

ESF 14 Appendix 2 – Joint Field Office

ESF Coordinating Agency: Washington Military Department, Emergency Management Division (EMD)

Primary Agencies:

- Department of Commerce
- Department of Agriculture
- Department of Health
- Department of Social and Health Services
- Department of Archeology and Historical Preservation
- Department of Ecology

Support Agencies:

- Office of the Attorney General
- Conservation Commission
- Employment Security Department
- Department of Enterprise Services
- Office of Financial Management
- Department of Fish & Wildlife
- Office of the Governor
- Governor's Office of Indian Affairs
- Office of the Insurance Commissioner
- Department of Labor and Industries
- Department of Licensing
- Office of the Lieutenant Governor
- Military Department
- Washington National Guard
- Department of Natural Resources
- Parks and Recreation Commission
- Office of the Superintendent of Public Instruction
- Department of Revenue
- Office of the Secretary of State
- Washington State Patrol
- Department of Transportation
- Office of the State Treasurer
- Utilities and Transportation Commission
- Federal Emergency Management Agency
- U.S. Department of Agriculture
- U.S. Department of Commerce
- U.S. Department of Energy
- U.S. Department of Housing and Urban Development
- Small Business Administration

Support Organizations:

- Washington State Legislature
- Local Jurisdictions
- Tribal Governments
- American Red Cross
- Salvation Army
- Washington Voluntary Organizations Active in Disasters (WAVOAD)

Appendix 2 – Joint Field Office

The JFO provides a temporary field facility to co-locate State EMD and FEMA staff and functions for the purpose of coordination and process integration. The JFO is structured to accommodate all entities (or their designated representatives) essential to incident management, information sharing, and the delivery of disaster assistance and other support. Other state agencies as well as local, tribal, private-sector, and nongovernmental organizations may assign liaisons to the JFO to facilitate interaction, communication, and coordination depending on the incident.

Policies

- Chapter 38.08 RCW, Powers and Duties of Governor
- Chapter 38.52 RCW, Emergency Management
- Title 118 Washington Administrative Code (WAC), Military Department, Emergency Management

Concept of Operations

The JFO is the central coordination point among state, local, tribal, and federal governments, as well as private-sector and nongovernmental organizations that are providing recovery assistance. Although the JFO uses an ICS structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support to the disaster recovery that may extend beyond the incident site.

The State Coordinating Officer (SCO) will work with the Federal Coordinating Officer (FCO) to establish a FEMA/State Joint Field Office (JFO) following issuance of a PDD to facilitate federal and state coordination and collaboration to provide assistance to affected local jurisdictions. If needed due to the breadth and extent of damages across the state, area field offices may also be established. The JFO will be operational within three days after issuance of a PDD, as required by FEMA standards.

General functions of JFO recovery personnel will include:

- Conducting actions consistent with the provisions of the Stafford Act to assist citizens and public officials in promptly obtaining assistance.
- Coordination and monitoring of federal and state disaster recovery assistance programs and dissemination of information.

Organization

The actual functions of the JFO vary with the size and scope of the disaster. Staff assigned to Recovery, Mitigation, Logistics, Operations, Planning, Public Information, JFO Management,

and IT support will be relocated from their normal work spaces to the JFO on a part-time or full-time basis depending on the operational requirements.

The following represents possible roles and responsibilities of the various JFO sections:

Disaster Manager

- Determine priorities of State EOC efforts to support disaster response and recovery operations.
- Transfer applicable authorities to State Coordinating Officer (SCO) upon establishment of JFO.
- Identify critical state functions to be transferred to the JFO.
- Determine staffing requirements to maintain State EOC operations and support JFO activities.

Operations

- Coordinate state program activities and resource support for IA, PA, and Hazard Mitigation.
- Coordinate unmet needs of local jurisdictions, as required.

Planning

- Develop state objectives for the JFO action plans and situation reports to support recovery activities.
- Plan state efforts to accomplish PA, IA, and Hazard Mitigation program objectives.

Logistics

- Support JFO facility and infrastructure needs.
- Identify locations and establish disaster recovery centers as required.
- Coordinate other activities as required.
- Coordinate state-owned resources to support JFO; e.g., government agency fleet vehicles or additional parking areas.
- Provide local jurisdiction points of contact and vendor knowledge.
- Support JFO telecom and work with EMD IT section to integrate unique EMD requirements.

- WebEOC access.
- IT access to EMD servers.
- Cell phones.
- Computers and tablets.

Finance and Admin

- Track costs associated with EMD personnel staffing at the JFO.
- Develop and disseminate a telephone roster of staff working at the JFO.

Public Information Office

- Provide public information regarding statewide response and recovery activities.
- Respond to and coordinate media requests.
- Assist Governor's Office with public information requirements.
- Public information officers will support JFO activities for its duration.

Communications and Information Systems

- Support JFO telecom to integrate unique EMD requirements.
- WebEOC access.
- IT access to EMD servers.
- Cell phones.
- Computers and tablets.

State Agencies

- Recovery issues will arise that involve various state agencies. State agencies will provide the appropriate agency contact for on-going recovery issues to the SCO or Deputy SCO.
- Establish protocols to support JFO activities, as required.
- Continue delivery of state services to affected individuals and jurisdictions.

Action

The JFO will coordinate support to state agencies, counties, cities, towns, and tribes through state mutual aid or federal government resources, as necessary.

The JFO will work through local long-term recovery organizations to facilitate direct assistance to those individuals and households whose needs exceed that which federal assistance can provide.

The State will accomplish the following actions quickly and efficiently in order to match FEMA's operational tempo when a JFO stands-up:

- Develop an SEOC transition plan to shift long-term recovery coordination from the SEOC to the JFO.
- Establish a JFO organizational structure and provide staff based on the extent of the damages, the number of programs authorized, and any special issues or concerns unique to the disaster. This requires:
 - Analysis of which operational positions will be filled with existing recovery staff, which positions will be filled from the existing disaster reservist pools, and which positions will be filled by state agency staff on either a temporary or rotational basis.
 - Coordination with the Washington Military Department's Human Resources Office to begin the hiring process, if necessary.
 - Requesting permission from the EMD Director's Office to activate Disaster Reservists.
 - Notification of existing state agency staff that their official work stations will be changed to the JFO.
- The Office of Financial Management and Washington Military Department, Finance Office will determine if:
 - Spending authorities are adequate to accommodate the large draw of state funding required for JFO operations.
 - The Disaster Response Account is sufficiently funded to accommodate the surge in Other Needs Assistance (ONA) payments to citizens and Public Assistance (PA) Project worksheets payments.
 - The Legislature agrees to cover half of the non-federal match share for Public Assistance (PA) and Hazard Mitigation Grant Program (HMGP) applicants.

The JFO will coordinate support to state agencies, counties, cities, towns, and tribes through state mutual aid or federal government resources, as necessary.

The JFO will work through local long-term recovery organizations, Washington Voluntary Organizations Active in Disaster (WAVOAD), and others to facilitate direct assistance to those individuals and households whose needs exceed that which federal assistance can provide.

Responsibilities

Washington State Military Department, Emergency Management Division

- Work with FEMA counterparts to locate and establish a JFO when a PDD is issued.
- Staff the JFO.
- The Washington Military Department, Finance Office will work with the Office of Financial Management to help determine that spending authorities are adequate to accommodate the large draw of state funding required for JFO operations.
- For additional responsibilities see “Washington State CEMP Emergency Support Function (EFS) 14 – Long-Term Community Recovery Annex.

Federal Emergency Management Agency (FEMA)

- Administer the federal component the Joint Field Office (JFO).
- Work with the state to administer authorized disaster recovery programs.
- Assist the state, local jurisdictions, and tribal governments with claims for disaster assistance and mitigation through the JFO.
- Coordinate support efforts needed by other federal agencies.