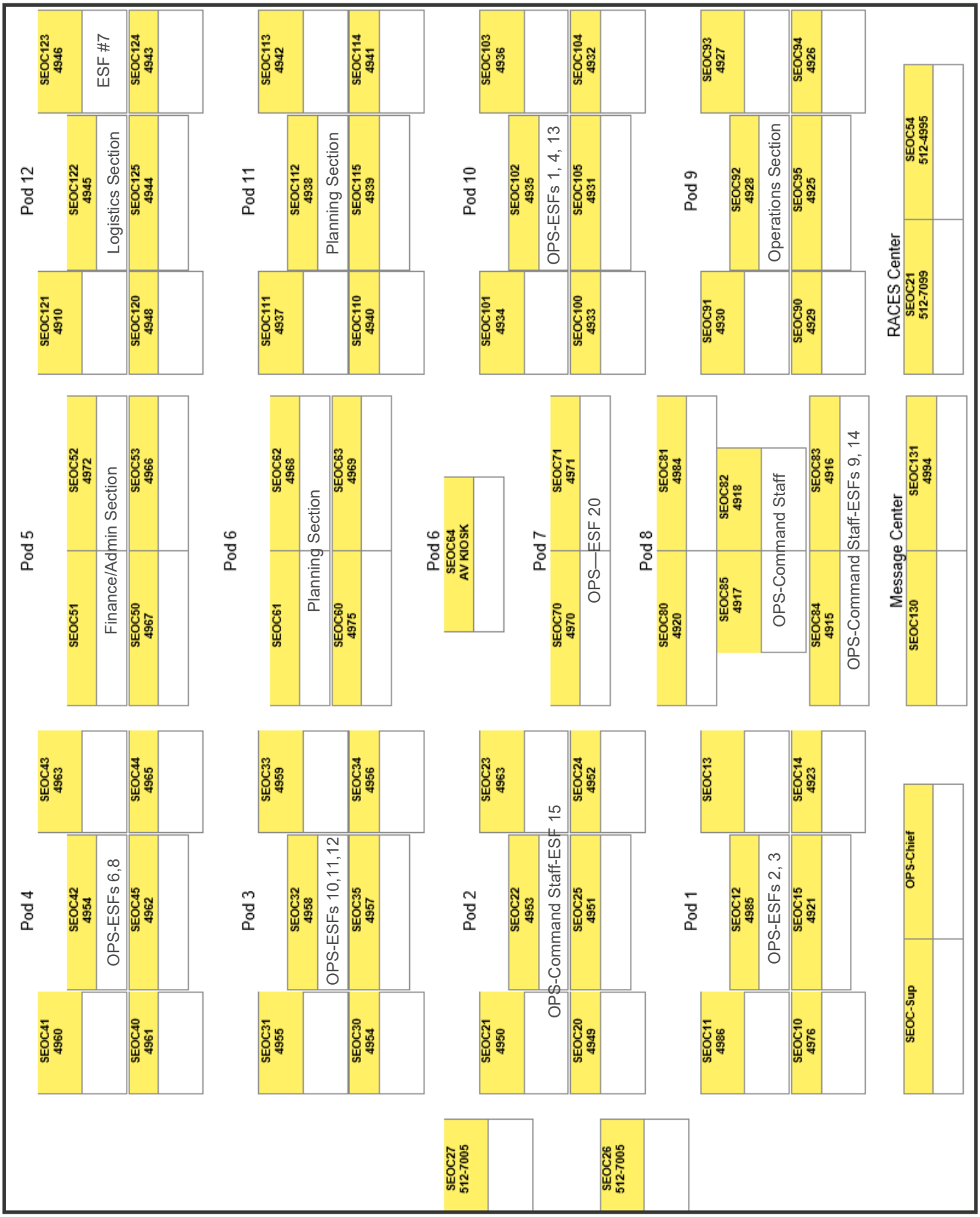
⇒ **Resource Requests—Ops Chief**
- Number of requests, trends in resources needed, number of open, in transit, on scene, completed, cancelled

⇒ **Update by ESF—Ops Chief**
- Each ESF provides an update for situational awareness

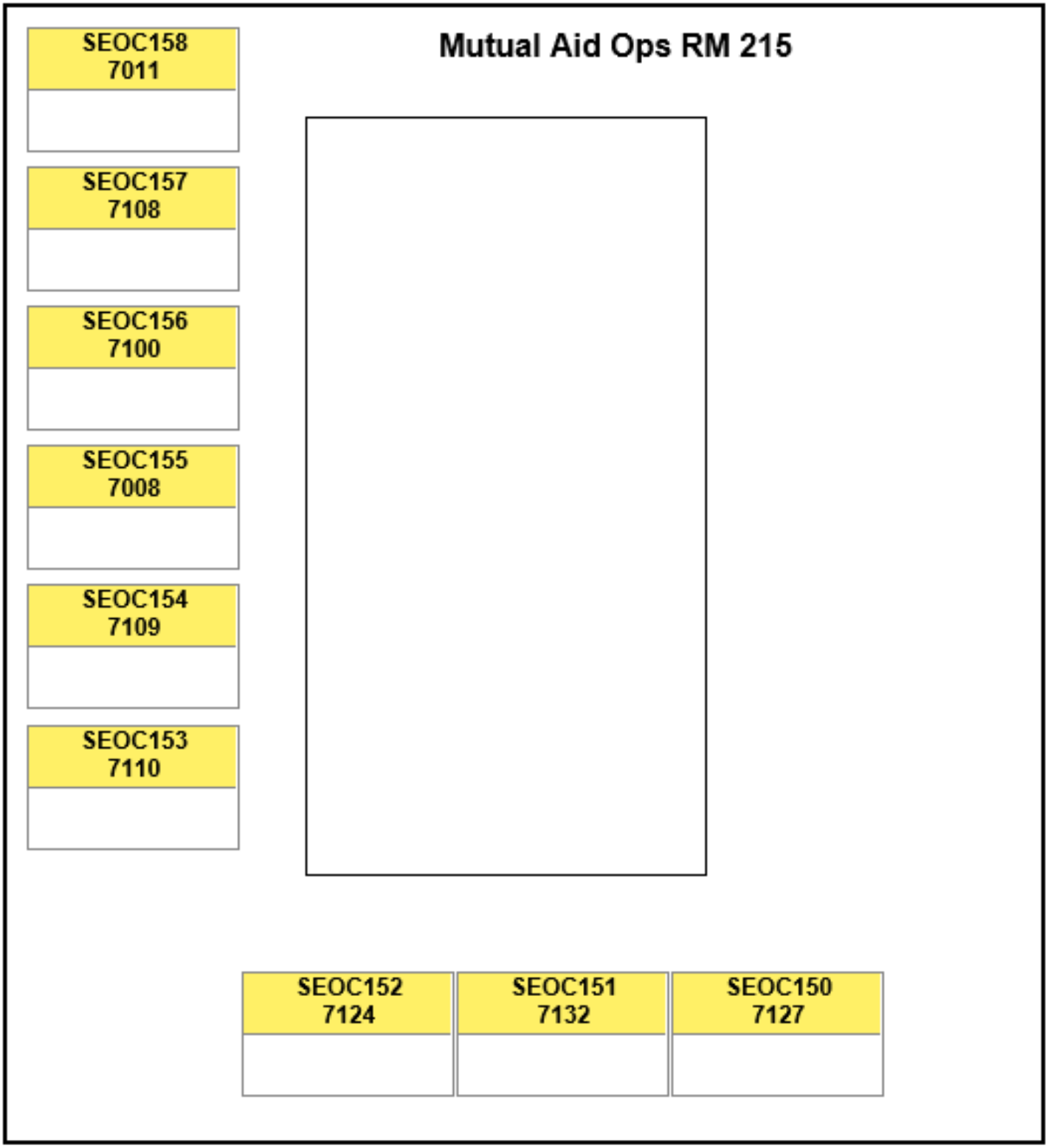
⇒ **Logistics—Logistics Sec. Chief**
- Update on tasked resource requests; anticipated trends
- Staging Area/CPOD updates, as applicable
- SEOC staff care: food, restrooms, trash/recycle, security, medical, IT, phones, etc., updates
- Travel for liaisons
- Interstate Mutual Aid (EMAC)
- Intrastate Mutual Aid (WAMAS)

⇒ **Finance and Admin**
- Charge code(s)
- Cost tracking to include:
  - Personnel
  - Supplies
  - Food
  - Aid to local jurisdictions
  - Travel
  - Contracts
  - Purchase orders

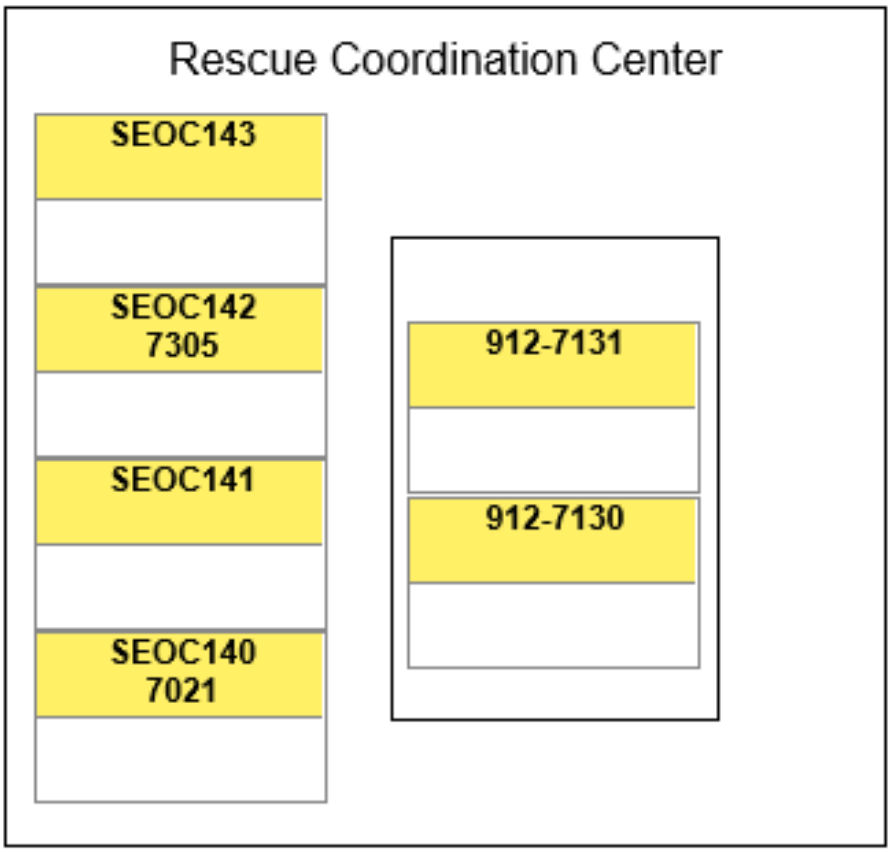
SEOC Floor Plan



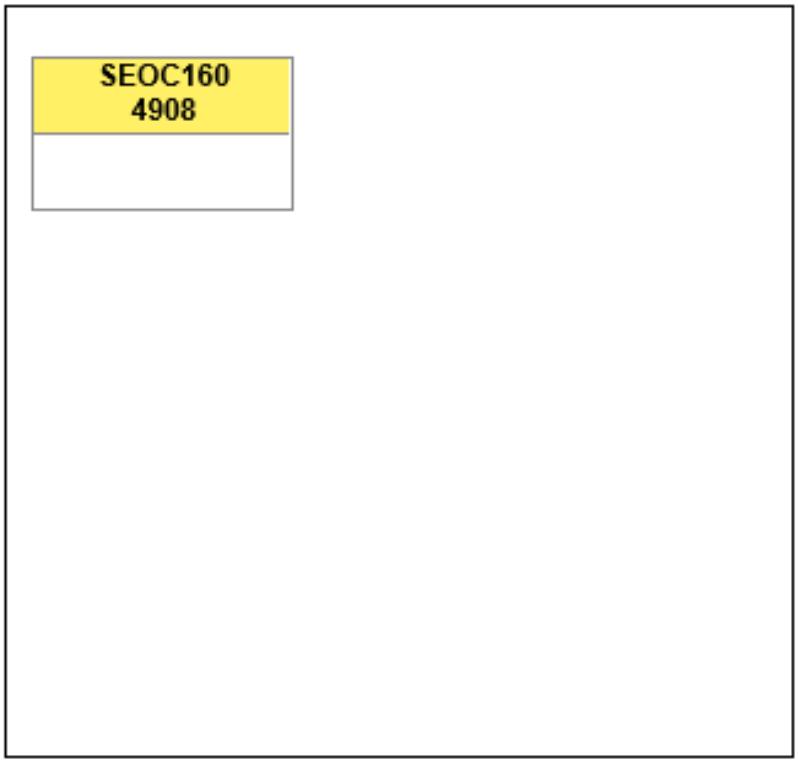
SEOC Floor Plan



SEOC Floor Plan



Room 120



Policy Room

Significant Events Criteria

The Significant Events board is used to post critical information regarding an Incident. All users logged into the Incident can view entries to the Significant Events board. ESF/ Section Chief first reviews all event entries prior to posting them to the Significant Events board.

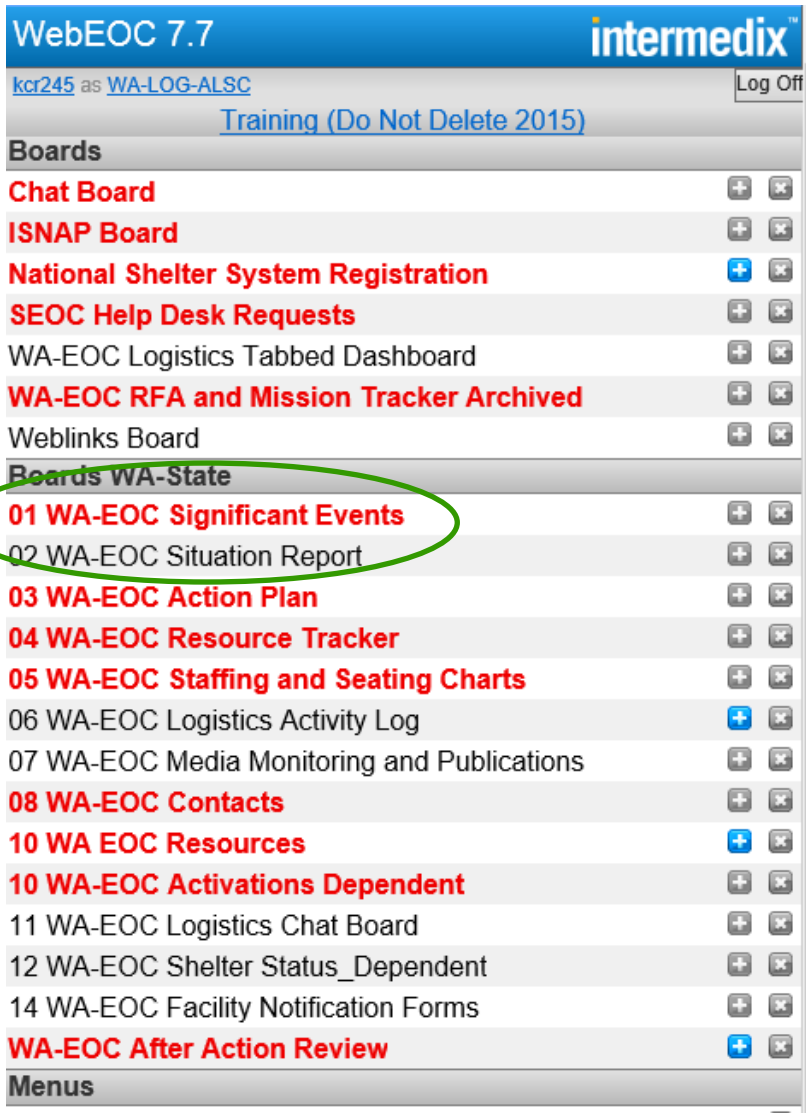
If an ESF Lead/Section Chief approves an “event” as significant, then the event will be displayed on the Significant Events status board. In the absence of the ESF Lead/ Section Chief, the “event” requires approval from the SEOC Supervisor.

The staff members of each section are able to enter various activities in their section to their sections activity logs. If a staff member believes an entry should be deemed significant, the subject is brought to the attention of the section’s ESF Lead/Section Chief or SEOC Supervisor to review and evaluate the event and consider publishing the entry to the “significant event” board.

Examples of Significant Events include:

- Infrastructure Failure: Bridge is out, building is damaged or collapsed
- Shelter Status: Open/ Closed
- Information: Evacuation location
- Situational Awareness: Latest updates on fire, Hazmat spill update
- Severe weather that could impact the incident

If in doubt, check with the appropriate Section Chief or SEOC Supervisor.



Telephone Systems and Use

SEOC Phone Systems

- There are two different Avaya phone systems in the SEOC, the older version on the upper left (model #6400), and the newer version on the lower right (model #9608)
- For both, dial a “9” for an outside line
- Telecom is in the process of acquiring all of the newer version for the SEOC floor

model #6400

model #9608

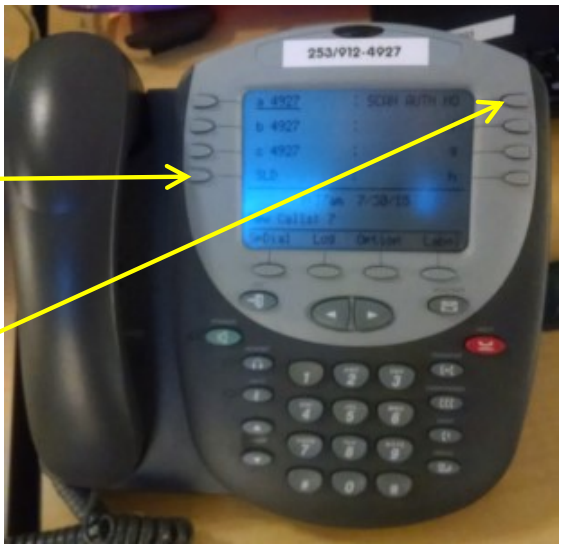
#6400 is being replaced by model #9608

Operating the #6400 Phone in the SEOC

- Long Distance Calls (SLD – formerly SCAN Feature)

Directions until model is replaced

1. Push “SLD” (SCAN Long Distance) button
2. Wait for first dial tone, then second dial tone
3. Dial 1 + area code + phone number (No need for “9”)
4. Press SCAN AUTH NO button to automatically enter the SCAN number



Telephone Systems and Use, Cont.

Operating the #6400 Phone in the SEOC

Other features

A **Display Screen**. The Display Screen displays calling information. See additional detail on the *Display* instructions.

B **Phone Exit**. The Phone Exit button displays the Phone screen form any other application screen and normalizes the display.

C **Speaker**. The Speaker button allows you to place the phone in speaker phone mode. Press the button once to use the speaker phone. Press the button a second time to resume handheld operations.

D **Headset**. The Headset button allows you to use an attached headset. Press the button once to activate the headset. Press the button a second time to resume handheld operations.

E **Mute**. The Mute button allows you to mute a call. Press the mute button once to mute a call. Press the mute button a second time to return to normal communications mode.

F **Volume**. The Volume buttons allow you to adjust the handset, speakerphone and headset volume. Press the up arrow (top) to increase the volume. Press the down arrow (bottom) to decrease the volume.

G **Voice Mail**. When the Voice Mail light is lit or flashing, you have a voice mail message waiting. Follow the *Voicemail* guidelines for checking voice mail to retrieve the message

H **Line/Features**. The Line/Features buttons provide application specific functionality. See additional detail on the *Display* instructions.

I **Application Softkeys**. The Application Softkeys allow you to navigate to application screens. See additional detail on the *Display* instructions.

J **Hold**. The Hold button places an active call on hold. Press once to place a call on hold. Press again or press the Line/Feature button on which the call is being held to activate the call.

K **Transfer**. The Transfer button transfers a call to another phone. See additional detail on the *Transfer A Call* instructions.

L **Conference**. The Conference button allows you to set up conference calls with more than one other person. See additional detail on the *Conferencing* instructions.

M **Drop**. The Drop button drops the last person added to a Conference Call or ends the current call if you are not on a Conference Call.

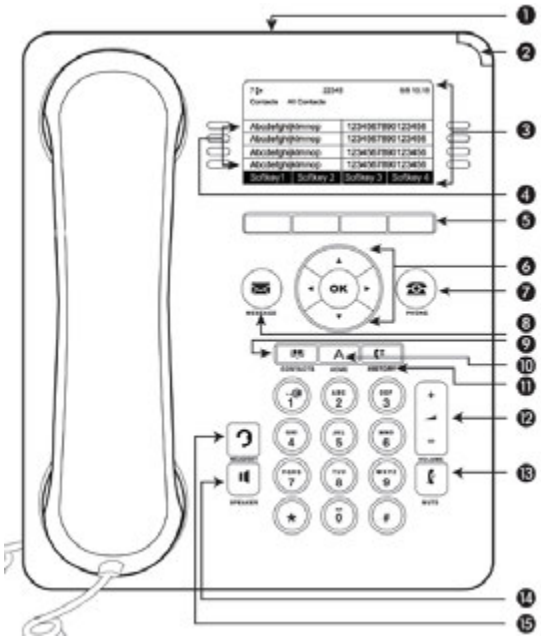
N **Redial**. The Redial button redials the last number dialed from the phone.

Introducing Model #9608 Phone in the SEOC

- Will replace previous Avaya model #6400
- Programmable
  - Features can be quickly activated and programmed by EMD telecom
- Illuminated and easy to read display
- Arrow controls to navigate through operational features

Telephone Systems and Use, Cont.

Operating the Model #9608 Phone in the SEOC



By the number features

1. USB port not available on #9608
2. Message waiting light
3. Phone display/status information
4. Feature lines: enables view of the feature(s) currently in use
5. Soft Keys: Soft key labels show the action each key produces
6. Ok and Navigation arrows: arrows navigate from screen to screen and “ok” selects the feature
7. Phone: access phone screen options
8. Message: Connects to voice mail system
9. Contacts: view contacts saved in system
10. Home: Configure options and setting available
11. History: Shows outgoing, incoming, and missed
12. Volume: + or -
13. Mute: Press for mute; press again to unmute
14. Speaker: Press to activate; lift handset or press “headset” to deactivate
15. Headset: Press to use connected headset (only HIS cords are compatible)

Operating the #9608 Phone in the SEOC

Long Distance Calls (SLD/SCAN Feature)

1. Press the right arrow button until the SCAN/SLD menu options appear
2. Use the corresponding buttons on the right to choose the SCAN/SLD
   - Press quickly upon lifting the headset for SCAN/SLD feature to work properly
3. After the second dial tone, dial 1+ten digit phone number
4. Press button next to the “SCAN AUTH NO” to automatically enter the SCAN number

Telephone Systems and Use, Cont.

Operating the #9608 Phone in the SEOC

Transferring a Call

1. To transfer an incoming call to another extension, press the soft key under the lit “transfer” option on the illuminated menu screen
2. Enter the four digit extension on the number pad to transfer the call to the other number
3. Hang up the handset

Operating the #9608 Phone in the SEOC

Call Forwarding

1. Use the arrow buttons to access the Features menu.
2. Select the forwarding feature to activate
3. Press Select or OK to turn the call forwarding feature on
4. A tone will prompt for entering the forwarding number
5. Enter the destination extension for forwarding, then press Enter or OK
6. A confirmation tone and associated LED lights will confirm action
7. Press Select or OK to turn the call forwarding feature off if it is already on

Telephone Systems and Use, Cont.

Operating the #9608 Phone in the SEOC

Limited Conference Calling (up to 4)

For multiple party conference calls, use the EMD Conference Calling System (Telecom)

1. From the Phone screen, select your active call & press Conf. from corresponding buttons
2. Dial the additional telephone number
3. When the person answers, press Join or OK to add the person to the existing call
4. Press Add and repeat these steps to add another person to the conference call

helpdesk@mil.wa.gov
Roy.Benavente@mil.wa.gov
253 512-7037 - desk
253-507-6194 – cell

Robert.Purdom@mil.wa.gov
253-512-7036—desk
253-507-6046—cell

WebEOC Start Up & Boards

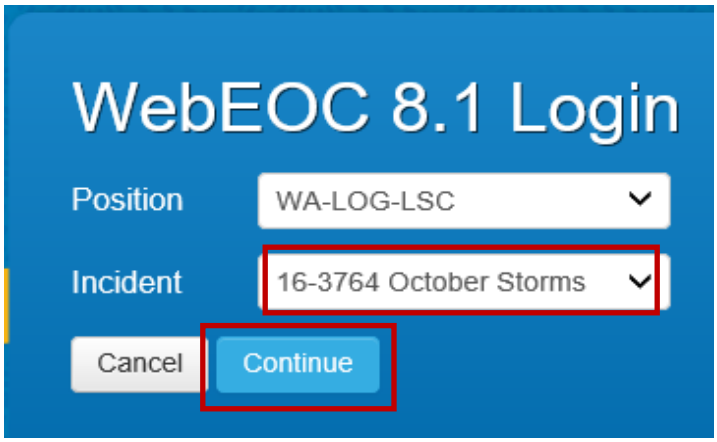
Cloud Based WebEOC: https://waseoc.webeocasp.com/waseoc/

Select user name as indicated below and “P@ssw0rd” for password.

WA-POLICYRM	**WA-EOC-Ops**	**WA-EOC-Plng**	**WA-FEMA**
WA-EOC-EA	**WA-EOC-LNO**	**WA-EOC-AV**	**WA-EOC-LOG**
WA-SimCell1	**WA-SimCell2**	**WA-SimCell3**	**WA-EOC-F/A**
WA-ESF1	**WA-ESF1L**	**WA-ESF2L**	**DES-Admin**
WA-ESF3	**WA-ESF3L**	**WA-ESF4**	**WA-ESF4L**
WA-ESF9	**WA-ESF10**	**WA-ESF11**	**WA-ESF12**
WA-ESF6	**WA-ESF6L**	**WA-ESF7L**	**WA-ESF8**
WA-ESF8L	**WA-ESF9**	**WA-ESF9I**	**WA-ESF10**
WA-ESF10L	**WA-ESF11**	**WA-ESF11L**	**WA-ESF12**
WA-ESF12L	**WA-ESF13**	**WA-ESF13L**	**WA-ESF14**
WA-ESF14L	**WA-ESF20**	**WA-ESF20L**	

WebEOC Login, Navigation, & Key Boards

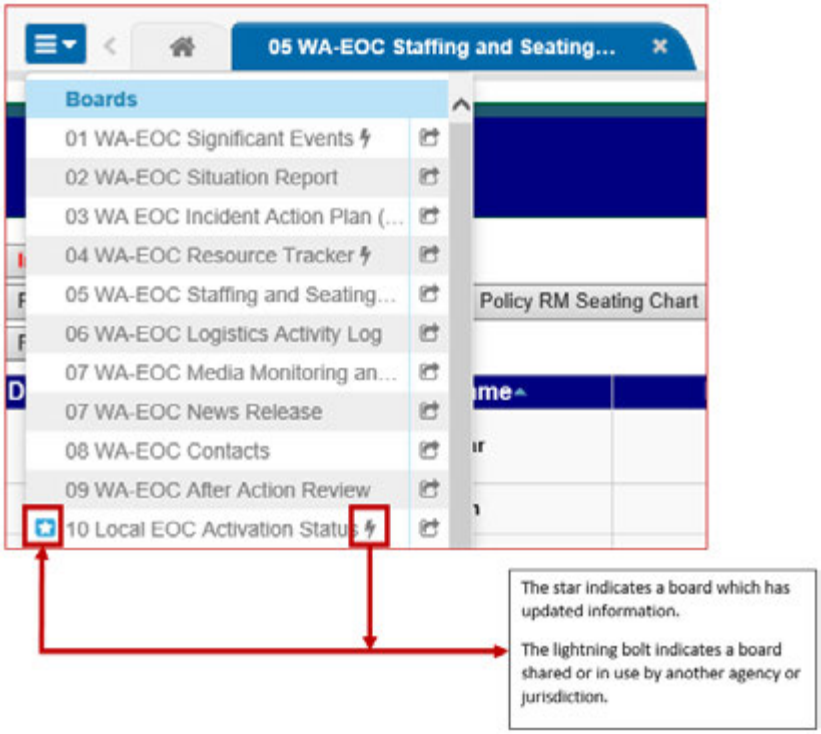
Select appropriate position from drop down, ensure the correct incident is displayed, and click “continue”



Fill in the blanks in the method indicated below, using workstation number for the email (SEOC___@mil.wa.gov) and the four digit phone extension

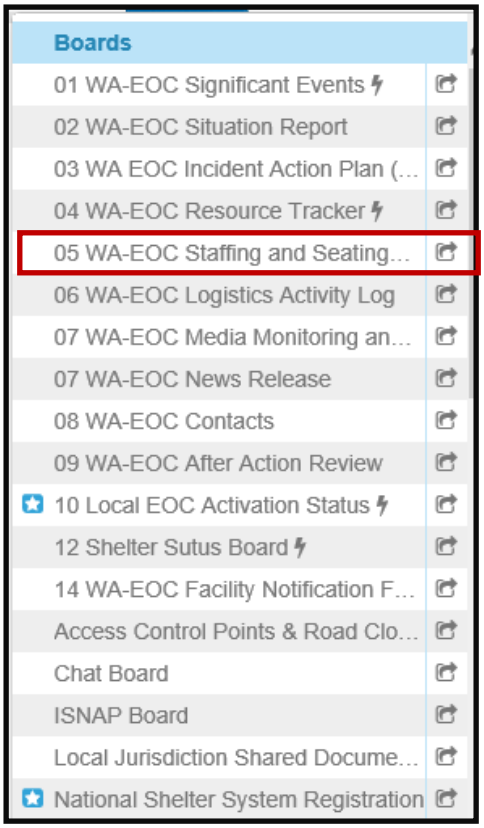
Enter any comments, as applicable, and click “continue”

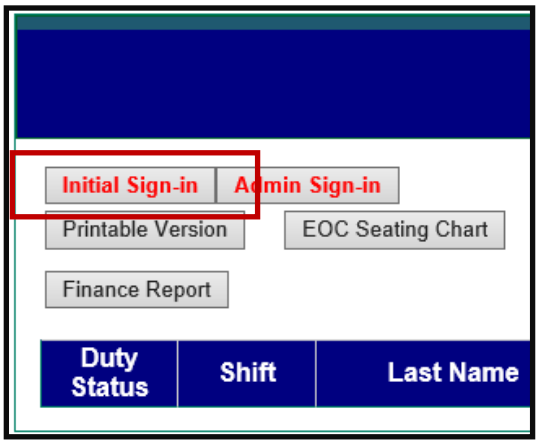
The Boards can be accessed by using the drop down menu on the upper left of the WebEOC screen



WebEOC Login, Navigation, & Key Boards

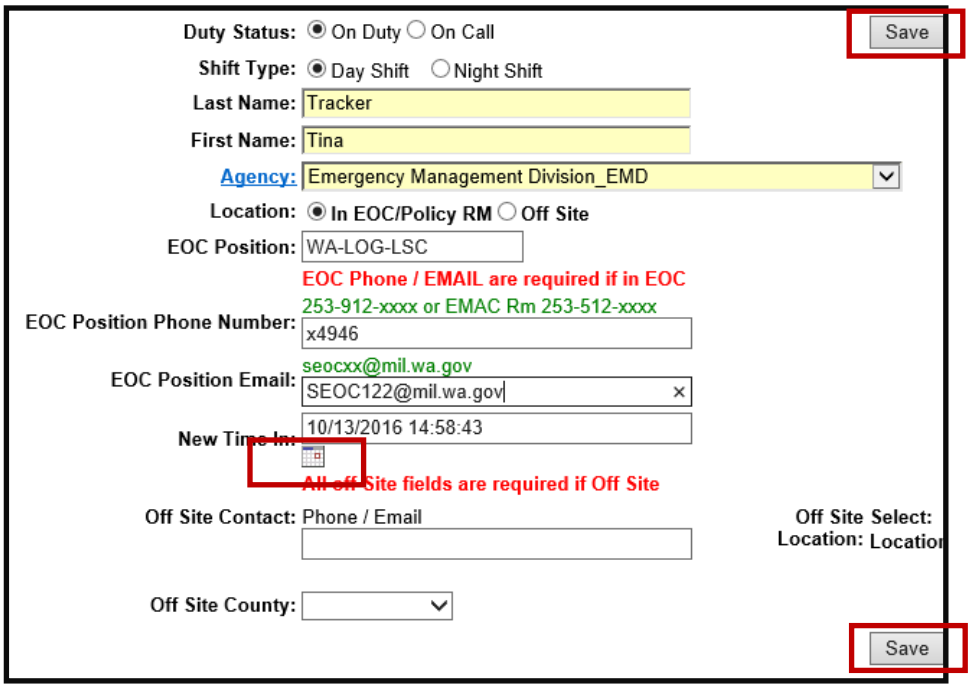
Sign-in to the staffing board by clicking on board 05





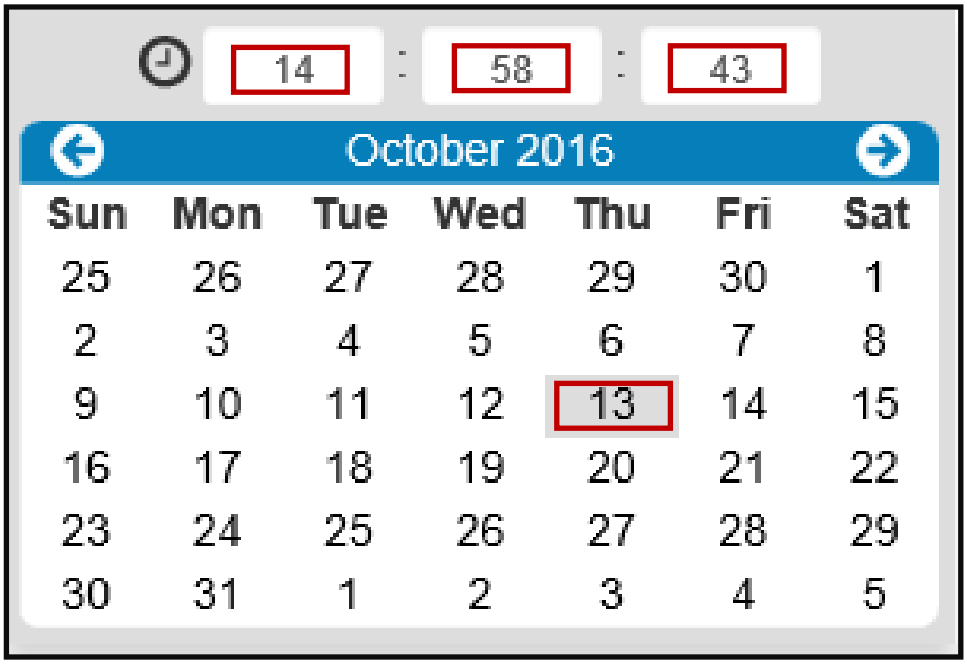
If previously signed in for the incident, locate name and click “Check-in”

If first time signing in for the incident, click “Initial Sign In”



Complete all fields as indicated and click “Save”

Adjust time in or out by clicking on the calendar icon, then entering the corrected hour, minute, and second as indicated on the right



Click the current date being edited to return to the previous screen and click “Save”

Complete additional actions as directed by the appropriate Section Chief