

**ANNEX M**  
**TRANSITION FROM**  
**THE STATE EMERGENCY OPERATIONS CENTER TO THE JOINT FIELD OFFICE**

**A. MISSION**

The state provides uninterrupted response and recovery support to local jurisdictions as it transitions disaster recovery operations from the State Emergency Operation Center (EOC) at Camp Murray, to the state-federal partnership, multi-agency Joint Field Office (JFO).

**1. Purpose**

This plan provides for an orderly transition of state agency and Non-Government Organizations (NGO) services, support, and personnel from the State EOC to the JFO and ensures continued support to affected citizens and jurisdictions.

**2. Scope and Applicability**

This plan applies to all state agencies, institutions, and NGOs with direct or indirect involvement in the response and recovery phases of the event. The scope of this plan covers EOC and JFO operations and applicable state agencies and NGOs responsible for coordinating and supporting emergency support functions. The plan is limited to those activities that support EOC and JFO operations only; it does not cover state or federal activities in local jurisdictions.

**3. Authorities**

- ◆ Presidential Declaration (when issued)
- ◆ Governor's Emergency Proclamation (when issued)
- ◆ FEMA-State Agreement (when completed)
- ◆ Chapter 38.52 RCW
- ◆ WAC 118.30.060
- ◆ Washington State Emergency Operations Plan
- ◆ Washington State Comprehensive Emergency Management Plan, 2003

**B. END STATE**

Washington state agencies will partner with federal agencies to establish a JFO that can oversee a comprehensive recovery program for impacted counties. Recovery is typically categorized by the Individual Assistance (IA), Public Assistance (PA), and Hazard Mitigation federal programs. However, the state's intent is to assist communities in all reasonable efforts for full long-term recovery. This includes measures taken by agencies to fulfill ESF responsibilities and actions to position Washington's impacted counties to regain full economic vitality.

## 1. EOC Requirements

The State EOC will maintain response missions to support local jurisdictions not covered by the JFO. As communities move from response phase to recovery phase and as response missions conclude, State EOC responsibilities will scale back and be assumed by State Emergency Operation Officers (SEOO) staff. State EOC will continue situation reporting (SitReps) as long as the EOC is at Phase II or Phase III activation for this event. State operations/logistics staff will retain a robust capability to respond to emergency missions.

## 2. JFO Requirements

Responsibility for recovery missions will be assumed by the JFO. The State EOC will gradually transition planning, public information, and liaison functions to the JFO. There will be a period of time where similar activities take place in both locations. The state will need to staff the JFO for legislative affairs and liaison responsibilities.

## C. CONCEPT OF OPERATIONS

### 1. General

The state will initiate transition of staff from response activities at the State EOC to recovery activities coordinated at the JFO. To ensure uninterrupted support to local jurisdictions, EMD and state agencies will staff both the State EOC and the JFO for a period of time. Operational requirements will allow EMD, activated state agencies and NGOs to scale back current staffing at the State EOC and transition staffing to the JFO. As the State EOC reduces its staffing levels, SEOOs will reassume responsibility for normal operations.

### 2. Organizational Structure

Established State EOC organizational structure is retained, but scaled back as mission requirements lessen. The anticipated JFO structure will require state fill of command elements and ICS sections: Command elements include SCO and Deputy, PIO and Legislative Affairs; and General Staff that consists of Operations, Planning, Logistics and Finance & Admin Sections.

### 3. Coordination of Incident Management Activities

The Assistant Director, EMD, will orchestrate the transition of state staff to JFO operations. At the JFO, state agencies, NGOs and FEMA will collaboratively conduct recovery operations to support affected citizens and local jurisdictions.

### 4. Planning Assumptions

- ◆ JFO will be established in a timely manner at a location to be determined.
- ◆ State EOC activities and JFO activities will be distinct; any duplication of efforts (planning, SitRep production, logistics or public information) will be minimized and coordinated between staff.
- ◆ EMD and pertinent agencies will concurrently staff the State EOC and the JFO for a period of time.
- ◆ State agency and NGO staffs are available to support JFO operations, as needed.

- ◆ Due to limited availability, EMD will restrict its staff to State EOC or JFO operations. State agencies will liaison with local counties, as they deem necessary.
- ◆ The state will initially staff the JFO for one, daytime 12-hour shifts, 7 days/week. SCO will scale back JFO hours of operation when workload allows.

#### **D. ROLES AND RESPONSIBILITIES**

This section lists the primary roles and responsibilities of the State EOC and JFO. In general, State EOC will retain response roles and JFO will perform recovery roles for IA, PA, and Hazard Mitigation. Due to the complexity of state government and the nature of individual projects, some tasks will be shared.

##### **1. Disaster Manager**

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

##### **2. Operations**

- ◆ EOC: Retain responsibility to coordinate response support to local jurisdictions, unless activity is covered by IA, PA or Hazard Mitigation.
- ◆ EOC: Assist transition of Emergency Support Functions (ESFs) performed by state agencies and NGOs from State EOC to JFO.
- ◆ JFO: Coordinate state program activities and resource support for IA, PA and Hazard Mitigation.
- ◆ JFO: Coordinate unmet needs of local jurisdictions, as required.

##### **3. Planning**

- ◆ EOC: Continue publishing a daily EOC SitRep for the event.
- ◆ EOC: Develop EOC Action Plans to support response activities.
- ◆ EOC: Transition planning function to JFO.
- ◆ EOC: Coordinate the transfer of plans, documentation and local information to the JFO Planning Section (Jurisdiction Profiles, SitReps, Proclamations, etc.)
- ◆ EOC: Support JFO with GIS products, as applicable.
- ◆ JFO: Develop state objectives for the JFO Action Plans and SitReps to support recovery activities.
- ◆ JFO: Plan state efforts to accomplish PA, IA and Hazard Mitigation program objectives.

#### 4. Logistics

- ◆ EOC: Track and coordinate resource requests to support local jurisdictions.
- ◆ EOC: Coordinate with state agencies for shared missions.
- ◆ EOC: Recover unused disaster supplies and restock “Pre-Positioned Disaster Supplies” (PPDS).
- ◆ EOC: Coordinate state contracts and purchase orders.
- ◆ For JFO: Support FEMA in coordinating JFO facility and infrastructure needs.
- ◆ For JFO: Identify locations and establish Disaster Recovery Centers as required
- ◆ For JFO: Coordinate other activities as required
- ◆ For JFO: Coordinate state-owned resources to support JFO; e.g., GA fleet vehicles or additional parking areas.
- ◆ JFO: Provide local jurisdiction points of contact (POCs) and vendor knowledge.
- ◆ JFO: Support JFO telecom and work with EMD IT Section to integrate unique EMD requirements.
  - OWA access
  - WebEOC access
  - IT access to EMD servers
  - Cell phones
  - Pagers
  - Blackberries

#### 5. Finance and Admin

- ◆ Track costs associated with EMD personnel staffing at the EOC & JFO.
- ◆ EOC: Establish a single, EOC/JFO staffing pattern. It is the intent that staffing for the JFO is for the duration or until there is no longer a need for the position.
- ◆ EMD staffing will be in accordance with EMD Directive 3.2 Emergency Operations Staff Schedule Database (<http://milwbcpm03/policies/emd/emd-3-2.pdf>)
- ◆ JFO: Develop and disseminate a telephone roster of staff working at the JFO.
- ◆ JFO: One state finance/admin position will be staffed by WMD Finance for the duration of the JFO.
- ◆ JFO: One state human resources (HR) specialist will be staffed by WMD HRO.

#### 6. Public Information Office

- ◆ Provide public information regarding statewide response and recovery activities.
- ◆ Respond to and coordinate media requests.
- ◆ Assist Governor’s Office with public information requirements.

- ◆ EOC: Transition public information functions to JFO.
- ◆ JFO: Establish and implement a role for WIN 2-1-1.
- ◆ JFO: Augment EMD Pies with other state agency PIO resources.
- ◆ JFO: PIOs will support JFO activities for its duration.

## **7. Communications and Information Systems**

- ◆ EOC: Provide the EOC operations with Telecom/IT support. On-call, during normal hours 8-5 and on standby during the evenings and weekends.
- ◆ EOC: Support FEMA MERS personnel with Telecom/IT services.
- ◆ JFO: Support JFO telecom to integrate unique EMD requirements.
  - OWA access
  - WebEOC access
  - IT access to EMD servers
  - Cell phones
  - Pagers
  - Blackberries

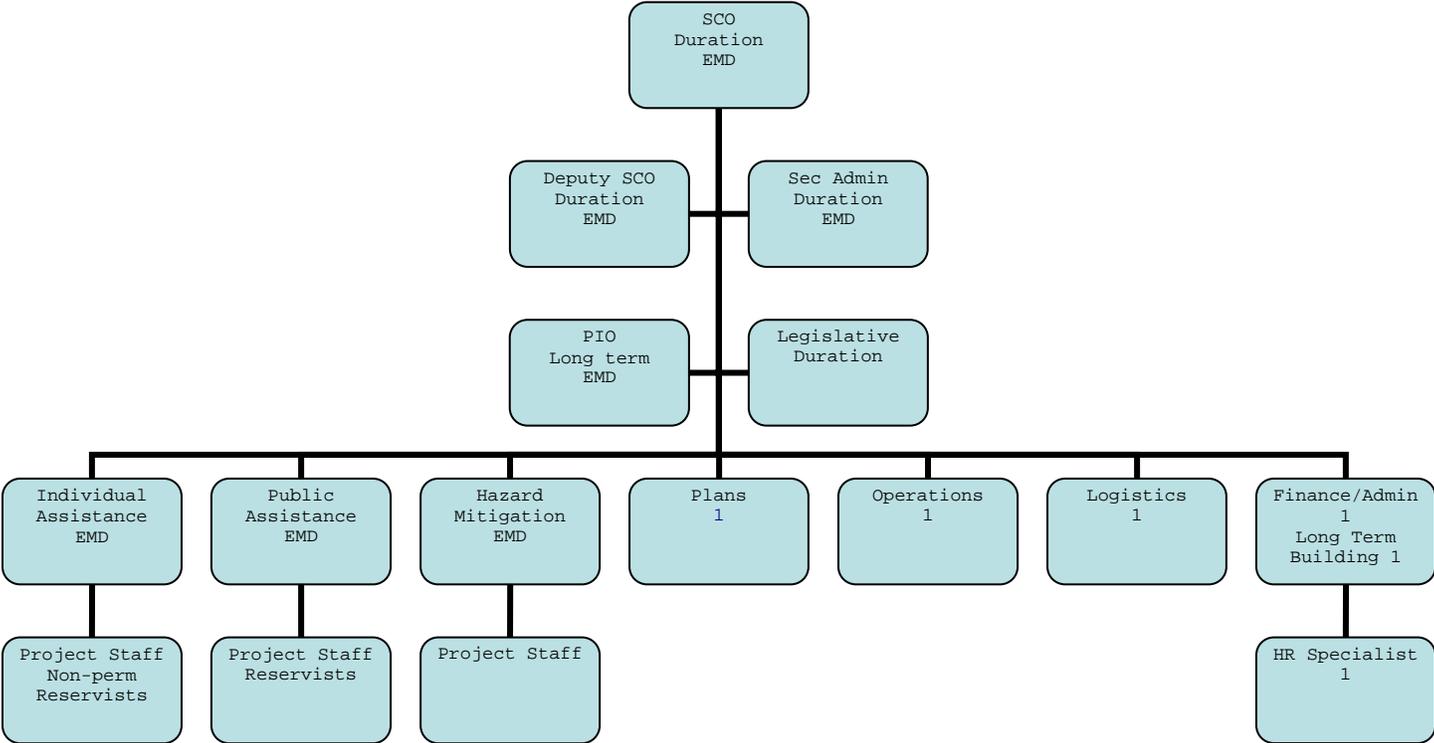
## **8. State Agencies:**

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

### **Attachments:**

- A – JFO State Organizational Chart
- B – JFO Map and Directions (developed when location is identified)
- C – Local Hotels (developed when location is identified)
- D – Transition Timeline

Attachment A – JFO State Organizational Chart



**Attachment B – Map and Directions** (developed once the JFO location is determined)

**Attachment C – Local Hotels** (developed once the JFO location is determined)

### Attachment D – Transition Timeline

These times and dates are anticipated, but are subject to external factors that may cause unexpected changes. “D-Day” is the designation for the date that state staffs are operational at the JFO.

D-3	EOC Planning Section drafts Transition Plan IA PDA Teams file travel plans with Operations EMD Telecom establishes initial coordination with FEMA MERS
D-2	IA PDA Teams file travel plans with Operations
D-1 thru D+1	State EOC closes out existing missions to the maximum extent possible State agencies prepare to transition to JFO or other location to support ongoing missions IA PDA Teams file travel plans with Operations
D-Day	SEOO reverts to Alert and Warning missions EMD Staff (-) transitions to JFO JFO Operational IA / PA PDA Teams file travel plans with Operations
D +1	JFO Operational IA / PA PDA Teams file travel plans with Operations
D+2	JFO Operations IA / PA PDA Teams file travel plans with Operations
D+3	Maintain JFO Operations IA / PA PDA Teams file travel plans with Operations
D+ N	Close out state missions EMD Staff returns to EMD and continues Recovery of Disaster