Module 2:

REOC ABC's

2-1

Module Content

- REOC Set Up
- REOC Functional Definitions
  - »NIMS
  - »NRF
  - »IMH
  - »Core NAR

(continued)

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Module Content

- REOC
  - » ICS Organization
  - » KLPs
  - » R7 and R10 Example Organizational Charts
- HQ EOC
  - » ICS Organization
  - » General Role
  - » Watch Officer
  - » EOC Reports
  - » EOC Relationship to REOC

(continued)

2-3

Module Content

- Characteristic features of the REOC
- What does the REOC produce?
- REOC position-specific email boxes
- Types of REOC activations

2-4

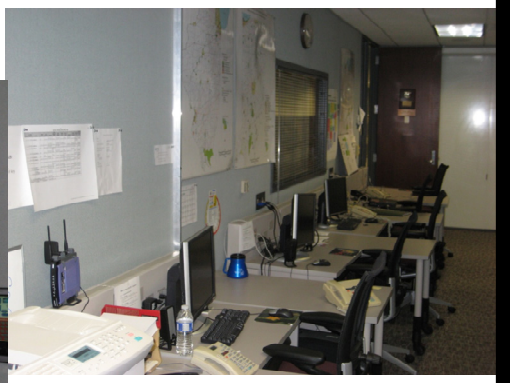
Region 3 REOC

2-5

Notes

- Each Regional office and HQ has an EOC and has planned for a backup location. REOCs are configured differently due to space, budget, and other considerations. RSC members will want to visit and become familiar with their REOC as they may work there. RSC members could be dispatched to other REOCs or HQ EOC for support. For example, Region 7 is the formal backup for Region 6, and R7 RSCs worked in the Dallas REOC during the Hurricane Gustav/Ike activation. The next several slides depict EOC set ups.

Region 5 REOC



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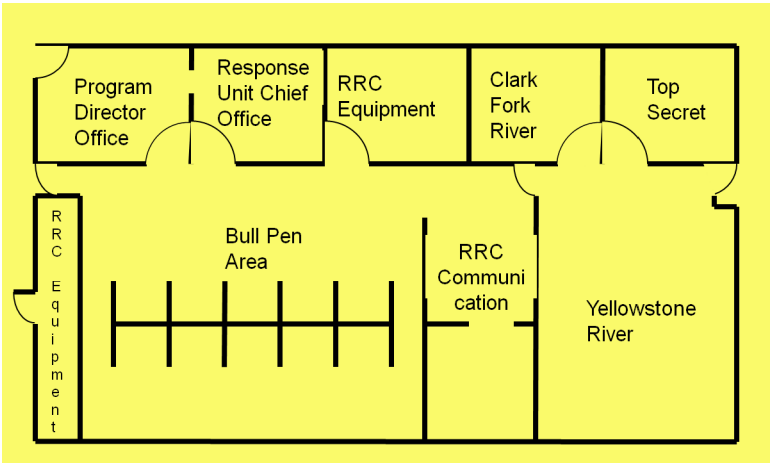
Region 7 REOC

2-7

Region 8 REOC

2-8

Region 8 REOC Set Up

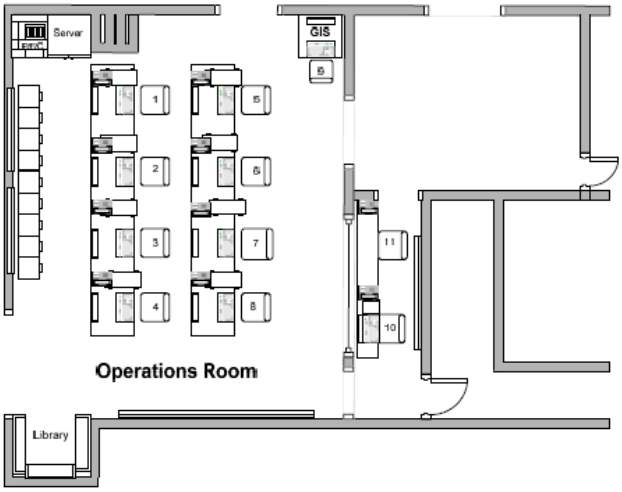


2-9

Region 10 REOC

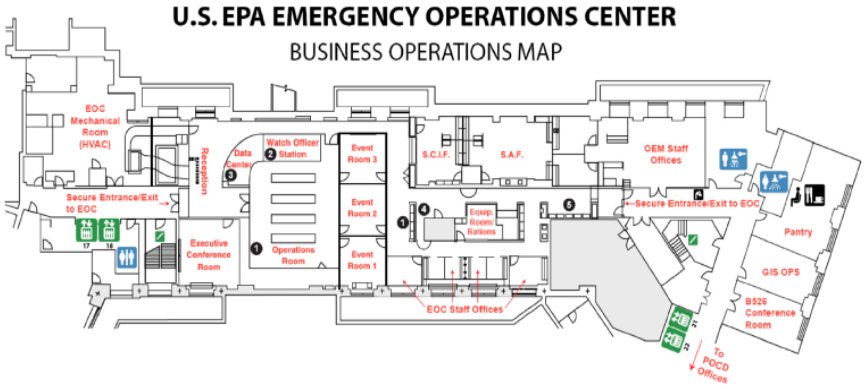
2-10

Region 10 REOC Set Up



2-11

HQ EOC Set Up



2-12

HQ EOC

2-13

REOC Definition

- REOC defined based on function
  - »NIMS definition
  - »NRF definition
  - »IMH definition
  - »Core NAR requirement

2-14

Notes

- **REOC defined based on function:** The REOC is technically a "location', but is almost always defined based upon function. There has been no single universally accepted EPA REOC definition. A better understanding comes from learning the functional definitions from the following four slides.

NIMS Definition of EOC

- Emergency Operations Centers
  - »Physical location to support on-scene operations
  - »Temporary or permanent
  - »Organized by functional disciplines, jurisdiction, or combination

2-15

Notes

- **Emergency Operations Centers:** NIMS defines (page 66 of the National Incident Management System document, December 2008) EOCs as the physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or some combination thereof.

NRF Definition of EOC

- EOC functions
  - »Common operational picture
  - »Relieves Burden of External Coordination
  - »Secures/Allocates Resources

2-16

Notes

- **EOC functions:** NRF defines (page 50 of the NRF, January 2008) EOCs by their function. EOCs help form a common operational picture of the incident, relieve on-scene command of the burden of external coordination, and secure additional resources. The core functions of an EOC include coordination, communications, resource allocation and tracking, and information collection, analysis and dissemination.

IMH Definition of EOC

- Focus on functions
  - »Activation for effective support of an incident
  - »"Reach back" support
  - »Information conduit
  - »Assign resources and coordinate activities

2-17

Notes

- **Focus on functions:** The IMH states on pages 2-3 and 2-4, "*To effectively respond, coordinate and support a major regional incident or an INS, EPA Regional Offices will activate REOCs. The REOC staff will:*

  - *Provide immediate "reach back" support to the Incident Commander (IC)*
  - *Serve as the official channel for the flow of information between the field and the Regional and HQ personnel, including the Regional Administrator, Regional Incident Coordination Team, National Incident Coordination Team and HQ EOC*
  - *Assign and coordinate agency resources for field operations, and coordinate FEMA/NRF/ESF/RRT activities"*

  The EPA IMH is an important reference for all ICS participants. It can be found in its entirety on www.epaosc.net. Note the REOC high profile/high priority "customers". Not listed in this IMH citation or other REOC definitions are additional critical REOC contacts such as the Incident Management Team, the Regional Incident Coordinator, the REOC Manager, and other Program Offices.

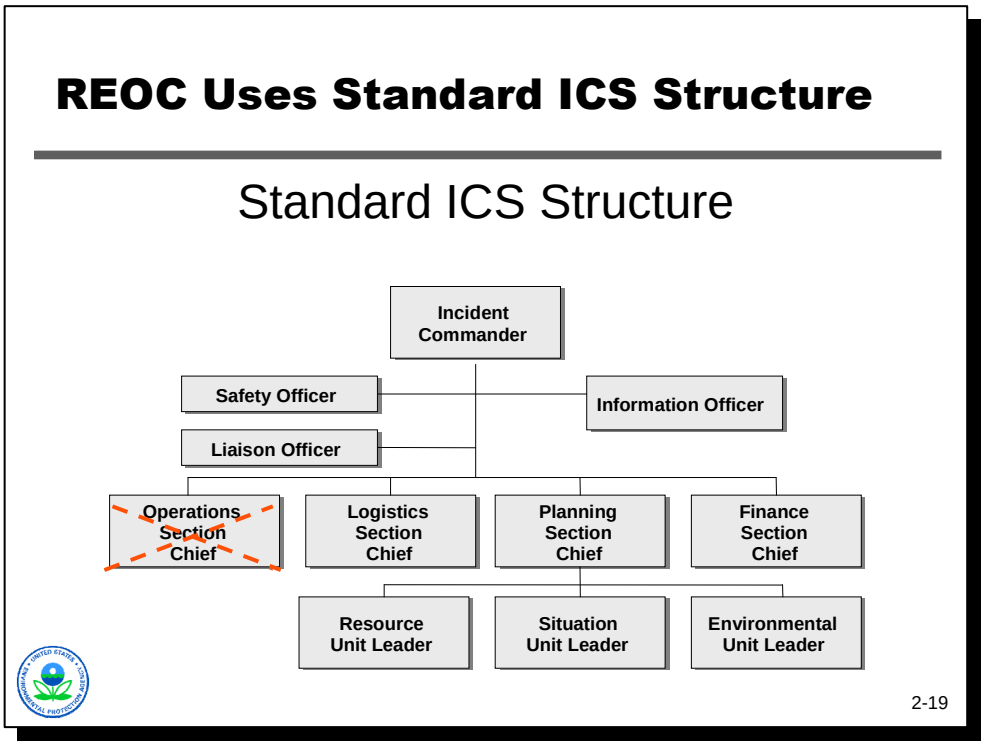
Core NAR Requirements for REOC – Element 9

- Core NAR Standard
  - »Immediately available
  - »Fully equipped
  - »Manages small and large incidents
- 17 criteria for Element 9
- Annual Regional audit

2-18

Notes

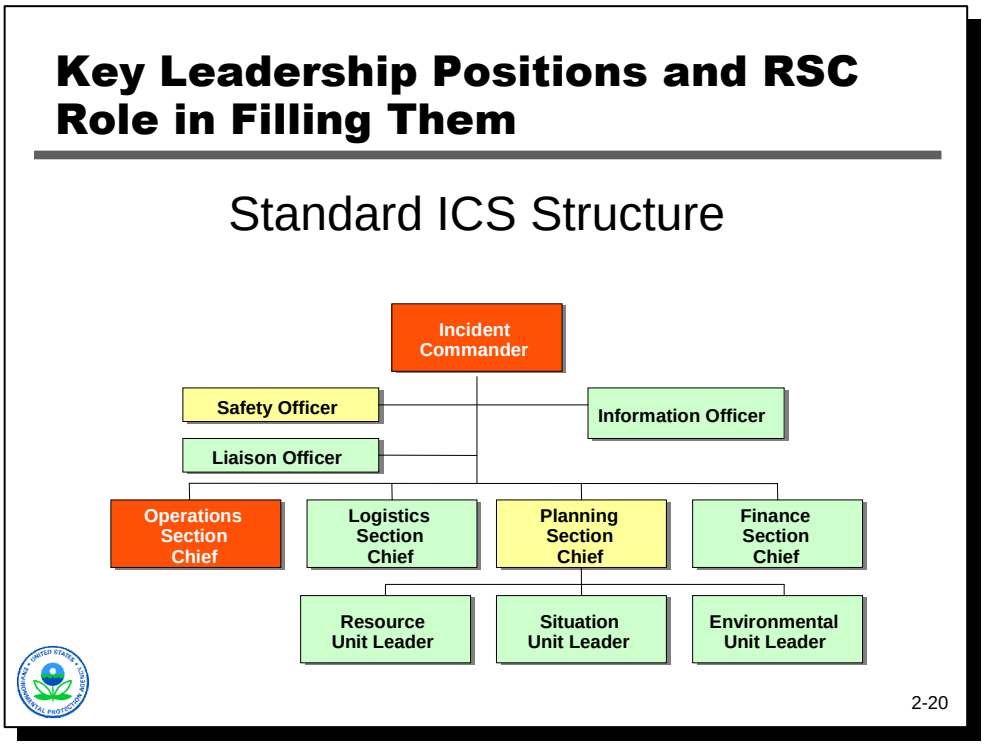
- **Core NAR REOC Standard:** The REOC is immediately available, fully equipped and configured for management of daily operations and Incidents of Regional and National Significance. The full Core NAR REOC standard has considerably more detail, but this portion is germane to function.
- **17 criteria for Element 9:** The REOC has seventeen criteria associated with it. These criteria were reviewed in the previous module.
- **Annual Regional Audit:** The Core NAR is a HQ sponsored audit program performed annually. This program audits Regions and Special Teams on 10 separate elements. Each element addresses fundamental management systems and/or equipment considered essential to success of EPA's emergency response program. You may obtain more information on the Core NAR program from your Regional RSC Coordinator.



Notes

- The standard ICS structure is used in the REOC. ICS uses a standard structure and terminology, which makes the system universal to all participants. The standard ICS structure of Command Staff and General Staff shown on this slide should be familiar to all. REOCs generally employ this structure, absent the "Operations" section. Operational (tactical) activities are in the field component and not the REOC.

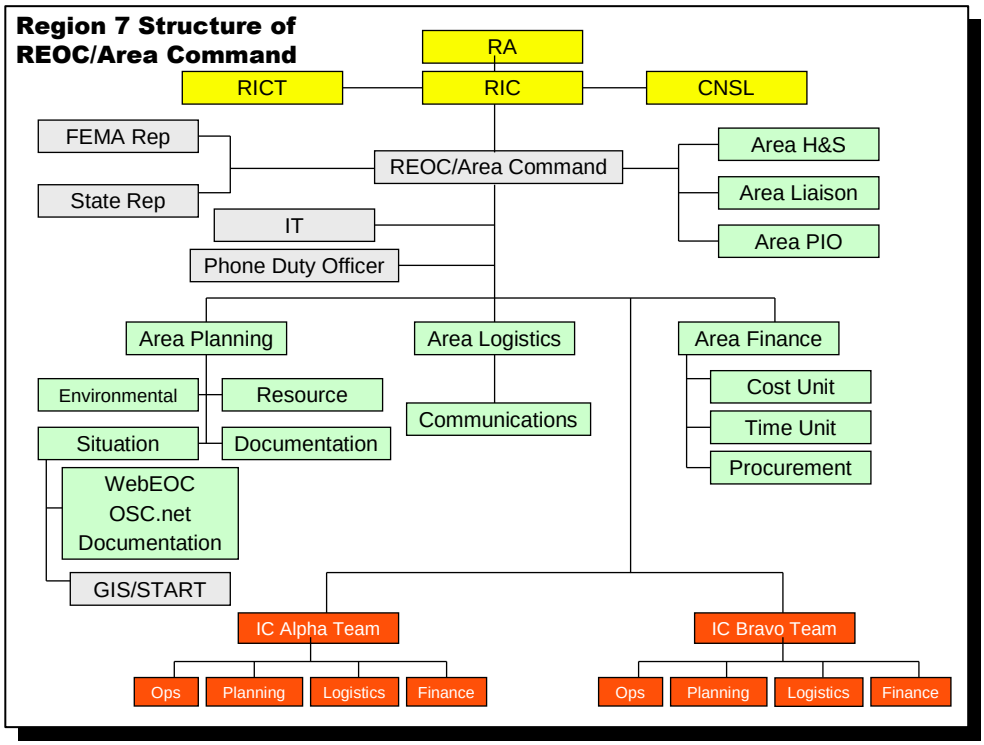
- ICS is scalable, flexible and modular and is therefore able to manage any incident with a "tailored" structure. When RSC personnel are working in the ICS structure they must leave their "regular day job" behind and take on the assigned job as their primary responsibility.



Notes

- ICS Key Leadership Positions (KLPs) are exactly what the name implies. In accordance with EPA policy (August 2008 EPA ICS Training, Qualifications, and Certifications Standards), each of the 11 KLPs have advanced training requirements. Only the Incident Commander and the Operations Chief MUST be an OSC. OSC experience is desirable for the Planning Chief and Safety Officer, but other experience is clearly acceptable. Therefore 9 of the 11 KLPs may be filled by RSC personnel and 7 of the 11 are almost always filled with RSC personnel. If you are expected to fill a KLP you will have already engaged in or completed the substantial training requirements referenced.

  Each of these RSC KLPs is supported by a staff, and most of these staff positions are RSC personnel vital to success of the organization. Note that the Operations Section is exclusively field positions, but certain operations field staff may also be RSC personnel.



Notes

- REOC organization charts vary somewhat from region to region as we see on this and the next slide. This is a chart from the R7 REOC Concept of Operations document. It is for a significant response event and/or one where the REOC functions as Area Command. The chart on the slide has the names of the personnel removed. The large poster-size chart on the wall is this same chart with the names of the Region 7 personnel that fill the REOC positions.

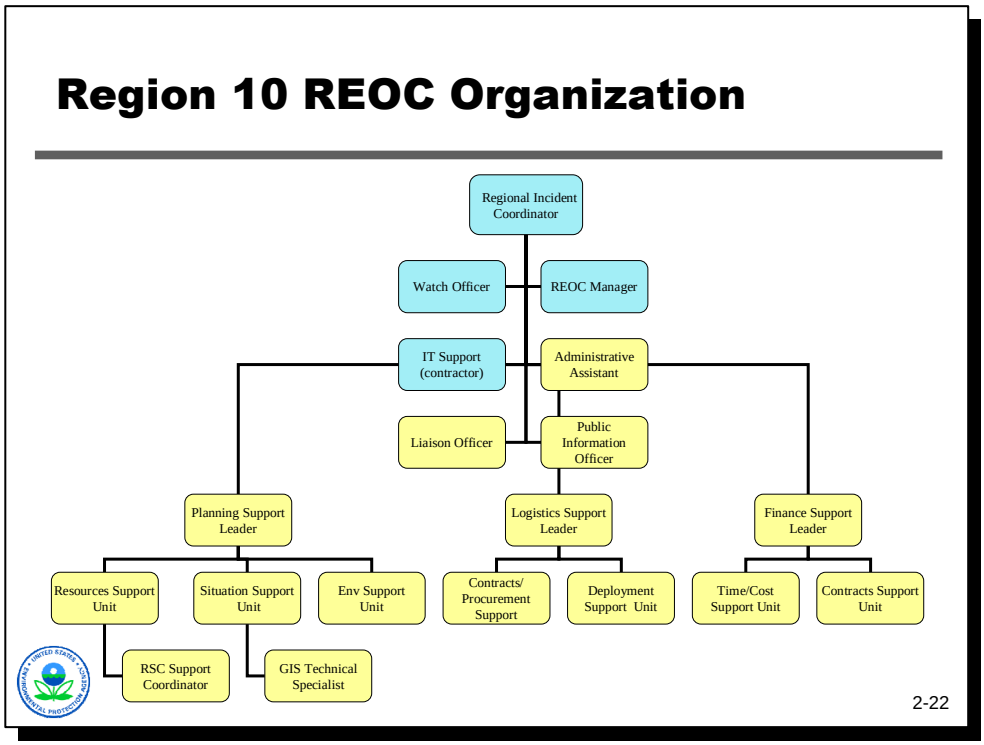
  Note the bottom of the chart where boxes are shaded red. These red boxes are the field components; each has its own Finance, Logistics, Operations, and Planning sections.

  The chart shows two separate field operations (likely separated by distance or an obstacle such as a lake). In reality, there could be one to several of these complete (but separate) field operations going simultaneously.

  Since the chart is for the REOC there is appropriately not an Operations section.

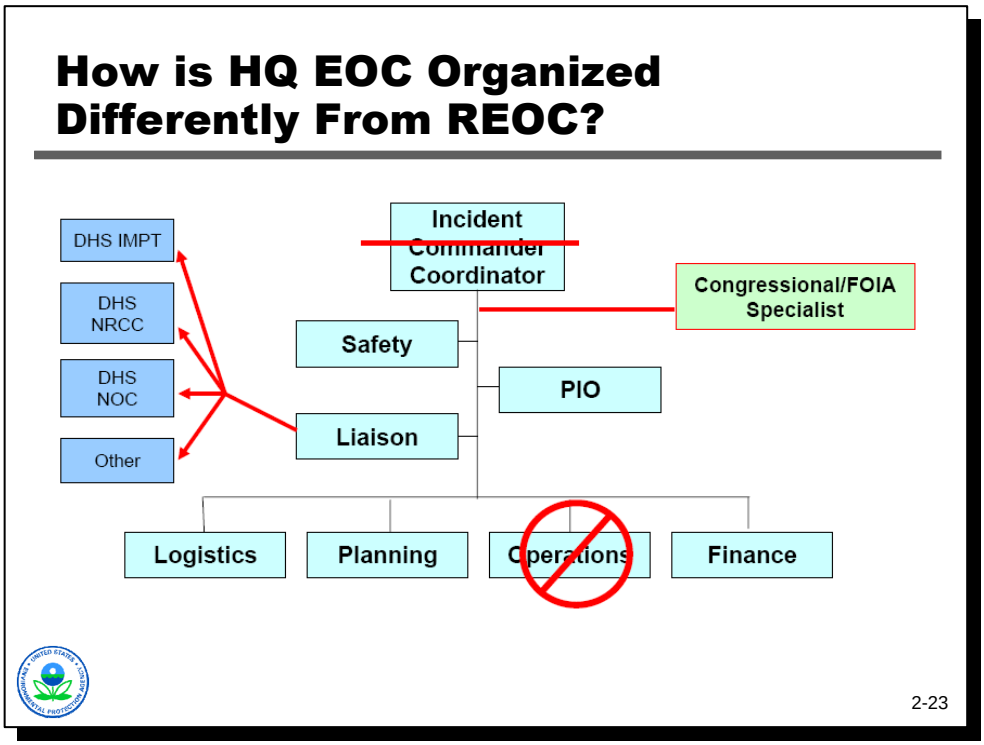
  The green shaded boxes and support staff are expected to be filled by RSC personnel.

  The R7 senior managers fill the yellow positions at the top of the chart.



Notes

- This REOC organizational chart is from the Region 10 REOC Operations Manual and is an example of a level 3 activation. The positions can be expanded depending on the specific level of REOC activation. The positions in the boxes highlighted in the chart above can all be filled by RSCs.



Notes

- The HQ EOC is organized in similar fashion to REOCS. Like the REOCs, there is no EOC Operations Section. The EOC Liaison group coordinates with other HQ organizations and particularly with DHS. A key organizational difference in the HQ EOC is a Command Staff specialist group performing any necessary coordination with members of Congress or Congressional Committees. This same group is most often tasked with answering Freedom of Information Act Requests, a substantial workload. When activated, the EOC is led by an **Incident Coordinator** to distinguish that role from the **Incident Commander** field position.

What is the Role of the HQ EOC?

- National level information hub
- Provides support to REOCs
- 24/7 Watch Officer
- Classified information

2-24

Notes

- **National level information hub:** When incident communication to other Federal Agencies (or their EOCs) is appropriate, it comes through the EPA HQ EOC. The EOC may be activated for incidents (natural disasters, industrial accidents, etc) or special events such as the G8 meeting of foreign heads of state.
- **Provides support to REOCs:** The EOC may send or receive information with any REOC, and is particularly active when there are multiple Regions involved in an incident. Cross-regional coordination is generally facilitated by the HQ EOC.
- **24/7 Watch Officer:** The EOC Watch Officer is similar to REOC Red Phone duty officer, and functions as the full time (24/7) dedicated point of contact staff. There is a formal duty roster which assigns watch officers to staff the EOC on a rotational basis. The watch officer duty station is located in the EOC during business hours. The watch officer "takes" the phone home nights and weekends.
- **Classified Information flow:** Management of the flow and handling of classified information most often involves the EOC.

What is the Role of the HQ EOC Watch Officer?

- Maintains situational awareness
- Internal notifications
- Coordinates with DHS
- Receives and disseminates emergency alerts and warnings

2-25

Notes

- **Maintains situational awareness:** As the primary point of contact for the EOC the watch officer receives information and reports from the National Response Center and Red Phone duty officers in the REOCs. Regional SOPs usually dictate what conditions in a Region merit contacting the HQ EOC watch officer.
- **Internal notifications:** The EOC has established a HQ SOP which dictates conditions for the watch officer to contact various EPA HQ officials. Chain of command is generally observed, but prompt communications "up the chain" is ensured by this SOP.
- **Coordinates with DHS:** A primary "customer" of the HQ EOC is the DHS, as indicated in the organizational chart provided earlier.
- **Receives and disseminates emergency alerts and warnings:** The watch officer originates and/or receives emergency alerts. An example is below.

EOC Special
Situation Report
For Internal EPA Use Only

Democratic National Convention
August 26, 2008

SITUATION

From August 24-29, 2008, the Democratic National Committee is hosting the 2008 Democratic National Convention in Denver, Colorado. An estimated 50,000 guests, including some 5,000 delegates and 15,000 members of the media are attending the Convention.

The convention is being held at the Pepsi Center in downtown Denver, Colorado. Other sites throughout Denver, including the INVESCO Field at Mile High, situated across the street from the Pepsi Center are being used during the convention.

The DNC has been declared a National Security Special Event (NSSE) by the US Department of Homeland Security (DHS).

ACTIONS TAKEN

EPA REGION 8 IS MAINTAINING 24 HOUR OPERATIONS STAFFING MULTIPLE VENUES, AS WELL AS, STAGING REGIONAL AND NATIONAL TEAMS AND ASSETS FOR THE DURATION OF THE DNC. THE EPA HEADQUARTERS EMERGENCY OPERATIONS CENTER (HQ EOC) IS MAINTAINING 24 HOUR SITUATIONAL AWARENESS THROUGH THE WATCH OFFICER (INCLUDING AFTER HOURS), R8 REGIONAL COORDINATOR AND, FOR DESIGNATED PERIODS, THROUGH A LIMITED ACTIVATION OF THE HQ EOC.

EPA Region 8 Response Assets include 165 personnel (including EPA staff, contractors and US Coast Guard personnel) and various mobile command posts, TAGA bus and ASPECT (pre-deployed and on standby). EPA special teams supporting this event include ERT, NDT, RERT, NCERT, as well as, the US Coast Guard Pacific Strike Team.

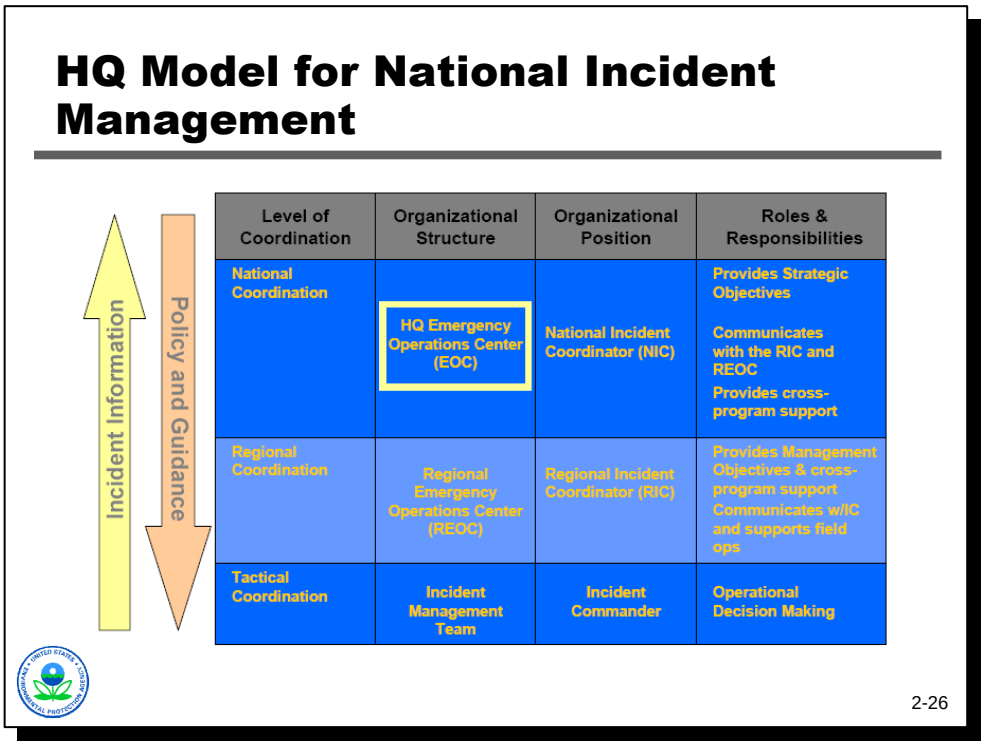
Future Actions

EPA Region 8 is holding a daily video teleconference call with HQ EOC and issuing a detailed daily situation report to Headquarters.

KEY ISSUE

ALL FUNCTIONAL AREAS OF COMMAND WITHIN THE R8 REOC ARE STAFFED AND OPERATIONAL. REGULAR EMERGENCY RESPONSE OPERATIONS IN REGION 8 ARE BEING MAINTAINED.

The Office of Solid Waste and Emergency Response will continue to monitor this situation and additional Sit Reps will be forthcoming. If you have any questions regarding this incident, please contact the HQ Emergency Operations Center at 202-564-3850 (e-mail: eoc.epahq@epa.gov) or Eugene Lee, OEM Region 8 Coordinator at 202-564-7988 (lee.eugene@epa.gov).



Notes

- The HQ model for national incident coordination is outlined on this slide. Generally incident information flows from the Regional incident thru the REOC to the HQ EOC. HQ provides policy and guidance to the Regions. These flow paths are indicated by the arrows. The top horizontal line of blue boxes in the chart represents the HQ EOC perspective, the center horizontal line represents the perspective of the Regional Office (REOC), and bottom horizontal line represents the perspective of the field component. The vertical columns (L to R) respectively represent Level of Organization, Organizational Structure, Organizational Position, and Roles and Responsibilities. This chart displays the interactions of the REOC and HQ EOC and field components. The main "tools" of the HQ EOC include streamlining communications, providing cross program support and "letting the Regions do their job". This figure can be found on page 2-12 of the IMH.

Characteristic Features of the REOC

- Managed by Regional EPA ER organization
- Phone duty officer
- 24/7/365 availability
- Eating and sleeping provisions
- Modular work stations fully equipped
- Top Secret Security Room
- Nearby conference rooms
- News and weather feeds

(continued)

2-27

Notes

- **Managed by Regional EPA ER organization:** REOC facility spaces are typically operated and controlled by the Regional office Emergency Response organization.

- **Phone duty officer:** Each REOC has a phone duty officer that serves 24/7/365. The phone duty officer receives notifications from the National Response Center and from State and local officials and assesses whether or not an OSC should respond. The phone duty officer is responsible for activating an OSC responder, as appropriate. The phone duty officer records the Region's response to each notification.

- **24/7/365 availability:** Certain REOC physical features are predictable from the functional definitions provided earlier. The full time availability often requires heating and air conditioning systems independent from the rest of the building. Uninterruptible power supplies are common to reduce computer "crash" if there is a power outage.

- **Eating and sleeping provisions:** Food service and sleeping provisions are most often present, but rudimentary. Selected staff infrequently may have to sleep in the REOC. 24-hour REOC operations use more than one shift. Eating and drinking in the REOC may be restricted by the specific REOC SOP, but eating is often allowed in conference rooms.

- **Modular work stations fully equipped:** Modular furniture allows rapid change of the REOC physical configuration. Generally each workstation has a computer, phone, light, and AC power. Raised floors are often employed to accommodate wiring to outlets at many possible work station locations.

- **Top Secret Security Room:** The Top Secret Security Room is required for classified material handling. Special procedures are required for viewing and handling classified documents. A pre-arranged individual security clearance is required for each person who may view these documents. RSC members may have security clearances. Having a security clearance is totally separate from the issue of "the need to know".

- **Conference rooms:** Conference room facilities are in high demand when the REOC is active since there are many small and large meetings associated with REOC activation.

- **News and weather feeds:** There are typically several REOC TV screens present due to the need for playing several independent simultaneous news and weather feeds. National and local news and weather services are among the TV channels commonly provided in the REOC.

Characteristic Features of the REOC

- Communications
  - » Conventional telecom (hardwire and cell)
  - » Satellite phones
  - » VOIP
  - » HF radio
  - » Video conference capabilities
- Large screens
- Quick guides
- IT support
- GIS support

2-28

Notes

- **Communications:** Redundancy in REOC communication systems is required. Satellite phones, HF Radio, and Voice over Internet Protocol (VOIP) are common in addition to conventional hardwire and cell phone service. Infrastructure damage associated with an incident may make usual channels of communication non-functional. Video conference facilities are important.

- **Large screens:** Large screens are used to provide high visibility views of any feed source (any workstation, any news and weather, etc). Large screens are important when all parties in the REOC need to view one information source.

- **Quick guides:** All REOC equipment is tested regularly, and each has a "quick start guide" which is an abbreviated instruction for each unit available to those not intimately familiar with the equipment.

- **IT support:** The degree of sophistication of modern EPA REOCs demands that IT support personnel be available whenever activated. Most Regions and HQ now have a full time dedicated IT employee reporting to the REOC.

- **GIS support:** GIS systems support is a specialty technology area that provides high quality graphics. GIS has become a key element of REOC operation. Both GIS and IT support activity can be supported by the Regional Office, or by contractor support, or a combination of both.

What Does the REOC Produce?

- What are POLREPs and SITREPs?
- POLREP/SITREP Guidance
  - »OSWER Directive 9360.3-03, "Guidance for Preparing POLREPS/SITREPS," December 2007
  - »Memorandum, "Availability of the New POLREP/SITREP Format and Measures Fields on EPAOSC website," September 22, 2008
- POLREPs required by NCP

2-29

Notes

- **What are POLREPs and SITREPs?:** POLREPs and SITREPs are abbreviations for Pollution Reports and Situation Reports respectively. They are among the most important and timely reports produced to document field conditions. They are most often brief narrative reports following a prescribed format. They may be accompanied by photographs, maps, or other attachments. They are almost always produced to inform others of the situation and actions taken in the field in response to an incident or event. They may list future plans for the response/event.

- **POLREP/SITREP Guidance:** EPA has updated guidance dated December 2007 for generating SITREPs and POLREPs entitled "Guidance for Preparing POLREPS/SITREPS," EPA-540/F-94/018, OSWER Directive No. 9360.3-03. In addition, EPA issued a memorandum on September 22, 2008, which describes the new format for POLREPs/SITREPs and the new measures fields.

- **POLREPs required by NCP:** The National Oil and Hazardous Substances Pollution Contingency Plan (NCP at 40 CFR 300 et seq) is a federal regulation that contains a requirement to send pollution reports.

What Does the REOC Produce – POLREPs

- "Owned" by OSC
- Document source and circumstances of the release
- Identify PRPs
- Describe removal activities performed
- Account for costs incurred
- Describe impact of the release

(continued)

2-30

Notes

- **"Owned" by OSC:** The NCP at 40 CFR 300.135(m) specifies "The OSC **shall submit** pollution reports to the Regional Response Team and other appropriate agencies as significant developments occur during response actions, through communications networks or procedures agreed to by the RRT and covered in the RCP." The REOC resources may be used to develop POLREPS and SITREPS from available field data to relieve the field personnel of this administrative burden. **The OSC approval of each POLREP document must be obtained prior to distribution of a POLREP.**
- **Document source and circumstances of the release:** If the information is available, the POLREP will document the source and circumstances surrounding the "release" incident.
- **Identify PRPs:** All of the federal environmental statutes employ the principle "polluter pays" and hence it is desirable to document in the POLREP those that are potentially responsible parties (PRPs).
- **Describe removal activities performed:** The POLREP documents the field actions taken to mitigate the release event. There may be statement of future plans as well.
- **Account for costs incurred:** When public funds are being expended, the POLREP will document these expenditures as soon as they become available.
- **Describe impact of the release:** The impact of the release to the environment most often produces an "imminent and substantial endangerment to public health, welfare, and/or the environment". This impact is described briefly in the POLREP.

What Does the REOC Produce – POLREPs

- Emergency, time-critical, and non-time-critical actions
- CERCLA and OPA responses
- New program measures
  - »Human exposure avoided/$1M
  - »Acreage protective for people at ERs and removal sites
- Template at www.epaosc.net
- Initial and Final POLREP significance

2-31

Notes

- **Emergency, time-critical, and non-time-critical actions:** POLREPs are issued at all categories of field cleanup actions. These categories are emergency, time-critical, and non-time-critical and each category relates to the amount of planning time available prior to initiation of the field response. Emergencies have hours or a few days to plan, time-critical actions have up to about 6 months of planning time, and non-time critical actions have more than 6 months available to plan the field response action.
- **CERCLA and OPA responses:** Issuing the POLREP is required at sites regulated by either CERCLA or Oil Pollution Act (OPA) authority.
- **New program measures:** EPA HQ has recently initiated measures of program success. These are "human exposure avoided/one million dollars of contractor (extramural) resources expended," and "acreage protected" by field cleanup actions. The program success measures must be stated in the POLREPs.
- **Template at www.epaosc.net:** OSCs (and others) constructing POLREPs are advised to use this web site template. The template is user friendly. EPA POLREP Guidance requires that POLREPs be posted on an epaosc.net Web page established specifically for each response. The general outline of the POLREP is fixed by HQ Guidance.
- **Initial and Final POLREP significance:** Regions achieve a formal "cleanup action start" credit in CERCLIS by posting an initial POLREP. EPA HQ requires that a final POLREP be posted in order to achieve a formal "cleanup action completion" credit in CERCLIS. The final POLREP has legal significance as the posted date starts the 3-year statute of limitation to begin CERCLA cost recovery action by the Government.

What Does the REOC Produce – SITREPs

- Stafford Act/Incident of National Significance response
- Created by Situation Unit Leader
- Field report for each operational period
- Incident status
- Template on WebEOC

2-32

Notes

- **Stafford Act/Incident of National Significance response:** The Robert T Stafford Act enables the President to declare emergency conditions in response to a specific incident in a defined area. The declaration makes emergency recovery funding and resources available to DHS/FEMA to manage the recovery in that area [see www.fema.gov/pdf/about/stafford_act.pdf]. When there is a Stafford Act declaration in response to an Incident of National Significance FEMA posts periodic SITREPs. EPA frequently (but not always) participates in Stafford Act mobilizations in the ESF 10 Role and attends to environmental issues associated with the incident.

- **Created by the Situation Unit Leader:** The SITREP field report is most often created by the FEMA Situation Unit Leader. It is important to realize that the EPA ESF 10 role has significant input to the FEMA Situation Leader. Because the Situation Unit leader at the EPA REOC has the responsibility for the EPA SITREP, there is a large RSC role in the preparation and submission of this document.

- **Field report for each operational period:** Typically an operational period is a day, but it may be a longer or shorter period. When mobilized by the Stafford Act, the EPA ESF 10 Situation Leader is responsible for submitting a daily report to FEMA to be included in their overall SITREP. Practically, this means formulation and submission of and EPA SITREP as if EPA were operating independently. Either the REOC or HQ EOC will edit the daily EPA SITREP and submit a version to FEMA for them to add (all or portions) to the FEMA SITREP.

- **Incident status:** The content of the SITREP is very similar to that of the POLREP in defining the incident status, but the format is different. Operational status is the most substantive section of the EPA SITREP.

- **Template on WebEOC:** Just as www.epaosc.net has a pre-formatted POLREP template, the WEBEOC electronic tool has a helpful pre-formatted SITREP template.

What Does the REOC Produce?

- Graphics
- Data tables and graphs
- Briefing documents
- EOC Action Plans

2-33

Notes

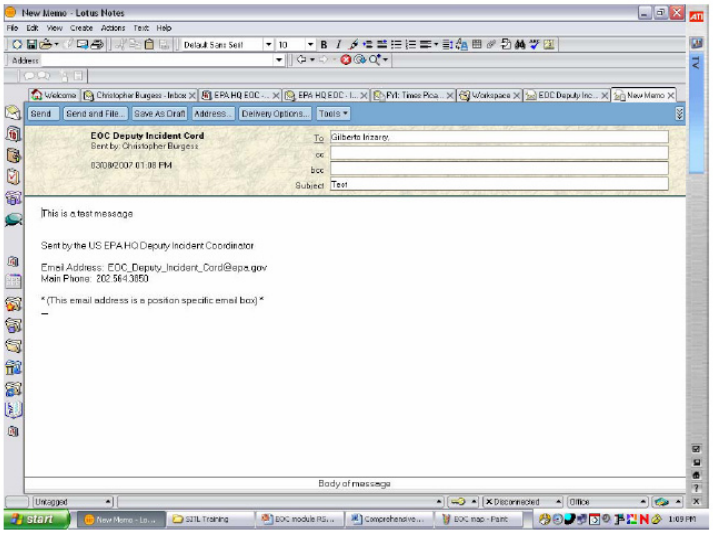
- **Graphics:** A key output from the REOC/EOC is generically termed "graphics." This is any sort of pictorial representation of information. The most common and one of the highest quality graphic outputs is a computer generated GIS product. Digital maps are common examples. GIS maps enable the user to "click" on a map feature and reveal another set of support information associated with the selected map location. This powerful feature allows GIS maps to have many "layers" of associated data embedded. Essentially all important briefings employ GIS products. All GIS units are staffed by RSCs, contractors, or both.

- **Data tables and graphs:** A characteristic of all EPA field responses is to gather a significant amount of scientific and/or engineering data. This data must be accumulated and tabulated so it may be evaluated. Accordingly, common REOC products include tables of data, summaries of data, and graphic representations of collected data. REOC personnel who manage the data are generally RSC members.

- **Briefing documents:** Briefing documents are common REOC products. Briefing documents produced by the REOC/EOC during EPA's response to Hurricane Katrina were used by the EPA Administrator at the White House only hours after creation. These documents have a variety of formats. RSC members will very likely contribute to production of some briefing documents during their REOC activations.

- **EOC Action Plans:** Under specific conditions the REOC may produce an EOC Action Plan. RSC members have an important role in producing this document.

REOC Position-Specific Email Boxes



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Notes

- **REOC Position-Specific Email Boxes:** EPA was among the first federal Agencies that provided a computer on every employee's desk. Email has become a primary means of communication for EPA employees. A large quantity of critical incident response information moves through the EPA via email. The Freedom of Information Act (FOIA) requires that all "records" associated with an incident/event (with only few exceptions) are to be made available to the public. Email messages qualify as an EPA "record". EPA management determined that it is necessary to capture all incident-related email records for FOIA and archive purposes. In the historical EPA email system, this would require segregation of each employee's incident-specific email message traffic from that employee's routine email. This led to the creation of REOC position-specific email accounts (or boxes).

  This slide is an example of an REOC position-specific mailbox. Your REOC SOP may specify use of such a box, and if so you will be trained by your Region on their use protocols. For example you will be cautioned not to send/receive email of a personal nature from the boxes. There should be no message traffic for a position-specific box that is not directly related to the incident being worked on. The use of position-specific email boxes greatly simplifies capturing and archiving all incident specific information. Use of these boxes makes it reasonable to adequately respond to any FOIA request for "any and all EPA records" on a specific incident.

What Are the Various Types of REOC Activations?

- Routine
- Exercises
- Incident specific activation
  - »Flexible, scalable, and modular
  - »Activation scale defined in REOC SOP
  - »REOC SOPs

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Notes

- **Routine:** The REOC always has some level of activity. The daily operation typically includes answering and responding to the Regional Red Phone calls. This EPA emergency phone is active 24/7/365 and during business hours is most often physically located in the REOC. This is minimum scale or routine REOC activation. Additional info on after hours Red Phone operations may be obtained from your Regional RSC Coordinator. Limited RSC employment is expected in the REOC for routine operations.

- **Exercises:** During formal exercises the REOC may be slightly "ramped up" for "table top scale drills" or in full emergency operation for multi-agency or National field exercises such as TopOff. Exercises will often employ RSC personnel for filling various positions. Exercises are periodic and short duration in general.

- **Incident-specific REOC activation:** Incident-specific activation is the classic use of the REOC. Regions have established different ranking schemes to indicate the extent to which the REOC is activated. RSC members should expect mobilization at some level on these incident-specific activations.

  - » **Flexible, scalable, and modular -** According to the principles of ICS, the system needs to be flexible, scalable, and modular. This means that the response organization uses as much of the ICS organizational chart as appropriate for each incident. It is important to understand that all boxes of the ICS organizational chart will NOT be filled for any given incident activation.

» **Activation scale defined in REOC SOPs -** Region 10 (and others) have formal REOC Operations Manuals or SOPs. The draft national REOC guidance also describes three levels of activation. The Region 10 REOC activation has formal levels 1 through 3. Level 1 is full activation and could be for an Incident of National Significance, or a disaster with a Stafford Act declaration. Level 2 is a mid-level or streamlined activation that might be in response to a large oil spill or train derailment with evacuations and offsite consequences. A level 3 incident in Region 10 would require a minimum REOC ramp-up activation and could be initiated by an industrial accident with no/low offsite consequences. Level 3 may require only the Red Phone duty officer and internal personnel (no RSC). Every Region does NOT use a defined numeric scheme for level of REOC activation.

» **REOC SOPs -** RSCs are encouraged to read their REOC SOP available from the Regional RSC Coordinator.

Questions?

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FINAL INSTRUCTIONS FOR COMPLETING EVALUATION

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