



# 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 .

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

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# Acronyms in Emergency Management

AA	Administrative Assistant	DAP	Disaster Assistance Program
AG	Attorney General	DECON	Decontamination
ACCESS	A Centralized Computerized Enforcement Service System	DEM	Department of Emergency Management (local)
APCO	Associated Public Safety Communications Officer, Inc.	DES	Department of Emergency/Enterprise Services
ARC	American Red Cross	DM	Disaster Manager
ARES	Amateur Radio Emergency Services	DNR	Department of Natural Resources
ARM	Aerial Radiological Monitor	DGR	Department of Agriculture
ARRL	Amateur Radio Relay League	DOC	Department of Corrections
ATC	Applied Technology Council	DOE	Department of Ecology
A&WC	Alert and Warning Center	DOE-RL	(US) DOE Department of Energy - Richland
BC/PEP	British Columbia/Provincial Emergency Planning	DOH	Department of Health
CAP	Civil Air Patrol	DOT	Department of Transportation
CD	Compact Disk	DRC	Disaster Recovery Center
CDC	Center for Disease Control	DSCA	Defense Support to Civil Authorities
CEM	Certified Emergency Manager	DSHS	Department of Social Health Services
CEMNET	Comprehensive Emergency Management Network	EAS	Emergency Alert System
CEMP	Comprehensive Emergency Management Plan	EAP	Emergency Action Plan
CENTREX	Central Exchange	ECA	Exposure Control Area
CGS	Columbia Generating Station	ECL	Emergency Classification Level
COE	Corps of Engineers	EENET	Emergency Educational Network
COG	Continuity of Government	EFSEC	Energy Facility Site Evaluation Council
COOP	Continuity of Operations	EIS	Environmental Impact Statement
COMMO	Communications	EMA	Emergency Management Assistance/Agency
CPG	[Civil] Comprehensive Preparedness Guide	EMAC	Emergency Management Assistance Compact
CPM	Counts Per Minute	EMC	Emergency Management Council
CPOD	Community Points of Distribution	EMI	Emergency Management Institute
(US) DA	Department of Agriculture	EMT	Emergency Medical Technician
DAC	Disaster Application Center/Disaster Assistance Council	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	NTSB	National Transportation Safety Board
MACC/G	Multi-Agency Coordination Center/Group	NUDET	Nuclear Detonation
MEDNET	Medical Emergency Delivery System	NUREG	Nuclear Regulation
MIL	Washington Military Department	NWS	National Weather Service
MOA	Memorandum of Agreement	OSC	On Scene Commander
MOU	Memorandum of Understanding	OSCCR	On Scene Command and Coordination Radio
MRR	Mitigation, Response and Recovery Unit	OFM	Office of Financial Management
MSDS	Material Safety Data Sheet	OIC	Officer In Charge
MSH	Mount St. Helens	OPS/OSC	Operations Section/OPS Section Chief
MUDAC	Meteorology Unified Dose Assessment Center	OSPI	Office of Superintendent of Public Instruction
NCOIC	Non-Commissioned Officer In Charge	PA	Public Assistance/Planning Assistant
NEHRP	National Earthquake Hazard Reduction Program	PAD/PAG	Protective Action Decision/Guide
NEIC	National Earthquake Information Center	PAR	Protective Action Recommendation (FNF)
NEMA	National Emergency Management Association	PAZ	Protective Action Zone
NENA	National Emergency Number Association (911)	PDA	Preliminary Damage Assessment
NETC	National Emergency Training Center	PDS	Professional Development Series
NFIP	National Flood Insurance Program	PF	Protection Factor
NIMS	National Incident Management System	PFO	Principle Federal Official
NGA	National Governor's Association	PGE	Portland General Electric
NHRAIC	Natural Hazard Research & App Info Ctr	PIO	Public Information Officer
NLEEC	National Law Enforcement Emergency Channel	PNEMA	Pac NW Emergency Mgmt Arrangement
NOAA	National Oceanic Administrative Agency	POC	Point Of Contact
NOC	National Operations Center	PPP	Population Protection Planning
NORAD	North American Aerospace Defense	PRER	Peacetime Radiological Emergency Response
NOUE	Notice of Unusual Event	PSC	Planning Section Chief
NPSPAC	Natl Pub Safety Planning Advisory Committee	R	Roentgen
NRC	National Response Center	RAC	Regional Assistance Committee
NRC	Nuclear Regulatory Commission	RACES	Radio Amateur Civil Emergency Services
NRF	National Response Framework	RADEF	Radiological Defense
NSDD	National Security Decision Directive	RAG	Radiological Assessment Group



# Acronyms in Emergency Management, Cont.

RCC	Rescue Coordination Center	SSC	Seismic Safety Commission
RCW	Revised Code of Washington	STARC	State Area Command (NG HQ)
RDO	Radiological Defense Officer	STAEN	State Agency Emergency Network
REAC/TS	Radiation Emergency Assist Ctr/Training Site	TAG	The Adjutant General
REM	Radiation Equivalent Man	TCP	Traffic Control Point
REP	Radiological Emergency Preparedness	TD	Training Document
RFA	Request for Assistance	TLD	Thermo luminescent Dosimeter
RFO	Recovery Field Office	TM	Technical Memorandum
RI	Radiological Instrument	T3	Title 3 (SARA)
RIM&C	Rad. Instrumentation Maint & Calibration	UBC	Uniform Building Code
RM	Radiological Monitor	USACE	US Army Corps of Engineers
RRCC	Regional Response Coordination Center	UDAC	Unified Dose Assessment Center
RRT	Radiological Defense Response Team	UHF	Ultra High Frequency
RX	Reactor	USAR	Urban Search and Rescue
SAE	Site Area Emergency	USCG	United States Coast Guard
SAL	State Agency Liaison	USDA	United States Department of Agriculture
SAR	Search and Rescue	UTC	Utilities & Transportation Commission
SARA	Superfund Amendment and Reauthorization Act	WAC	Washington Administrative Code
SBA	Small Business Administration	WAMAS	Washington Mutual Aid System
SCAN	State Controlled Area Network	WANG	Washington Air National Guard
SCM	Survivable Crisis Management	WA VOAD	Volunteer Organizations Active in Disasters
SCO	State Coordinating Officer	WMD	Washington Military Department
SECURE	State Emergency Communications	WNG	Washington National Guard
SEOC	State Emergency Operations Center	WNP-2	Washington Nuclear Project Number 2
SERC	State Emergency Response Commission	WSDOT	WA State Dept of Transportation
SITREP	Situation Report	WSEMA	WA State Emergency Mgmt Assoc
SLD	SCAN Long Distance	WSEO	Washington State Energy Office
SM	Student Manual	WSFC	WA State Fusion Center
SOP	Standard Operating Procedure	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, Tanglewilde-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, Glead, 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

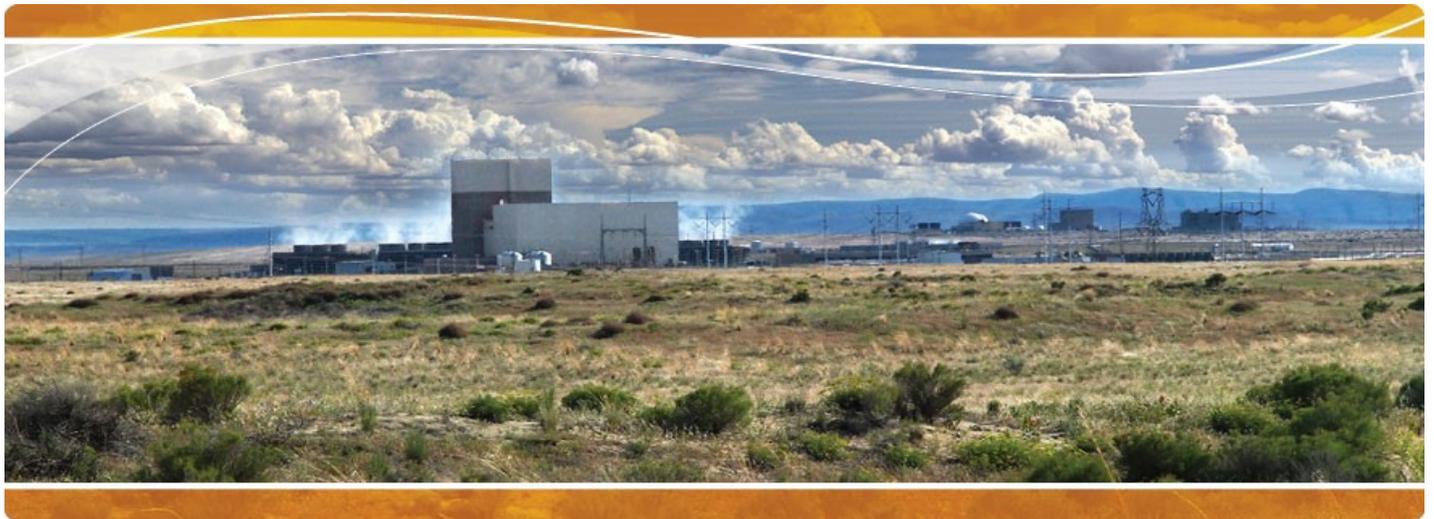


# Columbia Generating Station (CNF)

<b>1</b> Type of Event: a. <input type="checkbox"/> Emergency b. <input type="checkbox"/> Drill	<b>COLUMBIA GENERATING STATION          CLASSIFICATION NOTIFICATION FORM (CNF)</b>	<b>2</b> No: _____																									
<b>3</b> Notification Provided By: (Emergency Director) Name (Print): _____ Phone: (509) _____	<b>4</b> Classification/Status a. <input type="checkbox"/> Initial Classification b. <input type="checkbox"/> Reclassification c. <input type="checkbox"/> Termination d. <input type="checkbox"/> PAR Changes/Additions e. <input type="checkbox"/> Information	Date: _____ Time: _____																									
<b>Section Map</b> 	<b>5</b> <ul style="list-style-type: none"> <li>a. <input type="checkbox"/> <b>UNUSUAL EVENT</b> <i>No Offsite Protective Actions Recommended</i></li> <li>b. <input type="checkbox"/> <b>ALERT</b> <i>No Offsite Protective Actions Recommended</i></li> <li>c. <input type="checkbox"/> <b>SITE AREA EMERGENCY</b> <i>Automatic Protective Action Recommendation</i> <b>EVACUATE:</b> <ul style="list-style-type: none"> <li>• Columbia River</li> <li>• Ringold Fishing Area</li> <li>• Wahluke Hunting Area</li> <li>• Schools in EPZ</li> <li>• Horn Rapids Recreation Area/ORV Park</li> </ul> </li> <li>d. <input type="checkbox"/> <b>GENERAL EMERGENCY</b> <i>Automatic Protective Action Recommendation</i> <b>EVACUATE:</b> <ul style="list-style-type: none"> <li>• Columbia River</li> <li>• Ringold Fishing Area</li> <li>• Wahluke Hunting Area</li> <li>• Schools in EPZ</li> <li>• Horn Rapids Recreation Area/ORV Park</li> </ul> </li> </ul>																										
<b>7</b> Meteorological Data: Wind Speed: _____ mph from _____ degrees Precipitation: <input type="checkbox"/> Yes <input type="checkbox"/> No Stability Classification _____	<b>6a</b> <i>Additional Protective Action Recommendations</i> 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.																										
<b>8</b> <input type="checkbox"/> No Release Block 9,10,11 N/A <input type="checkbox"/> Release	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:20%;"></td> <td style="width:20%; text-align: center;">0-2 miles</td> <td colspan="3" style="text-align: center;">2-10 miles</td> </tr> <tr> <td style="text-align: center;">All Sections</td> <td style="text-align: center;">Section 1</td> <td style="text-align: center;">Section 2</td> <td style="text-align: center;">Section 3</td> <td style="text-align: center;">Section 4</td> </tr> <tr> <td><input type="checkbox"/> No Action</td> </tr> <tr> <td><input type="checkbox"/> Shelter</td> </tr> <tr> <td><input type="checkbox"/> Evacuate</td> </tr> </table>			0-2 miles	2-10 miles			All Sections	Section 1	Section 2	Section 3	Section 4	<input type="checkbox"/> No Action	<input type="checkbox"/> Shelter	<input type="checkbox"/> Evacuate												
	0-2 miles	2-10 miles																									
All Sections	Section 1	Section 2	Section 3	Section 4																							
<input type="checkbox"/> No Action	<input type="checkbox"/> No Action	<input type="checkbox"/> No Action	<input type="checkbox"/> No Action	<input type="checkbox"/> No Action																							
<input type="checkbox"/> Shelter	<input type="checkbox"/> Shelter	<input type="checkbox"/> Shelter	<input type="checkbox"/> Shelter	<input type="checkbox"/> Shelter																							
<input type="checkbox"/> Evacuate	<input type="checkbox"/> Evacuate	<input type="checkbox"/> Evacuate	<input type="checkbox"/> Evacuate	<input type="checkbox"/> Evacuate																							
<b>9</b> Type of release: <input type="checkbox"/> Airborne <input type="checkbox"/> Water <input type="checkbox"/> N/A	<b>10</b> Estimated Start of Release: Date/Time: _____ Release Terminated: Date/Time: _____	<b>Basis for PARs:</b> <input type="checkbox"/> None <input type="checkbox"/> Radiological <input type="checkbox"/> Plant																									
<b>11</b> State Criteria met for administering KI...(Information only) <input type="checkbox"/> No <input type="checkbox"/> Yes <ul style="list-style-type: none"> <li><input type="checkbox"/> 250 mrem/hr thyroid</li> <li><input type="checkbox"/> <math>1.4 \times 10^{-7}</math> <math>\mu</math>ci/cc I-131</li> <li><input type="checkbox"/> Unfiltered or unmonitored release from a nuclear power plant</li> </ul>	<b>6b</b> Security Event: <input type="checkbox"/> Yes <input type="checkbox"/> No Responding personnel are to report to: <input type="checkbox"/> On-Site EOF <input type="checkbox"/> Alternate EOF, Energy Northwest Office Complex, 3000 George Washington Way																										
<b>12</b> EAL # _____ Description of Incident: _____																											
<b>13</b> Prognosis of Situation: a. <input type="checkbox"/> Unknown b. <input type="checkbox"/> Stable c. <input type="checkbox"/> Escalating d. <input type="checkbox"/> Improving																											
<b>14</b> Emergency Director Approval Signature: _____																											



# 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. <input type="checkbox"/> ALERT	b. <input type="checkbox"/> SITE AREA EMERGENCY	c. <input type="checkbox"/> GENERAL EMERGENCY
<input type="checkbox"/> 100K	None	Evacuate Columbia River from Vernita Bridge to White Bluffs Ferry Landing.	<ul style="list-style-type: none"> <li>Evacuate Columbia River from Vernita Bridge to White Bluffs Ferry Landing.</li> <li>Evacuate Section 5, east of Hwy. 24.</li> </ul>
<input type="checkbox"/> 200E	None	None	<ul style="list-style-type: none"> <li>Evacuate Columbia River from Vernita Bridge to Leslie Groves Park.</li> <li>Evacuate Sections 5, 6, and 7.</li> </ul>
<input type="checkbox"/> 200W <sup>1</sup>	None	None	None
<input type="checkbox"/> 200W <sup>2</sup>	None	Evacuate Columbia River from Vernita Bridge to White Bluffs Ferry Landing.	<ul style="list-style-type: none"> <li>Evacuate Columbia River from Vernita Bridge to White Bluffs Ferry Landing.</li> <li>Evacuate Sections 5 and 7.</li> </ul>
<input type="checkbox"/> 300	None	Evacuate Columbia River from White Bluffs Ferry Landing to Leslie Groves Park.	<ul style="list-style-type: none"> <li>Evacuate Columbia River from White Bluffs Ferry Landing to Leslie Groves Park.</li> <li>Evacuate 2.2 mile radius.</li> </ul>
<input type="checkbox"/> Other	None	None	Evacuate Columbia River from Vernita Bridge to Leslie Groves Park.

<sup>1</sup>For emergencies at U Plant, REDOX, 222-S, 224-T, 283W, or 200W Tank Farms.

<sup>2</sup>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)



## Hanford Site Cleanup By the Numbers

The Hanford Site sits on 586 square miles of desert in southeastern Washington state, adjacent to the Columbia River. From 1943 to 1987, chain reactions inside Hanford's nine nuclear reactors changed uranium's chemical composition by exposing it to extra neutrons, producing plutonium that went into nuclear weapons used during World War II and were stockpiled during the Cold War.

Hanford's last reactor was shut down in 1987, but 44 years of plutonium production at the site generated millions of tons of solid waste and contaminated soil, as well as billions of gallons of contaminated liquids. In 1989, the Energy Department's current mission at Hanford — cleaning up the waste — began.

**SIX** of Hanford's nine reactors have been "cocooned" — or demolished down to the reactor building and covered with steel and cement. With this process, the radioactivity in the reactors will continuously and safely decrease over many decades, making the reactor cores easier and safer to dismantle in the future.

**TWO** more reactors will be cocooned in coming years, with the final — B Reactor — remaining as a National Historical Landmark.

**100** percent — or about 2,300 tons — of the site's spent fuel, a type of radioactive waste, has been removed from areas around the Columbia River and placed in safe, secure dry storage.

**741**

contaminated buildings have been demolished.

**798**

waste sites along the Columbia River's south shores have been remediated — or cleaned of pollution and contaminants — to ensure future protection of human health and the surrounding environment.

**12K**

cubic meters of waste stored underground have been removed for disposal.



**40K**

visitors from across the globe have toured the B Reactor National Historical Landmark since the start of public tours in 2009. B Reactor was the world's first full-scale plutonium production reactor, built secretly in less than 11 months in 1943. Plutonium produced at Hanford in 1944 was used in the "Fat Man" bomb dropped on Nagasaki, Japan.

**7.5 MILLION**

gallons of pumpable liquid waste have been removed and transferred from underground single-shell tanks to safer double-shell tanks, completing the interim stabilization project for the 149 single-shell tanks. These tanks vary in size from 55,000 to 1 million gallons each.

**1.25 MILLION**

gallons of highly radioactive thick sludge and saltcake waste have been retrieved from 10 single-shell tanks, reducing the risk to workers and the environment.

**8 BILLION**

gallons of contaminated groundwater have been treated using five Columbia River facilities that together process 80 million gallons of water per month.

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](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



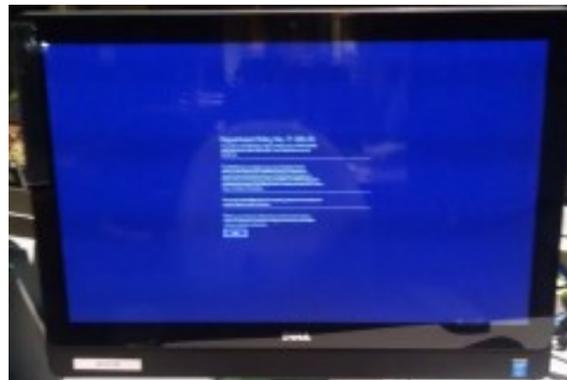
# Computer Start Up



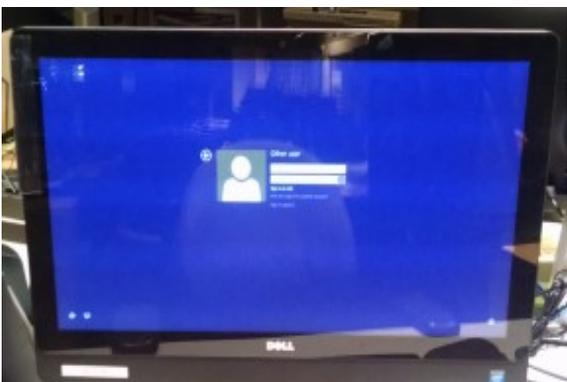
To power up the work station, press and hold the vertical-aligned, raised power button on the right side of the monitor then release. If the button illuminates, the system is powering up.



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



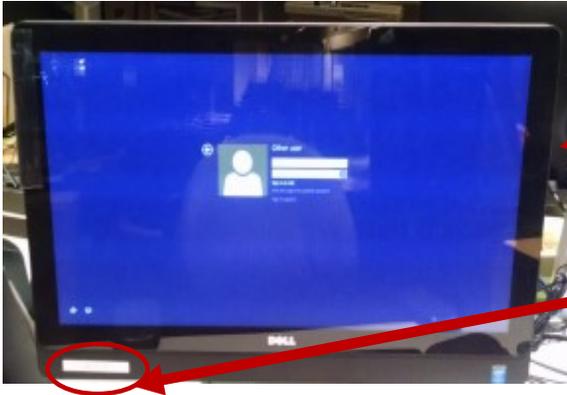
Press the space bar to make the Information Technology user notification appear



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

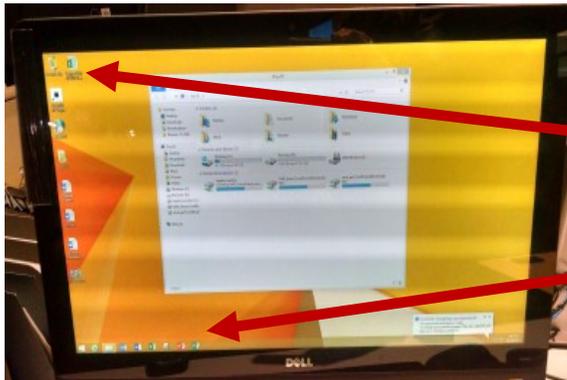


# Computer Start Up



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.

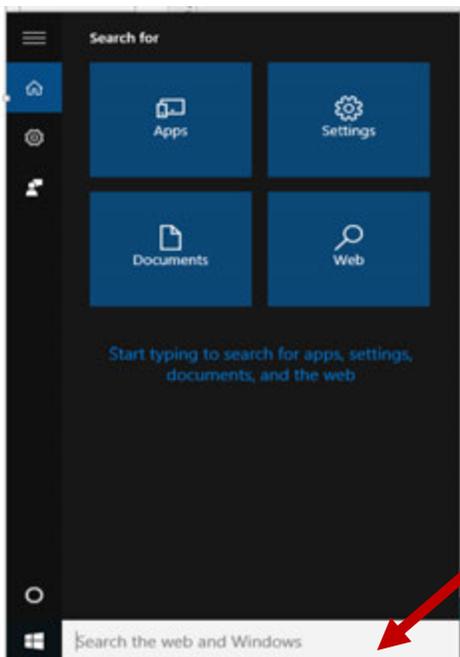


The icon for WebEOC is on the desktop on the left of the screen, and the most common Microsoft Office applications are pinned to the task bar.



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.



# Computer Start Up

## Windows 10 Tips and Tricks

Windows 10 Keyboard Shortcut	Description
Windows	Show the Windows 10 Start Menu
Windows + Tab	Launch Windows 10 <i>Task View</i>
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]	<p>Position windows on your screen</p> <p>E.g. <i>Windows + [Left]</i> moves the current window to the left half of your screen. If you use <i>Windows + [Up]</i> afterwards, the current window will be placed in the upper left quarter of your screen.</p> <p>And, what's very handy in my opinion: If you release the <i>Windows</i> key after positioning a window, <i>Task View</i> shows up on the opposite side of the positioned window to select and position another app.</p>
Windows + H	Share content (if supported by current app)
Windows + K	Connect to wireless displays and audio devices
Windows + X	Open <i>Start</i> button context menu
Windows + G	Opens the Windows 10 <i>Game Bar</i> to take game screenshots and record gaming videos of Windows 10 games (works in any game app, e.g. <i>Microsoft Solitaire Collection</i> )



## 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
<b>Windows + D</b>	Show Windows desktop
<b>Windows + E</b>	Open <i>Windows Explorer</i>
<b>Windows + L</b>	Lock your Windows 10 device
<b>Windows + Space</b>	Switch keyboard input language (if you have added at least a second one)
<b>Windows + Shift + [Left][Right]</b>	Move current Window from one monitor to another (when using a multiple monitor setup)
<b>Windows + [1][2][3][...]</b>	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 <i>Windows + 1</i> opens <i>Windows Explorer</i> for you.
<b>Windows + R</b>	Run a command
<b>Windows + P</b>	Project a screen
<b>Alt + Tab</b>	Switch to previous window
<b>Alt + Space</b>	Restore, move, size, minimize, maximize or close current window. Also works like a charm for Windows 10 modern apps.
<b>Alt + F4</b>	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).

Secure Logon for State Agency VPN Users

Username

Soft-Token Passcode or KeyFob PIN + Token

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.

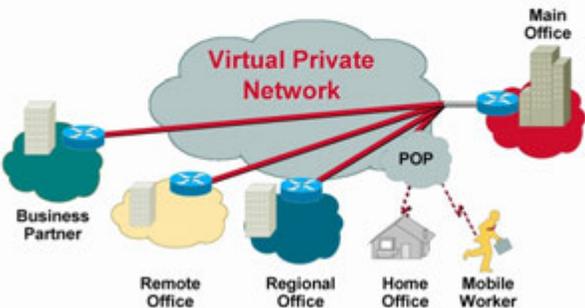


To use the VPN connection the user will first have to have a connection to the internet. Once there is a connection, the user can setup their VPN. When connected, the user will be able to use Outlook.

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.

## What is a VPN?

Connectivity Deployed using the Public Internet with the Same Security and 'Performance' as a Private Network





# 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://lgy.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 paste it into the token field on the web page.

Click the logon



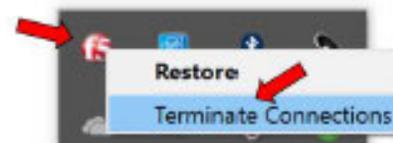
5. It will go through an authentication process and once successful the IE window will disappear.

## 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: \_\_\_\_\_

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: \_\_\_\_\_

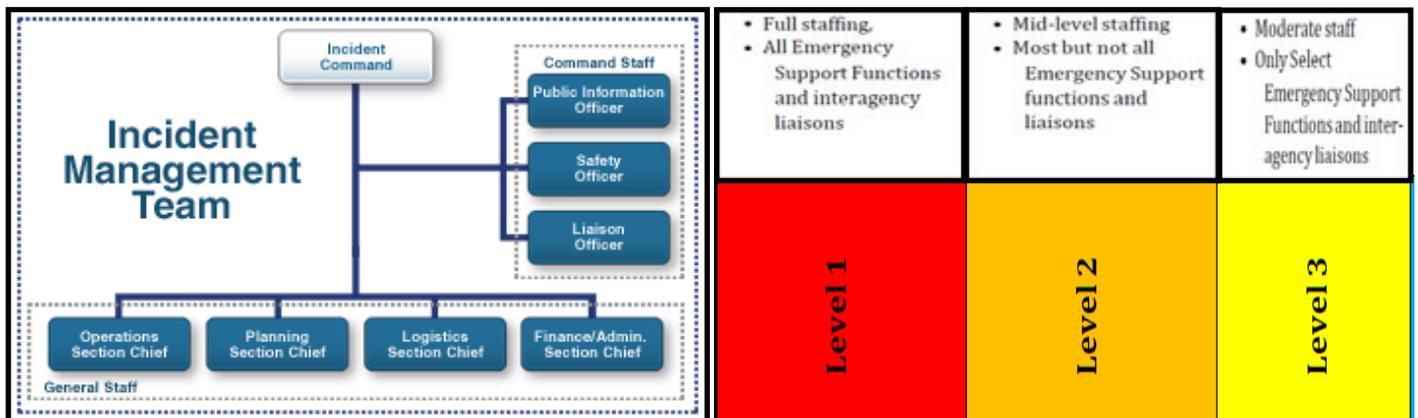


# EOC Activation Levels

## EOC Activation Levels

Level	Description	Minimum Staffing Requirements
3 (Monitor)	<ul style="list-style-type: none"> <li>Small incident or event</li> <li>One site</li> <li>Two or more agencies involved</li> <li>Potential threat of:                             <ul style="list-style-type: none"> <li>Flood</li> <li>Severe storm</li> <li>Interface fire</li> <li>Escalating incident</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>EOC Manager</li> <li>Public Information Officer</li> <li>Liaison Officer</li> <li>Operations Section Chief</li> </ul>
2 (Partial)	<ul style="list-style-type: none"> <li>Moderate event</li> <li>Two or more sites</li> <li>Several agencies involved</li> <li>Major scheduled event (e.g., conference or sporting event)</li> <li>Limited evacuations</li> <li>Resource support required</li> </ul>	<ul style="list-style-type: none"> <li>EOC Manager</li> <li>Public Information Officer</li> <li>Liaison Officer</li> <li>Section Chiefs (as required)</li> <li>Limited activation of other EOC staff (as required)</li> </ul>
1 (Full)	<ul style="list-style-type: none"> <li>Major event</li> <li>Multiple sites</li> <li>Regional disaster</li> <li>Multiple agencies involved</li> <li>Extensive evacuations</li> <li>Resource support required</li> </ul>	<ul style="list-style-type: none"> <li>EOC Manager</li> <li>Policy Group</li> <li>All EOC functions and positions (as required)</li> </ul>

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

<b>ESF #</b> <b>Core Capabilities</b>	<b>Scope of Responsibilities</b>
<b>#1—Transportation</b> <ul style="list-style-type: none"> <li><b>Critical Transportation</b></li> </ul>	<u><b>Coordinating Agency—WSDOT</b></u> <ul style="list-style-type: none"> <li>Situational awareness for highway, rail, aviation, and marine systems.</li> <li>Transportation safety</li> <li>Damage and impact assessment/restoration/recovery of state transportation infrastructure</li> <li>Movement restrictions</li> </ul>
<b>#2—Communication, Information, and Warning Systems</b> <ul style="list-style-type: none"> <li><b>Operational Communication</b></li> </ul>	<u><b>Coordinating Agency—WA MIL</b></u> <u><b>Primary Agencies—WaTech/UTC</b></u> <ul style="list-style-type: none"> <li>Coordination with telecommunications and information technology industries</li> <li>Coordination with cyber systems industries</li> <li>Restoration and repair of telecommunications infrastructure</li> <li>Protection, restoration, and sustainment of cyber systems and information technology resources</li> <li>Oversight of communications within the incident management and response structures</li> </ul>
<b>#3—Public Works and Engineering</b> <ul style="list-style-type: none"> <li><b>Infrastructure Systems; Critical Transportation; Logistics and Supply Chain Management; Environmental Response / Health and Safety</b></li> </ul>	<u><b>Coordinating Agency—DES</b></u> <ul style="list-style-type: none"> <li>Infrastructure protection and emergency repair</li> <li>Infrastructure restoration</li> <li>Engineering services and construction management</li> <li>Emergency contracting support for life-saving/sustaining services</li> <li>Debris removal and disposal coordination</li> </ul>
<b>#4—Firefighting</b> <ul style="list-style-type: none"> <li><b>Fire Management and Suppression</b></li> </ul>	<u><b>Coordinating Agency—DNR</b></u> <u><b>Primary Agency—WSP</b></u> <ul style="list-style-type: none"> <li>Coordination of firefighting activities</li> <li>Support to wildland, rural, and urban firefighting operations</li> <li>State fire mobilization</li> </ul>
<b>#5—Emergency Management</b> <ul style="list-style-type: none"> <li><b>Operational Coordination; Situational Assessment; Planning; Public Information and Warning</b></li> </ul>	<u><b>Coordinating Agency—WA EMD</b></u> <u><b>Primary Agency—WA MIL</b></u> <ul style="list-style-type: none"> <li>Coordination of incident management and response efforts</li> <li>Issuance of mission assignments</li> <li>Resource and human capital</li> <li>Incident action planning</li> <li>Financial management</li> </ul>



# Emergency Support Functions

<b>ESF #</b> <b>Core Capabilities</b>	<b>Scope of Responsibilities</b>
<p><b>#6—Mass Care, Emergency Assistance, Temporary Housing, and Human Services</b></p> <ul style="list-style-type: none"> <li><i>Mass Care Services; Logistics and Supply Chain Management; Public Health, Healthcare and Emergency Medical Services; Critical Transportation; Fatality Management Services</i></li> </ul>	<p><b><u>Coordinating Agency—DSHS</u></b>  <b><u>Primary Agency—WA EMD</u></b></p> <ul style="list-style-type: none"> <li>Mass care</li> <li>Emergency assistance</li> <li>Temporary sheltering and intermediate disaster housing</li> <li>Human services</li> <li>Service animals and pets</li> <li>Limited English Proficiency (LEP) services</li> </ul>
<p><b>#7—Logistics Management and Resource Support</b></p> <ul style="list-style-type: none"> <li><i>Logistics and Supply Chain Management; Critical Transportation; Infrastructure Systems; Operational Communications</i></li> </ul>	<p><b><u>Primary Agency—DES</u></b></p> <ul style="list-style-type: none"> <li>Comprehensive incident logistics planning, management, and sustainment capability</li> <li>Resource support (facility space, office equipment, supplies, contracting services, etc.)</li> <li>Volunteer and Donations Management</li> </ul>
<p><b>#8—Public Health and Medical Services</b></p> <ul style="list-style-type: none"> <li><i>Public Health, Healthcare and Emergency Medical Services; Fatality Management Services; Environmental Response/Health and Safety; Logistics and Supply Chain Management</i></li> </ul>	<p><b><u>Coordinating Agency—DOH</u></b></p> <ul style="list-style-type: none"> <li>Prevent and limit the spread of illness and injury</li> <li>Support and coordinate healthcare and medical response</li> <li>Behavioral health services</li> <li>Mass fatality management</li> <li>Medical shelters</li> <li>Support and coordinate Emergency Medical Services (EMS) to include mass patient movement in catastrophic disasters</li> <li>Response to Environmental Health and Safety threats including food, air, and water quality problems.</li> <li>Protect and assess critical infrastructure including hospitals and healthcare facilities</li> </ul>
<p><b>#9—Search and Rescue</b></p> <ul style="list-style-type: none"> <li><i>Mass Search and Rescue Operations</i></li> </ul>	<p><b><u>Coordinating Agency—WA EMD</u></b>  <b><u>Primary Agency—WSDOT/WA MIL</u></b></p> <ul style="list-style-type: none"> <li>Life-saving assistance</li> <li>Search and rescue operations (air, land, urban, and wilderness)</li> </ul>
<p><b>#10—Oil and Hazardous Materials Response</b></p> <ul style="list-style-type: none"> <li><i>Environmental Response/Health and Safety; Critical Transportation; Infrastructure Systems</i></li> </ul>	<p><b><u>Coordinating Agency—ECY</u></b>  <b><u>Primary Agency—WSP</u></b></p> <ul style="list-style-type: none"> <li>Oil and hazardous materials (chemical, biological, radiological, etc.) response</li> <li>Environmental short and long-term cleanup</li> </ul>



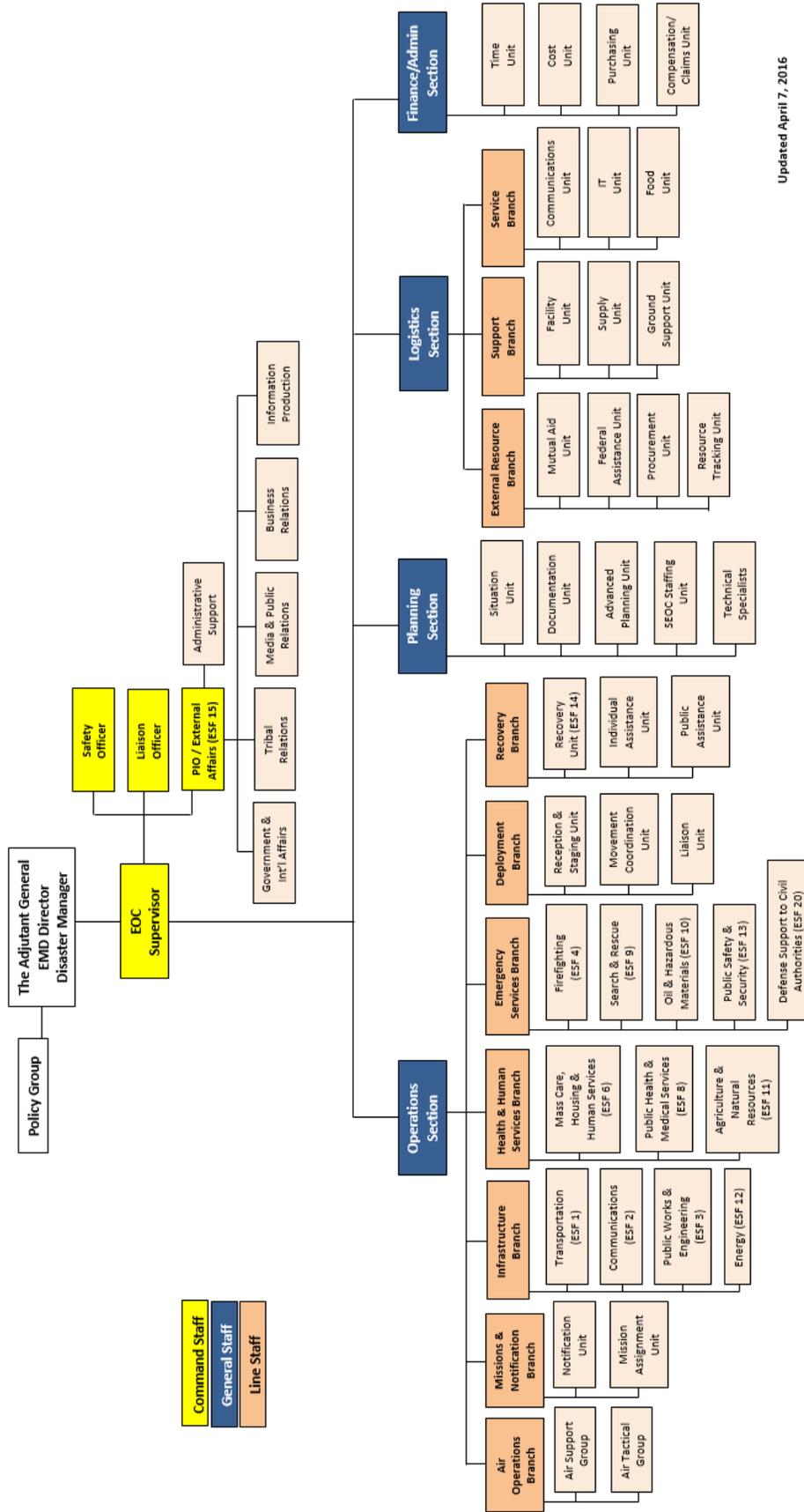
# Emergency Support Functions

<p><b>ESF #</b></p> <p><b><i>Core Capabilities</i></b></p>	<p><b>Scope of Responsibilities</b></p>
<p><b>#ESF 11—Agriculture and Natural Resources</b></p> <ul style="list-style-type: none"> <li><b><i>Environmental Response/Health and Safety; Mass Care Services; Public Health, Healthcare and Emergency Medical Services; Critical Transportation; Logistics and Supply Chain Management; Infrastructure Systems</i></b></li> </ul>	<p><b><u>Coordinating Agency—WSDA</u></b></p> <p><b><u>Primary Agencies—DAHP / ECY / DFW / DOH / DNR / DSHS</u></b></p> <ul style="list-style-type: none"> <li>Nutrition assistance</li> <li>Animal and plant disease and pest responses</li> <li>Food safety and security</li> <li>Natural and cultural resources and historic properties protection and restoration</li> <li>Safety and well-being of household pets and service animals</li> </ul>
<p><b>#12—Energy</b></p> <ul style="list-style-type: none"> <li><b><i>Infrastructure Systems; Logistics and Supply Chain Management; Situational Assessment</i></b></li> </ul>	<p><b><u>Coordinating Agency—COM</u></b></p> <ul style="list-style-type: none"> <li>Energy infrastructure assessment, repair, and restoration</li> <li>Energy industry utilities coordination</li> <li>Energy supply monitoring</li> </ul>
<p><b>#13—Public Safety and Security</b></p> <ul style="list-style-type: none"> <li><b><i>On-Scene Security and Protection; Access Control &amp; Identity Verification; Physical Protective Measures</i></b></li> </ul>	<p><b><u>Coordinating Agency—WSP</u></b></p> <ul style="list-style-type: none"> <li>Facility and resource security</li> <li>Security planning and technical resource assistance</li> <li>Public safety and security support</li> <li>Support to access, traffic, and crowd control</li> </ul>
<p><b>#14—Long Term Community Recovery</b></p> <ul style="list-style-type: none"> <li><b><i>Economic Recovery; Health &amp; Social Services; Housing; Natural &amp; Cultural Resources</i></b></li> </ul>	<p><b><u>Coordinating Agency—WA EMD</u></b></p> <p><b><u>Primary Agencies—WSDA / DAHP / COM / DSHS</u></b></p> <ul style="list-style-type: none"> <li>Social and economic community impact assessment</li> <li>Long-term community recovery assistance to states, local governments, and the private sector</li> <li>Analysis and review of mitigation program implementation</li> </ul>
<p><b>#15—External Affairs</b></p> <ul style="list-style-type: none"> <li><b><i>Public Information and Warning</i></b></li> </ul>	<p><b><u>Coordinating Agency—WA MIL</u></b></p> <ul style="list-style-type: none"> <li>Emergency public information and protective action guidance</li> <li>Media and community relations</li> <li>Works closely with local officials to ensure outreach to the whole community (LEP, AFN, ADA, cultural diverse populations)</li> <li>Congressional and international affairs</li> </ul>
<p><b>#20—Defense Support to Civil Authorities</b></p> <ul style="list-style-type: none"> <li><b><i>Logistics and Supply Chain Management</i></b></li> </ul>	<p><b><u>Coordinating Agency—WA MIL WAANG</u></b></p> <p><b><u>Primary Agency—WA MIL</u></b></p> <ul style="list-style-type: none"> <li>Supports coordination with Dept. of Defense for military resources</li> <li>Coordination with FEMA Region X Defense Coordinating Office</li> <li>Resource tasking to Washington National Guard and State Guard</li> </ul>



# Incident Command System (ICS) Org Chart

STATE EMERGENCY OPERATIONS CENTER ORGANIZATION CHART



Updated April 7, 2016

**Command Staff**

**General Staff**

**Line Staff**



# Map of Camp Murray



BLDG: NAME: LOCATION:
1 Joint State Headquarters D3
BG, Russell G. O'Brien Hall
2 81st Brigade Forward (The Arsenal) D4
3 Garage-Publication D4
4 FMO Storage B2
5 State Maintenance Shop B4
5A-D Unit Storage Building B3
6 RAID Admin. Building B4
6A RAID Storage Building B4
7 Warehouse Storage C4
8 Info. Management Office D2
9 State I/T Building D3
10,11 Admin. Bldg I/O Group D3
12,13 USPFO Storage B2,3
15 DCSPA Office D3
16 Credit Union-NGAW D2
17,18 MSCA Office D3

BLDG: NAME: LOCATION:
19 Telecom Switch Bldg. D2
20 Emergency Management D1
20A EMD Storage Building C1
20B EMD Admin. Building D2
21 JAG Office C3
22 Fuel Facility C4
23 Mail Room C3
24 Admin. Building D3
25 Capitol Construction Office C4
26 SMO Office D3
27 HAZMAT Building C4
28 FMS #1 C4
29 Body Shop (CSMS) C4
30 Parts & Canvas Warehouse C4 (CSMS)
31 74th Ordnance Hall (CSMS) C3
31A Storage (CSMS) C3

BLDG: NAME: LOCATION:
31B Break room (CSMS) C3
31C Locker room (CSMS) C4
32 Maj. Frank T. Liggett Hall C2 (USPFO)
33 BG, James Tilton Armory D2
34 Capt. George H. Fortson Armory C2
35 Flammable Storage Building C2
36 Engineering-Production Control C3
37,37A Flammable Storage Building C4
38 Hazardous Materials Building C2
40,41 Troop Billets C2
42 Training Site Warehouse C2
44 JFHQ C3
45 Training Site Quarters C3
46 Training Site Dining Facility C3
47,48 Training Site Quarters C2
49,49A Training Site Admin. C2

BLDG: NAME: LOCATION:
50 186th Info. Ops. Battalion B5 (Gen. Support)
51 156th Info. Operations (GSB) B5
53 Joint Task Force Mess Facility B5
54 56th Information Operation Group B5
57 Telephone Tower B5
61-64 Troop Barracks B5
65 Bachelor Officers Quarters (BOQ) B5
90 205th LDR REGT ADMIN Office D2
91 Auditorium & Instructor Building D2
92 Homeland Sec. Def. Educ. Center D2
99A,B Guard House E2
B1 Beach Office B2
B2 Beach Kitchen A2
B3 Beach Bathrooms B2
101 Maj. John T. Fancher Hall A4

BLDG: NAME: LOCATION:
103 Storage A4
104 Engineering B4
105 Storage B4
106 Chaplin, JAG, MEO A4
107 ANG Personnel Finance B5
109 194th Regional Support Wing B5
194th Medical Group Civil Engineering
112 Shipping and Receiving A4
113 141st Comm. Flight COMM Bldg. B4
116 COMM-ELECT. Train. Facility B3
117 Supply Building B5
118 MG. Maurice Thompson House D3 (ANG HQ)
119 Covered Storage C4
120,126 Multiple Storage C4

## Points of Interest

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



# Map w/Contacts (WA HLS)



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



# 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](#)

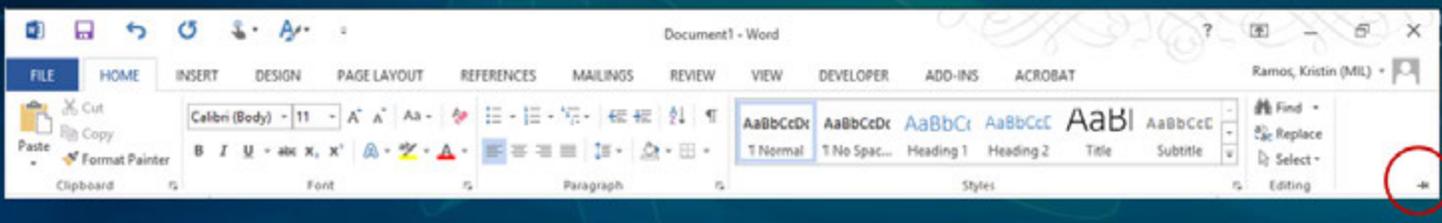
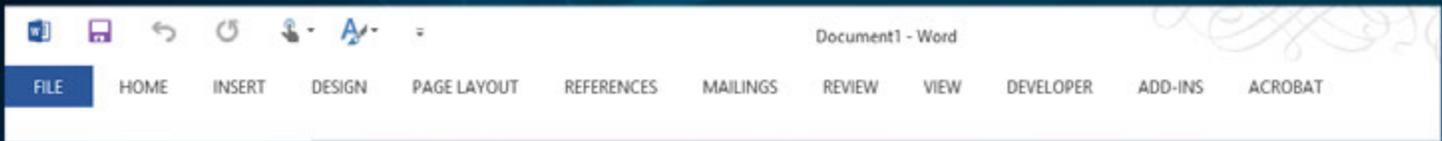
[Upper Skagit Tribe](#)



# 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

The screenshot shows the Excel start screen with a search bar at the top. A red arrow points to the search bar. Below the search bar, there are suggested searches: Business, Personal, Industry, Small Business, Calculator, Finance - Accounting, and Lists. On the right, the user's name 'Ramos, Kristin (MIL)' and email 'kcr245@mil.wa.lcl' are displayed, along with a 'Switch account' button. Below the search bar, there are four template thumbnails: 'Blank workbook', 'PayPal invoicing', 'Weight Tracker', and 'Retirement Planner'. Red arrows point from the list items to these templates.

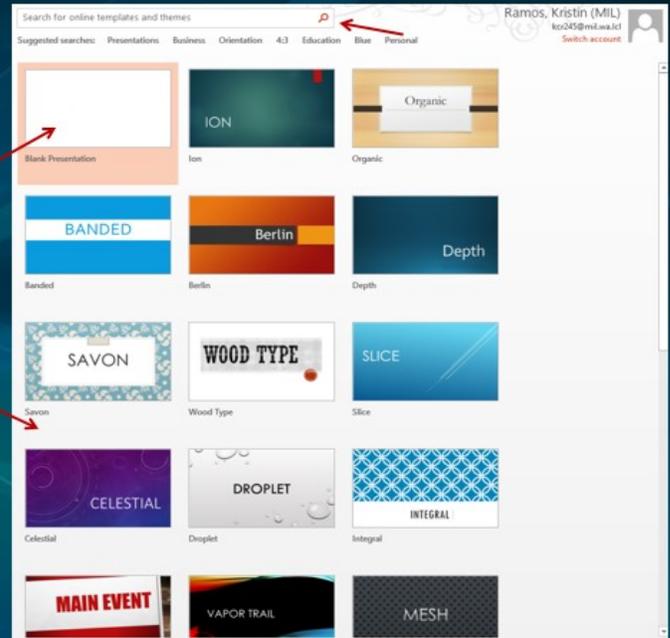


# Microsoft Office 2013 Tips

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

The screenshot shows the Outlook 2013 interface with the following components labeled:

- Title Bar:** Located at the top of the window, displaying the application name and address.
- Ribbon:** The main menu area at the top, containing tabs like FILE, HOME, SEND / RECEIVE, FOLDERS, and VIEW, with various icons for actions.
- Mail folders:** A list of folders on the left side, including Inbox, Drafts, Deleted Items, and others.
- Messages:** The central area displaying a list of email messages with columns for DATE, FROM, SUBJECT, and RECEIVED.
- Reading Pane:** The area on the right side of the message list, used for viewing the content of the selected email.
- To-Do Bar:** Located at the bottom right, showing a calendar for the current month and a list of tasks.
- Navigation Bar:** Located at the bottom, with buttons for Mail, Calendar, People, and Tasks.
- Status Bar:** The bottom-most bar, showing system information like folder size and connection status.

### 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.

### Keyboard Shortcuts

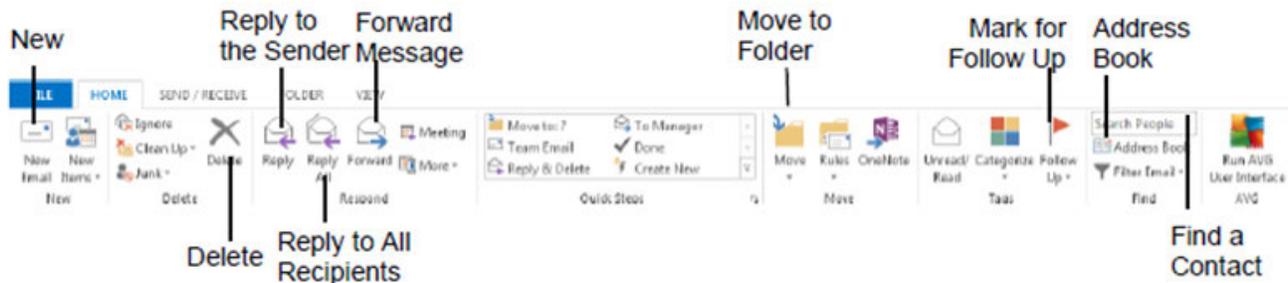
Save	<Ctrl> + <S>
Print	<Ctrl> + <P>
Undo	<Ctrl> + <Z>
Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Check Spelling	<F7>
Check for Mail	<F9>
Save, Close, and Send	<Alt> + <S>
Reply	<Ctrl> + <R>
Reply to All	<Alt> + <L>
Address Book	<Ctrl> + <Shift> + <B>
Help	<F1>
Switch Between Applications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

### 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**.



### 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.



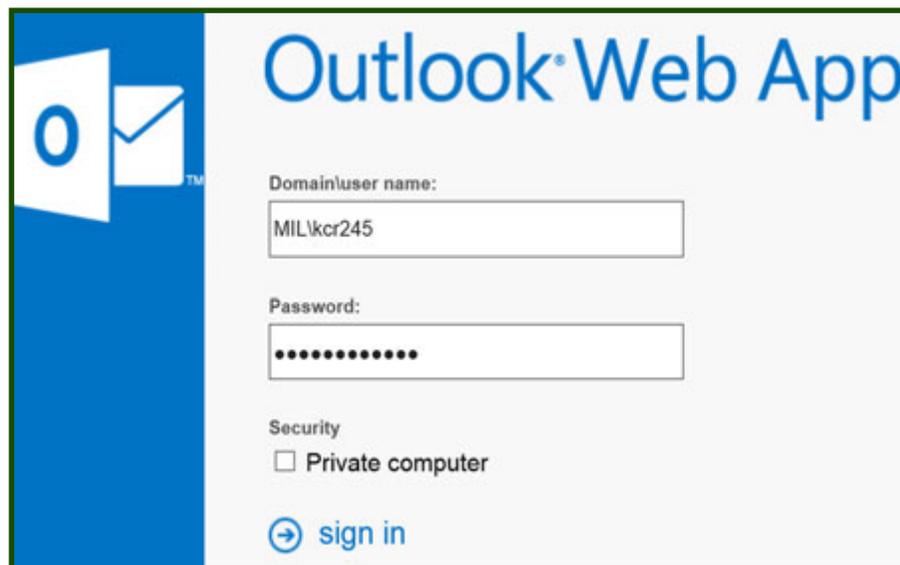
# Microsoft Office 2013 Tips

## Outlook Web Access

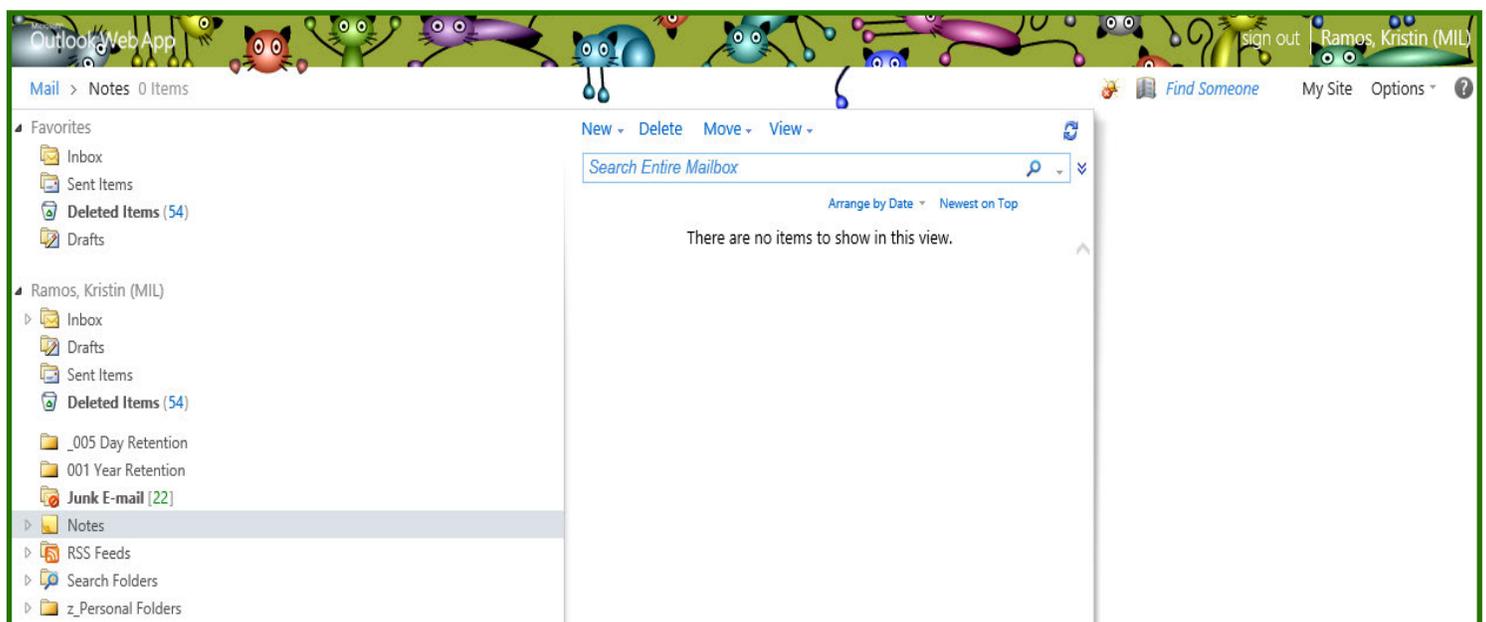
To access SEOC email accounts via the internet or on a mobile device with internet, go to <https://mobile.wa.gov/>.

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
<b>Friday 9/11/2015</b>			
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# <a href="https://global.gotomeeting.com/join/MeetingNumber:196026789">https://global.gotomeeting.com/join/MeetingNumber:196026789</a>
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#
<b>Saturday 9/12/2015</b>			
N/A	N/A	N/A	N/A
<b>Sunday 9/13/2015</b>			
N/A	N/A	N/A	N/A
<b>Monday 9/14/2015</b>			
N/A	N/A	N/A	N/A
<b>Tuesday 9/15/2015</b>			
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#
<b>Wednesday 9/16/2015</b>			
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#

<b>Thursday 9/17/2015</b>			
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 complete 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 complete 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
<b>Friday 9/18/2015</b>			
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.

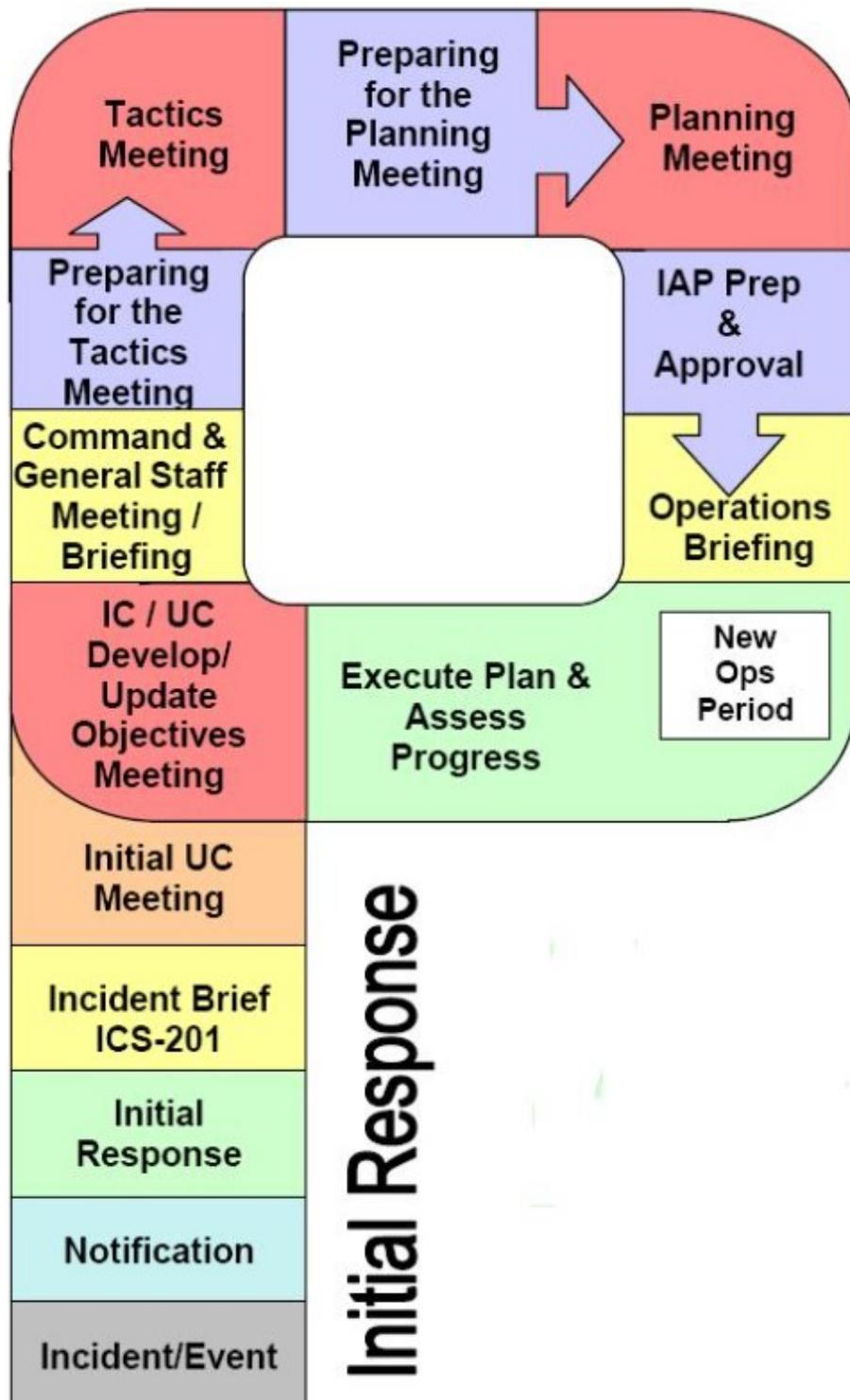




# Planning “P”

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](mailto:Bernadette.petruska@mil.wa.gov)

(253) 512-8110 (Public Records Officer)

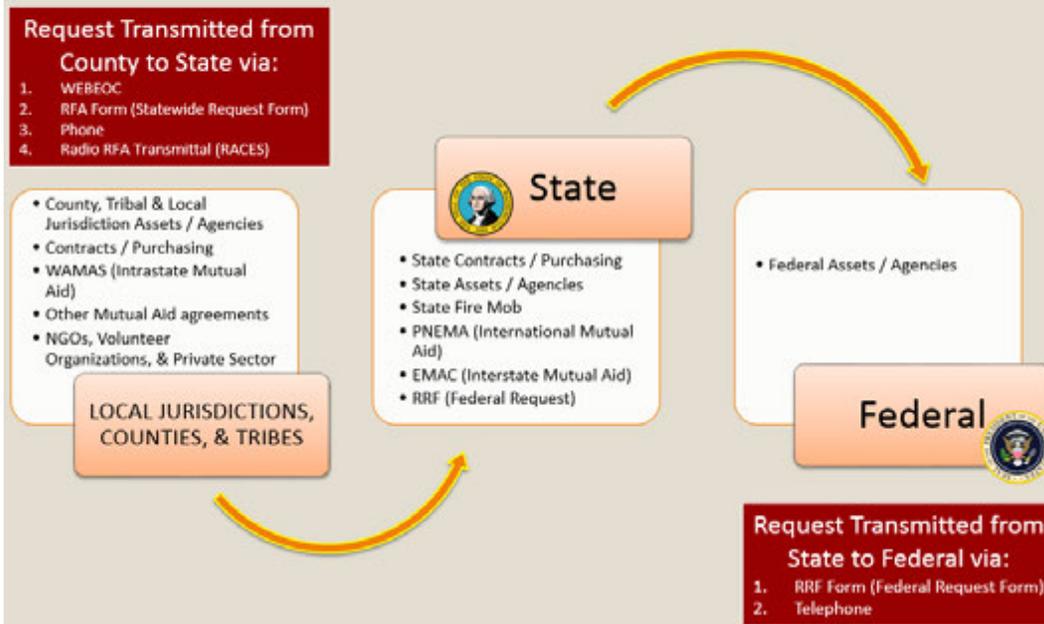
[Public.records@mil.wa.gov](mailto:Public.records@mil.wa.gov)





# Resource Request Process

## Preferred 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.

Request For Assistance or Resources

Date: 08/03/2016 Time: 11:28:28

Creator: Rama, Jistr (EMC)

Originating Agency: City of Pacific City Hall

County: King City: Pacific

City Tracking #: 2016-2010

State Tracking #: 004-2016071809

Requester Name: Janet Rollins Phone: 206-695-5855 (00-000-000)

Fax: (00-000-000) Email: janet.rollins@cityofpacific.wa.us (email@00-000)

Subject: Diesel Generator Fuel Needed

Description: Diesel fuel needed for 40,000 gallon generator. Generator tank capacity is 10 gallons, but the city would like three secondary 100 gallon tank filled as well.

Detailed Description of Mission (What do you want to accomplish?):

Request Specific Resources

Description: Fuel Size/Type: Diesel Quantity: 200 Gallons

For Personnel Resources Only

Accommodations

Minimal: Some hotels & restaurants operational  Yes  No  N/A

Normal: All normal amenities available  Yes  No  N/A

Requesting jurisdiction to arrange meal/h lodging  Yes  No  N/A

Are there any safety or health concerns?  Yes  No  N/A

Is special equipment needed?  Yes  No  N/A

Additional Details: Delivery needed. City Hall only has enough fuel on hand for 4 hours of operation. There is all commercial resources have been exhausted. City needs help increasing reserves.

Have all local resources been exhausted or predicted to be exhausted in the near future?  Yes  No

Has mutual aid been exhausted or predicted to be exhausted in the near future?  Yes  No

Have all commercial resources been exhausted or predicted to be exhausted in the near future?  Yes  No

Is the originating jurisdiction/agency willing to pay for the assistance?  Yes  No

Delivery Location Name: City of Pacific City Hall

On-site Point of Contact: Janet Rollins On-site Phone Number: 206-695-5855

On-site Email: janet.rollins@cityofpacific.wa.us

Date and Time Needed: 8/10/2016 1800 hrs (Enter date and time needed. ADAP is not an appropriate entry)

Duration Needed: NA

Delivery Needed:  Yes  No

Address: 308 Pacific Way City of Pacific (Street, City, Zip)

Description using landmark: Large American flag on flag pole at Main and Pacific

WA RESOURCE REQUEST FORM (ICS 213 RR)						
1. Mission Number & Incident Name:		2. Requesting Agency:		3. Date & Time: (mm/dd/yy - 00:00)		4. Requester Tracking Number:
5. Order					SHADED AREA TO BE FILLED BY LOGISTICS SECTION	
Requestor	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.		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: <input type="checkbox"/> Life Saving <input type="checkbox"/> Incident Stabilization <input type="checkbox"/> Property Preservation			
12. Requestor Provides Funding: <input type="checkbox"/> Yes <input type="checkbox"/> 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:			
16. EOC/ECC Logistics Tracking Number:		17. Name of Supplier/POC, Phone/Fax/Email:				
Logistics	18. Notes:					
	19. Approval Signature of Authorized Logistics Representative:			20. Date & Time: (mm/dd/yy - 00:00)		
21. Order placed by (check box): <input type="checkbox"/> ORD UNIT <input type="checkbox"/> PROC UNIT <input type="checkbox"/> OTHER						
22. Elevate to State: <input type="checkbox"/>		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		





# 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	<b>Incident Name</b>	Enter the name assigned to the incident.
2	<b>Incident Number</b>	Enter the number assigned to the incident.
3	<b>Date/Time Initiated</b> <ul style="list-style-type: none"> <li>• Date, Time</li> </ul>	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	<b>Map/Sketch</b> (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	<b>Situation Summary and Health and Safety Briefing</b> (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	<b>Prepared by</b> <ul style="list-style-type: none"> <li>• Name</li> <li>• Position/Title</li> <li>• Signature</li> <li>• Date/Time</li> </ul>	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	<b>Current and Planned Objectives</b>	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	<b>Current and Planned Actions, Strategies, and Tactics</b> <ul style="list-style-type: none"><li>• Time</li><li>• Actions</li></ul>	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	<b>Current Organization</b> (fill in additional organization as appropriate) <ul style="list-style-type: none"><li>• Incident Commander(s)</li><li>• Liaison Officer</li><li>• Safety Officer</li><li>• Public Information Officer</li><li>• Planning Section Chief</li><li>• Operations Section Chief</li><li>• Finance/Administration Section Chief</li><li>• Logistics Section Chief</li></ul>	<ul style="list-style-type: none"><li>• Enter on the organization chart the names of the individuals assigned to each position.</li><li>• 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.</li><li>• If Unified Command is being used, split the Incident Commander box.</li><li>• Indicate agency for each of the Incident Commanders listed if Unified Command is being used.</li></ul>
10	<b>Resource Summary</b>	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**

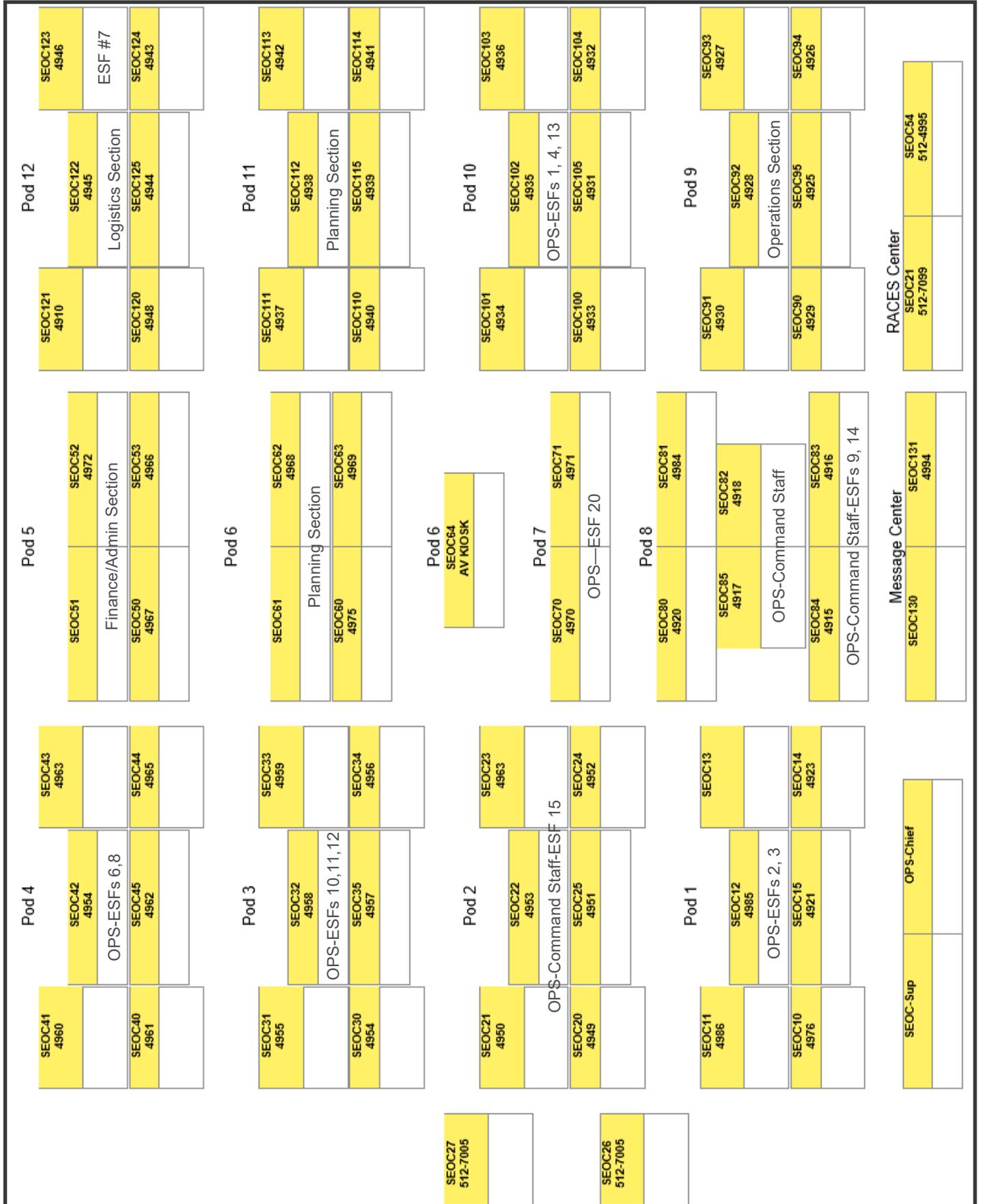
- ◆ Update on tasked resource requests; anticipated trends
- ◆ Staging Area/CPOD updates, as applicable
- ◆ SEOC staff care: food, restrooms, trash/recycle, security, medical, IT, phones, etc., updates
- ◆ Travel for liaisons
- ◆ Interstate Mutual Aid (EMAC)
- ◆ Intrastate Mutual Aid (WAMAS)

⇒ **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

## Mutual Aid Ops RM 215

**SEOC158  
7011**

**SEOC157  
7108**

**SEOC156  
7100**

**SEOC155  
7008**

**SEOC154  
7109**

**SEOC153  
7110**



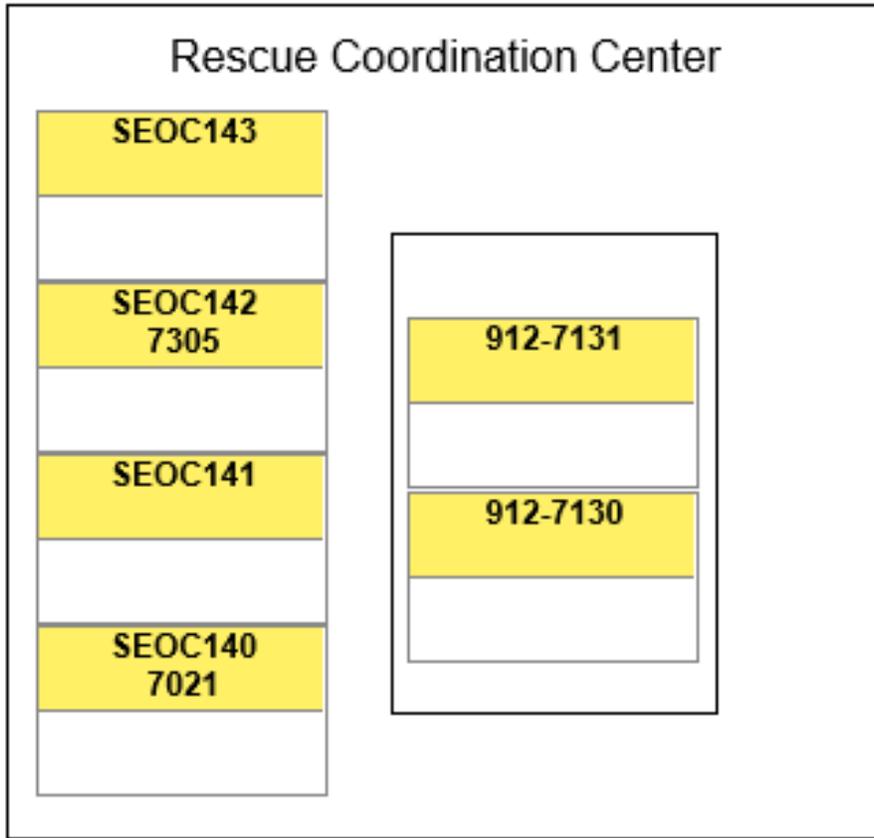
**SEOC152  
7124**

**SEOC151  
7132**

**SEOC150  
7127**

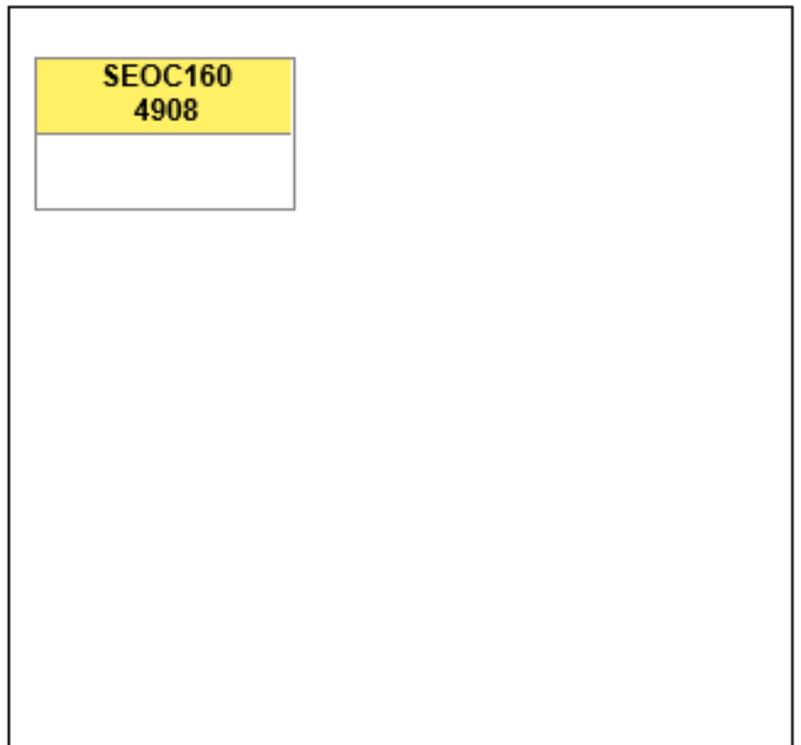


# SEOC Floor Plan



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.

The screenshot shows the WebEOC 7.7 interface with the user logged in as kcr245. The page title is "Training (Do Not Delete 2015)". Under the "Boards" section, the following boards are listed:

Board Name	Actions
Chat Board	+ x
ISNAP Board	+ x
National Shelter System Registration	+ x
SEOC Help Desk Requests	+ x
WA-EOC Logistics Tabbed Dashboard	+ x
WA-EOC RFA and Mission Tracker Archived	+ x
Weblinks Board	+ x
<b>Boards WA-State</b>	
<b>01 WA-EOC Significant Events</b>	+ x
02 WA-EOC Situation Report	+ x
03 WA-EOC Action Plan	+ x
04 WA-EOC Resource Tracker	+ x
05 WA-EOC Staffing and Seating Charts	+ x
06 WA-EOC Logistics Activity Log	+ x
07 WA-EOC Media Monitoring and Publications	+ x
08 WA-EOC Contacts	+ x
10 WA EOC Resources	+ x
10 WA-EOC Activations Dependent	+ x
11 WA-EOC Logistics Chat Board	+ x
12 WA-EOC Shelter Status_Dependent	+ x
14 WA-EOC Facility Notification Forms	+ x
WA-EOC After Action Review	+ x

The "01 WA-EOC Significant Events" board is circled in green in the original image.



# 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

#6400 is being replaced by model #9608



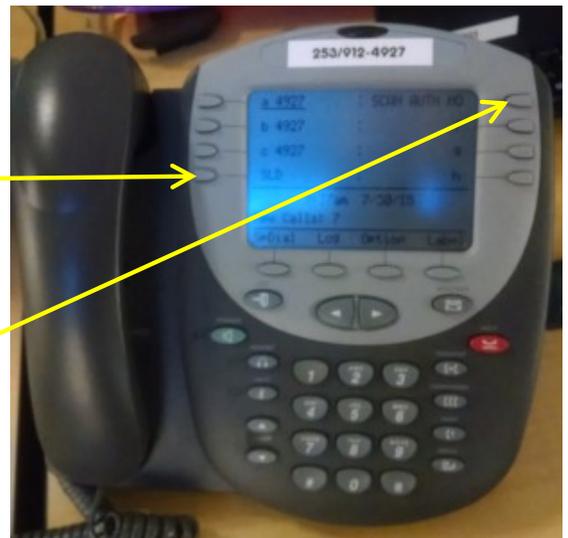
model #9608

## 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



AVAYA 4610SW

- 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 from 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 *Voice Mail* 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

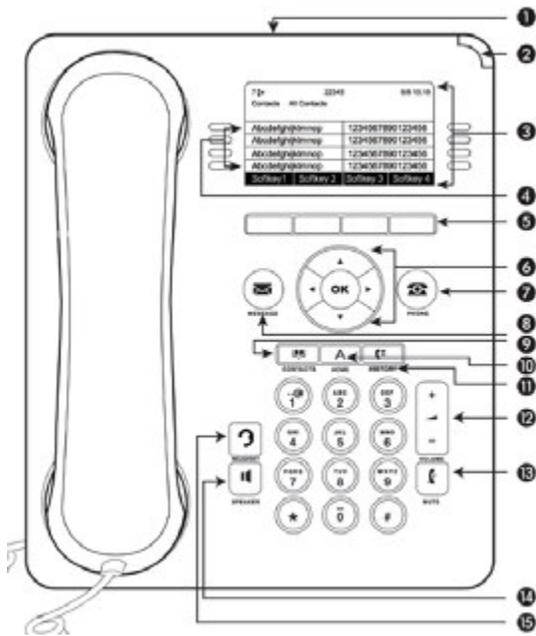


- Will replace previous Avaya model #6400
- Programmable
  - Features can be quickly activated and programmed by EMD telecom
- Illuminated and easy to read display
- Arrow controls to navigate through operational features



# 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](mailto:helpdesk@mil.wa.gov)  
[Roy.Benavente@mil.wa.gov](mailto:Roy.Benavente@mil.wa.gov)  
253 512-7037 - desk  
253-507-6194 – cell

[Robert.Purdom@mil.wa.gov](mailto: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/>

WebEOC 8.1 Login

Username

Password



Select user name and enter assigned password.

WebEOC 8.1 Login

Username

Password





# WebEOC Login, Navigation, & Key Boards

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

**WebEOC 8.1 Login**

Position: WA-LOG-LSC

Incident: 16-3764 October Storms

Buttons: Cancel, Continue

- 
- WA-LOG-ALSC
  - WA-LOG-Communications
  - WA-LOG-ContractingUnit
  - WA-LOG-CPODUnit
  - WA-LOG-CRBD
  - WA-LOG-DAPB
  - WA-LOG-DLSC
  - WA-LOG-FacilitiesUnit
  - WA-LOG-FederalAssistanceUnit
  - WA-LOG-IRBD
  - WA-LOG-LSC**
  - WA-LOG-MCC
  - WA-LOG-MCP
  - WA-LOG-MutualAidUnit
  - WA-LOG-PlanningUnit
  - WA-LOG-ReceptionUnit
  - WA-LOG-ResourceTrackingUnit
  - WA-LOG-SRC1
  - WA-LOG-SRC2
  - WA-LOG-SSA1
  - WA-LOG-SSA2
  - WA-LOG-SSA3
  - WA-LOG-SSA4
  - WA-LOG-StagingAreaUnit
  - WA-LOG-WebEOC Admin

**WebEOC 8.1 Login**

**Additional Login Information**

Name: Tracker\_Tina (EMD)

Location: Logistics

Phone Number: x4946

Email: seoc122@mil.wa.gov

Comments: Logistics Section Chief

Buttons: Cancel, 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

05 WA-EOC Staffing and Seating...

01 WA-EOC Significant Events

02 WA-EOC Situation Report

03 WA-EOC Incident Action Plan (...)

04 WA-EOC Resource Tracker

05 WA-EOC Staffing and Seating...

06 WA-EOC Logistics Activity Log

07 WA-EOC Media Monitoring an...

07 WA-EOC News Release

08 WA-EOC Contacts

09 WA-EOC After Action Review

10 Local EOC Activation Status

The star indicates a board which has updated information.

The lightning bolt indicates a board shared or in use by another agency or jurisdiction.



# WebEOC Login, Navigation, & Key Boards

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

Boards	
01 WA-EOC Significant Events	
02 WA-EOC Situation Report	
03 WA EOC Incident Action Plan (...)	
04 WA-EOC Resource Tracker	
<b>05 WA-EOC Staffing and Seating...</b>	
06 WA-EOC Logistics Activity Log	
07 WA-EOC Media Monitoring an...	
07 WA-EOC News Release	
08 WA-EOC Contacts	
09 WA-EOC After Action Review	
★ 10 Local EOC Activation Status	
12 Shelter Sutus Board	
14 WA-EOC Facility Notification F...	
Access Control Points & Road Clo...	
Chat Board	
ISNAP Board	
Local Jurisdiction Shared Docume...	
★ National Shelter System Registration	

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

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	<b>13</b>	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5