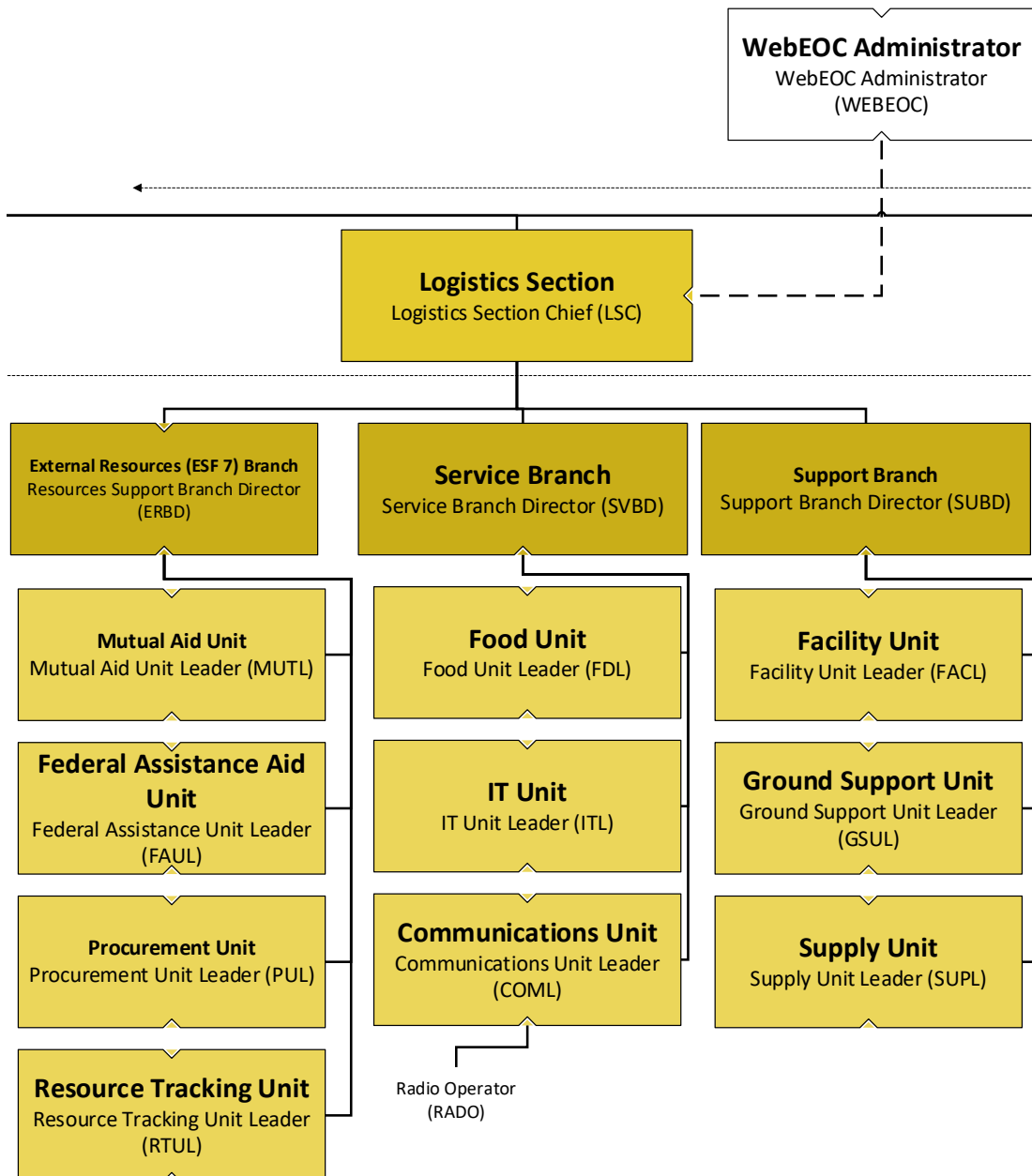# Section 6:   Logistics Section

Purpose and Components of the Logistics Section

The Washington Military Department, Emergency Management Division (EMD) State Emergency Operations Center (SEOC) Logistics Section provides logistical, planning, and training support to Washington State, county, Tribal, and municipal emergency management agencies. Activities address resource needs analysis, evaluation, planning for future needs requirements, procurement, distribution, and other coordination of resources. Resources may include emergency relief supplies, facilities, equipment, telecommunications, contracting assistance, transportation services, maintenance, and personnel.

The Logistics Section oversees Mutual Aid for the State which includes the Emergency Management Assistance Compact (EMAC) and the Pacific Northwest Emergency Management Arrangement (PNEMA). The State Logistics Section also provides program support to members of the Washington Intrastate Mutual Aid System (WAMAS) through training, process support, and general system guidance.

The Logistics Section conducts feeding operations during activations for SEOC staff, completes travel arrangements for deploying personnel, coordinates communications and information technology assistance, facilities management, site selection, and all internal resource needs for the SEOC or assigned Joint Field Office (JFO) staff.

The Logistics Section goal is to have all personnel working in the Logistics Section complete the same levels of training. All personnel staffing Logistic Section positions in the SEOC are required to have baseline knowledge of the Incident Command System (ICS), and mutual aid supported by the section.

Training Requirements

Course	LSC/DLSC	All other logistic positions
IS-26 Guide to Points of Distribution (2010)	Required	Required
IS-27 Orientation to FEMA Logistics (2013)	Required	Required
IS-75 Military Resources in Emergency Management (2011)	Required	Required
IS-100 Introduction to Incident Command System (2018)	Required	Required
IS-200.b ICS for Single Resources and Initial Action Incidents (2019)	Required	Required
IS-238 Critical Concepts of Supply Chain Flow and Resilience (2022)	Required	Encouraged
IS-240.c Leadership & Influence (2021)	Required	Required
IS-241.c Decision Making & Problem Solving (2021)	Required	Required
IS-288.a The role of voluntary agencies in emergency management (2015)	Required	Required
IS-293 Mission Assignment Overview (2021)	Required	Required
IS-700.a National Incident Management System (NIMS) an introduction (2018)	Required	Required
IS-703.b NIMS Resource Management (2020)	Required	Required
IS-706 NIMS Intrastate Mutual Aid an Introduction (2013)	Required	Required
IS-800.d National Response Framework, An Introduction (2020)	Required	Required
IS-2200 Basic Emergency Operations Center Functions (2019)	Required	Required
G 191 Emergency Operations Center/Incident Command Interface	Encouraged	Encouraged
E/G 300 Intermediate Incident Command System	Required	Encouraged
E/G 400 Advanced Incident Command System	Required	Encouraged
E/L-0289 State Volunteer and Donations Management	Encouraged	Encouraged
L-0348 Orientation to Mission Assignments for FEMA Staff and Interagency Partners	Required	Encouraged
L-0489 Management of Spontaneous Volunteers in Disasters	Encouraged	Encouraged
E/L/K-0967 All-Hazard Logistics Section Chief	Required	Encouraged
E/L/K-0968 All Hazards Logistics Section Chief Train-the Trainer	Encouraged	Encouraged
S-0674 Interagency Logistics (Frederick, Maryland)	Encouraged	Encouraged
E-2302 Emergency Operations Center (EOC) Leaders Skillset Course	Encouraged	Optional
E-2306 EOC Resource Skillsets	Required	Encouraged
The Practice and Implementation of EMAC (NEMA)	Required	Encouraged
EMAC Pre-Event Preparation for Resource Providers (NEMA)	Required	Encouraged
The National Guard and EMAC (NEMA)	Required	Encouraged
EMAC Reimbursement for State Emergency Management (NEMA)	Required	Encouraged

Course	LSC/DLSC	All other logistic positions
EMAC A-Team Operations (NEMA)	Required	Optional

Personnel staffing Logistics positions within the SEOC should have functional knowledge of WebEOC software, the procedures, processes, and duty positions responsibilities outlined within this SOP. Personnel from state agencies and local jurisdictions planning on staffing positions within the SEOC Logistics Section should attend the monthly SEOC training day on a regular basis to gain familiarity and experience with SEOC processes and procedures. The skills, requirements and expectations of the Logistics Section Chief and the Deputy Logistics Section Chief are identical, the position of Deputy will be staffed when span of control is such that is a requirement.

Staffing of the SEOC Logistics Section is based on the size and scope of the activation. The Logistic Section Chief will make the determination with input from the SEOC Supervisor. In the absence of the assigned Logistics Section Chief, the logistics section member with the longest agency seniority will temporarily assign the role of section chief at the discretion of the SEOC Supervisor. When the Logistics Section Chief determines the staffing levels, the schedule is set, and personnel notified prior to posting to avoid scheduling conflicts. Any change to positions staffed is validated by the LSC on duty.

Shifts for the Logistics section are routinely from 0700-1900 (Day shift), and 1900-0700 (Night Shift). Personnel are required to arrive prior to the start of their shift to receive a change of shift briefing.

Logistics Section Table of Contents

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LOG-01 | Logistics Section Chief (LSC) Role and Responsibilities				Pages:	3
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Logistics Section Chief and Deputy Logistics Section Chief				
Users:	LSC, DLSC				
References:	Job Aids				

Logistics Section Chief (LSC) and Deputy Logistics Section Chief (DLSC)

Primary Duty: The Logistics Section Chief (LSC) has the responsibility of overseeing the coordination of resource requests as assigned by the Operations Section. The Logistics Section Chief supports state agencies, cities, counties, towns, special purpose districts and tribal governments with state, commercial, mutual aid, or federal resources during the response and recovery of any incident to support the people, the environment, the economy, and the protection of property of Washington State. The position of Deputy will be staffed when span of control is such that is a requirement. The LSC / DLSC also oversees service and support for State Emergency Operations Center (SEOC) personnel, as well as the coordination of travel and lodging for SEOC staff as requested and approved.

Supervises: The External Resources (ESF-7) Branch Director (ERBD), The Service Branch Director (SVBD), the Support Branch Director (SUBD), and the Deputy Logistics Section Chief (DLSC) when activated.

Reports To: SEOC Supervisor (EOCSUP)

Staffing

Considerations: Core SEOC Staff (Logistics Section Chief) or previously designated LSC will be the first activated staff member of the section and based upon the scope and anticipated duration of the incident will likely be the only activated member. When daily operational periods are estimated to exceed 10 hours, an additional LSC qualified staff member will be added to the staffing roster.   When operations are expected to last more than 7 continuous days, an additional LSC qualified staff member will be added to the staffing roster. When Command Staff have directed that SEOC staff will be provided meals and refreshments a Food Unit Leader (FDL) will be activated. Additional logistics section staffing will be considered based upon mission scope and complexity.

☑ Tasks & Responsibilities

❑ Maintain Activity Log in WebEOC.

❑ Organize and staff the Logistics Section effectively to meet the incident needs while ensuring manageable span of control and adequate supervision.

❑ Participate in operational planning process and meetings.

❑ Provide logistical input into the Incident Action Plan (IAP).

❑ Brief IAP to Logistics Section.

Additional Position Tasks and Responsibilities can be found in the accompanying Job Aids.

Staffing Pattern

The Logistics Section Chief (LSC) is responsible establishing and updating the Staffing Pattern for the initial and subsequent operational periods

- Identify key personnel needed to facilitate response support operations.
- Food Unit and Ground Support Unit will only be staffed during the first operational period when mission requirements dictate shifts in excess of 12 hours and/or staff travel requirements.
- Following the publishing of the initial IAP the Logistics Section Chief will update the staffing pattern for the remainder of the operational period based upon defined planning considerations.

Products

The Logistics Section Chief (LSC) is responsible for the timely and accurate completion and filing (electronic and hard copy) of the following documents, *Note* all documentation related to an activated incident will be consolidated and stored in the SEOC Incident Library for the appropriate incident by calendar year at: SEOC - WA State Emergency Operations Center - Historical Incident Library - All Documents (sharepoint.com). Documents will also be added to the WebEOC activity log.

❑ Travel Authorizations for SEOC personnel.

❑ Purchase requests on SEOC Activation A-19 approvals for meals, light refreshments, and miscellaneous supply purchases.

❑ Vendor lists for resource reference and acquisition, located at C. Resources

❑ Situational Report Input to the Planning Section.

❑ ICS Forms (or digital WebEOC equivalents)

- **Form 204** – *Assignment List*: Resources from the SEOC that belong to the Logistics Section deployed in the field.

- **Form 214a** – *Individual Log*: Summarize your daily activities on the ICS 214a. Submit to the Planning Section Chief and the Documentation Unit at the end of each Operational Period.

- The WebEOC Activity Log is a current substitute for the 214a. (LOG-01-C)

- **Form 218** – *Support Vehicle/Equipment Inventory*: Any vehicle or vehicle related equipment acquired for response use (i.e., motor pool) in the field.

- **Other** – *Forms as required* by SEOC Supervisor, or State Coordinating Officer

Meetings

All impromptu meetings as called by the SEOC Supervisor or State Coordinating Officer (listed on ICS form 230): Relay pertinent information to the Logistics Section.

❑ **Operations Briefing:** Obtain current situational awareness, report back to the Logistics Section, and document any pertinent information in the Activity Log.

❑ **Objectives Meeting:** Update incident objectives, Standing Principles, and Operational Period Command emphasis.

❑ **Command and General Staff:** Review approved incident objectives, share important information, report back to the Logistics Section, and document any pertinent information in the Activity Log.

❑ **SEOC Update Briefing:** Present updated Logistics incident information.

❑ **Operation Tactics Meeting:** Review and finalize all incident related Form 204 assignment lists.

❑ **Planning Meeting:** Approve the IAP for the next Operational Period.

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LOG-01a | Shift Change Briefing Checklist				Pages:	2
Effective Date:	**05/12/2021**	Prepared by:	Mark Woodard	Date:	01/03/2017
Version No.:	**2**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Provide continuity in Logistics support from shift to shift				
Users:	All				
References:					

Activity Log for the next person on shift:

EOC Logistics Section Shift Change Briefing Checklist:

❑ Date/Time: Prepared by:

❑ Activation Level / Current Situation Report

❑ Current and planned staffing levels:

❑ Number of total Resource Requests:

❑ Number of Open, Current, On-Going Resources/Missions:

❑ Number of missions still need assigned or accepted?

❑ Resources Ordered and in Transit:

❑ Anticipated disaster resource shipments (resource request trends):

❑ Anticipated release of deployed resources:

❑ Travel arrangement status for deployed personnel in the field:

❑ Support facilities available (lodging, etc.):

❑ List important contact information as appropriate and applicable:

Objectives and Priorities:

❑ Current Operational Period Tasks:

❑ Current Command Period Emphasis:

❑ Next Operational Period Projections:

❑ Required Reports Completed (attach copy) and/or Due:

❑ Issues Requiring Coordination with other Sections / ESFs:

❑ Ongoing activities in routing areas:

❑ Issues/Concerns:

❑ Meal Information for next shift:

❑ Light refreshment supply and purchase status:

❑ Status of approval forms:

Status of purchase card binder:

WebEOC:

❑ Current or ongoing issues with WebEOC:

LOG-01b | Decision Packages				Pages:	4
Effective Date:	**06/21/2017**	Prepared by:	Mark Woodward	Date:	06/20/2017
Version No.:	**2**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Details of the Decision Package process and implementation				
Users:	Personnel staffing the SEOC and impacted jurisdictions				
References:	Decision packages				

☐ Decision Package

- The decision packages listed below are the primary responsibility of the SEOC Operations section and Logistics performs a supporting role.

- When SEOC command and general staff provide senior managers with the choices and documentation on an issue that requires an executive decision.

☐ Purpose of a Decision Package

- Decision Packages are generally implemented for a large scale or catastrophic event where additional resources are required to respond to or recover from an event.

☐ Types of Decision Packages that the Logistics Section maintains:
- Movement Coordination
- State Staging Areas (SSA)
- Reception and Integration (R&I) Center
- Commercial Vehicle Pass (CVP) System

Note: If a CVP decision package is executed, a Movement Coordination package must be completed as Movement Check Points will be required. Decision Packages are located on SharePoint at Decision Package Training

Movement Coordination:

- Resource support is triggered when ESFs and/or state, Tribal and local governments have exhausted their supplies and capacity to provide services, personnel and commodities during the response and recovery phases of an emergency or disaster.
- Support requirements for commodity distribution requires movement control for the efficient delivery of requested resources to distribution points and/or staging areas, damage to transportation infrastructure, and/or commodities may be jeopardized by current operational assessment within the area.
- State Staging Areas:

- Pending arrival of FEMA disaster push packages and/or disaster resources ordered by the state and/or local jurisdictions, establishment of state staging area(s) may be necessary.

- Reception and Integration (R&I) Center:

- A Reception and Integration center is needed when Mutual Aid resources have been requested in sufficient quantities (examples below) that would necessitate reception of resources offsite

from the SEOC. The R&I location should be in close proximity to where the resources enter the state; i.e. near SEATAC airport.

- The need to process thirty-five or more incoming requested responders each day for an extended period, or
- The need to in-process and demobilize an estimated 500+ requested responders over an anticipated two-week timeframe because of mutual aid requests, though EMAC and/or PNEMA

Note: Operating a R&I Center will require trained and qualified EMAC A-Team personnel.

- Commercial Vehicle Pass System (CVP):

  o The state will activate the system when major freight highways are closed or severely restricted, and a limited-capacity detour is available nearby. Passes will be issued based on the highway detour's capacity and the priority of goods carried, as determined by the State Emergency Operation Center during an emergency. Detour Passes will not be issued until the Washington State Department of Transportation has determined the detour route to be safe, potentially on the second or third day after the highway closure. Passes are categorized in three priorities; Category A, B, or C. More information can be found at: http://www.wsdot.wa.gov/commercialvehicle/detourpass.htm.

This decision package is conducted in conjunction with the Movement Coordination Decision Package as Movement Check Points will need activated.

☐ Requirements, approval process, and distribution:

- The following supporting documentation will be provided to the Policy Group for reference:

  o Map(s) depicting operational area location(s)

  o Known public health risks – HAZMAT, etc.

  o Governor's Proclamation, original or revised.

  o Confirmation showing estimated time of arrival for requested resources.

  o Weather reports

  o Support requirements (wrap-around-services; lighting, fuel, etc.)

  o Cost estimates (use embedded excel spreadsheet)

    - Personnel (salary to include benefits)

    - Facilities

    - Lodging (if necessary for staff)

    - Equipment (bought or rented)

    - Supplies

- Transportation

- Begin coordination with internal and external agencies, ESFs, and jurisdictions in accordance with the procedures listed within each Decision Package.

- Document activities in WebEOC Mission Tracker.

- The Operations Section Chief (OSC) signs the form prior to submission.

- The OSC obtains coordination initials required as listed on each decision package.

- The OSC obtains the SEOC supervisors initials as part of the approval routing prior to the Disaster Manager signing.

    o The Governor/Designee can also be the Disaster Manager.

- Depending on overall cost, spending authority guidelines may dictate higher signature authority.

- Post approved Decision Package in WebEOC under Significant Events.

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LOG-01c | Job Aid: ICS-214A Activity Log				Pages:	3
Effective Date:	**06/21/2017**	Prepared by:	Mark Woodward	Date:	06/15/2017
Version No.:	**2**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	For maintaining record of all actions				
Users:	Logistics Section personnel				
References:					

❑ **Purpose:** The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

❑ **Preparation:** An ICS 214 can be initiated and maintained by personnel in various ICS positions as needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

❑ **Use:** The Activity log will be used and maintained by all members of the Logistics Section throughout the activation. At a minimum individuals will log the following notable activities:

  o Receipt of activation orders.
  o Date/Time when reporting to duty.
  o Acknowledgement of shift changeover briefing, or:
  o Acknowledgement of reviewing past 48hrs of activity and significant action logs.
  o All expenditures of state money (note name/title of authorizing official, applicable fund code, justification, location of receipts, location of goods)
  o All communications with outside entities/stakeholders
  o All communications which may result in negative media attention.
  o Any unresolved IT issues.
  o Any unresolved WebEOC issues.

❑ **Format:** Staff will use the WebEOC Activity log as the primary means of record keeping during all activations and will maintain hard copies (blank) of the ICS 214 Activity log for use when deployed, when WebEOC is not available and when other situations dictate.

❑ **Relation to Significant Events:** WebEOC has the ability to publish activity log comments directly to the State Significant Events log, this capability is restricted to Command and General Staff, The criteria for publishing in this manner will be issued by the SEOC supervisor at the start of an incident but will generally mirror the essential elements of information as depicted in the IAP.

❑ **WebEOC Activity Log**

CANCEL | SAVE

Details Test

Subject

* Date/Time
09/26/2023 10:18:36

* Event Type

* Priority
Incident Stabilization

* Description

Location Details

Location Name

Location Address

Map
GENERATE MAP

Attachments

Attachment 1
Click to browse

Attachment 1 Description

Attachment 2
Click to browse

Attachment 2 Description

Routing

☐ Post to SEOC Significant Events

❑ **ICS 214 Activity Log (paper version)**

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From:		Date To:
	Time From:		Time To:

3. Name:	4. ICS Position:	5. Home Agency (and Unit):

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 1   Date/Time: _____

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LOG-01d | Job Aid: Purchase Card Authorization - Custodian				Pages:	4
Effective Date:	**06/21/2017**	Prepared by:	Mark Woodward	Date:	06/15/2017
Version No.:	**3**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Approval form for purchase card custodians				
Users:	Logistics Section personnel				
References:	WMD Form 1003-10 WMD Policy FIN-105-02 State Purchase Cards				

In order to comply with both State and WMD policies, the Logistics Section Chief must be an authorized Card Custodian, or a Designated Card User as defined by WMD Policy FIN-105-02 (April 1, 2020). The Card Custodian is designated by the Agency Credit Card Administrator and Approving Manager to maintain custody of and make purchases with an assigned Purchase Card.

Card Custodian: must complete required training by DES Policy:

 a. WA State Purchasing and Procurement Ethics
 b. WA State Small Purchases
 c. Complete WMD Form 1003-10 (Card Custodian Agreement)
 d. Maintain security and control of the purchase card.
 e. Record all transactions on the Purchase card log.
 f. Collect and maintain Designated Card User Agreement forms from all users (WMD Form 1001-10).

Current updated forms can be found at:

Finance Administration - FIN-105-02, State Purchase Cards.pdf - All Documents (sharepoint.com)

Purchase Log can be found at:

Logistics Purchase Order and Log.xlsx

All receipts and associated documentation will be stored in the SEOC Incident Library for the appropriate incident by calendar year at:

SEOC - WA State Emergency Operations Center - Historical Incident Library - All Documents (sharepoint.com)

WMD State Purchase Card Custodian Agreement

STATE OF WASHINGTON
MILITARY DEPARTMENT
Camp Murray, Washington 98430-5000

WMD State Purchase Card Custodian Agreement

I hereby acknowledge responsibility for custody of the State Purchase Card, Account No._____.

As the Card Custodian, I agree to the following statements and will contact the Agency Credit Card Administrator if I am unclear as to the policies and procedures for use of the card. I agree to adhere to WMD Policy FIN-105-02, State Purchase Cards. I agree to reconcile all purchases monthly with the State Purchase Card Log (WMD Form 1001-10) and the bank's Online Transaction Log, and to submit all receipts to the WMD Accounts Payable Department along with a signed copy of the State Purchase Card Log.

I understand that the card will not be used for the following:

1. Cash advances.
2. Items purchased for personal use.
3. Purchase of materials or services from any family member of the Designated Card User or Card Custodian.
4. Purchasing of any good or service from an alternate vendor (direct buy) when the item is available on a state master contract; the state master contract or convenience contract must be used whenever one is available.
5. Purchase of airfare or rental car.
6. Gifts or donations of a personal nature. (Does not preclude the purchase of business-related gifts within legal limits.)
7. Purchases in excess of limits authorized for the card.
8. Purchases that exceed the state's direct buy spending limits, including splitting purchases to circumvent the daily or monthly purchase limits on a card, or to avoid competitive bidding limits or purchase authority limits.
9. Purchase of alcoholic beverages or tobacco products.
10. Purchase from any merchant for goods or services considered inappropriate use of state funds, i.e. casinos, adult entertainment centers, etc.

I understand that violations of this agreement, or agency established policies and procedures governing the use of this card may result in cancellation of division purchase card privileges and may result in corrective or disciplinary action.

Card Custodian Name: _____

Card Custodian Signature: _____ Date: _____

Approving Manager Name: _____

Approving Manager Signature: _____ Date: _____

WMD Form 1003-10

LOG-02 | WebEOC Administrator (WEBEOC) Role and Responsibilities				Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the WebEOC Administrator (WEBEOC)				
Users:	LSC, WEBEOC				
References:	Job Aids				

WebEOC Administrator (WEBEOC)

Primary Duty: Primary Duty Description

Supervises: N/A

Reports To: When activated this position reports to the Logistics Section Chief.

Staffing

Considerations: This position can only be staffed by those with existing WebEOC Administrator or Partial Administrator accounts. This position can be staffed remotely.

☑ Tasks & Responsibilities

❑ Major Tasks

❑ Maintain Activity Log in WebEOC.

❑ Ensure all staff and stakeholders have appropriate access to WebEOC.

❑ Create and update incidents in WebEOC using board 02 V9 Incident Creator Contacts

❑ Update the WebEOC Notifications tab with appropriate system-wide message as needed.

❑ Monitor WebEOC to ensure functionality of all components.

❑ Coordinate with WebEOC vendor (Juvare) for all technical issues, maintain a log of all issues and suggest improvements for subsequent AAR.

❑ Ensure all SEOC personnel are using WebEOC Board 01 V9 Sign in Out

❑ Provide support and training for all jurisdictions during incidents, training, and exercise events.

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LOG-03 | External Resources (ESF-7) Branch Director (ERBD) Role and Responsibilities				Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the External Resources (ESF-7) Branch Director (ERBD)				
Users:	LSC, ERBD				
References:	Job Aids				

External Resources (ESF-7) Branch Director (ERBD)

Primary Duty: Primary Duty Description

Supervises: Supervises the Mutual Aid Unit Leader (MUTL), Federal Assistance Aid Unit Leader (FAUL), Procurement Unit Leader (PUL) and Resource Tracking Unit Leader (RUTL) when activated.

Reports To: When activated this position reports to the Logistics Section Chief.

Staffing

Considerations: This position can only be staffed by the EMAC Coordinator or one of the EMAC designated contacts unless an EMAC A-Team has been brought in from outside of the jurisdiction to support this role.

☑ Tasks & Responsibilities

❑ Major Tasks

❑ Maintain Activity Log in WebEOC.

❑ Coordinate requests for intrastate mutual aid.

❑ Provide technical assistance for jurisdictions utilizing the WAMAS process.

❑ Coordinate activities of External Resource Branch units and performs functions of any unit not staffed.

❑ Become familiarized with the Distribution Management Plan (DMP, 2022), and the ESF7 Annex of the CEMP.

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LOG-04 | Mutual Aid Unit Leader (MUTL) Role and Responsibilities			Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Mutual Aid Unit Leader (MUTL)			
Users:	LSC, ERBD, MUTL			
References:	Job Aids			

Mutual Aid Unit Leader (MUTL)

Primary Duty: Primary Duty Description

Supervises: N/A

Reports To: When activated this position reports to the External Resources (ESF-7) Branch Director (ERBD).

Staffing

Considerations: None.

☑ Tasks & Responsibilities

- ❑ Major Tasks

  - ❑ Maintain Activity Log in WebEOC.

  - ❑ Lead supervisor for the Emergency Management Assistance Compact (EMAC) and Pacific Northwest Emergency Management Arrangement (PNEMA) A-Teams.

  - ❑ Conducts mutual aid requests when A-Teams are not assigned.

  - ❑ Coordinates Resource Support Agreement (RSA) for providing mutual aid & tracks all funding related to the same.

  - ❑ When using the EMAC Operations System (EOS) for EMAC, will update, monitor, and maintain awareness.

  - ❑ Provides a list of issues and possible solutions or lessons learned throughout the event to the LSC for the Section's AAR.

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LOG-04a	Job Aid: Mutual Aid			Pages:	1
Effective Date:	**09/26/2023**	Prepared by:	Adam Mulvey	Date:	09/26/2023
Version No.:	**1**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Designate the role and responsibilities of the Mutual Aid Team Leader in the SEOC.				
Users:	LSC, ERBD, MUTL				
References:					

❑ Purpose: To delineate the roles and responsibilities of the Mutual Aid Team Leader leader in an SEOC activation. The MUTL is tasked with coordinating mutual aid for all resources coming into the jurisdiction during incident response and recovery. This mutual aid can come in the form of:

  o WAMAS: Washington Intrastate Mutual Aid System is enabling legislation allowing Member Jurisdictions throughout Washington State to efficiently and effectively share resources during disasters or emergencies, as well as anticipated drills or exercises. WAMAS is formalized into law (RCW 38.56) for jurisdictions below the state-level and requires two member signatories to utilize. The WAMAS members are from every county, city and town of the state (does not include special purpose districts or state agencies). Federally recognized Indian Tribes located within the boundaries of the state may become a member upon receipt by the Washington State Military Department of a tribal government resolution declaring its intention to be a member of WAMAS.WAMAS is a program that is entirely managed by local jurisdictions as they attempt to meet their own internal resource requirements. The Mutual Aid Team Leader (MUTL) and other SEOC Staff may assist with messaging and coordination, however WAMAS activities are outside of the SEOC process and will not be entered into WebEOC records.

  o PNEMA: Pacific Northwest Emergency Management Arrangement (PNEMA) provides international mutual aid. PNEMA is an inter-jurisdictional agreement that enables entities to provide mutual assistance and the sharing of resources during times of need and for cooperative activities to improve civil preparedness and response across jurisdictional boundaries. PNEMA is governed by Public Law 105-381, 105th Congress and does not require a Governor's Proclamation before use. The members of PNEMA include the states of Washington, Oregon, Idaho, Alaska and the Province of British Columbia and the Yukon Territory. The Mutual Aid Team Leader (MUTL) will serve as the initial point of contact for requesting mutual aid resources under PNEMA.

  o EMAC: Emergency Management Assistance Compact provides interstate mutual aid. EMAC is a national governor's interstate mutual aid compact that facilitates the sharing of resources, personnel, and equipment across state lines during times of disaster and emergency. EMAC is formalized into law (RCW 38.10.010) and requires a Governor's Proclamation before use. The members of EMAC include all 50 U.S. states, Puerto Rico, the U.S. Virgin Islands, Guam, and the District of Columbia. The Mutual Aid Team Leader (MUTL) will serve as the initial point of contact for requesting mutual aid resources under EMAC.

❑ Process:

  o County and Local Level Mutual Aid: During their internal resource process local jurisdictions may be unable to identify local, neighboring, or commercial resources available to fulfill their needs. Counties and jurisdictions which are a party to WAMAS can work directly with other WAMAS members to coordinate mutual aid requests.

    ▪ The SEOC can assist the WAMAS process through statewide messaging.

  o Interstate of International Mutual Aid: The SEOC will begin by working through the internal resource process (State Agencies, State Master Contracts, Commercial Vendors). Once all avenues have been exhausted or at the direction of the State Coordinating Officer (SCO) the Mutual Aid Unit Leader (MUTL) can:

  PNEMA: Any Member jurisdiction may request PNEMA assistance at any time. When a member jurisdiction needs assistance from other Signatories, the Authorized Representative (AR), will initiate the PNEMA procedures for requesting assistance. The Resource Support Agreement (RSA) form is the official agreement for mutual aid. The RSA is not valid until it is signed by both PNEMA Authorized Representatives of the Requesting and Assisting jurisdictions; at which time it becomes a legal binding contract. Specific PNEMA policies and procedures can be found here: PNEMA OPS Manual and SOP 2023.pdf (wa.gov) *Note* Requesting mutual aid under PNEMA does not require a Governors Proclamation.

  EMAC: Once the State Coordinating Officer or the EMAC Coordinator asses that the size and complexity of the incident may exceed statewide resources, a Situation Report will be created by the SEOC within the EMAC Operating System (EOS) which will alert EMAC jurisdictions of the current situation within Washington State and a estimation of expected resource needs. A Governors declaration will be required to create an EMAC Request for Support. Specific EMAC policies and procedures can be found at: https://mil.wa.gov/asset/648892cb6fa00/EMAC%20Operations%20Manual%20May%20 10%202023.pdf

    ❑ A Teams: Size and incident complexity may require mutual aid coordination assistance. In such a situation an Advance Team (A-Team) would be requested from inside or outside of Washington, this A-Team would have the primary responsibility of implementing the EMAC process in both the Requesting and Assisting States as assigned by the state emergency management director or their designee.

LOG-05 | Federal Assistance Aid Unit Leader (FAUL) Role and Responsibilities			Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Federal Assistance Aid Unit Leader (FAUL)			
Users:	LSC, ERBD, FAUL			
References:	Job Aids			

Federal Assistance Aid Unit Leader (FAUL)

Primary Duty: Primary Duty Description

Supervises: N/A

Reports To: When activated this position reports to the External Resources (ESF-7) Branch Director (ERBD).

Staffing

Considerations: None.

☑ Tasks & Responsibilities

❑   Major Tasks

   ❑   Maintain Activity Log in WebEOC.

   ❑   Coordinate with FEMA Integration Team to understand and communicate expected resource shortfalls.

   ❑   Complete Resource Request Forms (RRFs) for requested federal assistance.

   ❑   Tracks and provides updates on federal assistance.

   ❑   Provides a list of issues and possible solutions or lessons learned throughout the event to the LSC for the sections AAR.

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LOG-05a	Federal Assistance Process			Pages:	4
Effective Date:	**01/03/2017**	Prepared by:	Mark Woodward	Date:	01/03/2017
Version No.:	**1**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Coordinates all requests for federal assistance.				
Users:	Coordinates Resource Request Forms (RRFs) requesting assistance from the federal government.				
References:					

- ❑ Tracks and provides updates on federal assistance.

- ❑ When the SEOC is activated, and the president issues an Emergency Declaration or Disaster Declaration, the state is authorized to request assistance from the federal government by using a Resource Request Form (RRF), FEMA Form 010-0-7.

- ❑ Sections I and II are completed in detail, and then signed by the State Coordinating Officer (SCO prior) to submission.

- ❑ A blank RRF can be found on SharePoint at: FEMA_RRF_010-0-7.pdf

- ❑ The RRF does not have space to place a WebEOC number, write the number on the top right corner of the form.

- ❑ The RRF is scanned, and a copy saved to the incident specific folder (located on the S: Drive/Logistics Section/Incidents). Additionally, attach the scanned copy to the updated action in WebEOC.

- ❑ RRFs are processed primarily through the Regional Response Coordination Center (RRCC) using a FEMA liaison assigned to the SEOC.

- ❑ If an Initial Operating Facility (IOF) or Joint Field Office (JFO) is activated, RRFs can be directly submitted from the State Logistics Section Chief through the FEMA Operations Section Chief. In any case, the State Coordinating Officer (SCO) must sign the RRF.

- ❑ The following email addresses are to be used to correspond with the RRCC, when the RRCC is activated:

  - Mission Assignment Unit Lead - r10-rrcc-mamg@fema.dhs.gov

  - Non-RRCC Mission Assignment Communication - fema-r10-missionassignments@fema.dhs.gov

- ❑ FEMA submits a computer-generated RRF from their system to the state. Review and submit the RRF to the SCO for signature. Save RRF in Incident folder and into WebEOC.

- ❑ Once FEMA accepts and processes the RRF, FEMA will issue a Mission Assignment (MA), FEMA Form 010-0-8, for the request. The SCO must approve and sign the Mission Assignment (MA). This number is recorded in WebEOC to assist in tracking the request.

- ❑ Ensure the following is completed:

- The SCO reviews and signs all MA Amendments returned by FEMA.

- MA and MA Amendments are scanned and saved in the appropriate Incident folder and WebEOC (cross reference MA# with WebEOC request #).

- When provided, record the National Emergency Management Information System (NEMIS) Number from the MA in WebEOC, "Add Actions" tab.

- Track all costs of the MA in WebEOC. Report states cost share to the Fin/Admin Section.

❑ Maintaining a good relationship with the FEMA Liaison and RRCC operations counterpart is vital to tracking RRFs and MAs.

- Logistics must ensure initial contact with FEMA before the submittal of any RRFs and follow up on submitted requests for Resource Tracker status updating; information can be copied/pasted into the SEOC WebEOC Resource Tracker.

❑ Resources requested for a specific purpose must be used for that purpose. Requests for other uses need to be submitted separately for approval.

❑ FEMA will be providing the SEOC Logistics Section with a UserID and password for FEMA's WebEOC – issued to individuals, not positions if FEMA wishes the state to use their WebEOC for that specific incident. FEMA WebEOC will:

- Provide visibility on the status of current and pending federal resource requests.

- Reduce the need for SEOC Logistics staff to "ping" FEMA for resource request updates.

FEMA RRF Form 010-0-7

DEPARTMENT OF HOMELAND SECURITY
Federal Emergency Management Agency
RESOURCE REQUEST FORM (RRF)

O.M.B. No. 1660-0002
Expires May 31, 2017

PAPERWORK BURDEN DISCLOSURE NOTICE

Public reporting burden for this form is estimated to average 20 minutes per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting this form. This collection of information is required to obtain or retain benefits. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing this burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472-3100, Paperwork Reduction Project (1660-0047). **NOTE: Do not send your completed form to this address.**

I. REQUESTING ASSISTANCE (To be completed by Requestor)

1. Requestor's Name (Please print)	2. Title	3. Phone No.
4. Requestor's Organization	5. Fax No.	6. E-Mail Address

II. REQUESTING ASSISTANCE (To be completed by Requestor)

1. Description of Requested Assistance:

2. Quantity	3. Priority ☐ Lifesaving ☐ Life Sustaining ☐ High	☐ Normal	4. Date and Time Needed

5. Delivery Site Location	6. Site Point of Contact (POC)
	7. 24 Hour Phone No.	8. Fax No.

9. State Approving Official Signature	10. Date and Time

III. SOURCING THE REQUEST - REVIEW/COORDINATION (Operations Section Only)

1.	2. Source:	3. Assigned to:
☐ OPS Review by:_____ ☐ LOG Review by: _____ ☐ Other Coordination:_____ ☐ Other Coordination: _____ ☐ Other Coordination:_____	☐ Donations ☐ Other (Explain) ☐ Requisitions ☐ Procurement ☐ Interagency Agreement ☐ Mission Assignment	ESF/OFA:_____ RSF/OFA:_____ Other: _____ Date/Time:_____

4. Immediate Action Required   ☐ Yes   ☐ No

IV. STATEMENT OF WORK (Operations Section Only)

1. OFA Action Officer	2. 24 Hour Phone #	3. Fax #
4. FEMA Project Manager	5. 24 Hour Phone #	6. Fax #

7. Statement of Work   ☐ See Attached

8. Estimated Completion Date	9. Estimated Cost

V. ACTION TAKEN (Operations Section Only)

☐ Accepted	☐ Rejected	☐ Requestor Notified

Reason / Disposition

FEMA FORM 010-0-7	PREVIOUSLY FF 90-136	Page 1 of 2

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LOG-06 | Procurement Unit Leader (PUL) Role and Responsibilities			Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Procurement Unit Leader (PUL)			
Users:	LSC, ERBD, PUL			
References:	Job Aids			

Procurement Unit Leader (PUL)

Primary Duty: Primary Duty Description

Supervises: N/A

Reports To: When activated this position reports to the External Resources (ESF-7) Branch Director (ERBD).

Staffing

Considerations: Primary consideration should be given to staff members who have completed WA State Ethics in State Government, WA State Contract Management 101, Washington State Contract Management 201 and WA State Small Purchase training (or similar equivalents).

☑ Tasks & Responsibilities

❑ Major Tasks

❑ Maintain Activity Log in WebEOC.

❑ Contracts or coordinates purchases with commercial vendors for emergency resource purchases and leasing.

❑ Coordinates with Finance & Admin on current contract status and ensures expenditures meet all applicable guidance.

❑ Develops vendor quotes based on guidance from their supervisor.

❑ Provides a list of issues and possible solutions or lessons learned throughout the event to the LSC for the Section's AAR.

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LOG-06a | Job Aid: Purchase Card (User)				Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Alisha Osborne	Date:	04/14/2021
Version No.:	**3**	Reviewed by:	Adam Mulvey	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Procurement Unit Leader (PUL)				
Users:	LSC, PUL, FDUL				
References:	WMD Policy FIN-105-02				

❑ During an activation, an EMAC Purchase Card is found with full time Logistics staff for procuring approved meals, travel, supplies, equipment, or goods/services related to the incident.

❑ Prior to any purchase:

➢ The credit card custodian will ensure that a WMD Designated Card User Agreement (WMD Form 1004-10) has been completed for the intended card user. (Finance Administration - WMD Form 1004-10 (Designated Card User Agreement).pdf - All Documents (sharepoint.com))

➢ The Card custodian will ensure that user has access to the Purchase Card Log. (Logistics Purchase Order and Log.xlsx)

➢ Card user will provide requests and justification for purchase to the Logistics Section Chief (or designated representative), request will be noted in the Activity Log and forwarded to the Command Staff for approval.

➢ The Logistics Section Chief will obtain an appropriate Fund Code for accounting purposes and provide the purchase card user with an A-19 for the purpose.

❑ For the purchase of meals and/or light refreshments please refer to the additional requirements under the Food Unit Leader (FDL)

❑ Following any purchase:

➢ The Purchase card log will be updated with all details of the transaction.

➢ All receipts will be scanned and added to the appropriate Incident Library on SharePoint (SEOC - WA State Emergency Operations Center - Historical Incident Library - All Documents (sharepoint.com))

➢ Hard copies of receipts will be retained by the Purchase Card Custodian until the end of the billing cycle.

➢ If purchase was in response to an incident resource request, all procurement steps need to be documented in WebEOC under the specific request.

❑ WMD Form 1004-10

STATE OF WASHINGTON
MILITARY DEPARTMENT
Camp Murray, Washington 98430-5000

WMD Designated Card User Agreement

As a Designated Card User, I agree to adhere to WMD Policy FIN-105-02.
I agree to contact the Agency Credit Card Administrator if I am unclear as to the policies and procedures for use of the card. I agree to have all purchases reconciled monthly with the State Purchase Card Log (WMD Form 1001-10). I agree to maintain security of the purchase card at all times. I agree to submit all original receipts promptly to the Card Custodian. Additionally, the card will not be used for:

1. Cash advances.
2. Items purchased for personal use.
3. Purchase of materials or services from any family member of the Designated Card User or Card Custodian.
4. Purchasing of any good or service from an alternate vendor (direct buy) when the item is available on a state master contract; the state master contract or convenience contract must be used whenever one is available.
5. Purchase of airfare or rental car.
6. Gifts or donations of a personal nature. (Does not preclude the purchase of business-related gifts within legal limits.)
7. Purchases in excess of limits authorized for the card.
8. Purchases that exceed the state's direct buy spending limits, including splitting purchases to circumvent the daily or monthly purchase limits on a card, or to avoid competitive bidding limits or purchase authority limits.
9. Purchase of alcoholic beverages or tobacco products.
10. Purchase from any merchant for goods or services considered inappropriate use of state funds, i.e. casinos, adult entertainment centers, etc.

I understand that violations of this agreement, or agency established policies and procedures governing the use of this card may result in cancellation of division purchase card privileges and may result in corrective or disciplinary action.

Name: _____

Signature: _____ Date: _____

WMD Form 1004-10

LOG-06b | Activation Procurement Process				Pages:	2
Effective Date:	**04/16/2017**	Prepared by:	Alisha Osborne	Date:	04/16/2021
Version No.:	**3**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	To ensure emergency procurement guidelines are followed				
Users:	All				
References:	Washington Military Department Procurement Policy				

❑ PURPOSE: The intent of this policy is to establish a standalone PO Form and expense log to be used during Level 1 and 2 activations.

- **Allowable Emergency Purchases**
  - Individual(s) travel to affected areas:
  - Lodging
  - Airfare
  - Motor Pool/Rental vehicle
  - Meals
  - Meals to include Refreshments/Snacks up to per diem rate for EOC Staff.
  - Other inter-governmental agency agreements/contracts.
  - Sandbags
  - Other Large Purchases as authorized by the State Coordinating Officer (SCO)
  - Supplies or Equipment to be kept and stored by EMD.
  - Equipment for SEOC Feeding.
  - Other Supplies as Determined for SEOC Supervisor.

- **The following items are not permitted under emergency purchase rules:**
  - Human resources, services, supplies, and equipment for:
    - Other governmental entities - the entity must order and pay directly for its needs. The exception is noted in the section Tracking Process of Purchases.
    - National Guard - The National Guard goes through the Finance Division for all needs.
  - Personal items
  - Alcohol
  - Items for normal Military Department operations.

- **Emergency Purchase Rules**
  - Determine if a master contract **can** meet needs. If it can, then use master contract.
  - If master contracts **cannot** meet needs can go to best source.
  - Must document the justification for using best source.
  - No bid required.
  - Complete Best Buy Form.
  - $10,000 and more.

- Must contact Contracts immediately with justification for emergency purchase for reporting to DES within the required three days.
- Contact via email or send a hard copy if electronic isn't available.
-

❑ **Approval Process of Purchases**
- Approval/Recommendations at all levels will be made on the PO.
- Approval Levels will be dependent on no governor proclamation (NGP) or governor proclamation, who the purchase is for, and amount of purchase up to limits as indicated.
- Amounts are indicated as NGP or GP.
  - SEOC Supervisor $5,000/$50,000.
  - Response Section Manager $10,000/$100,000.
  - Governor's Appointed Represented over $100,000.
  - EMD Director - Purchases for other governmental agencies if Military Department paying.
- The Finance/Admin Section will review and approve all SEOC Purchase Orders.

❑ **Tracking Process of Purchases**
- The Finance Section must log all expenditures.
- The Finance Section must approve all purchase orders.
- Submit Receipts/Invoices to Finance Section at time of purchase for all SEOC Operation Costs.
- Purchase Orders will start with the incident number (i.e., 140995-01), then:
- Sequential numbering for each purchase.
- Each incident will have a separate log.
- Any purchases that must be ordered by the SEOC for another governmental agency must have the authorizing governmental agency's information and the contact person name and number for the order on the invoicing section of the PO.
- Recommend getting e-mail from other governmental entity approving the order to be purchased and/or invoiced.
- Send a copy of PO to the governmental entity.
- If the Military Department is paying for purchase, Accounting will send invoice to the governmental entity for reimbursement along with the vendor's invoice.

LOG-07 | Resource Tracking Unit Leader (RTUL) Role and Responsibilities			Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Procurement Unit Leader (PUL)			
Users:	LSC, ERBD, RTUL			
References:	Job Aids			

Resource Tracking Unit Leader (RTUL)

Primary Duty: Primary Duty Description

Supervises: N/A

Reports To: When activated this position reports to the External Resources (ESF-7) Branch Director (ERBD).

Staffing

Considerations: None.

☑ Tasks & Responsibilities

❑ Major Tasks

  ❑ Maintain Activity Log in WebEOC.

  ❑ Provides overall assistance to the Logistics Section to include updating section activity logs, processed resource requests, assists in document production, tracks section tasks and activities and taking calls.

  ❑ Coordinate with the other General Staff and ESF positions activated to capture and centralize necessary resource/ location status information.

  ❑ Use WebEOC or develop and maintain resource status/location boards in the Logistics Section. Information categories might include the following: actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed.

  ❑ Provides a list of issues and possible solutions or lessons learned throughout the event to the LSC for the Section's after-action report.

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LOG-07a	Job Aid: Sandbag Transfer Process			Pages:	2
Effective Date:	**01/03/2017**	Prepared by:	Mark Woodward	Date:	01/03/2017
Version No.:	**2**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Coordinates all requests for federal assistance.				
Users:	Clarifies procedure for transferring sand bags procured with state funds				
References:					

❑ Purpose. To facilitate rapid emergency supplemental sandbag assistance to jurisdictions, the Emergency Management Division (EMD) maintains a stockpile of sandbags positioned in various storage locations around the state to augment the stocks of jurisdictions during flood emergency situations. EMD will maintain a stockpile of sandbags in various locations throughout the state. 4. General Information. a. A local jurisdiction or state agency may at any time request additional sandbags resources to assist them in conducting an active or imminent flood fight. b. The State of Washington has pre-positioned sandbags throughout the state to provide a supplementary resource to local jurisdictions upon them exhausting their supply of sandbags.

❑ Scope. This Job Aid outlines the procedures for the Washington State Emergency Management Division (EMD) Logistics Section and the State Emergency Operations Officer (SEOO) to respond to a request for sandbags from a local jurisdiction (incorporated towns and cities, counties, and tribes) or another state agency.

❑ Responsibilities. Jurisdictions must acquire and maintain an adequate supply of sandbags for emergency use and anticipated need. Each jurisdiction is to maintain an adequate supply of sandbags on-hand for emergency purposes. State owned sandbags cannot be used to replenish a local jurisdiction's supply.

❑ Procedures.

  o Determine if the local jurisdiction is conducting an active or imminent flood fight. Determine the extent and effects of the flooding on the local jurisdiction. Use EM 105 to record the information and assign an incident number (if the flooding is not already part of another open related incident).
  o Requests for sandbags from a jurisdiction should come through the jurisdiction's emergency management agency to EMD. Requests from state agencies should come through that agency's Liaison Officer (SAL) to EMD
  o Determine the quantity of sandbags needed by jurisdiction and identify if all local resources have or will be exhausted. The approval authority for the release of state purchased sandbags is the State Coordinating Office.
  o Determine the nearest available location of stored state-owned sandbags and contact that jurisdiction's POC for access to the sandbags. Coordinate between the requesting jurisdiction's POC with the storage facility's POC for necessary information (number of bags, date/time of pick-up or delivery, phone numbers, etc.). NOTE: Sandbags located at USPFO building at Camp Murray warehouse, after hours contact the JOC.

o All transactions will be documented in the Activity log as well as the Sand Bag Hand receipt/usage log. Remind both parties of the administrative procedures necessary to transfer sandbags (i.e., hand receipt and usage log). All documents are contained on the SharePoint at: Sandbags

❑ Sandbag Use/Transfer Receipt

Washington State Military Department
Emergency Management Division

SANDBAG USE/TRANSFER RECEIPT

This form is to be used when Emergency Management Division (EMD)-owned sandbags are used by the custodial or other jurisdiction or state agency, transferred from the custodial jurisdiction to another jurisdiction or state agency, and finally, by the receiving jurisdiction or state agency.

Documentation of Sandbag Use

On ____/____/____, (Month/Day/Year) following verbal permission from the Washington State Duty Officer, Washington State Logistics Supervisor, _____
                                                                (Printed Name of Person Giving Permission)
authorizes _____
                        (Printed Jurisdiction or State Agency Name)
the use of _____ (number) of EMD owned sandbags in support of emergency flooding activities under **State Incident Number** _____-_____.

Signature: _____
(Printed Name and Signature of Jurisdiction Director or Designee, or State Agency Representative)

Date: ____/____/____ (Month/Day/Year)

> **NOTE:** The State Office of Financial Management (OFM) requires that jurisdictions must report each instance of distribution of state-owned sandbags to the State EOC

Documentation of Sandbag Transfer

Transferring Jurisdiction or State Agency:
On ____/____/____, (Month/Day/Year) following verbal permission from the Washington State Duty Officer, or from the Washington State EOC Supervisor, _____
                                                                (Printed Name of person giving permission)
authorizes _____ the transfer of _____ (number) of EMD
                (Printed Jurisdiction or State Agency Name)

owned sandbags to _____
                            (Printed Jurisdiction or State Agency Name)

Signature: _____
(Printed Name and Signature of Jurisdiction Director or Designee, or State Agency Representative)
Date: ____/____/____ (Month/Day/Year)

Receiving Jurisdiction or State Agency:

I hereby acknowledge receipt of _____ EMD-owned sandbags on ____/____/___, (Day/Month/Year) transferred from _____.
                            (Printed Jurisdiction or State Agency Name)

Signature: _____
(Printed Name and Signature of Jurisdiction Director or Designee, or State Agency Representative)
Date: ____/____/____ (Month/Day/Year)

LOG-07b | Job Aid: Commercial Resource Request Process				Pages:	2
Effective Date:	**10/16/2019**	Prepared by:	Mark Dougals	Date:	10/16/2019
Version No.:	**3**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Provides steps for processing resource requests for commercial fulfillment				
Users:	LSC, PUL				
References:					

❑ The SEOC will work through the Resource Request Process (CMN-09) to support local jurisdictions. If State Agencies are unable to provide the requested support the SEOC Logistics Section will work to identify available commercial sources of supply to fulfill the requested need.

❑ Determine if the requesting jurisdiction needs resource coordination, or if the jurisdiction is unable/unwilling to fund the procurement.

    o The SEOC Supervisor and the State Coordinating Officer will provide guidance and approval for all direct purchases.

❑ The two avenues for fulfillment are through State Master Contracts, and then through open-source commercial vendors (*Note State Agencies are required to use statewide contracts unless a contract cannot meet the agency's needs):

    o Statewide contracts leverage the state's collective buying power to help save money, reduce risk and streamline purchasing. Any jurisdiction which has provided a signed contract usage agreement to DES is able to utilize statewide and cooperative contracts. Resource Tracking Unit Lead (RTUL) will determine organizational agreements maintained by DES at CUA Listing (wa.gov), if the jurisdiction (or organization) is not currently listed a contract usage agreement can be established following the guidance located at How to Use Statewide Contracts | Department of Enterprise Services (DES) (wa.gov)

    o Statewide service contracts are maintained by the Department of Enterprise Services (DES) and can be found at Contract Search (wa.gov)

        ▪ Search for the commodity or service required to identify the master contract.

        ▪ Scroll to the lower portion of the webpage to view listed vendors.

        ▪ A drop-down list titled "Current Documents: -- Select Documents From Dropdown" will allow the user to view specific contract and contact information.
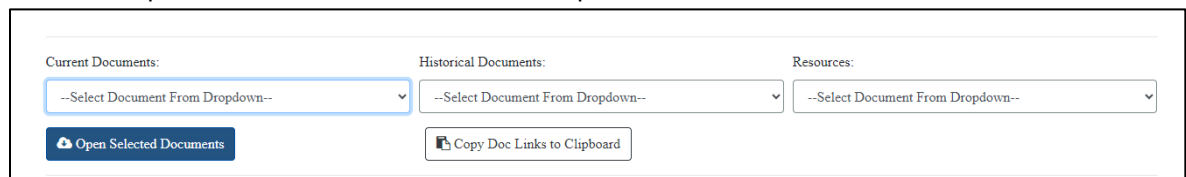
    o Commercial vendors can be utilized when statewide contracts are unable to meet the needed requirements of the requesting jurisdiction. The Logistics Section maintains both a spreadsheet and vendor supplied informational materials to assist in vendor identification.

        ▪ C. Resources contains a repository of vendors sorted by commodity or service type.

- LOG_Vendors_CURRENT.xlsx contains the same information in a spreadsheet version.
- Vendor information can be provided directly to the affected jurisdiction, based upon time and incident need, the RTUL can contact vendors directly to obtain availability and pricing information.
- Prior to direct purchase of any vendor supplied goods/services by the SEOC emergency spending authorization must be obtained to the Finance Section Chief to ensure that all policies are followed.

❑ Document all actions in the Activity Log and in the comments section of the WebEOC resource request (if applicable).

❑ Tracking of Durable/Recoverable/Leased equipment

  o Depending upon resource type, funding source and incident duration, resources may be recoverable once demobilized. These resources include federally provided property which is designated as recoverable, resources procured with state funds and leased equipment.

    - All recoverable resources will have a note attached to the resource request description within WebEOC

Request Details

* Resource Description (Summary) | Recoverable Item | (Limit 50 Characters.)

* Resource Description (Detailed)

ATTENTION: To expedite this request it is critical that you provide a detailed description of the need you are requesting. Failure to do so will cause unnecessary delays.

* Note * This resource is identified as a recoverable item due to having been procured with state funding. Once provided to the requesting jurisdiction resource will be marked as "On Scene", and will not be marked as "Completed" until equipment has been returned to the appropriate state agency in acceptable condition. The SEOC Logistics Section Chief will review this request prior to completion"

    - Once the resource has been provided to the requesting jurisdiction, request status will be changed to "ON SCENE" and will remain as such until the recoverable items have been returned to the proper channels.

Assignment Details

* Priority

Incident Stabilization

Status

On Scene

Prescripted Comment

The requested resource(s) are on scene. OTHER

    • Federally provided resources will be returned following instructions from FEMA R10, if FEMA has directed any other disposition the applicable

documents need to be uploaded to the WebEOC Resource Request for tracking.

- Resources which were obtained from State funding will be returned the to providing/funding agency unless specific exception is made by the State Coordinating Officer (SCO). If the SCO has directed any other disposition the applicable documents need to be uploaded to the WebEOC Resource Request for tracking.

- Commercially rented/leased resources will be returned to the leasing agent as per contract instructions. The resource requesting jurisdiction will be responsible for providing a copy of the final receipt document showing that the resource has been returned in acceptable condition.

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LOG-08 | Service Branch Director (SVBD) Role and Responsibilities			Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Service Branch Director (SVBD)			
Users:	LSC, SVBD			
References:	Job Aids			

Service Branch Director (SVBD)

Primary Duty: Primary Duty Description

Supervises: Supervises the Food Unit Leader (FDL), the IT Unit Leader (ITL) and the Communications Unit Leader (COML) when activated.

Reports To: When activated this position reports to the Logistics Section Chief (LSC).

Staffing

Considerations: None.

☑ Tasks & Responsibilities

❑ Major Tasks

❑ Maintain Activity Log in WebEOC.

❑ Determine level of service required for SEOC operations.

❑ Coordinate activities of Service Branch units.

❑ Provides a list of issues and possible solutions or lessons learned throughout the event to the LSC for the AAR.

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LOG-09	Food Unit Leader (FLD) Role and Responsibilities		Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Food Unit Leader (FLD)			
Users:	LSC, SVBD, FDL			
References:	Job Aids			

Food Unit Leader (FDL)

Primary Duty: Primary Duty Description

Supervises: N/A

Reports To: When activated this position reports to the Service Branch Director (SVBD).

Staffing

Considerations: None.

☑ **Tasks & Responsibilities**

❑   Major Tasks

  ❑   Maintain Activity Log in WebEOC.

  ❑   Determine location and the number of personnel to feed.

  ❑   Determine method of feeding to best fit each situation/location.

  ❑   Obtain necessary equipment and supplies to operate food service facilities.

  ❑   Prepare menu plan with well-balanced meals. Coordinate with SEOC sections to ensure that allergies and special needs are addressed.

  ❑   Ensure that all appropriate health and safety measures are taken.

  ❑   Establish and operate supplemental food system consisting of extra snacks, fruit, beverages, and condiments.

  ❑   Coordinates with the Supply Unit Leader to complete food supply orders or completes orders when SUPL is not staffed.

  ❑   Ensure the Finance and Administration Section is aware of all expenditures to support feeding operations, and share cost information with the Supply Unit Leader or higher position within ICS if not activated.

  ❑   Supervise Food Unit personnel and maintain Activity Log in WebEOC.

    o   Provides a list of issues and possible solutions or lessons learned throughout the event to the LSC for the AAR.

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LOG-09a | Job Aid: Feeding Procedures				Pages:	4
Effective Date:	**10/16/2019**	Prepared by:	Alisha Osborne	Date:	04/14/2021
Version No.:	**4**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Meals and Light Refreshments Procedures				
Users:	LSC, FDL				
References:	SAAM 70.15.10; WMD FIN-109-03; WMD RSM-605-14				

❑ Light Meals and Refreshments Policy:

- Feeding is based upon SEOC activation in support of a major disaster or emergency activation.

- Shifts must exceed 12 hours, with multiple coordination calls, meetings, briefings requiring staff to be on site for the entire period of the shift.

- SEOC must be activated at Level II or higher.

- Command and General Staff positions must be activated.

- * Note during activations the approving authority for Meals and Light Refreshments is the SEOC Supervisor and the State Coordinating Officer.* During Training or Exercises the meal approval will be processed by the hosting section and require approval through all levels up to the Military Department CFO prior to expenditure.

- Meal documentation must include (for each purchase):

  - Activation staffing pattern with names.

  - Meal / Light Refreshment Approval Form Meal Light Refreshment Approval Form.docx

  - Paid receipt/invoice taped to copy paper (flat for scanning)

  - SEOC Admin/Finance provided with actual meal costs based upon receipt figures.

  - Completed documentation will be scanned and saved in the SharePoint Incident Library under the appropriate activation. SEOC - WA State Emergency Operations Center - Historical Incident Library - All Documents (sharepoint.com)

❑ Procedure:

- Food Unit Leader will obtain current staffing pattern from the Resource Unit Leader (RESL) to ensure that all personnel are appropriately documented.

  - Include Federal and Local Jurisdiction staff who are activated in support.

  - Include Alert and Warning Center staff.

  - Include a 10% overage for personnel who may be added to the staffing pattern following feeding coordination and to account for visitors.

- FDL will order initial meals/refreshments as soon as notified during the shift, and all subsequent meals will be ordered a minimum of 24 (twenty-four) hours in advance.

- Determine method of feeding to best fit each situation/location (buffet style catering, box lunches, other).

- Obtain necessary equipment and supplies to operate food service facilities, as required and approved.

- Prepare menu plan with well-balanced meals, ensuring dietary and special needs are addressed. (For example, Vegan, Vegetarian, Gluten Free etc.)

- Ensure that all appropriate health and safety measures are taken.

- Establish and operate supplemental food system consisting of extra snacks, fruit, beverages and condiments.

- Food operating budget for meals and light refreshments are based upon local per diem rates for the meal period referenced.

- Coordinates with the Supply Unit Leader to complete food supply orders (if staffed), ensuring that all staff using a State Purchase card follow the guidance in (LOG-06-A) Job Aid: Purchase Card.

- Supervise Food Unit personnel and maintain Activity Log in WebEOC.

- Enter activity in Activity Log in WebEOC.

- Set up food in the EMD entrance lobby hallway.

  - When staff lines up to receive meals, check off names from the printed staffing roster.

  - If there are leftovers after lunch has been served, they should be promptly stored in the EMD kitchen refrigerators.

  - When food is stored in the refrigerators the date should be written on the containers (e.g. If extra boxed lunches were received, but not consumed, write the date on the box).

  - If deemed unreasonable to store the leftovers in the fridge an email should be sent to EMD All Staff letting them know that there are leftovers that need to be consumed by COB or claimed and stored in the fridge for future consumption.

- Ensure that all appropriate health and safety measures are taken on the occasions when Logistics Section Staff will be preparing meals for SEOC personnel.

  - Hand Washing: When handling food, proper hand washing rules should always be followed. Employees must wash their hands: before working with food; after going to the restroom; after handling dirty dishes, chemicals, or garbage; after taking breaks, eating, or smoking; and after getting hands dirty.

- Serving: To avoid food-borne illness, keep hot foods hot (above 140 degrees F.) by using electric chafing dishes to ensure the food stays at the proper temperature. Also, keep cold foods cold (below 41 degrees F.) by nesting dishes in bowls of ice. Do not serve drinks or foods that are made with raw eggs.

- Food Storage: Refrigerate leftovers immediately. Don't leave food on the counter to "cool down." Only cover the container after the food is below 45 degrees F. Reheat all leftovers (or previously cooked foods) to at least 165 degrees F.

- Freezers: If using freezers to store food, the freezers should: keep foods frozen; be safe, durable, easily cleanable, corrosive-resistant, etc.; have smooth surfaces and joints, free of cracks, etc. Freezers that are not easily cleanable may lead to cross contamination of foods by pathogens or allergens.

- Time as a Control: Criteria for using time as a control: Food that is under temperature control must be at or below 41 degrees Fahrenheit or at or above 140 degrees Fahrenheit. This is considered the "safe zone".

WMD Form 1008-13

State of Washington
Military Department

Approval for Coffee and Light Refreshments or Meals with Meetings (SAAM 70.10 & 70.15)
Pursuant to Washington Military Department Refreshments and Meals Policy

The Military Department may reimburse employees for the cost of coffee and light refreshments or meals with meetings (meals with meetings also include conferences, conventions, training sessions, workshops and seminars) when the activity is held away from the regular work place, without regard to travel hours, provided that:

- The purpose of the activity is to conduct state business or to provide formal training to state employees; Not for anniversaries or hosting activities (*i.e.* new employee, lobbying)
- The refreshments or meals are an integral part of the activity, such as luncheon or dinner speakers, panel or industry discussions or working group assignments.
- The reimbursement requested does not exceed the maximum meal allowance for that location; and
- The appropriate division director has granted advance written approval

Anticipated Number of Attendees and What Group(s): 00

Estimated Cost: $000.00 (00 personnel @ $00.00/day per diem)

Date of Meeting: 00/00/0000

City: Camp Murray

Meeting Room Address and Per Diem Rate for Meal *(if applicable)*: $00.00 (SEOC, Building 20, Camp Murray, WA)

Purpose of Meeting: SEOC Activation – Mission Number /Mission Name

Charge Cost to Master Index: Fund Code

*This must be a **Barrier-Free facility**. (if unable to locate a barrier-free facility, please call the Accounts Payable Lead at (253) 512-8423).*

Instructions:
The following must be completed and attached before submitting for approval and submission to Accounts Payable for reimbursement or payment:

- This form completed and approved prior to the meeting.
- Attach an agenda.
- Names of the persons and/or organization that are expected to attend (must have list of attendees for reimbursement)

WMD Form 1008-13 (WMD Policy No. FIN-109-13)

- Attach all original receipts and/or bills for this function (must have estimated cost prior to receiving approval)
- Justification for not using a state-owned or other public owned facility, if applicable
- Attach completed and signed A19-2A for reimbursement.

Requester: _____ *Date:* _____

Program Manager/Supervisor: _____ *Date:* _____

Division/Unit Manager: _____ *Date:* _____

Director/Chief of Staff: _____ *Date:* _____

Division Director/TAG: _____ *Date:* _____

☐ Approved   ☐ Denied

WMD Form 1008-13 (WMD Policy No. FIN-109-13)

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LOG-10 | Information Technology Unit Leader (ITL) Role and Responsibilities			Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Information Technology Unit Leader (ITL)			
Users:	LSC, SVBD, FDL			
References:	Job Aids			

Information Technology (IT) Unit Leader (ITL)

Primary Duty: Primary Duty Description

Supervises: N/A

Reports To: When activated this position reports to the Service Branch Director (SVBD).

Staffing

Considerations: Position can only be filled by a current employee of the Washington Military Department (MIL-IT) with network credentials for updating and modification of state issued computers and devices. Positions can be filled remotely and on-call.

☑ Tasks & Responsibilities

- ❑ Major Tasks

    - ❑ Provide network and desktop support to the SEOC.

    - ❑ Coordinate with State Agencies to provide adequate level of support for the SEOC.

    - ❑ Maintain Activity Log in WebEOC.

    - ❑ Provides a list of issues and possible solutions or lessons learned throughout the event to the LSC for the Section's after-action report.

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LOG-11 | Communications Unit Leader (COML) Role and Responsibilities			Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Communications Unit Leader (COML)			
Users:	LSC, SVBD, FDL			
References:	Job Aids			

Communications Unit Leader (COML)

Primary Duty: Primary Duty Description

Supervises: Supervises Radio Operators (RADOs) when activated.

Reports To: When activated this position reports to the Service Branch Director (SVBD).

Staffing

Considerations: None.

☑ Tasks & Responsibilities

❑ Major Tasks

❑ Maintain Activity Log in WebEOC.

❑ Maintain redundant and auxiliary methods of communication in the Bldg 20 Radio Room.

❑ Establish and maintain voice communications with jurisdictions in the impacted area during an incident, training event or exercise.

❑ Establish and maintain digital over the air communications with jurisdictions in the impacted area during an incident, training event or exercise.

❑ Receive, verify and process contents of 213RR Resource Requests received via WinLink

❑ Serve as the subject matter expert for communications capabilities during an incident.

❑ Maintain Activity Log in WebEOC.

❑ Provides a list of issues and possible solutions or lessons learned throughout the event to the LSC for the AAR.

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LOG-11a | Job Aid: ICS-205 Communications List				Pages:	5
Effective Date:	**06/21/2017**	Prepared by:	Mark Woodward	Date:	06/15/2017
Version No.:	**1**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Provides the steps and procedures to create an ICS-205 for inclusion in the Incident Action Plan				
Users:	LSC, COML				
References:					

❑ Purpose
  o Within the structure of the State Emergency Operations Center (SEOC) The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio systems monitored for each operational period. The plan is a summary of information obtained about available radio frequencies or systems and the assignments of those resources by the Communications Unit Leader for use the SEOC Radio room to send and receive voice and digital communications with local jurisdiction Emergency Management organizations.

❑ Use
  o The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
  o The ICS 205 serves as part of the IAP.

❑ Preparation (ICS 205)
  o The ICS 205 is prepared by the Communications Unit Leader (COML) and given to the Logistics Section Chief (LSC) for inclusion in the Incident Action Plan. The Notifications Unit Leader (NUL) within the Operations Section will ensure that a copy is provided to each EOC/ECC within the impacted area.
    ▪ **Block 1 (Incident Name):** Enter the name assigned to the incident.
    ▪ **Block 2 (Date/Time Prepared):** Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
    ▪ **Block 3 (Operational Period):** Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
    ▪ **Block 4 (Basic Radio Chanel)**
      • *Zone Group:*
      • *Channel Number:* Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
      • *Function:* Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
      • *Channel Name/Trunked Radio System Talkgoup:* Enter the nomenclature or commonly used name for the channel or talk group

such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).

- *Assignment*: Enter the name of Jurisdiction to which this channel/talkgroup will be assigned.

- *RX (Receive) Frequency (N or W):* Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.

- *RX Tone/NAC:* Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

- *TX (Transmit) Frequency (N or W):* Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.

- TX Tone/NAC: Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.

- *Mode (A, D or M):* Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.

- *Remarks:* Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.

- **Block 5 (Special Instructions):** Enter any special instructions (e.g., using cross-band repeaters, securevoice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.

- **Prepared by (Communication Unit Leader):** Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

❑ ICS 205 Incident Radio Communications

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared:		3. Operational Period:	
	Date:	Time:	Date From:	Date To:
			Time From:	Time To:

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader) Name: _____ Signature: _____

ICS 205	IAP Page _____	Date/Time:

❑ Preparation (WebEOC - ICS 205)

▪ The ICS 205 Incident Radio Communications Plan can also be created within the WebEOC Incident Action Plan builder, this is will allow the plan to be included in the distribution of the IAP.

▪ To create or edit the ICS 205 within WebEOC the form must first be selected by the Planning Section Chief (or DOLC when staffed). Once created the form will be marked as:

ICS 205	INCIDENT RADIO COMMUNICATIONS PLAN	NOT STARTED
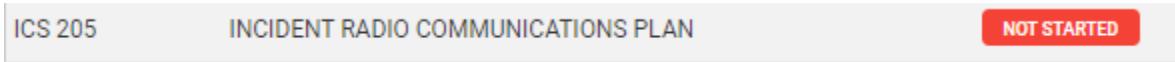
▪ By selecting the ellipsis (…) from the right-hand side of the forms list the user will be able to "Update", "View" or "View PDF".

• Begin by selecting "Update", and then by selecting "Add +" to create a new entry.

Basic Radio Channel Use   ADD +

Zone Grp.	Ch #	Function	Channel Name/ Trunked Radio System Talkgroup	Assignment	Rx Freq N or W	RX Tone/NAC	TX Fre N or W	TX Tone/NAC	Mode (A, D, or M)

• The user can then enter the Zone Group; Channel Number; Function; Channel Name; Assignment; RX Frequency, TX Frequency, RX Tone, TX Tone, Mode and Remarks.

Zone Group:

Channel Number: ❓

Function: ❓

Channel Name/Trunked Radio System Talkgroup: ❓

Assignment: ❓

RX (Receive) Frequency: ❓
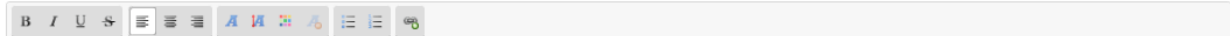○ N ○ W

TX (Transmit) Frequency: ❓
○ N ○ W

RX Tone/NAC ❓

TX Tone/NAC: ❓

Mode: ❓
○ A ○ D ○ M

Remarks: ❓

CANCEL   SAVE

- The user can then enter any special instructions and then complete the document with Name/Title, Date and by selecting the "In Progress" or "Complete" bullet.

Special Instructions ⊘

Prepared By

Name:

Position/Title:

Date/Time:
09/27/2023 12:03:43

Form Status

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205) Status: ○ Not Started ○ In Progress ○ Complete

CANCEL   SAVE

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LOG-11b | Job Aid: PACE Plan				Pages:	2
Effective Date:	**10/11/2023**	Prepared by:	Adam Mulvey	Date:	10/11/2023
Version No.:	**1**	Reviewed by:	Mark Douglas	Date:	10/11/2023
Purpose:	Provide an overview of the State EOC Primary Alternate Contingency and Emergency Communications Plans (PACE).				
Users:	LSC, COML				
References:					

❑ Purpose

The EMD PACE Plan provides additional communications resources when existing systems are overtaxed and/or more communications infrastructure is needed to handle the additional message traffic load. It also provides resources (listed below) when primary communications infrastructure has been degraded or destroyed.

- **Primary.** This includes commercial telephones (tactical) and Internet services (data). In many if not most disaster events, primary communications systems are more than sufficient to handle need. Please click here to download primary phone, Internet information and email addresses.

- **Alternate.**   Assumes that primary voice, Internet and email are impacted/ interrupted, temporarily unavailable or overloaded and additional tactical and digital resources are needed.
    - Tactical (voice): Satellite phone; CEMNET.
    - Data: Winlink email. Email address via Internet: NNA0WA@winlink.org. Email address by Winlink radio: NNA0WA. Additional email addresses as per standing ICS 205.

- **Contingency.** Assumes the existence of potential outages in which Primary and Alternate communications may be impacted or may be insufficient to handle the message traffic load needed for mitigation and recovery.
    - Tactical: As per standing ICS 205.
    - Data: Winlink email. Email address via Internet: NNA0WA@winlink.org. Email address by Winlink radio: NNA0WA. Additional email addresses as per standing ICS 205.

- **Emergency.**   Assumes a disaster event has occurred and the scope may not be fully known. Larger disasters would put a strain on primary communications infrastructure even if it survived. Emergency communications provides communications resources specific to the disaster response for use by AHJs and our regional partners.
    - Tactical: As peer standing ICS 205.
    - Data: Winlink email. Email address via Internet: NNA0WA@winlink.org. Email address by Winlink radio: NNA0WA. Additional Winlink email addresses can be found on pre-event standing ICS 205s.

❑ Logistics Communication Unit Organization

  o The Logistics Communications Unit is overseen by the State Logistics Chief, through a Communication Unit Leader (when staffed) The Logistics Communications Unit utilizes trained RADOs, ideally with amateur radio experience in one of four operational teams:

  ▪ The WA EMD SEOC Communications Radio Room Team
  ▪ The SHARES RMS Team
  ▪ The HF Voice Radio Communications Unit (60 meters and SHARES) Team
  ▪ The Amateur 220 MHz Voice Radio Network Team

  o Communication Unit Concept of Operations and Activation Procedure

  ▪ Mobilization, staffing and demobilization of the LCU follows procedures established as per any given operational period of an incident.

  ▪ In the event the Logistics Communications Unit is activated, the Communications Unit Leader (COML) will staff positions as directed by the Logistics Chief. In the event of a disaster incident, the standing ICS-205 will be in force throughout the first operational period of the event, or until the new ICS-201/ ICS-205 is released and is in full effect.

  o Radio Frequencies and Operational Practices

  ▪ Both digital and tactical operational frequencies/ assignments can be found on the standing ICS-205. Operational practices will follow standard, plain language procedures as per NIMS/ ICS. Voice operations etiquette will follow the National Coast Guard Radio Operations Guide available at CGTTP_6-01_1B_Radiotelephone_Handbook.pdf

LOG-11c	Job Aid: Satellite Trailer Support (Placeholder)				Pages:	2
Effective Date:	**10/11/2023**	Prepared by:	Rich Warner		Date:	10/11/2023
Version No.:	**1**	Reviewed by:	Adam Mulvey		Date:	10/11/2023
Purpose:	Procedures to maintain, test and operate the EMD Satellite Trailer to facilitate SEOC Operations.					
Users:	LSC, COML, ESF2GS					
References:						

WMD Satellite Trailer.

- To be published at a later date. See ESF 2 and MIL IT for assistance prior to SOP creation.

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LOG-11d	Job Aid: Starlink Terminal (Placeholder)				Pages:	2
Effective Date:	**10/11/2023**	Prepared by:	Rich Warner		Date:	10/11/2023
Version No.:	**1**	Reviewed by:	Adam Mulvey		Date:	10/11/2023
Purpose:	Procedures to maintain, test and operate the a Starlink Terminal to facilitate SEOC Operations.					
Users:	LSC, COML, ESF2GS					
References:						

- To Be Published at a later date. See ESF 2 and MIL IT for assistance prior to SOP creation.

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LOG-12	Radio Operator (RADO) Role and Responsibilities			Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Radio Operation (RADO)				
Users:	LSC, SVBD, COML				
References:	Job Aids				

Radio Operator (RADO)

Primary Duty: Primary Duty Description

Supervises: N/A

Reports To: When activated, this position reports to the Communications Unit Leader (COML).

Staffing

Considerations: None.

☑ Tasks & Responsibilities

- ❑ Major Tasks

    - ❑ Maintain Activity Log in WebEOC.

    - ❑ Maintain digital over the air communications with jurisdictions in the impacted area during an incident, training event or exercise.

    - ❑ Receive, verify and process contents of 213RR Resource Requests received via WinLink.

    - ❑ Advise the COML on communications capabilities during an incident.

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LOG-13	Support Branch Director (SUBD) Role and Responsibilities			Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Support Branch Director (SUBD)				
Users:	LSC, SUBD				
References:	Job Aids				

Support Branch Director (SUBD)

Primary Duty: Primary Duty Description

Supervises: Supervises the Facility Unit Leader (FACL), Supply Unit Leader (SUPL), Ground Support Unit Leader (GSUL).

Reports To: When activated this position reports to the Logistics Section Chief (LSC).

Staffing

Considerations: None.

☑ Tasks & Responsibilities

- ❑ Major Tasks

    - ❑ Maintain Activity Log in WebEOC

    - ❑ Estimate future SEOC service and support requirements.

    - ❑ Coordinate activities of Support Branch units.

    - ❑ Provides a list of issues and possible solutions or lessons learned throughout the event to the LSC for the Section's AAR.

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LOG-14 | Facility Unit Leader (FACL) Role and Responsibilities		Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Facility Unit Leader (FACL)		
Users:	LSC, SUBD, FACL		
References:	Job Aids		

Facility Unit Leader (FACL)

Primary Duty: Primary Duty Description

Supervises: N/A

Reports To: When activated this position reports to the Support Branch Director (SUBD).

Staffing

Considerations: None.

☑ Tasks & Responsibilities

❑ Major Tasks

❑ Maintain Activity Log in WebEOC

❑ Determine facility requirements; ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities, and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.

❑ Secure facility use agreements through designated channels.

❑ Inspect facilities prior to occupation and ensure all structures are safe for occupancy and that they comply with all functional access needs and ADA requirements.

❑ Determine facility layout and notify personnel of facility layout.

❑ Provide facility maintenance services (i.e., sanitation, lighting, garbage/recycling, and cleaning).

❑ Demobilize facilities and restore them to pre-incident condition in accordance with site use agreement (MOU/MOA).

❑ Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.

❑ Provides a list of issues and possible solutions or lessons learned throughout the event to the LSC for the Section's AAR.

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LOG-14a	Job Aid: Alternate Facilities			Pages:	12
Effective Date:	**10/16/2019**	Prepared by:	Mark Douglas	Date:	10/16/2019
Version No.:	**3**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Coordinate acquisition and leading of incident facilities				
Users:	LSC, FACL				
References:					

Coordinate acquisition and leasing of incident facilities.

The Facility Unit Leader coordinates the acquisition and leasing of all incident facilities.

❑ Determine facility requirements; ensure that adequate facilities are provided for the response effort, including securing access to the facilities, and providing staff, furniture, supplies, and materials necessary to configure the facilities.

❑ Secure facility usage through coordination with the Department of Enterprise Services, Camp Murray CFMO, or site(s) identified in EMD's COOP Plan.

❑ Inspect facilities prior to occupation and ensure all structures are safe for occupancy and that they comply with ADA requirements listed in the facilities job aid.

❑ Develop facility floorplan and notify personnel of facility layout.

❑ Provide facility maintenance services (i.e., sanitation, lighting, garbage/recycling, and cleaning).

❑ Ensure the garbage cans, recycling bins, and trash containers are emptied on a regular basis.

❑ Demobilize facilities and restore them to pre-incident condition.

❑ Maintain Activity Log in WebEOC.

❑ Develop and maintain a status board, Excel workbook/spreadsheet, or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.

For coordination with FEMA for Initial/Interim Operating Facility (IOF) or Joint Field Office (JFO), consider the following when touring potential facilities:

❑ Expected duration and scope of use:

- Sanitation
- Sleeping
- Feeding
- Supply area
- Medical support
- Communication needs (Phone/fax/computer/internet).
- Security needs
- Lighting

❑ Facility specifics:

- Square footage needed.
- Desired geographical location.
- Access
- Parking
- Security
- Safety
- Plan facility and use layout in advance.

❑ Acquisition:

- Coordinate with Procurement Unit, agency Facilities Manager, and agency Finance Department as appropriate.
- Photograph rental space prior to taking occupancy.
- Document all activity in WebEOC.

❑ Bldg 20A Access Control

- During SEOC Activations, the responsibility for access control of Building 20A ("Storage Shed") is delegated to the Facilities Unit Manager (FACL).
- The FACL will follow the policies and procedures outlined in EMD Division Policy EMD-19-04-001 Storage Shed Policy
   - Access to Building 20A is controlled through coordination through the logistics section (FACL). Coordination to access or store items in Building 20A will go through the logistics section 24/48 hours prior; giving time for a logistics POC to be present and to provide a key. Keys for the Storage Shed will be maintained by the Logistics Program Manager, Logistics Section Chief, and the Alert and Warning Center.

   - During activated periods the FACL will make a regular inspection of building 20A on the last day of each operational period to ensure that all items are stored in a safe manner and that equipment is identified and stored properly.

❑

Facility Requirements

Disaster Facility Evaluation

	Disaster No	
	Building Address	
Inspection Date	Time	type of agreement Lease / MOU / No Cost
Use of facility SEOC / IOF / Other _____		building owner
DES point of contact		DES POC phone
Building POINT OF CONTACT		Building POC OFFICE PHONE
Building POC EMAIL		Building POC MOBILE PHONE

FACILITY INFORMATION

Type of Facility	Space within existing structure ☐	free-standing building ☐	OTHER ☐	gps latitude	GPS LONGITUDE
SQft (100 sqft per person)	Recommendation of Environmental Consideration complete	FACILITY AVAILABILITY DATES			
		FROM		TO	
Proxmitiy to disaster area	Proxmitiy to lodging	Floorplan Available		USNG	

EXTERIOR

INSPECTION ITEM	Accept	Conditional	Not Acceptable	comments
Road Access / Load Restriction	☐	☐	☐	
Onsite Parking	☐	☐	☐	# of spots _____
Offsite Parking	☐	☐	☐	# of spots _____
ADA Parking (see ref #1 below)	☐	☐	☐	
Main Building Access Point (# of doors)	☐	☐	☐	
Exterior Lighting	☐	☐	☐	
26' Box Truck Ingress/ Egress	☐	☐	☐	
53' Truck Ingress/ Egress	☐	☐	☐	

INSPECTION ITEM	Accept	Conditional	Not Acceptable	comments
Loading Dock	☐	☐	☐	
Perimeter fence	☐	☐	☐	
Zoning of property (Commercial/Industrial/Residential)	☐	☐	☐	
Dumpster(s) Space Capability	☐	☐	☐	
Shore Power	☐	☐	☐	Circuit _____AMPs
General condition of exterior	☐	☐	☐	

INTERIOR

INSPECTION ITEM	Accept	Conditional	Not Acceptable	COMMENTS
Loading Dock Capability	☐	☐	☐	
Pallet Jack Accessibility (48" min)	☐	☐	☐	
Forklift Accessibility	☐	☐	☐	
Restrooms (see ref #2 below)	☐	☐	☐	
Handicap accessible approach & entrance (see ref #3 below)	☐	☐	☐	
Office Space (Total number)	☐	☐	☐	#_____
Conference / Training Rooms (Total number)	☐	☐	☐	#_____
Break Room / Kitchenette (Total number)	☐	☐	☐	#_____
Passenger Elevator	☐	☐	☐	Number/floor restrictions/height
Freight Elevator	☐	☐	☐	Number / floor restrictions / capacity
Secure Rooms	☐	☐	☐	
Janitorial Services (availability)	☐	☐	☐	
Existing Furniture (availability)	☐	☐	☐	
Floor (carpet vs tile)	☐	☐	☐	
Window Coverings	☐	☐	☐	
Hallway widths (36" min)	☐	☐	☐	
Ceiling heights/Ceiling type	☐	☐	☐	
General Condition of Bldg.	☐	☐	☐	

UTILITIES

INSPECTION ITEM	Accept	Conditional	Not Acceptable	COMMENTS
Water (Potable / # of receptacles)	☐	☐	☐	
Interior Lighting	☐	☐	☐	
HVAC (zoned / control)	☐	☐	☐	
Number of power outlets	☐	☐	☐	Building Amperage _____
Fire Alarm System (Operable)	☐	☐	☐	
Fire Suppression System (Operable)	☐	☐	☐	
Security Alarm (Operable)	☐	☐	☐	
Generator	☐	☐	☐	(size/capability/fuel) (Transfer switch Manual or APX)
Generator quick connect	☐	☐	☐	

INFORMATION TECHNOLOGY

INSPECTION ITEM	Accept	Conditional	Not Acceptable	COMMENTS
POTS Number	☐	☐	☐	(_ _ _) _ _ _ - _ _ _ _
Cellular Service Reception	☐	☐	☐	ATT/Verizon # of bars db data speed
External Satellite Support (SW line of sight)	☐	☐	☐	
Previous Fiber/T3/T1	☐	☐	☐	
Public Internet	☐	☐	☐	DSL/Cable modem
Demarcation Point	☐	☐	☐	
Existing Network Cabling	☐	☐	☐	
Dedicated Electrical Circuit for Server Room	☐	☐	☐	
Cable TV	☐	☐	☐	

UTILITIES PROVIDERS

Electric Provider	
Fuel Provider (Gas/Steam/Oil)	
Telecom Provider	
Internet Provider	
Cable Provider	

APPROVALS

	Initial
Safety Officer (Printed Name) ☐ Accept ☐ Conditionally Accept ☐ Not Acceptable	Initial
IT Representative (Printed Name) ☐ Accept ☐ Conditionally Accept ☐ Not Acceptable	Initial
Logistics Representative (Printed Name) ☐ Accept ☐ Conditionally Accept ☐ Not Acceptable	Initial

SKETCH OF FACILITY

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ADA PARKING

At least one of every 8 accessible spaces must be van-accessible (with a minimum of one van-accessible space in all cases).

Total Number of Parking Spaces	Minimum number of Accessible parking spots required
1-25	1
16-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1000	2% of total
1001 and over	20, plus 1 for each 100, or fraction thereof, over 1000

https://adata.org/factsheet/parking

What do accessible parking spaces look like?

Signage: international symbol of accessibility placed in front of the parking space mounted at least five feet above the ground, measured to the bottom of the sign. Van accessible spaces include the designation "van accessible".

Van Accessible Spaces: 2010 Standards—one for every six accessible spaces (1991 Standards required one for every eight)

Space width for van: 11 feet (although it may be eight feet wide if its access aisle is eight feet wide)

Access aisle:
Width: five feet (if aisle serves car and van spaces)
Length: full length of parking space

Space width for car: eight feet

Parking and Drop-Off Areas

INSPECTION ITEM	YES	NO	COMMENTS
Are the access aisles part of the accessible route to the accessible entrance?	☐	☐	
Are the accessible spaces closest to the accessible entrance?	☐	☐	
Are accessible spaces marked with the International Symbol of Accessibility? Are there signs reading "Van Accessible" at van spaces?	☐	☐	

RESTROOMS

According to Washington State law against discrimination

If an employee maintains gender-specific restrooms, transgender employees should be permitted to use the restroom that is consistent with the individual's gender identity.

All employers need to find solutions that are safe, convenient and respect the transgender employee's dignity. If someone is uncomfortable using a particular restroom for whatever reason, it is up to that person to find an alternative restroom.

Number of Toilets required by occupancy.

Except as indicated above, toilet facilities, in toilet rooms separate for each sex, shall be provided in all places of employment in accordance with the table below. The number of facilities to be provided for each sex shall be based on the number of employees of that sex for whom the facilities are furnished. Where toilet rooms will be occupied by no more than one person at a time, can be locked from the inside, and contain at least one water closet, separate toilet rooms for each sex need not be provided. Where such single-occupancy rooms have more than one toilet facility, only one such facility in each toilet room shall be counted for the purpose of table below.

Number of employees	Minimum number of water closets
1 - 15	1
16 - 35	2
36 - 55	3
56 - 80	4
81 - 110	5
111 - 150	6
150+	1 additional fixture for each additional 40 employees.

Water closet means a toilet facility maintained within a toilet room for the purpose of both defecation and urination and which is flushed with water.

https://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9790

HANDICAP ACCESSABLE APPROACH & ENTRANCE

Source document is "The Americans with Disabilities Act Checklist for Readily Achievable Barrier Removal" version 2.1 revised August 1995, Adaptive Environments Center, Inc. for the National Institute on Disability and Rehabilitation Research. (below checklist modified to include only approach and entry standards based upon 28 CFR Part 36 Section 36.304, removal of barriers)

People with disabilities should be able to arrive on the site, approach the building, and enter as freely as everyone else. At least one route of travel should be safe and accessible for everyone, including people with disabilities.

Accessible Approach/Entrance

INSPECTION ITEM	YES	NO	COMMENTS
Is there a route of travel that does not require the use of stairs?	☐	☐	
Is the route of travel stable, firm and slip-resistant?	☐	☐	
Is the route to the entrance at least 36" wide?	☐	☐	
Can all objects protruding in the path be detected by a person with a visual disability using a cane?	☐	☐	

In order to be detected using a cane, an object must be within 27 inches of the ground. Objects hanging or mounted overhead must be higher than 80 inches. It is not necessary to remove objects that protrude less than 4 inches from the wall.			
Do curbs on the route have curb cuts at drives, parking, and drop-offs?	☐	☐	
Are the slopes of ramps no greater than 1:12? **Slope is given as a ratio of the height to the length.** 1:12 means for every 12 inches along the base of the ramp, the height increases one inch. For a 1:12 maximum slope, **at least** one foot of ramp length is needed for each inch of height.	☐	☐	
Do all ramps longer than 6 feet have railing on both sides?	☐	☐	
If there are stairs at the main entrance, is there also a ramp or lift, or is there an alternate accessible entrance? **Do not use a service entrance as the accessible entrance** unless there is no other option.	☐	☐	
Do all inaccessible entrances have signs indicating the location of the nearest accessible entrance?	☐	☐	
Can the alternate accessible entrance be used independently?	☐	☐	
Does the entrance door have at least 32 inches clear opening (for a double door, at least one 32-inch leaf)?	☐	☐	
Is there at least 18 inches of cleat wall space on the pull side of the door, next to the handle? **A person using a wheelchair** or crutches needs this space to get close enough to open the door.	☐	☐	

Is the threshold edge ¼-inch high or less, or if beveled edge, no more than ¾-inch high? If there is a threshold greater than 3/4-inch high, remove it or modify it to be a ramp.	☐	☐	
If present, are mats ½-inch or lower? **Replace** or remove if taller.	☐	☐	
Are mats secured to minimize tripping hazards?	☐	☐	

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LOG-14b | Job Aid: CFMO Work Order Process				Pages:	2
Effective Date:	**09/26/2023**	Prepared by:	Valente Perry	Date:	09/26/2023
Version No.:	**1**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Provide procedures for the Facility Unit Leader (FACL) to submit work order requests for the SEOC building.				
Users:	LSC, FACL				
References:					

Process (Camp Murray)

❑ All facilities within the Camp Murray Campus are maintained by the Construction and Facilities Management Office (CFMO). Each building has an appointed Building Manager (BM) who is authorized by CFMO to submit work orders.

    o The Building Manager (BM) will submit all work orders through the Azzier portal which can be found at https://wng.azzier.com/Login.aspx
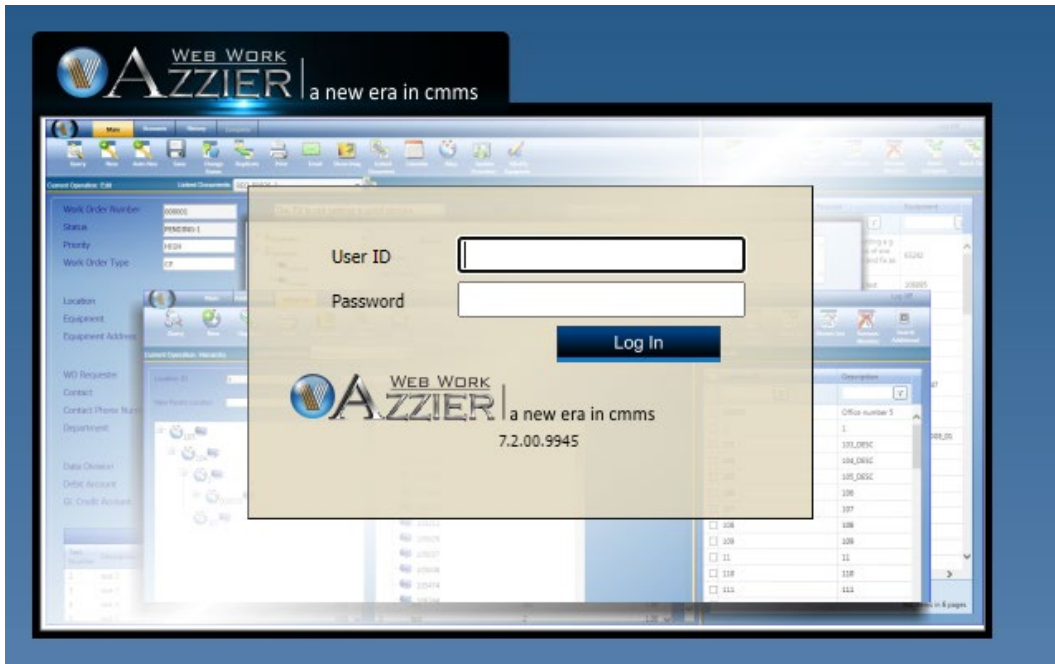
    o Access to the Azzier portal is limited to one (1) Building Manager at a time, in the absence of the primary Building Manager (BM), the CFMO Supervisor must be notified. CFMO will then authorize an interim Building Manager to use the system and/or will provide access to the EMD Director.

❑ Work Requests/Work Orders: come from the Building Manager and are assigned their own 6-digit number. Once they are received and accepted by CFMO, they will be accepted and assigned an 8-digit Work Order number.   CFMO will update the work order status and coordinate directly with the Building Manager.
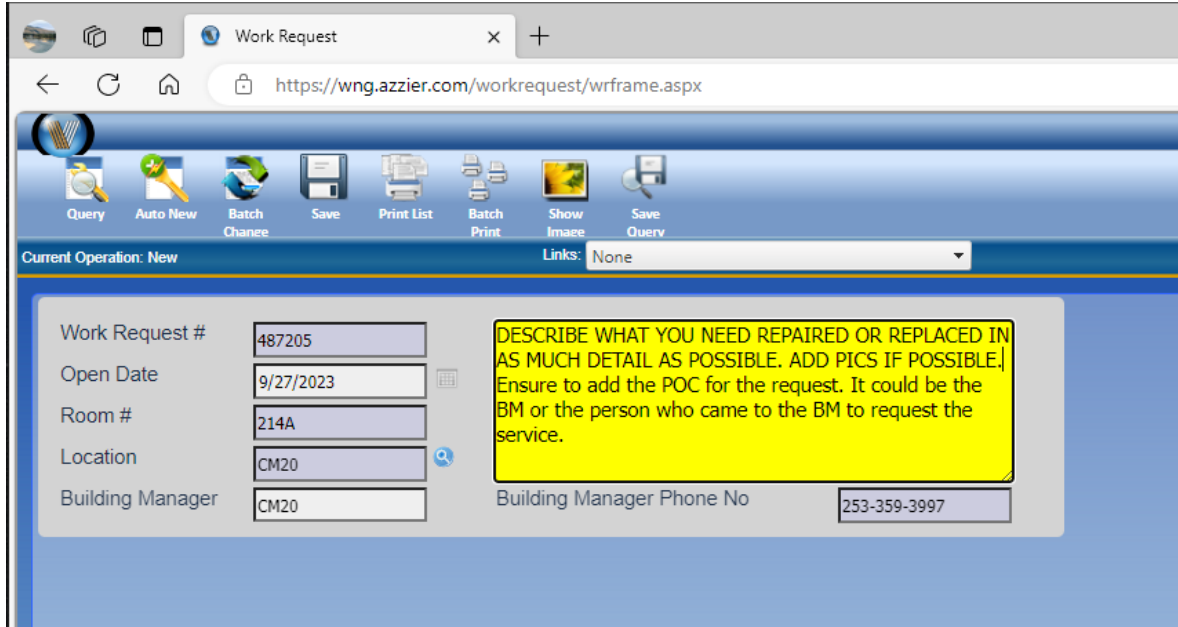
❑ During Level I or Level II activations, the Facility Unit Leader will report all maintenance issues and resolutions within the Activity Log.

LOG-14c | Job Aid: Bldg 20 Generator Procedures				Pages:	2
Effective Date:	**10/11/2023**	Prepared by:	Valente Perry	Date:	10/11/2023
Version No.:	**1**	Reviewed by:	Adam Mulvey	Date:	10/11/2023
Purpose:	Provide procedures for the Facility Unit Leader (FACL) ensure refueling and serviceability of the generators				
Users:	LSC, FACL				
References:					

Building 20 Generator Procedures

❑ CFMO conducts all monthly, quarterly and annual preventative maintenance checks and procedures. Deficiencies noted during routine testing should be immediately reported to the Building Manager (when SEOC is not activated) or the Facility Unit Leader (when SEOC is activated).

❑ The Bldg 20 Generator systems are automatically triggered when fixed power is lost with one generator operational, a second generator placed into standby mode and a third generator offline as a backup.

❑ Refueling:

    ○ Routine and Emergency fueling services are provided by Camp Murray CFMO with the following guidelines

        ▪ Summer: The Generator fueling levels will not fall below 5/8.

        ▪ Winter: The Generator fueling levels will not fall below ¾.

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LOG-14d | Job Aid: Requesting Camp Murray Building Facilities			Pages:	2
Effective Date:	**11/01/2023**	Prepared by:	Valente Perry	Date:	10/11/2023
Version No.:	**1**	Reviewed by:	Adam Mulvey	Date:	10/11/2023
Purpose:	Provide procedures for the Facility Unit Leader (FACL) ensure refueling and serviceability of the generators			
Users:	LSC, FACL			
References:				

Alternate or Additional Facilities on Camp Murray

❑ When incident response or recovery operations necessitate the need for alternate or additional space on Camp Murray (for example a Business Recovery Operations Center, JIC, JFO etc), the Building Manager or Facilities Unit Leader will coordinate with the requesting section to determine building needs:

   o Size and type of facility needed.

   o Access Control/Parking.

   o Length of mission

   o Funding

❑ The Building Manager/Facility Unit Leader maintains a roster of all Camp Murray Buildings and Building Managers and can determine which facilities meet the requirements and are available for the time period.

   o Once facilities are identified, the requesting section will get approval from the State Coordinating officer.

   o Upon approval the Building Manager/Facility Unit Leader will coordinate directly with the alternate/additional facility Building Manager to complete the reservation and inspection of the site.

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LOG-14e	Job Aid: Building 20 Janitorial Support			Pages:	2
Effective Date:	**11/01/2023**	Prepared by:	Valente Perry	Date:	10/11/2023
Version No.:	**1**	Reviewed by:	Adam Mulvey	Date:	10/11/2023
Purpose:	Provide procedures for the Facility Unit Leader (FACL) to request additional janitorial support from Camp Murray CFMO for extended activations.				
Users:	LSC, FACL				
References:					

CFMO Janitorial Support

❑ The FACL will assess the planned and anticipated length of activation, as well as the non-standard hours (nights, weekends, holidays) of the operational periods and determine if out-of-cycle janitorial staffing will be required to support the hygiene and cleanliness of the SEOC during emergency activations in response to an emergency event.

   o FACL will inspect Bldg 20, and Bldg 20B (if used) twice daily to ensure safety and general cleanliness of the facility.

   o FACL will report all substandard areas, both of safety and hygiene concern to the activated Logistics Section Chief.

   o Upon authorization, the FACL will coordinate with CFMO (Janitorial Supervisor) to either request additional services or to address any inadequate issues that require immediate remedy.

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LOG-14f | Job Aid: Access Badging Procedures			Pages:	2
Effective Date:	**10/11/2023**	Prepared by:	Valente Perry	Date:	10/11/2023
Version No.:	**1**	Reviewed by:	Adam Mulvey	Date:	10/11/2023
Purpose:	Provide procedures for the Facility Unit Leader (FACL) to request additional access badges for EMD buildings on Camp Murray.			
Users:	LSC, FACL			
References:				

Access Badges

❑ All requests for a physical badge or building access, or updates to either, must go through the Building Manager when the SEOC is not   activated, and will go through the Facility Unit Leader (FACL) when in an activated status.

❑ EMD employees that DO NOT have a WA EMD Badge, their activated section chief or organizational supervisor must submit a signed request to the Building Manager on either MIL Form 408 (9 Dec 2009) or the Washington Military Department State Identification Badge form for review, signature, and submittal to the PMO office. Once the form is received and approved by the PMO office, a time will be set up for the requesting person to go the badging office to receive their EMD badge and associated access as per the requested authorization on the form.

❑ For existing EMD employees that need an update to their access due expiration or change in their duty position or role, an email from the applicable section's supervisor or manager to the Building Manager is sufficient to initiate this action. Once the request is sent to the PMO office by the Building Manager, the update can be made without needing to physically go to the badging office. If the update or change requires a new badge e.g., expiration date change or picture update, the person will need to physically go to the badging office for this action.

❑ Completed forms will be submitted by the Facility Unit Leader (FACL) to the Camp Murray Security Office at: ng.wa.waarng.list.staff-provost-marshal@army.mil

❑ Based upon the type and complexity of an incident the Facility Unit Leader (FACL) can request and maintain temporary access badges which will permit individual access to Building 20 when directed by the Logistics Section Chief.

**REQUEST FOR WASHINGTON MILITARY DEPARTMENT
STATE IDENTIFICATION BADGE / ACCESS CONTROL PROXIMITY CARD**

PART 1 – WA MILITARY DEPARTMENT STATE ID BADGE

Requesting Supervisor's Name	WMD / WANG Section	Phone Number

Employee Requiring State ID Badge (Include Complete Name: Last, First and MI)   Phone Number

Requested Appointment Date/Time for Badge Issuance

Requesting Supervisor's Signature

PART 2 – ACCESS CONTROL PROXIMITY CARD

Requesting Supervisor's Name	WMD / WANG Section	Phone Number

Employee Requiring Access Card (Include Complete Name: Last, First and MI)   Phone Number

Building(s) for which access is requested (List all buildings separately):

Bldg #   Access Level   Building Manager's / Security Supervisor's Name & Signature

Bldg #   Access Level   Building Manager's / Security Supervisor's Name & Signature

Bldg #   Access Level   Building Manager's / Security Supervisor's Name & Signature

Bldg #   Access Level   Building Manager's / Security Supervisor's Name & Signature

Bldg #   Access Level   Building Manager's / Security Supervisor's Name & Signature

Bldg #   Access Level   Building Manager's / Security Supervisor's Name & Signature

Bldg #   Access Level   Building Manager's / Security Supervisor's Name & Signature

Requested Appointment Date/Time for Card Issuance

Requesting Supervisor's Signature

MIL Form 408 9Dec09
JFHQ-J2/3-PM

WASHINGTON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS, WASHINGTON NATIONAL GUARD
CAMP MURRAY, TACOMA, WA 98430-5000

Washington Military Department
State Identification Badge

Badge Field	Employee Identification Information
Employee Name:	
DOB:	
Gender:	
Height:	
Eye Color:	
Hair Color:	

Supervisor Name	Title	Phone Number
Building Access Request Building Number:	Parameters for Access: (24/7, T-F, M-F, etc.)	Building Manager Signature

_____
Sponsor Signature

_____
Date

If you are providing a picture of the employee:
It must be on a solid-colored background and in a .jpeg file style.

Once complete please email form and .jpeg to:
ng.wa.waarng.list.staff-provost-marshal@army.mil

FOR OFFICIAL USE ONLY

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LOG-15 | Ground Support Unit Leader (GSUL) Role and Responsibilities			Pages:	1
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Ground Support Unit Leader (GSUL)			
Users:	LSC, SUBD, GSUL			
References:	Job Aids			

Ground Support Unit Leader (GSUL)

Primary Duty: Primary Duty Description

Supervises: N/A

Reports To: When activated this position reports to the Support Branch Director (SUBD).

Staffing

Considerations: Primary consideration should be given to staff who have access to and training on the INVERS and Azumano travel systems.

☑ Tasks & Responsibilities

❑ Major Tasks

❑ Maintain Activity Log in WebEOC

❑ Identify, locate, and maintain state owned vehicles for SEOC staff use; track vehicles and equipment assigned with ICS Form 218.

❑ Coordinate with CFMO or DES staff to utilize State Fleet vehicles.

❑ Identify current contracts to lease or rent transportation equipment.

❑ Coordinate with Finance and Admin Section on any expenditures related to internal SEOC staff transportation.

❑ Coordinate with installation or local security for vehicle parking restrictions

❑ Coordinate methods to fuel and maintain any rented or leased equipment.

❑ Coordinate all travel requirements for SEOC assigned staff, traveling to or lodging at external locations.

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LOG-15a | Job Aid: Travel Arrangements				Pages:	2
Effective Date:	**04/16/2021**	Prepared by:	Alisha Osborne	Date:	04/16/2021
Version No.:	**5**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Arranging Travel for SEOC Representatives, EMD Staff or others or as directed by SEOC				
Users:	LSC, GSUL, Travel Authorization Form drafting/routing/approval, vehicle reservation (Camp Murray or Olympia State Motor Pool), and hotel reservations				
References:					

Coordinate all travel requirements for SEOC assigned staff, traveling to or lodging at external locations.

❑ Adhere to the State Administrative and Accounting Manual & Military Department Travel Policy

- SAAM: http://www.ofm.wa.gov/policy/10.50.htm

- Department Policy: No. FIN-102-02

- Washington State Per Diem Rates: http://www.ofm.wa.gov/resources/travel.asp

- Federal Per Diem Rates: http://www.gsa.gov/portal/content/104877

❑ Create and keep a folder for all travel documents on the shared drive.

- Keep hard-copies in a folder (one for each traveler) for back up, quick reference, and scanning at the completion of travel (including receipts).

❑ Travel Arrangements

- Complete a Travel Authorization (A40-A) prior to travel for each traveler.

  Note: During an SEOC Activated incident the Travel Authorization (A40-A) does not require a travel authorization number.

  ▪ The form must list estimations for mileage and per diem (lodging and meals) for the duration of the trip and be signed by the State Coordinating Officer.

    o When preapproved, the traveler does not need to sign or be provided with a copy of the TA unless reimbursement through TEMS is anticipated.

- Obtain hotel reservations at the state per diem rate in the desired area, if possible, and complete Travel Approval for High Cost Lodging, if applicable, using the SEOC Purchase Card.

❑ Air Travel and Rental Car

- Azumano Travel - https://www.resx.com/login/washington/default.htm (user ID and password needed; if unavailable, consult with Finance/Admin Section for alternate approval).

- Reserve car rental, if needed, when reserving flight.

- If the traveler is using a state purchase card, request a purchase card authorization form from the hotel. Fill out the form accordingly, make a copy of the form, have a copy of the purchase card and your state ID, and fax or email back to the hotel.

- Be sure to get a confirmation number from the hotel. Save the confirmation number, authorization form (if necessary), name of hotel employee who made the arrangements; with the, date, time, etc... in the travel folder.

❑ If driving to the destination:

- Reserve a car from the state motor pool or the agency motor pool; personally owned vehicles must have pre-approval.

- Each Military Department motor pool reservation must be made by, or through the account of, the actual user of the vehicle – do not use your login to reserve for another driver.

- If using the state motor pool further instruction can be found in the vehicle reservation job aid. Reservations can be made upon someone's behalf or the logistics section may sign several vehicles out and issue to travelers.

❑ Upon return, the original receipts must be obtained from the traveler for any portion of the travel paid by the SEOC credit card.

❑ The following documents will need to be scanned to the SharePoint incident folder:

- Travel Authorization

- Hotel receipt showing that the balance has been paid.

  o If paid with the Purchase Card, write "PAID WITH STATE PURCHASE CARD".

❑ The traveler submits for reimbursement for per diem within the Travel Expense Management System (TEMS), less hotel if paid on Purchase Card, and sends printed TEMS report along with the Travel Authorization and approved receipts (if any) to Accounts Payable in Building 1 for reimbursement/payment. This step is handled solely by the individual traveler.

- Send original documents, after scanning and filing, to the individual traveler.

- TEMS reimbursement will need to include notation of the State Credit Card and account number (last 4) even when reimbursement is not being claimed for that expense.

LOG-15b | Job Aid: Vehicle Reservations (State Motor Pool)				Pages:	4
Effective Date:	**10/16/2019**	Prepared by:	Mark Douglas	Date:	10/16/2019
Version No.:	**3**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Process for reserving state vehicles through the INVERS site				
Users:	LSC, GSUL				
References:					

Camp Murray Motor Pool

❑ Go to the Motor Pool website: https://fleet.invers.com/wsm/

❑ Login using UserID and Pin for traveler:

❑ Click on "New Reservation" at the top of the screen:

❑ Select desired vehicle, date(s), and time(s) from the drop-down menus.

❑ Click on "Reserve" to make the reservation.

❑ A confirmation email will be sent to the email address on file with access code for the key box.

❑ Larger vehicles, such as vans and small cargo vehicles are available at the DES printing facility in Tumwater. They can be reserved by switching the location in INVERs.

❑ Don't have an account or need further details?

- Contact the Washington State Reservation System at 360.664.9215, Option 1.

- Your user ID number is your state employee number; If there are less than six digits in the number, add leading zeros to the front.

Olympia Motor Pool

❑ If Camp Murray's vehicles are unavailable, the Department of Enterprise Services (DES) has fleet operations vehicles at their site in Olympia on Fones Road.

http://www.des.wa.gov/services/Travel/Vehicle/Pages/MPReservations.aspx

❑ The link above brings up the web page below.

HOME
welcome

SERVICES
what we do and provide

ABOUT
who we are

CONTACT
get in touch with us

Washington State Department of
Enterprise Services

home > services > travel, cars & parking > reserve or rent a vehicle > reserve a fleet operations vehicle

Sign up for email/text updates

Fleet Maintenance & Service
Parking
Reserve or Rent a Vehicle
  Assistance for Drivers
  Contact Fleet Operations
  Enterprise Rent-A-Car
  Map and directions: Capitol Campus Site
  Map and directions: Olympia Fones Road site
  Reserve a fleet operations vehicle
  Short and long term rentals
  State Vehicle FAQ
  Travel Calculator
Travel on State Business
Vehicle Purchasing

Reserve a fleet operations vehicle

Reservation options

Reservations can be made by contacting us in person, by phone, or by using our online Fleet Operations Reservation System.

You must be registered to use our online system:

- First time users must be authorized and registered by their Agency Transportation Officer (ATO).

  - DSHS employees should contact Tim Scott at (360) 664-6029. Contact us if you need additional assistance.

- Once registered, use your HRMS number to access the system.

The online reservation system is available anytime; however you must pick up your vehicle during our hours of operation.

Vehicle types and rates

Fleet Operations has the following vehicle types available:

- Full and mid-size sedans (including hybrids)
- Pick-ups and sport utility vehicles (including hybrids)
- Full and mini-size passenger and cargo vans

We can also make arrangements for you to rent an accessible van if you need one. We will however need at least two weeks advance notice to fill your request.

See short-term rental rates for our vehicle rates.

Vehicle pick up and return information

Picking up a vehicle

- You must have a valid driver's license to rent a Fleet Operations vehicle.

Returning a vehicle

- Vehicles returned before 8:30 a.m. will not be charged for that day.
- Vehicles are equipped with fuel cards, and should be returned with at least ¾ of a tank of fuel. If not, your agency will be assessed a $10 charge.
- After parking the vehicle, return the keys to the dispatcher and notify them of the space number you parked in.
- When possible, return the vehicle inside the fenced area.
- If returning after business hours, drop the keys in the night drop on the front door.

❑ If fleet vehicles are depleted from the Olympia Motor Pool site, DES has contracts in place for commercial rental cars with Enterprise Rent-A-Car:

http://www.des.wa.gov/services/Travel/Vehicle/Pages/MPEnterpriseRental.aspx

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HOME
welcome

SERVICES
what we do and provide

ABOUT
who we are

CONTACT
get in touch with us

Washington State Department of
Enterprise Services

home > services > travel, cars & parking > reserve or rent a vehicle > enterprise rent-a-car

Sign up for email/text updates

Fleet Maintenance & Service

Parking

Reserve or Rent a Vehicle

Assistance for Drivers

Contact Fleet Operations

Enterprise Rent-A-Car

Map and directions: Capitol Campus Site

Map and directions: Olympia Fones Road site

Reserve a fleet operations vehicle

Short and long term rentals

State Vehicle FAQ

Travel Calculator

Travel on State Business

Vehicle Purchasing

Enterprise Rent-A-Car

How do I reserve a vehicle?

Contact your travel coordinator for information on agency-specific travel policies. Note: If you are a travel coordinator, you must contact Enterprise at (425) 917-7559 to set up your agency's account.

Reservation options:

- Visit www.enterprise.com
- Call the Enterprise reservation line (800) 847-3722
- Contact your travel agent.

How much advance notice do I need to give Enterprise?

Reservations should be made at least 24 hours in advance on local rentals and seven calendar days in advance on one-way rentals. Local rentals are those where the renter will return the vehicle to the same location as rented. Reservations made within 24 hours of vehicle rental are subject to car availability.

How do I pay for the rental?

Each government organization has an established travel policy that addresses how rental cars will be paid for based on the options available in the contract and OFM travel guidelines. We suggest you contact your travel coordinator prior to renting a car from Enterprise.

Can I use the rental car for personal use?

No.

Who can rent a vehicle under this contract?

All Washington, Idaho, and Oregon state agencies, members of each state's purchasing cooperatives and higher education.

- Master Contract Usage Agreement members
- Oregon State Purchasing Cooperative Information
- Idaho: send email to Anthony Opalka at anthony.opalka@adm.idaho.gov

Contact Information

Jessica Smith, Contract Specialist

(360) 407-8408

(360) 586-2426 - fax

jessica.smith@des.wa.gov

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LOG-15c | Job Aid: High Cost Lodging				Pages:	2
Effective Date:	**06/21/2017**	Prepared by:	Mark Woodward	Date:	06/15/2017
Version No.:	**2**	Reviewed by:	Adam Mulvey	Date:	09/26/2023
Purpose:	Procedures for approval of high-cost lodging				
Users:	LSC, GSUL				
References:	SAAM 10.30.20				

Purpose: To provide steps to request an exception to the maximum allowable lodging rates

❑ In the following situations, the maximum allowable lodging amounts may not be adequate, and the agency head or authorized designee may approve payment of lodging expenses not to exceed 150% of the applicable maximum per diem (lodging and meals).

  o When costs in the area have escalated for a brief period either during special events or disasters.

  o When lodging accommodations in the area of the temporary duty station are not available at or below the maximum lodging amount, and the savings achieved from occupying less expensive lodging at a more distant site are consumed by an increase in transportation and other costs.

  o To comply with provisions of the Americans with Disabilities Act or when the health and safety of the traveler is at risk.

. When meeting room facilities are necessary, it is more economical for the traveler to acquire special lodging accommodations such as a suite rather than to acquire a meeting room and a room for lodging.
Procedure: Steps for Approval

❑ Maximum Lodging Rates

  o Within Washington State, maximum lodging rates are set by OFM and can be found within the Statewide Administrative and Accounting Manual at: TravelMap.ai (wa.gov)

  o Maximum lodging rates within the Continental United State are set by the General Services Administration and outside of the Continental United States are set by the Defense Travel Management Office, both can be found at: Per Diem Rate Lookup | Defense Travel Management Office (dod.mil)

  o When lodging accommodations exceed the maximum allowable per diem lodging rate the Ground Support Unit Leader (GSUL) will notify the Logistics Section Chief (LSC) who will request approval through the SEOC Supervisor and the State Coordinating Officer (SCO) The Approval form can be found at: FIN-102-02 (MIL802)

Approval for High Cost Lodging.doc In certain circumstances as codified under WMD Travel Procedure 11c, the High Cost Lodging approval may require CFO approval.

State Of Washington
Military Department

Approval for High Cost Lodging (SAAM 10.30.20)
Pursuant to Washington Military Department Travel Procedures #11.c.

☐ The employee attends an approved meeting, conference, convention or training session where the traveler is expected to have business interaction with other participants in addition to scheduled events, and maximum benefit will be achieved by authorizing the employee to stay at the lodging facility where the meeting, conference, convention or training session is held.

☐ Affordable lodging accommodations are simply not available within a reasonable commuting distance to the employee's assigned temporary duty station. **(This option requires two price quotes from other hotels.)**

Hotel Name: [ ]   Hotel Name: [ ]
Quoted Rate: [ ]   Quoted Rate: [ ]

☐ Costs in the area have escalated for a brief period of time either during special events or disasters.

☐ Traveler is assigned to accompany an elected official, a foreign dignitary, or others as authorized by law, and is required to say in the same lodging facility.

☐ To comply with provisions of the Americans with Disabilities Act, or when the health and safety of the traveler is at risk.

☐ When meeting room facilities are necessary and it is more economical for the traveler to acquire special lodging accommodations rather than acquire both a meeting room and a room for lodging.

Purpose Of Trip:
☐ Training ☐ Conference/Convention ☐ Committee Meeting ☐ Other State Function

Travel Destination: [ ]   Hotel Name: [ ]

Travel Dates: [ ]   Quoted Rate: [ ]

Maximum Allowed:
Per Diem Rate (lodging and meals) [ ]   X (times) 150% = [ ]

Requester: _____ Date: _____
Charge Code: [ ]

Program Manager/Supervisor:_____ Date: _____

Division/Unit Manager: _____ Date: _____

Director/Chief of Staff: _____ Date: _____

Division Director/TAG: _____ Date: _____

☐ Approved   ☐ Denied

MIL FORM 882_14Nov02
(Financial Services Policy 02-002-02)

LOG-16 | Supply Unit Leader (SUPL) Role and Responsibilities				Pages:	2
Effective Date:	**09/28/2023**	Prepared by:	Adam Mulvey	Date:	04/15/2023
Version No.:	**1**	Reviewed by:	Will Vance	Date:	09/28/2023
Purpose:	To describe the tasks and duties of the Supply Unit Leader (SUPL)				
Users:	LSC, SUBD, SUPL				
References:	Job Aids				

Supply Unit Leader (SUPL)

Primary Duty: Primary Duty Description

Supervises: N/A

Reports To: When activated this position reports to the Support Branch Director (SUBD).

Staffing

Considerations: None.

☑ Tasks & Responsibilities

❑ Major Tasks

  ❑ Maintain Activity Log in WebEOC

  ❑ Determine the type and number of resources needed.

  ❑ Maintain and track Military Department expenditure log for all SEOC-related expenditures.

  ❑ Coordinate contracts and orders with the Finance/Administration Section; Building 1 must be aware of all money spent, as it is allocated.

  ❑ Order, receive, distribute, and store supplies and equipment.

  ❑ Maintain inventory of supplies and equipment as changes occur, update inventory at least once per operational period.

  ❑ Determine procurement spending limits with the Finance/Administration Section.

  ❑ Whenever possible, meet personally with the requesting party to clarify types and number of supplies and materiel, and verify that the request has not been previously filled through another source.

  ❑ Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.

  ❑ Follow RCW 39.26 as outlined in the Supply Unit Leader Job Aid.

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LOG-16a │ SEOC Emergency Supply Storage				Pages:	2
Effective Date:	**10/11/2023**	Prepared by:	Adam Mulvey	Date:	10/11/2023
Version No.:	**1**	Reviewed by:	Mark Douglas	Date:	10/11/2023
Purpose:	To identify status and procedures related to SEOC Emergency Supplies				
Users:	LSC, SUPL				
References:					

Purpose: To identify status and procedures related to SEOC Emergency Supplies

❑ The Supply Unit Leader (SUPL) is responsible for conducting an inventory of all SEOC emergency supplies to verify the following information
  o Quantity of supplies by type (currently on hand)
  o Location of supplies by type
  o Serviceability and known expiration dates of equipment

❑ SEOC Emergency Supply List is maintained on SharePoint at SEOC Emergency Supplies and will be maintained by the SEOC Logistics Section Chief when the SEOC is not in an active status.
  o During an activation supply areas will be inspected no less than once per operational period
  o When the SEOC is not activated, supply areas will be inspected no less than once every 60 days.

❑ The Supply Unit Leader will maintain burn rate calculations each day based upon on hand quantity of supplies and number of on-site activated personnel. These assessments will be added to the activity log [updated each operational period].

  o Planning Factors:
    ▪ Water (one gallon of water per person per day)
    ▪ Food (intake of 2000 calories per day)

❑ SEOC Emergency Supply Location:
  o BLDG 20: First aid supplies, individual desk emergency kits
  o BLDG 20A "Storarge Shed": hygiene supplies
  o BLDG 20C "RV Shed": dehydrated food supplies, and long term water storage.
  o Other: Intermodal Shipping Containers: TBD

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