

**PRIMARY AGENCY:**

Department of Enterprise Services

**SUPPORT AGENCIES:**

Consolidated Technology Services  
Department of Corrections  
Department of Labor and Industries  
Department of Natural Resources  
Office of Financial Management  
Parks and Recreation Commission  
Washington State Patrol  
Local Governments  
American Red Cross  
Volunteer Organizations

Department of Agriculture  
Department of Health  
Department of Licensing  
Department of Transportation  
Office of the State Treasurer  
Washington Military Department  
    Emergency Management Division  
    National Guard  
Private Sector

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**INTRODUCTION**

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**Purpose**

The purpose of this plan is to establish written processes and procedures for the selection, activation, operation, and demobilization of State Staging Areas to ensure that the state can receive, track, and distribute emergency resources throughout the state in an efficient, effective and timely manner following or in anticipation of a significant planned event, major disaster or emergency.

**Scope**

This plan may be adapted for use at the local or tribal level, providing the ability for government at all levels in Washington to operate staging areas using the same or similar procedures and fostering cooperation and understanding when staging areas are co-located. Effective State Staging Area operation requires effective partnerships between government, non-governmental organizations, and the private sector. This plan focuses on common management principles used by Washington State in staging area operations regardless of the types of resources staged. Organizations tasked with carrying out missions outlined in this plan must be prepared to act with little or no warning, and be flexible in their response.

This plan is not intended to provide guidance for management of emergency worker camps, mobilization centers, movement coordination centers, or community points of distribution. Additionally, the process for requesting or ordering relief supplies is provided in the Washington State Comprehensive Emergency Management Plan (CEMP) and is not included in this plan.

For the purposes of this plan, the term "Resources" is defined as the personnel, facilities and equipment necessary for staging area operations, as well as supplies, equipment, personnel, and teams that may be staged for response to and recovery from a major emergency or disaster in the State of Washington. This includes donated and Strategic National Stockpile (SNS) or National Veterinary Stockpile (NVS) goods as well as government or vendor supplied materials.

## **Policies**

All participating agencies and organizations will operate under existing authorities and regulations.

## **SITUATION & ASSUMPTIONS**

### **Situation**

A significant emergency or disaster will severely damage and limit access to the resource infrastructure as we know it today. See the *Comprehensive Emergency Management Plan* (CEMP) - Basic Plan and the *Hazard Identification and Vulnerability Assessment* (HIVA).

### **Assumptions and Limitations**

The following assumptions are preconditions to successful execution of this appendix:

- Available and accessible facilities that are intact and functioning;
- Required Equipment is outlined on site assessment surveys;
- Sufficient numbers of essential personnel;
- The state will be able to purchase/contract for essential equipment and supplies to manage State Staging Area sites;
- Partners will honor existing Memoranda of Agreement/Understanding; (MOA/MOUs); and
- Co-location with other entities/jurisdictions is possible.

## **CONCEPT OF OPERATIONS**

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### **General**

The State Emergency Operations Center (SEOC) Logistics Section Chief or Logistics Deployment & Planning Branch Director activates State Staging Areas upon notification of an impending or occurring major emergency or disaster. Activation of any State Staging Areas will initiate readiness in all agencies and organizations to provide support for staging area activities.

When declared operational, resource delivery to the State Staging Area will begin immediately. The goal of each staging area, once stocked, is to provide needed resources within 12 hours of receiving a request.

The State Staging Area will maintain a current inventory of all on site resources and ensure the State EOC receives updates at least daily.

Actions undertaken by State Staging Areas will be coordinated with Tribal and local jurisdiction emergency managers. Communication is key to ensuring all parties understand resource availability and delivery timelines.

Resources staged at a State Staging Area may be distributed directly to the point of use or to a County Staging Area or Community Point of Distribution (CPOD). Co-location of state, tribal and/or local jurisdictions will provide a more efficient transfer of ownership.

As the existing structure (civilian, government, municipality etc.) becomes self-sufficient and local resource supply systems resume operations, staging areas will be demobilized.

### Site Selection

Site selection begins by evaluating potential sites against established criteria. In order to maintain flexibility in logistics operations in Washington State, there are no minimum and maximum requirements for State Staging Areas. Therefore, this plan will reflect the minimum attributes of an optimum staging area operation. Any site is usable if it can support the response and/or recovery mission.

Minimum requirements for an ideal staging area operation include:

- Location
  - Near Major Highway
  - Fenced or otherwise secure area (desirable)
  - Separate ingress/egress routes for disaster shipments
  - Entrance/exit(s) for staff and operational equipment (preferably on a different approach to the site than the trucking route)
  - On-site Commercial or Military Airport/Field (desirable)
  - On-site rail spur/head (desirable)
- Covered Area
  - 20,000 square feet (can be open areas with portable cover)
  - Administrative area
  - Loading Docks located inside permanent structures (desirable)
- Hard Stand (paved, chipped asphalt, or compressed rock) Area
  - 250,000 square feet (6 Acres) to accommodate 208 tractors with trailers
  - Helicopter Landing Zone

The primary attribute that reflects maximum capacity for a staging area is the road network around the site. If staging area traffic interferes with local or emergency response traffic on a continuing basis, consider opening a second site.

Site visits are necessary to assess the actual potential for use of identified sites. A site visit checklist is located in Tab A.

For some sites, it may be necessary to involve Tribal or local officials to ensure compliance with regulations for land and facility use. These officials don't necessarily need to be involved in the site visit but they should be given an opportunity to review and approve site use plans. A file will be available from the State Logistics Section in the SEOC on each identified staging area to allow for quick access to information.

An MOU is necessary to set expectations between the state and the potential staging area facility. The MOU must be fully executed by signature of both the authorized site representative and state representative before it is considered to be in effect. A draft MOU is provided in Tab A. The MOU must contain the following elements:

- Purpose – The MOU should explain the logistics and supply distribution need and the importance of staging areas to this process.
- Authority – RCW 38.52.020 provides the basic authority for the state to enter into the agreement.
- Duration and Modification – the MOU should be no more than five years to provide an opportunity to renew contact with the site within that timeframe.
- Areas of Agreement – specific details regarding activation, use, repair of the site, and any requirements placed upon the site manager.
- Points of Contact – contact names, titles, addresses, and phone numbers for both the site and the state.
- Other Provisions – states that if any part of the MOU is determined in conflict with current law, the remaining portions remain in effect.
- Effective Date – the date the MOU begins.
- Termination – states the date of termination (five years from effective date) and provides for early termination if the parties decide to do so.

## **Activation**

### Activation Process

The authority for opening a state staging area lies with the State Emergency Operations Center (SEOC), Multi-Agency Coordinating Group (MACG). The SEOC Logistics Section coordinates activation and operation of the staging area site. In the best of conditions, the state would require 24-hours to establish and implement initial capability for the disaster resource movement process.

The SEOC Logistics Section Chief (LSC) determines the need for one or more staging areas and selects the best potential site(s) based on the location, size of the site versus anticipated resource quantities, population of the affected area, the condition of local infrastructure, and transportation corridors for material traveling in and out of the site(s). If a site has not been prescreened and designated then coordination with the Department of Enterprise Services must be initiated to contract a location. Once selection is finalized, the Local Emergency Management Agency (LEMA) is notified of the pending SSA activation.

The activation process is reflected in the following flow chart:

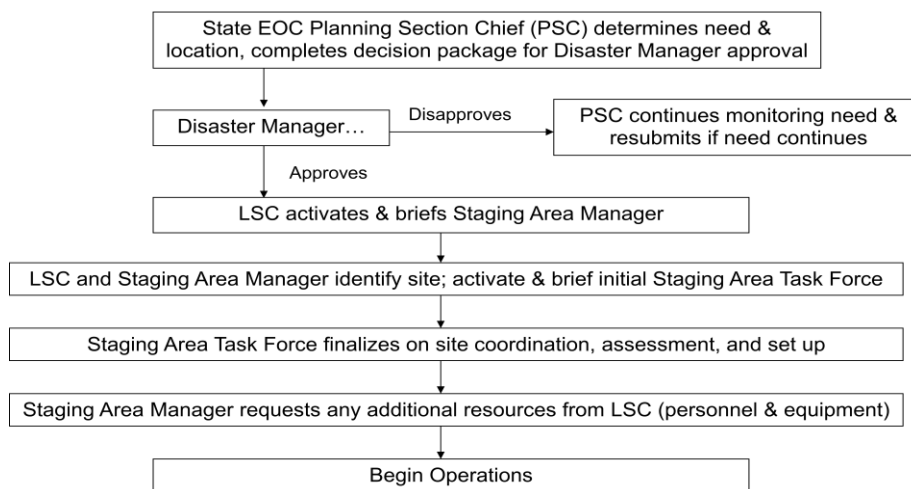


Figure 1 – Staging Area Activation Flow Chart

Based on mission requirements, a disaster may require more than one Staging Area. The State EOC Planning Section Chief in coordination with the LSC will determine the need to establish additional facilities. The activation of additional staging areas follows the same process as listed above. If more than one staging area is opened, the Logistics Section Chief may activate the Staging Area Unit to coordinate activities between the areas.

Based on operational requirements, the transportation, handling, and coordination for delivery of disaster resources will be the responsibility of the Staging Area Task Force assigned to support and operate the facility.

#### Requesting Staff and Equipment

Department of Enterprise Services (DES) Supply Chain Management provides initial staffing and equipment for staging area activation. In the event that DES Supply Chain Management cannot provide the initial staffing, an Incident Management Team (IMT) will be requested to staff the site and DES will facilitate equipment acquisition. In the absence of both DES staff and IMT, the augmentation process listed below will be used by the State EOC LSC or the Logistics Section Staging Area Unit Leader to initiate staffing and equipping of staging area sites.

The Staging Area Manager develops needs for staff, equipment, and/or supply augmentation for the staging area and submits a request for the needed resources through the designated State EOC Logistics Section staff to fill. The Staging Area Manager should plan effectively so that requests are made at least 24 hours in advance, more if possible, to ensure arrival at the site by the time of need.

**REQUIRED EQUIPMENT is identified on the initial site survey and may be different for each location.**

Requests for resources from Staging Area Managers may be made via WebEOC, emailed or faxed using a Request For Assistance Form or an ICS 213 (General Message) Form. In cases where no other form of transmission is available, telephone requests will be accepted.

Requests must include:

- Staging Area designation and location
- Ordering individual's name and contact information
- Date and time the resource(s) is needed
- How long it will be needed (staff or equipment only)
- Specific information on the resource needed:
  - Quantity
  - Size
  - Type (capability)
  - Qualifications (staff only)
  - Any other information deemed appropriate by the State EOC Logistics Section

**Additional staff** will be requested using existing processes by the State EOC Logistics Section from available sources including:

- Washington National Guard and other state agencies
- Local government organizations from unaffected areas
- Volunteer organizations
- Designated contractors
- Incident Management Teams
- Mutual Aid sources

Equipment and supplies are ordered by the State EOC through DES. DES determines the appropriate source, processes contracts or other obligating documentation, and coordinates delivery to the site as requested.

### **Direction and Control**

Direction and control of staging area activities is organized as reflected in the following chart:

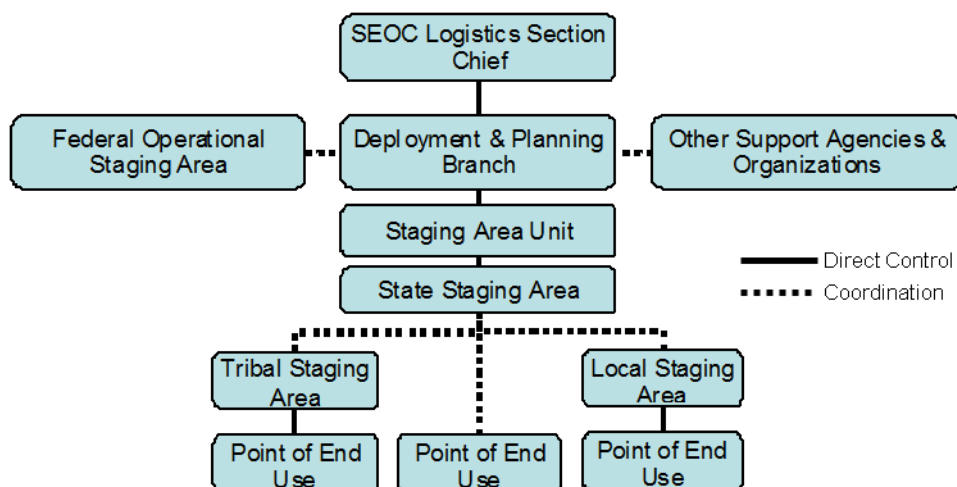


Figure 2 – Staging Area Direction and Control

## Staging Area Operations

### Staff Management

Fundamental Incident Command System (ICS) management concepts will be used to manage staff at the state staging area including:

- Span of control, three to seven people under one supervisor. Leaders are authorized to appoint crew chiefs or other subordinates to leadership roles as necessary to limit span of control.
- Unity of command dictates that each individual reports to only one supervisor.
- Effective resource management requires that all equipment and personnel will be tracked and accounted for.

Staff at the staging area may come from a variety of sources. Staff resources stay under the administrative and policy control of their agencies, but operationally they respond to mission assignments under the coordination and direction of the Staging Area Manager or designated representative.

All staff must check in and be added to the Daily Activity Report (Form # EMD-078) before beginning their duties, including the unit leader. Each Section Chief is responsible to compile Daily Activity Reports provided by their subordinate branches/groups/units and submit them to the Finance/Admin Section Time Unit for each 24-hour period (including the day shift and night shift). Multiple columns for time began and stopped are used when an individual is signs out and signs back in during a single shift. The round trip mileage column is for those who have to commute and/or are sent on a mission during their shift.

- It is especially important to record volunteers as this form is the primary means used to identify and register spontaneous volunteers as temporary emergency workers and is proof they worked the disaster.

Should personnel scheduled to work a shift fail to appear by conclusion of the shift change briefing, the leader of their unit or group will report the absence to the Branch Director/Section Chief for follow up.

Leaders from all sections, branches, groups and units are responsible for ensuring that shift change briefings are provided to their staff prior to the start of each work shift. These briefings will follow the established checklist included in Annex 1 and include at a minimum a disaster situational update, weather forecast, a safety review, and expected activities for the work period.

### Emergency Worker Credentialing

Authority: RCW 38.52.310 provides the authority and WAC 118-04 lays out the rules for how the emergency worker program is administered including worker registration, the uses of emergency workers, the personal responsibilities of emergency workers, and the benefits of the program to both the state and the individual workers.

Registration of permanent or temporary emergency workers is required for liability and personal injury coverage while working at a staging area if the worker does not currently hold a position with the state, county, city, or town government. Employees of the state or a political subdivision as defined by RCW 38.52 and emergency workers registered by local jurisdiction emergency management programs do not need to register again to work on the site regardless of its location.

Permanent registration with the State EOC is accomplished in advance by contacting the State EOC Logistics Section. The State EOC Logistics Section records required information on the individual in an electronic database, verifies classification experience, skills and abilities, and issues an emergency worker registration card. Temporary registration is accomplished by the Time Unit Leader via the Daily Activity Report and primarily involves people who show up at the site and want to help.

Once emergency workers are registered, they are covered by the state for accidents that occur while on the way to or actively involved at the staging area, whether for training or an actual activation. Additionally, they are covered for some damage to personal property not caused by negligence on the part of the worker.

In the case of accident or reimbursement claims, original receipts for such claims will be necessary along with the claim forms. The staging area manager should also be prepared to provide a statement regarding the situation that resulted in a need for reimbursement.

Emergency workers are responsible for their individual behaviors. The staging area manager retains the right to remove emergency workers from the site for dangerous actions, inebriation, or willful misconduct including misrepresenting certifications such as forklift licensing. Removal from the site may result in emergency worker status being revoked.

All emergency worker forms including claims are available on the Emergency Management Division website at [http://emd.wa.gov/search\\_rescue/sar\\_forms.shtml](http://emd.wa.gov/search_rescue/sar_forms.shtml).

### Licensing and Certification

Operation of forklifts, trucks, and other heavy equipment requires specific training and licensing. All personnel assigned to positions requiring operation of equipment requiring specific training and qualifications must be licensed or certified to operate that equipment as verified by the Equipment Group. All operators, whether or not they arrive on the site with



credentials, must complete familiarization and an observed evaluation of equipment handling to verify their skills with the equipment they will be operating.

On site certification for operation of forklifts and other material handling equipment may be accomplished by trainers who:

- Know WAC 296-863
- Are experienced with the equipment being trained
- Are recognized as a competent operator and/or is a designated trainer by their home agency.

Training is a two hour minimum process which includes:

- Formal instruction consisting of a safety video, familiarization with the manual for the equipment being trained, and a review of WAC 296-863 including safety guidance.
- Practical exercise including demonstration and hands on operation of the equipment.
- Written test and evaluation.

Materials needed for training will be referenced by the DOL and/or L&I and may be obtained through the State EOC Logistics Section. Training will be documented using Labor and Industries Publication F417-202-0000.

Licensing for vehicles including buses, vans, trucks or tractor/trailer combinations must be accomplished by the Department of Licensing in accordance with state law.

#### Site Safety

The staging area safety officer is responsible for providing safety briefings to the Staging Area Manager and all Section/Branch/Unit Leaders at the beginning of each shift. The safety officer completes the Daily Hazard Analysis Checklist each day by moving throughout the staging area and observing the area and activities for safety hazards. Noted hazards are reported to the appropriate unit leader and the staging area manager for correction.

Leaders in each area act as deputy Safety Officers and are responsible for completing hazard inspections in their area during each shift and providing safety briefings to their staff at the beginning of each shift. It is the responsibility of each staff member to ensure work areas and personnel comply with established safety principles and guidelines. If a worker notices a safety hazard or violation, they are directed to report this to their unit leader or supervisor.

If an accident involving forklift operation occurs, the unit leader or group supervisor is responsible for ensuring that the forklift operator is recertified as noted in section IV(C)3(a)2, Licensing and Certification, above. The leader will complete and submit a Mil 49 Accident Report Form on the incident and submit it to the Safety Officer.

If an accident occurs on the way to or after arrival at the site, all documentation must be submitted to the State EOC including accident report forms (Mil 49 at a minimum), police report, witness statements, and/or emergency worker claim form. If the accident occurs onsite (even without an injury), the individual will complete the form and the staging area

manager will perform an accident investigation to include a statement of facts and recommendations to improve safety. This information will be recorded on the Mil 49 form. If a medical emergency results from the accident, the form may be completed by the staging area manager and investigated by the agency Safety Officer or Risk Manager.

Equipment brought onto the site to be used in staging area operations must be inspected daily before use, this includes trucks, trailers, forklifts, pallet handling equipment, light sets, etc.. Inspectors will complete an Optional Form 296 or other specialized equipment inspection checklist to document this daily activity. Deficiencies noted in the equipment must be brought to the attention of the unit leader. If equipment is determined to be un-safe or could cause further damage it will be removed from service until it can be repaired. Replacement equipment may be necessary to maintain operations while repairs are made.

Entrances/exits for staff and operational equipment will be maintained separately from the designated truck ingress/egress used for incoming/outgoing resources to better ensure the safety of workers.

### Security

Security must be provided for State Staging Area facilities, equipment, personnel, and disaster supplies. The following assumptions are made regarding security operations:

- The National Guard, WSP Troopers, Deputy Sheriffs, City Police Officers, and/or Federal Officers (Federal ESF-13 resources) may be used to provide security for State Staging Areas.
- A Unified Incident Command Post (UICP) for law enforcement will be established,
- WSP will be tasked with multiple concurrent duties,
- Initial response by the Troopers in the affected area will be impacted by the incident, and
- There will be traffic chokepoints in the affected area(s).

The statutory authority for activation and use of National Guard is contained in RCW 38.08.040. The statutory authority for the Washington State Patrol and their use of police powers is contained in RCW 43.43.030. Federal ESF-13 resources operate under the statutory authority of their Department (USDOJ, USDHS, etc.). These guidelines can be found in various sections of the US Code, Combined Federal Rules, Presidential Directives, and Homeland Security Presidential Directives.

A security lead will deploy with the initial Staging Area Task Force to assess the need for security staff, liaise with local law enforcement to coordinate traffic control and response to the staging area site, and initiate personnel requests as appropriate. The security lead will coordinate with the Staging Area Transportation Branch to determine the best staffing and location for security at staging area ingress and egress points.

Security staff should be relieved at 12 hour intervals initially and coordination completed with the Staging Area Manager for an eight hour relief schedule with appropriate staffing levels after 72 hours.

The number of personnel required to secure a staging area will be dependent on the current threat level as assessed by the security liaison assigned to the staging area. Requests for

additional security at a staging area will be forwarded by the security liaison through the State Staging Area Manager and State EOC Logistics Section to the UICP.

Resource Accountability and Distribution

The basic process flow for resource accountability and distribution is reflected in the following flow chart. This flow chart should be printed and posted at the SSA for reference by all staff.

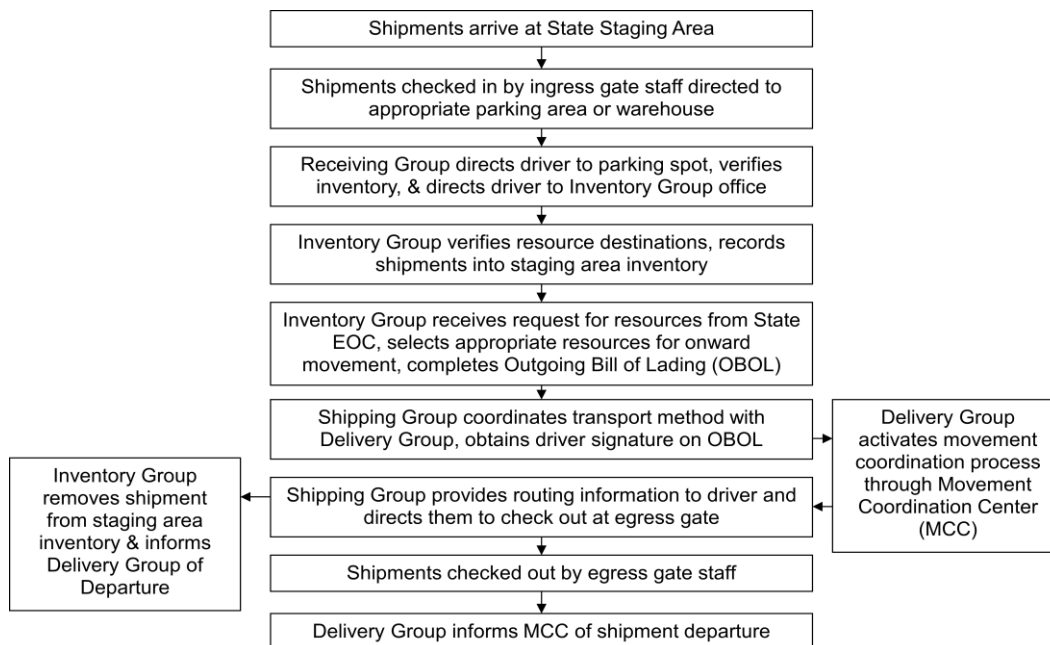


Figure 3 – Resource Accountability and Distribution Flow Chart

Resources may arrive at a State Staging Area via truck, aircraft, watercraft, or train depending upon available modes of transportation in close proximity to the site. Regardless of the mode of transportation, the check in process remains the same as noted in Tab C. If water, air, or train facilities exist at the staging area, reception points need to be established at those facilities and the ingress gate.

Resource accountability by a State Staging Area begins at the point of check in at the site and continues until resources have been accepted and signed for by a receiving party. Resources are distributed using “First In, First Out” (FIFO) processes.

If a Movement Coordination Center (MCC) has been activated as part of the incident response, the Delivery Group will use the MCC to assist with movement planning as reflected in the following flow chart. If an MCC is not activated, the Delivery Group is responsible for all activities noted in the flow chart. This flow chart should be printed and posted at the SSA for reference by Delivery Group staff.

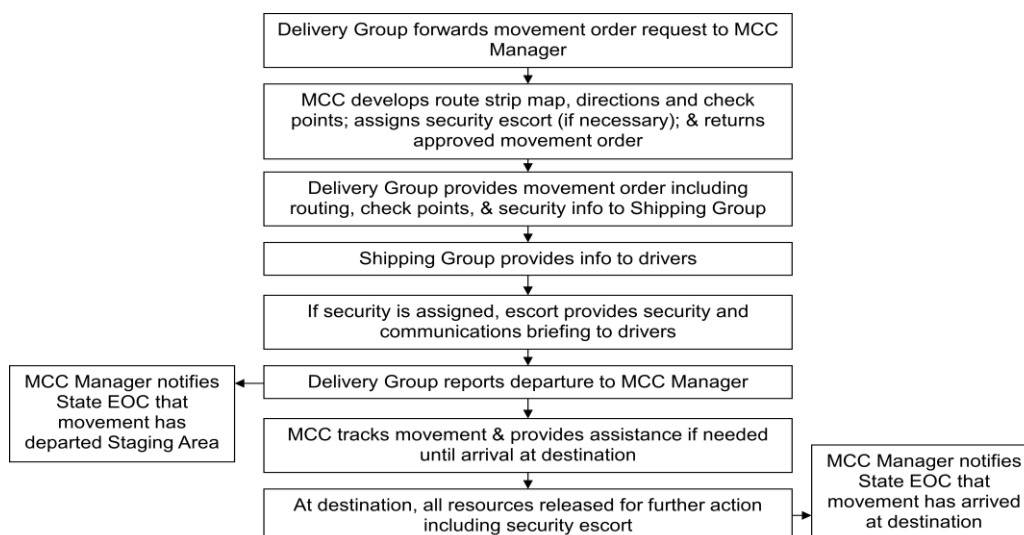


Figure 4 – Movement Planning Flow Chart

Resources used by the State Staging Area as part of their operations are managed and tracked by the Logistics Section separately from staged resources. Orders of office supplies, equipment and other necessary items for day to day operations are accomplished through the Logistics Section in coordination with Finance/Administration. The Accountable Property Officer will ensure that all non-expendable property is signed for and tracked while the State Staging Area is activated.

Reporting - report intervals are established by the State EOC Logistics Section Chief, but will occur at the end of each shift at a minimum. Reports will include the following elements:

- Quantity and type of arriving resources
- Quantity and type of departing resources by destination
- Balance of resources on hand by type in the staging area
- Any other details requested by the State EOC Logistics Section Chief.

Finance and Administration - the incident charge code will be used for all purchases and contracting unless the State EOC designates a special charge code for this purpose. Purchasing and contracting will follow the emergency purchasing process established by the State EOC.

### Communications

Primary communication between State Staging Areas and the State EOC is via telephone, WebEOC, and email. It is imperative that these systems be activated and/or installed immediately once the State Staging Area has been established. Telephone communication should be established via hardline phone rather than cell if the infrastructure exists on the site. The State Staging Area Manager will ensure a contact list containing telephone numbers and email addresses for State Staging Area staff, the State EOC, and local contacts is developed once the State Staging Area has been established.

Computers are issued as needed depending on the mission. The following staff will be issued computers based on availability:

- SSA Manager/Admin Assistant (1 system)
- Operations Section Chief (1 system)
- Warehouse Branch Director (1 system)
- Transportation Branch Director/Delivery Group (1 system)
- Shipping Group Supervisor (1 system)
- Inventory Group Supervisor (2 systems)
- Logistics Section Chief (1 system)
- Planning Section Chief (1 system)
- Finance/Admin Section Chief (1 system)

If telephone and computer communication cannot be established due to a lack of infrastructure, the State Staging Area Manager or his designated representative works with the State EOC RACES officer to enlist the aid of a volunteer radio operator with appropriate equipment to set up on site at the State Staging Area to establish radio communication with the State EOC. A low band radio will be issued to the site by EMD to provide for this form of communication.

Mission tasking is accomplished primarily via WebEOC if available. Verbal missions from the State EOC are accepted if WebEOC is not available. All verbal mission tasks should be written down as early as possible.

FRS/GMRS radios are provided at a minimum to all unit leaders to allow for immediate contact on the site when coordination of activities is required. Additional radios may be provided to other staff as needed to facilitate communication within branches and groups. These radios are for official use only and excessive chatter or personal use is prohibited. The State Staging Area Manager will work with other local users of radio frequencies to establish which channels will be used during State Staging Area operation.

#### Co-Location

Co-Location with Federal or local staging operations is an option to maximize use of limited available sites following a catastrophic disaster. Although neither party is obligated to do so, co-location provides the opportunity to share site equipment, infrastructure, and personnel during peak activity periods. At a minimum, it is recommended that co-located operations share a secured administrative entry gate for site personnel and consolidate support services for the sites such as janitorial and food services.

Staging area managers will meet at start up of a co-location and coordinate processes for site communications, reporting, resource transfers, and what services can be combined to increase efficiency and/or cost effectiveness for both operations. Segregation of commodities between different sites must be maintained.

Whenever possible, separate ingress and egress points must be established for each co-located staging operation to assist with keeping incoming and outgoing resources for the individual operations separate. All vehicles coming in to a co-location site must be screened to ensure they are checking into the appropriate operation.

**The state will not immediately accept all resources staged by federal partners** when co-located. Resources will only be accepted by a co-located state staging area operation after approval has been issued by the State EOC.

## Demobilization

Demobilization planning begins upon activation of the State Staging Area. Non-essential equipment and personnel will be released to their points of origin when the mission no longer requires their use. If the mission requires replacement personnel for staff that must be demobilized due to recall back to their normal duties, the Staging Area Manager will request replacements through the State EOC Logistics Section.

The Logistics Section Chief at the State EOC will determine the need to demobilize a staging area based on a lack of resource requests from affected jurisdictions or reduction in incoming resource shipments in coordination with the EOC Multi Agency Coordination Group. The State EOC Logistics Section will then direct the Staging Area Manager to begin the demobilization process, including a recommended end date by which all activities and use of the staging area site will conclude. Any final site restoration or financial activities still remaining to be completed after the end date become the responsibility of the State EOC.

Upon notification by the State EOC that the staging area is to be closed, the Staging Area Manager will meet with all unit leaders and the site owner/manager to discuss timelines for demobilization, solicit After Action Review (AAR (Tab F of this document)) comments, and determine expectations for site restoration. The Staging Area Manager will use the demobilization checklist in Annex 1 and coordinate activities with the Planning Section Demobilization Unit to ensure all demobilization processes are completed, including staff recognition.

Return of Resources - all borrowed, rented, leased or contracted equipment will be returned to the owner(s) upon demobilization of a site. Remaining disaster resources will be reported to the State EOC for determination of final disposition, before the site is closed.

Conversion - any remaining disaster resources must be removed quickly from the site and will be handled in the following order:

- Returned to vendor for credit.
- Provided to affected jurisdictions.
- Turned in to DES as state surplus.

## Site Restoration

Upon demobilization, the Staging Area Manager reviews all alterations made to the site with the site owner/manager and determines repairs needed to bring the site back to the condition it was upon activation of the staging area. If assets cannot be brought back to original condition, reimbursement for the loss of these assets may require coordination.

Simple clean up will be accomplished by each unit as it clears its operational area.

Repairs requiring contractor assistance will be reported to the State EOC. The State EOC coordinates with DES for a Request For Proposal (RFP) to solicit bids and vendor selection to get the repairs accomplished.

Reimbursement requests for damage or destroyed assets will be submitted to the State EOC for processing.

The Staging Area Manager is responsible for ensuring that photographs are taken of the site prior to final departure. Should repair activities exceed the time that the Staging Area Manager will be present, the State EOC is responsible for ensuring final photographic evidence of site restoration is obtained.

#### Administrative and Financial Closeout

Each unit assembles any hardcopy files and provides them to the Documentation Unit. The Documentation Unit is responsible for assembling all documentation from the operation of the State Staging Area and transferring it to the State EOC Logistics Section for final disposition and archiving. Documentation includes at a minimum, any lease or contract documents, purchasing documentation with receipts, written agreements, shipping and receiving logs and supporting documents, photographs, AAR comments, daily reports, equipment inspections, accident reports, staff records, and activity notes. It is imperative for workers at the SSA to document all financial transactions for possible reimbursement to the state or for possible reimbursement from the Federal government during times of a presidential declaration

The Staging Area Manager will coordinate with the site owner/manager and the State EOC regarding any outstanding payments due for utilities, use, or restoration prior to final departure from the site. Any financial activities remaining after the end date established by the State EOC becomes the responsibility of the State EOC.

## **ORGANIZATION**

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The following organizational elements and their listed responsibilities have been identified to support a State Staging Area. Liaisons may be on site from federal agencies, local jurisdictions, volunteer organizations, or private industry supporting the operation of the State Staging Area.

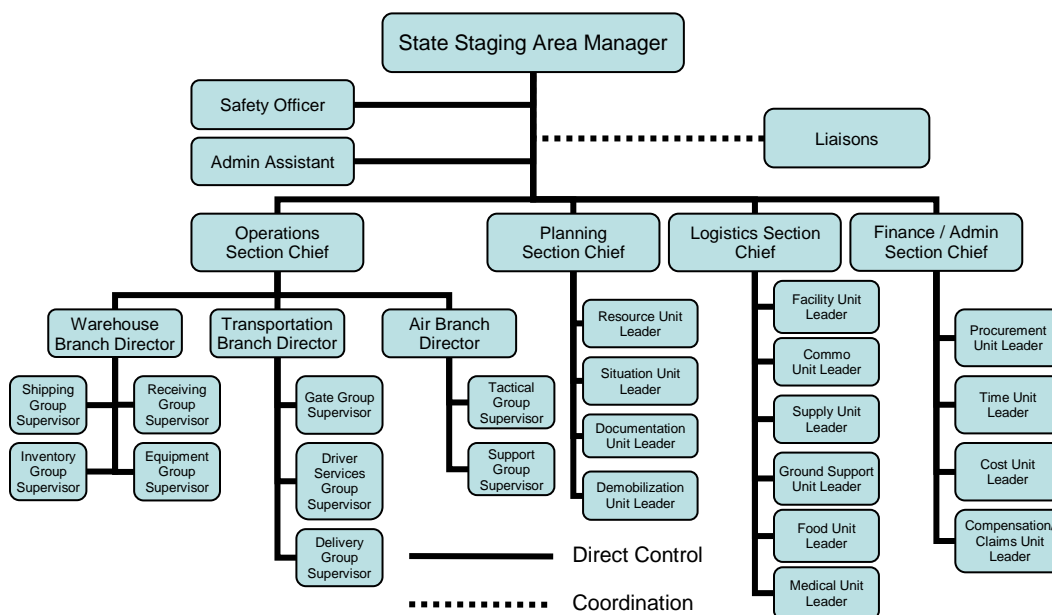


Figure 5 – Staging Area Organization Chart

Details on management and section responsibilities are included in Tabs D-H. If it is expected that federal assistance will be required, the State will request that a Federal Staging Area Support Group be sent to the State Staging Area. This group includes a staging specialist from FEMA, a representative for the US Department of Transportation, and a representative from the Army Corps of Engineers. FEMA cannot support movement of assets beyond state staging areas if this group is not in place. The group will not be sent automatically, it must be requested.

## RESPONSIBILITIES

### Primary Agency

Department of Enterprise Services

- Contracting for site, initial staffing and equipment.
- Ongoing site management.
- Purchase or lease of additional equipment and supplies, as needed to maintain effective operation

### Supporting Agencies

Consolidated Technology Services

- Site communications support for SSA & (MCC & MCP if activated).

Department of Agriculture

- Administrative Support Staff.
- State animal livestock plan administrator.



Department of Corrections

- Mobile kitchen / security.

Department of Health

- Medical support.

Department of Labor and Industries

- Safety officers and certifying officials for workers of unique equipment, such as forklifts.

Washington Military Department, Emergency Management Division

- Provide management, oversight, planning, site selection, coordination of materials and personnel.

Washington Military Department, National Guard

- Provide staffing and possible asset security.

Department of Natural Resources

- Possible staffing.

Washington State Patrol

- Site security and convoy protection.

Department of Transportation

- Route planning, transportation assets, equipment, and staffing.

Office of Financial Management

- Emergency contracting, worker's insurance, and provide financial charge code.

Treasurer

- Possible management of donated funds.

Parks and Recreation

- Additional site and staffing.

Other State Agencies/ Local Governements

- Augment staffing.

American Red Cross

- Provide human services for drivers and staff.

Volunteer Organizations

- Augment additional staffing.

Private Sector

- Commercial disaster support / rental equipment.

## TAB - A

### Site Assessment Visit Checklist

- Site manager briefing - This should include discussion of the site's capabilities and expectations for site use. Include time for any other representatives to explain their participation. Provide the manager a short 1-2 page briefing paper on the staging area program for reference.
- Completion of a Site Capabilities Assessment form. Sending this to the site manager to complete in advance can save time. Be sure to get information on contacts, amount of hardstand, communications, power and water sources, outdoor lighting, and equipment/fuel supplies.
- Collection of site diagrams, aerial photographs (if available), and local infrastructure information (hotels, restaurants, medical facilities) will assist with planning for possible staging area layouts.
- Facility tours of areas that may be particularly well suited to staging area operations - Bring a camera and capture images for future reference. Ask for permission to take the pictures and assure the manager you will not photograph sensitive areas. Ask questions about current and future plans for areas you would like to use.
- Completion of a site hazard analysis form. A site may be good for some uses but not others depending on what you find in your hazard analysis. Remember to include hazards from outside the perimeter of the site, such as large trees or buildings that could impact the staging area zone of operations.
- Review of a Memorandum of Understanding (MOU) form. This will probably need to be reviewed by the site's legal advisor. Do not expect to finalize the MOU during the assessment visit.

### Site File Contents Checklist

SITE NAME: \_\_\_\_\_

- Site forms: Completed Site Capabilities Assessment Form and Hazard Assessment Checklist.
- Site Survey: Written observations noted and photos taken during site visits. Be sure to note if there is a hazard that will disqualify the site from use after certain incidents (i.e., the site is in a floodplain and not suitable for use in flood incidents).
- Maps/Layout: Site layouts / diagrams, aerial photos and local maps and directions to site. This information is particularly useful during planning and to provide information to truck drivers or other personnel that need to travel to the staging area.
- Transportation: Local transportation companies and facilities including trucking, rail, airports and water ports. Detailed information on airports, including operations, communication frequencies, navigation, services, and capacity, is available online at [www.airnav.com](http://www.airnav.com). This information is useful when planning and executing transport of inbound or outbound resources.
- Local Information: Information on hotels, restaurants, catering services, hospitals, medical clinics or other personnel support facilities in the area. This information is useful for care of staff and other personnel at the staging area.
- Ensure a fully executed MOU with applicable jurisdiction is valid.

### Staging Area Site Capabilities Assessment

Site Location and Contact Information			
Site Name:		MOU#:	Exp. Date:
Physical Address:			
Mailing Address:			
County:	Inspection Date:	Inspected by:	
Site Type			
CPOD: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	State Staging Area: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	Reception/Integration Center: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	
HAZMAT Compliant: <input type="checkbox"/> Yes <input type="checkbox"/> No		In State: <input type="checkbox"/>	Out of State: <input type="checkbox"/>
Proximity			
Closest Interstate:	Distance From:	NA <input type="checkbox"/>	
Closest Airport:	Distance From:	NA <input type="checkbox"/>	
Closest Rail:	Distance From:	NA <input type="checkbox"/>	
Closest Port:	Distance From:	NA <input type="checkbox"/>	
Owner Information			
Registered Name of Owner/Business/Jurisdiction:			
POC Name:	POC Title:	POC Phone:	
Agency:	POC Cell:	POC Email:	
POC Address:			
Alternate POC Name (APOC):	APOC Title:	APOC Phone:	
Agency:	APOC Cell:	APOC Email:	
APOC Address:			
Private (for profit): <input type="checkbox"/> Yes <input type="checkbox"/> No	Private (not for profit): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Public: <input type="checkbox"/> Yes <input type="checkbox"/> No	Other (Details):		
On Site Structures			
Building Name #1:			
Location Description:			
Total Interior Square Footage:		Interior Ceiling Height:	
Total Covered Storage Square Footage:		Total Covered Storage Ceiling Height:	
HVAC: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Loading Docks:	Number of Loading Bay Doors:	
Drive In Capability: <input type="checkbox"/> Yes <input type="checkbox"/> No	Load Levelers: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Cross Dock Capable: <input type="checkbox"/> Yes <input type="checkbox"/> No	Dock Lighting: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Restrooms: <input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Temperature Control for Commodities: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Functional Sprinkler System: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Functional Sprinkler Systems:		<input type="checkbox"/> NA
Building Total KVA: 110 / Single Phase: <input type="checkbox"/> Yes <input type="checkbox"/> No	220 / Three Phase: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Back-up Generator: <input type="checkbox"/> Yes <input type="checkbox"/> No	Fuel Type:	Site Photos Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Gen. Provider:	POC:	POC Phone:	
Gen. Maint./Repair:	POC:	POC Phone:	
Administrative Area			
Square Footage:	No. of Rooms:	Phone Lines: <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Phone Lines:
Fax: <input type="checkbox"/> Yes <input type="checkbox"/> No	Copier: <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Tables:	No. of Chairs:

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<b>Building Name #2:</b>			
Location Description:			
Total Interior Square Footage:		Interior Ceiling Height:	
Total Covered Storage Square Footage:		Total Covered Storage Ceiling Height:	
HVAC: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Loading Docks:		Number of Loading Bay Doors:
Drive In Capability: <input type="checkbox"/> Yes <input type="checkbox"/> No	Load Levelers: <input type="checkbox"/> Yes <input type="checkbox"/> No		Cross Dock Capable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Restrooms: <input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity: _____	Temperature Control for Commodities: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Functional Sprinkler System: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Functional Sprinkler Systems: <input type="checkbox"/> NA		
Building Total KVA: 110 / Single Phase: <input type="checkbox"/> Yes <input type="checkbox"/> No	220 / Three Phase: <input type="checkbox"/> Yes <input type="checkbox"/> No		Back-up Generator: <input type="checkbox"/> Yes <input type="checkbox"/> No
Fuel Type: _____		Site Photos Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Gen. Provider:		POC:	POC Phone:
Gen. Maint./Repair:		POC:	POC Phone:
<b>Administrative Area</b>			
Square Footage:	No. of Rooms:	Phone Lines: <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Phone Lines:
Fax: <input type="checkbox"/> Yes <input type="checkbox"/> No	Copier: <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Tables:	No. of Chairs:
<b>Building Name #3:</b>			
Location Description:			
Total Interior Square Footage:		Interior Ceiling Height:	
Total Covered Storage Square Footage:		Total Covered Storage Ceiling Height:	
HVAC: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Loading Docks:		Number of Loading Bay Doors:
Drive In Capability: <input type="checkbox"/> Yes <input type="checkbox"/> No	Load Levelers: <input type="checkbox"/> Yes <input type="checkbox"/> No		Cross Dock Capable: <input type="checkbox"/> Yes <input type="checkbox"/> No
Restrooms: <input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity: _____	Temperature Control for Commodities: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Functional Sprinkler System: <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Functional Sprinkler Systems: <input type="checkbox"/> NA		
Building Total KVA: 110 / Single Phase: <input type="checkbox"/> Yes <input type="checkbox"/> No	220 / Three Phase: <input type="checkbox"/> Yes <input type="checkbox"/> No		Back-up Generator: <input type="checkbox"/> Yes <input type="checkbox"/> No
Fuel Type: _____		Site Photos Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Gen. Provider:		POC:	POC Phone:
Gen. Maint./Repair:		POC:	POC Phone:
<b>Administrative Area</b>			
Square Footage:	No. of Rooms:	Phone Lines: <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Phone Lines:
Fax: <input type="checkbox"/> Yes <input type="checkbox"/> No	Copier: <input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Tables:	No. of Chairs:
<b>Material Handling Equipment On-Site</b>			
Forklifts <input type="checkbox"/> Yes <input type="checkbox"/> No		Total No. From Below:	
Quantity:	Type:	Capacity:	Other:
Quantity:	Type:	Capacity:	Other:
Motorized Pallet Jacks <input type="checkbox"/> Yes <input type="checkbox"/> No		Total No. From Below:	
Quantity:	Type:	Capacity:	Other:
Quantity:	Type:	Capacity:	Other:
Manual Pallet Jacks <input type="checkbox"/> Yes <input type="checkbox"/> No		Total No. From Below:	
Quantity:	Type:	Capacity:	Other:
Quantity:	Type:	Capacity:	Other:

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Other Equipment					
High Boy Lifts:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Capacity:	Other:	
Flat Bed Hand Trucks:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Capacity:	Other:	
Hand Dollies:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Capacity:	Other:	
Hand Truck (motor):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Capacity:	Other:	
Banding Machines:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Capacity:	Other:	
Pallets:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Capacity:	Composition:	
Pallet Grabbers:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Capacity:	Other:	
Dock Ramps:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Capacity:	Other:	
Installation Transportation Support:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Type:	Quantity:		
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Capacity:	Other:	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Capacity:	Other:	
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Capacity:	Other:	
Nearest Resource:					
Additional Comments:					
Additional On-Site Information					
External Field Lighting:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Parking Lot Lighting:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Parking Lot Surface Type:	Sq. Ft.				
Alarm System:	<input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Panels:	Alarm Company:		
Alarm Company POC:	Alarm Company Contact #:				
Covered Hard Stand Storage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sq. Ft.:	No. Loading Docks:		
Hard Stand:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sq. Ft.:	Comments:		
Covered Warehouse Area:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sq. Ft.:	Comments:		
Climate Controlled Cold Storage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Available Sq. Ft.:			
JP8 Bulk Fuel Storage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gal.:	Comments:		
Gasoline Bulk Fuel Storage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gal.:	Comments:		
Additional Fuel Storage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gal.:	Comments:		
Bulk Water Storage:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Gal.:	Comments:		
Maintenance Bays:	<input type="checkbox"/> Yes <input type="checkbox"/> No	No.:	Comments:		
Break Room Area:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sq. Ft.:	Location:	Ops Hrs:	
On Site Billeting:	<input type="checkbox"/> Yes <input type="checkbox"/> No	No. of Rooms:	No. of Beds:	No. of Showers:	
Contractor:	<input type="checkbox"/>	DOD:	<input type="checkbox"/>	DOD Civilian:	<input type="checkbox"/>
List of Commercial Lodging Sites Attached:			<input type="checkbox"/> Yes <input type="checkbox"/> No	Potable Water On Site:	
Tent Space:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Acres/SF:	Composition:		
No. Portable Toilets Needed:	<input type="checkbox"/> NA		Commercial Laundry On Site:		
On Site Feeding:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Contractor:	<input type="checkbox"/>	DOD:	<input type="checkbox"/>
Commercial Kitchen On Site:	<input type="checkbox"/> Yes <input type="checkbox"/> No	List of Local Eateries Attached:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contract Feeding Available:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Vendor Name:	Contract No.:		
Contract Feeding Location(s):					
Contract Feeding Hours:					
Feeding Capacity Per Meal:					

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Communications Capabilities			
Commercial Phone (POTS) Lines:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	
POTS Location:		POTS Location:	
POTS Location:		POTS Location:	
POTS Location:		POTS Location:	
POTS Provider:		POTS POC:	POC Phone No:
Pay Phones:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Pay Phone Location:
Pay Phone Location:			Pay Phone Location:
Land Lines:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Land Line Location:

FEMA Installed Phones:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Location:
Location:			Comments:
Host Installed Phones:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Location:
Location:			Comments:
Radio:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Type:
Location:			Comments:
SATCOM:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Type:
Location:			Comments:
LAN Lines:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	LAN LINE Range:
LAN Line Location:			LAN Line Location:
LAN Line Location:			Comments:
Computer Network:	<input type="checkbox"/> Yes <input type="checkbox"/> No		Network Jack Location:
Network Jack Location:			Network Jack Location:
Network Jack Location:			Comments:
Data Lines (T1/ISDN):	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Data Line Location:
Data Line Location:			Data Line Location:
Data Line Location:			Comments:
Other:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Quantity:	Location:
Location:			Comments:

Utilities			
Electric Provider:		POC Name:	
POC Phone Number:		Comments:	
Water Provider:		POC Name:	
POC Phone Number:		Comments:	
Comments:			
Water Tower:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Municipal Water:	<input type="checkbox"/> Yes <input type="checkbox"/> No
		Well Water:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Waste Treatment Provider:		POC Name:	
On Leach Field:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Capacity:	
POC Phone Number:		Comments:	
Natural Gas Provider:		POC Name:	
POC Phone Number:		Comments:	
Contract Propane Provider:		POC Name:	
POC Phone Number:		Comments:	

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Site Security & Safety		
Site Security Mgmt: <input type="checkbox"/> Yes <input type="checkbox"/> No	Comments:	
DOD: <input type="checkbox"/> State: <input type="checkbox"/> County: <input type="checkbox"/> City: <input type="checkbox"/> Contractor: <input type="checkbox"/> DOD Civilian: <input type="checkbox"/> Other: <input type="checkbox"/> NA: <input type="checkbox"/>		
Approved Law Enforcement Agency:	POC Name:	
POC Phone Number:	Comments:	
Hours of Operation:	After Hours Contact No.	
Is there a contract in place with Fed/State/Local law enforcement for security/arrest capability?: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Contract No.:	Between: &	Expiration:

Site Security Assessment Completed By:	Date:
Security Perimeter:	
Outer Distance:	Inner Distance:
Outer Perimeter: (attach photos of all four sides)	Fence: <input type="checkbox"/> Wall: <input type="checkbox"/> Earthen: <input type="checkbox"/> Water: <input type="checkbox"/> Other: <input type="checkbox"/>
Comments:	
Number of Fire Extinguishers:	Locations:
Entry Access Description:	
Can access be secured?: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this facility in a 100 year flood plain?: <input type="checkbox"/> Yes <input type="checkbox"/> No	FIRM Panel No: (Flood Insurance Rate Map)
Is this facility in a tsunami or lahar area?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Description:

Emergency Services Medical Information		
Medical Facility on Site: <input type="checkbox"/> Yes <input type="checkbox"/> No	Hours of Operation:	<input type="checkbox"/> NA
<input type="checkbox"/> DOD <input type="checkbox"/> Contractor <input type="checkbox"/> DOD Civilian	<input type="checkbox"/> NA	
<input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> City <input type="checkbox"/> Other	<input type="checkbox"/> NA	
Primary EMS Agency:	Primary No: 911	Alt. No.
Primary EMS Location:	Public Access No. :	
Secondary EMS Agency:	Primary No: 911	Alt. No.
Secondary EMS Location:	Public Access No. :	
Closest Hospital:	Phone No.	
Address:	POC:	Phone No.
Military Police: <input type="checkbox"/> Yes <input type="checkbox"/> No	POC: <input type="checkbox"/> NA	Phone No. <input type="checkbox"/> NA
Sheriff's Department Address:	Phone No.	
Police Department Address:	Phone No.	

Airport Information		
On Site Airport: <input type="checkbox"/> Yes <input type="checkbox"/> No	Airport Code:	
Airport Name:	Address:	
Latitude:	Longitude:	
Primary POC:	Title:	POC Phone: POC Cell:
Airport Manager:	Phone:	Cell:
Helicopter Landing Zone: <input type="checkbox"/> Yes <input type="checkbox"/> No	Square Feet of Landing Zone:	<input type="checkbox"/> NA
Total No. of Runways:	Air Traffic Control:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:		



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Aircraft Handling Capability							
C-130 <input type="checkbox"/>	C-17 <input type="checkbox"/>	C-141 <input type="checkbox"/>	C-5A <input type="checkbox"/>	DC-3 <input type="checkbox"/>	L-1011 <input type="checkbox"/>	747 <input type="checkbox"/>	757/767 <input type="checkbox"/>
CH-58 <input type="checkbox"/>	UH-60 <input type="checkbox"/>	UH-1 <input type="checkbox"/>	CH-47 <input type="checkbox"/>	Other <input type="checkbox"/>			
Runway No.:	Length:	Surface Material:					
Runway No.:	Length:	Surface Material:					
Runway No.:	Length:	Surface Material:					
Covered Storage: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sq. Ft.:	No. Loading Docks:	All Weather: <input type="checkbox"/> Yes <input type="checkbox"/> No				
Hard Stand: <input type="checkbox"/> Yes <input type="checkbox"/> No	Sq. Ft.:	Comments:					
Aviation Fuel Capacity by Type:							
Rail Information							
Rail Site Name:				Point of Contact:			
POC Phone:				POC Cell:			
Distance from MOB Site:				Hours of Operation:			
Material Handling Equipment (MHE) at Rail Site							
Type:	Quantity:	Capacity:	Comments:				
Type:	Quantity:	Capacity:	Comments:				
Type:	Quantity:	Capacity:	Comments:				
Type:	Quantity:	Capacity:	Comments:				
MHE Staff:	Union: <input type="checkbox"/>	Non-Union: <input type="checkbox"/>	Contractor: <input type="checkbox"/>	Uniformed DOD: <input type="checkbox"/>			
Other:							
Comments:							
Rail Storage Capacity on the Installation (listed by number of cars):							
No. of Rail Lines into Installation:				No. of Access Gates:			
Water Ports Information							
Port Site Name:				Point of Contact:			
POC Phone:				POC Cell:			
Distance from MOB Site:				Hours of Operation:			
Material Handling Equipment (MHE) at Rail Site							
Type:	Quantity:	Capacity:	Comments:				
Type:	Quantity:	Capacity:	Comments:				
Type:	Quantity:	Capacity:	Comments:				
Type:	Quantity:	Capacity:	Comments:				
MHE Staff:	Union: <input type="checkbox"/>	Non-Union: <input type="checkbox"/>	Contractor: <input type="checkbox"/>	Uniformed DOD: <input type="checkbox"/>			
Other:							
Comments:							
Attachment Forms Checklist							
Site Map: (Blueprints, when possible)	<input type="checkbox"/> Yes <input type="checkbox"/> No	Facility Assessment Supplements			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Airport Diagrams:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Airport Photos:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Building Photos:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Perimeter Photos:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Gate Photos:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other Photos:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Area Map:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Hotel/Motel Listings:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Road Network:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Commercial Transportation List:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Local Cargo and Air Services:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Other:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
Site Limitations:							
Additional Information:							

### Staging Area Assessment Site Hazard Checklist

**Site Information:**

<b>Site Name</b>	<b>Physical Address</b>	<b>County</b>
<b>Assessor Name</b>	<b>GPS Location</b>	<b>Date of Visit</b>

**Potential Hazards**

Items Assessed	Yes	No	N/A	Source / Remarks
<b>GENERAL</b>				
In a Floodplain				
Wetlands/Sensitive Areas				
Landslide Potential				
Liquifaction Risk				
Lahar Zone				
Difficult or Uneven Terrain				
Security Threats				
Perimeter Hazards				
<b>General Comments:</b>				
<b>FIRE</b>				
Dry Grassland				
Forested Areas				
Abandoned/Dilapidated Buildings				
Sprinkler Equipped Buildings				
<b>Fire Comments:</b>				
<b>ON SITE</b>				
Hazardous Materials				
Debris				
Outside Lighting Missing				
Buildings in Poor Condition				
<b>On Site Comments:</b>				
<b>INFRASTRUCTURE</b>				
Overhead Lines				
Electric Service Not Grounded				
Underground Fuel Pipelines				
Hydrants (Potable/ Non-potable)				
<b>Infrastructure Comments:</b>				
<b>TRANSPORTATION</b>				
Traffic Flow Inadequate				
Landing Zone(s)				
100 Meter Square Area				
Surface is level, free of obstacles				
Lighting Available for Night Ops				
Watercraft Dock(s)				
Structurally adequate				
Minimum capacity of 5000 lbs				
<b>Transportation Comments:</b>				



Military Department #

## MEMORANDUM OF UNDERSTANDING

### STAGING AREA USE

Washington Military Department  
Emergency Management Division  
Building #20, M.S. TA-20  
Camp Murray, WA 98430-5122  
(253) 512-\_\_\_\_; FAX: (253) 512-\_\_\_\_

AND

Owner:  
Address:  
City, State, Zip  
Phone: (\_\_\_\_) \_\_\_\_-\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_-

Contact Person: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Beginning Date: \_\_\_\_\_, **2013**  
**2013**

Expiration Date: \_\_\_\_\_,

### **I. PURPOSE**

- A. This Memorandum of Understanding (MOU) is made and entered into by and between the State of Washington, through the Washington State Military Department, Emergency Management Division (hereinafter referred to as the "Department"), and \_\_\_\_\_ [name of owner] \_\_\_\_\_ (hereinafter referred to as "Owner"), owner of the property described in Exhibit A attached to this MOU (hereinafter referred to as the "Property"). The Department desires to obtain permission from the Owner to use the Property as necessary for a State Staging Area for emergency or disaster preparation, response and recovery activities as described herein.
- B. An emergency or disaster often results in a significant response of personnel and equipment. Staging Areas are needed for receiving, staging, repackaging and distributing lifesaving and life sustaining commodities, including but not limited to, water, food, ice and generators, in response to resource shortages. Large quantities of resources may be brought into the state or relocated within a geographic region within the state to satisfy these needs. Past disasters throughout the United States have proven that pre-planned staging areas contribute to the efficient receipt, sorting, storage, and distribution of resources until normal distribution channels are restored. Past practice has also demonstrated that preparation contributes to effective response and recovery activities.
- C. In consideration of the mutual covenants and promises contained below, the sufficiency of which is acknowledged, the Owner and the Department agree to the terms contained herein.

### **II. AUTHORITY**

The Department has authority to enter into this MOU pursuant to RCW 38.52.005, RCW 38.52.020, RCW 38.52.030 and RCW 38.52.050.

### **III. OBLIGATIONS OF THE OWNER**

- A. The Owner agrees to allow the Department to use the Property as a Staging Area for emergency or disaster preparation, response and recovery activities as described herein; provided, however, that after receipt of the Department's notification of intent to activate the Property as a Staging Area, the Owner may elect to refuse the Department access to the Property for such purposes due to damage, conflict with commercial interest, or any other condition that renders the site unsuitable for Staging Area operations. Any such denial of access will not operate to terminate this MOU or otherwise apply to future notifications of intent to activate the Property as a Staging Area.
- B. If the Owner has agreed to allow the Department to activate the Property for use as a Staging Area, the Owner will ensure that the Department has access to the Property twenty-four (24) hours per day, seven (7) days per week during the period of that activation. The Owner will supply the Department with two (2) copies of all pertinent keys to the Property, and all pertinent access security codes.
- C. If the Owner has agreed to allow the Department to activate the Property for use as a Staging Area, the Owner will ensure that the Property is in good repair and all utilities are in good working order.
- D. If the Owner has agreed to allow the Department to activate the Property for use as a Staging Area, the Owner will allow the Department to erect temporary facilities, utilities, telecommunications lines, security measures, make alterations as needed and other temporary measures necessary to operate the Staging Area at the Department's expense.
- E. In the event the Owner sells or lists the Property for sale, the Owner agrees to notify the Department immediately.

#### **IV. OBLIGATIONS OF THE DEPARTMENT**

- A. If the Department desires to activate the Property as a Staging Area for purposes of emergency or disaster preparation, response or recovery, the Department will notify the Owner as soon as practicable.
- B. The Department's notification of intent to activate the Property as a Staging Area shall be in writing, unless impracticable, in which case the Department will provide oral notice with subsequent written confirmation of notice. The parties understand that while notification may be provided over seventy-two (72) hours prior to the desired use, due to exigent need for the Property, such notice may also be provided less than twenty-four (24) hours prior to desired use. The notice will include a projected timeline for use of the Property, including a requested start date and hour.
- C. Notification will be followed by agreement between the parties regarding the extent of the intended use of the Property and terms for payment by the Department of reasonable costs ***to be attached hereto as Exhibit B upon notification of intent to activate the Property as a Staging Area.***
- D. It is anticipated that the Department's use of the Property as a Staging Area will normally be for a period not to exceed 365 days from the Department's entry on to the property.

- E. The Department will provide Owner written notice of its intent to vacate the Property at least seven (7) days in advance.
- F. The Department will make reasonable efforts to repair and/or to restore the Property to substantially the same condition as existed at the time of initial occupancy; with reasonable wear and tear excepted. Owner may file a claim for any repayment or restoration of the facility pursuant to applicable laws or regulations.
- G. The Department will assume financial responsibility for cost of operations, including building utilities, sanitation, and security overtime required for the Staging Area.
- H. The Department will be responsible for the cost of installation, maintenance, and removal of telecommunication equipment and lines installed for use and in support of the Staging Area.
- I. The Department will be responsible for providing security for the resources, personnel, and facilities in the Staging Area as necessary; which may include erecting temporary fencing.
- J. The Department retains ownership of all equipment brought by the Department to the Staging Area for operations.

**V. POINTS OF CONTACT**

A. Owner's Point of Contact:

\_\_\_\_\_ (Name)  
\_\_\_\_\_ (Title)  
\_\_\_\_\_ (Organization)  
\_\_\_\_\_ (Address)  
\_\_\_\_\_ (City, State, ZIP)  
\_\_\_\_\_ (Phone)  
\_\_\_\_\_ (FAX)

B. 24-Hour Property Point of Contact (if different than above):

\_\_\_\_\_ (Name)  
\_\_\_\_\_ (Title)  
\_\_\_\_\_ (Organization)  
\_\_\_\_\_ (Address)  
\_\_\_\_\_ (City, State, ZIP)  
\_\_\_\_\_ (Phone)  
\_\_\_\_\_ (FAX)

C. Department's Point of Contact:

Emergency Logistician  
Washington State Emergency Management Division  
Building 20, MS: TA-20  
Camp Murray, WA 98430-5122  
Toll free: (800) 562-6108  
Desk: (253) 512-7097  
Cell: (253) 255-1915  
FAX: (253) 512-7107

VI. **EFFECTIVE DATE, DURATION AND MODIFICATION**

- A. The period of performance of this MOU shall commence as of the final dated signature of a party to this MOU and end sixty (60) months from that date. ***This MOU may be extended at any time by mutual written consent of both parties.***
- B. This MOU may be amended at any time by mutual written amendment to this MOU. No alteration or variation of the terms of this MOU shall be valid unless made in writing and signed by the parties hereto, and any oral understanding or agreements not incorporated herein shall not be binding.

VII. **TERMINATION**

- A. Termination for Convenience. Either party may terminate this MOU by giving no less than 30 calendar days' written notice to the other party.
- B. Termination for Cause. Either party may terminate this MOU for cause if the other party fails to comply with any of the terms and conditions of this MOU in a timely and acceptable manner, including failure to comply with all federal, state, and local health and safety laws and regulations. The terminating party shall notify the other party in writing of the need to take corrective action. If the default or violation is not corrected after ten (10) days or within a reasonable timeframe as determined by the terminating party, the MOU shall be deemed terminated. The terminating party reserves the right to suspend all or part of the MOU during investigation of the alleged compliance breach and pending corrective action by the terminating party or a decision by the terminating party to terminate the MOU. The rights and remedies of the parties provided for in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law.

IN WITNESS HEREOF, the parties hereto have executed this Memorandum of Understanding  
the \_\_\_\_\_ day of \_\_\_\_\_, **2013**.

By: \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Signature of Owner

\_\_\_\_\_  
Print or type name of Owner, signed above

By: \_\_\_\_\_ Date \_\_\_\_\_  
Bret D. Daugherty, Major General  
The Adjutant General  
Washington Military Department

APPROVED AS TO FORM ONLY:

\_\_\_\_\_  
Brian E. Buchholz Date \_\_\_\_\_  
Assistant Attorney General

***[Exhibit A will be attached describing Property]***



MOU Exhibit A  
**Site Details**

---

Event:

---

MOU Number:	Date:
-------------	-------

---

Site Owner:

---

Address:

---

Beginning Date:	Estimated Ending
-----------------	------------------

---

**Narrative Description of Area to be Used**

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---

**Site Map (Area to be Used is Highlighted)**

---

**MOU Exhibit B  
Cost for Site Use as State Staging Area**

Event:	
MOU Number:	Date:
Site Owner:	
Address:	
Beginning Date:	Estimated Ending Date:

Utility Costs (Initial appropriate box(es)):

- Utilities are included in below cost per square foot of covered space.
- Utilities will be billed for direct cost through reimbursement by the Department.

Includes:  Sewage  Water  Electric  Gas  Garbage  Phone

Buildings (If Any):

Building #	Square	Cost per	Total	
	0	\$0.00	\$ 0.00	
	0	\$0.00	\$ 0.00	
	0	\$0.00	\$ 0.00	
Total Building Costs			\$ 0.00	<i>Right click and select "Update Field" to calculate</i>

Open Space:

Location	Square	Cost per	Total	
	0	\$0.00	\$ 0.00	
	0	\$0.00	\$ 0.00	
	0	\$0.00	\$ 0.00	
Total Open Space Costs			\$ 0.00	<i>Right click and select "Update Field" to calculate</i>

Equipment Available for Use:

Type of Equipment	Cost	
	\$0.00	
	\$0.00	
	\$0.00	
	\$0.00	
Total Equipment Costs		\$ 0.00 <i>Right click and select "Update Field" to calculate</i>

Other Costs (Explain in Remarks): \$0.00 *Right click and select "Update Field" to calculate*

Grand Total **\$ 0.00** *Right click and select "Update Field" to calculate*

Remarks

Accepted By (Owner):	Signature:
Title:	Date:
Accepted By (Department):	Signature:
Title:	Date:

The Owner of the Property certifies that the totals for each category are correct and complete for use of the site by the Department as a Staging Area. Any additional costs shall be documented and submitted as a claim to be considered for reimbursement.

## TAB - B

### Staging Area Mobilization

- Initial coordination with the selected site(s) is conducted by the Logistics Section Chief, Deployment and Planning Branch Director or other delegated staff, including obtaining estimates of site use costs and designation of specific areas on the site to be used for staging.
- A decision package is prepared by the SEOC Logistics Section and routed through the State EOC Supervisor to the appointed Multi Agency Coordination Group for approval by the division director or delegated authority including potential site information and estimated costs for start up and first two weeks of operation. Decision packages only contain operational costs for the site such as utilities, lease, supplies needed for operation, equipment purchases or leases, and personnel wages and benefits. Cost estimates for disaster resource inventories are not a part of the decision package.
- Upon approval by the division director or delegated authority, the Logistics Section Chief delegates activation of the staging area as appropriate, based on available staff and activated State EOC Logistics Section branches. The Deployment and Planning Branch Director may activate the Staging Area Unit to manage activation and operational activities. Local emergency management organizations will be notified by the Logistics Section Chief of the pending activation of a state staging area in their jurisdiction.
- The State EOC Logistics Section coordinates with DES to contract with the staging area site owner if necessary and identify a DES Staging Area Task Force that will have lead responsibility to establish, equip, operate, maintain and demobilize the staging area. The Staging Area Task Force includes:
  - Staging Area Manager
    - Security Lead
    - Safety Officer
  - Operations Section Manager
    - Warehouse Branch Director
    - Transportation Branch Director
  - Planning Section Manager
    - Resource Unit Leader
  - Logistics Section Manager
    - Facility Unit Leader
    - Communications Unit Leader
  - Admin/Finance Section Manager
    - Procurement Unit Leader
  - Support personnel for each unit as determined by the Staging Area Manager.

- The Deployment and Planning Branch Director provides an initial briefing to the Staging Area Task Force, site owner, and FEMA representative(s). A checklist for the initial briefing is included in Annex 1. The briefing will include:
  - Disaster situation update
  - Site information
  - Anticipated resource shipments
  - Expected duration of staging area operation
  - Staff lodging and feeding
  - Medical services
  - Safety
  - Communications (contacts and issues)
  - Ordering process for supplies and equipment
- Prior to site activation, a review of the initial hazard assessment for the site must be accomplished and a follow up hazard assessment completed to ensure the site is still acceptable for staging area use. Final coordination with the site manager/owner is accomplished by a designated State EOC Logistics representative.
- Upon arrival the Staging Area Manager will review and complete the standing Incident Action Plan (IAP) template and forward the document to the State EOC. Upon arrival of all staging area staff, the Staging Area Manager will utilize the completed IAP to conduct an initial briefing with the entire staff. The IAP will be updated periodically as determined by the SEOC LSC and distributed to all staging area staff leads and the State EOC.

### State EOC Staging Area Mobilization Checklist

- Identify staging area site and perform initial coordination with site owner (State EOC Logistics Section Chief or delegate)
  - Site availability for staging area use
  - Estimated cost of use
- Complete decision package for Multi Agency Coordination Group approval (State EOC Logistics Section Chief or delegated staff)
- Inform local jurisdiction emergency management agency(ies) of staging area location(s) (State EOC Logistics Section Chief or delegated staff)
- Identify and activate initial Staging Area Task Force (State EOC Logistics Section Chief or delegated staff). NOTE: Branch Directors and Unit Leaders are optional for the initial SA Task Force but will be needed for full operation.
  - Staging Area Manager
  - Security Lead
  - Safety Officer
  - Operations Section Manager
    - Warehouse Branch Director
    - Transportation Branch Director
  - Planning Section Manager
    - Resource Unit Leader
  - Logistics Section Manager
    - Facility Unit Leader
    - Communications Unit Leader
  - Finance Admin Section Manager
    - Procurement Unit Leader
- Report to State EOC Logistics Section Chief and receive initial activation briefing (Staging Area Task Force)
  - Use initial activation briefing checklist
- Complete Site Hazard Analysis at staging area site (Staging Area Manager)
- Finalize site use lease (if requested by site owner) and complete MOU Exhibits A and B
- Ensure equipment and supplies are present and operational (Staging Area Task Force)
- Identify and activate other needed staff (Staging Area Manager/State EOC Logistics Section Chief or delegated staff)
- Complete initial Incident Action Plan (IAP) (Staging Area Manager)
- Provide initial activation briefing to Staging Area staff (Staging Area Manager)

### PROPOSED STAGING AREA SETUP

#### Site Layout

The figure below is for planning purposes and is not to scale. Staging Area site planning will be dependent on terrain, infrastructure, access and facilities. The Staging Area Manager will have to determine site layout either pre-event or on site during the event.

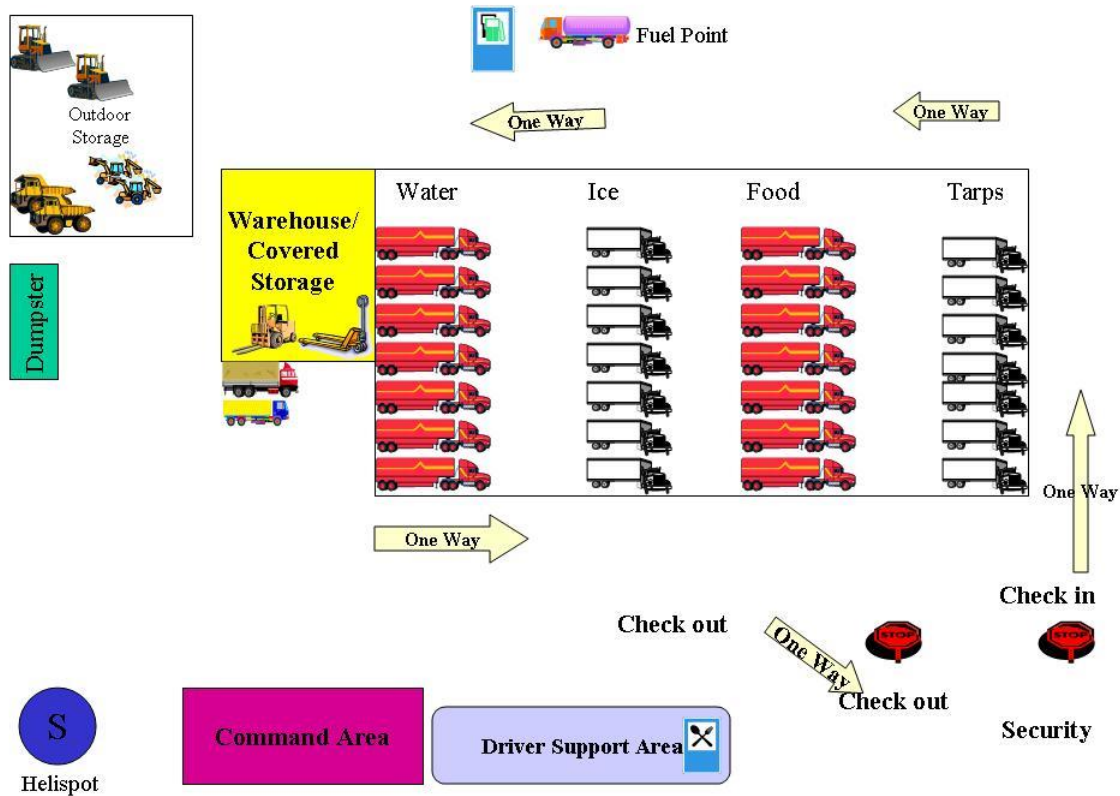


Figure 6 – Staging Area Setup

## Warehouse Layout

The figures below are for planning purposes and are not to scale. Warehouse Site planning will be dependent on availability size the facility. The Staging Area Manager will have to determine warehouse site layout either pre-event or on site during the event.

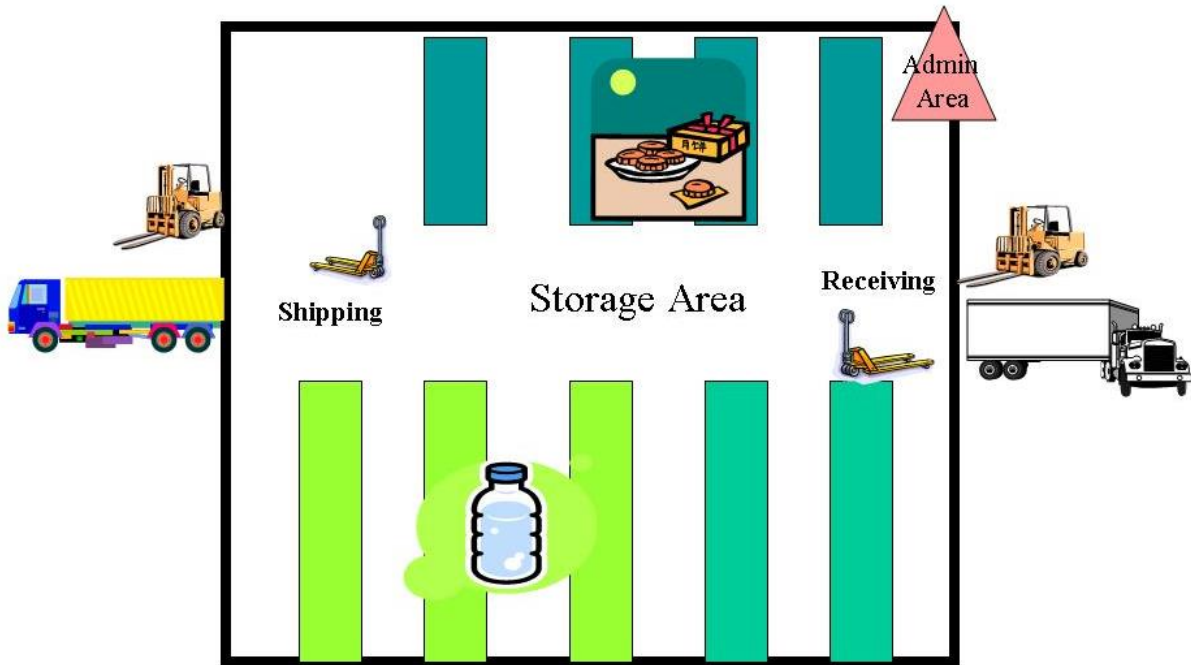


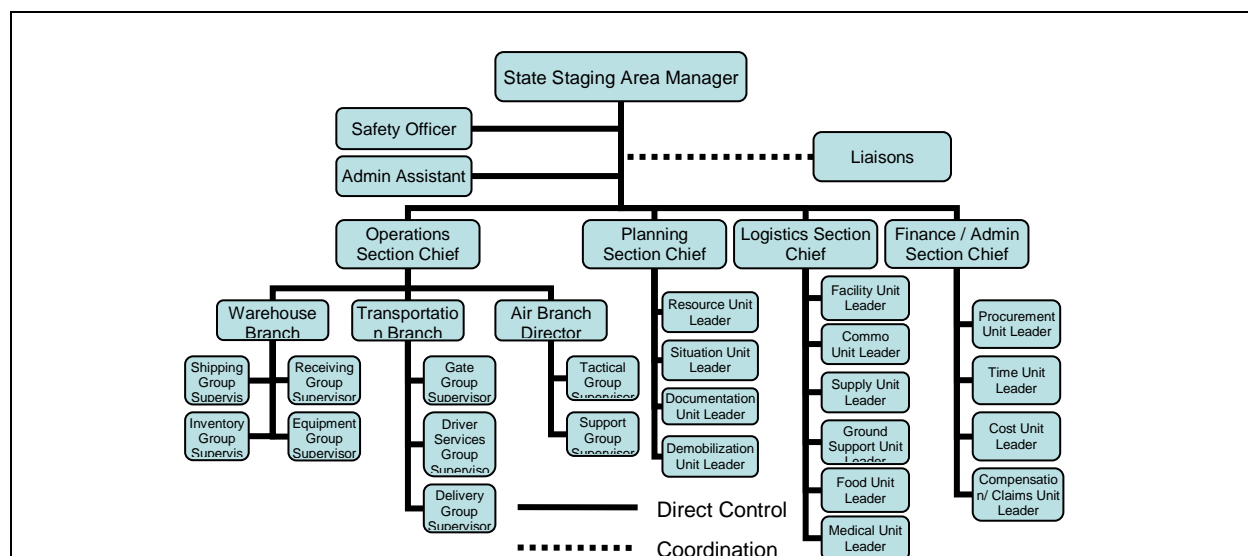
Figure 7 – Staging Area Warehouse Layout

**TAB – C**

<b>STATE STAGING AREA (SSA) RESOURCE NEEDS WORKSHEET</b>		
<b>State Staging Area MOU Site Locations</b> (Neighboring communities listed for geographic identification only)	<ul style="list-style-type: none"> <li>• <b><u>Arlington Airport</u></b> (Marysville, Stanwood, Camano Island)</li> <li>• <b><u>Bellingham Airport</u></b> ( Bellingham, Blaine, Mt. Vernon)</li> <li>• <b><u>Clark County Event Center</u></b> (Vancouver, Woodland, St. Helens)</li> <li>• <b><u>Port of Olympia</u></b> (Olympia, Tumwater, Tacoma)</li> </ul>	
<b>Location Selected</b>	<input type="checkbox"/> <i>Primary</i>	<input type="checkbox"/> <i>Secondary</i>
<i>Office Space</i>	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<i>Tentage Required</i>	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<i>MOU in Place</i>	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<i>DES Leasing Initiated</i>	<input type="checkbox"/> <i>Yes</i>	<input type="checkbox"/> <i>No</i>
<b>Standard SSA Commodities:</b>	<ul style="list-style-type: none"> <li>• Food</li> <li>• Bottled Water</li> <li>• Tarps</li> <li>• Plastic Sheeting</li> </ul>	<ul style="list-style-type: none"> <li>• Cots</li> <li>• Blankets</li> <li>• Generators</li> <li>• Unsolicited donations</li> </ul>
<b>Calculations:</b>	<ul style="list-style-type: none"> <li>• # of people multiplied by # of days for each category</li> <li>• Use FEMA Action Request Form</li> <li>• Order daily using burn rates provided by CPODs</li> </ul>	
<b>SSA Site Requirements:</b>		
<b>Staff:</b>	<i>Span of control – 3 to 7 under one supervisor</i>	
<input type="checkbox"/> <i>State Staging Area Manager</i>	<input type="checkbox"/> <i>Operations Section Chief</i>	
<input type="checkbox"/> <i>Safety Officer</i>	<input type="checkbox"/> <i>Warehouse Branch (up to 4)</i>	
<input type="checkbox"/> <i>Admin Assistant</i>	<input type="checkbox"/> <i>Transport Branch (up to 3)</i>	
<input type="checkbox"/> <i>Liaisons</i>	<input type="checkbox"/> <i>Air Branch (up to 2)</i>	
<input type="checkbox"/> <i>Planning Section Chief</i>	<input type="checkbox"/> <i>Logistics Section Chief</i>	
<input type="checkbox"/> <i>Resource Unit</i>	<input type="checkbox"/> <i>Facilities Unit</i>	
<input type="checkbox"/> <i>Situation Unit</i>	<input type="checkbox"/> <i>Communications Unit</i>	
<input type="checkbox"/> <i>Documentation Unit</i>	<input type="checkbox"/> <i>Supply Unit</i>	
<input type="checkbox"/> <i>Demobilization Unit</i>	<input type="checkbox"/> <i>Ground Support Unit</i>	
<i>Finance / Admin Section Chief</i>	<input type="checkbox"/> <i>Food Unit</i>	
<input type="checkbox"/> <i>Procurement Unit</i>	<input type="checkbox"/> <i>Medical Unit</i>	
<input type="checkbox"/> <i>Time Unit</i>		
<input type="checkbox"/> <i>Cost Unit</i>		
<input type="checkbox"/> <i>Compensation / Claims Unit</i>		
	<i>Details regarding operation can be found on SharePoint in ESF 7 Appendix 2 – State Staging Areas</i>	



Emergency Support Function 7 – Logistics Management and Resource Support Washington State CEMP  
Appendix 2 – State Staging Areas



Supporting Agencies	Potential Role	Possible Resource – Contact SAL
WSDA	Support	Administrative Support Staff
Department of Corrections	Support	Mobile kitchen / Security
DOH	Support	Medical
DES	Support	Site contracting, initial staffing, maintain operation
L&I	Support	Safety Officers
MIL – EMD	Support	Management, Planning, & Coordination
MIL – National Guard	Support	Staffing
DNR	Support	Staffing
WSP	Support	Security
DOT	Support	Transportation assets/equipment/staffing
OFM	Support	Emergency contracting, worker's insurance, and provide financial charge code.
Treasurer	Support	Possible management of donated funds
PARKS	Support	Additional sites/staffing
Other Agencies/Local Governments	Support	Augment staffing
American Red Cross	Support	Management of staff support services
Volunteer Organizations	Support	Augment staffing
Private Sector	Support	Commercial disaster support

### **Check In Process for Arriving Resources**

- Check in personnel use State Staging Area receiving log forms to record:
  - Name of check in staff
  - Receiving sequence number (used to ensure FIFO)
  - Date and time of arrival
  - Driver's name and contact information
  - Tractor license plate number, aircraft registration number, or barge/watercraft registration number
  - Trailer license plate number
  - Bar code number from order
  - Type of commodity (nomenclature) arriving
  - Completion of a quick initial damage inspection on arriving trucks/trailers
- Receiving logs will be turned in to the Inventory Group on a periodic basis as determined by the staging area manager or inventory group supervisor.
- Sequence number is placed on the driver's side of the truck (front bumper) and trailer (rear bumper) using black marker on silver tape.
- Strips of colored tape no shorter than one foot in length are placed on the rear corners of the trailer to denote the type of commodity contained therein as follows:
  - Blue for water
  - Black for food
  - White for ice
  - Green for tents, tarps (write type of contents on tape with black marker)
  - Brown for cots, blankets (write type of contents on tape with black marker)
  - Red for mixed commodities
- If damage is noted on a truck or trailer as they enter the gate, check in personnel will record this on the driver's bill of lading by drawing a rectangle to represent the vehicle, marking the rectangle in the location of the damage, and writing a short note to indicate the type of damage.
- Check in personnel will provide a site map and other information as directed by staging area manager to each driver.
- Check in personnel direct drivers to appropriate parking area based on commodity being delivered. Mixed commodities are directed to park at the cross-loading area.
- Receiving Group personnel receive drivers at designated parking areas and:
  - Ensure vehicles are parked appropriately for access to the load by personnel or forklifts.

- Perform a visual inventory check of trailer using driver's bill of lading/order form (note: sealed FEMA trucks do not need visual inventory if seal is inspected and intact; if not intact, note this on the BOL and perform visual inventory).
- If inventory does not match documentation provided by the truck driver, personnel make a note of the discrepancy on the initial bill of lading/order form for later action by the Situation Unit.
- Initial bill of lading/order form that inventory is complete.
- Refer driver to Inventory Group for paperwork turn in
- Inventory Group receive driver's bill of lading/order form and:
  - Confirm that receiving staff initials are present indicating the visual inventory has been completed.
  - Sign form to signify receipt of commodities.
  - Take a copy of the form for State Staging Area files (in the absence of copy capability, record information on State Staging Area Incoming Bill of Lading/Order Form).
  - Direct drivers to Driver Services Group for other driver processing as needed.
  - Record incoming resource details into available accounting system (WebEOC database, electronic spreadsheet, and/or whiteboard).

### On Site Inventory Management Process

- Resources will be stored on site segregated by type of resource whether parked in preloaded trailers or off loaded in covered storage areas.
- Automated accounting systems used for State Staging Area must include the all field elements from hardcopy receiving logs, resources requests, bills of lading, and shipping logs.
- A whiteboard is used by the Inventory Group to maintain an active list of onsite resources including trailer sequence numbers to ensure FIFO practices are maintained.
- The Inventory Group receives prioritized requests for resources from the State EOC via email, fax, or verbal. Inventory specialists use State Staging Area resource request log forms to record:
  - Request sequence number to be used as part of the Outgoing Bill of Lading (OBOL) number
  - Date and time order received
  - Requestor name, address, and phone number
  - Resource nomenclature (i.e., water, etc.)
  - Unit of issue (i.e., gallons, liters, etc.)
  - Number of units requested
  - Destination address
  - Destination POC and phone or other contact information
- The OBOL number is generated using the SSA designator, date and sequence number from the Mission Request Log – for example, a shipment going out from SSA01 on 12/15/10 logged in the 3<sup>rd</sup> row of the form would generate an OBOL # of 01-101215-003. In cases where multiple resources are going out in a single OBOL, use the sequence number for the first item for that order on the log.
- The Inventory Group:
  - Identifies which resources will be used to fill request, either a staged trailer or warehouse, using the First In, First Out inventory management process and sequence numbers assigned to the trucks/trailers and warehoused resources as they arrived.
  - Obtains resolution of any shipment priority conflicts from the State EOC Logistics Section.
  - Completes an Outgoing Bill of Lading from the State Staging Area to destination for resources.
  - Records outgoing resource details from OBOL into available accounting system (WebEOC, electronic database, and/or whiteboard).
  - Provides OBOL to the Shipping Group for action.
- All inventory related documents are filed by day, week, and month. Separate files are maintained for receiving logs, receiving/shipping documents, and shipping logs.

### **Warehouse Inventory Management Process**

NOTE: Resources from shipments offloaded into a warehouse need to be tracked by first in, first out (FIFO) principles. First items in should be the first items out.

- Receiving Group and Shipping Group coordinates to develop storage map for warehouse floor including incoming and outgoing holding areas
- Receiving Group Warehouse Worker puts new shipments in incoming holding area
  - Assigns commodity code and labels pallets (barcode if electronic tracking is active)
  - Determines storage location in warehouse
- Receiving Group moves resources to storage location(s)
  - Scans to location if electronic tracking is active
  - Notes location on Locator Sheet for manual system
  - NOTE: Locations are not selected by type of resource, except for those items requiring special storage (refrigeration, secure storage, etc.)
- Shipping Group Warehouse Worker uses warehouse management spreadsheet for inventory management
  - Enters resource information and location from Locator Sheet
- Shipping Group Warehouse Worker receives Outgoing Bills of Lading (OBOL) from Inventory Group
  - Generates Pick Tickets using first in resources available
  - Moves resources to outgoing holding area
  - Notes date/time of pull on Pick Ticket
  - Records pull in warehouse management spreadsheet
- Shipping Group Warehouse Worker packages outgoing loads based on method of transport
  - Sling loads may be packed by pallet or in shipping containers
  - Consider load balance while staging outgoing loads – what goes on the truck first?

### **Check Out Process for Resources being Distributed**

- The Shipping Group receives an OBOL from the Inventory Group and:
  - Coordinates assignment of next scheduled truck driver(s) or alternate delivery methods with Transportation Branch Delivery Group.
  - Annotates OBOL with transportation details (i.e., driver information, aircraft information, etc.).
  - Packages and loads resources assigned to each OBOL for shipment to end users.
  - Gets signature of driver or alternate delivery personnel on OBOL and provide them with three copies of the form.
  - Coordinates with the Transportation Branch Delivery Group to begin movement of assigned resources once delivery method has been assigned.
  - Coordinates with the Inventory Group to resolve any shipment priority conflicts.
- Check out personnel, whether air operations or exit gate, use State Staging Area shipping log forms to record:
  - Shipping sequence number
  - Date and time of departure
  - Driver's name and contact information
  - Tractor license plate number, aircraft registration number, or barge/watercraft registration number
  - Trailer license plate number
  - Type of commodity (nomenclature) departing
  - OBOL Number
  - Destination
  - Completion of a quick damage inspection on departing trucks/trailers
- Shipping logs will be turned in to the Inventory Group on a periodic basis as determined by the staging area manager or inventory group supervisor.
- Check out personnel collects one copy of the OBOL to include with shipping log.
- If damage is noted on a departing truck or trailer, check out personnel will record this on the driver's outgoing bill of lading by drawing a rectangle to represent the vehicle, marking the rectangle in the location of the damage, and writing a short note to indicate the type of damage.
- Check out personnel at exit gate removes any taped sequence numbers or commodity identification tape remaining on trucks and trailers prior to their departure.
- The Inventory Group informs the State EOC of resource departure times for each order received.
- Truck drivers or alternate delivery personnel get signatures from receivers on OBOL upon delivery of resources and provides a copy to receivers, keeps a copy of OBOL, and provides a copy of OBOL with receiver signature back to Inventory Group via scan and email, fax, or hardcopy delivery to complete the delivery loop.

Emergency Support Function 7 – Logistics Management and Resource Support Washington State CEMP  
 Appendix 2 – State Staging Areas

State Staging Area - <LOCATION ID>												
REQUEST LOG												
Request Sequence #	Date	Time	Requester Last Name	Requester First Name	Requester Address	Requester Phone	Commodity	Unit of Issue	Number of Units	Destination Address	Destination POC	Destination Phone
1												
2												
3												
4												
5												
6												
7												

State Staging Area - <LOCATION ID>												
SHIPPING LOG												
*Tractor Number block also used for aircraft, barge or watercraft registration												
Shipping Sequence #	Date	Time	Drivers			Tractor* Number	Trailer Number	Tractor/Trailer Inspected	Name of Check Out Staff:			
			Last Name	First Name	Cellphone				OBOL Number	Commodity	Destination	Fill OBL
1								<input type="checkbox"/>				
2								<input type="checkbox"/>				
3								<input type="checkbox"/>				
4								<input type="checkbox"/>				
5								<input type="checkbox"/>				
6								<input type="checkbox"/>				
7								<input type="checkbox"/>				













## TAB - D

### STATE EOC MANAGEMENT

**Logistics Section Chief** (see initial organization chart in Section II(B)) – The Logistics Section Chief is responsible for meeting all support needs for the incident, including ordering resources through appropriate procurement authorities from off-site locations. They also provide facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel.

**Deployment & Planning Branch Director** (see initial organization chart in Section II(B)) – This individual is responsible for operations required to stage resources and to ship those resources as needed to field facilities within the State. The requirement to move a resource to a field facility is determined by the Logistics Section Chief, however, staging that resource and moving it into theater from a staged position is the responsibility of the Deployment & Planning Branch.

**Staging Area Unit Leader** (see initial organization chart in Section II(B)) – If operations warrant, and at the direction of the Logistics Section Chief, the Deployment & Planning Branch Director may wish to appoint a Staging Area Unit Leader in order to maintain a manageable span of control. This individual will direct the Staging Area Manager(s) to move resources as directed by the Logistics Section. This individual:

- Establishes open communication with the Staging Area Manager(s).
- Coordinates movement requirements with Staging Area Manager(s).
- Maintains reporting requirements established by Logistics Section Chief.

**POSITION CHECKLIST**  
**STAGING AREA MANAGER/DEPUTY STAGING AREA MANAGER**

This position is responsible for all operations at the State Staging Area. In order to maintain common terminology with other entities, such as FEMA and the US Forest Service, this individual will serve the functional role as a Group Supervisor responsible for managing a State Staging Area; however, this individual will be known as a Staging Area Manager.

**MOBILIZATION PHASE**

- Assemble Staging Area Task Force:
  - Staging Area Manager
  - Security Lead
  - Safety Officer
  - Operations Section Chief
    - Warehouse Branch Director
    - Transportation Branch Director
  - Planning Section Chief
    - Resource Unit Leader
  - Logistics Section Chief
    - Facility Unit Leader
    - Communications Unit Leader
  - Finance Admin Section Chief
    - Procurement Unit Leader
- Report to State EOC Logistics Section Chief and receive initial activation briefing with complete Staging Area Task Force
- Complete Site Hazard Analysis with Safety Officer and Security Lead at staging area site
  - Photograph site prior to beginning any operational set up or alterations
- Finalize site use lease with assistance of Washington State Department of General Administration (if requested by site owner) and complete MOU Exhibits A and B
- Lead Staging Area Task Force in initial set up of site:
  - Establish general site layout
  - Ensure equipment and supplies are present and operational
  - Assign set up to appropriate Section/Branch leads
  - Coordinate with section/branch leads to identify staff needed to support operational requirements and submit request to State EOC Logistics Section Chief

- Complete initial Incident Action Plan (IAP)
- Provide initial activation briefing to Staging Area staff using initial briefing checklist
  - Use initial activation briefing checklist

### **OPERATIONS PHASE**

- Manage staging area operations in compliance with processes and requirements established in the Staging Area plan
  - Coordinate with liaisons and other agency representatives
  - Dispatch resources as directed by the Deployment & Planning Branch Director or the State Staging Area Unit Leader
  - Provide operational briefings to the State EOC Logistics Section at timeframes established by the EOC Logistics Section Chief or their delegated logistics staff
  - Maintain a master log of staging area activities on WebEOC
  - Maintain operational awareness and resolve issues as necessary
  - Ensure staffing projections are accurate and maintain staffing pattern for day to day operations
  - Manage personnel concerns as needed
- Provide daily situation briefing to management staff, branch directors, and group leaders
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Update Incident Action Plan (IAP) as necessary and ensure submission to State EOC at requested timeframes

### **DEMOBILIZATION PHASE**

- Inform SSA Staff of demobilization timeline
- Report remaining disaster resources to the State EOC for determination of final disposition
- Ensure all documentation from SSA operation is consolidated for delivery to the EOC:
  - Each unit assembles electronic and hardcopy files and provides them to the Planning Section Chief
  - The Planning Section Chief assembles all documentation from the operation of the SSA and transfers it to the State EOC for final disposition and archiving
    - Lease or contract documents
    - Purchasing documentation with receipts
    - Written agreements

- Shipping and receiving logs and supporting documents
- Photographs
- After Action Review comments
- Daily reports
- Equipment inspections
- Accident reports
- Staff records
- Activity notes
  
- Determine expectations for site restoration in coordination with site owner
- Oversee clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Coordinate with site owner/manager and the State EOC regarding any outstanding payments due, timetable for vacating the facility, and repairs and/or restoration of the facility
- Request and consolidate After Action Review comments from SSA staff
  - Use AAR (Tab F of this document) Template
- Perform departure assessment of site with Safety Officer and Security Lead
  - Photograph/document site condition
- Provide documentation and AAR (Tab F of this document) input to State EOC Logistics Section Chief



**POSITION CHECKLIST  
STAGING AREA ADMINISTRATIVE ASSISTANT**

**MOBILIZATION PHASE**

- Report to SSA Manager and receive initial activation briefing
- Ensure needed equipment and supplies are present and operational

**OPERATIONS PHASE**

- Maintain awareness of SSA Manager needs and resolve issues as necessary
- Participate in daily situation briefing to management staff, branch directors, and group leaders
- Provide operational updates to SSA Manager at requested times
- Track State EOC requirements and follow up on compliance issues
- Track SSA Manager requirements from Section, Branch and Group leads and follow up on compliance issues
- Assist SSA Manager as needed
- Maintain alertness to safety issues and report incidents to the SSA Manager and Safety Officer

**DEMOBILIZATION PHASE**

- Ensure all documentation from SSA Manager is consolidated and provide it to the Planning Section Chief
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Provide AAR (Tab F of this document) input to SSA Manager

### **POSITION CHECKLIST SAFETY OFFICER**

A Safety Officer will be assigned at all times at the State Staging Area. The Safety Officer monitors operations and advises the Staging Area Manager on all matters relating to operational safety, including the health and safety of personnel, assessing and/or anticipating hazardous and unsafe conditions, and ensuring compliance with DOSH/OSHA regulations (such as those related to forklift operations and the certification of operators). The Safety Officer has emergency authority from the manager to stop or prevent unsafe acts during operations.

#### **MOBILIZATION PHASE**

- Report to State EOC Logistics Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Complete Site Hazard Analysis with SSA Manager and Security Lead at staging area site
  - Complete SSA Assessment Site Hazard Checklist
  - Assist with obtaining corrective measures necessary
- Develop safety plan for site including coordinating with local medical and fire resources
- Ensure safety equipment and supplies are present and operational as part of the Staging Area Task Force
  - Identify Personal Protective Equipment (PPE) needs and coordinate with Logistics Section Chief to obtain as appropriate
  - Identify site safety equipment needs and coordinate with Logistics Section Chief to obtain as appropriate
- Provide input to initial INCIDENT ACTION PLAN (IAP) (Medical Plan, ICS 206; Site Safety and Control Plan, ICS 208)
- Prepare and post any notices, guidelines, or directions for staff in plain sight
- Provide safety training as needed to equipment operators and staff in equipment operations, lifting techniques, basic health signs, or other topic as determined by SSA Manager
- Ensure compliance with all DOSH/OSHA standards during mobilization

#### **OPERATIONS PHASE**

- Maintain operational awareness and resolve issues as necessary
  - Coordinate and facilitate safety with staff and vendors
- Perform daily hazard inspection of site
  - Use Daily Staging Area Hazard Analysis Checklist

- Identify and correct hazardous situations for personnel and equipment
- Investigate accidents or hazardous incidents
  - Complete required accident forms in compliance with SSA plan
  - Provide written recommendations for resolution of hazardous situations
- Participate in SSA Manager daily or shift change briefings
- Provide safety training as needed to equipment operators and staff in equipment operations, lifting techniques, basic health signs, or other topic as determined by SSA Manager
- Provide operational updates to SSA Manager at requested times
- Update Incident Action Plan (IAP) as necessary
- Ensure compliance with all DOSH/OSHA standards during operations

#### **DEMOBILIZATION PHASE**

- Ensure compliance with all DOSH/OSHA standards during demobilization
- Ensure all electronic and hardcopy documentation from safety operation is consolidated and provided to the Planning Section Chief
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Perform departure assessment of site with SSA Manager and Security Lead
- Provide After Actions Review comments to SSA Manager
  - Use AAR (Tab F of this document) Template

**DAILY STAGING AREA HAZARD ANALYSIS CHECKLIST**

**Site Information:**

<b>Site Name</b>	<b>Physical Address</b>	
<b>Conducted by</b>	<b>Current Weather Conditions and Forecast</b>	<b>Date/Time</b>

**Potential Hazards:**

<b>IDENTIFIED HAZARDS</b>	<b>PRIORITY</b>	<b>SAFETY HAZARD &amp; LOCATION</b>
Terrain / Site Grounds		
Existing Underground Utilities		
Overhead Power Lines		
Hazardous Materials Handling/Storage		
First Aid (Availability)		
Access/Egress		
Lighting		
Traffic/Detour		
Ventilation		
Power Tools		
Lifting Devices		
Emergency Numbers (Access)		
Fire Extinguishers		
Equipment Condition		
-		
-		
Building Condition		
-		
-		
Barricades/Warning Signs		
Communications		
Housekeeping		
Congestion/Bottlenecks		
Security/Restricted Areas		
Personal Protective Equipment		
Air Operations		
Other		
-		
-		
-		
-		

**JOB HAZARD ASSESSMENT CORRECTIVE ACTION**

<b>HAZARD</b>	<b>PRIORITY</b>	<b>RECOMMENDED ACTION</b>	<b>ACTION TAKEN</b>	<b>BY</b>


Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_

**POSITION CHECKLIST  
 SECURITY LEAD**

A Security Lead will be assigned at all times at the State Staging Area. The Security Lead actively monitors operations and advises the Staging Area Manager on all matters relating to operational security, including local law enforcement support, gate access, and storage of sensitive resources. The Security Lead has emergency authority from the manager to detain any violators during operations pending local law enforcement response.

**MOBILIZATION PHASE**

- Report to State EOC Logistics Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Complete Site Hazard Analysis with SSA Manager and Safety Officer at staging area site
  - Review site access and perimeter security
  - Coordinate with local law enforcement and establish policy and procedures for law enforcement support
- Develop security plan for site including staffing
  - Coordinate with Operations Section Chief to establish traffic flow, secure site access points, and determine security needs of anticipated resources to be stored on site
  - Review site perimeter to develop roving patrol routes (if necessary) and/or determine additional site security infrastructure needed
  - Review site facilities to determine any needed alterations to ensure security
  - Establish procedures for securing equipment and sensitive supplies
  - Prepare holding area for violators
- Identify security staff needed and submit request to SSA Manager

- Ensure equipment and supplies are present and operational as part of the Staging Area Task Force
- Provide input to initial INCIDENT ACTION PLAN (IAP)
- Provide initial activation briefing to security staff using initial briefing checklist
  - Use initial activation briefing checklist

### **OPERATIONS PHASE**

- Maintain operational awareness and resolve security issues as necessary
- Based on authority detain any person who is a security or criminal risk
- Document all complaints and suspicious occurrences
- Report security concerns to local law enforcement per agreed policy and procedures
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in SSA Manager daily or shift change briefings
- Provide daily situation briefing to security staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates to SSA Manager at requested times
- Update INCIDENT ACTION PLAN (IAP) as necessary

### **DEMOBILIZATION PHASE**

- Inform Security Staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from SSA security operation is consolidated and provided to the Planning Section Chief
- Determine expectations for site restoration in coordination with site owner
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Perform departure assessment of site with SSA Manager and Safety Officer

- Request and consolidate After Actions Review comments from security staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to SSA Manager

**POSITION CHECKLIST  
OPERATIONS SECTION CHIEF**

The Operations Section Chief is responsible for all receiving, storage, inventory management, shipping, and disaster resource tracking activities. The Operations Section consists of three Branches: the Warehouse Branch, Transportation Branch, and Air Branch.

**MOBILIZATION PHASE**

- Report to State EOC Logistics Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Develop operations plan for site including work locations, branches, and groups
  - Coordinate with Security Lead to establish traffic flow, secure site access points, and determine security needs of anticipated resources to be stored on site
  - Select site for warehouse operations and request cover and fixtures if no actual building is available – be specific about the amount of square footage you want to cover based on expected resources
  - Coordinate with Logistics Ground Support Unit on parking requirements for material handling equipment, fleet vehicles, generators (if expected), and commodity trailers, keeping in mind separate parking for each kind of resource
  - Locate site and coordinate with Logistics Section Chief to order resources for a driver care area with information board and appropriate amenities (reading material, coffee, etc.)
  - Select site for air branch location, keeping in mind requirements for aircraft operations (if necessary)
  - Coordinate with Safety Officer to determine where hazardous materials will be staged and ensure appropriate preparation for the type of material
  - Coordinate with Logistics Section Chief to order any needed communications, material handling, and support equipment for staff

- Identify staff needed for all branches and groups and submit request to SSA Manager
- Review branch responsibilities and processes with branch leaders
  - Warehouse Branch
  - Transportation Branch
  - Air Branch
- Ensure equipment and supplies are present and operational
- Provide input to initial Incident Action Plan (IAP)
- Provide initial activation briefing to branch staff using initial briefing checklist
  - Use initial activation briefing checklist

#### **OPERATIONS PHASE**

- Manage section operations in compliance with processes and requirements established in the Staging Area plan
- Maintain coordination with Plans Section Chief to obtain forecast of expected resources to be processed at the SSA
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the section
- Report security concerns to SSA Manager and Security Lead
- Maintain alertness to safety issues and report incidents to the SSA Manager and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in SSA Manager daily or shift change briefings
- Provide daily situation briefing to security staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to SSA Manager at requested times
- Update Incident Action Plan (IAP) as necessary

#### **DEMOBILIZATION PHASE**



- Inform Operations Staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from SSA operation is consolidated and provided to the Planning Section Chief
- Determine expectations for site restoration in coordination with SSA Manager
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from operations staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to SSA Manager

**POSITION CHECKLIST**  
**WAREHOUSE BRANCH DIRECTOR**

The Warehouse Branch Director is responsible for providing controls and procedures for the management of the staff, facilities, and equipment conducting disaster resource management activities including shift change briefings and security. This includes inventory tracking and management using First In, First Out (FIFO) processes. The Warehouse Branch includes four groups: the Receiving Group, Inventory Group, Shipping Group, and Equipment Group.

**MOBILIZATION PHASE**

- Report to State EOC Logistics Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Develop operations plan for site including work locations of groups
  - Coordinate with Operations Section Chief to select site(s) for warehouse operations and request cover and fixtures if no actual building is available – be specific about the amount of square footage you want to cover based on expected resources
  - Coordinate with Operations Section Chief and Logistics Ground Support Unit on parking requirements for material handling equipment, fleet vehicles, generators (if expected), and commodity trailers, keeping in mind separate parking for each kind of resource
  - Coordinate with Operations Section Chief and Safety Officer to determine where hazardous materials will be staged and ensure appropriate preparation for the type of material
- Identify staff needed for Warehouse Branch and submit request to Operations Section Chief
- Review group responsibilities and processes with group leaders
  - Receiving Group
  - Equipment Group
  - Inventory Group
  - Shipping Group
- Ensure communications, material handling, and support equipment and supplies are present and operational as part of the Staging Area Task Force
- Provide input to Operations Section Chief for initial INCIDENT ACTION PLAN (IAP)
- Provide initial activation briefing to Warehouse Branch staff using initial briefing checklist
  - Use initial activation briefing checklist

## **OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
- Maintain coordination with Operations Section Chief to obtain forecast of expected resources to be processed at the SSA
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the branch
- Report security concerns to Operations Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Operations Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in SSA Manager daily or shift change briefings
- Provide daily situation briefing to branch staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Operations Section Chief at requested times

## **DEMOBILIZATION PHASE**

- Inform Warehouse Branch Staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from SSA operation is consolidated and provided to the Operations Section Chief
- Determine expectations for site restoration in coordination with Operations Section Chief
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from Warehouse Branch staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Operations Section Chief

**POSITION CHECKLIST  
RECEIVING GROUP SUPERVISOR**

**MOBILIZATION PHASE**

- Report to Warehouse Branch Director and receive initial activation briefing
- Coordinate with Warehouse Branch Director to determine work area site and ensure establishment of centralized receiving process
- Identify staff needed for Receiving Group and submit request to Warehouse Branch Director
- Ensure communications, material handling, and support equipment and supplies are present and operational
- Ensure site is set up for efficient operations
- Provide initial staff training as needed including safety orientation
- Provide initial activation briefing to Receiving Group staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Parks commodity trailers by kind of resource and with appropriate access to commodities
  - Inventories incoming trucks to verify loads match bills of lading
  - Offloads shipments into warehouse when needed
  - Coordinates for space/storage for specialized items (perishable/controlled materials)
  - Coordinates with Shipping Group on First In, First Out inventory management processes
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Warehouse Branch Director and Security Lead
- Maintain alertness to safety issues and report incidents to the Warehouse Branch Director and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate

- Participate in daily or shift change briefings
- Provide daily situation briefing to group staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Warehouse Branch Director at requested times

#### **DEMOBILIZATION PHASE**

- Inform Receiving Group Staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from Receiving Group operations is consolidated and provided to the Warehouse Branch Director
- Determine expectations for site restoration in coordination with Warehouse Branch Director
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from Receiving Group staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Warehouse Branch Director

**POSITION CHECKLIST  
RECEIVING GROUP WAREHOUSE WORKER**

**MOBILIZATION PHASE**

- Report to Receiving Group Supervisor and receive initial activation briefing
- Obtain duty orientation and shift information
- Ensure needed equipment and supplies are present and operational

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Coordinates with Shipping Group on First In, First Out inventory management processes
  - Offloads mixed shipments into warehouse
  - Coordinates for space/storage for specialized items (perishable/controlled materials)
- Maintain awareness of Receiving Group needs and resolve issues as necessary
- Participate in daily situation briefing
- Provide operational updates and reports to Receiving Group Supervisor at requested times
- Maintain alertness to safety issues and report incidents to the Receiving Group Supervisor and Safety Officer

**DEMOBILIZATION PHASE**

- Ensure all documentation from Receiving Group operations is consolidated and provide it to the Receiving Group Supervisor
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Provide AAR (Tab F of this document) input to Receiving Group Supervisor

**POSITION CHECKLIST  
RECEIVING GROUP LOAD CHECKER**

**MOBILIZATION PHASE**

- Report to Receiving Group Supervisor and receive initial activation briefing
- Obtain duty orientation and shift information
- Ensure needed equipment and supplies are present and operational

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Coordinates with Shipping Group on First In, First Out inventory management processes
  - Parks commodity trailers by kind of resource and with appropriate access to commodities
  - Inventories incoming trucks to verify loads match bills of lading (BOL), records any discrepancies on BOL, and initials BOL that inventory is complete
- Maintain awareness of Receiving Group needs and resolve issues as necessary
- Participate in daily situation briefing
- Provide operational updates and reports to Receiving Group Supervisor at requested times
- Maintain alertness to safety issues and report incidents to the Receiving Group Supervisor and Safety Officer

**DEMOBILIZATION PHASE**

- Ensure all documentation from Receiving Group operations is consolidated and provide it to the Receiving Group Supervisor
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Provide AAR (Tab F of this document) input to Receiving Group Supervisor

**POSITION CHECKLIST  
INVENTORY GROUP SUPERVISOR**

**MOBILIZATION PHASE**

- Report to Warehouse Branch Director and receive initial activation briefing
- Coordinate with Warehouse Branch Director to determine work area site
- Identify staff needed for Inventory Group and submit request to Warehouse Branch Director
- Ensure communications and support equipment and supplies are present and operational
- Ensure site is set up for efficient operations
- Provide initial staff training as needed including safety orientation
- Provide initial activation briefing to Inventory Group staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Receives and records check in and checkout logs from Gate Group
  - Receives and records bills of lading for incoming shipments after confirming initial load inventory was accomplished by Receiving Group
  - Prepares and issues Outgoing Bills of Lading based on missions assigned to the SSA by the State EOC
  - Provides documentation and information regarding discrepancies between physical loads and bills of lading for incoming shipments to the Planning Section Situation Unit for resolution with vendors
  - Monitors inventory and coordinates receiving and distribution information to the Planning Section Situation Unit
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Warehouse Branch Director and Security Lead
- Maintain alertness to safety issues and report incidents to the Warehouse Branch Director and Safety Officer



- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to group staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Warehouse Branch Director at requested times

### **DEMOBILIZATION PHASE**

- Inform Inventory Group Staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from Inventory Group operations is consolidated and provided to the Warehouse Branch Director
- Determine expectations for site restoration in coordination with Warehouse Branch Director
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from Inventory Group staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Warehouse Branch Director

**POSITION CHECKLIST**  
**INVENTORY GROUP INVENTORY SPECIALIST**

**MOBILIZATION PHASE**

- Report to Inventory Group Supervisor and receive initial activation briefing
- Obtain duty orientation and shift information
- Ensure needed equipment and supplies are present and operational

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Receives and records check in and checkout logs from Gate Group
  - Receives and records bills of lading for incoming shipments after confirming initial load inventory was accomplished by Receiving Group
  - Provides documentation and information regarding discrepancies between physical loads and bills of lading for incoming shipments to the Planning Section Situation Unit for resolution with vendors
  - Maintains electronic and whiteboard inventory balances; provides information to the Planning Section Situation Unit for receiving and distribution reports to the SSA Manager
  - Monitors WebEOC Mission Tracker for resource distribution missions
  - Prepares and issues Outgoing Bills of Lading based on missions assigned to the SSA by the State EOC
- Maintain awareness of Inventory Group needs and resolve issues as necessary
- Participate in daily situation briefing
- Provide operational updates and reports to Inventory Group Supervisor
- Maintain alertness to safety issues and report incidents to the Inventory Group Supervisor and Safety Officer

**DEMOBILIZATION PHASE**

- Ensure all documentation from Inventory Group operations is consolidated and provide it to the Inventory Group Supervisor
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Provide AAR (Tab F of this document) input to Inventory Group Supervisor

**POSITION CHECKLIST  
SHIPPING GROUP SUPERVISOR**

**MOBILIZATION PHASE**

- Report to Warehouse Branch Director and receive initial activation briefing
- Coordinate with Warehouse Branch Director to determine work area site
- Identify staff needed for Shipping Group and submit request to Warehouse Branch Director
- Ensure communications, material handling, and support equipment and supplies are present and operational
- Ensure site is set up for efficient operations
- Provide initial staff training as needed including safety orientation
- Provide initial activation briefing to Shipping Group staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Conducts cross-loading operations for mixed shipments
  - Packages and loads outgoing shipments based on bills of lading and transportation mode
  - Identifies and coordinates appropriate transportation requirements for outgoing shipments
  - Coordinates with Receiving Group on First In, First Out inventory management processes
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Warehouse Branch Director and Security Lead
- Maintain alertness to safety issues and report incidents to the Warehouse Branch Director and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate

- Participate in daily or shift change briefings
- Provide daily situation briefing to group staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Warehouse Branch Director at requested times

### **DEMOBILIZATION PHASE**

- Inform Shipping Group Staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from Shipping Group operations is consolidated and provided to the Warehouse Branch Director
- Determine expectations for site restoration in coordination with Warehouse Branch Director
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from Shipping Group staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Warehouse Branch Director

**POSITION CHECKLIST**  
**SHIPPING GROUP WAREHOUSE WORKER**

**MOBILIZATION PHASE**

- Report to Shipping Group Supervisor and receive initial activation briefing
- Obtain duty orientation and shift information
- Ensure needed equipment and supplies are present and operational

**OPERATIONS PHASE**

- Follow processes and meet requirements established in the Staging Area plan
  - Coordinate with Receiving Group on First In, First Out inventory management processes
  - Package and load outgoing shipments based on bills of lading and transportation mode
  - Identify and coordinate appropriate transportation requirements for outgoing shipments
  - Load outgoing road shipments onto identified trucks
- Maintain awareness of Shipping Group needs and resolve issues as necessary
- Participate in daily situation briefing
- Provide operational updates and reports to Shipping Group Supervisor at requested times
- Maintain alertness to safety issues and report incidents to the Shipping Group Supervisor and Safety Officer

**DEMOBILIZATION PHASE**

- Ensure all documentation from Shipping Group operations is consolidated and provide it to the Shipping Group Supervisor
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Provide AAR (Tab F of this document) input to Shipping Group Supervisor

**Position Checklist  
Equipment Group Supervisor**

**MOBILIZATION PHASE**

- Report to Warehouse Branch Director and receive initial activation briefing
- Coordinate with Warehouse Branch Director to determine work area site
- Coordinate with Security Lead on security for equipment stored on site
- Identify staff needed for Equipment Group and submit request to Warehouse Branch Director
- Ensure communications, material handling, and support equipment and supplies are present and operational
- Ensure site is set up for efficient operations
- Provide initial staff training as needed including safety orientation
- Provide initial activation briefing to Equipment Group staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Maintains inventory and security of equipment used during staging area operations
  - Issues and/or operates equipment as needed
  - Coordinates with Logistics Section Chief to order additional material handling or operational equipment as needed
  - Coordinates maintenance and refueling of equipment - work with Logistics Section Ground Support Unit (if activated)
  - Ensures operators are trained and certified
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Warehouse Branch Director and Security Lead
- Maintain alertness to safety issues and report incidents to the Warehouse Branch Director and Safety Officer
- Update staffing pattern for day to day operations

- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to group staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Warehouse Branch Director at requested times

### **DEMOBILIZATION PHASE**

- Inform Equipment Group Staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from Equipment Group operations is consolidated and provided to the Warehouse Branch Director
- Determine expectations for site restoration in coordination with Warehouse Branch Director
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from Equipment Group staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Warehouse Branch Director

**POSITION CHECKLIST  
EQUIPMENT GROUP EQUIPMENT OPERATORS**

**MOBILIZATION PHASE**

- Report to Equipment Group Supervisor and receive initial activation briefing
- Obtain duty orientation and shift information
- Ensure needed equipment and supplies are present and operational

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Maintains inventory and security of equipment used during staging area operations
  - Issues and/or operates equipment as needed
  - Coordinates maintenance and refueling of equipment
- Maintain awareness of Equipment Group needs and resolve issues as necessary
- Participate in daily situation briefing
- Provide operational updates and reports to Equipment Group Supervisor at requested times
- Maintain alertness to safety issues and report incidents to the Equipment Group Supervisor and Safety Officer

**DEMOBILIZATION PHASE**

- Ensure all documentation from Equipment Group operations is consolidated and provide it to the Equipment Group Supervisor
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Provide AAR (Tab F of this document) input to Equipment Group Supervisor



**POSITION CHECKLIST  
TRANSPORTATION BRANCH DIRECTOR**

The Transportation Branch Director plans for and executes all activities in support of ground transportation including shift change briefings. This includes coordinating placement of directional signage on roadways approaching the staging area, coordinating outgoing shipments with the Shipping Group, and logging incoming and outgoing resources. The Transportation Branch Director must maintain ongoing coordination with the Air Branch Director to facilitate the best mode of transport for resources to the final destination. The Transportation Branch included three groups: the Gate Group, Driver Services Group, and Delivery Group.

**MOBILIZATION PHASE**

- Report to State EOC Logistics Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Develop operations plan for site including work locations of groups
  - Coordinate with Operations Section Chief to select site(s) for transportation operations including parking for fleet vehicles and driver care area(s)
  - Coordinate with Operations Section Chief and Logistics Ground Support Unit to ensure one-way flow of traffic on site
  - Coordinate with Operations Section Chief and Air Branch Director (if Air Branch is activated) to determine protocols for communication between the Transportation and Air Branches
  - Coordinate with Operations Section Chief and Safety Officer to determine where hazardous materials will be staged and ensure appropriate preparation for the type of material
- Identify staff needed for Transportation Branch and submit request to Operations Section Chief
- Review group responsibilities and processes with group leaders
  - Gate Group
  - Driver Services Group
  - Delivery Group
- Ensure communications and support equipment and supplies are present and operational as part of the Staging Area Task Force
- In coordination with Logistics Section Ground Support, ensure directional signage is placed on roadways approaching the staging area and internal to the site
- Provide input to Operations Section Chief for initial INCIDENT ACTION PLAN (IAP)
- Provide initial activation briefing to Transportation Branch staff using initial briefing checklist

- Use initial activation briefing checklist

### **OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the branch
- Report security concerns to Operations Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Operations Section Chief and Safety Officer
  - Track equipment operator hours and certifications/licenses
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in SSA Manager daily or shift change briefings
- Provide daily situation briefing to branch staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Operations Section Chief at requested times

### **DEMOBILIZATION PHASE**

- Inform Transportation Branch Staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from SSA operation is consolidated and provided to the Operations Section Chief
- Determine expectations for site restoration in coordination with Operations Section Chief
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from Transportation Branch staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Operations Section Chief

**POSITION CHECKLIST  
GATE GROUP SUPERVISOR**

**MOBILIZATION PHASE**

- Report to Transportation Branch Director and receive initial activation briefing
- Coordinate with Transportation Branch Director and Security Lead to determine work area sites and ingress/egress security
  - Entrance Gate
  - Exit Gate
  - Airfield Gate(s) (if used)
  - Water or rail access points (if used)
- Identify staff needed for Gate Group and submit request to Transportation Branch Director
- Ensure communication and support equipment and supplies are present and operational
- Ensure gates have adequate cover for staff for weather conditions
- Provide initial staff training as needed including safety orientation
- Provide initial activation briefing to Gate Group staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Ensure arriving resources are checked in at the entrance gate, airfield, water, and/or rail points including a quick visual assessment of vehicle condition
  - Ensure departing resources are checked out at the exit gate, airfield, water, and/or rail points including a quick visual assessment of vehicle condition
  - Ensure adequate staff to allow only 2-3 minutes per truck at entrance and exit gates
  - Provide check in/check out logs to Inventory Group at specified timeframes
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Transportation Branch Director and Security Lead

- Maintain alertness to safety issues and report incidents to the Transportation Branch Director and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to group staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Transportation Branch Director at requested times

#### **DEMOBILIZATION PHASE**

- Inform Gate Group Staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from Gate Group operations is consolidated and provided to the Transportation Branch Director
- Determine expectations for site restoration in coordination with Transportation Branch Director
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from Gate Group staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Transportation Branch Director

**POSITION CHECKLIST  
GATE GROUP CHECK IN STAFF**

**MOBILIZATION PHASE**

- Report to Gate Group Supervisor and receive initial activation briefing
- Obtain duty orientation and shift information
- Ensure needed equipment and supplies are present and operational

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Ensure arriving resources are checked in at the entrance gate, airfield, water, and/or rail points including a quick visual assessment of vehicle condition
  - Ensure adequate staff to allow only 2-3 minutes per truck at entrance gate
  - Provide check in logs to Inventory Group at specified timeframes
- Maintain awareness of Gate Group needs and resolve issues as necessary
- Participate in daily situation briefing
- Provide operational updates and reports to Gate Group Supervisor at requested times
- Maintain alertness to safety issues and report incidents to the Gate Group Supervisor and Safety Officer

**DEMOBILIZATION PHASE**

- Ensure all documentation from Gate Group operations is consolidated and provide it to the Gate Group Supervisor
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Provide AAR (Tab F of this document) input to Gate Group Supervisor

**POSITION CHECKLIST  
GATE GROUP CHECK OUT STAFF**

**MOBILIZATION PHASE**

- Report to Gate Group Supervisor and receive initial activation briefing
- Obtain duty orientation and shift information
- Ensure needed equipment and supplies are present and operational

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Ensure departing resources are checked out at the exit gate, airfield, water, and/or rail points including a quick visual assessment of vehicle condition
  - Ensure adequate staff to allow only 2-3 minutes per truck at exit gate
  - Provide check out logs to Inventory Group at specified timeframes
- Maintain awareness of Gate Group needs and resolve issues as necessary
- Participate in daily situation briefing
- Provide operational updates and reports to Gate Group Supervisor at requested times
- Maintain alertness to safety issues and report incidents to the Gate Group Supervisor and Safety Officer

**DEMOBILIZATION PHASE**

- Ensure all documentation from Gate Group operations is consolidated and provide it to the Gate Group Supervisor
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Provide AAR (Tab F of this document) input to Gate Group Supervisor

**POSITION CHECKLIST  
DRIVER SERVICES GROUP SUPERVISOR**

**MOBILIZATION PHASE**

- Report to Transportation Branch Director and receive initial activation briefing
- Coordinate with Transportation Branch Director to determine work area site(s)
- Identify staff needed for Driver Services Group and submit request to Transportation Branch Director
- Ensure communications and support equipment and supplies are present and operational
- Ensure driver support site is set up for efficient operations
- Provide initial activation briefing to Driver Services Group staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Provides driver support for commercial or government truck drivers dropping off resources but not assigned to the SSA
  - Maintains Driver Support Area including driver information board, food services, rest rooms, showers
  - Coordinates with Transportation Branch Director and contractors to acquire and manage shuttle drivers as needed
  - In coordination with Delivery, Shipping, and Receiving Groups, completes and maintains trailer interchange agreements as needed
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Transportation Branch Director and Security Lead
- Maintain alertness to safety issues and report incidents to the Transportation Branch Director and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate

- Participate in daily or shift change briefings
- Provide daily situation briefing to group staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Transportation Branch Director at requested times

#### **DEMOBILIZATION PHASE**

- Inform Driver Services Group Staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from Driver Services Group operations is consolidated and provided to the Transportation Branch Director
- Determine expectations for site restoration in coordination with Transportation Branch Director
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from Driver Services Group staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Transportation Branch Director



**POSITION CHECKLIST  
DELIVERY GROUP SUPERVISOR**

**MOBILIZATION PHASE**

- Report to Transportation Branch Director and receive initial activation briefing
- Coordinate with Transportation Branch Director to determine work area site(s)
  - Fleet parking
  - Office area
- Identify staff needed for Delivery Group and submit request to Transportation Branch Director
- Ensure communication and support equipment and supplies are present and operational
- Ensure site is set up for efficient operations
- Provide initial staff training as needed including safety orientation
- Provide initial activation briefing to Delivery Group staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Manages fleet vehicles assigned to the SSA
  - Arranges for transportation of assets and resources to other locations
  - Coordinates with the Movement Coordination Center (MCC) at the State EOC (if activated) for routing and any needed security escorts (If MCC is not activated, coordinates with Department of Transportation and Washington State Patrol liaisons at the State EOC for this assistance)
  - Develops and publishes shipping schedules for regularly reoccurring resource shipments, if any
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Transportation Branch Director and Security Lead
- Maintain alertness to safety issues and report incidents to the Transportation Branch Director and Safety Officer

- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to group staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Transportation Branch Director at requested times

### **DEMOBILIZATION PHASE**

- Inform Delivery Group Staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from Delivery Group operations is consolidated and provided to the Transportation Branch Director
- Determine expectations for site restoration in coordination with Transportation Branch Director
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from Delivery Group staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Transportation Branch Director

**POSITION CHECKLIST  
AIR BRANCH DIRECTOR**

The Air Branch Director plans for and executes all activities in support of air transportation of resources including shift change briefings. This includes obtaining aircraft, crews, and ground support personnel as well as interfacing with any required regulatory agencies. The Air Branch Director must maintain ongoing coordination with the Transportation Branch Director to facilitate the best mode of transport for resources to the final destination. The Air Branch contains two groups: the Tactical Group and Support Group.

**MOBILIZATION PHASE**

- Report to SSA Manager and Operations Section Chief and receive initial activation briefing
- Develop operations plan for site including work locations of groups
  - Request declaration (or cancellation) of restricted air space area, (Federal Aviation Administration Regulation 91.137)
  - Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases
  - Determine coordination procedures for use by air organization with ground Branches, Divisions, or Groups
  - Evaluate helibase locations
  - Establish procedures for emergency reassignment of aircraft
  - Coordinate with Operations Section Chief and Transportation Branch Director to develop processes for transport of sling loads
  - Coordinate with Operations Section Chief and Warehouse Branch Director to develop sample load plans meeting the requirements of sling load transport
  - Coordinate with Logistics Section Chief regarding fuel and other aircraft specific requirements
  - Coordinate with Finance/Admin Section Chief to establish reporting requirements and processes for tracking branch personnel and expenses as part of the SSA operation
- Identify and acquire staff needed for all groups
- Acquire equipment and supplies including aircraft and support materiel
- Review branch responsibilities and processes with group leaders
  - Tactical Group
  - Support Group

- Provide input to initial INCIDENT ACTION PLAN (IAP) including air branch communications plan, staffing, assignments, and Insure that the air operations portion of the INCIDENT ACTION PLAN (IAP) takes into consideration the Air Traffic Control requirements of assigned aircraft
- Provide initial activation briefing to branch staff using initial briefing checklist
  - Use initial activation briefing checklist

## **OPERATIONS PHASE**

- Manage all air operations ensuring they comply with all related regulatory requirements and guidelines
  - Schedule approved flights of non-incident aircraft in the restricted air space area.
  - Coordinate with the Operations Coordination Center (OCC) through normal channels on incident air operations activities
  - Inform the Tactical Group Supervisor of the air traffic situation external to the incident
  - Consider requests for non-tactical use of incident aircraft
  - Resolve conflicts concerning non-incident aircraft
  - Coordinate with FAA
  - Update air operations plans
- Maintain coordination with Operations Section Chief to obtain forecast of expected resources needing movement in or out of the SSA by aircraft
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the branch using ICS form 214
- Report security concerns to Operations Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Operations Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in SSA Manager daily or shift change briefings
- Provide daily situation briefing to Air Branch staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required

- Provide operational updates and reports to Operations Section Chief at requested times
- Update INCIDENT ACTION PLAN (IAP) as necessary

#### **DEMOBILIZATION PHASE**

- Inform branch staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from SSA operation is consolidated and provided to the Operations Section Chief
- Determine expectations for site restoration in coordination with Operations Section Chief
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from branch staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Operations Section Chief

**POSITION CHECKLIST  
TACTICAL GROUP SUPERVISOR**

**MOBILIZATION PHASE**

- Report to Air Branch Director and receive initial activation briefing
- Develop operations plan for site including work location(s)
- Identify and acquire staff needed for Tactical Group
- Coordinate with Air Branch Support Group to identify and acquire equipment and supplies needed for Tactical Group
- Provide initial staff training as needed including safety orientation
- Review initial Incident Action Plan (IAP) including air branch communications plan, staffing, and assignments
- Provide initial activation briefing to group staff
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Manage all air operations ensuring they comply with all related regulatory requirements and guidelines
  - Complete resource shipping and receiving air missions
  - Ensure safe aircraft operations
  - Determine what aircraft are operating within the area of assignment
  - Manage air tactical activities based upon the Incident Action Plan (Incident Action Plan (IAP))
  - Establish and maintain communications and Air Traffic Control, with pilots, Air Operations, Helicopter Coordinator, Fixed Wing Coordinator, Air Support Group (usually Helibase Manager), and fixed-wing Support Bases
  - Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area
  - Obtain information about air traffic external to the incident
  - Receive reports of non-incident aircraft violating restricted air space area
  - Make tactical recommendations to approved ground contact
  - Inform AIROPS of tactical recommendations affecting the air operations portion of the Incident Action Plan (IAP)
  - Report on air operations activities to the AIROPS. Advise air operations immediately if aircraft mission assignments are causing conflicts in the Air Traffic Control System

- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group using ICS Form 214
- Report security concerns to Air Branch Director and Security Lead
- Maintain alertness to safety issues and report incidents to the Air Branch Director and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to group staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Air Branch Director at requested times
- Provide input to Air Branch Director to update INCIDENT ACTION PLAN (IAP) as necessary

#### **DEMOBILIZATION PHASE**

- Inform group staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from SSA operation is consolidated and provided to the Air Branch Director
- Determine expectations for site restoration in coordination with Air Branch Director
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from group staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Air Branch Director

**POSITION CHECKLIST  
SUPPORT GROUP SUPERVISOR**

**MOBILIZATION PHASE**

- Report to Air Branch Director and receive initial activation briefing
- Develop operations plan for site including work location(s)
- Coordinate with Logistics Section Chief and Operations Section Chief to develop processes to be used during air support operations
  - Determine which staff can be used to load/unload aircraft or provide ground support to air operations
  - Identify locations of ground support equipment available for use by the Air Branch Support Group
- Identify and acquire staff needed for Support Group
- Identify and acquire equipment and supplies needed for Support Group
- Provide initial staff training as needed including safety orientation
- Review initial INCIDENT ACTION PLAN (IAP) including air branch communications plan, staffing, and assignments
- Provide initial activation briefing to group staff
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Manage all air support services ensuring they comply with all related regulatory requirements and guidelines
  - Provide support services for air operations including requisitioning of aircraft and related maintenance
  - Coordinate ground staff and equipment as needed to ensure ground operations are completed safely and within prescribed time constraints including sling load operations, loading/unloading of cargo craft, etc.
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group using ICS Form 214
- Report security concerns to Air Branch Director and Security Lead
- Maintain alertness to safety issues and report incidents to the Air Branch Director and Safety Officer



- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to group staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Air Branch Director at requested times
- Provide input to Air Branch Director to update Incident Action Plan (IAP) as necessary

#### **DEMOBILIZATION PHASE**

- Inform group staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from SSA operation is consolidated and provided to the Air Branch Director
- Determine expectations for site restoration in coordination with Air Branch Director
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from group staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Air Branch Director

**MOTOR CARRIER  
TRAILER INTERCHANGE AGREEMENT**

This Motor Carrier Trailer Interchange Agreement (this "Agreement") dated as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ is entered into between \_\_\_\_\_ ("Company") and \_\_\_\_\_ ("Carrier").

WITNESSETH:

WHEREAS, Company and Carrier are both federally licensed motor carriers authorized to transport general commodities between points in the United States; and

WHEREAS, the parties acknowledge that, from time to time, the needs of a mutual customer(s) and effective use of spotted trailers may require that trailers be interchanged at a point of origin for through movement from origin to destination.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. Each trailer interchange shall commence when the power unit operated pursuant to the dominion and control of one of the parties hereto is hooked to the trailer of the other party at the point of origin and shall terminate when delivery is made at the warehouse facilities of various customers of Company or Carrier, or at any other point as specified by the parties.

2. Company and Carrier each certifies that its trailer equipment is roadworthy and maintained in accordance with federal and state safety regulations. This warranty shall not relieve the other party hereto of the duty and obligation to inspect the trailer at time of interchange.

3. This Agreement shall be construed to comply with the provisions of 49 C.F.R. §376.3l. The authorized party to this Agreement receiving trailer equipment for any through movement shall be considered the owner of the equipment for purposes of the leasing regulations and shall accept full liability for the safe operation of said equipment in furtherance of the movement to destination or the return of the equipment after the movement is completed.

4. The authorized party to this Agreement receiving trailer equipment agrees to indemnify and hold the owner of the trailer equipment harmless from all liability to third parties, taxes and fines arising out of the operation of said trailer.

5. Each party further warrants that any interchange trailers will be returned in good condition, ordinary wear and tear excepted.

6. This Agreement shall be interpreted under the laws of Washington State and shall continue from month to month until canceled in writing by either party upon thirty (30) days notice to the other at the address set forth below, or at such other addresses either party may designate to the other in writing. Any and all notices or any other communication provided for herein shall be given to the other party in writing by registered or certified mail.

7. Nothing in this Agreement shall authorize either party to utilize the trailer equipment of the other beyond the scope of the contemplated joint service without the express written consent of the other party.

Executed as of the date first above written.

COMPANY: \_\_\_\_\_ CARRIER: \_\_\_\_\_  
(Company Name) (Carrier Name)

By: \_\_\_\_\_ By: \_\_\_\_\_

Its: \_\_\_\_\_ Its: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Attn: \_\_\_\_\_ Attn: \_\_\_\_\_

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**POSITION CHECKLIST**

### PLANNING SECTION CHIEF

The Planning Section Manager is responsible for collecting, evaluating, and disseminating information pertaining to the staging area operation including maintaining information and intelligence on the current and forecasted situation, as well as the status of resources assigned to the incident. The Planning Section includes four units: the Resource Unit, Situation Unit, Documentation Unit, and Demobilization Unit.

#### MOBILIZATION PHASE

- Report to State EOC Logistics Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Develop operations plan for site including work locations of Planning Section units
  - Coordinate with Logistics Section Chief to order any needed communications and support equipment for staff
  - Collect, evaluate, and disseminate initial mobilization information pertaining to the staging area operation including the status of assigned staff and equipment resources
- Identify Planning Section units to be activated including staff needed and submit staffing request to SSA Manager
- Review unit responsibilities and processes with unit leaders
  - Resource Unit
  - Situation Unit
  - Documentation Unit
  - Demobilization Unit
- Ensure equipment and supplies are present and operational as part of the Staging Area Task Force
- Consolidate and publish input to initial INCIDENT ACTION PLAN (IAP) in coordination with SSA Manager
- Provide initial activation briefing to section staff using initial briefing checklist
  - Use initial activation briefing checklist

#### OPERATIONS PHASE

- Manage section operations in compliance with processes and requirements established in the Staging Area plan
- Collect, evaluate, maintain and disseminate information pertaining to ongoing staging area operations including the status of assigned staff and equipment resources

- Maintain information and intelligence on the current and forecasted situation
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the section
- Report security concerns to SSA Manager and Security Lead
- Maintain alertness to safety issues and report incidents to the SSA Manager and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Assist SSA Manager as lead for daily staff briefings
- Provide daily situation briefing to section staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to SSA Manager at requested times
- Update INCIDENT ACTION PLAN (IAP) as necessary

#### **DEMOBILIZATION PHASE**

- Inform Planning Section staff of demobilization timeline
- Consolidate all electronic and hardcopy documentation from SSA operation and provide to the State EOC Logistics Section Chief
- Determine expectations for site restoration in coordination with SSA Manager
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from operations staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (TAB F OF THIS DOCUMENT) input to SSA Manager

### **POSITION CHECKLIST RESOURCE UNIT LEADER**

The Resource Unit Leader is responsible for tracking all assigned personnel and other resources have checked in at the SSA. This includes maintaining a system for keeping track of the current location and status of all assigned resources and should maintain a master list of all resources committed to incident operations.

#### **MOBILIZATION PHASE**

- Report to Planning Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Coordinate with Planning Section Chief to determine work area site(s)
- Identify staff needed for Resource Unit and submit request to Planning Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Resource Unit site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

#### **OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Ensures all staff are check in upon arrival and checked out upon departure and appropriate information is entered in a personnel tracking database
  - Tracks current location and status of all assigned staff at the SSA
  - Ensures all accountable property received is properly marked and entered into a resource tracking database
  - Tracks current location and status of all accountable property at the SSA
  - Prepares and provides asset visibility reports to SSA and State EOC management
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Planning Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Planning Section Chief and Safety Officer
- Update staffing pattern for day to day operations

- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Planning Section Chief at requested times

### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit operations is consolidated and provided to the Planning Section Chief
- Determine expectations for site restoration in coordination with Planning Section Chief
- Track the recovery and disposal of all accountable property
- Tracks demobilization of all assigned staff at the SSA
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (TAB F OF THIS DOCUMENT) Template
- Provide AAR (TAB F OF THIS DOCUMENT) input to Planning Section Chief



### **POSITION CHECKLIST SITUATION UNIT LEADER**

The Situation Unit Leader is responsible for collecting, evaluating, disseminating and using information about the operation of the State Staging Area and status of the incident.

#### **MOBILIZATION PHASE**

- Report to Planning Section Chief and receive initial activation briefing
- Coordinate with Planning Section Chief to determine work area site(s)
- Identify staff needed for Situation Unit and submit request to Planning Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Situation Unit site is set up for efficient operations
- Coordinate with SSA Manager and Section Chiefs to develop a site map for use in directing staff and arriving resources to appropriate parking, facilities, unit/group locations, and driver check in/out locations
- Assist the SSA Manager with development of State Staging Area Incident Action Plan (INCIDENT ACTION PLAN (IAP)) in support of the State EOC Action Plan (EAP)
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

#### **OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Coordinate with Operations Section Inventory Group to collect data and generate receiving and distribution reports for the SSA Manager
  - Coordinate resolution of discrepancies between physical loads and bills of lading for incoming shipments with ordering agencies and/or vendors
  - Coordinate with the State EOC to develop forecasts for resources needed
  - Maintain a site map displaying locations of parking, facilities, units/groups, and other facility activities
  - Assist SSA Manager with facilitation of required briefings
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Planning Section Chief and Security Lead

- Maintain alertness to safety issues and report incidents to the Planning Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Planning Section Chief at requested times
- Assist the SSA Manager with maintenance of the State Staging Area Incident Action Plan (Incident Action Plan (IAP)) in support of the State EOC Action Plan (EAP)

#### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit operations is consolidated and provided to the Planning Section Chief
- Determine expectations for site restoration in coordination with Planning Section Chief
- Track the recovery and disposal of accountable property
- Tracks demobilization of all assigned staff at the SSA
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Planning Section Chief

**POSITION CHECKLIST  
DOCUMENTATION UNIT LEADER**

The Documentation Unit Leader is responsible for maintaining accurate and complete incident files, including a complete record of the major steps taken to resolve the incident; providing duplication services to incident personnel; and filing, maintaining, and storing incident files for legal, analytical, and historical purposes.

**MOBILIZATION PHASE**

- Report to Planning Section Chief and receive initial activation briefing
- Coordinate with Planning Section Chief to determine work area site(s)
- Identify staff needed for Documentation Unit and submit request to Planning Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Documentation Unit site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Maintains accurate and complete files including logs, receiving and distribution reports, accident reports, etc., to establish a complete record of SSA operations
  - Develops an operational checklist for pre- and post-activities
  - Publishes safety, security, and operational plans
  - Prepares agendas for briefings and staff meetings as needed
  - Provides duplication services to SSA staff as needed
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Planning Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Planning Section Chief and Safety Officer
- Update staffing pattern for day to day operations

- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Planning Section Chief at requested times
- Assist the SSA Manager with maintenance of the State Staging Area Incident Action Plan (INCIDENT ACTION PLAN (IAP)) in support of the State EOC Action Plan (EAP)

#### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Collects and compiles electronic and hardcopy files from all SSA sections, branches, groups and units for delivery to the State EOC Logistics Section Chief
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Planning Section Chief

**POSITION CHECKLIST  
DEMOBILIZATION UNIT LEADER**

The Demobilization Unit Leader is responsible for developing the Demobilization Plan.

**MOBILIZATION PHASE**

- Report to Planning Section Chief and receive initial activation briefing
- Coordinate with Planning Section Chief to determine work area site(s)
- Identify staff needed for Demobilization Unit and submit request to Planning Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Demobilization Unit site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Develops demobilization plan for SSA
  - Analyzes personnel and equipment use and recommends demobilization for non-essential resources
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Planning Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Planning Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist

- Ensure proper position training is conducted as required
- Provide operational updates and reports to Planning Section Chief at requested times

#### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit operations is consolidated and provided to the Documentation Unit
- Determine expectations for site restoration in coordination with Planning Section Chief
- Assist Resource Unit with recovery and disposal of property
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Planning Section Chief

### DEMOBILIZATION PLAN

**Staging Area Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Date and Time Prepared:** \_\_\_\_\_

Prepared by: \_\_\_\_\_

Title: \_\_\_\_\_

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

Approved by: \_\_\_\_\_

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Title: \_\_\_\_\_

Approved by: \_\_\_\_\_

Title: \_\_\_\_\_

## DEMOBILIZATION PLAN

This Demobilization Plan contains five (5) sections:

- General Information
- Responsibilities
- Release Priorities
- Release Procedures
- Travel Information

### General Information

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All releases of resources from the State Staging Area will be initiated in the Demobilization Unit after of the approval of the Staging Area Manager.

The size and location of the Staging Area lends itself to the holding of surplus equipment and personnel during the time it takes to process all of the releases in a safe and efficient manner.

No resources are to leave the Staging Area until authorized to do so.

At this time, no off-site Demobilization center will be activated. (An off-site Staging Area could be established at \_\_\_\_\_).

The State Staging Area Logistics Section in coordination with the State EOC Logistics Section will provide for any necessary ground transportation of released personnel and equipment.

The Demobilization Unit will coordinate with the State EOC Logistics Section and/or State Reception Center for any flight arrangements giving at least 24 hours notice.

All property, including rental vehicles shall be properly returned and appropriate records forwarded to the Finance/Administration Section.

The following are general guidelines to be followed for resources that are leaving the Staging Area:

- No person(s) will be released without having a MINIMUM of \_\_\_\_\_ hours rest. (Unless specifically approved by the Staging Area Manager).
- All vehicles leaving the Staging Area will have a safety inspection. (Any deficiencies noted or corrected).
- If applicable, all oversize vehicles (e.g. cranes, transports) MUST have appropriate permits to comply with State Vehicle Codes and State Road Department and Highway Patrol requirements.
- All resources MUST be able to arrive at their home base prior to 2200 hours (10:00 PM).
- All resources must meet their individual agency regulations pertaining to rest and travel.
- All Branch/Group/Unit Leaders, Single Resources, and management team members will be



thoroughly briefed prior to leaving the Staging Area. The briefing should include:

- Method of travel
- Personnel
- Destination
- ETD Camp/ETA Home Base
- Transportation arrangements
- All personnel traveling on commercial aircraft should be clean.
- To prevent delays and work overloads:
  - Notify Logistics and Finance as soon as resources are identified for demobilization, at least 24 hours in advance.
  - The State EOC Logistics Section will be notified a minimum of 24 hours in advance.
  - Notification of Staging Area personnel will be by posting of Tentative Releases 36 hours in advance.
  - If desired by demobilizing individuals, supervisors will provide a performance rating to assigned personnel prior to their departure from the Staging Area.
  - Departing personnel will provide AAR (Tab F of this document) comments prior to departure.

## **Responsibilities**

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Section Chiefs, Branch Directors, Group Supervisors, and Unit Leaders are responsible for determining resources surplus to their needs and submitting lists to the Demobilization and Resources Unit Leader or the Planning Section Chief.

Demobilization Unit Leader or (Planning Section) is responsible for:

- Preparing the Demobilization Plan
- Compiling “Tentative” and “Final” Release sheets and obtaining approval from the Staging Area Manager
- Making all notifications regarding tentative and final releases from the Staging Area (on and off Staging Area)
- Working with the State EOC Logistics Section and/or State Reception Center to arrange air transportation
- Monitors the Demobilization Process and make any adjustments

The Staging Area Manager is responsible for:

- Establishing the release priorities
- Review and approve the Demobilization plan
- Review and approve all tentative release sheets

The State EOC Logistics Section is responsible for:

- Review and approve the release priorities
- Review and approve Demobilization plan
- Liaison between State Staging Area Demobilization Unit and the State Reception Center for release and travel arrangements as necessary

The Safety Officer is responsible for:

- Identifying any special safety considerations for the Demobilization Plan

The Planning Section Chief is responsible for:

- Review and approval of the Demobilization plan

SSA Manager is responsible for:

- Facilities - that all personnel scheduled for release have good facilities for proper rest
- Facilities - that all sleeping and work areas are cleaned up before personnel are released
- Supply - will ensure that all non-expendable items are returned or accounted for prior to release
- Transportation - will ensure that there is adequate ground transportation during the release process.
- Communications - will ensure that all radios, phones and pagers are returned or accounted for
- Food unit leader - will ensure that there will be adequate meals for those being released and those remaining

The Finance Section Chief is responsible for:

- Completion of all personal and Staging Area time reports
- Completion of all rental and Staging Area equipment time reports
- Contract equipment payments as required

Release procedures:

Section Chiefs and Unit Leaders will identify surpluses within their units and submit a list(s) to the Demobilization Unit leader in the Planning Section

Demobilization unit will form a “tentative release” list for approval by Staging Area Manager and State EOC Logistics Section

Demobilization unit will work with resources to ensure that status board(s) is current

After “Tentative Release” approval Demobilization Unit will contact the appropriate supervisors, who will in turn notify the individuals or take demobilizing equipment off line

Individuals will contact their respective home agencies

Demobilization unit will give a minimum of 24 hours notice for all resources needing flight arrangements

Demobilization unit will give transportation lead-time to arrange for ground transportation

- ***When final approval for releases is obtained the Demobilization unit will***
  - Prepare transportation manifests
  - Notify or page Section/Branch/Group/Unit leads and/or personnel to be released
  - Give Leads and/or personnel the final release and briefing
  - Leads and/or personnel will take the Demobilization Checkout form to:
    - Communications Unit Leader: if communication equipment is issued
    - Transportation Unit Leader: transportation plan, rental vehicle issued, and vehicle safety inspection
    - Facilities Unit Leader: to ensure all facilities are clean
    - Supply Unit Leader: return all expendable supplies are returned
    - Finance Section: close out all personnel and equipment time records
    - Documentation Unit Leader: turn in all ICS 214's and any necessary paperwork
    - Demobilization Unit Leader: turn in Demobilization Checkout form with all the signatures

Demobilization Unit will be the last stop in the release process and:

- Sign off the Demobilization Checkout form
- Notify the Resource Unit so that Staging Area staffing information is complete
- Notify local agency and home unit of ETD and ETA, destination and travel arrangements
- Collect and send all Demobilization paperwork to the Documentation Unit

### **Travel Information**

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All resources will have a minimum amount of rest prior to being released from the Staging Area.

Personnel traveling on commercial aircraft will be given time to shower and dress in clean clothes.

Any heavy or oversize equipment must have appropriate permits and follow any limitations on the movement of their equipment on public highways

All resources will meet any agency-specific requirements on hours of travel per day or other restrictions concerned with travel.

During travel by ground resources should check in with the Demobilization Unit every 2 hours.

During travel resources should check in with Demobilization Unit immediately should any problems occur

All released resources upon arrival at their home station will check-in with the Demobilization Unit.

**POSITION CHECKLIST**  
**LOGISTICS SECTION CHIEF**

The Logistics Section Manager is responsible for meeting all support needs for the incident, including ordering resources through appropriate procurement authorities from off-incident locations, and providing facilities, transportation, supplies, equipment maintenance and fueling, food service, communications, and medical services for incident personnel. The Logistics Section may have up to six units: Communications, Ground Support, Facilities, Supply, Food and/or Medical.

**MOBILIZATION PHASE**

- Report to State EOC Logistics Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Develop operations plan for site including work locations of Logistics Section units
  - Coordinate with State EOC Logistics Section Chief to order any needed communications, material handling, and support equipment and supplies for site operations
  - Coordinate with Operations Section Chief on traffic flow, site access points, and locations of warehouse, transportation, and air branch sites
  - Coordinate with Operations Section Chief on parking requirements for material handling equipment, fleet vehicles, generators (if expected), and commodity trailers, keeping in mind separate parking for each kind of resource
  - Coordinate with Safety Officer to determine where hazardous materials will be staged and ensure appropriate preparation for the type of material
- Identify Logistics Section units to be activated including staff needed and submit staffing request to SSA Manager
- Review unit responsibilities and processes with unit leaders
  - Facility Unit
  - Communications Unit
  - Supply Unit
  - Ground Support Unit
  - Food Unit
  - Medical Unit

- Ensure equipment and supplies are present and operational as part of the Staging Area Task Force
- Provide input to initial INCIDENT ACTION PLAN (IAP)
- Provide initial activation briefing to section staff using initial briefing checklist
  - Use initial activation briefing checklist

#### **OPERATIONS PHASE**

- Manage section operations in compliance with processes and requirements established in the Staging Area plan
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the section
- Report security concerns to SSA Manager and Security Lead
- Maintain alertness to safety issues and report incidents to the SSA Manager and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in SSA Manager daily or shift change briefings
- Provide daily situation briefing to security staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to SSA Manager at requested times
- Update INCIDENT ACTION PLAN (IAP) as necessary

#### **DEMOBILIZATION PHASE**

- Inform Logistics Section staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from SSA operation is consolidated and provided to the Planning Section Chief
- Determine expectations for site restoration in coordination with SSA Manager
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners

- Request and consolidate After Action Review comments from Logistics Section staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to SSA Manager

### **POSITION CHECKLIST COMMUNICATIONS UNIT LEADER**

The Communications Unit Leader develops and executes the Communications Plan to make the most effective use of the communications and Internet Technology (IT) equipment and facilities assigned to the incident including:

#### **MOBILIZATION PHASE**

- Report to Logistics Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Develop communications plan for site
  - Request and install telephone, computer, radio, and related communications/IT equipment
  - Request initial cache of 15 FRS/GMRS radios for site communication
  - Coordinate computer network access and support
- Coordinate with Logistics Section Chief to determine work area site(s)
- Identify staff needed for Communications Unit and submit request to Logistics Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Communications Unit work site is set up for efficient operations
- Provide communications plan (ICS 205) input to initial Incident Action Plan (IAP)
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist
- Provide training on all communications equipment to assigned staff

#### **OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Maintain telephone, radio, and IT systems in an operational status
  - Maintain radio cache for site communications
  - Troubleshoot computer network access issues
- Maintain operational awareness and resolve issues as necessary

- Document all activities for the section
- Report security concerns to Logistics Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Logistics Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in Logistics Section daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Logistics Section Chief at requested times
- Provide input to update Incident Action Plan (IAP) as necessary

#### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit is consolidated and provided to the Logistics Section Chief
- Determine expectations for site restoration in coordination with Logistics Section Chief
- Assist with clean up and restoration of communications equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Logistics Section Chief



**POSITION CHECKLIST  
GROUND SUPPORT UNIT LEADER**

The Ground Support Unit Leader is responsible for providing traffic control and maintenance for vehicles and mobile equipment.

**MOBILIZATION PHASE**

- Report to Logistics Section Chief and receive initial activation briefing
- Assist Operations Section Chief with operational considerations
  - Provide input to develop a realistic and efficient site traffic and parking plan
  - Coordinate with Transportation Branch Director with developing and installing directional signage both off and on the site directing traffic to the site from major intersections and establishing one way flow of traffic on site
  - Coordinate with Warehouse Branch Director to develop expectations for equipment maintenance and refueling
- Coordinate with Logistics Section Chief to determine work area site(s)
- Identify staff needed for Ground Support Unit and submit request to Logistics Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Ground Support Unit site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Coordinates traffic flow at site
  - Coordinates maintenance for vehicles and mobile equipment with Operations Section Warehouse Branch Equipment Group
  - Develop rotating order system for reoccurring resource orders such as fuel
  - Coordinate with Planning Section Resource Unit to establish an Accountable Property Officer responsible for storing, issuing, and tracking accountable property
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group

- Report security concerns to Logistics Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Logistics Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Logistics Section Chief at requested times

#### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit operations is consolidated and provided to the Logistics Section Chief
- Determine expectations for site restoration in coordination with Logistics Section Chief
- Assist with clean up and restoration of communications equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Logistics Section Chief

**POSITION CHECKLIST  
FACILITIES UNIT LEADER**

The Facilities Unit Leader is responsible for coordinating with site owners and contractors for maintenance and alteration of staging area sites based on operational needs.

**MOBILIZATION PHASE**

- Report to Logistics Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Assist SSA Manager with coordination with site owner/manager and contractors
  - Coordinate with SSA Manager and site owner/manager to complete MOU Exhibits A and B
  - Finalize site use lease with assistance of Washington State Department of General Administration (if requested by site owner)
  - Identify requirements and contract for building maintenance and custodial services
  - Coordinate with utilities and other service providers for necessary support
  - Identify requirements and contract for site alterations such as fencing
- Coordinate with Logistics Section Chief to determine work area site(s)
- Identify staff needed for Facilities Unit and submit request to Logistics Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Facilities Unit work site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Maintain a positive working relationship with site owner/manager and contractors
  - Ensure building maintenance and custodial services are accomplished per agreements
  - Coordinate changes to utilities and other contracted services
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the section

- Report security concerns to Logistics Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Logistics Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in Logistics Section daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Logistics Section Chief at requested times
- Provide input to update INCIDENT ACTION PLAN (IAP) as necessary

#### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from SSA operation is consolidated and provided to the Logistics Section Chief
- Determine expectations for site restoration in coordination with Logistics Section Chief
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Logistics Section Chief

**POSITION CHECKLIST  
SUPPLY UNIT LEADER**

The Supply Unit Leader is responsible for receiving, storing, and processing all site-related resources and supplies including:

**MOBILIZATION PHASE**

- Report to Logistics Section Chief and receive initial activation briefing
- Coordinate with Logistics Section Chief to determine work area site(s)
- Identify staff needed for Supply Unit and submit request to Logistics Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Supply Unit site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Prepare requests for supplies and equipment
  - Coordinate with Finance/Admin Section Procurement Unit to procure needed resources using appropriate purchase or contracting processes
  - Develop rotating order system for reoccurring resource orders such as fuel
  - Coordinate with Planning Section Resource Unit to establish an Accountable Property Officer responsible for storing, issuing, and tracking accountable property
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Logistics Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Logistics Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate

- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Logistics Section Chief at requested times

#### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit operations is consolidated and provided to the Logistics Section Chief
- Determine expectations for site restoration in coordination with Logistics Section Chief
- Assist Planning Section Resource Unit with recovery and disposal of property
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Logistics Section Chief

**POSITION CHECKLIST  
FOOD UNIT LEADER**

The Food Unit Leader is responsible for acquiring catered meals to support staff working day and night operations. This activity may not be needed if food services nearby the staging area site are available and staff are released for meal periods.

**MOBILIZATION PHASE**

- Report to Logistics Section Chief and receive initial activation briefing
- Coordinate with Logistics Section Chief to determine work area site(s)
- Identify staff needed for Food Unit and submit request to Logistics Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Food Unit site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Acquire catered meals to support day and night shifts
  - In coordination with Planning Section Resource Unit, determine number of meals required for each meal period
  - Coordinate with area vendors for delivery of selected foods
  - Coordinate with Finance/Admin Section Procurement Unit to process payment using appropriate purchase or contracting processes
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Logistics Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Logistics Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate

- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to Logistics Section Chief at requested times

#### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit operations is consolidated and provided to the Logistics Section Chief
- Determine expectations for site restoration in coordination with Logistics Section Chief
- Assist with clean up and restoration of communications equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Logistics Section Chief



### **POSITION CHECKLIST MEDICAL UNIT LEADER**

The Medical Unit Leader is responsible for ensuring medical services are available for site staff should an accident, injury or illness occur. This activity may not be needed if medical services are available within 5 minutes of the staging area site. At a minimum, the Logistics Section Manager should ensure that some site staff on each shift are trained in First Aid/CPR/AED procedures and that an AED unit is available on the site.

#### **MOBILIZATION PHASE**

- Report to Logistics Section Chief and receive initial activation briefing
- Coordinate with Logistics Section Chief to determine work area site(s)
- Coordinate with Safety Officer to develop INCIDENT ACTION PLAN (IAP) Medical Plan
- Identify staff needed for Medical Unit and submit request to Logistics Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Medical Unit site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

#### **OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Identify requirements for on-site medic services
  - Obtain AED(s), first aid kits and other equipment
  - Research availability and arrange for First Aid/CPR/AED training for site staff on a volunteer basis
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Logistics Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Logistics Section Chief and Safety Officer
- Update staffing pattern for day to day operations

- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide input to INCIDENT ACTION PLAN (IAP) as needed
- Provide operational updates and reports to Logistics Section Chief at requested times

### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit operations is consolidated and provided to the Logistics Section Chief
- Determine expectations for site restoration in coordination with Logistics Section Chief
- Assist with clean up and restoration of communications equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Logistics Section Chief

### **POSITION CHECKLIST FINANCE/ADMINISTRATIVE SECTION CHIEF**

The Finance/Administration Section Manager is responsible for all financial, administrative and cost analysis aspects for the State Staging Area. This includes providing general financial guidance to the Staging Area Manager and staff, planning for and ensuring the proper acquisition process is in place, monitoring and analyzing financial data for accuracy, and preparing financial tracking reports. There are up to four units in the Finance/Administration Section depending upon need: Procurement, Time, Cost, and Compensation/Claims.

### **MOBILIZATION PHASE**

- Report to State EOC Logistics Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Provide assistance with mobilization of the site

- Assist SSA Manager and Logistics Section with processing of contracts and payments for site lease, utilities and other start up needs
- Coordinate with SSA Manager to develop needs for staff, equipment, and/or supply augmentation for the site
- Coordinate with Logistics Section Chief on ordering of equipment, office supplies, and other necessary items for day to day operations using appropriate State EOC purchase or contracting processes
  
- Develop operations plan for site including work locations of Finance/Admin Section units
- Identify Finance/Admin Section units to be activated including staff needed and submit staffing request to SSA Manager
  
- Review unit responsibilities and processes with unit leaders
  - Procurement Unit
  - Time Unit
  - Cost Unit
  - Compensation Unit
  
- Ensure equipment and supplies are present and operational as part of the Staging Area Task Force
  
- Provide input to initial INCIDENT ACTION PLAN (IAP)
  
- Provide initial activation briefing to section staff using initial briefing checklist
  - Use initial activation briefing checklist

#### **OPERATIONS PHASE**

- Manage section operations in compliance with processes and requirements established in the Staging Area plan
  - Coordinates with Logistics Section to process payment using appropriate State EOC purchase or contracting processes
  - Submit a request, at least 24 hours in advance, for the needed resources to the State EOC Staging Area Unit Leader or designated State EOC Logistics Section staff to fill
  - Check in all staff and add to the Daily Activity Report (Form # EMD-078) before beginning their duties
  - Obtain Daily Activity Report from each Section Chief, and submit them to the Time Unit for each 24-hour period (including the day shift and night shift)
  - Record volunteers using the Daily Activity Report to identify and register spontaneous volunteers as temporary emergency workers and proved they worked the disaster

- Maintain coordination with Plans Section Chief to obtain forecast of incoming staff and equipment/supply expenditures
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the section
- Report security concerns to SSA Manager and Security Lead
- Maintain alertness to safety issues and report incidents to the SSA Manager and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in SSA Manager daily or shift change briefings
- Provide daily situation briefing to security staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide operational updates and reports to SSA Manager at requested times
- Update INCIDENT ACTION PLAN (IAP) as necessary

#### **DEMOBILIZATION PHASE**

- Inform Finance/Admin Section staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from SSA operation is consolidated and provided to the Planning Section Chief
- Determine expectations for site restoration in coordination with SSA Manager
- Assist with clean up and restoration of facility and equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from section staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to SSA Manager

**POSITION CHECKLIST  
PROCUREMENT UNIT LEADER**

The Procurement Unit Leader works with logistics staff to determine needs and then coordinates with the State EOC using the funding request form included in Annex 1 to obtain resources necessary for the staging area operation including:

**MOBILIZATION PHASE**

- Report to Finance/Admin Section Chief and receive initial activation briefing as part of the Staging Area Task Force
- Provide assistance with mobilization of the site
  - Identify requirements and determine funding needs for facility, utilities, feeding/billeting, and other needs
  - Assist SSA Manager and Logistics Section with processing of contracts and payments for site lease, utilities and other start up needs
  - Coordinate with Logistics Section Chief on process for ordering of equipment, office supplies, and other necessary items for day to day operations
- Coordinate with Finance/Admin Section Chief to determine work area site(s)
- Identify staff needed for Procurement Unit and submit request to Finance/Admin Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Procurement Unit site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Secure funding for equipment and other essentials of the SSA using appropriate State EOC purchase or contracting processes
  - Establish local vendor contracts for services in coordination with the contracting officer at the State EOC
  - Purchase supplies
- Maintain operational awareness and resolve issues as necessary

- Document all activities for the group
- Report security concerns to Finance/Admin Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Finance/Admin Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide input to INCIDENT ACTION PLAN (IAP) as needed
- Provide operational updates and reports to Finance/Admin Section Chief at requested times

#### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit operations is consolidated and provided to the Finance/Admin Section Chief
- Determine expectations for site restoration in coordination with Finance/Admin Section Chief
- Assist with clean up and restoration of communications equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Finance/Admin Section Chief

**POSITION CHECKLIST  
TIME UNIT LEADER**

The Time Unit Leader is responsible for in-processing staging area personnel and management of all related time records.

**MOBILIZATION PHASE**

- Report to Finance/Admin Section Chief and receive initial activation briefing
- Coordinate with Finance/Admin Section Chief to determine work area site(s)
- Identify staff needed for Time Unit and submit request to Finance/Admin Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Time Unit site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Process all staging area personnel upon arrival and departure, maintaining status on all staff during their assigned time at the SSA
  - Register and maintain required records for emergency workers on the site
  - Prepare staff accountability reports using the Daily Activity Report and other documentation
  - Assist staff with preparation of time sheets or other records as needed
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Finance/Admin Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Finance/Admin Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate

- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide input to INCIDENT ACTION PLAN (IAP) as needed
- Provide operational updates and reports to Finance/Admin Section Chief at requested times

### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit operations is consolidated and provided to the Finance/Admin Section Chief
- Determine expectations for site restoration in coordination with Finance/Admin Section Chief
- Assist with clean up and restoration of communications equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Finance/Admin Section Chief



### **POSITION CHECKLIST COST UNIT LEADER**

The Cost Unit Leader is responsible for collecting cost information, performing cost-effectiveness analyzes and providing cost estimates and cost savings recommendations.

#### **MOBILIZATION PHASE**

- Report to Finance/Admin Section Chief and receive initial activation briefing
- Coordinate with Finance/Admin Section Chief to determine work area site(s)
- Identify staff needed for Cost Unit and submit request to Finance/Admin Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Cost Unit site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

#### **OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Ensure all sections, branches, groups, and units are documenting cost related information
  - Collect and compile cost information at the end of each shift
  - Prepare and maintain cost reports to include cumulative analyses, summaries, and total expenditures related to the SSA
  - Provide cost estimates and cost savings recommendations to the Finance/Admin Section Chief
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Finance/Admin Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Finance/Admin Section Chief and Safety Officer
- Update staffing pattern for day to day operations
- Ensure staffing projections are accurate

- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide input to INCIDENT ACTION PLAN (IAP) as needed
- Provide operational updates and reports to Finance/Admin Section Chief at requested times

### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit operations is consolidated and provided to the Finance/Admin Section Chief
- Determine expectations for site restoration in coordination with Finance/Admin Section Chief
- Assist with clean up and restoration of communications equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Finance/Admin Section Chief

**POSITION CHECKLIST  
COMPENSATION/CLAIMS UNIT LEADER**

The Compensation/Claims Unit Leader is responsible for working with the Safety Officer on the investigation of injuries and property/equipment damage claims arising out of staging area operations.

**MOBILIZATION PHASE**

- Report to Finance/Admin Section Chief and receive initial activation briefing
- Coordinate with Finance/Admin Section Chief to determine work area site(s)
- Coordinate with Safety Officer to develop process for investigation of injuries and property/equipment damage claims
- Identify staff needed for Compensation/Claims Unit and submit request to Finance/Admin Section Chief
- Ensure communications and support equipment and supplies are present and operational
- Ensure Compensation/Claims Unit site is set up for efficient operations
- Provide initial activation briefing to unit staff using initial briefing checklist
  - Use initial activation briefing checklist

**OPERATIONS PHASE**

- Ensure operations follow processes and meet requirements established in the Staging Area plan
  - Complete all forms required by worker's compensation program
  - Maintain records of injuries and illnesses associated with SSA operation, including results of investigations
  - Work with State EOC SAR Officer to ensure emergency worker claims are filed according to RCW and WAC
- Maintain operational awareness and resolve issues as necessary
- Document all activities for the group
- Report security concerns to Finance/Admin Section Chief and Security Lead
- Maintain alertness to safety issues and report incidents to the Finance/Admin Section Chief and Safety Officer
- Update staffing pattern for day to day operations

- Ensure staffing projections are accurate
- Participate in daily or shift change briefings
- Provide daily situation briefing to unit staff
  - Use daily or shift change briefing checklist
- Ensure proper position training is conducted as required
- Provide input to INCIDENT ACTION PLAN (IAP) as needed
- Provide operational updates and reports to Finance/Admin Section Chief at requested times

### **DEMOBILIZATION PHASE**

- Inform unit staff of demobilization timeline
- Ensure all electronic and hardcopy documentation from unit operations is consolidated and provided to the Finance/Admin Section Chief
- Determine expectations for site restoration in coordination with Finance/Admin Section Chief
- Assist with clean up and restoration of communications equipment for return to owners
- Ensure borrowed, rented, or leased equipment is returned to owners
- Request and consolidate After Action Review comments from unit staff
  - Use AAR (Tab F of this document) Template
- Provide AAR (Tab F of this document) input to Finance/Admin Section Chief

## TAB - E

### Initial Activation Briefing Checklist

- Situation Status
  - Overall effects of disaster local jurisdictions
  - Movement Coordination issues
- Objectives and Priorities
  - Projection of incoming resources
  - Accountability of resources and staff
  - Any known priorities
- Current Organization
  - State EOC; identify Logistics Section Chief, Deployment & Planning Branch Director, Staging Area Unit Leader (if activated)
  - SSA; identify SSA Manager, Section and Branch Leads
- Incident Facilities
  - SSA; identify location and layout
  - Review MOU Exhibits
  - Support facilities (lodging, etc.)
- Resource Assignments
  - Operational resources for site use enroute or onsite (equipment/supplies/personnel)
  - Initial staff needs
  - Site equipment acquisition (if applicable)
- Incident Communications Plan
  - Office phone numbers
  - Cell phone numbers
  - Radio frequencies & call signs
- Processes and Procedures
  - Review of State Staging Area Plan
  - WebEOC Logins
  - Reporting Requirements and Timeframes
- Transportation Concerns, Safety and Other Issues
  - Safe SSA activation and operation
  - Expected daily traffic
  - Anticipated operation timeline
  - Working with drivers and the public
  - Working with State EOC

### Daily or Shift Change Briefing Checklist

- Situation Status
  - Ongoing activities in SSA areas
  - Roadway status
  - Weather report
- Objectives and Priorities
- Current Organization
  - EOC; identify key contacts
  - SSA; identify key contacts
- Resource Assignments
  - Who will staff each active position
  - Site equipment serviceability (if applicable)
- Resources Ordered and Enroute
  - Anticipated disaster resource shipments
  - Operational resources for site use (equipment/supplies/personnel)
- Incident Facilities
  - Support facilities (lodging, etc.)
- Incident Communications Plan
  - Cell phone numbers
  - Radio frequencies & call signs
- Incident Prognosis, Concerns and Other Issues
  - Anticipated operation demobilization date (if any)
  - Operational process adjustments needed
  - Public interaction

**TAB - F**

**LOGISTICS AFTER ACTION REVIEW (AAR) TEMPLATE**

All personnel are requested to provide comments to sustain or improve the processes and operation of their specific activity. Please use this form to submit your thoughts. Use the back if you need more space.

Name of Event	
Date(s) of Participation	
Position	
Location	
Please provide three items that should be sustained in future operations:	
Please provide three items that need to be improved (be specific and provide your suggestions for improvements):	