

THE WHITE HOUSE

WASHINGTON

January 30, 2009

The Honorable Christine Gregoire  
Governor of Washington  
Olympia, Washington 98504

Dear Governor Gregoire:

I have declared a major disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207 (the Stafford Act), for the State of Washington due to damage resulting from a severe winter storm, landslides, mudslides, and flooding during the period of January 6-16, 2009. I have authorized Federal relief and recovery assistance in the affected area.

Individual Assistance and Hazard Mitigation will be provided. Consistent with the requirement that Federal assistance be supplemental, any Federal funds provided under the Stafford Act for Hazard Mitigation and Other Needs Assistance under Section 408 will be limited to 75 percent of the total eligible costs in the designated areas.

The Department of Homeland Security, Federal Emergency Management Agency (FEMA), will coordinate Federal assistance efforts and designate specific areas eligible for such assistance. The Federal Coordinating Officer will be Mr. Willie G. Nunn of FEMA. He will consult with you and assist in the execution of the FEMA-State Agreement for disaster assistance governing the expenditure of Federal funds.

Sincerely,

A handwritten signature in black ink, appearing to read "Barack Obama".

DESTROY THIS DOCUMENT BY SHREDDING WHEN NO LONGER NEEDED

INITIAL OPERATING REPORT

Declaration Number: FEMA-1817-DR-WA

Date of Declaration: January 30, 2009

Date/Time of Report: January 31, 2009 1200 PST

1. Region/Location: Region X /Camp Murray, Washington

IOF/Interim JFO  JFO  JFO COOP  Other

a. Date/Time Opened: 01/31/2009 0730 PST

b. Hours of Operation: 0800 – 1700 PST

c. Communications:	MERS MEOV		
	Contact	Primary #	Alternate #
Main:		770-488-9080	
Main FAX:		770-488-9103	
Planning Section:		425-487-4642	202-883-5959
Operations Section:		208-401-8067	
Logistics Section:		360-981-5382	
Finance/Admin Section:		832-851-4129	

d. After Hours Contacts:

Name	After Hours Telephone #	Cell #
Dennis Burton		425-213-4789
Mick McCurry		208-401-8067

2. Key Personnel

a.	FCO	Willie Nunn
b.	DCO	Dennis Burton
c.	Chief of Staff	Bruce Binder (On standby)
d.	Operations Section	Mick McCurry
e.	Planning Section	Logan Monroe
f.	Logistics Section	Larry Jones
g.	Finance/Admin Section	Sheila Bladow

3. Status of FEMA/State Agreement: TBD

ESF-1       ESF-2       ESF-3  
 ESF-4       ESF-6       ESF-7

4. ESF's and DCE Activations

ESF-8       ESF-9       ESF-10  
 ESF-11       ESF-12       ESF-13  
 ESF-14       ESF-15       DCE

5. Operational Period:

0800 PST 02/01/2009 – 1700 PST 02/01/2009

6. SITREP Reporting Date/Time:

1700 daily



# FEMA

## Registration Intake

### RI 02 - Designated Summary

"For Official Use Only"

Data As of 03/10/09

DR 1817 WA Region 10  
Declaration Date: 01/30/09

Place Name	State	City	Daily	Cumulative
Benton (County)	WA	BENTON CITY	0	3
	WA	KENNEWICK	0	1
	WA	RICHLAND	0	6
	WA	WEST RICHLAND	0	15
Benton (County)			0	25
Clallam (County)	WA	BEAR CREEK	0	1
	WA	BEAVER	0	3
	WA	CLALLAM BAY	0	10
	WA	FORKS	0	1
	WA	NEAH BAY	2	6
	WA	PORT ANGELES	0	7
	WA	SEKIU	0	3
Clallam (County)			2	31
Cowlitz (County)	WA	AMBOY	0	5
	WA	ARIEL	0	16
	WA	CASTLEROCK	0	1
	WA	CASTLE ROCK	0	47
	WA	COUGAR	0	1
	WA	KALAMA	0	27
	WA	KELSO	0	134
	WA	LONGVIEW	0	62

	WA	SILVERLAKE	0	1
	WA	TOUTLE	0	1
	WA	WOODLAND	1	3
Cowlitz (County)			1	318
Grays Harbor (County)	WA	ABERDEEN	1	30
	WA	AMANDA PARK	0	1
	WA	COPALIS BEACH	0	2
	WA	COSMOPOlis	0	17
	WA	ELMA	0	28
	WA	GRAYLAND	0	1
	WA	HOQUAM	1	10
	WA	MALONE	0	2
	WA	MCCLEARY	0	5
	WA	MONTESANO	0	37
	WA	NEILTON	0	1
	WA	OAKVILLE	0	6
	WA	PORTER	0	1
	WA	WESTPORT	0	3
Grays Harbor (County)			2	144
King (County)	WA	AUBURN	0	17
	WA	BARING	0	1
	WA	BELLEVUE	0	1
	WA	BLACK DIAMOND	0	1
	WA	BOTHELL	0	2
	WA	BURien	0	1
	WA	CARNATION	1	60
	WA	CARNIATiON	0	1
	WA	CLYDE HILL	0	1
	WA	COVINGTON	0	3
	WA	DES MOINES	0	5
	WA	DUVALl	0	14

WA	ENUMCLAW	1	15
WA	FALL CITY	0	17
WA	FEDERAL WAY	0	14
WA	HOBART	0	1
WA	ISSAQAH	1	49
WA	KENMORE	0	1
WA	KENT	0	24
WA	LAKE FOREST PARK	0	1
WA	MAPLE VALLEY	0	49
WA	MAPLE VALLEY	0	1
WA	NEW CASTLE	0	1
WA	NORMANDY PARK	0	1
WA	NORTH BEND	1	54
WA	PACIFIC	1	98
WA	RAVENDALE	0	2
WA	RENTON	0	18
WA	SEATAC	0	1
WA	SEATTLE	0	1
WA	SEATTLE	0	26
WA	SKYKOMISH	0	2
WA	SNOQUALMIE	2	219
WA	SNOQUALMIE	0	2
WA	SUMNER	0	1
WA	TUKWILA	0	2
WA	VASHON	0	1
WA	WOODINVILLE	0	3
<b>King (County)</b>		<b>7</b>	<b>711</b>
WA	CLE ELUM	1	125
WA	EASTON	0	9
WA	ELLENBURG	0	105
WA	RONALD	0	14
WA	ROSELYN	0	17

RI Designated City Summary

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	WA	SNOQUALMIE PASS	0	3
	WA	SOUTH CLE ELUM	0	4
	WA	THORP	0	1
Kittitas (County)			1	278
Lewis (County)	WA	CENTRALIA	0	48
	WA	CHAHALI	0	1
	WA	CHEHALIF	0	1
	WA	CHEHALIS	0	102
	WA	CINEBAR	0	3
	WA	CINEDAR	0	1
	WA	DOTY	0	1
	WA	ELBE	0	1
	WA	ETHEL	0	1
	WA	GALVIN	0	1
	WA	GLENOMA	0	35
	WA	MINERAL	0	1
	WA	MORETON	0	1
	WA	MORTON	0	76
	WA	MORTON	0	1
	WA	MOSSY ROCK	0	10
	WA	ONALASKA	0	14
	WA	PACKWOOD	0	10
	WA	RANDAL	0	1
	WA	RANDLE	0	36
	WA	ROCHESTER	0	4
	WA	SALKUM	0	1
	WA	SILVER CREEK	0	1
	WA	TOLEDO	0	3
	WA	WINLOCK	0	2
Lewis (County)			0	356
Mason (County)	WA	BELFAIR	0	2

## RI Designated City Summary

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	WA	ELMA	0	6
	WA	GRAPEVIEW	0	1
	WA	HOODSPORT	0	1
	WA	SHELTON	0	32
	WA	TAHUYA	0	2
<b>Mason (County)</b>			<b>0</b>	<b>44</b>
<b>Pacific (County)</b>			<b>0</b>	<b>5</b>
Pierce (County)	WA	COSMOPOLIS	0	5
	WA	NASELLE	0	23
	WA	OCEAN PARK	0	2
	WA	RAYMOND	0	14
	WA	SOUTH BEND	0	7
<b>Pacific (County)</b>			<b>0</b>	<b>61</b>
Pierce (County)	WA	ASHFORD	0	2
	WA	BONNEY LAKE	0	11
	WA	BUCKLEY	0	6
	WA	CARBONADO	0	1
	WA	CRYSTAL MOUNTAIN	0	1
	WA	EATONVILLE	1	14
	WA	EDGEWOOD	1	6
	WA	ENUMCLAW	0	3
	WA	FIFE	0	6
	WA	FIRCREST	0	3
	WA	GIG HARBOR	0	14
	WA	GIG HARBOR/LAKE	0	1
	WA	GRAHAM	0	7
	WA	LAKEBAY	0	2
	WA	LAKE BAY	0	1
	WA	LAKE TAPPS	0	4
	WA	LAKEWOOD	0	6
	WA	LONGBRANCH	0	1
	WA	MILTON	0	2

	WA	ORTING	0	23
	WA	PACIFIC	0	8
	WA	PUYALLUP	1	90
	WA	RUSTON	0	1
	WA	SOUTH PRAIRIE	0	11
	WA	SOUTH PRIARIE	0	1
	WA	SPANAWAY	0	7
	WA	STEILACOOM	0	1
	WA	SUMNER	0	93
	WA	TACOMA	3	185
	WA	UNIVERSITY PLACE	0	9
	WA	VAUGHN	0	1
	WA	WILKESON	0	19
Pierce (County)			6	540
Skagit (County)	WA	ANACORTES	0	1
	WA	BELLINGHAM	0	1
	WA	BOW	2	22
	WA	BURLINGTON	0	3
	WA	CONCRETE	0	30
	WA	DARRINGTON	0	1
	WA	LA CONNER	0	2
	WA	LYMAN	0	6
	WA	MARBLEMOUNT	0	12
	WA	MOUNT VERNON	0	10
	WA	ROCKPORT	0	3
	WA	SEDRO WOOLLEY	0	31
Skagit (County)			2	122
Snohomish (County)	WA	ARLINGTON	0	1
	WA	ARLINGTTON	3	90
	WA	BOTHELL	0	2
	WA	DARRINGTON	0	3

	WA	DUVALL	0	1
	WA	EDMONDS	0	1
	WA	EVERETT	0	5
	WA	GOLDBAR	0	1
	WA	GOLD BAR	0	7
	WA	GRANITE FALLS	0	14
	WA	INDEX	0	6
	WA	LAKE STEVENS	0	4
	WA	LYNNWOOD	0	4
	WA	MARYSVILLE	0	2
	WA	MILL CREEK	0	1
	WA	MONROE	0	23
	WA	MUKILTEO	0	1
	WA	SILVANA	0	9
	WA	SNOHOMISH	1	118
	WA	STANDWOOD	0	1
	WA	STANWOOD	0	54
	WA	STARTUP	0	1
	WA	SULTAN	0	16
	WA	TULALIP	0	2
	WA	WOODINVILLE	0	1
			4	368
<b>Snohomish (County)</b>				
Thurston (County)	WA	BOCADA	0	1
	WA	BUGODA	0	17
	WA	CENTRALIA	0	4
	WA	LACEY	0	3
	WA	LITTLE ROCK	0	1
	WA	OLYMPIA	1	42
	WA	RAINIER	0	3
	WA	ROCHESTER	0	11
	WA	TENINO	0	9
	WA	TUMWATER	0	1

RI Designated City Summary

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Thurston (County)	WA	YELM	0	11	103
WA	1				
Wahkiakum (County)	WA	CATHLAMET	0	14	
WA		GRAYS RIVER	0	4	
WA		NASELLE	0	2	
WA		ROSBURG	0	3	
WA		SKAMOKAWA	0	1	
WA			0	24	
WA					
Whatcom (County)	WA	ACME	0	5	
WA		BELLINGHAM	1	139	
WA		CUSTER	0	1	
WA		DEMIN	0	1	
WA		DEMING	0	37	
WA		EVERSON	0	20	
WA		FERNDALE	0	42	
WA		LUMMI ISLAND	0	1	
WA		LYNDEN	0	30	
WA		MAPLE FALLS	0	6	
WA		MARIETTA	0	1	
WA		NOOKSACK	0	6	
WA		SEDRO WOOLLEY	0	2	
WA		SUMAS	0	3	
WA	1			294	
Whatcom (County)					
Total			27	3,409	

The counties are listed below in order of priority, as of the date at the top of this document.

As always, all timeline information is extremely tentative. All available addresses for possible locations are listed on the back page of this document.

Currently, we have two MDRCs onsite at the FRC. In addition, MERS has offered the use of two of their MEOVs for DRC set-up, if needed as back-up.

#### **King County:**

Initially, our priority is to establish **DRC #1 (Declaration +24-36 hrs)** in or near the town of Pacific in King county. Initially, we will support this DRC with MDRC #38 (the white one). A site inspection of this facility was completed yesterday (January 29) with positive results. The DRC in S. King County could also serve the N. Pierce county affected populations and would be open for ~ 2 weeks.

The next priority for King County is the Snoqualmie/Carnation area. King County has provided contact information for a location at the Snoqualmie Ridge Business Park in Snoqualmie. We will move forward on site inspection as soon as we are able. In addition, the city of Issaquah has already offered their City Hall conference room (which we used during 1671) as a possible location. It is not optimum, but can be used as a back-up, if necessary. Our current plan is to open this DRC after closing the DRC in S. King County. We foresee this location to be a longer term facility (3-4 weeks) as this area was one of the hardest hit.

#### **Lewis County:**

We currently have plans to open two DRCs in Lewis County, starting with one in Chehalis at the Yard Birds Mall, which was used during DR1734. **DRC#2 (Declaration +2 days)** will open on Monday, February 2.

A second DRC, in East Lewis County, would be opened after the Yard Birds location closes. This site is in Morton at the Morton Community Center.

#### **Snohomish County:**

Snohomish County has requested two DRCs in different parts of the county. At this time, we intend to open **DRC #3 (Declaration + 3-4 days)** in Monroe at the Evergreen State Fairgrounds (Building 501). Our plan here is to keep this location open for ~ 2 weeks and then move this team north to the Stanwood/Silvana area. The Monroe facility will be supported by MDRC #48 during the start-up phase.

#### **Pierce County:**

We will open **DRC #4 (Declaration + 3-4 days)** in Pierce County at the South Hill Mall in Puyallup. A site visit was done at the South Hill Mall location in Puyallup on the 29<sup>th</sup> with positive results; however, use of an MDRC in this location is not feasible. We foresee this location to be a longer term facility (3-4 weeks) as this area was one of the hardest hit.

#### **Pacific County:**

The damage here was concentrated in Naselle, but there aren't any possible facilities there. Our closest option is South Bend or Raymond; we have one site in each city for review. We anticipate this to be **DRC #5 (Declaration + 6 days)** and to be open for ~ 2 weeks. Assuming that MDRC #38 has been able to disengage from DRC#1, it will support the start up of DRC #5, if necessary.

**Thurston County:**

The damage in Thurston County is fairly widespread and the suggestion is that we would try to find a suitable location in Tenino or Tumwater for **DRC #6 (Declaration +6 days)**, which we anticipate to be open for ~ 2 weeks. The county previously suggested we use the Rochester Community Center, which was used during 1734. There were some problems with this facility; I hope that a more suitable location can be found. Based on the pattern of damage, the State and FEMA requested that the county find another site. The county has suggested that a site in Tenino might be best. They are currently searching for a site in that area.

**Mason County:**

The state has suggested that they do not think the damage in Mason County warrants a DRC, but residents would be able to avail themselves of DRC #6 in Thurston County.

**Wahkiakum County:**

Like Mason County, the state does not think that the damage in this county warrants a DRC, but we are looking into a possible site, just in case. We do think that a DRC in Cowlitz County (Kelso/Longview) could serve both counties. Cowlitz County has not been requested in the initial declaration, but will be requested as an add-on once the declaration is received.

The counties that we anticipate to be included in the amendment request are:

**Benton** - (May or may not have DRC)

**Clallam** - (May or may not have DRC, but isolated location may necessitate. Possibly in Port Angeles?)

**Cowlitz** - (possible DRC in Kelso/Longview; will serve Clark and Wahkiakum Counties as well)

**Grays Harbor** - (possible DRC in Aberdeen – move crew from South Bend, Pacific County)

**Kittitas** - (possible DRC in Ellensburg – only one East of Cascades)

**Skagit** - (possible DRC – no location info yet)

**Whatcom** - (possible DRC in Bellingham?)

**Yakima (?)** - (State not sure will warrant inclusion in amendment request)

## Possible DRC Locations

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**Please note:** At this time, please do not contact the County POC until we have conducted site inspections. The state prefers that we not contact the counties without going through them first. I will contact them to set up times for site inspections and set up a schedule for distribution.

**King County:** 2 separate DRCs; crew to move from Auburn to Snoqualmie. Issaquah is a back-up.  
King County POC: Tim Doyle (206-205-4071, office/206-423-2490, cell/206-995-0088, pager)  
[timothy.doyle@kingcounty.gov](mailto:timothy.doyle@kingcounty.gov)

Auburn Super Mall, 1101 SuperMall Way, Suite 1157, Auburn, WA 98001  
(<http://www.supermall.com/>)

POC: Karen Maben (253-833-1790, Mall Office /253-347-7834, cell) [kmaben@glimcher.com](mailto:kmaben@glimcher.com)  
Greg Fleser (253-833-1790, Mall Office) [gfleser@glimcher.com](mailto:gfleser@glimcher.com)

Venture Commerce Center, Snoqualmie Ridge Business Park, SE Center St, Snoqualmie, WA  
([www.venturecommercecenter.com/snoqualmie](http://www.venturecommercecenter.com/snoqualmie))  
POC: Kim Whitish/Paul Rogencamp, MK Properties (425-888-2993)

Issaquah City Hall, 130 E Sunset Way, Issaquah, WA 98027  
(425-837-3072: one of the phone#s from 1671)

**Lewis County:** 2 separate DRCs; crew to move from Chehalis to Morton  
County POC: Ross McDowell (360-740-1310, office/360-880-2895, cell)  
[g.mcowell@lewiscountywa.gov](mailto:g.mcowell@lewiscountywa.gov)

Yard Birds Mall, 2100 N National Avenue, 2<sup>nd</sup> Floor, Chehalis, WA 98532  
POC: Bob Gilbert, Mall Manager (360-748-1489, office/360-508-1403, cell)

Morton Community Center, Bob Lyle Building, 750 Main St, Morton, WA 98356  
(Brand new building, possibly wi-fi enabled according to County POC)

**Pierce County:** 1 DRC at one of two locations listed below

County POC: Luke Meyers (253-798-7843, office/253-377-5435, cell)  
County POC: Curt Beaupre (253-798-2203, office/253-405-0740, cell) [cbeaupr@co.pierce.wa.us](mailto:cbeaupr@co.pierce.wa.us)

South Hill Mall, 3500 S Meridian, Suite 940, Puyallup, WA 98373 (preferred)

**Snohomish County:** 2 separate DRCs; crew to move from Monroe to Silvana/Arlington  
County POC: Rick Kammerer (425-388-5068, office/425-508-7994, cell)  
[rick.kammerer@co.snohomish.wa.us](mailto:rick.kammerer@co.snohomish.wa.us)

Evergreen State Fairgrounds, Building TBD, 14405 179<sup>th</sup> Ave SE, Monroe, WA 98272  
POC: Mark Campbell, Fairgrounds Manager (425-471-6522, cell) [mark.campbell@snoco.org](mailto:mark.campbell@snoco.org)  
Stanwood Camano Community Fairground, 25802 64<sup>th</sup> Ave NW, Stanwood, WA 98292  
POC: Name unknown (425-829-3255)  
Silvana Viking Hall, 1331 Pioneer Hwy, Silvana, WA 98207

**Pacific County:** 1 DRC in either Raymond or South Bend  
County POC: Denise Rowlett (360-875-9338, office/360-581-5249, cell)  
[drowlett@co.pacific.wa.us](mailto:drowlett@co.pacific.wa.us)

Pacific County Red Cross Building, 2870 Ocean Ave, Raymond, WA 98577  
The "Triplet" Building, 307 E Robert Bush Dr, South Bend, WA 98586

**Thurston County:** 1 DRC – location TBD  
County POC: Kathleen Estes (360-704-2760, office/360-239-4431, cell)  
[ESTESK@co.thurston.wa.us](mailto:ESTESK@co.thurston.wa.us)

Rochester Community Center, 10440 Highway 12, Rochester WA 98579 (not a preferred site)

**Mason County:** May or may not have a DRC here, but sites provided by county  
County POC: Marty Best (360-427-9670 x 806, office/360-463-6138, cell)  
[martinb@co.mason.wa.us](mailto:martinb@co.mason.wa.us)

415 N 6<sup>th</sup> St, Shelton, WA (preferred)  
410 W Business Park Rd, Shelton, WA  
100 W Public Works Dr, Building 1, Training Room A, Shelton, WA

# Winter Storms

## 2009

FEMA-1817-DR-WA

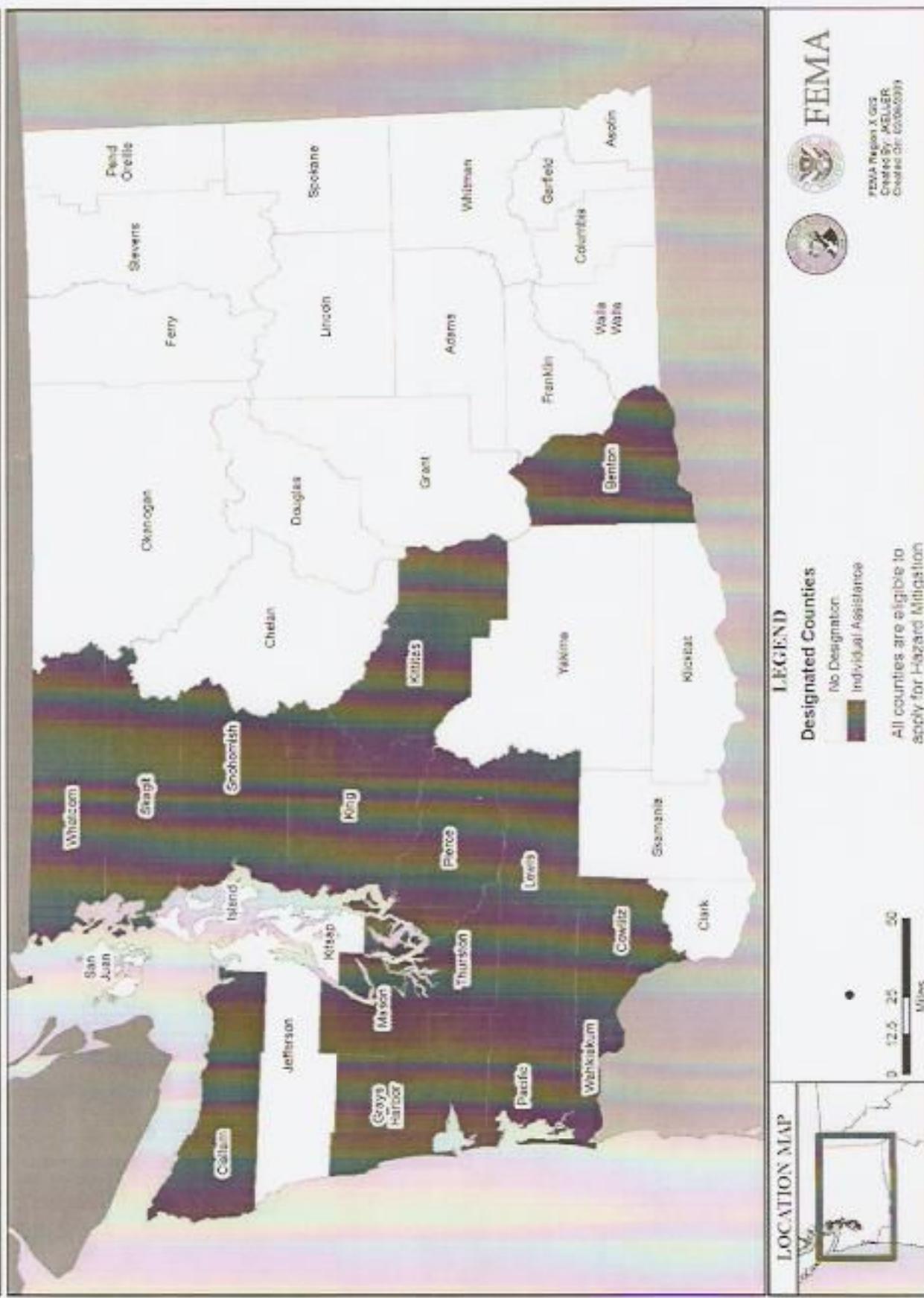
Joint Field Office  
Olympia, WA



**FEMA**

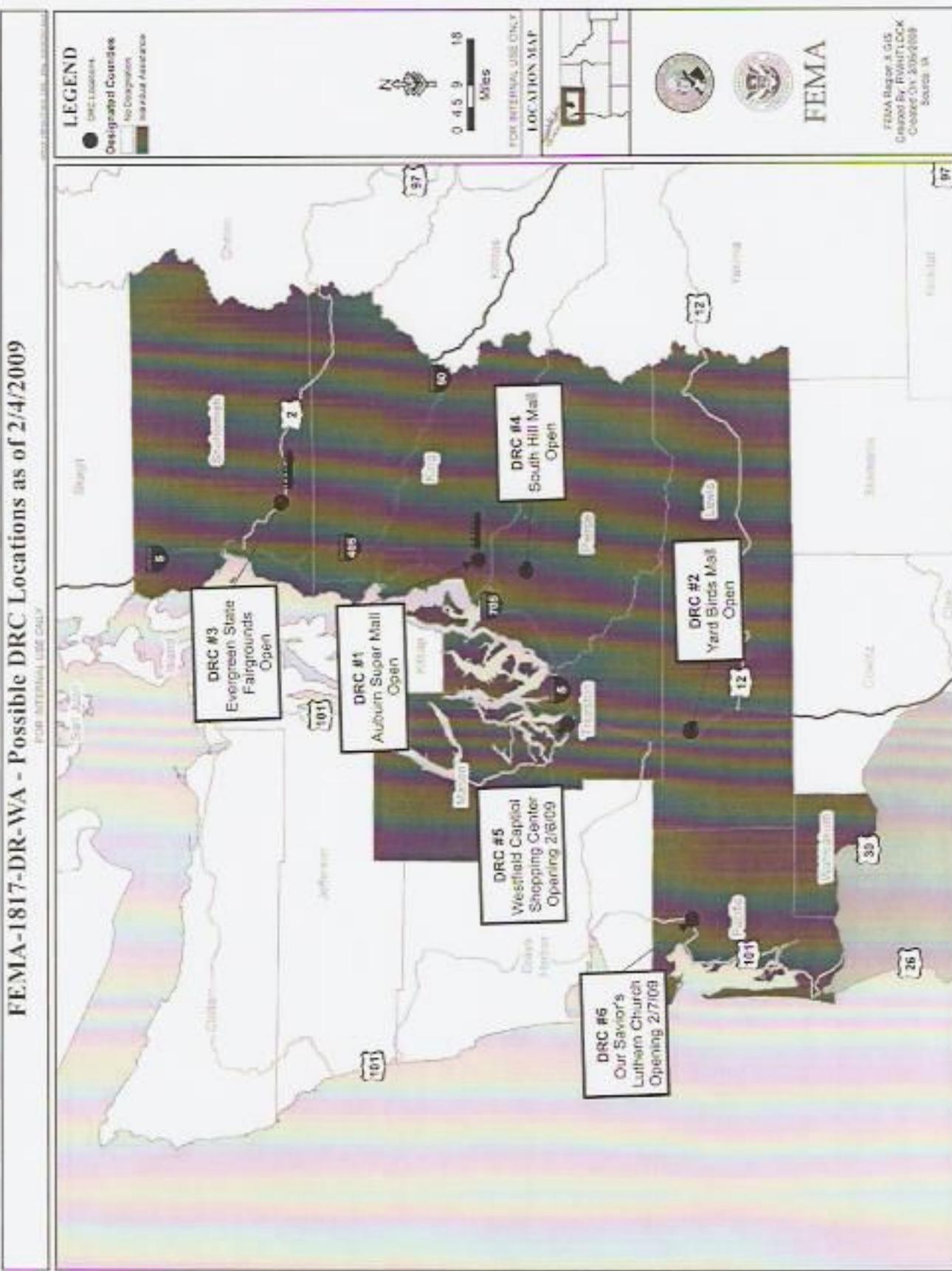
**Incident Action Plan 07**  
0700 PST 02/07/09 - 0700 PST 02/08/09

## FEMA-1817-DR-WA Designated Counties as of 2/6/2009



FEMA Region X GIS  
Created By: JELLER  
Create On: 01/06/2009

## FEMA-1817-DR-WA - Possible DRC Locations as of 2/4/2009



<b>INCIDENT OBJECTIVES</b> <b>ICS - 202</b>	1. Incident Name FEMA-1817-DR-WA	2. Date 02/06/2009	3. Time 1800 PST
4. Operational Period <b>0700 PST 02/07/2009 - 0700 PST 02/08/2009</b>			
5. General activities for the Incident.			
<b>SCO / FCO Vision:</b> <b>Maintain positive momentum to provide timely, effective, and quality disaster assistance for all applicants of FEMA-1817-DR-WA.</b>			
<b>Goals:</b> <ul style="list-style-type: none"> <li>A. Provide effective / consistent message to public</li> <li>B. Provide effective Individual Assistance Program</li> <li>C. Provide effective Hazard Mitigation Program</li> <li>D. Provide effective Tribal Outreach Program</li> </ul>			
6. Operational Period Command Emphasis (Objectives, Key Decisions/Directions)			
<b>SCO / FCO Objectives:</b> <p>06 – Coordinate FEMA / State Agreement signing to be no later than <b>Friday 02/06/2009</b>      08—<del>Ensure Other-Needs-Assistance (ONA) Program is fully functional by COB Friday 02/06/2009</del>      09—<del>Complete opening of Thurston County DRC by 1200 PST on Friday 02/06/2009</del>      10 - Mitigation will meet with State counterparts to draft mitigation activities by <b>Monday 02/09/2009</b>      11 - Complete opening of Pacific County DRC # 6 by 1200 PST on Saturday <b>02/07/2009</b>      12 - WA State ONA helpline fully operational in JFO by COB Saturday <b>02/07/2009</b></p>			
KEY: <b>BOLD</b> : New objective <del>STRIKETHROUGH</del> : Complete objective			
7. Weather Forecast for O-Period (Only if significant to Operations) No significant weather is expected.			
8. General Safety Message Beware of tripping hazards within the Joint Field Office as the facility is being built-out. Report any concerns to Safety.			
9. Attachments (marked if attached)			
<input checked="" type="checkbox"/> Incident Map – ICS 201	<input checked="" type="checkbox"/> Communications Plan – ICS 205	<input checked="" type="checkbox"/> Meeting Schedule – ICS 230	
<input checked="" type="checkbox"/> Organization List – ICS 203	<input type="checkbox"/> Medical Plan – ICS 206	<input type="checkbox"/>	
<input type="checkbox"/> Assignment List – ICS 204	<input checked="" type="checkbox"/> Organization Chart – ICS 207	<input type="checkbox"/>	
10. Prepared by (Resources Unit Leader) <b>Sonny Kunchick</b>		11. Approved by (FCO/SCO)	

ORGANIZATION ASSIGNMENT LIST			9. Operations Sec.	FEMA	State
1. Incident Name <b>FEMA-1817-DR-WA</b>	2. Date/Time <b>02/06/2009 1800 PST</b>		Operations Chief	Mick McCurry	Ron Wilson
			Deputy Ops Chief	Matt Caesar	
2. Operational Period <b>0700 PST 02/07/2009 - 0700 PST 02/08/2009</b>			Public Assistance	FEMA	State
			PA Branch Director	Ron Hornmann	Gary Urbas
			Deputy PA Branch Dir	Tom Morello	
Position	Personnel		Deputy PA Branch Dir	Dean Johnson	
4. Incident Cmdr & Staff	FEMA	State	Mitigation	FEMA	State
FCO/SCO	Willie Nunn	Kurt Hardin	HM Branch Director	Chris Jonientz-Trisler	Mark Stewart
DFCO/DSCO	Dennis Burton	Chuck Hagerhjelm	Individual Assistance	FEMA	State
FCO Executive Assistant	Joyce Mills	Lynn Cypher	Branch Director	Gail Haubrich	John Vollmer
Chief of Staff	Bruce Binder		Deputy Branch Director	Tim Manner	
Environmental Advisor	Susan King		DRC Group Supervisor	Sarah Mahlik	Toney Raines
Safety Officer	Harold Pashon		VAL Group Supervisor	Joann Oram	
Security Specialist	Linda Lannoye		EHP Group	FEMA	State
Equal Rights Office	Jeanne Large		EHP Group Supervisor	JB Giezentanner	Gary Urbas
Legal Advisor	TBD*		10. Fin/Admin Sec.	FEMA	State
			Fin/Admin Section Chief	Bill Hamrick	TBD
5. Agency Representative			Deputy Comptroller	Karen Long	
Small Business Admin OIC	Michael Brown		HR Unit Lead	Sheila Bladow	
			HR Unit Manager	Jacqueline Hagan	
6. Planning Section	FEMA	State	Travel Manager	Susan Donahue	
Planning Chief	Logan Monroe	Ron Wilson	DFTO	Judy MacDonald	
Resources Unit Leader	Sonny Kunchick		Contracting Officer	Catherine McNamara	
Situation Unit Leader	Mara Mowery		Funds Control Manager	Beverly Ott	
Documentation Unit Leader	Nancy Jacobs				
Demobilization Unit Leader	Peter Ribble				
GIU Manager	Josh Keller				
7. Logistics Section	FEMA	State			
Logistics Chief	Larry Jones	Jaye Compton			
Dep. Log Chief	Ted Rhymes				
Support Branch Director	Brad Hinkle				
Services Branch Director (IT)	Victor Bruce				
Accountable Property Officer	Robert McDougald				
8. External Affairs	FEMA	State			
External Affairs Officer	Charlie Henderson	Rob Harper			
AEAO-JIC / EAO Deputy	Denise Everhart	Mark Clemens			
AEAO-Community Relations	Ben Dew	Toney Raines			
AEAO-Tribal Affairs	Max Rice / Jerry Whale	Phillip Hammersla			
AEAO-Products and Planning	Dianna Seilert				
AEAO-Congressional Affairs	Merrie Waylett				
<b>ICS-203 FEMA</b>			Prepared by Darlene Wilson		

\*Pending Check In

<b>Division Assignment List</b> <b>ICS 204-FEMA</b>	1. Incident Name FEMA-DR-1817-WA		2. Operational Period (Date/Time) 0700 PST 02/07/2009 - 0700 PST 02/08/2009	5. Prepared By: Don Price
3. Section Operations	4. Division/Group/Staging <b>Individual Assistance</b>			6. Reviewed By: Tim Manner
9. Operations Personnel FEMA IA Branch Director FEMA IA Deputy Branch Director		Name Gail Haubrich Tim Manner	Contact Info. # 4533 Gail.haubrich@dhs.gov 425-361-3136 Timothy.manner@dhs.gov 425-248-3347	NOTE: The number/letter in parenthesis punctuating each work assignment represents the objective/goal it supports.  7. Reviewed By: Gail Haubrich  8. Reviewed By: Mick McCurry
10. Objective(s) / Goal(s)  A – Provide effective / consistent messaging to the public  B – Provide effective Individual Assistance program				
11. Resources Assigned				
Strike Team/Task Force Resource Identifier/Leader	Contact Info. #	# of Pers	Work Assignments	Reporting Info/Notes
VAL Group	Joann Oram Group Sup 206-954-8768	4	Complete JFO setup and verify status of pre-existing Long-Term Recovery Groups. (A,B)	
DRC Group	Sarah Mahlik Group Sup 425-367-2369	33	Open DRC#5 at Capital Mall and send Team #6 ahead to Pierce Co. (A,B)	
Housing Group	Craig Troup Group Sup 337-281-4534	15	Generate Rental Resource information, receive additional staff and review current applications cause of damage for snow vs. flooding. (A,B)	
Human Services Group	Susan Sheldon-Cohen 703-25409478	4	Conduct joint FEMA-State ONA training on manual processing. (A,B)	
Information Management Group	Edna Harmon 832-851-4953	2	Establish internal reporting protocols, org charts, call down and IAP processes. (A,B)	
11. Special Instructions or Resource Needs:				
12. Communications (radio and/or phone contact numbers needed for this assignment): See ICS 205				

<b>Division Assignment List</b> <b>ICS 204-FEMA</b>	1. Incident Name FEMA-1817-DR-WA		2. Operational Period (Date/Time) 0700 PST 02/07/2009-0700 PST 02/08/2009		5. Prepared By: Carl Rea
3. Section Operations	4. Division/Group/Staging <b>Mitigation</b>			6. Reviewed By: Mick McCurry	
9. Operations Personnel Mitigation Branch Director		Name Chris Jonientz-Trisler	Contact Info. 425-457-6073	NOTE: The number in parenthesis punctuating each work assignment represents the objective it supports.	7. Reviewed By:
					8. Reviewed By:
10. Objective(s)					
10-Mitigation will meet with State counterparts to draft mitigation activities by Monday 02/09/2009					
11. Resources Assigned					
Strike Team/Task Force Resource Identifier/Leader	Contact Info. #	# of Pers	Work Assignments		Reporting Info/Notes
HPA Group	Damill Cowing	3	Meet with State Ecology and United States Geological Survey to draft mitigation activities by 02/09/2009 (10)		
FP & I Group	George Curnin	5	Meet with State Ecology to draft mitigation activities by 02/09/2009 (10)		
G& P Group	Kristen Meyers	2	Meet with State Mitigation Officer to draft mitigation activities by 02/09/2009 (10)		
CEO Group	Roger Faris	11	Meet with State Mitigation Officer to draft mitigation activities by 02/09/2009 (10)		
HPA Group	Damill Cowing	3	Meeting with USGS, State Ecology, National Oceanic and Atmospheric Administration to determine what perishable data is available by 02/09/2009 (10)		
11. Special Instructions or Resource Needs:					
12. Communications (radio and/or phone contact numbers needed for this assignment): See ICS 205					

<b>INCIDENT COMMUNICATIONS PLAN</b> <b>Telephone: ICS-205 FEMA</b>				1. Incident Name FEMA-1817-DR-WA	2. Date/Time Prepared 02/06/2009 1800 PST	3. Operational Period Date/Time 0700 PST 02/07/2009 – 0700 PST 02/08/2009
4. Communications Plan Concept of Operation						
The primary communication method for JFO personnel will be telephone (landline or cell phones). There are no radios or radio frequencies assigned to this incident. These contact numbers should not be considered for the use by the general public.						
5. Contact List						
Section & Position	S T A T E	F E M A	O F A	Name	Phone Number	Cell Phone Number
<b>Incident Facilities</b>						
Joint Field Office	x	x	x	Olympia, WA – JFO	360-534-2700	360-534-2800
Disaster Recovery Center	x	x	x	King County DRC (#1)	770-216-3190	770-216-3198
Disaster Recovery Center	x	x	x	Lewis County DRC (#2)	425-367-2369	703-254-9952
Disaster Recovery Center	x	x	x	Snohomish Co DRC (#3)	425-367-2369	703-254-9952
Disaster Recovery Center	x	x	x	Pierce County DRC (#4)	425-367-2369	703-254-9952
Disaster Recovery Center	x	x	x	Thurston County DRC (#5)	425-367-2369	703-254-9952
<b>Command Staff</b>						
FCO		x		Willie Nunn	360-534-2603	202-437-4403
SCO	x			Kurt Hardin	360-534-2605	253-405-9420
DFCO		x		Dennis Burton	360-534-2606	425-213-4789
DSCO	x			Chuck Hagerhjelm	360-534-2604	253-314-8278
FCO Executive Assistant		x		Joyce Mills	360-534-2662	206-915-8619
SCO Executive Assistant	x			Lynn Cypher	360-534-2659	253-651-7633
Chief of Staff		x		Bruce Binder	360-534-2665	713-906-5395
Environmental Advisor		x		Susan King	TBD	206-310-9681
Safety Officer		x		Harold Pashon	360-534-2653	202-631-0810
Security Specialist		x		Linda Lannoye	360-534-2661	703-673-8434
Equal Rights Officer		x		Jeanne Large	337-281-5913	206-794-2900
Legal Advisor		x		TBD*	TBD	TBD
<b>External Affairs</b>						
External Affairs Officer		x		Charlie Henderson	360-534-2652	337-281-5929
State PIO / JIC	x			Rob Harper	360-534-2798	253-405-8347
AEAO-JIC / Dept EAO		x		Denise Everhart	360-534-2772	703-965-1594
Joint Information Center (JIC)	x			Mark Clemens	360-534-2798	253-405-9174
AEAO-Congressional Affairs		x		Merrie Waylett	360-534-2678	703-785-8659
AEAO-Community Relations		x		Ben Dew	703-801-8164	206-465-3169
Community Relations	x			Toney Raines	360-534-2733	253-426-2745
AEAO-Planning & Products		x		Diana Seifert	703-258-9048	360-531-3953
AEAO-Tribal Affairs		x		Max Rice	206-409-3370	703-254-7775
Tribal Liaison		x		Jerry Whale	972-415-3722	703-350-9786
Tribal Liaison	x			Phillip Hammersla	TBD	253-507-6609

\*Pending Check In

Section & Position	S T A T E	F E M A	O F A	Name	Phone Number	Cell Phone Number
<b>Operations Section</b>						
Operations Chief		x		Mick McCurry	360-534-2866	337-281-5443
Operations Chief	x			Ron Wilson	TBD	253-250-2982
Deputy Ops Chief		x		Matt Caesar	N/A	425-890-8081
Mission Assignment Spec		x		Charissa Keller	TBD	503-869-7022
<b>Individual Assistance Branch</b>						
IA Branch Director		x		Gail Haubrich	360-534-2677	425-361-3136
IA Branch Director	x			John Vollmer	none	253-973-5848
Deputy IA Branch Director		x		Tim Manner	360-534-2684	425-248-3347
DRC Group Supervisor		x		Sarah Mahlik	360-534-2643	425-367-2369
VAL Group Supervisor		x		Joann Oram	360-534-2645	206-954-8768
Small Business Admin OIC			x	Michael Brown	360-534-2676	916-216-9792
<b>Infrastructure Branch</b>						
Public Assistance Branch Dir		x		Ron Hormann	TBD	832-588-0336
Public Assistance Branch Dir	x			Gary Urbas	TBD	801-390-6912
Deputy PA Branch Director		x		Tom Morello	360-534-2874	703-774-5379
Deputy PA (Ops) Branch Dir		x		Dean Johnson	850-375-6732	703-774-5379
<b>Mitigation Branch</b>						
Mitigation Branch Dir		x		Chris Jonientz-Trisler	TBD	425-457-6073
Mitigation Branch Dir	x			Mark Stewart	407-408-7272	253-988-0631
<b>Environmental / Historic Preservation Group</b>						
EHP Group Supervisor		x		Brent Geizentanner		
<b>Planning Section</b>						
Planning Section Chief		x		Logan Monroe	206-883-5959	425-749-6931
Planning Section Chief	x			Ron Wilson	TBD	253-250-2982
Situation Unit Lead		x		Mara Mowery	360-534-2861	360-460-3978
Resources Unit Lead		x		Sonny Kunchick	703-254-7818	360-318-5149
Demob Unit Lead		x		Peter Ribble	703-399-0610	541-325-2153
Documentation Unit Lead		x		Nancy Jacobs	360-534-2864	941-223-6117
Geospatial Unit Lead		x		Josh Keller	N/A	425-248-9988
<b>Logistics Section</b>						
Logistics Section Chief		x		Larry Jones	360-534-2658	832-588-0615
Logistics Section Chief	x			Jaye Compton	360-534-2657	253-507-6378
Deputy Logistics Chief		x		Ted Rhymes	360-534-2655	253-332-8920
Services Brach Director (IT)		x		Victor Bruce	TBD	360-280-7783
Support Branch Director		x		Brad Hinkle	360-534-2660	425-749-6837
<b>ICS-205 FEMA</b>						

\*Pending Check In

Section & Position	S T A T E	F E M A	O F A	Name	Phone Number	Cell Phone Number
<b>Finance/Admin Section</b>						
Fin/Admin Section Chief		x		Bill Hamrick	360-534-2669	407-408-7259/ 334-201-5379
Deputy Comptroller		x		Karen Long	360-534-2696	703-258-4764
Contracting Officer		x		Catherine McNamara	360-534-2806	
HR Unit Leader		x		Sheila Bladow	360-534-2697	832-851-4129
HR Unit Manager		x		Jacqueline Hagan	360-534-2698	703-819-9668
Funds Control Manager		x		Bev Ott*	TBD	TBD
Travel Manager		x		Susan Donahue	360-534-2668	360-463-0798
Travel Specialist		x		Sally Jones	TBD	TBD
Disaster Field Training Officer		x		Judy MacDonald	TBD	703-399-0978
Administrative Assistant		x		Kathleen Pierson	360-534-2739	337-281-4908
<b>Other FCO / SCO Staff</b>						
MERS Coordinator		x		David Hoegemeyer	360-534-2693	425-213-4115
Note:						
<b>ICS-205 FEMA</b>	6. Prepared by Darlene Wilson			Date/Time 02/06/2009	7. Reviewed by Logan Monroe, PSC	Date/Time 02/06/2009

\*Pending Check In



# FEMA

FEMA-1817-DR-WA



FCO Willie Nunn  
DFCO Dennis Button

SCO Kurt Hardin  
DSCO Chuck Hagerheim

External Affairs  
AEAO-JIC  
Community Relations  
Legislative Liaison  
Congressional Affairs  
Tribal Affairs  
Tribal Affairs  
Legal Advisor

(F) Charlie Henderson  
(F) Denise Everhart  
(S) Rob Harper  
(F) Ben Dew  
(S) Toney Raines  
(S) Matthew Stouterburg\*  
(F) Merrie Wylytt  
(F) Max Rice  
(S) Phillip Hamersels

FCO Executive Assistant:  
Joyce Mills

Chief of Staff  
Safety  
Security  
Environmental Advisor  
Equal Rights Officer  
Legal Advisor

SCO Executive Assistant:  
Lynn Cypher

Bruce Binder  
Harold Fashion  
Linda Lannoye  
Susan King  
Jeanne Large

(F) Bill Hamrick  
(S)

Planning Section  
(F) Logan Monroe  
(S) Ron Wilson

Operations Section  
(F) Mick McCarty  
(S) Ron Wilson

IA Branch  
(F) Gail Haubrich  
(S) John Vollmer

Infrastructure Branch  
(F) Ron Horner  
(S) Gary Urbas

HM Branch  
(F) Chris Jonard-Trieler  
(S)

EHP Group  
(F) Brent Giezentanner

Community Relations  
SBA  
Peter Fabbie

Resources Unit  
Sorrey Kunchick

Geospatial Intelligence Unit  
John Keller

\*Pending Check In

Situation Unit  
Mara Mowery

Documentation Unit  
Nancy Jacobs

Demo/Plans Support Unit  
Peter Fabbie

APO  
Robert McDougald

Travel  
Susan Donezne

Funds Control  
Bev Ott\*

HR Unit  
Sheila Bladow

Support Branch  
Brad Hankle

Resources Unit  
Sorrey Kunchick

Geospatial Intelligence Unit  
John Keller

FEMA ICS 207

02/06/2009

\*Pending Check In

<b>Meeting Schedule</b>		1. Incident Name FEMA-1817-DR-WA	2. Date Prepared 02/06/2009	3. Time Prepared 1800 PST		
4. Operational Period: 0700 PST 02/07/2009 - 0700 PST 02/08/2009 24 Hour Ops Period						
Time	Meetings / Actions	Purpose / Attendees	Location			
0700	JFO Opens	JFO Staff	Olympia JFO			
0900	Command & General Staff Meeting	Operational Update Senior Staff Only	Situation Room			
0930	Strategy Meeting (ICS-202)	Immediately following C&GS Meeting Set strategies and objectives for next O-Period (ICS 202) (Ops/Log/Plan/Finance/Admin)	Situation Room			
1300	SITREP input due to PLANNING	Electronic copy submitted to Planning \\X:\SitRep_Input	Planning Section			
1400	Planning Meeting (ICS-204)	Complete ICS-204 (Ops/Log/Plan/Finance/Admin)	Situation Room			
1600	Prepare and Approve IAP	Planning/Operations	Planning Section			
1800	Publish SitRep/IAP	Publish Situation Report & Incident Action Plan	Olympia JFO			
1900	JFO Closes	JFO Staff	Olympia JFO			
5. Notes						
ICS - 230	15. Prepared By: Sonny Kunchick					

# Winter Storms 2009

FEMA-1817-DR-WA

Initial Operating Facility  
Camp Murray, WA



# FEMA



## Incident Action Plan 01

0700 PST 02/01/09 - 0700 PST 02/02/09

## LEGEND

Non-Federal Local Emergency Declarations	
• White dot	White dot locations
• Gray dot	Gray dot locations
• F1,000	F1,000 & higher storm
• F1,000 & higher storm	F1,000 & higher storm
• Local County Declarations	Local County Declarations
• MARCH 4, 2004	MARCH 4, 2004
• F1,000	F1,000 & higher storm
• F1,000 & higher storm	F1,000 & higher storm



NON-FEDERAL LOCAL EMERGENCY DECLARATIONS

LOCATIONS MAP

0 10 20 40 Miles

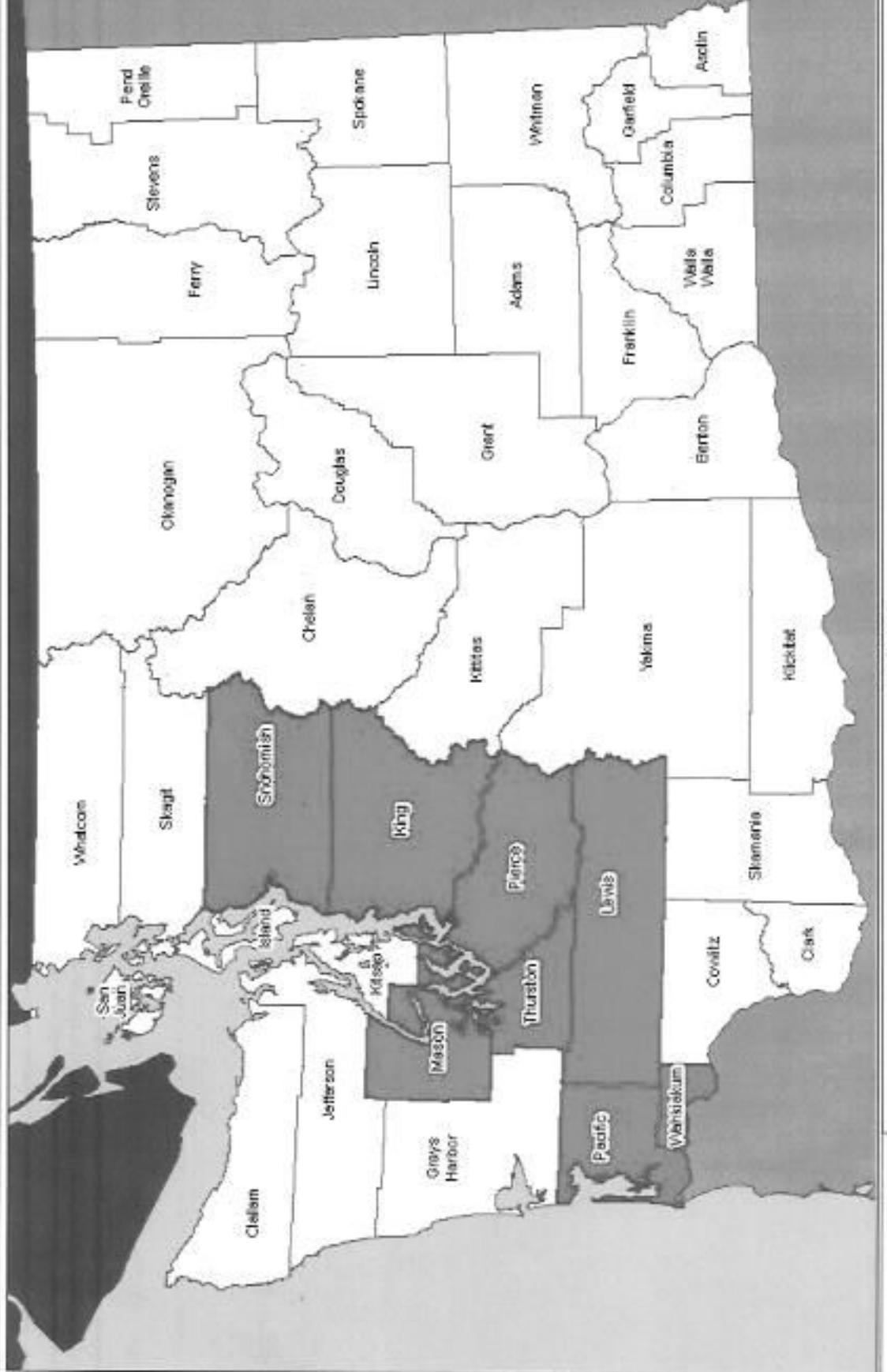


FEMA Report X-GIS  
Created By: SKELLER  
Created On: 01/12/2006  
Source: WA END



FEMA

## Non-Federal Local Emergency Declarations

**LOCATION MAP****LEGEND****Designated Counties**

All counties are eligible to apply for Hazard Mitigation.



FEMA Region X GIS  
Created By: JOELLE  
Created On: 01/30/2002 09:09

**FEM**

Operational Period

700 PST 02/01/2009 - 0700 PST 02/02/2009

General activities for the Incident.

**CO Vision:**

Maintain positive momentum to provide timely, effective, and quality disaster assistance for all applicants of IMA-1817-DR-WA.

**Objectives:**

- 01 Provide effective/consistent message to public.
- 02 Provide effective Individual Assistance Program.
- 03 Provide effective Hazard Mitigation Program.
- 04 Manage an effective Initial Operating Facility (IOF) operation.
- 05 Open Joint Field Office (JFO) no later than Wednesday 02/04/2009 at noon.

Weather Forecast for Period (Only if significant to Operations)

No significant weather is expected.

## General Safety Message

All staff should be cautious as weather conditions are allowing for patchy ice on roadways, in parking lots, and on walkways.

## Attachments (mark if attached)

Incident Map – ICS 201	<input checked="" type="checkbox"/>	Communications Plan – ICS 205	<input checked="" type="checkbox"/>	Meeting Schedule – ICS 230
Organization List – ICS 203	<input type="checkbox"/>	Medical Plan – ICS 206	<input type="checkbox"/>	
Assignment List – ICS 204	<input checked="" type="checkbox"/>	Organization Chart – ICS 207	<input type="checkbox"/>	

Prepared by (Resources Unit Leader)

10. Approved by (FCO/SCO)

Incident Name <b>IA-1817-DR-WA</b>		3. Date/Time <b>01/31/2009 1800 PST</b>		Operations Chief Mick McCurry	
				Deputy Ops Chief Matt Caesar	
Operational Period <b>00 PST 02/01/2009 - 0700 PST 02/02/2009</b>		Public Assistance PA Branch Director		FEMA Ron Hormann	State
Position		Personnel		PAC	
Incident Cmdr & Staff		FEMA	State	Mitigation	FEMA
SCO	Willie Nunn	Kurt Hardin		HM Branch Director	Chris Jonientz-Trisler
WDSOO	Dennis Burton	Chuck Hagerhjelm		Individual Assistance	FEMA
of Staff	Bruce Binder			Branch Director	Gail Haubrich
Executive Assistant	Joyce Mills			Deputy Branch Director	Tim Manner
Officer	TBD			DRC Group Supervisor	Sarah Mahlik
ity Specialist	Linda Lannoye				
	TBD			<b>11. Fin/Admin Sec.</b>	FEMA
	Judy MacDonald			Finance/Admin Chief	Bill Hamrick
of Chief Counsel (HQ)	TBD			HR Unit Lead	Sheila Bladow
Environmental Advisor	Susan King			HR Unit Manager	Jacqueline Hagan
<b>Emergency Representative</b>		Funds Control Manager		Travel Manager	Susan Donahue
Planning Section		FEMA	State		
Planning Chief	Logan Monroe				
Resources Unit Leader	Peter Ribble				
on Unit Leader	Mara Mowery				
ntermination Unit Leader	Nancy Jacobs				
obilization Unit Leader	Peter Ribble				
Manager	Josh Keller				
Statistics Section		FEMA	State		
Statistics Chief	Larry Jones				
Log Chief	Ted Rhymes				
art Branch Director	Brad Hinkle				
es Branch Director	Victor Bruce				
Internal Affairs		FEMA	State		
al Affairs Officer	Charlie Henderson				
PIO		Rob Harper			
-Congressional Affairs	Memie Waylett				
-Community Relations	Ben Dew				
-Tribal Affairs	Max Rice	Jerry Whale			
-Products and	Dianna Seifert				
-JIC	Denise Everheart				

4. Communications Plan Concept of Operation					
The primary communication method for IOF personnel will be telephone (landline or cell phones). There are no radios or radio frequencies assigned to this incident. These contact numbers should not be considered for the use by the general public.					
5. Contact List					
Section & Position	S T A T E	F E M A	O F A	Name	Phone Number
Incident Facilities					
Joint Field Office	x	x	x		
Command Staff					
FCO		x		Willie Nunn	206-437-4403
SCO	x			Kurt Hardin	253-512-7061
DFCO				Dennis Burton	425-213-4789
DSCO	x			Chuck Hagerhjelm	253-314-8278
FCO Executive Assistant		x		Joyce Mills	206-915-8619
Chief of Staff		x		Bruce Binder	503-887-8020
Safety Officer		x		TBD	
Security Specialist		x		Linda Lannoye	703-673-8434
ERO		x		TBD	
DFTO		x		Judy MacDonald	
Office of Chief Council (HQ)		x		TBD	
Environmental Advisor		x		Susan King	601-818-7968
External Affairs					
External Affairs Officer		x		Charlie Henderson	337-281-5929
State PIO	x			Rob Harper	253-512-7005
AEAO-JIC		x		Denise Everhart	503-939-5952
State - JIC	x				
AEAO-Congressional Affairs		x		Merrie Waylett	425-367-2374
AEAO-Community Relations		x		Ben Dew	206-465-3169
AEAO-Planning and Products		x		Diana Seifert	360-531-3953
AEAO-Tribal Affairs		x		Max Rice	
Tribal Liaison	x			Jerry Whale	
Operations Section					
Ops Chief		x		Mick McCurry	208-401-8067
Deputy Ops Chief		x		Matt Caesar	425-890-8081
Individual Assistance Branch					
A Branch Director		x		Gail Haubrich	425-361-3136
Deputy IA Branch Director		x		Tim Manner	425-248-3347
DRC Group Supervisor		x		Sarah Mahlik	425-367-2369

Public Assistance Branch Dir	x				
<b>Mitigation Branch</b>					
Mitigation Branch Dir		x	Chris Jonientz-Trisler		425-985-7576
Mitigation Branch Dir	x				
<b>Planning Section</b>					
Planning Section Chief		x	Logan Monroe	425-749-6931	206-883-5959
Situation Unit Lead	x		Mara Mowery		
Resources/Demob Unit Lead	x		Peter Ribble		
Documentation Unit Lead	x		Nancy Jacobs		
Geospatial Unit Lead	x		Josh Keller		
<b>Logistics Section</b>					
Logistics Section Chief		x	Larry Jones		360-981-5382
Deputy Logistics Chief	x		Ted Rhymes		
Services Brach Director	x		Victor Bruce		
Support Branch Director	x		Brad Hinkle		
<b>Finance/Admin Section</b>					
Fin/Admin Section Chief		x	Bill Hamrick		334-201-5379
HR Unit Leader	x		Sheila Bladow		832-851-4129
HR Unit Manger	x		Jacqueline Hagan		
Funds Control Manager	x		Bev Ott		
Travel Manager	x		Susan Donahue		
<b>Other FCO/SCO Staff</b>					
MERS					
MERS Coordinator			Glen Gorud		425-503-3598
<b>ICS 205-A FEMA</b>	6. Prepared by			Date/Time	7. Reviewed by Date/Time

**Joint Field Office**  
FEMA-1817-DR-WA



**EMA**



FCO Willie Nunn  
DFO Dennis Button

SCO Kurt Hardin  
DSCO Chuck Hagerheien

FCO Executive Assistant  
Joyce Mills

External Affairs  
EA Officer Charlie Henderson (F)  
Rob Harper (S)  
Community Relations Ben Dew (F)  
(S)  
Legislative Liaison Merrie Wylett (F)  
Tribal Affairs Max Rice (F)  
Jerry Whale (S)

Chief of Staff Bruce Binder  
Safety Linda Lannoye  
Security ERO  
DFTO Judy MacDonald  
Office of Chief Counsel  
Environmental Advisor Susan King

Planning Logan Monroe (F)  
(S)

Situation Unit Mara Mowery

Resources/Debrief Unit Peter Ribble

Documentation Unit Nancy Jacobs

Geospatial Intelligence Unit Josh Keller

Finance/Admin Bill Hammick (F)  
(S)

HR Unit Sheila Blackow  
Bev Ott

Travel Susan Donatue

Logistics Larry Jones (F)  
(S)

Services Branch Victor Bruce

Support Branch Brad Hinkle

Operations Mick McCurry (F)  
(S)

IA Branch Gail Haubrich (F)  
(S)

Infrastructure Branch Ron Hornann (F)  
(S)

HM Branch Chris Jonentz-Trister (F)  
(S)

EHP Group

<b>DAILY MEETING SCHEDULE</b>	1. Incident Name FEMA-1817-DR-WA	2. Date Prepared 01/31/2009	3. Time Prepared 1800 PST
-------------------------------	-------------------------------------	--------------------------------	------------------------------

Operational Period: 0700 02/01/2009 to 0700 02/02/2009      24 Hour Ops Period

Time	Meeting Name	Purpose / Attendees	Meeting Location
0830	FEMA All Hands Meeting	IOF coordination and communication	EOC
0900	Command and General Staff Meeting	Senior Staff	Conference Room
1000	SITREP input due to PLANNING	Electronic copy submitted into SitRep Input folder (X:Drive)	Planning
1330	FEMA All Hands Meeting	IOF coordination and communication	EOC
1700	Publish SitRep/IAP	Publish Situation Report & Incident Action Plan	

5-230      15. Prepared By: Sonny Kunchick

# Winter Storms

## 2009

FEMA-1817-DR-WA

Interim Operating Facility  
Camp Murray, WA



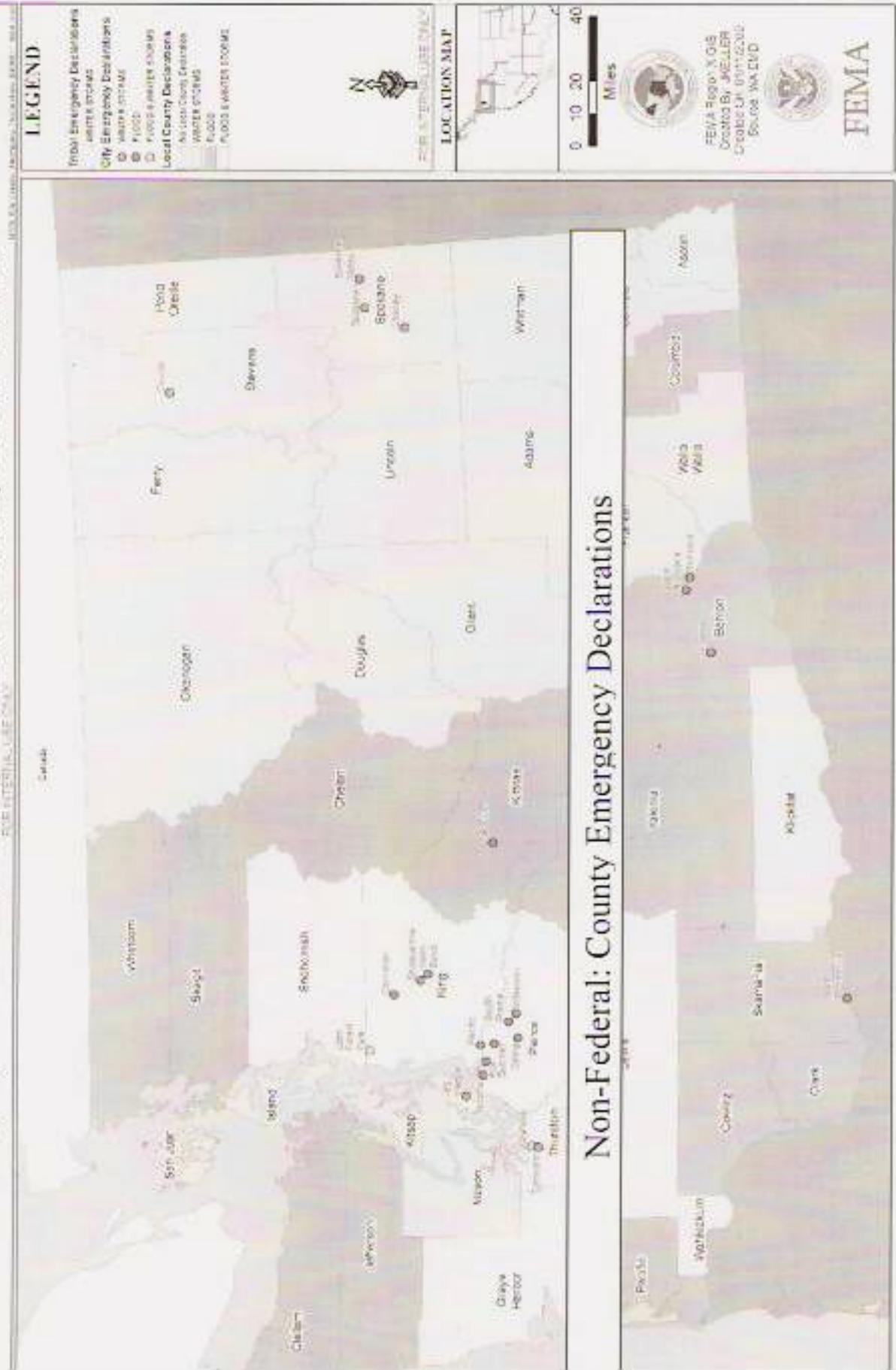
# FEMA



# Incident Action Plan 02

0700 PST 02/02/09 - 0700 PST 02/03/09

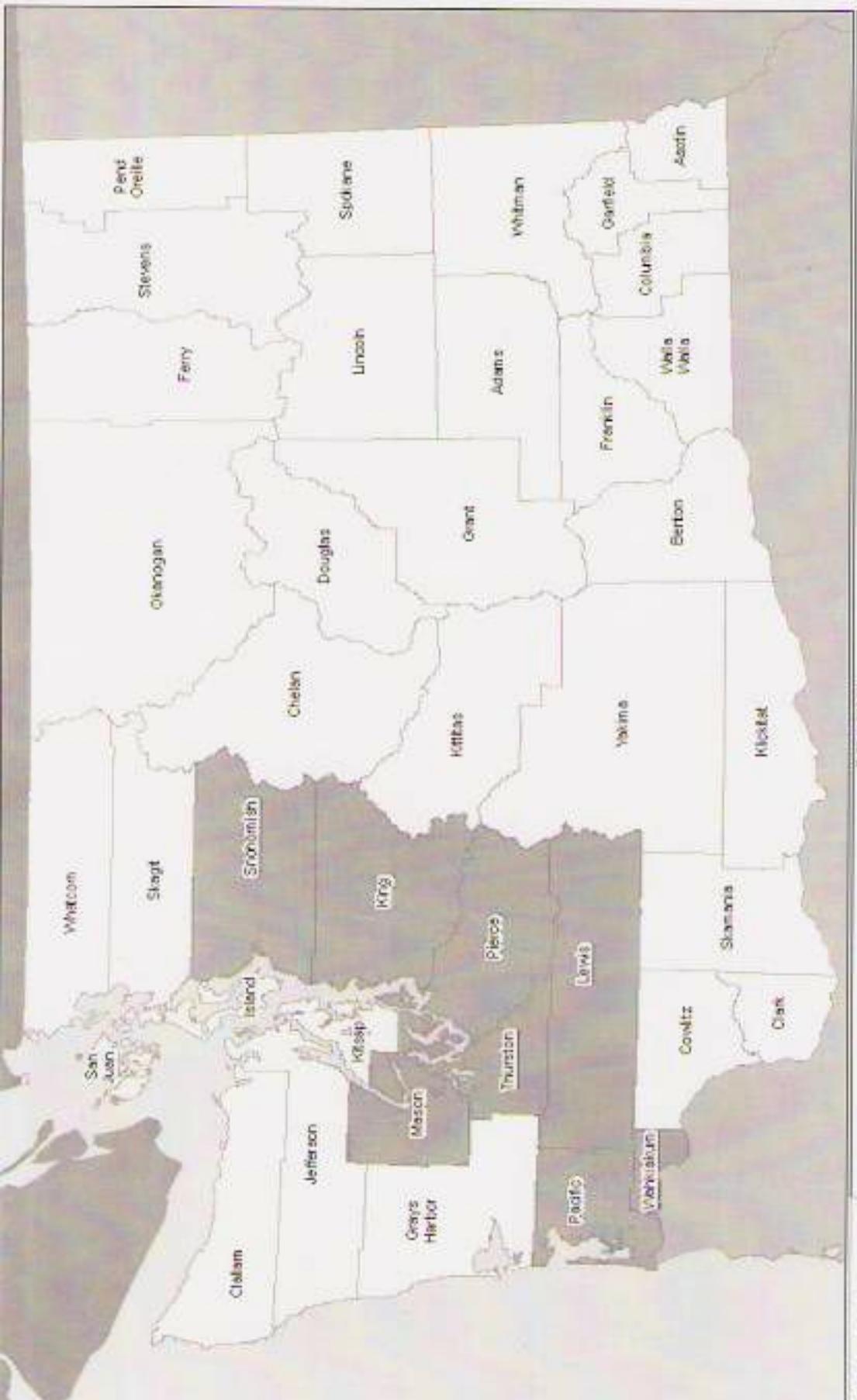
# Local Emergency Declarations, Washington State as of January 11, 2009 08:00AM



FEMA Region X GIS  
Created By: FEMA  
Created On: 01/11/2009  
Source: WA EMD



FEMA



LUGEND

Designated Countries

Abi Designation

1744/2011/A/ES/38/SC6

A. *Journalism and Mass Media*



HEMIA

DEPARTMENT OF STATE  
U.S. GOVERNMENT PRINTING OFFICE: 1910 5-10000

LOCATION MAP



<b>INCIDENT OBJECTIVES</b> <b>ICS - 202</b>	1. Incident Name <b>FEMA-1817-DR-WA</b>	2. Date <b>02/01/2009</b>	3. Time <b>1800 PST</b>
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Operational Period  
**0700 PST 02/02/2009 - 0700 PST 02/03/2009**

General activities for the incident.

### **SCO / FCO Vision:**

Maintain positive momentum to provide timely, effective, and quality disaster assistance for all applicants of **FEMA-1817-DR-WA**.

### **Objectives:**

- 01 – Provide effective / consistent message to public
- 02 – Provide effective Individual Assistance Program
- 03 – Provide effective Hazard Mitigation Program
- 04 – Manage an effective Initial Operating Facility (IOF) operation
- 05 – Open Joint Field Office (JFO) no later than Wednesday 02/04/2009 at noon
- 06 – Coordinate FEMA / State agreement signing to be completed no later than 02/03/2009

Weather Forecast for O-Period (Only if significant to Operations)

No significant weather is expected.

### General Safety Message

All staff should be cautious as weather conditions are allowing for patchy ice on roadways, in parking lots, and on walkways.

### Attachments (marked if attached)

<input type="checkbox"/> Incident Map – ICS 201	<input checked="" type="checkbox"/> Communications Plan – ICS 205	<input checked="" type="checkbox"/> Meeting Schedule – ICS 230
<input type="checkbox"/> Organization List – ICS 203	<input type="checkbox"/> Medical Plan – ICS 206	<input type="checkbox"/>
<input type="checkbox"/> Assignment List – ICS 204	<input checked="" type="checkbox"/> Organization Chart – ICS 207	<input type="checkbox"/>

Prepared by (Resources Unit Leader)

Gonny Kunchick

10. Approved by (FCO/SCO)

ORGANIZATION ASSIGNMENT LIST			9. Operations Sec.	FEMA	State
Incident Name MA-1817-DR-WA	2. Date/Time 02/01/2009 1800 PST		Operations Chief	Mick McCurry	TBD
Operational Period 00 PST 02/02/2009 - 0700 PST 02/03/2009			Deputy Ops Chief	Matt Caesar*	
Position	Personnel		Public Assistance	FEMA	State
Incident Cmdr & Staff	FEMA	State	PA Branch Director	Ron Hornmann	TBD
O/SCO	Willie Nunn	Kurt Hardin	PAC		
O/DSCO	Dennis Burton	Chuck Hagerhjelm	Mitigation	FEMA	State
O Executive Assistant	Joyce Mills		HM Branch Director	Chris Jonientz-Trisler	
Chief of Staff	Bruce Binder*		Individual Assistance	FEMA	State
Safety Officer	TBD*		Branch Director	Gail Haubrich	John Vollmer
Security Specialist	Linda Lannoye*		Deputy Branch Director	Tim Manner	
Equal Rights Office	TBD*		DRC Group Supervisor	Sarah Mahlik	
Counsel of Chief Counsel	TBD*		10. Fin/Admin Sec.	FEMA	State
Environmental Advisor	Susan King*		Fin/Admin Section Chief	Bill Hamrick	TBD
Agency Representative			Deputy Comptroller	Karen Long	
	Michael Brown		HR Unit Lead	Sheila Bladow	
			HR Unit Manager	Jacqueline Hagan	
Planning Section	FEMA	State	Travel Manager	Susan Donahue*	
Planning Chief	Logan Monroe	TBD	DFTO	Judy MacDonald*	
Resources Unit Leader	Sonny Kunchick		Contracting Officer	Catherine McNamara	
Information Unit Leader	Maria Mowery*		Funds Control Manager	Beverly Ott*	
Documentation Unit Leader	Nancy Jacobs				
Mobilization Unit Leader	Peter Ribble*				
Manager	Josh Keller				
Logistics Section	FEMA	State			
Logistics Chief	Larry Jones	Jaye Compton			
Log Chief	Ted Rhymes				
Port Branch Director	Brad Hinkle				
Office Branch Director	Victor Bruce				
External Affairs	FEMA	State			
Internal Affairs Officer	Charlie Henderson	Rob Harper			
O-Congressional Affairs	Meme Waylett*				
O-Community Relations	Ben Dew				
O-Tribal Affairs	Max Rice*	Jerry Whaley			
O-Products and Training	Dianna Seifert				
O-JIC	Denise Everhart		* Pending Check in		
ICS-203 FEMA			Prepared by (Resources Unit Leader) Sonny Kunchick		

<b>INCIDENT COMMUNICATIONS PLAN</b> <b>Telephone: ICS-205 FEMA</b>				1. Incident Name FEMA-1817-DR-WA	2. Date/Time Prepared 02/01/2009 1800 PST	3. Operational Period Date/Time 0700 PST 02/02/2009 – 0700 PST 02/03/2009
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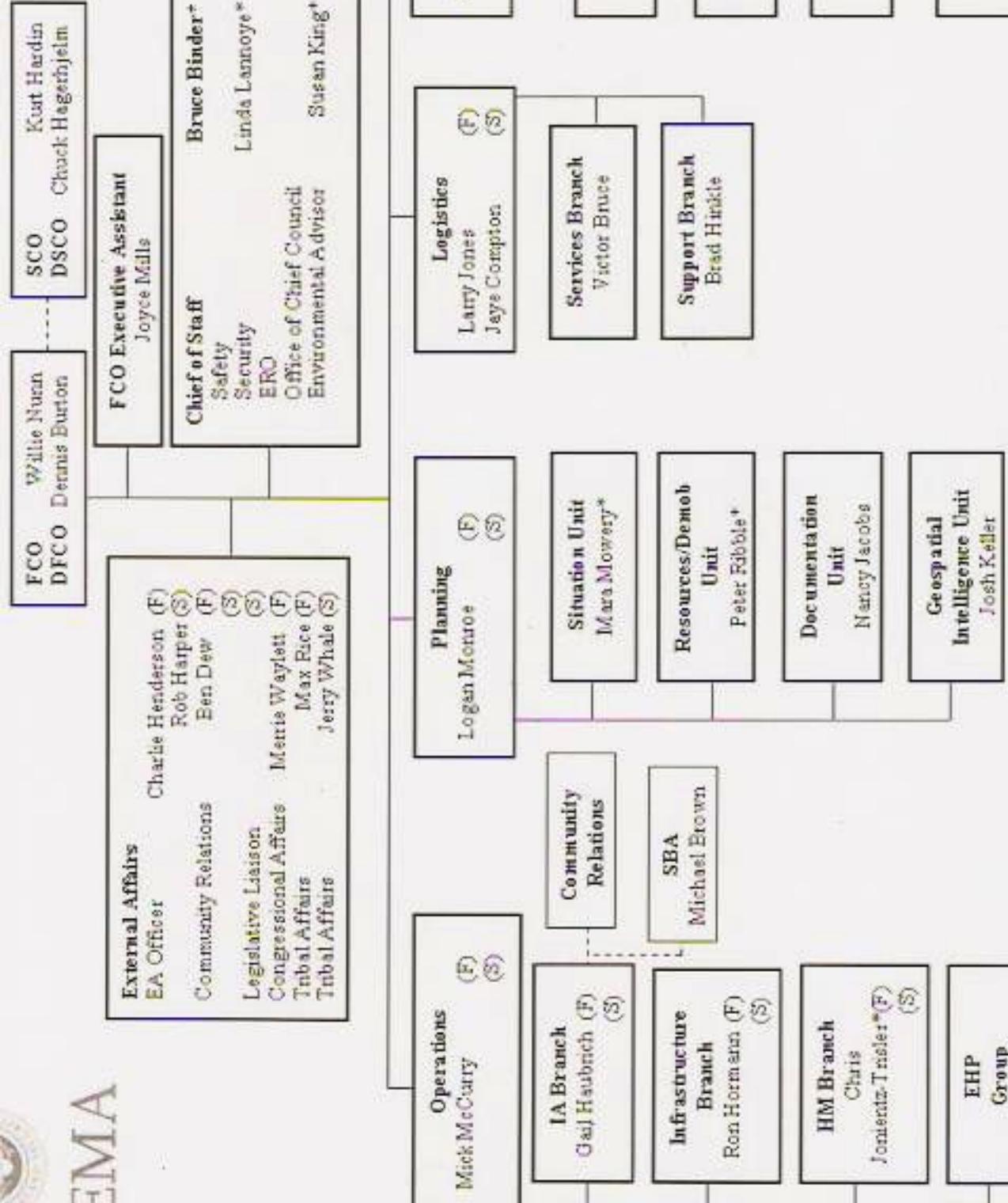
## 4. Communications Plan Concept of Operation

The primary communication method for IOF personnel will be telephone (landline or cell phones). There are no radios or radio frequencies assigned to this incident. These contact numbers should not be considered for the use by the general public.

## 5. Contact List

Section & Position	S T A T E	F E M A	O F F A	Name	Phone Number	Cell Phone Number
<b>Incident Facilities</b>						
Interim Operating Facility	x	x	x	MEOV	770-488-9080	770-488-9103
Disaster Recovery Center	x	x	x	King County DRC	770-216-3190	770-216-3198
Disaster Recovery Center	x	x	x	Lewis County DRC		
<b>Command Staff</b>						
FCO		x		Willie Nunn		206-437-4403
SCO	x			Kurt Hardin		253-512-7061
DFCO		x		Dennis Burton		425-213-4789
DSCO	x			Chuck Hagerhjelm		253-314-8278
FCO Executive Assistant	x			Joyce Mills		206-915-8619
Chief of Staff	x			Bruce Binder*		503-887-8020
Safety Officer	x			TBD*		
Security Specialist	x			Linda Lannoye*		703-673-8434
Equal Rights Office	x			TBD*		
Office of Chief Council	x			TBD*		
Environmental Advisor	x			Susan King*		601-818-7968
<b>External Affairs</b>						
External Affairs Officer		x		Charlie Henderson		337-281-5929
State PIO / JIC	x			Rob Harper	253-512-7005	253-405-8347
AEAO-JIC / Dept EAO	x			Denise Everhart		503-939-5952
AEAO-Congressional Affairs	x			Merrie Waylett*		425-367-2374
AEAO-Community Relations	x			Ben Dew		206-465-3169
AEAO-Planning & Products	x			Diana Seifert		360-531-3953
AEAO-Tribal Affairs	x			Max Rice*		
Tribal Liaison	x			Jerry Whale*		
<b>Operations Section</b>						
Ops Chief		x		Mick McCurry		208-401-8067
Deputy Ops Chief	x			Matt Caesar*		425-890-8081
<b>Individual Assistance Branch</b>						
IA Branch Director		x		Gail Haubrich		425-361-3136
IA Branch Director	x			John Vollmer		253-973-5848
Deputy IA Branch Director	x			Tim Manner		425-248-3347
DRC Group Supervisor	x			Sarah Mahlik		425-367-2369
SBA Representative		x		Michael Brown		916-216-9792

Section & Position	S T A T E	F E M A	O F F A	Name	Phone Number	Cell Phone Number
<b>Infrastructure Branch</b>						
Public Assistance Branch Dir		x		Ron Hormann		832-588-0336
Public Assistance Branch Dir	x			TBD*		
<b>Mitigation Branch</b>						
Mitigation Branch Dir		x		Chris Jonientz-Trisler*		425-985-7576
Mitigation Branch Dir	x			TBD*		
<b>Planning Section</b>						
Planning Section Chief		x		Logan Monroe	206-883-5959	425-749-6931
Planning Section Chief	x			TBD		
Situation Unit Lead		x		Mara Mowery*		360-460-3979
Resources Unit Lead		x		Sonny Kunchick		360-318-5149
Demob Unit Lead		x		Peter Ribble*		541-325-2153edx
Documentation Unit Lead		x		Nancy Jacobs		941-223-6117
Geospatial Unit Lead		x		Josh Keller		425-487-4589
<b>Logistics Section</b>						
Logistics Section Chief		x		Larry Jones		832-588-0615
Logistics Section Chief	x			Jaye Compton		253-507-6378
Deputy Logistics Chief		x		Ted Rhymes		253-332-8920
Services Brach Director		x		Victor Bruce		360-280-7783
Support Branch Director		x		Brad Hinkle		425-749-6837
<b>Finance/Admin Section</b>						
Fin/Admin Section Chief		x		Bill Hamrick		334-201-5379
Comptroller	x					
Deputy Comptroller	x			Catherine McNamera		
HR Unit Leader		x		Sheila Bladow		832-851-4129
HR Unit Manger		x		Jacqueline Hagan		360-910-9695
Funds Control Manager		x		Bev Ott*		
Travel Manager		x		Susan Donahue*		
DFTO		x		Judy MacDonald*		
<b>Other FCO/SCO Staff</b>						
MERS Coordinator		x		Glen Gorud		425-503-3598
Note: *Pending check in						
ICS-205 FEMA	6. Prepared by Sonny Kunchick			Date/Time 02/01/2009	7. Reviewed by Logan Monroe, PSC	Date/Time 02/01/2009



\*Pending Check In

02/01/2009

ICC 2007

<b>DAILY MEETING SCHEDULE</b>	1. Incident Name <b>FEMA-1817-DR-WA</b>	2. Date Prepared 02/01/2009	3. Time Prepared 1800 PST
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Operational Period: 0700 PST 02/02/2009 - 0700 PST 02/03/2009 24 Hour Ops Period

Time	Meeting Name	Purpose / Attendees	Meeting Location
0830	FEMA IOF All Hands Meeting	IOF coordination and communication	EOC
0900	Command and General Staff Meeting	Senior Staff	Conference Room
1300	SITREP input due to PLANNING	Electronic copy submitted to Planning	Planning
1630	FEMA IOF All Hands Meeting	IOF coordination and communication	EOC
1700	Publish SitRep/IAP	Publish Situation Report & Incident Action Plan	N/A

CS-230      15. Prepared By: Sonny Kunchick

# Winter Storms

## 2009

FEMA-1817-DR-WA

Interim Operating Facility  
Camp Murray, WA

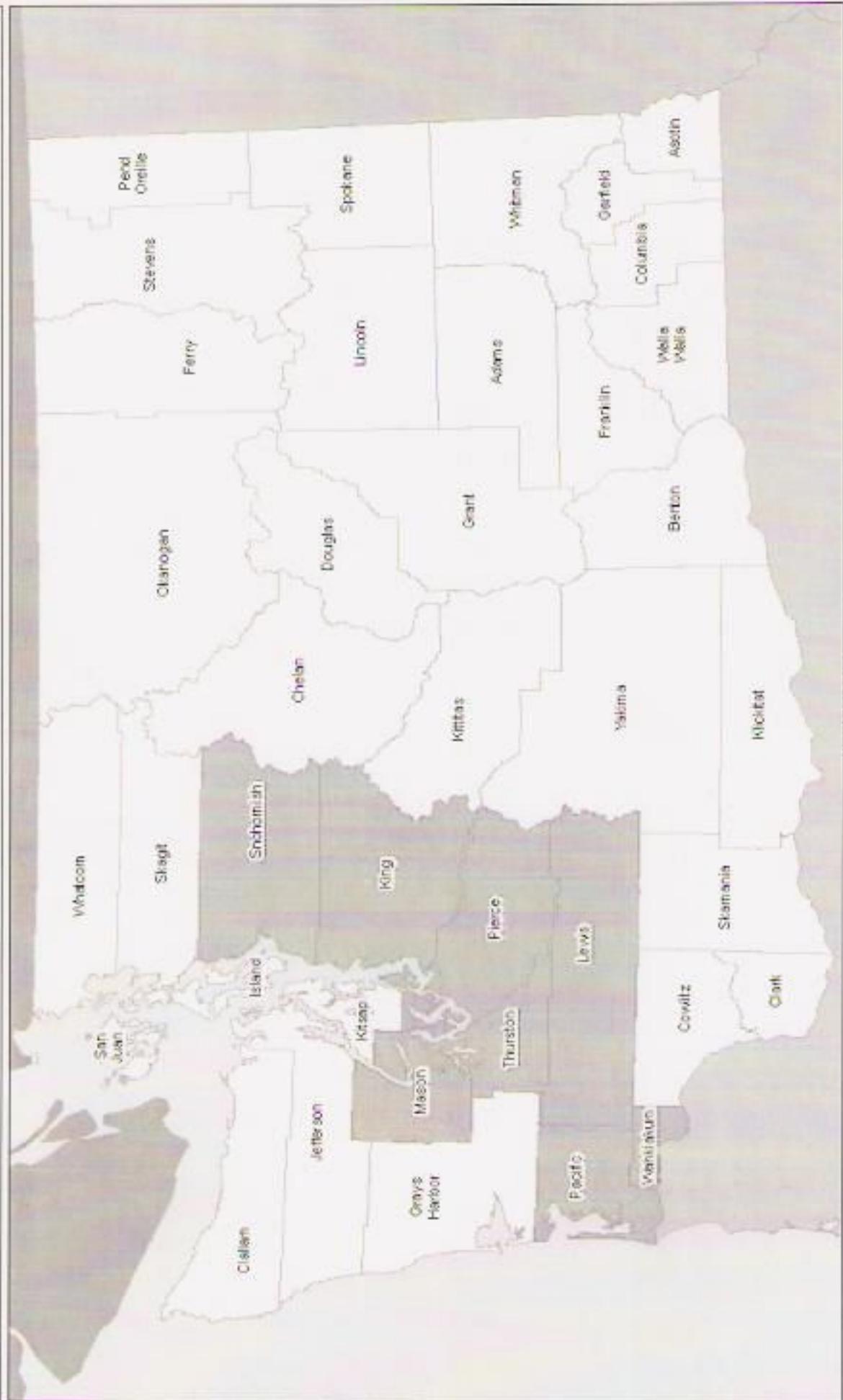


**FEMA**



**Incident Action Plan 03**  
0700 PST 02/03/09 - 0700 PST 02/04/09

## FEMA-1817-DR-WA Designated Counties as of 1-30-2009



### LEGEND

#### Designated Counties

- No Designation
- Individual Assistance

All counties are eligible to apply for Hazard Mitigation

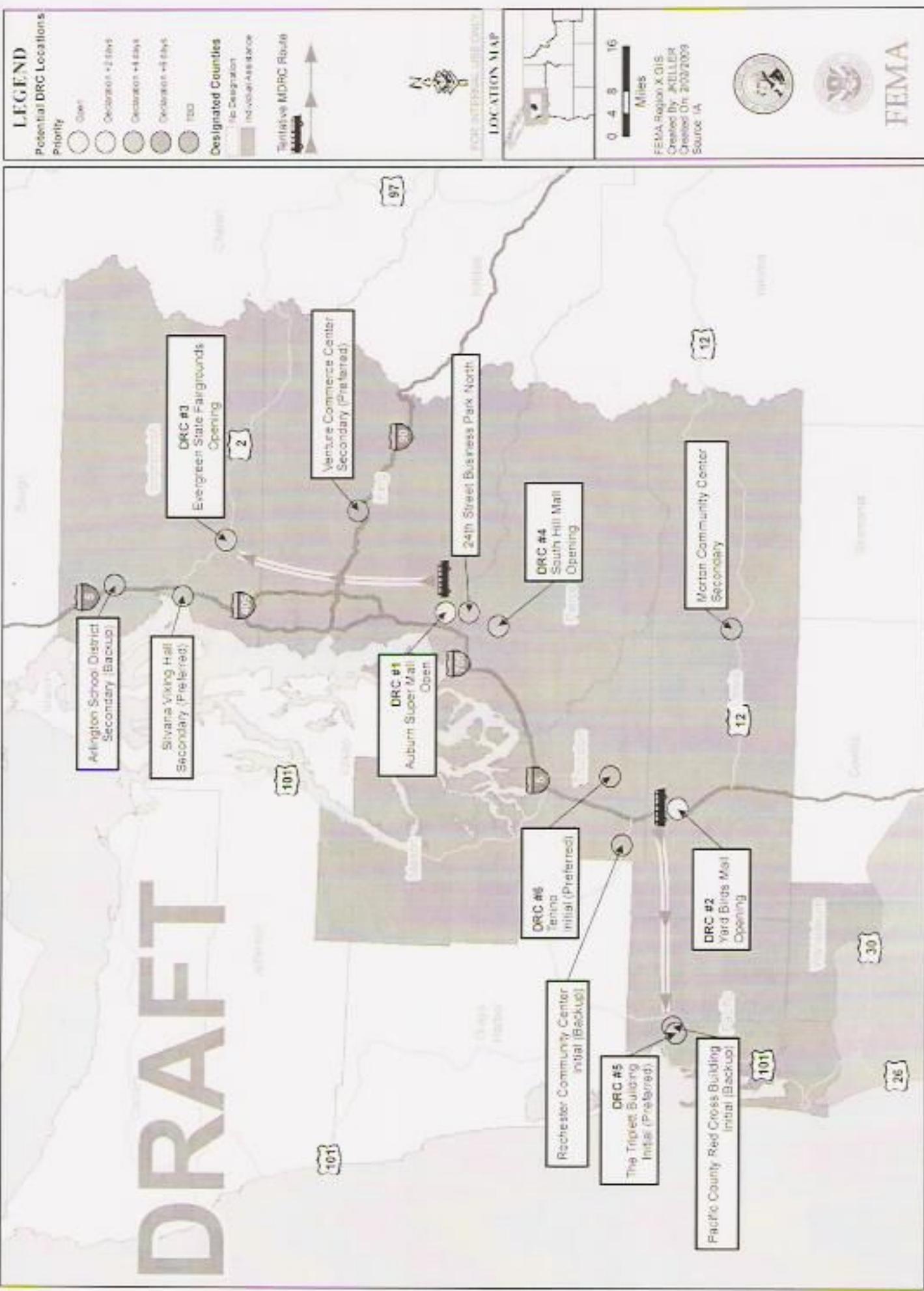
### LOCATION MAP



FEMA

FEMA Region X  
Created By: JKELLER  
Created On: 01/30/2009

## FEMA-1817-DR-WA - Possible DRC Locations as of 2/1/2009



<b>INCIDENT OBJECTIVES</b>  ICS - 202	1. Incident Name  FEMA-1817-DR-WA	2. Date  02/02/2009	3. Time  1800 PST
4. Operational Period  0700 PST 02/03/2009 - 0700 PST 02/04/2009			
5. General activities for the Incident.			
<b>SCO / FCO Vision:</b> Maintain positive momentum to provide timely, effective, and quality disaster assistance for all applicants of FEMA-1817-DR-WA.			
<b>Objectives:</b>			
<p>01 – Provide effective / consistent message to public</p> <p>02 – Provide effective Individual Assistance Program</p> <p>03 – Provide effective Hazard Mitigation Program</p> <p>04 – Manage an effective Initial Operating Facility (IOF) operation</p> <p>05 – Open Joint Field Office (JFO) no later than Wednesday 02/04/2009 at noon</p> <p>06 – Coordinate FEMA / State agreement signing to be completed no later than 02/03/2009</p> <p>07 – Provide effective Tribal outreach program</p>			
<p style="text-align: right;">KEY:  <b>BOLD</b>: New objective  <del>STRIKETHROUGH</del>: Complete objective</p>			
6. Weather Forecast for O-Period (Only if significant to Operations) No significant weather is expected.			
7. General Safety Message All staff should be cautious as weather conditions are allowing for patchy ice on roadways, in parking lots, and on walkways.			
8. Attachments (marked if attached)			
<input checked="" type="checkbox"/> Incident Map – ICS 201	<input checked="" type="checkbox"/> Communications Plan – ICS 205	<input checked="" type="checkbox"/> Meeting Schedule – ICS 230	
<input checked="" type="checkbox"/> Organization List – ICS 203	<input type="checkbox"/> Medical Plan – ICS 206	<input type="checkbox"/>	
<input type="checkbox"/> Assignment List – ICS 204	<input checked="" type="checkbox"/> Organization Chart – ICS 207	<input type="checkbox"/>	
9. Prepared by (Resources Unit Leader)  Sonny Kunchick		10. Approved by (FCO/SCO)	

ORGANIZATION ASSIGNMENT LIST			9. Operations Sec.	FEMA	State		
1. Incident Name <b>FEMA-1817-DR-WA</b>	2. Date/Time <b>02/02/2009 1800 PST</b>		Operations Chief	Mick McCurry	TBD		
			Deputy Ops Chief	Matt Caesar*			
2. Operational Period <b>0700 PST 02/03/2009 - 0700 PST 02/04/2009</b>			Public Assistance	FEMA	State		
			PA Branch Director	Ron Hornmann	TBD		
			Deputy PA Branch Dir	Tom Morello			
Position	Personnel		Deputy PA Branch Dir	Dean Johnson			
4. Incident Cmdr & Staff	FEMA	State	Mitigation	FEMA	State		
FCO/SCO	Willie Nunn	Kurt Hardin	HM Branch Director	Chris Jonientz-Trisler			
DFCO/DSCO	Dennis Burton	Chuck Hagerhjelm	Individual Assistance	FEMA	State		
FCO Executive Assistant	Joyce Mills		Branch Director	Gail Haubrich	John Vollmer		
Chief of Staff	Bruce Binder*		Deputy Branch Director	Tim Manner			
Safety Officer	TBD*		DRC Group Supervisor	Sarah Mahlik			
Security Specialist	Linda Lannoye*		VAL Group Supervisor	Joann Oram			
Equal Rights Office	TBD*		10. Fin/Admin Sec.	FEMA	State		
Office of Chief Counsel	TBD*		Fin/Admin Section Chief	Bill Hamrick	TBD		
Environmental Advisor	Susan King*		Deputy Comptroller	Karen Long			
			HR Unit Lead	Sheila Bladow			
5. Agency Representative			HR Unit Manager	Jacqueline Hagan			
SBA	Michael Brown		Travel Manager	Susan Donahue*			
			DFTO	Judy MacDonald*			
6. Planning Section	FEMA	State	Contracting Officer	Catherine McNamara			
Planning Chief	Logan Monroe	Ron Wilson	Funds Control Manager	Beverly Ott*			
Resources Unit Leader	Sonny Kunchick						
Situation Unit Leader	Mara Mowery*						
Documentation Unit Leader	Nancy Jacobs						
Demobilization Unit Leader	Peter Ribble*						
GIU Manager	Josh Keller						
7. Logistics Section	FEMA	State					
Logistics Chief	Larry Jones	Jaye Compton					
Dep. Log Chief	Ted Rhymes						
Support Branch Director	Brad Hinkle						
Services Branch Director	Victor Bruce						
Accountable Property Officer	Alex Kadmas						
8. External Affairs	FEMA	State					
External Affairs Officer	Charlie Henderson	Rob Harper					
AEAO-JIC / EAO Deputy	Denise Everhart	Mark Clemens					
AEAO-Community Relations	Ben Dew						
AEAO-Tribal Affairs	Max Rice*	Jerry Whale					
AEAO-Products and Planning	Dianna Seifert						
AEAO-Congressional Affairs	Meme Waylett*		* Pending Check in				
<b>ICS-203 FEMA</b>			Prepared by (Resources Unit Leader) <b>Sonny Kunchick</b>				

INCIDENT COMMUNICATIONS PLAN Telephone: ICS-205 FEMA				1. Incident Name FEMA-1817-DR-WA	2. Date/Time Prepared 02/02/2009 1800 PST	3. Operational Period Date/Time 0700 PST 02/03/2009 – 0700 PST 02/04/2009
4. Communications Plan Concept of Operation The primary communication method for IOF personnel will be telephone (landline or cell phones). There are no radios or radio frequencies assigned to this incident. These contact numbers should not be considered for the use by the general public.						
5. Contact List						
Section & Position	S T A T E	F E M A	O F F A	Name	Phone Number	Cell Phone Number
<b>Incident Facilities</b>						
Interim Operating Facility	x	x	x	MEOV	770-488-9080	770-488-9103
Disaster Recovery Center	x	x	x	King County DRC (#1)	770-216-3190	770-216-3198
Disaster Recovery Center	x	x	x	Lewis County DRC (#2)	TBD	TBD
Disaster Recovery Center	x	x	x	Snohomish County DRC (#3)	TBD	TBD
Disaster Recovery Center	x	x	x	Pierce County DRC (#4)	TBD	TBD
<b>Command Staff</b>						
FCO		x		Willie Nunn		206-437-4403
SCO	x			Kurt Hardin		253-512-7061
DFCO		x		Dennis Burton		425-213-4789
DSCO	x			Chuck Hagerhjelm		253-314-8278
FCO Executive Assistant		x		Joyce Mills		206-915-8619
Chief of Staff		x		Bruce Binder*		503-887-8020
Safety Officer	x			TBD*		
Security Specialist	x			Linda Lannoye*		703-673-8434
Equal Rights Office	x			TBD*		
Office of Chief Council	x			TBD*		
Environmental Advisor	x			Susan King*		601-818-7968
<b>External Affairs</b>						
External Affairs Officer		x		Charlie Henderson		337-281-5929
State PIO / JIC	x			Rob Harper	253-512-7005	253-405-8347
AEAO-JIC / Dept EAO		x		Denise Everhart		503-939-5952
AEAO-JIC	x			Mark Clemens		253-405-9174
AEAO-Congressional Affairs	x			Merrie Waylett*		425-367-2374
AEAO-Community Relations	x			Ben Dew		206-465-3169
AEAO-Planning & Products	x			Diana Seifert		360-531-3953
AEAO-Tribal Affairs	x			Max Rice*		
Tribal Liaison	x			Jerry Whale*		
<b>ICS-205 FEMA</b>						

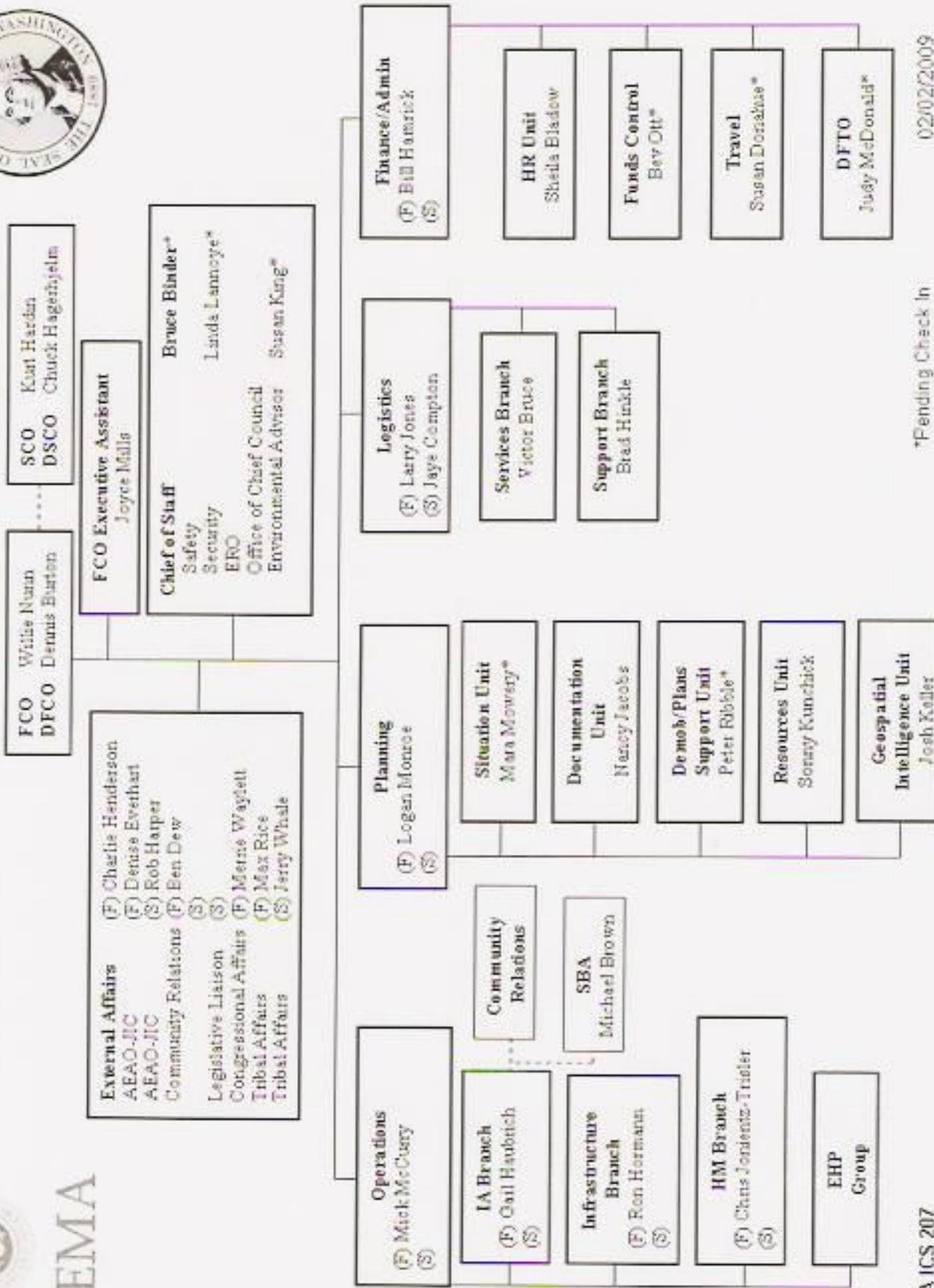
Section & Position	S T A T E	F E M A	O F F A	Name	Phone Number	Cell Phone Number
<b>Operations Section</b>						
Ops Chief		x		Mick McCurry		208-401-8067
Deputy Ops Chief		x		Matt Caesar*		425-890-8081
Mission Assignment Spec		x		Charissa Keller		
<b>Individual Assistance Branch</b>						
IA Branch Director		x		Gail Haubrich		425-361-3136
IA Branch Director	x			John Vollmer		253-973-5848
Deputy IA Branch Director		x		Tim Manner		425-248-3347
DRC Group Supervisor		x		Sarah Mahlik		425-367-2369
SBA Representative			x	Michael Brown		916-216-9792
<b>Infrastructure Branch</b>						
Public Assistance Branch Dir		x		Ron Hormann		832-580-0336
Public Assistance Branch Dir	x			TBD*		
Deputy PA Branch Director		x		Tom Morello		
Deputy PA (Ops) Branch Dir		x		Dean Johnson		360-888-3000
<b>Mitigation Branch</b>						
Mitigation Branch Dir		x		Chris Jonientz-Trisler*		425-457-6073
Mitigation Branch Dir	x			TBD*		
<b>Planning Section</b>						
Planning Section Chief		x		Logan Monroe	206-883-5959	425-749-6931
Planning Section Chief	x			Ron Wilson		253-250-2982
Situation Unit Lead		x		Mara Mowery*		360-460-3978
Resources Unit Lead		x		Sonny Kunchick		360-318-5149
Demob Unit Lead		X		Peter Ribble*		541-325-2153
Documentation Unit Lead		x		Nancy Jacobs		941-223-6117
Geospatial Unit Lead		x		Josh Keller		425-487-4589
<b>Logistics Section</b>						
Logistics Section Chief		x		Larry Jones		832-588-0615
Logistics Section Chief	x			Jaye Compton		253-507-6378
Deputy Logistics Chief		x		Ted Rhymes		253-332-8920
Services Brach Director		x		Victor Bruce		360-280-7783
Support Branch Director		x		Brad Hinkle		425-749-6837
<b>ICS-205 FEMA</b>						

Section & Position	S T A T E	F E M A	O F F A	Name	Phone Number	Cell Phone Number
<b>Finance/Admin Section</b>						
Fin/Admin Section Chief		x		Bill Hamrick		334-201-5379
Comptroller	x					
Deputy Comptroller		x		Catherine McNamara		
HR Unit Leader		x		Sheila Bladow		832-851-4129
HR Unit Manager		x		Jacqueline Hagan		360-910-9695
Funds Control Manager		x		Bev Ott*		
Travel Manager		x		Susan Donahue*		
DFTO		x		Judy MacDonald*		
<b>Other FCO / SCO Staff</b>						
MERS Coordinator		x		Glen Gorud		425-503-3598
Note: *Pending check in						
<b>ICS-205 FEMA</b>	6. Prepared by Sonny Kunchick			Date/Time 02/02/2009	7. Reviewed by Logan Monroe, PSC	Date/Time 02/02/2009



FEMA-1817-DR-WA

EEMA



FEMA ICS 207

\*Pending Check In

02/02/2009

<b>DAILY MEETING SCHEDULE</b>		1. Incident Name FEMA-1817-DR-WA	2. Date Prepared 02/02/2009	3. Time Prepared 1800 PST		
4. Operational Period: 0700 PST 02/03/2009 - 0700 PST 02/04/2009 24 Hour Ops Period						
Time	Meeting Name	Purpose / Attendees	Meeting Location			
0830	FEMA IOF All Hands Meeting	IOF coordination and communication	EOC			
1300	SITREP input due to PLANNING	Electronic copy submitted to Planning	Planning			
1630	FEMA IOF All Hands Meeting	IOF coordination and communication	EOC			
1700	Publish SitRep/IAP	Publish Situation Report & Incident Action Plan	N/A			
5. Next Command and General Staff Meeting will be Thursday 02/05/2009 at the Olympia JFO. Planning will continue to produce the IAP and Situation Report absent of regular Planning meetings. All input times remain unchanged.						
ICS-230	15. Prepared By: Sonny Kunchick					

# Winter Storms 2009

FEMA-1817-DR-WA

Interim Operating Facility  
Camp Murray, WA



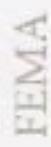
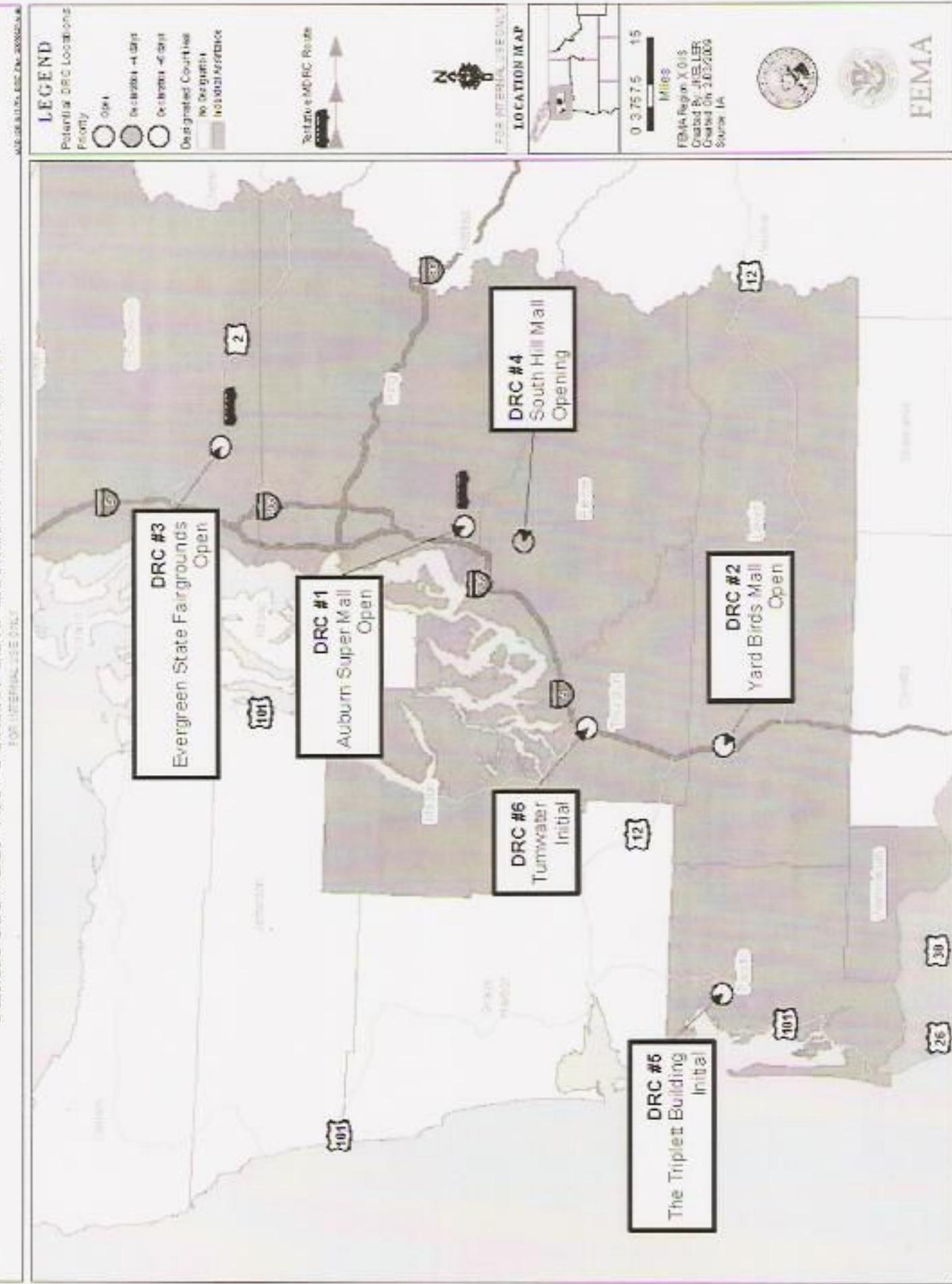
**FEMA**



**Incident Action Plan 04**  
0700 PST 02/04/09 - 0700 PST 02/05/09



## FEMA-1817-DR-WA - Possible JRC Locations as of 2/3/2009



<b>INCIDENT OBJECTIVES</b>  ICS - 202	1. Incident Name  <b>FEMA-1817-DR-WA</b>	2. Date  02/03/2009	3. Time  1800 PST
4. Operational Period  <b>0700 PST 02/04/2009 - 0700 PST 02/05/2009</b>			
5. General activities for the incident.			
<b>SCO / FCO Vision:</b> Maintain positive momentum to provide timely, effective, and quality disaster assistance for all applicants of FEMA-1817-DR-WA.			
<b>Objectives:</b> <ul style="list-style-type: none"> <li>01 – Provide effective / consistent message to public</li> <li>02 – Provide effective Individual Assistance Program</li> <li>03 – Provide effective Hazard Mitigation Program</li> <li>04 – Manage an effective Initial Operating Facility (IOF) operation</li> <li>05 – Open Joint Field Office (JFO) no later than Wednesday 02/04/2009 1200 PST</li> <li>06 – Coordinate <b>FEMA</b> / State agreement signing to be completed no later than 02/04/2009</li> <li>07 – Provide effective Tribal outreach program</li> </ul>			
<b>KEY:</b> <b>BOLD</b> : New objective <del>STRIKETHROUGH</del> : Complete objective			
6. Weather Forecast for O-Period (Only if significant to Operations) No significant weather is expected.			
7. General Safety Message All staff should be cautious as weather conditions are allowing for patchy ice on roadways, in parking lots, and on walkways.			
8. Attachments (marked if attached)			
<input checked="" type="checkbox"/> Incident Map – ICS 201	<input checked="" type="checkbox"/> Communications Plan – ICS 205	<input checked="" type="checkbox"/> Meeting Schedule – ICS 230	
<input checked="" type="checkbox"/> Organization List – ICS 203	<input type="checkbox"/> Medical Plan – ICS 206	<input type="checkbox"/>	
<input type="checkbox"/> Assignment List – ICS 204	<input checked="" type="checkbox"/> Organization Chart – ICS 207	<input type="checkbox"/>	
9. Prepared by (Resources Unit Leader)  <b>Sonny Kunchick</b>		10. Approved by (FCO/SCO)	

ORGANIZATION ASSIGNMENT LIST			9. Operations Sec.	FEMA	State	
1. Incident Name <b>FEMA-1817-DR-WA</b>	2. Date/Time <b>02/03/2009 1800 PST</b>		Operations Chief	Mick McCurry	TBD	
			Deputy Ops Chief	Matt Caesar*		
2. Operational Period <b>0700 PST 02/04/2009 - 0700 PST 02/05/2009</b>			Public Assistance	FEMA	State	
			PA Branch Director	Ron Hormann	Gary Urbas	
			Deputy PA Branch Dir	Tom Morello		
Position	Personnel		Deputy PA Branch Dir	Dean Johnson		
<b>4. Incident Cmdr &amp; Staff</b>	<b>FEMA</b>	<b>State</b>	Mitigation	<b>FEMA</b>	<b>State</b>	
FCO/SCO	Willie Nunn	Kurt Hardin	HM Branch Director	Chris Jonientz-Trisler		
DFCO/DSCO	Dennis Burton	Chuck Hagerhjelm	Individual Assistance	FEMA	State	
FCO Executive Assistant	Joyce Mills		Branch Director	Gail Haubrich	John Vollmer	
Chief of Staff	Bruce Binder		Deputy Branch Director	Tim Manner		
Safety Officer	Harold Pashon		DRC Group Supervisor	Sarah Mahlik	Toney Raines	
Security Specialist	Linda Lannoye		VAL Group Supervisor	Joann Oram		
Equal Rights Office	TBD*		<b>10. Fin/Admin Sec.</b>	<b>FEMA</b>	<b>State</b>	
Office of Chief Counsel	TBD*		Fin/Admin Section Chief	Bill Hamrick	TBD	
			Deputy Comptroller	Karen Long		
			HR Unit Lead	Sheila Bladow		
<b>5. Agency Representative</b>			HR Unit Manager	Jacqueline Hagan		
SBA	Michael Brown		Travel Manager	Susan Donahue*		
			DFTO	Judy MacDonald		
<b>6. Planning Section</b>	<b>FEMA</b>	<b>State</b>	Contracting Officer	Catherine McNamara		
Planning Chief	Logan Monroe	Ron Wilson	Funds Control Manager	Beverly Ott*		
Resources Unit Leader	Sonny Kunchick					
Situation Unit Leader	Mara Mowery					
Documentation Unit Leader	Nancy Jacobs					
Demobilization Unit Leader	Peter Ribble*					
GIU Manager	Josh Keller					
<b>7. Logistics Section</b>	<b>FEMA</b>	<b>State</b>				
Logistics Chief	Larry Jones	Jaye Compton				
Dep. Log Chief	Ted Rhymes					
Support Branch Director	Brad Hinke					
Services Branch Director	Victor Bruce					
Accountable Property Officer	Alex Kademas					
<b>8. External Affairs</b>	<b>FEMA</b>	<b>State</b>				
External Affairs Officer	Charlie Henderson	Rob Harper				
AEAO-JIC / EAO Deputy	Denise Everhart	Mark Clemens				
AEAO-Community Relations	Bon Dew	Toney Raines				
AEAO-Tribal Affairs	Max Rice*	Jerry Whale				
AEAO-Products and Planning	Dianna Seifert					
AEAO-Congressional Affairs	Merrie Waylett					
<b>ICS-203 FEMA</b>			Prepared by (Resources Unit Leader) Sonny Kunchick			

\*Pending Check In

<b>INCIDENT COMMUNICATIONS PLAN</b> <b>Telephone: ICS-205 FEMA</b>				1. Incident Name FEMA-1817-DR-WA	2. Date/Time Prepared 02/03/2009 1800 PST	3. Operational Period Date/Time 0700 PST 02/04/2009 - 0700 PST 02/05/2009
4. Communications Plan Concept of Operation						
The primary communication method for IOF personnel will be telephone (landline or cell phones). There are no radios or radio frequencies assigned to this incident. These contact numbers should not be considered for the use by the general public.						
5. Contact List						
Section & Position	S T A T E	F E M A	O F A	Name	Phone Number	Cell Phone Number
<b>Incident Facilities</b>						
Interim Operating Facility	x	x	x	MEOV, Camp Murray	770-488-9080	770-488-9103
Joint Field Office	x	x	x	Olympia, WA – JFO	360-534-2700	360-534-2800
Disaster Recovery Center	x	x	x	King County DRC (#1)	770-216-3190	770-216-3198
Disaster Recovery Center	x	x	x	Lewis County DRC (#2)	TBD	TBD
Disaster Recovery Center	x	x	x	Snohomish Co DRC (#3)	TBD	TBD
Disaster Recovery Center	x	x	x	Pierce County DRC (#4)	TBD	TBD
<b>Command Staff</b>						
FCO		x		Willie Nunn		206-437-4403
SCO	x			Kurt Hardin		253-512-7061
DFCO		x		Dennis Burton		425-213-4789
DSCO	x			Chuck Hagerhjelm		253-314-8278
FCO Executive Assistant		x		Joyce Mills		206-915-8619
SCO Executive Assistant	x			Lynn Cypher		253-651-7633
Chief of Staff		x		Bruce Binder		713-908-5395
Safety Officer	x			Harold Pashon		
Security Specialist	x			Linda Lannoye		703-673-8434
Equal Rights Office	x			TBD*		
Office of Chief Council	x			TBD*		
<b>External Affairs</b>						
External Affairs Officer		x		Charlie Henderson		337-281-5929
State PIO / JIC	x			Rob Harper	253-512-7005	253-405-8347
AEAO-JIC / Dept EAO		x		Denise Everhart		503-939-5952
JIC	x			Mark Clemens		253-405-9174
AEAO-Congressional Affairs		x		Merrie Waylett		425-367-2374
AEAO-Community Relations		x		Ben Dew		206-465-3169
Community Relations	x			Toney Raines		253-426-2745
AEAO-Planning & Products		x		Diana Seifert		360-531-3953
AEAO-Tribal Affairs		x		Max Rice*		
Tribal Liaison	x			Jerry Whale*		
<b>ICS-205 FEMA</b>						

\*Pending Check In

Section & Position	S T A T E	F E M A	O F F A	Name	Phone Number	Cell Phone Number
<b>Operations Section</b>						
Operations Chief		x		Mick McCurry		208-401-8067
Operations Chief	x			Ron Wilson		253-250-2982
Deputy Ops Chief		x		Matt Caesar*		425-890-8081
Mission Assignment Spec		x		Charissa Keller*		503-869-7022
<b>Individual Assistance Branch</b>						
IA Branch Director		x		Gail Haubrich		425-361-3136
IA Branch Director	x			John Vollmer		253-973-5848
Deputy IA Branch Director		x		Tim Manner		425-248-3347
DRC Group Supervisor		x		Sarah Mahlik		425-367-2369
VAL Group Supervisor		x		Joann Oram		206-954-8768
SBA OIC			x	Michael Brown		916-216-9792
<b>Infrastructure Branch</b>						
Public Assistance Branch Dir		x		Ron Hormann		832-580-0336
Public Assistance Branch Dir	x			Gary Urbas		
Deputy PA Branch Director		x		Tom Morello		
Deputy PA (Ops) Branch Dir		x		Dean Johnson		360-888-3000
<b>Mitigation Branch</b>						
Mitigation Branch Dir		x		Chris Jonientz-Trisler*		425-457-6073
Mitigation Branch Dir	x			TBD*		
<b>Environmental / Historic Preservation Group</b>						
Environmental Advisor		x		Susan King*		601-818-7968
<b>Planning Section</b>						
Planning Section Chief		x		Logan Monroe	206-883-5959	425-749-6931
Planning Section Chief	x			Ron Wilson		253-250-2982
Situation Unit Lead		x		Mara Mowery		360-460-3978
Resources Unit Lead		x		Sonny Kunchick		360-318-5149
Demob Unit Lead		x		Peter Ribble*		541-325-2153
Documentation Unit Lead		x		Nancy Jacobs		941-223-6117
Geospatial Unit Lead		x		Josh Keller		425-487-4589
<b>Logistics Section</b>						
Logistics Section Chief		x		Larry Jones		832-588-0615
Logistics Section Chief	x			Jaye Compton		253-507-6378
Deputy Logistics Chief		x		Ted Rhymes		253-332-8920
Services Brach Director		x		Victor Bruce		360-280-7783
Support Branch Director		x		Brad Hinkle		425-749-6837
<b>ICS-205 FEMA</b>						

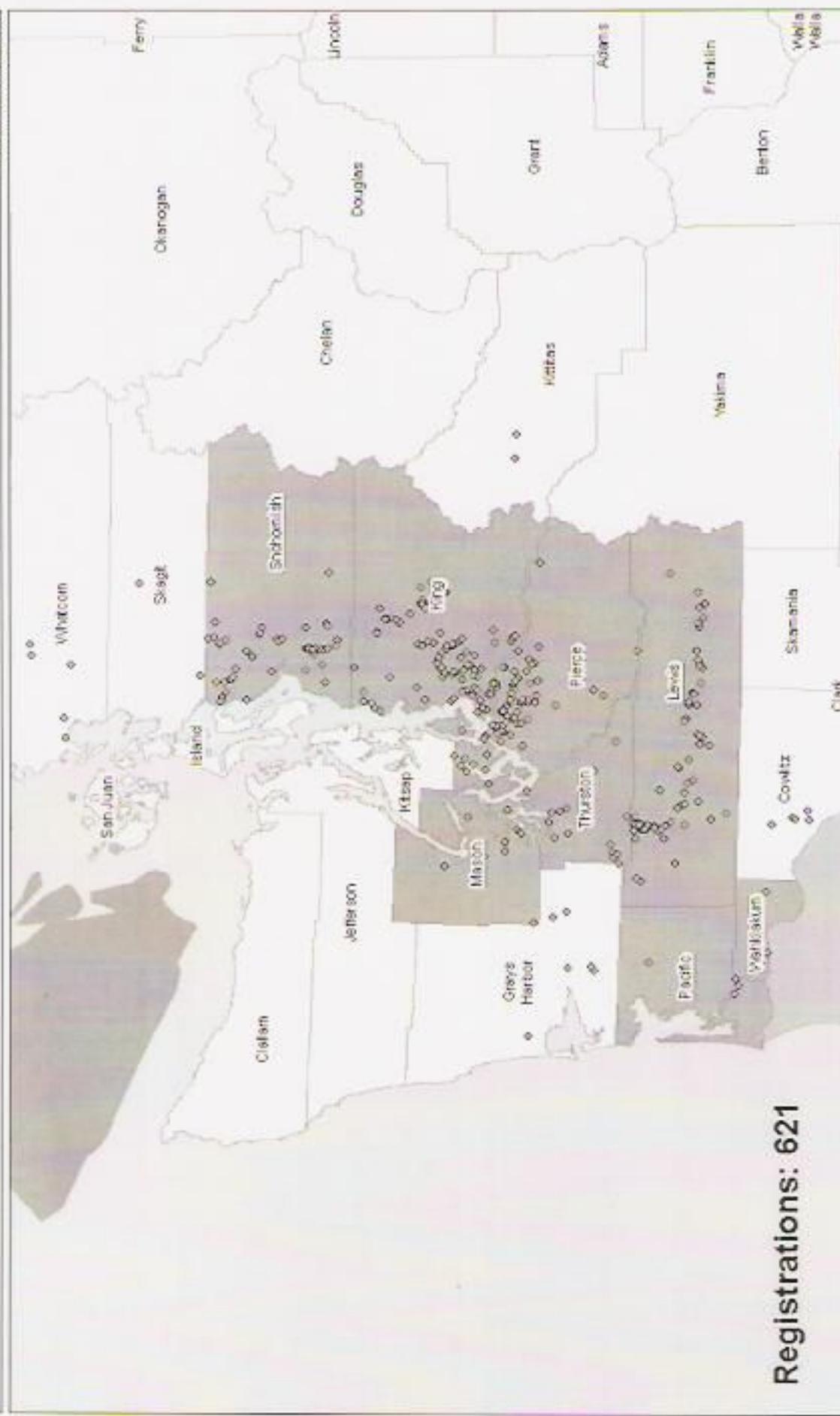
\*Pending Check In

Section & Position	S T A T E	F E M A	O F A	Name	Phone Number	Cell Phone Number
<b>Finance/Admin Section</b>						
Fin/Admin Section Chief		x		Bill Hamrick		334-201-5379
Comptroller	x					
Deputy Comptroller		x		Karen Long		817-845-6136
Contracting Officer		x		Catherine McNamara		
HR Unit Leader		x		Sheila Bladow		832-851-4129
HR Unit Manager		x		Jacqueline Hagan		360-910-9605
Funds Control Manager		x		Bev Ott*		
Travel Manager		x		Susan Donahue*		
DFTO		x		Judy MacDonald		703-399-0978
<b>Other FCO / SCO Staff</b>						
MERS Coordinator		x		Glen Gorud		425-503-3598
Note:						
<b>ICS-205 FEMA</b>	6. Prepared by Sonny Kunchick			Date/Time 02/03/2009	7. Reviewed by Logan Monroe, PSC	Date/Time 02/03/2009

\*Pending Check In

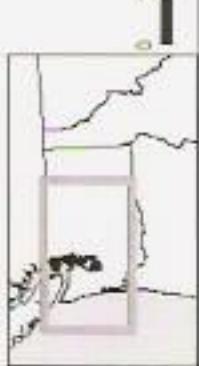
FEMA-1817-DR-WA Individual Assistance Registrations as of 2/2/2009 COB

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Registrations: 621

LOCATION MAP



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**LEGEND**

- A map of the United States showing county-level data. The legend indicates four categories:

  - Individual Assistance: Green
  - No Designation: Yellow
  - Individus Assistance: Red
  - Other: Light Blue

The map shows that most counties fall into the 'Individual Assistance' category (green), while a significant number of counties in the West and South fall into the 'Individus Assistance' category (red). Many counties in the Northeast and Great Lakes region have 'No Designation' (yellow).

All counties are eligible to apply for Hazard Mitigation



FBI/DOJ Page X of 13  
Crimes by JELLEN  
Case No. 07-0100

<b>Meeting Schedule</b>	1. Incident Name <b>FEMA-1817-DR-WA</b>	2. Date Prepared 02/03/2009	3. Time Prepared 1700 PST
4. Operational Period: 0700 PST 02/04/2009 - 0700 PST 02/05/2009 24 Hour Ops Period			
Time	Meetings / Actions	Purpose / Attendees	Meeting Location
0700	Transition to JFO	FCO, SCO ONLY	Olympia JFO
0900	Transition to JFO	All additional Command and General Staff ONLY (Section Chiefs and above)	Olympia JFO
1100	Transition to JFO	Planning and Finance / Admin Staff ONLY	Olympia JFO
1300	Transition to JFO	All additional JFO staff	Olympia JFO
1300	SITREP input due to PLANNING	Electronic copy submitted to Planning	Planning
1500	JFO All Hands Meeting	All JFO Staff	Olympia JFO
1700	Publish Sitrep / IAP	Publish Situation Report & Incident Action Plan	N/A
5. IOF / JFO Transition Day. All JFO staff must adhere to the transition schedule as listed above. No staff will be allowed admittance to the JFO outside of this schedule unless approved by FCO / SCO / COS.			
ICS - 230	15. Prepared By: Sonny Kunchick		

# Winter Storms

## 2009

FEMA-1817-DR-WA

Joint Field Office  
Olympia, WA

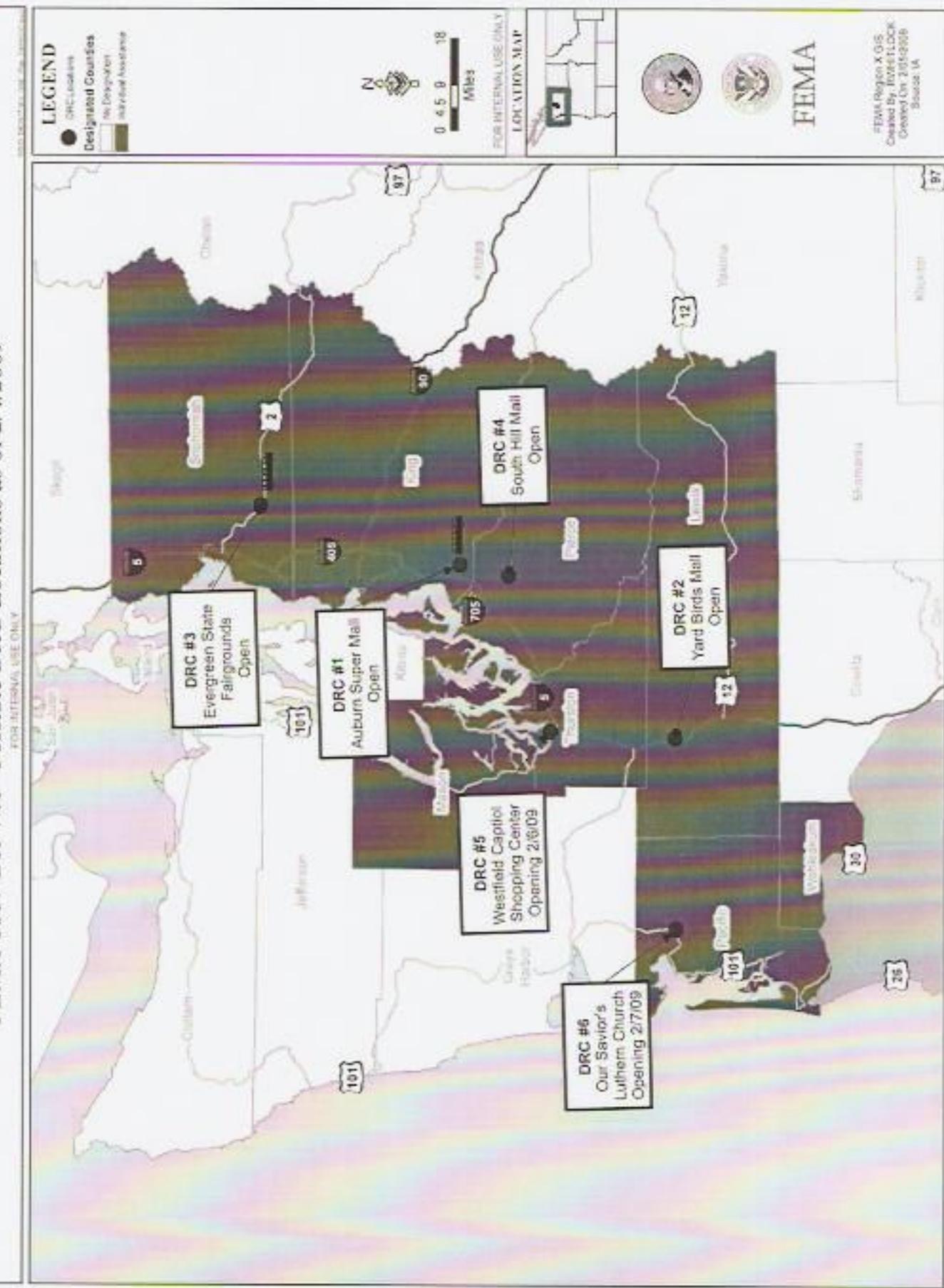


**FEMA**

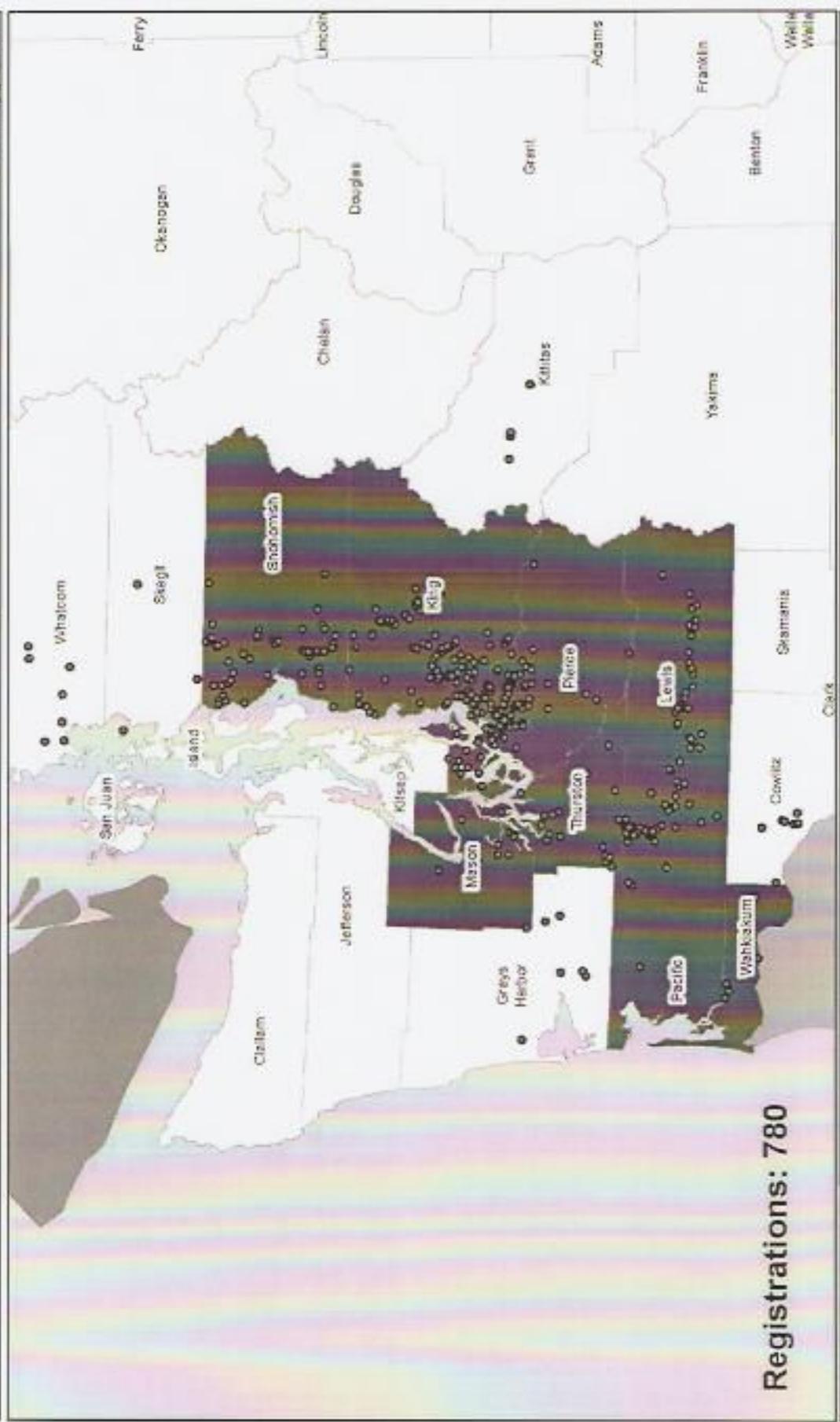
## Incident Action Plan 06

0700 PST 02/06/09 - 0700 PST 02/07/09

## FEMA-1817-DR-WA - Possible DRC Locations as of 2/4/2009



FEMA-1817-DR-WA Individual Assistance Registrations as of 2/4/2009 COB



LOCATION MAP



All counties are eligible to apply for Hazard Mitigation

- Individual Assistance Registration
- Designated Counties
- No Designation
- Individual Assistance

FEMA  
NOAA  
WRC

FEMA Region X GIS  
Created By: RWhalock  
Created On: 03/06/2009

<b>INCIDENT OBJECTIVES</b>  ICS - 202	1. Incident Name  FEMA-1817-DR-WA	2. Date  02/05/2009	3. Time  1800 PST
4. Operational Period  0700 PST 02/06/2009 - 0700 PST 02/07/2009			
5. General activities for the Incident,  <b>SCO / FCO Vision:</b>  Maintain positive momentum to provide timely, effective, and quality disaster Assistance for all applicants of FEMA-1817-DR-WA.			
<b>Goals:</b> <ul style="list-style-type: none"> <li>A. Provide effective / consistent message to public</li> <li>B. Provide effective Individual Assistance Program</li> <li>C. Provide effective Hazard Mitigation Program</li> <li>D. Provide effective Tribal Outreach Program</li> </ul>			
6. Operational Period Command Emphasis (Objectives, Key Decisions/Directions)			
<b>SCO / FCO Objectives:</b> <p>04—Manage an effective Initial Operating Facility (IOF) operation(02-05-2009)      05—Open Joint Field Office (JFO) no later than Wednesday 02/04/2009 at noon(02-05-2009)      06 – Coordinate FEMA / State Agreement signing to be no later than Thursday 02-05-2009      08 - Insure Other Needs Assistance (ONA) Program is fully functional by COB Friday 02-06-2009      09 - Complete opening of Thurston County DRC by 1200 PST on Friday 02-06-2009      10 - MIT will meet with State counterparts to draft mitigation activities by Monday 02-09-2009</p>			
KEY: <b>BOLD:</b> New objective <b>STRIKETHROUGH:</b> Complete objective			
7. Weather Forecast for O-Period (Only if significant to Operations) No significant weather is expected.			
8. General Safety Message  Beware of tripping hazards within the Joint Field Office as the facility is being built-out. Report any concerns to Safety.			
9. Attachments (marked if attached)			
<input checked="" type="checkbox"/> Incident Map – ICS 201	<input checked="" type="checkbox"/> Communications Plan – ICS 205	<input checked="" type="checkbox"/> Meeting Schedule – ICS 230	
<input checked="" type="checkbox"/> Organization List – ICS 203	<input type="checkbox"/> Medical Plan – ICS 206	<input type="checkbox"/>	
<input type="checkbox"/> Assignment List – ICS 204	<input checked="" type="checkbox"/> Organization Chart – ICS 207	<input type="checkbox"/>	
10. Prepared by (Demobilization Unit Leader)  Peter Ribble		11. Approved by (FCO/SCO)	

ORGANIZATION ASSIGNMENT LIST			9. Operations Sec.	FEMA	State	
1. Incident Name: <b>FEMA-1817-DR-WA</b>	2. Date/Time <b>02/05/2009 1800 PST</b>		Operations Chief	Mick McCurry	Ron Wilson	
			Deputy Ops Chief	Matt Caesar		
2. Operational Period: <b>0700 PST 02/06/2009 - 0700 PST 02/07/2009</b>			Public Assistance	FEMA	State	
			PA Branch Director	Ron Hormann	Gary Urbas	
			Deputy PA Branch Dir	Tom Morello		
Position	Personnel		Deputy PA Branch Dir	Dean Johnson		
4. Incident Cmdr & Staff	FEMA	State	Mitigation	FEMA	State	
FCO/SCO	Willie Nunn	Kurt Hardin	HM Branch Director	Chris Jonientz-Trisler		
DFCO/DGCO	Dennis Burton	Chuck Hagenhjem	Individual Assistance	FEMA	State	
FCO Executive Assistant	Joyce Mills	Lynn Cypher	Branch Director	Gail Haubrich	John Vollmer	
Chief of Staff	Bruce Binder		Deputy Branch Director	Tim Manner		
Environmental Advisor	Susan King		DRC Group Supervisor	Sarah Mahlik	Toney Raines	
Safety Officer	Harold Pashon		VAL Group Supervisor	Joann Oram		
Security Specialist	Linda Lannoye		EHP Group	FEMA	State	
Equal Rights Office	Jeanne Large		EHP Group Supervisor	J. B. Glezentanner	Gary Urbas	
Legal Advisor	TBD*		10. Fin/Admin Sec.	FEMA	State	
			Fin/Admin Section Chief	Bill Hamrick	TBD	
5. Agency Representative			Deputy Comptroller	Karen Long		
Small Business Admin OIC	Michael Brown		HR Unit Lead	Sheila Bladow		
			HR Unit Manager	Jacqueline Hagan		
6. Planning Section	FEMA	State	Travel Manager	Susan Donahue*		
Planning Chief	Logan Monroe	Ron Wilson	DFTD	Judy MacDonald		
Resources Unit Leader	Sonny Kunchick		Contracting Officer	Catherine McNamara		
Situation Unit Leader	Mara Mowery		Funds Control Manager	Beverly Ott*		
Documentation Unit Leader	Nancy Jacobs					
Demobilization Unit Leader	Peter Ribble					
GIU Manager	Josh Keller					
7. Logistics Section	FEMA	State				
Logistics Chief	Larry Jones	Jaye Compton				
Dep. Log Chief	Ted Rhymes					
Support Branch Director	Brad Hinkle					
Services Branch Director (IT)	Victor Bruce					
Accountable Property Officer	Robert McDougald					
8. External Affairs	FEMA	State				
External Affairs Officer	Charlie Henderson	Rob Harper				
AEAO-JIC / EAO Deputy	Denise Everhart	Mark Clemens				
AEAO-Community Relations	Ben Dew	Toney Raines				
AEAO-Tribal Affairs	Max Rice / Jerry Whale	Phillip Hammersla				
AEAO-Products and Planning	Dianna Seifert					
AEAO-Congressional Affairs	Merrie Waylett					
<b>ICS-203 FEMA</b>			Prepared by Darlene Wilson			

\*Pending Check In

<b>Division Assignment List</b> <b>ICS 204-FEMA</b>	1. Incident Name FEMA-DR-1817-WA		2. Operational Period (Date/Time) 0700 PST 02/06/2009 - 0700 PST 02/07/2009	5. Prepared By: Don Price
3. Section Operations	4. Division/Group/Staging <b>Individual Assistance</b>			
9. Operations Personnel FEMA IA Branch Director FEMA IA Deputy Branch Director		Name Gail Haubrich Tim Manner	Contact Info. # 4533 Gail.haubrich@dhs.gov 425-361-3136 Timothy.manner@dhs.gov 425-248-3347	NOTE: The number in parenthesis punctuating each work assignment represents the objective it supports.
10. Objective(s) <b>Goals:</b>  A – Provide effective / consistent messaging to the public B – Provide effective Individual Assistance program				
11. Resources Assigned				
Strike Team/Task Force Resource Identifier/Leader	Contact Info. #	# of Pers	Work Assignments	Reporting Info/Notes
VAL Group	Joann Oram Group Sup. 206-954-8768	4	Complete JFO setup and verify status of pre-existing Long-Term Recovery Groups. (A,B)	
DRC Group	Sarah Mahlik Group Sup. 425-367-2309	33	Open DRC#5 at Capital Mall and send Team #6 ahead to Pierce Co. (A,B)	
Housing Group	Craig Troup Group Sup 337-281-4534	15	Generate Rental Resource information, receive additional staff and review current applications cause of damage for snow vs. flooding. (A,B)	
Human Services Group	Susan Sheldon-Cohen 703-254-09478	4	Conduct joint FEMA-State DNA training on manual processing. (A,B)	
Information Management Group	Edna Harmon 832-851-4953	2	Establish internal reporting protocols, org charts, call down and IAP processes. (A,B)	
11. Special Instructions or Resource Needs:				
12. Communications (radio and/or phone contact numbers needed for this assignment): See ICS 205				

<b>Division Assignment List</b> <b>ICS 204-FEMA</b>	1. Incident Name FEMA-DR-1817-WA		2. Operational Period (Date/Time) 0700 PST 02/06/2009 - 0700 PST 02/07/2009	
3. Section Operations	4. Division/Group/Staging <b>Mitigation</b>			5. Prepared By: Sonny Kunchick
9. Operations Personnel Mitigation Branch Director	Name Chris Jonientz-Trisler	Contact Info. Cell Phone 425-457-6073	<b>NOTE:</b> The number in parenthesis punctuating each work assignment represents the objective it supports.	6. Reviewed By: Mick McCurry
10. Objective(s)  10 - MIT will meet with State counterparts to draft mitigation activities by Monday 02-09-2009				
11. Resources Assigned				
Strike Team/Task Force Resource Identifier/Leader	Contact Info. #	# of Pers	Work Assignments	Reporting Info/Notes
			Meet with State counterparts to draft mitigation activities for FEMA-1817-DR-WA by 02/09/2009. (10)	
			Contact and determine what perishable data has been collected by Federal and State partners by 02/09/2009. (10)	
11. Special Instructions or Resource Needs:				
12. Communications (radio and/or phone contact numbers needed for this assignment): See ICS 205				

<b>INCIDENT COMMUNICATIONS PLAN</b> <b>Telephone: ICS-205 FEMA</b>				1. Incident Name FEMA-1817-DR-WA	2. Date/Time Prepared 02/05/2009 1800 PST	3. Operational Period Date/Time 0700 PST 02/06/2009 – 0700 PST 02/07/2009
4. Communications Plan Concept of Operation						
The primary communication method for JFO personnel will be telephone (landline or cell phones). There are no radios or radio frequencies assigned to this incident. These contact numbers should not be considered for the use by the general public.						
5. Contact List						
Section & Position	S T A T E	F E M A	O F A	Name	Phone Number	Cell Phone Number
<b>Incident Facilities</b>						
Joint Field Office	x	x	x	Olympia, WA – JFO	360-534-2700	360-534-2800
Disaster Recovery Center	x	x	x	King County DRC (#1)	770-216-3190	770-216-3198
Disaster Recovery Center	x	x	x	Lewis County DRC (#2)	425-367-2369	703-254-9952
Disaster Recovery Center	x	x	x	Snohomish Co DRC (#3)	425-367-2369	703-254-9952
Disaster Recovery Center	x	x	x	Pierce County DRC (#4)	425-367-2369	703-254-9952
<b>Command Staff</b>						
FCO		x		Willie Nunn		206-437-4403
SCO	x			Kurt Hardin	253-512-7061	253-405-9420
DFCO		x		Dennis Burton		425-213-4789
DSCO	x			Chuck Hagerhjelm	360-534-2604	253-314-8278
FCO Executive Assistant		x		Joyce Mills	360-534-2664	206-915-8619
SCO Executive Assistant	x			Lynn Cypher		253-651-7633
Chief of Staff		x		Bruce Binder	360-534-2665	713-906-5395
Environmental Advisor	x			Susan King		206-310-9681
Safety Officer	x			Harold Pashon	360-534-2653	202-631-0810
Security Specialist	x			Linda Lannoye	360-534-2661	703-673-8434
Equal Rights Officer	x			Jeanne Large		206-794-2900
Legal Advisor	x			TBD*		
<b>External Affairs</b>						
External Affairs Officer		x		Charlie Henderson	360-534-2652	337-281-5929
State PIO / JIC	x			Rob Harper		253-405-8347
AEAO-JIC / Dept EAO		x		Denise Everhart	360-534-2772	703-965-1594
Joint Information Center (JIC)	x			Mark Clemens		253-405-9174
AEAO-Congressional Affairs		x		Merrie Waylett	360-534-2678	703-785-8659
AEAO-Community Relations	x			Ben Dew	703-801-8164	206-465-3169
Community Relations	x			Toney Raines		253-426-2745
AEAO-Planning & Products		x		Diana Seifert	703-258-9048	360-531-3953
AEAO-Tribal Affairs	x			Max Rice	206-409-3370	703-254-7775
Tribal Liaison	x			Jerry Whale*	972-415-3722	703-350-9786
Tribal Liaison	x			Phillip Hammersla		253-507-6609
<b>ICS-205 FEMA</b>						

\*Pending Check In

Section & Position	S T A T E	F E M A	O F A	Name	Phone Number	Cell Phone Number
<b>Operations Section</b>						
Operations Chief		x		Mick McCurry	360-534-2866	337-281-5443
Operations Chief	x			Ron Wilson		253-250-2982
Deputy Ops-Chief		x		Matt Caesar		425-890-8081
Mission Assignment Spec	x			Charissa Keller*		503-869-7022
<b>Individual Assistance Branch</b>						
IA Branch Director		x		Gail Haubrich	360-534-2677	425-361-3136
IA Branch Director	x			John Vollmer		253-973-5848
Deputy IA Branch Director		x		Tim Manner		425-248-3347
DRC Group Supervisor		x		Sarah Mahlik		425-367-2369
VAL Group Supervisor	x			Joann Oram		206-954-8768
Small Business Admin OIC		x		Michael Brown		916-216-9792
<b>Infrastructure Branch</b>						
Public Assistance Branch Dir		x		Ron Hormann		832-588-0336
Public Assistance Branch Dir	x			Gary Urbas		
Deputy PA Branch Director		x		Tom Morello		
Deputy PA (Ops) Branch Dir	x			Dean Johnson	850-375-6732	703-774-5379
<b>Mitigation Branch</b>						
Mitigation Branch Dir		x		Chris Jonientz-Trisler		425-457-6073
Mitigation Branch Dir	x			Mark Stewart	407-408-7272	253-988-0631
<b>Environmental / Historic Preservation Group</b>						
EHP Group Supervisor		x		Brent Geizentanner		
<b>Planning Section</b>						
Planning Section Chief		x		Logan Monroe	206-883-5959	425-749-6931
Planning Section Chief	x			Ron Wilson		253-250-2982
Situation Unit Lead		x		Mara Mowery	360-534-2861	360-460-3978
Resources Unit Lead		x		Sonny Kunchick		360-318-5149
Demob Unit Lead	x			Peter Ribble	703-399-0610	541-325-2153
Documentation Unit Lead	x			Nancy Jacobs	360-534-2864	941-223-6117
Geospatial Unit Lead	x			Josh Keller		425-248-9988
<b>Logistics Section</b>						
Logistics Section Chief		x		Larry Jones	360-534-2658	832-588-0615
Logistics Section Chief	x			Jaye Compton		253-507-6378
Deputy Logistics Chief		x		Ted Rhymes		253-332-8920
Services Brach Director (IT)	x			Victor Bruce		360-280-7783
Support Branch Director	x			Brad Hinkle		425-749-6837
<b>ICS-205 FEMA</b>						

\*Pending Check In

Section & Position	S T A T E	F E M A	O F F A	Name	Phone Number	Cell Phone Number
<b>Finance/Admin Section</b>						
Fin/Admin Section Chief		x		Bill Hamrick	360-534-2669	407-408-7259/ 334-201-5379
Deputy Comptroller		x		Karen Long	360-534-2696	703-258-4764
Contracting Officer		x		Catherine McNamara	360-534-2806	
HR Unit Leader		x		Sheila Bladow	360-534-2697	832-851-4129
HR Unit Manager		x		Jacqueline Hagan	360-534-2698	703-819-9668
Funds Control Manager		x		Bev Ott*	TBD	TBD
Travel Manager		x		Susan Donahue*	360-534-2668	360-463-0798
Disaster Field Training Officer		x		Judy MacDonald		703-399-0978
Administrative Assistant		x		Kathleen Pierson	360-534-2739	337-281-4908
<b>Other FCO / SCO Staff</b>						
MERS Coordinator		x		David Hoegemeyer	360-534-2693	425-213-4115
Note:						
<b>ICS-205 FEMA</b>	6. Prepared by Darlene Wilson			Date/Time 02/05/2009	7. Reviewed by Logan Monroe, PSC	Date/Time 02/05/2009

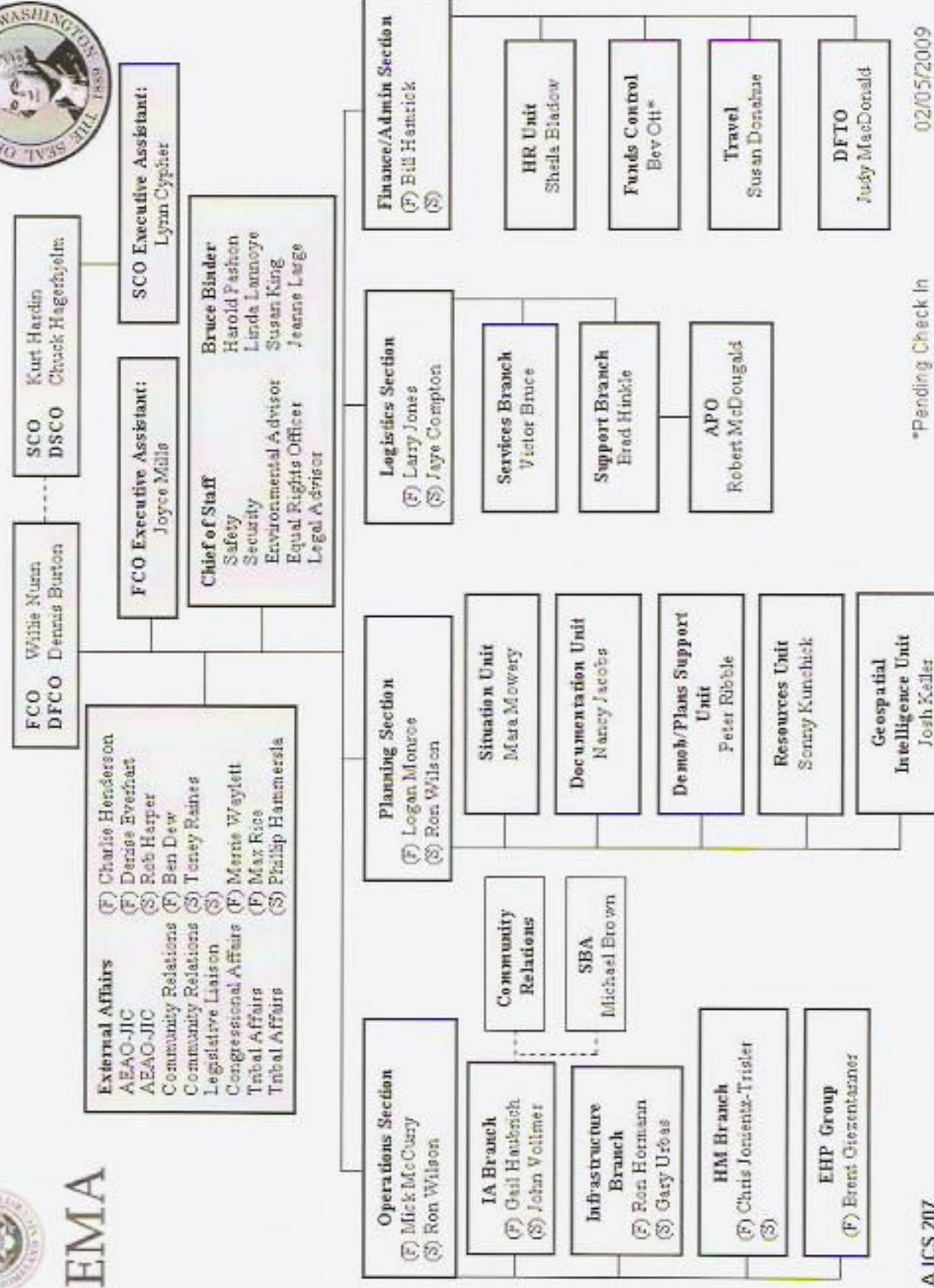
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FEMA



FEMA-1817-DR-Wk



EEM&ICS 207

\*Pending Check In

02/05/2009

<b>Meeting Schedule</b>		1. Incident Name FEMA-1817-DR-WA	2. Date Prepared 02/05/2009	3. Time Prepared 1800 PST
4. Operational Period: 0700 PST 02/06/2009 - 0700 PST 02/07/2009 24 Hour Ops Period				
Time	Meetings / Actions	Purpose / Attendees	Location	
0700	JFO Opens	JFO Staff	Olympia JFO	
0900	Command & General Staff Meeting	Operational Update Senior Staff Only	Situation Room	
0930	Strategy Meeting	Immediately following C&GS Meeting Set strategies and objectives for next O-Period (Ops/Log/Plan/Finance/Admin)	Situation Room	
1300	SITREP input due to PLANNING	Electronic copy submitted to Planning \X:\SitRep_Input	Planning Section	
1400	Strategy Meeting (ICS-204)	Complete ICS-204 (Ops/Log/Plan/Finance/Admin)	Planning Room	
1600	Prepare and Approve IAP	Planning/Operations	Planning Section	
1800	Publish SitRep/IAP	Publish Situation Report & Incident Action Plan	Olympia JFO	
1900	JFO Closes	JFO Staff	Olympia JFO	
5. Notes				
ICS - 230	15. Prepared By: Sonny Kunchick			

# Winter Storms

## 2009

FEMA-1817-DR-WA

Joint Field Office  
Olympia, WA



**FEMA**



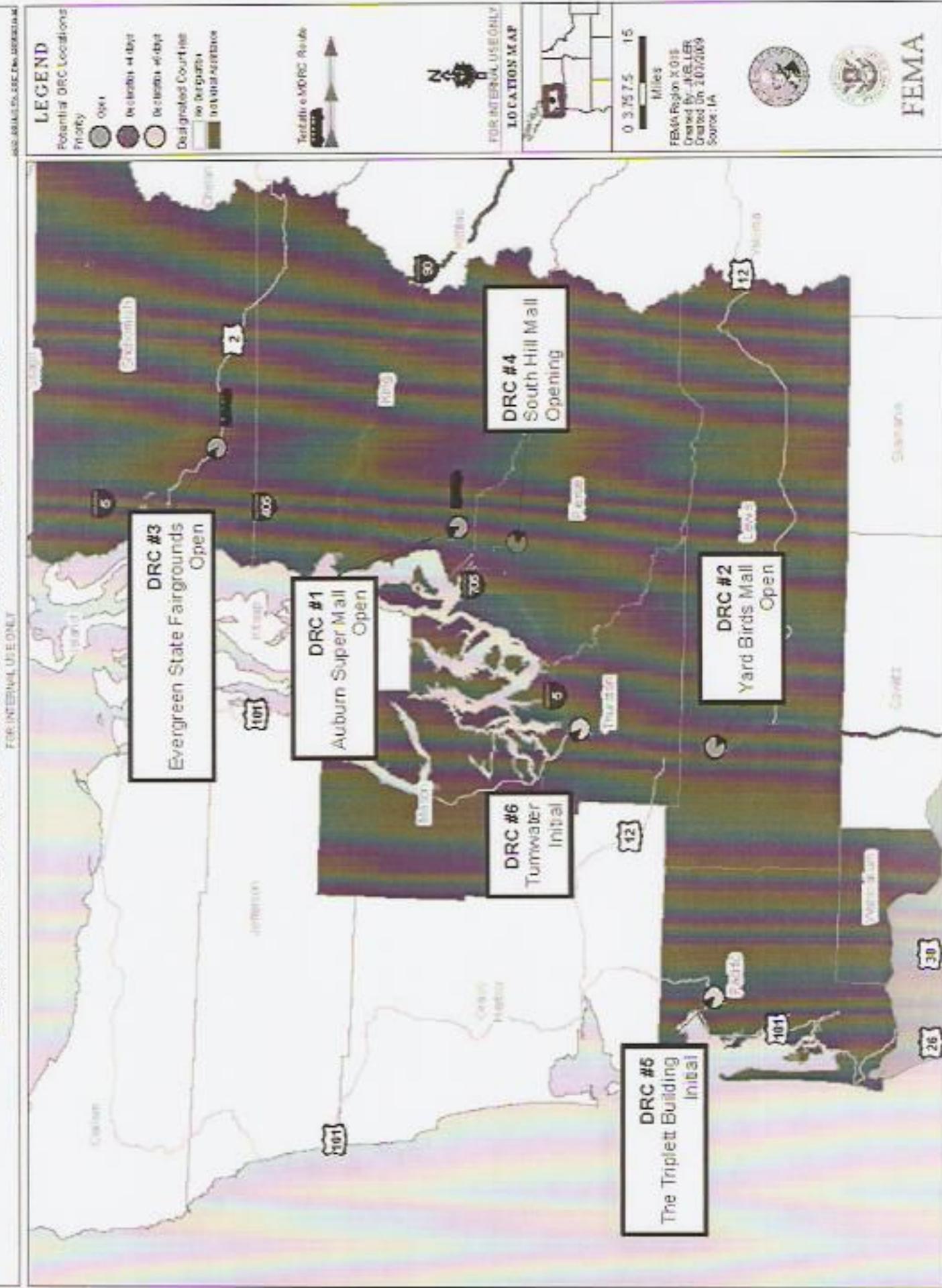
## Incident Action Plan 05

0700 PST 02/05/09 - 0700 PST 02/06/09

FEMA-181 "DR-WA Designated Counties as of 1/30/2009



FEMA-1817-DR-WA - Possible DRC Locations as of 2/3/2009



FEMA

<b>INCIDENT OBJECTIVES</b> <b>ICS - 202</b>	1. Incident Name FEMA-1817-DR-WA	2. Date 02/04/2009	3. Time 1800 PST
4. Operational Period <b>0700 PST 02/05/2009 - 0700 PST 02/06/2009</b>			
5. General activities for the Incident.			
<p><b>SCO / FCO Vision:</b> Maintain positive momentum to provide timely, effective, and quality disaster assistance for all applicants of FEMA-1817-DR-WA.</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>01 – Provide effective / consistent message to public</li> <li>02 – Provide effective Individual Assistance Program</li> <li>03 – Provide effective Hazard Mitigation Program</li> <li>04 – Manage an effective Initial Operating Facility (IOF) operation</li> <li><b>05 – Open Joint Field Office (JFO) no later than Thursday 02/05/2009 0700 PST</b></li> <li>06 – Coordinate FEMA / State agreement signing to be completed no later than 02/05/2009</li> <li>07 – Provide effective Tribal outreach program</li> </ul>			
<p>KEY:  <b>BOLD:</b> New objective  <b>STRIKETHROUGH:</b> Complete objective</p>			
6. Weather Forecast for O-Period (Only if significant to Operations) No significant weather is expected.			
7. General Safety Message While transitioning into the Joint Field Office be aware of any hazards in your area, your nearest emergency exits and fire extinguishers. Supervisors are to ensure that all staff are accounted for in the Automated Deployment Database (ADD).			
8. Attachments (marked if attached)			
<input checked="" type="checkbox"/> Incident Map – ICS 201	<input checked="" type="checkbox"/> Communications Plan – ICS 205	<input checked="" type="checkbox"/> Meeting Schedule – ICS 230	
<input checked="" type="checkbox"/> Organization List – ICS 203	<input type="checkbox"/> Medical Plan – ICS 206	<input type="checkbox"/>	
<input type="checkbox"/> Assignment List – ICS 204	<input checked="" type="checkbox"/> Organization Chart – ICS 207	<input type="checkbox"/>	
9. Prepared by (Resources Unit Leader) Sonny Kunchick		10. Approved by (FCO/SCO)	

ORGANIZATION ASSIGNMENT LIST			9. Operations Sec.	FEMA	State	
1. Incident Name <b>FEMA-1817-DR-WA</b>	2. Date/Time <b>02/04/2009 1800 PST</b>		Operations Chief	Mick McCurry	TBD	
			Deputy Ops Chief	Matt Caesar*		
2. Operational Period <b>0700 PST 02/05/2009 - 0700 PST 02/06/2009</b>			Public Assistance	FEMA	State	
			PA Branch Director	Ron Hornmann	Gary Urbas	
			Deputy PA Branch Dir	Tom Morello		
Position	Personnel		Deputy PA Branch Dir	Dean Johnson		
4. Incident Cmdr & Staff	FEMA	State	Mitigation	FEMA	State	
FCO/SCO	Willie Nunn	Kurt Hardin	HM Branch Director	Chris Jonientz-Trisler		
DFCO/DSCO	Dennis Burton	Chuck Hagerhjelm	Individual Assistance	FEMA	State	
FCO Executive Assistant	Joyce Mills		Branch Director	Gail Haubrich	John Vollmer	
Chief of Staff	Bruce Binder		Deputy Branch Director	Tim Manner		
Environmental Advisor	Susan King		DRC Group Supervisor	Sarah Mahlik	Toney Raines	
Safety Officer	Harold Pashon		VAL Group Supervisor	Joann Oram		
Security Specialist	Linda Lannoye		EHP Group	FEMA	State	
Equal Rights Office	TBD*		EHP Group Supervisor	Brent Geizenlanner	Gary Urbas	
Office of Chief Counsel	TBD*		10. Fin/Admin Sec.	FEMA	State	
			Fin/Admin Section Chief	Bill Hamrick	TBD	
5. Agency Representative			Deputy Comptroller	Karen Long		
Small Business Admin OIC	Michael Brown		HR Unit Lead	Sheila Bladow		
			HR Unit Manager	Jacqueline Hagan		
6. Planning Section	FEMA	State	Travel Manager	Susan Donahue*		
Planning Chief	Logan Monroe	Ron Wilson	DFTO	Judy MacDonald		
Resources Unit Leader	Sonny Kunchick		Contracting Officer	Catherine McNamara		
Situation Unit Leader	Mara Mowery		Funds Control Manager	Beverly Olt*		
Documentation Unit Leader	Nancy Jacobs					
Demobilization Unit Leader	Peter Ribble					
GIU Manager	Josh Keller					
7. Logistics Section	FEMA	State				
Logistics Chief	Larry Jones	Jaye Compton				
Dep. Log Chief	Ted Rhymes					
Support Branch Director	Brad Hinkle					
Services Branch Director (IT)	Victor Bruce					
Accountable Property Officer	Alex Kadmas					
8. External Affairs	FEMA	State				
External Affairs Officer	Charlie Henderson	Rob Harper				
AEAO-JIC / EAO Deputy	Denise Everhart	Mark Clemens				
AEAO-Community Relations	Ben Dew	Toney Raines				
AEAO-Tribal Affairs	Max Rice	Jerry Whale				
AEAO-Products and Planning	Dianna Seifert					
AEAO-Congressional Affairs	Merrie Waylett					
<b>ICS-203 FEMA</b>			Prepared by (Resources Unit Leader) <b>Sonny Kunchick</b>			

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<b>INCIDENT COMMUNICATIONS PLAN</b> <b>Telephone: ICS-205 FEMA</b>				1. Incident Name FEMA-1817-DR-WA	2. Date/Time Prepared 02/04/2009 1800 PST	3. Operational Period Date/Time 0700 PST 02/05/2009 – 0700 PST 02/06/2009
4. Communications Plan Concept of Operation						
The primary communication method for JFO personnel will be telephone (landline or cell phones). There are no radios or radio frequencies assigned to this incident. These contact numbers should not be considered for the use by the general public.						
5. Contact List						
Section & Position	S T A T E	F E M A	O F A	Name	Phone Number	Cell Phone Number
<b>Incident Facilities</b>						
Joint Field Office	x	x	x	Olympia, WA – JFO	360-534-2700	360-534-2800
Disaster Recovery Center	x	x	x	King County DRC (#1)	770-216-3190	770-216-3198
Disaster Recovery Center	x	x	x	Lewis County DRC (#2)	TBD	TBD
Disaster Recovery Center	x	x	x	Snohomish Co DRC (#3)	TBD	TBD
Disaster Recovery Center	x	x	x	Pierce County DRC (#4)	TBD	TBD
<b>Command Staff</b>						
FCO		x		Willie Nunn		206-437-4403
SCO	x			Kurt Hardin		253-512-7061
DFCO		x		Dennis Burton		425-213-4789
DSCO	x			Chuck Hagerhjelm		253-314-8278
FCO Executive Assistant		x		Joyce Mills		206-915-8619
SCO Executive Assistant	x			Lynn Cypher		253-651-7633
Chief of Staff		x		Bruce Binder	360-534-2665	713-906-5395
Environmental Advisor	x			Susan King		206-310-9681
Safety Officer	x			Harold Pashon		
Security Specialist	x			Linda Lannoye		703-673-8434
Equal Rights Officer	x			TBD*		
Legal Advisor	x			TBD*		
<b>External Affairs</b>						
External Affairs Officer		x		Charlie Henderson		337-281-5929
State PIO / JIC	x			Rob Harper	253-512-7005	253-405-8347
AEAO-JIC / Dept EAO		x		Denise Everhart		503-939-5952
Joint Information Center (JIC)	x			Mark Clemens		253-405-9174
AEAO-Congressional Affairs		x		Merrie Waylett		425-367-2374
AEAO-Community Relations	x			Ben Dew		206-465-3169
Community Relations	x			Toney Raines		253-426-2745
AEAO-Planning & Products		x		Diana Seifert		360-531-3953
AEAO-Tribal Affairs	x			Max Rice		
Tribal Liaison	x			Jerry Whale*		
<b>ICS-205 FEMA</b>						

\*Pending Check In

Section & Position	S T A T E	F E M A	O F A	Name	Phone Number	Cell Phone Number
<b>Operations Section</b>						
Operations Chief		x		Mick McCurry		206-401-8067
Operations Chief	x			Ron Wilson		253-250-2982
Deputy Ops Chief		x		Matt Caesar*		425-890-8081
Mission Assignment Spec	x			Charissa Keller*		503-869-7022
<b>Individual Assistance Branch</b>						
IA Branch Director		x		Gail Haubrich		425-361-3136
IA Branch Director	x			John Vollmer		253-973-5848
Deputy IA Branch Director		x		Tim Manner		425-248-3347
DRC Group Supervisor	x			Sarah Mahlik		425-367-2369
VAL Group Supervisor	x			Joann Oram		206-954-8768
Small Business Admin OIC		x		Michael Brown		916-216-9792
<b>Infrastructure Branch</b>						
Public Assistance Branch Dir		x		Ron Hormann		832-580-0336
Public Assistance Branch Dir	x			Gary Urbas		
Deputy PA Branch Director		x		Tom Morello		
Deputy PA (Ops) Branch Dir	x			Dean Johnson		360-888-3000
<b>Mitigation Branch</b>						
Mitigation Branch Dir		x		Chris Jonientz-Trisler		425-457-6073
Mitigation Branch Dir	x			TBD*		
<b>Environmental / Historic Preservation Group</b>						
EHP Group Supervisor		x		Brent Geizentanner		
<b>Planning Section</b>						
Planning Section Chief		x		Logan Monroe	206-883-5959	425-749-6931
Planning Section Chief	x			Ron Wilson		253-250-2982
Situation Unit Lead		x		Mara Mowery		360-460-3978
Resources Unit Lead	x			Sonny Kunchick		360-318-5149
Demob Unit Lead	x			Peter Ribble		541-325-2153
Documentation Unit Lead	x			Nancy Jacobs		941-223-6117
Geospatial Unit Lead	x			Josh Keller		425-487-4589
<b>Logistics Section</b>						
Logistics Section Chief		x		Larry Jones		832-588-0615
Logistics Section Chief	x			Jaye Compton		253-507-6378
Deputy Logistics Chief		x		Ted Rhymes		253-332-8920
Services Brach Director (IT)	x			Victor Bruce		360-280-7783
Support Branch Director	x			Brad Hinkle		425-749-6837
<b>ICS-205 FEMA</b>						

\*Pending Check In

Section & Position	S T A T E	F E M A	O F A	Name	Phone Number	Cell Phone Number
<b>Finance/Admin Section</b>						
Fin/Admin Section Chief		x		Bill Hamrick		334-201-5379
Comptroller	x					
Deputy Comptroller		x		Karen Long		817-845-6136
Contracting Officer		x		Catherine McNamara		
HR Unit Leader		x		Sheila Bladow		832-851-4129
HR Unit Manager		x		Jacqueline Hagan		360-910-9695
Funds Control Manager		x		Bev Ott*		
Travel Manager		x		Susan Donahue*		
Disaster Field Training Officer		x		Judy MacDonald		703-399-0978
<b>Other FCO / SCO Staff</b>						
MERS Coordinator		x		Glen Gorud		425-503-3598
Note:						
<b>ICS-205 FEMA</b>	6. Prepared by Sonny Kunchick			Date/Time 02/04/2009	7. Reviewed by Logan Monroe, PSC	Date/Time 02/04/2009

\*Pending Check In

# FEMA



FEMA-1817-DR-WA



FCO Willie Nunn  
DFCO Dennis Burton

SCO Kurt Hardin  
DSCO Chuck Hegethjelm

**External Affairs**  
 AEAO-IIIC (F) Charlie Henderson  
 AEAO-JIC (F) Denise Everhart  
 Community Relations (S) Rob Harper  
 (F) Ben Dew  
 Legislative Liaison (S)  
 Congressional Affairs (F) Toney Raines  
 (S)  
 Tribal Affairs (F) Merrie Waylett  
 (S) Max Rice  
 (S) Jerry White  
 Tribal Affairs  
 Legal Advisor

FCO Executive Assistant:  
Joyce Mill

**Chief of Staff**  
 Safety  
 Security  
 Environmental Advisor  
 Equal Rights Officer  
 Legal Advisor

SCO Executive Assistant:  
Lynn Cypher

**Planning Section**  
 (F) Logan Monroe  
 (S) Ron Wilson

**Finance/Admin Section**  
 (F) Bill Harrick  
 (S)

**Logistics Section**  
 (F) Larry Jones  
 (S) Jaye Compton

**Situation Unit**  
 Mars Moyer

**Services Branch**  
 Victor Bruce

**IA Branch**  
 (F) Gail Hauckich  
 (S) John Vollmer

**Support Branch**  
 Brad Hinkle

**Demob/Plans Support**  
 Unit

**APO**  
 Alex Kadmas

**Resources Unit**  
 Sonny Kunkelick

**Geospatial**  
 Intelligence Unit  
 Josh Keller

**Travel**  
 Susan Donahue\*

**DFTO**  
 Judy McDonald

**EHP Group**  
 Brent Geizerlamar\*

**\*Pending Check In**

02/04/2009

\*Pending Check In

<b>Meeting Schedule</b>		1. Incident Name FEMA-1817-DR-WA	2. Date Prepared 02/04/2009	3. Time Prepared 1800 PST		
4. Operational Period: 0700 PST 02/05/2009 - 0700 PST 02/06/2009 24 Hour Ops Period						
Time	Meetings / Actions	Purpose / Attendees	Location			
0700	JFO Opens	JFO Staff	Olympia JFO			
0900	Command & General Staff Meeting	Operational Update Senior Staff Only	Situation Room			
0930	Objectives Meeting	Immediately following C&GS Meeting Set objectives for next O-Period (Ops/Log/Plan/Finance/Admin)	Situation Room			
1300	SITREP input due to PLANNING	Electronic copy submitted to Planning	Planning Section			
1400	Strategy Meeting (ICS-204)	Complete ICS-204 (Ops/Log/Plan/Finance/Admin)	Planning Room			
1600	Prepare and Approve IAP	Planning/Operations	Planning Section			
1800	Publish SitRep/IAP	Publish Situation Report & Incident Action Plan	Olympia JFO			
1900	JFO Closes	JFO Staff	Olympia JFO			
5. Planning will begin the full planning cycle at the JFO on Thursday 02/05/2009.						
ICS - 230	15. Prepared By: Sonny Kunchick					

## **II. End State**

Washington State agencies will partner to establish a comprehensive recovery program for impacted counties. Recovery is typically categorized by federal Public Assistance (PA), Human Services, which includes the Individual Assistance (IA), and Hazard Mitigation programs and state programs administered by multiple state agencies in coordination with the Governor's Recovery Task Force. However, the state's intent is to assist communities in all reasonable efforts for full, long-term recovery. This includes measures taken by agencies to fulfill Emergency Support Functions (ESF) responsibilities and actions to position Washington's impacted counties to regain economic vitality. The Governor established a Recovery Task Force to assist with state agency actions on January 9, 2009.

### **A. EOC Requirements**

The State EOC will maintain response missions to support local jurisdictions. As communities move from response phase to recovery phase and as response missions conclude, State EOC response responsibilities will be assumed by State Emergency Operation Officers (SEOO) staff. State EOC will continue situation reporting (SitReps) as long as the EOC is at Phase II or Phase III activation for this incident, unless otherwise directed by the Disaster Manager. The State EOC remains at a Phase III while recovery teams are actively operating in the field. State operations/logistics staff will retain a robust capability to respond to emergency missions. Damage assessment teams report results to the State EOC until the JFO is operational.

### **B. State Recovery Requirements**

Responsibility for recovery missions will be assumed by the EMD Mitigation and Recovery Section. The State EOC will gradually transition the planning, public information, and pertinent emergency support functions to support the recovery phase. State agencies and NGOs will need to continue staffing the State EOC and continue reporting to the JFO when established.

## **III. Concept of Operations**

### **A. General**

Between January 13, 2009 and February 1, 2009, the state will initiate transition of staff from response activities at the State EOC to recovery activities. To ensure uninterrupted response support to local jurisdictions, EMD and state agency personnel will continue to support the State EOC operation. As response requirements decline, staffing requirements reduce and the State EOC will transition to recovery staffing, as necessary. As the State EOC reduces its staffing levels, SEOOs will assume responsibility for normal response operations.

Transition from the Response Phase to the Recovery Phase of an incident will be accomplished in three steps: Step A - Recovery Coordinator assigned to the State EOC Supervisor; Step B – EOC Operational Focus Shifts to Recovery, and Step C –Recovery Moves to the Mitigation and Recovery Section or Joint Field Office (JFO) and State EOC assumes appropriate level of activation to support on-going activities.

**1. Step A:      Recovery Coordinators assigned to the State EOC Supervisor:**

- a.    EMD will provide a Recovery Coordinator to the State EOC Supervisor from the onset of Phase III operations to:
  - 1) Provide a liaison between the EOC and the Recovery activities.
  - 2) Facilitate updates on the Recovery process.
  - 3) Facilitate Requests for Information (RFI) from EOC Planning on Recovery activities.
  - 4) Support Recovery Program requests for initial damage information to determine if damages are sufficient to justify requesting the formation of joint federal / state / local Preliminary Damage Assessment teams. Teams, if justified, will visit local jurisdictions to gather detailed damage information necessary to support a request for a Presidential emergency or major disaster declaration.

**2. Step B:      Operational Focus Shifts to Recovery:**

This step will begin when the volume of Response-oriented requests has or is in the process of decreasing and the volume of Recovery-oriented requests have or are in the process of becoming the primary focus of EOC Operations:

**NOTE:      THIS STEP MAY BE OF A VERY SHORT DURATION AND IS DESIGNED TO FACILITATE THE TRANSFER OF FUNCTIONAL SUPPORT FROM THE EOC TO THE MITIGATION AND RECOVERY SECTION AND/OR A JOINT FIELD OFFICE.**

- a.    Mitigation and Recovery Section Manager is briefed on the current situation by the EOC Supervisor.
- b.    Preliminary Damage Assessment (PDA) information is gathered from Local Jurisdictions while Local Jurisdiction EOCs remain open, if possible.

- c. Mitigation, Response, and Recovery Unit conducts Recovery-oriented coordination calls with Local Jurisdiction take place in order to facilitate PDA.
- d. Preliminary Damage Assessment information is gathered from State Agencies.
- e. The Operations, Logistics, Planning, Other Support Sections and/or State Agencies will maintain representation.
- f. EMD and other State Agency staff attend meetings of the Recovery Task Force (as necessary).

**3. Step C: Recovery Operations Move to JFO, as necessary:**

This step begins when the Mitigation and Recovery Section has received all information necessary to conduct Recovery Operations in a location to be determined outside the State EOC.

When determined appropriate by the Disaster Manager, Recovery Operations will be transferred to the JFO or to the Mitigation and Recovery Section (see Annex K, Transition from the EOC to the JFO, for specific instructions).

**NOTE: THE STATE EOC MAY REMAIN ACTIVATED FOR CONTINUED RESPONSE OPERATIONS AFTER RECOVERY OPERATIONS HAVE BEEN TRANSFERRED TO A JFO.**

- a. Information Sharing Requirements between State EOC and FEMA JFO:
  - 1) As necessary, establish the requirement to exchange Situation Reports (SITREP) and other reports.
  - 2) As necessary, assign representatives from the State EOC and JFO to be present at each other's briefings or critical meetings.
  - 3) As necessary, provide for a liaison exchange between the State EOC and JFO.
- b. Upon establishment of the JFO, assign state representative(s) to the JFO Operations and Plans Sections, as necessary.
- c. Coordination between State EOC and JFO - As necessary, staffing protocols for Requests for Information and/or Requests for Assistance will incorporate steps to coordinate/de-conflict actions between the State EOC and JFO.

d. Additional staffing Considerations:

- 1) State representative(s) will be assigned to the JFO to facilitate information flow between JFO and State EOC and to ensure state interests are addressed within this JFO function.
- 2) A Military Department Human Resource Specialist will assist the State Coordinating Officer to facilitate temporary hires in support of JFO Operations.
- 3) Military Department will assign a Finance Representative to JFO to facilitate execution of contracts, purchase orders, check disbursement to individual disaster victims and eligible agencies, and other finance related activities necessary to support Recovery Operations.

**B. Organizational Structure**

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

**C. Coordination of Incident Management Activities**

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

**D. Planning Assumptions**

1. JFO may be established as early as January 23, 2009.
2. State EOC activities and JFO activities will be distinct; any duplication of efforts (planning, SitRep production, logistics or public information) will be minimized and coordinated between staff.
3. EMD and pertinent agencies will concurrently staff the State EOC and the JFO for a period of time.
4. State agency and NGO staffs are available to support JFO operations, as needed.

5. Due to limited availability, EMD will restrict its staff to State EOC or JFO operations. State agencies will liaison with local counties for program or service delivery, as they deem necessary. State program activities are reported to the JFO State Operations/Planning Section Chief.
6. The state will initially staff the JFO to operate seven days per week, but no 24 hour operations. SCO will scale back JFO hours of operation when workload allows.

#### **IV. Roles and Responsibilities**

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

##### **A. Command and Control (Disaster Manager and State Coordinating Officer)**

1. Determine priorities of State EOC efforts to support disaster response and recovery operations.
2. Transfer applicable authorities to State Coordinating Officer (SCO) upon establishment of JFO. Recommendation to the Governor is for Kurt Hardin to perform SCO duties and Deputy SCO is to be Chuck Hagerhjelm.
3. Identify critical state functions to be transferred to the JFO.
4. Determine staffing requirements to maintain State EOC operations and support JFO activities.

##### **B. Operations**

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

### **C. Planning**

1. EOC: Continue publishing a daily EOC Situation Report or as directed by the Disaster Manager.
2. EOC: Develop EOC Action Plans to support response activities.
3. EOC: Transition planning function to JFO.
4. EOC: Coordinate the transfer of plans, documentation and local information to the JFO Planning Section (Jurisdiction Profiles, SitReps, Proclamations, etc.)
5. EOC: Support JFO with GIS products, as applicable.
6. JFO: Develop state objectives for the JFO Action Plans and SitReps to support recovery activities.
7. JFO: Plan state efforts to accomplish PA, IA and Hazard Mitigation program objectives.

### **D. Logistics**

1. EOC: Track and coordinate resource requests to support local jurisdictions.
2. EOC: Coordinate with state agencies for shared missions.
3. EOC: Recover unused disaster supplies and restock disaster supplies.
4. EOC: Coordinate state contracts and purchase orders.
5. For JFO: Support FEMA in coordinating JFO facility and infrastructure needs.
6. For JFO: Identify locations and establish Disaster Recovery Centers as required
7. For JFO: Coordinate other activities as required
8. For JFO: Coordinate state-owned resources to support JFO; e.g., GA fleet vehicles or additional parking areas.

9. JFO: Provide local jurisdiction points of contact (POCs) and vendor knowledge.
10. JFO: Support JFO telecom and work with EMD IT Section to integrate unique state requirements.
  - a. Outlook Web Access (OWA) for e-mail support
  - b. WebEOC access
  - c. IT access to EMD servers
  - d. Cell phones
  - e. Pagers
  - f. Blackberries

#### **E. Finance and Admin**

1. Track costs associated with state personnel staffing at the EOC & JFO.
2. EOC: Establish a single, EOC/JFO staffing pattern. It is the intent that staffing for the JFO is for the duration or until there is no longer a need for the position.
3. State staffing will be in accordance with EMD Directive 3.2 Emergency Operations Staff Schedule Database, at <http://milwbcpm03/policies/emd/emd-3-2.pdf>.
4. JFO: Develop and disseminate a telephone roster of staff working at the JFO.
5. JFO: One state finance/admin position will be supported (on site when necessary) by WMD Finance for the duration of the JFO.
6. JFO: One state human resources (HR) specialist position will be supported (on site when necessary) by WMD HRO or a state employee identified by WMD HRO.
7. JFO: State Admin/Finance makes purchases related to the state portion of JFO operation and management (does not include purchases on behalf of IA/PA/MIT programs).

#### **F. Public Information Office**

1. Provide public information regarding statewide response and recovery activities.
2. Respond to and coordinate media requests with local and federal staff.
3. Assist Governor's Office with disaster public information requirements.

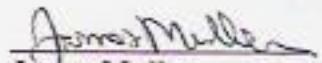
4. EOC: Transition disaster public information functions to JFO.
5. JFO: In coordination with state programs, establish and implement an information role for WIN 2-1-1.
6. JFO: Augment EMD PIOs with other state agency PIO resources and project staff as necessary.
7. JFO: PIOs will support JFO activities for its duration.

#### **G. Communications and Information Systems**

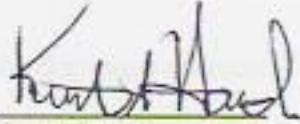
1. EOC: Provide the EOC operations with Telecom/IT support. On-call, during normal hours 8-5 and on standby during the evenings and weekends.
2. EOC: Support FEMA MERS personnel with Telecom/IT services.
3. JFO: Support JFO telecom to integrate unique EMD requirements.
  - OWA access
  - WebEOC access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

#### **H. State Agencies:**

1. Recovery issues will arise that involve various state agencies. It is anticipated that this incident could involve WSDOT, DOH, I & I, DNR, WSDA, WDFW, DSHS, CTED, GA, and DOE. State agencies will provide the appropriate agency contact for on-going recovery issues. Contact name and number should go to SCO (Kurt Hardin) or Deputy SCO (Chuck Hagerhjelm).
2. State Agencies: Support Recovery Task Force, as required.
3. State Agencies: Establish protocols to support JFO activities, as required. Report recovery activities daily to the State Ops/Planning section of the JFO.
4. State Agencies: Ensure the continued delivery of state services to affected individuals and jurisdictions.



James Mullen  
Director, Emergency Management Division



Kurt Hardin  
State Coordinating Officer

**Annexes:**

A – JFO State Organizational Chart

B – Transition Timeline

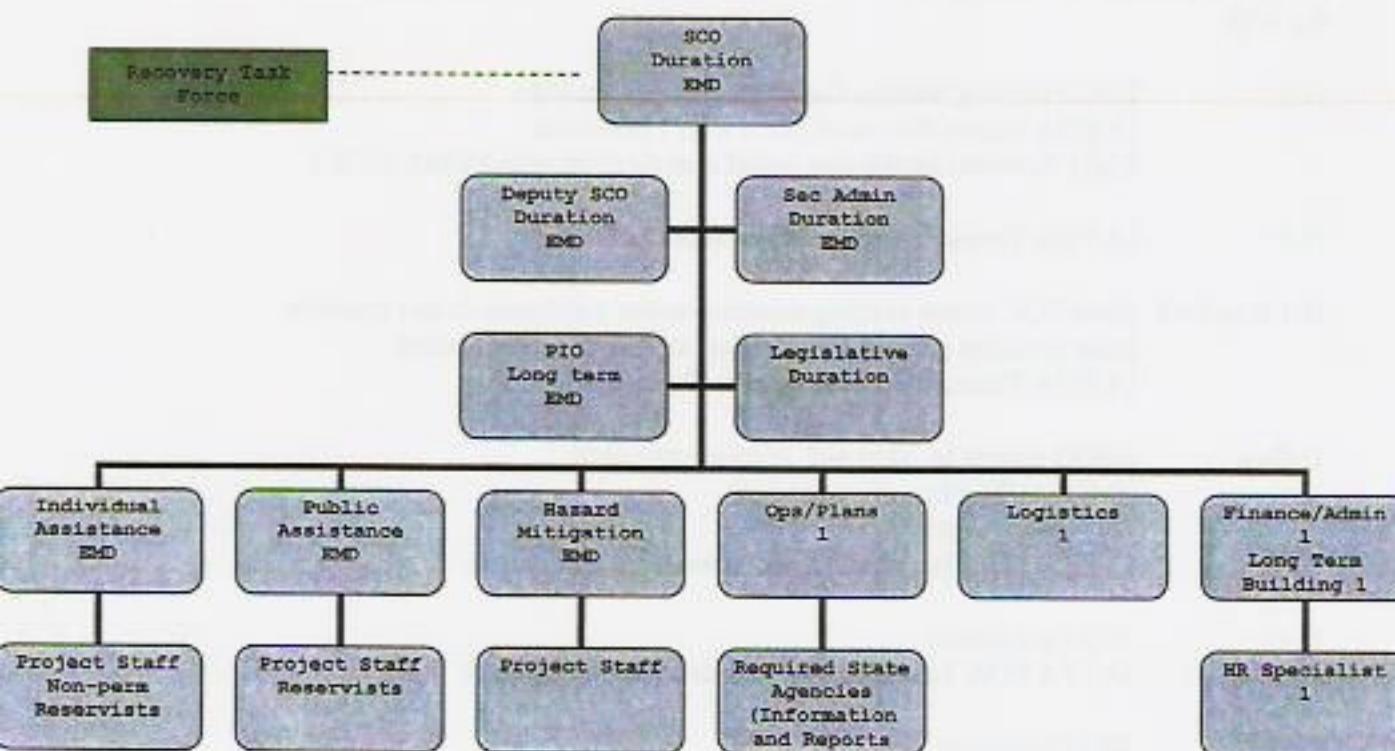
C – External Affairs/Community Relations Transition Plan

D – JFO Communications and Information Systems Equipment Requirements

E – 2000 Census /2009 Public Infrastructure Thresholds

F – Recovery Coordination Call Agenda

## Annex A – JFO State Organizational Chart



## Annex B – Transition Timeline

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

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

## **Annex C – External Affairs / Community Relations Transition Plan**

**a. Objectives:**

1. Provide accurate, timely and coordinated information in written, oral, and visual forms for disaster survivors, affected publics, and public officials
2. Provide overview of state response, recovery operations.
3. Provide realistic expectations of long-term disaster recovery

**b. Assumptions:**

1. External Affairs (EA) operations should be planned for at least one year.
2. State and federal support for multiple media outreach that is continual and responsive to public and media.
3. EA products must be in multiple media – web-based, written, verbal and multi-lingual.
4. FEMA PIO staffing will be 8-10 persons while JFO is open. FEMA personnel will provide the majority of news writing, web services and camera products.

**c. Staffing**

1. 1-2 State Public information staff at the JFO
  - a. Supervisor and Assistant Supervisor
2. State does not provide Public Information staff at DRCs

**d. Products**

1. Daily Governor's Situation Update (Coordinated with State EOC or State JFO Planning section as necessary)
2. Daily update press releases and updates. Coordinated with federal counterparts
3. Blogs on the EMD and ACCESS Washington and FEMA websites on disaster recovery information and success stories.
4. Updates on individual assistance process and numbers.
5. Local media press briefings on DRC operations and process.
6. Weekly press briefings from the JFO or Governor's Office.

**e. Community Relations**

1. EA representatives need to be involved in the planning, conduct, and follow-up of the community relations-specific programs. As meetings are scheduled, EA support needs to be provided in the form of advance notice of meetings, preparation of handout material, blogs on meeting questions and answers, follow up with media with web site postings and interviews.
2. EA staffing in DRCs. Local contacts and coordination can best be maintained with EA staff in DRCs, especially when the disaster recovery will take months/years. Local contacts also must include bilingual information and outreach with trained translators and/or speakers when needed.

3. Community outreach also includes the continual update of disasters aid and recovery programs in the local communities utilizing multiple media.

D – JFO Communications and Information Systems Equipment Requirements  
 (may be sourced from FEMA resources)

	# of Personnel	Tables	Chairs	Desk Phone	Cell Phone	Computer	Printer	Other/Comments
SCO	2	2	2	1	2	1		
Deputy SCO	2	2	2	2	1	2		
PIO	10	10	10	4	10	10		---
Community Relations								2-3 video cameras
Logistics	1	2	2	1	1	0		Air card & VPN keyfob Non-network printer
Admin/Finance	1	1	1	0	1	1		
Planning	2	2	2	2	2	2		
Ops	1	1	1	1	1	1		
ESF #2								Air card/internet connecti
Communications/IT								Hook-up for Communications trailer Local operating radio frequencies
ESF #4 Fire Marshall								Cell/blackberry coverage, Sprint
ESF #8 Health	1	1	1	1	2	2		
ESF #11	2	2	2	2	2	2		
USDA FSA/ WSDA	2	2	2					Agency will supply computers
ESF #13 WSP	2	2	2	2				Cell/blackberry coverage, Sprint
ESF #14 VOAD	2	2	2	2	2	2		---
<b>TOTALS</b>	<b>36</b>	<b>31</b>	<b>36</b>	<b>28</b>	<b>14</b>	<b>23</b>	<b>7</b>	

Mission # 08-4009: December 19, 2008 Winter Storm  
Mission # 09-0023: January 6, 2009 Flood Event  
Effective Date: January 13, 2009

**DRC Needs (per DRC) (FEMA  
sourcing primarily)**

DRC Needs (per DRC) (FEMA sourcing primarily)	# of Personnel	Tables	Chairs	Desk Phone	Cell Phone	Computer	Fax/Copier	Printer	Other/Comments
PIO	2	2	2	2	2	2	1		
Community Relations	2								
USDA FSA	1	1	1						Agency will supply computers
<b>TOTALS</b>	<b>5</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>1</b>		

## State of Washington

## E - 2000 Census / 2009 Public Infrastructure Thresholds

County	2000	Threshold	County	2000	Threshold	Census	Effective	County	2000	Threshold	Census	Effective	County	2000	Threshold	Census	Effective		
Adams	16,428	\$ 53,883.84	Lewis	68,600	\$ 225,008.00			Aaron	20,551	\$ 67,407.28	Lincoln	10,184	\$ 33,403.52	Benton	142,475	\$ 467,318.0	Mason	49,405	\$ 162,048.40
								Chelan	66,616	\$ 218,500.48	Okanogan	39,564	\$ 129,769.92	Clallam	64,525	\$ 211,642.00	Pacific	20,984	\$ 68,827.52
								Clark	345,238	\$ 1,132,380.64	Pend Oreille	11,732	\$ 38,480.96	Columbia	4,064	\$ 13,329.92	Pierce	700,820	\$ 2,298,689.60
								Cowlitz	92,948	\$ 304,869.44	San Juan	14,077	\$ 46,172.56	Douglas	32,603	\$ 106,937.84	Skagit	102,979	\$ 337,771.12
								Ferry	7,260	\$ 23,812.80	Skamania	8,872	\$ 32,380.16	Franklin	49,347	\$ 161,858.16	Shoshone	606,024	\$ 1,987,758.72
								Garfield	2,397	\$ 7,862.16	Spokane	417,939	\$ 1,370,839.92	Grant	74,698	\$ 245,009.44	Stevens	40,066	\$ 131,416.48
								Grays Harbor	67,194	\$ 220,396.32	Thurston	207,355	\$ 680,124.40	Island	71,558	\$ 234,710.24	Whidbey	3,824	\$ 12,542.72
								Jefferson	25,953	\$ 85,125.84	Walla Walla	55,180	\$ 180,990.40	King	1,737,034	\$ 5,697,471.52	Whatcom	166,614	\$ 547,149.92
								Kittitas	33,362	\$ 109,427.36	Yakima	222,581	\$ 730,065.68	Klickitat	19,161	\$ 62,848.08	WA State	5,894,121	\$ 7,721,298.51

## Annex F - Recovery Coordination Conference Call Agenda

### 1. Roll Call and Introductions

### 2. Purpose of Call

- a. Clarity existence of two distinct consecutive incidents
  - i. Snow Assistance and Severe winter storm
  - ii. Severe storm, flooding, mudslide avalanche (beginning 6 Jan)
- b. Why two incident periods
  - c. Why two damage gathering efforts
  - d. Encourage expedited initial damage assessment processes
- c. Expect significant federal, state and local political pressure to submit major damage request as soon as possible
- d. Requests for federal emergency or major disaster declarations are dependent on damage data collection
  - e. State will submit request when enough damage has been verified to submit a request for LA and PA
  - f. If sufficient eligible damage is reported, State will request formal joint FEMA-State PDA
- e. Two distinct PDA processes
  - a. If sufficient eligible damage is reported, State will request formal joint FEMA-State PDA
  - b. Joint FEMA-State-local Preliminary Damage Assessment (PDA)
- f. Private property damage (Individual Assistance) and public property damage (Public Assistance)
  - i. LA PDA usually starts first because damage is more apparent and easier to gather
  - ii. PA PDA takes longer because not immediately apparent
  - iii. PA PDA takes longer because local jurisdiction help for the state
- g. Successful PDA depends on local jurisdiction help
  - 1. Total for state -- \$7,721,298 based upon 2000 census
  - 2. When will your county be able to host IA PDA teams?
  - 3. Be able to identify damage sites and lead PDA teams to damage sites
  - 4. Be ready to receive teams

Effective Date: January 13, 2009

Mission # 09-0023: January 6, 2009 Flood Event

Mission #: 00-40009, December 19, 2008 Winter Storm



STATE OF WASHINGTON  
STATE EMERGENCY OPERATIONS CENTER

**Transition Plan - Response to Recovery**

Mission # 08-4009: December 19, 2008 Winter Storm  
Mission # 09-0023: January 6, 2009 Flood Event  
Effective Date: January 16, 2009

**I. Mission**

The state provides uninterrupted response and recovery support to local jurisdictions and state agencies as it transitions to disaster recovery operations at the State Emergency Operation Center (EOC) at Camp Murray.

**A. Purpose**

This plan provides for an orderly transition of state agency and non-government organizations (NGO) services, support, and personnel and ensures continued support to affected citizens and jurisdictions.

**B. Scope and Applicability**

This plan applies to all state agencies, institutions, and NGOs with direct or indirect involvement in the response to recovery phase of the December 2008 Severe Winter Storm/Snow incident and the follow-on January Severe Winter Storm that brought record rain, floods, landslides, mudslides, and avalanches. The scope of this plan covers EOC Recovery operations and is applicable to state agencies and NGOs responsible for coordinating and supporting emergency support functions. The plan also describes activities that support EOC transition to JFO operations and covers state/federal damage assessment activities in local jurisdictions.

**C. Authorities**

Presidential Declaration #DR-XXX-WA  
FEMA-State Agreement (when completed)  
Washington State Emergency Proclamation 08-10, December 24, 2008  
Washington State Emergency Proclamation 08-11, January 2, 2009  
Washington State Emergency Proclamation 09-01, January 10, 2009  
Chapter 38.52 RCW  
WAC 118.30.060  
Washington State Comprehensive Emergency Management Plan, 2003  
Washington State Emergency Operations Plan, Annex L, Transition to Recovery

**IHP INSPECTION GUIDELINES****DR - 1817-WA****Inspection Contractor – Alltech PB****Government Task Monitors – Andrew Harris / Mike Jarvis****Inspection Services Coordinator – Harold Higgs****Incident Type – Severe Winter Storm, Landslides, Mudsides and Flooding****Incident Period – January 6 – 16, 2009****Presidential Declared Date – January 30, 2009****Governors Declaration of State of Emergency****REGISTRATION INFORMATION SCREEN****NAME, ADDRESS, PHONE NUMBERS, AND E-MAIL ADDRESS**

- Inspectors may change the applicant's name and social security number to that of the co-registrant when both individuals are present for the inspection. This may be performed when the registrant is unable to prove ownership or occupancy at the time of inspection; however, their dependent co-registrant/spouse may be able to do so.
- Inspectors may change a previous household member to the new registrant when the previous applicant states the individual is a spouse or co-registrant. It is necessary to accurately record both registrant's social security numbers when making any name changes.
- Verify and make any needed changes to the damaged dwelling address, county, current mailing address, and phone numbers.
- If the damaged dwelling address is not the applicant's primary address, correct the address and perform the inspection on the applicant's primary residence.
- A PO Box for the damaged dwelling address is not acceptable and must be changed to the physical address of the dwelling (911 Address).
- Comment on all name, address or phone number changes.

**VERIFY EXISTING INSURANCE COVERAGE**

- Confirm insurance coverage downloaded to you.
- Do not edit existing insurance types that are downloaded to you. There are two exceptions to this rule:
  1. When the dwelling type is a mobile home, Homeowner's Insurance was listed, and the applicant clearly has a mobile home policy.
  2. When you view a cancellation letter dated prior to the disaster. Edit the insurance type, enter No RP or PP Insurance, and add a comment (i.e. Viewed Cancellation Letter).
- Ask every applicant if they have insurance, and add all additional insurance types indicated by the applicant, including coverage for Transportation, Medical, Dental and Funeral; when an unmet need is claimed by the applicant.
- When recording damages caused by sewer backup or earthquake, confirm whether or not the applicant has a rider and/or a separate policy for sewer backup or earthquake damages; record the appropriate type of insurance.
- If an applicant claims fire only as an insurance policy use the Homeowner's Insurance type.

**OCCUPANCY TYPE**

Correct the address and perform the inspection on the applicant's primary residence. For all "Not Primary Residence" determinations obtain signatures when possible and comment on the reason and return as "Done/Complete."

Select "Not Primary Residence" if the applicant states that the damaged dwelling is not their primary residence but does have disaster related unmet needs (medical, dental, funeral, transportation). Record the size of residence as 10 square feet, bedrooms occupied as 1, household composition as 1, and number requiring clothing as 0. Address foundation and dwelling type, record habitability repairs required as "No" and address all Unmet Needs fields. Save the inspection as a Done/Complete.

## OWNERSHIP VERIFIED

Displays a list of valid methods for verifying ownership, if you select one of these methods, you are stating that you viewed the document.

Be aware that FEMA may consider an applicant an owner, even though they might not hold formal title, if **both** of the following conditions exist:

- 1) The applicant pays no rent, **and**:
  - 2) The applicant has lifetime occupancy rights with formal title vested in another (you must view a notarized document), **or** the applicant is responsible for all dwelling maintenance and/or taxes (you must view receipts for repairs or taxes.)
- If the applicant has no documentation of ownership, you have called the tax office, and are still unable to verify ownership, change the applicant from owner to renter. Complete the inspection as an owner recording real property, etc., and **comment on the change**. This is a **last resort only, and does not take the place of either the call to the tax office or a possible second site visit**.
- You may also change from owner to renter when the applicant states they are a renter, or you have viewed rent receipts. In this case complete the inspection as a renter.
- Record the name of the mortgage company, the loan number, and phone number in the Mortgage Information box if a mortgage payment book is used to verify ownership.
- Record the policy number, insurance company, insurance type, and agent's name and phone number in the Insurance Information box, when structural insurance is used to verify ownership.
- Call the local tax office to get verbal confirmation of ownership when the applicant is unable to provide documentation. Record in comments the name of the person you spoke to at the tax office, and whether or not they were able to verify ownership.
- Perform a second site visit if the applicant is not able to verify ownership at the time of the inspection and the applicant states that they will be able to provide acceptable documentation within a reasonable amount of time. An unsuccessful attempt to verify ownership with the tax office does not take place of this requirement.

## OCCUPANCY VERIFIED

Displays a list of valid methods for verifying occupancy, if you select one of these methods, you are stating that you viewed the document.

Record "Not Verified" when the applicant can not verify occupancy and does not want to withdraw. If occupancy is "Not Verified", but the applicant claims that the dwelling is their primary residence, complete the inspection for real and personal property, and address the Home Status questions.

There is a required comment when recording occupancy as "Not Verified".

- occupancy by either the landlord or the utility company. Record in comments the Landlord's /Utility Company's name and phone number when occupancy is verified verbally.
- Do not record Habitability Repairs Required as "No" simply because the applicant is unable to verify occupancy.
  - Record occupancy as verified only if the applicant lived in the damaged dwelling at the time of the disaster. The initial inspector is not expected to prove "Intent to Occupy". For instance, if the dwelling was under construction or remodeling at the time of the disaster, and the applicant lived elsewhere, complete the inspection as normal, and record occupancy as "Not Verified" with a brief comment as to the situation.

## APPLICANT'S SIGNATURE AND DECLARATION

The applicant or another adult member of the pre-disaster household must sign the 90-69B form, after that person shows a photo ID. The signer must then select a box, which attests to their being a citizen/non-citizen national, or a qualified alien in the United States.

- Obtain signatures for all inspections, with the exception of No Contact, Withdrawn, and Inaccessible inspections when you are unable to meet with the applicant or obtain via fax.
- Obtain signatures **only** from members of the pre-disaster household 18 years of age or older. (The only exception to this would be if the head of the household is younger than 18 years of age. In this situation, obtain signatures and perform a complete inspection. A comment is required.)
- If the applicant selects one of the check boxes under declaration, mark the "Declaration Signed" - Yes. No further investigation into this issue is required.
- Record the applicant's selection in the Declaration drop-down box.
- Return the inspection as a "Done/Complete" if the applicant won't sign or make a selection on the certification form, perform a complete inspection, and mark the appropriate signature boxes as Not Obtained. Comment "App Refused to Sign, No Self D, etc." There is no need to flag the inspection for Host review.
- If the application is in the name of a minor child who is lawfully present, but the parents are not lawfully present, select "Qualified Alien", and comment "Minor Child = Qualified Alien". No further comment or investigation is required.
- If no Photo ID is available, complete the inspection and comment no Photo ID available.

## NUMBER OF PEOPLE REQUIRING CLOTHING

Address the disaster-related clothing need of the applicant and dependents. Do not record damages to stored clothing. Record both quantity and cause of damage in the fields provided. If clothing is recorded, choose the appropriate means by which the clothing need was verified: either "Viewed During Inspection" or "Verbal Damage Supports Claim". Do NOT Record Clothing if unable to verify loss. **Do not select "Not Verified, Losses Not Supported by Damages". Clothing is not to be recorded unless the clothing is destroyed, physically gone (e.g. blown away), or contaminated by chemicals, sewer backup, etc. It is expected that clothing that is soaked by wind driven rain, seepage, or flood waters will be cleaned by the applicant. Limit of 1 per household member that has a clothing need.**

## HOUSEHOLD COMPOSITION

Record the number of household members who resided in the dwelling at the time of the event. **Do not include boarders or renters. Comment with the names and registration numbers of the boarders or renters if available.**

## NUMBER OF BEDROOMS OCCUPIED

## COMMENTS SCREEN

Please use standard comments where possible. Use this screen for the comments required in the guidelines. In many cases, a comment is required by one of your choices in the inspection process. (Examples: Repairs made, Forced to Relocate, Other, Essential Utilities Out, verbal verification of occupancy, Not Primary Residence, Lump Sums, and Not Feasible to Repair, all require a comment.)

The Flag for Host Review button is found on this screen. A comment is always required when you select the Flag for Host Review button.

## DWELLING INFORMATION SCREEN

### CO-OWNERS/CO-OCCUPANTS

Enter the names of any co-owners or non-dependent co-occupants over the age of 18. Enter social security numbers, age, and dependency status if available.

### DEPENDENTS

Only to be addressed on sweep inspections.

### HIGH WATER FLOOR

Record the high water mark, and on which floor it was located.

### FOUNDATION/DWELLING

Record whether there is a basement, crawl space, slab, etc. as well as the number of stories in the dwelling. If "Other" is selected a comment is required.

## REAL PROPERTY SCREENS

- **OWNERS:** For owners, record all real property damage to the entire dwelling as it existed immediately following the disaster.
- **RENTERS:** For renters, record all real property damage to the entire dwelling as it existed at the time of the inspection. If all habitability repairs have been completed, comment "repairs made", do not record any real property line items, and record Habitability Repairs Required as "no".
- Record a quantity and cause of damage for each line item.
- All rooms must be addressed with function as well as location (i.e. bedroom/second floor, bathroom/second floor, or kitchen/first floor).
- Line item guidance: Refer to the "**item info**" screens in the palm pad if you have a question about what is included in a repair item.
- See exceptions below to the guidance of recording all real property.

## REAL PROPERTY EXCEPTIONS

**Condominiums / Cooperatives** - A condominium / Co-op is defined as a unit typically within a multiunit structure (apartment building or town house complex) that is owned by the applicant. For all condominiums, inspectors will record damages from the sheetrock in. If the condo is completely destroyed, record residence rebuild along with the required comment describing the damage. On an appeal inspection for a condo, specific instructions will be downloaded.

with another reason force to relocate. There is a required comment with the condo representative's name, phone number, and expected duration of displacement.

**Garages and outbuildings** - Use the debris remove line item to address damage to garages and outbuildings only if the damage to these structures creates a hazard and impacts habitability.

- Only record damages to attached garages that affects the integrity of the dwelling. For example, damaged sheetrock and insulation on the common wall should be addressed.
- Only record damages to unattached garages that contain necessary and functional appliances or mechanical units: water heater, furnace, washer, and dryer.
- Only record damages to unoccupied outbuildings or sheds that contain necessary and functional appliances or mechanical units. Record up to five lump sums to repair or replace the affected structures.

**Basements** - A basement is defined as an enclosed area of the dwelling where any portion of the exterior wall or concrete floor is below grade. Below ground level condominiums and garden apartments are excluded from the definition of a basement. When the cause of damage is flood, sewer backup or ground saturation/seepage, do not record interior doors, floor covering, sheetrock or paint in a basement, except in rooms that are required for the occupation of the dwelling, and no other room in the dwelling meets the need. For example, if an unoccupied bedroom on the 1<sup>st</sup> floor can be used in lieu of the basement bedroom, the basement bedroom would be considered non-essential. The foundation, furnace, water heater, main panel, and other basement components will still be within the repair scope of work.

- For non-essential rooms located in the basement, use the debris remove line item (for damaged cabinets, vanities, sheetrock, etc.) to address damaged real property that is not to be recorded.
- Record the line item "Remove Fixture/Cap Drain" to address non-essential plumbing fixtures (one per fixture).
- When using debris removal for non-essential components in the basement such as cabinets, counter tops, interior doors, sheetrock and floor coverings, do not exceed five cubic yards unless conditions exist that require the removal of mud and debris deposits.
- Personal property appliances - Record the appropriate level of damage for appliances and furnishings that are located in the basement. Do not record any stored personal property.
- Infant personal property will only be addressed if there is an infant in the household.
- If the applicant's only occupied floor is below-grade, address the room location as first floor and the foundation as slab; in this case all rooms are considered essential.

## LUMP SUM

- Use lump sums to address disaster-related repairs, which do not have a matching line item.
- Comment anytime lump sums are recorded.
- Do not use lump sums to record things that are not directly related to repair of the home. For instance, don't record hotel expenses using lump sums. Each lump sum is \$100.

## SERVICE CALL

Use if the extent of damage is unknown and a professional will be needed to prepare an estimate. A service call cannot be used in conjunction with real property specs in the same category. **Service calls are not to be used on Appeal inspections.**

## CAUSE OF DAMAGE

Do not use "Other" to record deferred maintenance or non disaster-related damages in line items.

Record areas of deferred maintenance not worsened by the storm on the Post Inspection Screen.

When there is an indirect cause of damage, such as a fire that occurs as a result of hurricane, record the root cause of the damage and **flag** the inspection for FEMA manual review. There is a required comment concerning the fire report; fire department contact name and phone number, as well as the incident report number.

## **IMPORTANT NOTICE FOR CAUSE OF DAMAGE**

Due to recent enactment of the National Flood Insurance Reform Act, the FEMA inspectors' recording of "Flood" as the cause of damage may result in a life-long requirement that the applicant maintain flood insurance. For this reason, it is important that the inspector record "Flood" only when damage occurred as a result of true flooding. Definitions are as follows:

### **DEFINITIONS OF FLOOD:**

**Flood** - A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters or from the unusual and rapid accumulation or runoff of surface waters from any source. Record "Flood" when mudflow, sewer backup, or seepage is caused by flood.

### **DEFINITIONS THAT DO NOT MEET THE CRITERIA OF FLOOD:**

Landslide, wind-driven rain, seepage (not caused by flood), and sewer backup (not caused by flood) do not fit the definition of "Flood." It must be "rising water from overflowing water sources."

**Landslide** - Landslide is the gravitational movement of land from one location to another, usually caused by rain saturating the ground and causing it to slide.

**Seepage** - There is no accumulation of water such as runoff or surface water from any source surrounding the dwelling. Water entered the dwelling from below ground sources, and there was no general condition of flooding.

### **NOT FEASIBLE TO REPAIR/DESTROYED**

If an applicants home is not feasible to repair or completely destroyed, based on the residence type you must record one of the following line items: "Residence Rebuild"; "Mobile Home Replace"; or "Travel Trailer Replace". The unit of measure for these line items is one each.

**Additionally, you must indicate "Destroyed" in the Reasons for Home Unsafe checkbox and provide a comment with a description of the structural damage. Examples: "Destroyed = dwelling blown away, only slab remains, Destroyed = mobile home off foundation/frame bent, etc." Items permissible to be recorded with a destroyed dwelling include: wells, septic field, power pole, debris remove, tree removal, road and bridge and retaining walls creating hazards.**

### **ACCESS/DEBRIS**

**Clean and Sanitize** - Clean and sanitize is a square footage item. Record this line item as the area that needs to be cleaned. This may also be used to address other surfaces such as basement walls that need to be cleaned. Only use clean and sanitize when the home has been affected by sewer backup, mudflow, floodwaters containing contaminants, or when there is heavy disaster related soot, or ash.

**Debris, Remove** - Use only to remove health/safety hazards or to provide access or restore ingress/egress. Example: downed trees.

**Retaining Wall, Replace** - Use to address pre-existing retaining walls that are damaged and present a safety hazard, or new retaining walls that will remove imminent danger caused by the

**Tree(s), Remove** - Use this line item when a tree presents a clear danger to either the dwelling, or access to the dwelling. This should only be used when the tree is still standing or leaning on the dwelling and will need to be cut down by professionals. If the tree has already fallen, and impacted ingress/egress use the line item for debris removal instead. The line item is based on a tree up to 18 inches in diameter. If the tree is significantly larger the quantity of this line item may be increased.

**Washout, Fill** - Use when washout undermines the foundation or septic, rebuilding a slope to enable installation of a retaining wall, landslides, or to remove health/safety hazards, etc. Do not use for repair to road damages. The road fill line item is located under Roads and Bridges.

**Fencing** - List in line items only that fencing which is required for safety. Do not record fencing around swimming pools.

**Pump Out** - Use when the applicant has taken actions to remove water from the dwelling, either by renting or purchasing a pump or when floodwaters are standing in basements and pose a threat to the safety or sanitation to the damaged dwelling. **Limit of one on initial inspection.** Note: when "pump out" is the only line item recorded and the habitability repairs required call is yes, there is a required comment describing the situation that impacts habitability.

## **BOAT ITEMS**

Boat repairs are intended to restore the boat to habitability only. Do not record repairs necessary to restore the boat to seaworthiness. Use the "residence rebuild" line item to address destroyed boats. If the boat has sunk and is not visible, address the home status as "Inaccessible".

## **ELECTRICAL**

Do not use the "Generator, Replace" real property line item in this category unless the generator was the sole source of power for the home prior to the disaster (i.e. an off the grid home) and was hard-wired. Do not record the real property line item "Generator, Replace" to address a portable generator. When a pre-existing portable (i.e. 5.5 KW) generator is the sole source of power, use the personal property line item.

fresh water inundation leaving mud/silt deposits and/or flood debris alone is not justification for panel replacement. If a main panel or auxiliary panel has been physically damaged or inundated with any type of salt water, address the panel as "replace".

## **FLOORS/WALLS/CEILINGS**

Sheetrock, Replace includes removal, replacement, and taping (finishing). When the cause of damage is flood, sewer backup or seepage calculate the amount of damaged wall area by rounding up in two foot increments from the recorded high water mark. For example, if the high water mark is nine inches, sheetrock and insulation will be recorded using a height of two feet in the calculations. Paneling will be addressed in the same manner. Paint is not included in this item and must be recorded separately.

## **FOUNDATION/MASONRY**

found in the "Mobile Home" category when repairing foundations.

**Jack & Re-level** - Use this item when house is out of level and shimming Piers or other adjustments to existing foundation elements is required. Do not use this item on mobile homes.

**Jack & Shore** - This item involves lifting and adding cribbing for repair of underlying elements. (This can be for the whole house or specific areas.) Also to be used for Mud Jacking.

**Jack House, Reset (on foundation)** - This involves lifting and moving the house laterally back onto the foundation.

**Stone/Brick Foundation Ext. Wall, Replace** - This line item is only to be used for a true stone or brick wall (not a veneer over a framed wall). Do not use this to replace a concrete block wall, use Concrete Foundation Wall replace.

**Concrete Foundation Wall, Replace** - Use for either a poured concrete or block foundation wall replacement. This line item does not include the foundation footing.

## GENERAL

Do not record "Roof Covering, Replace" simply because the dwelling has suffered interior damage from wind driven rain. It is not uncommon for new leaks to occur through older (deferred maintenance) roofs, to be blown up under shingles, through vents, etc. There are numerous ways that wind driven rain can enter the dwelling without any damage occurring to the roof.

## HEATING

Use line items to record all damaged heat sources for the dwelling regardless of sole or primary source. If the sole source of heat for the dwelling is a space heater, utilize the "heater, portable, replace" line item in real property.

**Furnace, Clean and Test** - The unit has been affected in a minor fashion. This line item provides funds to enable the applicant to obtain a detailed inspection by a professional, or to accomplish a minor repair like re-lighting a pilot light. **Use also to address a heat pump.**

**Furnace, Clean and Repair** - One or more of the basic essential components, i.e., motor, burner, heat exchanger, blower, has been obviously flooded or impacted. **Use also to address a heat pump.**

**Furnace, Replace** - Severe physical damage or reasonable assuredness that repair parts are not available. A furnace that has been totally submerged should also be considered for replacement. **Use also to address a heat pump.**

**Heater, Gas Wall, Replace** - Use to replace a destroyed gas wall heater, typically a gas-burning unit that is **permanently** installed.

**Heater, Electric Wall, Replace** - Use to replace a destroyed electric wall heater, typically an electric unit that is **permanently** installed.

## MOBILE HOMES

**Utilities, Reconnect** - This line item is an "EACH" item per utility. For instance, if water, sewer and electricity need to be reconnected, record 3 each for this line item. Use only on mobile homes.

solely owned road use the Road and Bridge category. When recording damage to a private road with shared responsibility use the Multi-family Road category. If an applicant has damage to both a multifamily road and a solely owned access drive please record damages in their respective categories. Road and bridge damage will be recorded **only** to the extent needed to provide drivable access and not necessarily to the pre-disaster condition.

If you are able to record repair line items to restore access, do not record the dwelling as "Inaccessible", even if you can't get to the dwelling to record damages to the home. In this situation, comment "Unable to complete inspection due to no access to dwelling." and record the road repair line items. If the private road is not drivable due to washouts, etc., and requires repairs the proper indication would be Habitability Repairs Required - "Yes". Record only repairs needed to restore access to a maximum width of 10 feet for roads for a single family dwelling and to 15 feet for multifamily roads. Bridges will be repaired to a maximum width of 10 feet. If the road was not 10 (or 15) feet wide prior to the disaster, repair only to the pre-disaster width.

**NOTE:** Please keep in mind that some bridge components may not be damaged and can be reused. In this case, use lump sums under the appropriate road and bridge category and comment on the lump sum usage.

#### **MULTIFAMILY ACCESS CONCERNs**

Record all damages affecting the applicant's access in line items as specified above. Record other affected applicant(s) names and registration numbers as available, in comments, as well as if the applicant is a member of a Homeowner's Association.

**Abutments** - Record square footage and location. There are two abutment line items, in the stream and on the shore.

**Bridge Beam, Replace** - Record the linear footage for each beam and material. Record this line item based on two beams per bridge, regardless of how many the pre-disaster bridge had. For example, a 25 foot long bridge with two damaged beams would be recorded as "Bridge Beam, Replace" 50 LF. **There are two bridge beam line items; steel and timber.**

**Culvert, Replace** - Record the linear footage requiring replacement. This line item includes an allowance for the fill immediately above the culvert, as well as machine time to place the culvert. There are two culvert line items; 12-30" or 36"+.

**Decking** - Record the square footage of decking that needs to be replaced based to a maximum width of 10 feet.

**Foot or Suspension Bridges** - Use Foot Bridge, Replace and record in linear feet. If a pre-existing footbridge has been damaged and it is required, in addition to the drivable portion of the access, it will be recorded in line items.

**Machine Time** - Use to address a 4-hour minimum for up to the first half-mile (2640 feet) of affected road and 1 hour for every additional 660 feet of affected road. If the quantities of grading time recorded for a multifamily road and a solely owned access drive together equal or exceed 4 hours, the 4 hour minimum has been satisfied, for instance if the applicant needs 3 hours for the multi family road and 1 hour for the single family road, the 4 hour minimum would be met. As indicated above, the quantities of machine time in this scenario shall be recorded in their respective categories. Machine time is required if you record road fill.

**Road, Fill** – Use to fill a washed out road and for the bridge approaches. **When recording Road Fill, use the calculator in the palm pad for calculating cubic yardage.** Machine time will need to be addressed separately.

## SPEED ESTIMATING

When there is a consistent water level throughout the dwelling the inspector can record line items using this method for replacement of room components for either electrical or heating (i.e. "Heating, Complete" would address replacing the furnace, ductwork, registers, controls, and hookups).

Other speed estimating line items such as sheetrock, paint, insulation, etc., will be recorded using the regular line items. Factors for individual line items are located in the item info screens.

## UTILITIES

Only wells that have collapsed, or dried up as result of the disaster will be replaced. If replacing a well, record the pre-disaster depth of the well. The "Well, Replace" line item only includes the cost to drill and case the well. Well pump should be addressed separately if needed.

Hand-dug wells that are rendered inoperable as result of the disaster will be addressed with the "Utility Service Call" line item with a comment describing the well damage.

## WINDOWS/DOORS

Record the windows and doors that have been damaged as a result of the disaster, with the exception of interior doors in non-essential basement rooms when the cause of damage is flood, seepage, or sewer backup. Please refer to the Basement section for further information.

## PERSONAL PROPERTY SCREENS

**For owners and renters, personal property damages will be recorded as they existed immediately following the event.**

### VISUAL VERIFICATIONS

- When personal property room furnishings and appliances are observed during the inspection and are not damaged, record the item as "Not Affected" and select "Viewed During Inspection" from the Loss Verification dropdown.
- When personal property room furnishings and appliances are observed during the inspection and are damaged, record the item as "Repair" or "Replace" and select "Viewed During Inspection" from the Loss Verification dropdown.

### VERBAL VERIFICATIONS

- This applies to all rooms and personal property appliance line items.
- When you are unable to see the item but the evidence supports the claim that the disaster caused the loss: record the appropriate level of damage on the personal property screen and select "Verbal Damage Supports Claim" from the Loss Verification dropdown.
- When you are unable to see the item and the evidence **does not** support the claim, or the applicant stated they removed undamaged personal property, record the item as **not affected** and select "Not Verified. Losses Not Supported by Damages" from the Loss Verification dropdown.

- If an applicant owns 1 television, 1 is destroyed and 3 are undamaged, record 1 television as "Replace" and 1 television as "Not Affected". Do not record the additional undamaged televisions.
- Record living rooms, bedrooms, bathrooms and kitchens as they are furnished and damaged – for instance, if an unoccupied bedroom is furnished as a bedroom and all furnishings need to be replaced, record it as a Bedroom Replace. The standard bedroom consists of a twin bed, dressers, nightstand, lamp and bedding.
  - Any room furnished with standard living room furnishings (i.e. couch, chair, coffee table, lamps.) will be recorded as a living room with the appropriate cause of damage and level of damage. This is regardless of whether the applicant refers to it as a "family room" etc. It is entirely acceptable to have multiple living rooms in the dwelling if there are multiple rooms furnished as living rooms.
  - The bathroom furnishings include personal hygiene items, linens, shower curtain and rod.
  - The kitchen furnishings include pots and pans, dishes, silverware, small appliances.
  - When performing an Owner inspection that has a commercial relationship with a boarder or renter in the dwelling record the rooms occupied solely by the boarder or renter as "boarder Occupied". Do not record any of the boarder or renters' personal property.

**NOTE:**

Renters are the same as for owners with one exception:

- Record landlord supplied appliances and furnishings as "Landlord Owned". If the applicant owns the same appliance supplied by the landlord **do not record the applicant's appliance**.

**Testing Appliances** – Before recording repair or replace for **any** appliance, you must first test it to see if it functions, regardless of the cause of damage. See exceptions below.

- If the appliance is functioning at the time of the inspection record it as "Not Affected".
- If there is physical evidence that the appliance has been damaged, such as inundation or major physical damage, you do not need to test it and should record the appropriate level of damage.
- If you are unable to test appliances, record them as "Not Affected" and comment – "Washer, unable to test, no power to DD".
- If you cannot test an appliance, but there is evidence that indicates the appliance may be damaged as a result of the disaster, the Appliance Service Call line item will be used with a level of damage of "Repair". Limit of 1 per inspection.

**ADA (Americans with Disabilities Act) line items** – The ADA line items are used to address personal property that is specific to applicants with disabilities. These line items are only to be recorded when they were present pre-disaster.

**Travel Trailers/Motor Homes/Boats** - This guidance applies to all travel trailer/ motor home inspections (including standard tow behind, 5<sup>th</sup> wheel type, slide-ins, and pop ups), the maximum level of damage for personal property we will be addressed as follows:

- Repair X level for bedroom
- Repair X level for living room
- Replace level for kitchen
- Replace level for bathroom
- Repair level for stove
- Repair level for refrigerator

Continue to separate landlord owned and applicant owned personal property for renters. For all travel trailer inspections, inspectors will determine if the unit is on a permanent foundation (free of wheels and affixed to a foundation) and select the corresponding line item in the mobile home category.

last in or test the appliance. If the appliance functions, record the item as Not Affected with a cause of damage "Power Surge". If you are unable to test the appliance because power is out at the time of the inspection, record the item as "Not Affected" with cause of damage Power Surge, and comment "Unable to test range, refrigerator, etc - power out". If recording an appliance as damaged from power surge, there is a required comment on the evidence that supported the claim.

**Furnishings** – Do not record a "Repair X" level of damage simply because furnishings have been affected by the disaster. If the furnishings only require additional housework on the part of the applicant, record them as Not Affected. "Repair X" for furnishings is restricted to when the furnishings would require professional cleaning techniques. This would typically occur when they have been flooded with contaminants or sewer backup, or have been affected with substantial soot and smoke damages.

**Dining Table/Chairs** - Do not use the Room Furnishings level of damage to address the everyday table and chairs. There is a line item in the personal property screens to address them, regardless of their actual location in the home.

**Bedrooms and Twin Beds** – The bedroom line item includes an allowance for a single twin bed for a single occupant. If there are two or more occupants of a damaged bedroom, add an additional twin bed line item for each additional occupant with the appropriate level of damage. **Example:** If there are two children in a bedroom and all furnishings were destroyed, record bedroom Replace and one twin bed Replace. The same guidance would apply to a couple occupying a double bed.

**Bicycle and Helmet** – Only record a bicycle if it is the only source of transportation. Do not record children's bicycles.

**Boarder/Renter Occupied** – The "Boarder Occupied" room is used to indicate room(s) occupied by a renter or boarder. For instance, if the renter or boarder is the only one who uses one bedroom and one bathroom and neither room is shared with the registrant / co-registrant; two rooms would be recorded as "Boarder Occupied".

When performing an inspection for the renter or boarder, rooms will be recorded as they are furnished (i.e. bedroom and bathroom). All other room furnishings not owned by the renter or boarder, should be recorded as "Landlord Owned".

**Infant Personal Property** - Do not record infant personal property when there is not an essential need in the household. For example, if a crib and a stroller are damaged and there are no infants in the household, do not record these items.

**Stored Personal Property** – Do not record any stored personal property as part of the initial inspection. For instance, if the applicant claims damage to furniture in a storage unit, do not record this as personal property line items.

**Duplicate Items** – There are some items that are listed under both the appliance list and the Miscellaneous Purchases list, for instance chainsaw. The difference between the two is that the one listed under appliances would be a chainsaw owned prior to the disaster, and the chainsaw under Miscellaneous would be one bought in response to the disaster.

**Generators** – If an applicant owns a generator that is damaged by the disaster, address the item in the personal property appliance section. If an applicant did not own a generator prior to the disaster but purchased one in response to the disaster, follow the generator guidance in the Unmet Needs / Miscellaneous Purchases section.

Ask every applicant about disaster-related unmet needs. If the applicant reports a disaster-related need in these areas, mark "Yes" for need and comment on the specifics of what the unmet need is.

**Moving and Storage** - Use the moving and storage button to record expenses to move/store personal property following damages to the dwelling. **Do not** indicate an unmet need if the applicant incurred expenses to move/store personal property to prevent disaster damage.

**Medical/Medical PP** - Use the medical unmet needs button to represent either a new medical condition caused by the disaster, or the loss of prescriptions, or medical equipment (wheelchairs, artificial limbs, prescription eyeglasses, etc.) damaged, destroyed, or lost as a result of the disaster.

**Dental** - Use the dental unmet needs button to represent a new dental condition or injury caused by the disaster. Dentures will be recorded under the Dental unmet needs.

**Transportation** - Record all repairable and destroyed vehicles. If the applicant or the applicant's dependents own one or more undamaged vehicle(s) in addition to the damaged vehicle(s), only one should be recorded as "Not Affected" or "Cosmetic". Verify that every vehicle listed in the inspection is owned by the applicant or applicant's dependents. Address all fields for each vehicle recorded.

For every vehicle listed, record whether or not the vehicle was registered and insured at the time of the incident. **Inspectors must view the actual, active insurance policy for vehicles that are recorded as "repair" or "destroyed"; a wallet card or verbal statement is not sufficient.** If the insurance policy is not available, address the vehicle as follows:

- Liability and comprehensive insurance = no
- Level of damage = Not Available
- Comment on the level of damage (i.e. Ford Taurus - destroyed, insurance not available)

B  
STATEMENT

Definitions for vehicle levels of damage:

- **Not Affected** - The vehicle was not affected at all, even cosmetically.
- **Cosmetic** - The vehicle sustained damages that do not affect operation in any way. Examples: minor dents, scratches, and similar low levels of damage.
- **Repairable** - The vehicle sustained damage that affects operation. Examples: broken windshield or window glass, mirror, or headlight assembly, minor mechanical repairs to brakes.
- **Destroyed** - The vehicle has been totaled. Examples: flooded over the engine, crushed by a falling tree, completely burned.
- **Not Available** - The vehicle is not at the damaged dwelling address, was swept down the river and is no longer present, or is otherwise not available for assessment of the damages. There is a required comment on why the vehicle is unavailable and what level of damage the applicant is claiming.

**Transportation Only Inspections** - If you receive a transportation only inspection, the damaged dwelling address should be the location where the damage occurred, not the applicant's primary residence. If it is not, change the damaged dwelling address to reflect the location where the damage occurred. You **must** obtain signatures on the 90-69-B, as well as ask the questions regarding all other unmet needs. Return inspection as "Done Complete".

**Essential Tools Category** - Essential Tools consist of school equipment, computers, uniforms, specialized/protective clothing, required for employment but not supplied by the employer. Please ask specifically if the claimed Essential Tools lost are tools used by a self-employed individual; do not record tools used for self-employment in this category. Essential Tools that the applicant is

responsibility of the applicant should be recorded. The line items for "School books/supplies" and "Uniforms" refer to a full set. Do not record more than one per individual who lost these items.

Use the Essential Tools unmet needs button to indicate a loss of any item listed in the Essential Tools list. If you mark "Yes" for this radio button, you must record one or more of the items listed in the Essential Tools list along with a cause of damage for each item as well as addressing the field for Loss Verification. If essential Tools are recorded, select the appropriate means by which the Essential Tool loss was verified from the dropdown menu: either "Viewed During Inspection" or "Verbal Damage Supports Claim". Do NOT Record Essential Tools if unable to verify loss. **Do not select "Not Verified, Losses Not Supported By Damages".**

**Note:** Do not record Computers when the cause of damage is Power Surge. If the applicant claims a power surge damaged computer meeting the essential tool definition, comment "App claimed essential computer damaged by power surge."

**Miscellaneous Purchases-** Use the Miscellaneous Purchase unmet needs button to reflect items purchased in response to the disaster. Miscellaneous Items must have been purchased or rented within 30 days of the incident period start date. Inspectors will view receipts to verify the date of purchase for **all** miscellaneous purchases. There is a required comment on the receipt for all miscellaneous purchases. For example, "Chainsaw = viewed receipt dated x/x/xx". The inspector will record his or her inspector number on the applicant's receipt (i.e. XXXXX - verified). Specifics for the following items

**Chainsaw-** Must have been purchased, rented or leased after the start of the incident period. The chainsaw was purchased to gain access and or remove hazards to the dwelling. When recording a chainsaw for miscellaneous purchases do not record debris removal and or tree removal in real property specs. Note: If the applicant owned a chainsaw prior to the first day of the incident period and the chainsaw was damaged by the disaster event. Address the chainsaw under personal property.

**Generators** - The eligible dates for miscellaneous purchases for generators are from the Governors Declaration of a State of Emergency up to the end of the incident period or the date power was restored to the applicants dwelling, whichever occurs first. Record miscellaneous purchased generators only if the applicant purchased the generator to power **medically-required equipment**. Inspectors will verify the medical need at time of the inspection. The generator should only be recorded if the power was lost and the item was purchased **before the power was restored**. Inspectors will view receipts and verify the date of purchase for generators. A comment is required on the receipt date and the confirmed medical need.

## POST INSPECTION SCREEN

### AREAS OF DEFERRED MAINTENANCE

For the purpose of disaster housing inspections the term "Deferred Maintenance" will be applied to any real property item that has been neglected and was not damaged by the disaster. Use the deferred maintenance buttons on the post inspection screen to address pre-existing conditions that were not significantly worsened by the disaster. Examples of deferred maintenance are rotting boards, roofs with missing and/or crumbling shingles, and foundations with pre-disaster cracks. **Record the areas of deferred maintenance on the Post Inspection Screen for both owners and renters.**

### HOME STATUS BUTTONS

time of inspection. If the dwelling is now accessible, the correct choice is "No". Do not record Habitability Repairs Required "Yes" if the home is Inaccessible. Do not use this for private road damage; this should be recorded with the appropriate line items and **Habitability Repairs Required** answer of "Yes". If the applicant is able to access the damaged dwelling (for instance by walking past a washed out section of the road), FEMA expects the inspector to do the same.

- Return with the job status Done, and completion status complete.
- Record Inaccessible as "Yes" and Habitability Repairs Required as "no".
- Select the Exterior room as Not Affected with the appropriate cause of damage.
- Verify Occupancy/Ownership and Number of Bedrooms occupied.
- Obtain Signatures.
- Address the Will Relocate button.
- Address Foundation and Dwelling Type.
- Do not record any real property or personal property line items.
- Address all Unmet Needs buttons.
- **Do not** return these inspections as Occupancy Not Verified unless the applicant truly is not a primary resident.

If the inspector is **unable** to meet with the applicant (i.e. app stranded) and the dwelling is inaccessible:

- Record Inaccessible as "Yes", and comment (i.e. App stranded in dwelling, unable to meet with app, etc). A photograph of the barrier preventing access is required.
- 90-69B and 90-69C should be obtained by FAX if possible, if not, record the 90-69B and 9069-C fields as "Not Obtained" (the previous comment will cover the Not Obtained)
- Verify occupancy/ownership and bedrooms occupied. There can be verbal verification of occupancy/ ownership by either the landlord, Tax office, or the utility company. No special comment would be needed that the verification was done over the phone (landlord name/Tax office/utility company and phone number still required.) Exhaust all means of verifying occupancy and ownership.

**Utilities Out** - The Utilities Out button is used to identify homes that do not have essential public utility service due to disaster-related damages. The utilities included are electricity, gas, water, and sewer. This button is used to show the situation at the time of inspection. If essential utilities were out, but are now back on, the correct choice is "No". This button is not to be used to indicate damage to utility systems that are the applicant's responsibility, such as well or septic. Record damages to utilities owned by the applicant in real property. Comment on which utility is out (i.e. Utility = Electric). Do not record Habitability Repairs Required as "Yes" if the only concern is the utility outage.

**Habitability Repairs Required** - The Habitability Repairs Required button is used to indicate whether or not the applicant has a disaster-related housing need based on real property damages. The Habitability Repairs Required will be recorded for **owners** based on the damage, as it existed **immediately following the event**. The Habitability Repairs Required for **renters** will be based on conditions **at the time of the inspection**. A "Yes" answer indicates that the applicant had an unsafe home at the time of the disaster. A "No" answer indicates the applicant had a safe home at the time of the disaster. If a renter's home was uninhabitable at the time of the event, but repairs have been made, record "**No**" to Habitability Repairs Required, and comment "**Repairs Made**".

Habitability Repairs Required should not be "Yes" solely because the dwelling has suffered minimal disaster-related damages. FEMA has determined that there are some repairs that are reasonable for the applicant or his landlord to make without federal assistance. If the inspector determines

**Forced to Relocate (renters)** - When a renter has been displaced from their home as a result of disaster-related damages or so that the rental unit can meet the landlord's disaster housing need, Habitability Repairs Required and Will Relocate will be recorded as "Yes". The inspector is required to verify with the landlord that the applicant was forced to relocate due to the disaster. There is a required comment with the landlord's name, phone number, and expected duration of displacement. If all habitability repairs have been made, but the applicant claims they have been forced to relocate, record Habitability Repairs Required as "no" and comment on the situation along with the landlord's name and phone number.

**Will Relocate** - **"Have you moved, or are you going to move while repairs are being made?"**

Ask the applicant this question if you indicate a "Yes" answer in any of the first three questions (Inaccessible, Utilities Out or Habitability Repairs Required). Mandatory/Voluntary evacuations are not to be considered for relocate.

**Reason for Habitability Repairs Required** - If you record a "Yes" to Habitability Repairs Required, you must support the "Yes" by recording the categories of damage to the home in this field. This is required for both owners and renters. Record all categories of damage that have affected habitability. A comment is required if "Imminent Danger" is selected.

**Home Unsafe Reason** - When recording Home Unsafe reason Access Blocked (not for R&B) there must be a line item recorded to address the blocked access, Debris Remove on exterior, Washout fill, Tree Removal etc.

## SIZE OF RESIDENCE

Enter the total square footage of the dwelling, including the basement, as the size of residence. Exclude the following areas: garages, porches, unoccupied outbuildings, crawlspaces and enclosed areas separated from the main living area by a locking exterior door (enclosed porches, Florida rooms, etc).

If a renter occupies any portion of the owner's dwelling, the size of residence in the owner's inspection will include the renter's occupied area. If the renter's occupied area is separate and totally self-contained, such as a basement apartment or attic apartment with separate entrance/exit, such areas will be considered apartments and not part of the owner's dwelling.

## TYPE OF RESIDENCE

If the type of residence is "Other", record what "Other" means (i.e. Other = Tent).

## TAGGED DWELLINGS

For dwellings that have been tagged by the local building department (typically Red or Yellow but may vary between localities), depending on the reason for the tag, the following will apply:

**Limited Access** - Complete the inspection as normal, and comment "Tag = Limited Access". Do not flag.

**Unsafe to Enter** - Record only visible damage in line items (**do not guess**), mark Habitability Repairs Required "Yes" and select Tagged Dwelling for the reason, comment "Tag = Unsafe to Enter incomplete Inspection". If the cause of damage is flood and there is a consistent water level speed estimating can be used to address damages.

**Exterior Only Conditions** - If the dwelling is red tagged due to only exterior conditions such as trees leaning over the dwelling or landslides (i.e. imminent danger);

**Destroyed – Mark Habitability Repairs Required "Yes"** and select Tagged Dwelling and Destroyed or the reason, and comment on the structural damage. Record the appropriate line item for replacing the residence. Condemnation notices does not constitute a destroyed call.

A tagged dwelling is not the same as an inaccessible dwelling. Do not use the **Inaccessible** call for tagged dwellings.

#### **Imminent Danger**

This is an **impending** event, not a **possible** event that will occur over time. An example of imminent danger is mud that is flowing directly toward the dwelling and within a brief period of time will undoubtedly be resting against the structure.

If there is imminent danger not reflected in line items such as a landslide on the neighbors property the inspector will perform a complete inspection and comment (i.e. Imminent Danger Not Reflected in Line Items = Landslide on Neighboring Property). The Habitability Repairs Required button will be recorded as "Yes" and relocation will be addressed based on the applicant's statement.

### **GENERAL NOTES**

**Exterior Only Inspections** - When an inspector is unable to access the interior of a dwelling (due to forced relocation, extreme damages, unsafe to enter tag, or dwelling re-rented and new occupant refuses entry), the inspector will meet with the applicant at the dwelling. The inspector will comment "incomplete inspection" with details as to why the interior could not be accessed. Ownership, occupancy, and all critical data fields will be verified.

The exterior damages will be recorded in real property line items, as well as the high watermark, if applicable. If the cause of damage is flooding, sewer backup or seepage the inspector will utilize the high water mark on the exterior of the structure to address interior real property damage using the speed estimating factors. Speed estimating cannot be used if the high water mark is located in the basement. Real property damages that can be visually verified through windows and doors will also be recorded.

Inspectors are to only record personal property damages that can be verified by a high water mark and/or viewed through windows. Personal property that is not affected or that cannot be verified will be addressed as "not affected".

**No Contact** - Record a minimum of three attempts to contact the applicant in comments with date and time. The attempts must be made on different days at different times. There must be an exterior inspection that describes the dwelling (i.e. Foundation & Dwelling check boxes), and visible damages recorded in real property. The Habitability call is based on damages recorded and relocate will be "no". No contact inspections are returned as "Return", "No Contact Pending".

**Done / Withdrawn** - Comment with the applicant's reason for withdraw. When an applicant has missed two scheduled appointments record "Missed 2<sup>nd</sup> appointment with inspector" in real property screen. The Job Status of "Done" and the Job Completion Status of "Withdrawn" are entered on the Post Inspection Screen. The inspector must briefly explain the IHP programs to the applicant.

Property damage which occurred outside of the incident period will be recorded as "Not Affected". Comment on the date the damages occurred. **Flag the inspection for FEMA manual review.**

**Undeclared County** - When an inspection is downloaded to the inspector, it is the inspector's responsibility to verify that the applicant resides within a declared county. When an inspector determines that an applicant resides in an undeclared county, the inspector will explain to the applicant that the inspection cannot be performed because the county is not included in the current federal declaration and will advise the applicant to keep in touch with local emergency management officials in case the county is added at a later date. The inspector will correct the county and provide a comment "Applicant resides in undeclared county." The inspection will be returned as done /complete and **flagged for FEMA manual review.**

**Special Needs** - If an inspector encounters a special needs case, pertinent details (name, address, registration number, description of special need) should be reported to the field supervisor for referral to FEMA.

**Appeal inspections** - Perform a complete inspection, including re-verifying all documentation, real property, and personal property that was addressed or omitted on the initial inspection.

- There is a required comment concerning the items appealed for. **Example:** If the focus of the appeal inspection is roof covering, an appropriate comment would be "Appeal item = roof covering = no changes made, roof is deferred maintenance."
- Spec out all damage; do not use speed estimating on appeal inspections.
- Do not use service calls.
- For condominium/ co-op appeals, specific instructions will be included in the appeal request.

**Flagging inspections** - The inspector shall flag inspections as directed or when the situation warrants FEMA manual review.

## **STANDARD OF CONDUCT**

The inspector will address the conflict of interest dropdown field in accordance with this statement and select the appropriate choice.

**"Inspectors, employed by or under contract to FEMA to perform Individual Assistance inspections, shall not be part of any trade or financial transactions involving the purchase or sale of any real or personal property belonging to an applicant or household member who is assigned for inspection or being inspected by the designated inspector." Inspectors shall not conduct an inspection on a family member, friends, or business associates dwelling where a conflict of interest may arise.**

Task Monitors DR- Andrew Harris / Mike Jarvis

# Disaster Recovery Centers (DRCs)

Tuesday, February 10, 2009

COUNTY	DRC #	SITE	ADDRESS	CITY	ZIP	OPEN DATE	CLOSE DATE	HOURS
King (South)	1	Auburn Super Mall	1101 SuperMall Way, Suite 1157	Auburn	98001	2/1/09	2/14/09	Mon-Sat 9a-7p
Lewis (West)	2	Yard Birds Mall	2100 N National Ave, 2nd Floor	Chehalis	98532	2/2/09	2/14/09	Mon-Sat 9a-7p
Snohomish (South)	3	Evergreen State Fairgrounds	14405 179th Ave SE, Building 501	Monroe	98272	2/3/09	2/17/09	Mon-Sat 9a-7p
Pierce	4	South Hill Mall	3500 S Meridian, Suite 940	Puyallup	98373	2/4/09	2/25/09	Mon-Sat 9a-7p
Thurston/ Mason	5	Westfield Capital Shopping Center	625 Black Lake Blvd, Suite 374	Olympia	98502	2/6/09	2/18/09	Mon-Sat 9a-7p
Pacific	6	Our Savior's Lutheran Church	324 Jackson St	Raymond	98577	2/7/09	2/18/09	Mon-Sat 9a-7p
Wahkiakum /Cowlitz	7	Cowlitz County Training Center	1942 First Ave, "The Boat House"	Longview	98632	2/9/09	2/21/09	Mon-Sat 9a-7p
Kittitas	8	Kittitas County Fairgrounds Western Village	1010 E 8th Ave "Robber's Roost"	Ellensburg	98926	2/13/09	2/27/09	Mon-Sat 9a-7p
Benton	9	District 4 Fire Station Training Room	2604 Bombing Range Rd	W. Richland	99353	2/17/09	2/19/09	Mon-Sat 9a-7p
Whatcom/ Skagit	10	Former Toyota Dealership	405 E Champion St	Bellingham	98225	2/20/09	TBD	Mon-Sat 9a-7p
King (East)	11	TBD	TBD	TBD	98065	2/16/09	TBD	Mon-Sat 9a-7p
Lewis (East)	12	Bob Lyle Community Center	700 Main St	Morton	98356	2/16/09	2/28/09	Mon-Sat 9a-7p
Snohomish (North)	13	Stanwood Camano Community Fairground	25802 64th Ave NW	Stanwood	98292	2/19/09	TBD	Mon-Sat 9a-7p

Black text = Official    Red text = Planned/Tentative  
RED TEXT INFORMATION IS FOR INTERNAL DISTRIBUTION ONLY