US Army Corps of Engineers®

ESF #3 Field Guide

June 2006

Foreword

The "Emergency Support Function #3 (ESF #3) Field Guide " provides U.S. Army Corps of Engineers with information on tools and initiatives to improve disaster response operations. This Field Guide should serve as a readily accessible resource with information and guidance that is up to date and easy to find. The Field Guide contains checklists, fact sheets, policy memos, and other materials, and is an essential tool for disaster response operations under the National Response Plan. The Field Guide is also designed as a training guide to provide a base knowledge for future response operations.

The Field Guide was first developed in 1999 and revised in 2001, and 2002 since it has been proven to be a valuable source of information. We received constructive feedback from USACE personnel and have incorporated their comments and suggestions into this revised version. The “Field Guide” is a reference guide that can be used for the Emergency Response Team – Advance (ERT-A) and in the Joint Field Office (JFO), Recovery Field Office (RFO), Regional Response Coordination Center (RRCC), and National Response Coordination Center (NRCC).

ESF #3 Team Members play critical roles during disaster response and recovery operations. When a major disaster occurs, our #1 priority will be to respond to the public's needs. It is crucial to have complete and accurate information at our fingertips to ensure our success.

When the next major disaster occurs, the President, Secretary of Homeland Security, the Director of the Federal Emergency Management Agency, and the American people will expect and deserve a rapid and successful response from the Corps of Engineers. The ESF #3 Team members will be instrumental in making the USACE response a success. You are encouraged to use the ESF #3 Field Guide as a source for information to assist you in your response and recovery efforts.

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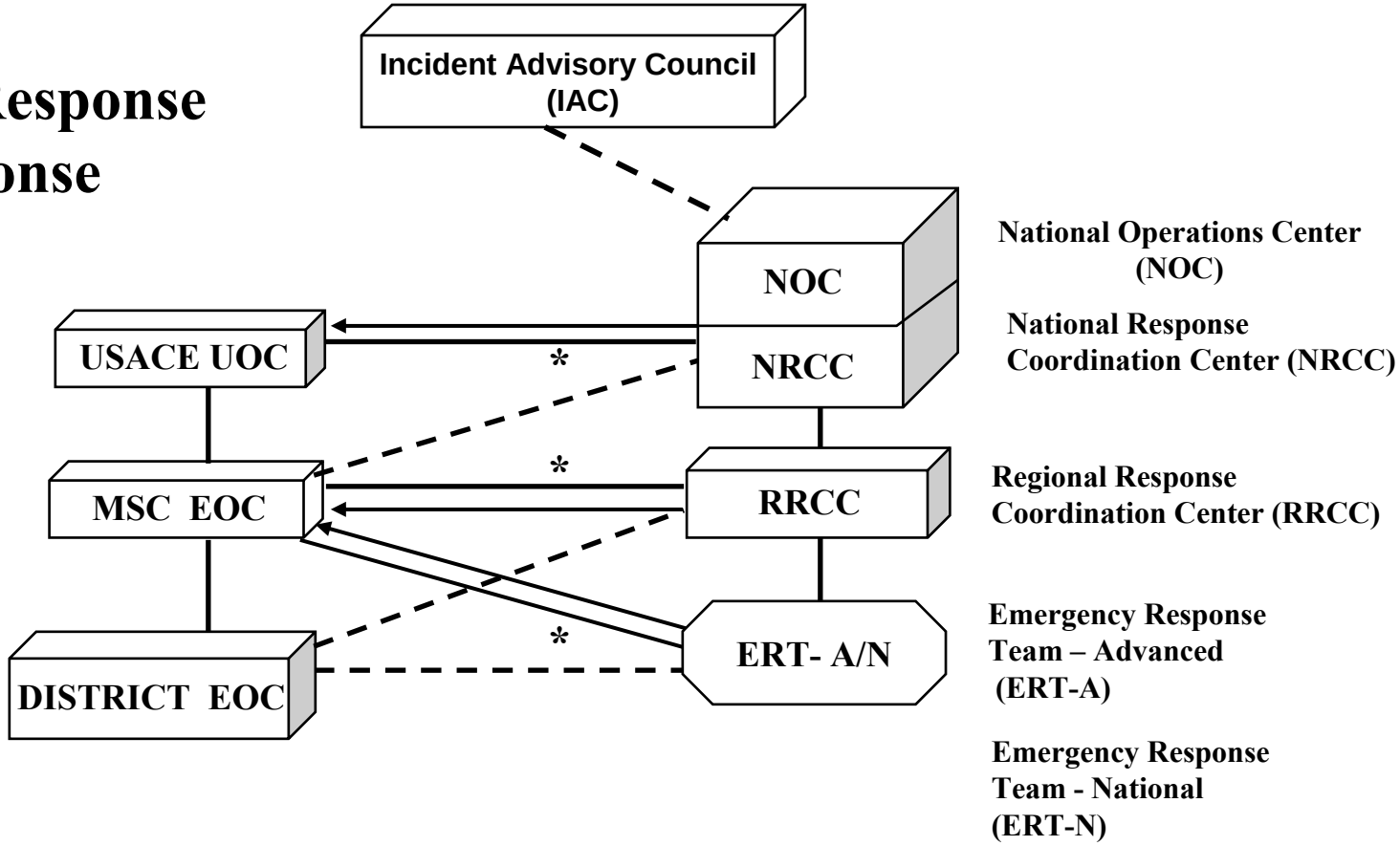
National Response Plan Response Structure



* ESF #3 Management Team Only

Command & Control

Coordination

Coordination and Tasking

ESF #3 Concept of Operations Summary

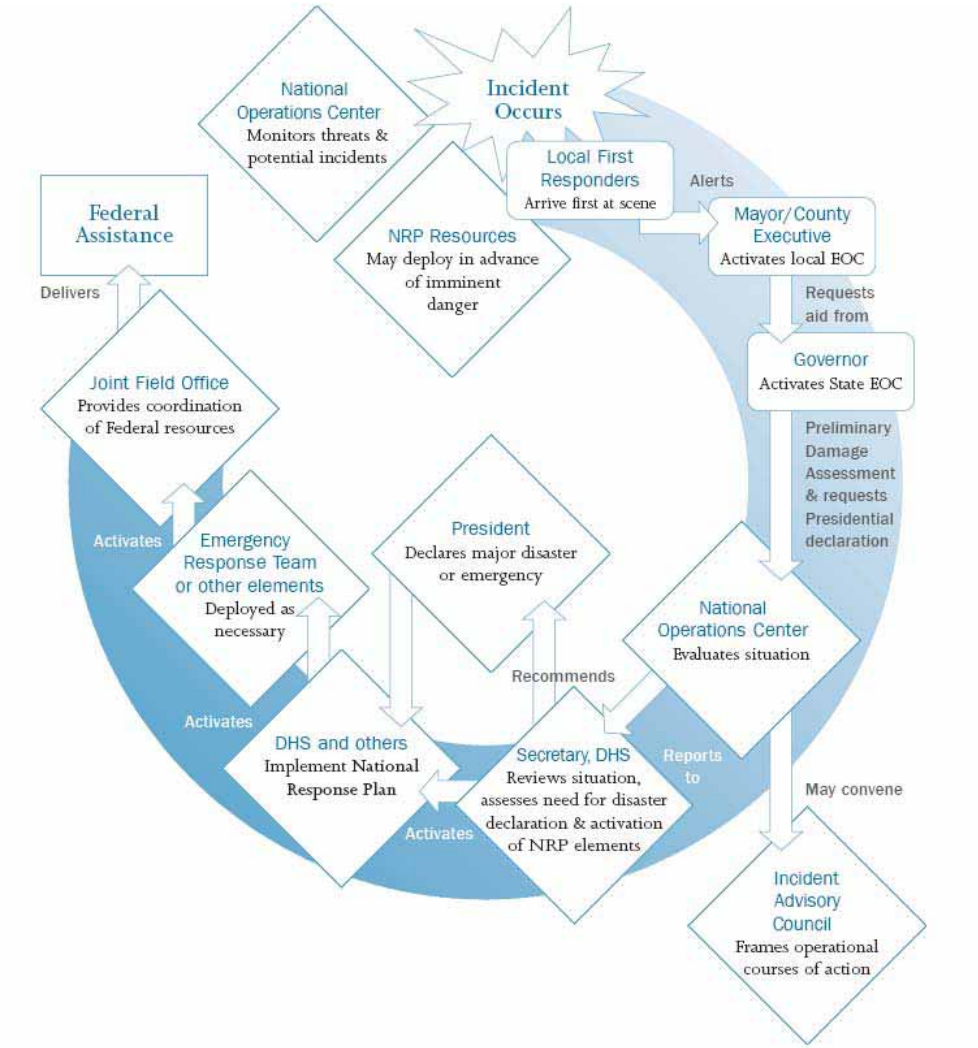
The disaster response and recovery process is complex and dynamic. The Incident Command System (ICS) is the standard operating procedure used under the National Response Plan (NRP). This guide is to assist in mission execution under the NRP. Several separate activities are initiated and executed simultaneously. The following summary addresses those functions and activities relating to the responsibilities and duties required by the Emergency Support Function #3 (ESF #3) structure to respond. As such, it incorporates established policy and principles as well as operational experience gained from prior USACE emergency operation activities.

This Concept of Operations addresses operational teams, staffing, functions, reporting, and other organizational procedures associated with the response teams, mission assignments, and liaison requirements. In addition, MSC and District Emergency Operations Centers (EOC) are operating.

There may be ESF #3 components in all of the following response elements:

- National Operations Center (NOC)
- National Response Coordination Center (NRCC)
- Regional Response Coordination Center (RRCC)
- Emergency Response Team (ERT)
- Emergency Response Team - National (ERT-N)
- Emergency Response Team - Advanced (ERT-A)

Overview of Initial Federal Involvement Under the Stafford Act



National Response Plan

Homeland Security Act of 2002: The *Homeland Security Act,* PL 107-296, 6 U.S.C. §101(14) established the Department of Homeland Security to prevent terrorist attacks within the United States; reduce the vulnerability of the United States to terrorism, natural disasters, and other emergencies.
Homeland Security Presidential Directive-5: Enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system.
The Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.) (88 Stat.143) (The Stafford Act), authorizes the President to provide financial and other forms of assistance to state and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following presidentially declared major disasters and emergencies.

ESF #1: Transportation: **Primary Agency: Dept. of Transportation:** Provide Federal and Civil transportation support & Transportation safety.

ESF #2: Telecommunication and Information Technology: **Primary Agency: DHS – Information Analysis and Infrastructure Protection/National Communications System:** Provide telecommunication support

ESF #3: Public Works and Engineering: **Primary Agency: U.S. Army Corps of Engineers, Dept. of Defense:** Restore essential public services and facilities.

ESF #4: Fire Fighting: **Primary Agency: Dept of Agriculture, U.S. Forest Service:** Detect and suppress fires, resource support to rural and urban firefighting operations.

ESF #5: Emergency Management: **Primary Agency: DHS – FEMA:** Collect, analyze, and disseminate information to facilitate the overall Federal response and recovery operations.

ESF #6: Mass Care, Housing and Human Services: **Primary Agency: DHS- FEMA - Recovery Division, American Red Cross:** Manage and coordinate food, shelter, and first aid for victims; provide bulk distribution of relief supplies; operate a system to assist family reunification.

National Response Plan

ESF #7: Resources Support: **Primary Agency: General Services Administration:** Provide equipment, materials, supplies and personnel to Federal entities during response operations; coordinate Federal law enforcement when requested by the State.

ESF #8: Public Health and Medical Services: **Primary Agency: Department of Health and Human Services**: Provide assistance with public health and medical care needs.

ESF #9: Urban Search and Rescue: **Primary Agency: DHS –Federal Emergency Management Agency:** Locate, extricate, and provide initial medical treatments for individuals trapped in collapsed structures.

ESF #10: Oil and Hazardous Materials Response: **Primary Agency: Environmental Protection Agency, DHS - U.S. Coast Guard:** Supports Federal response to actual or potential release of oil and hazardous materials.

ESF #11: Agriculture and Natural Resources: **Primary Agency: Department of Agriculture - Food Nutrition Service and Animal and Plant Inspection Service, Food and Drug Admin**: Identify needs; ensure nutritional services, agricultural and natural resource protection and restoration.

ESF #12: Energy: **Primary Agency: Department of Energy**: Restore power systems, fuel supplies.

ESF #13: Public Safety & Security: **Primary Agency: Department of Justice:** Law enforcement, criminal investigation and response/recovery operations.
:
ESF #14: Long-Term Community Recovery: **Primary Agency: DHS - FEMA, Dept of Commerce – Economic Development Administration, Dept of Housing and Urban Development, Dept of Treasury, Small Business Administration**: Economic impact assessment, recover assistance to states and local government,.

ESF #15: External Affairs: **Primary Agency: Department of Homeland Security**
Integrated structure, resources, and coordination mechanisms for delivering accurate, consistent and timely information to the public.

Emergency Support Function #3
Public Works and Engineering

ESF #3 - Public Works and Engineering assists the DHS/FEMA by coordinating and organizing the capabilities and resources of the Federal Government to facilitate the delivery of services, technical assistance, engineering expertise, construction management, and other support to prevent, prepare for, respond to, and/or recover from domestic incidents. ESF #3 is structured to provide public works and engineering related support for the changing requirements of domestic incident management to include preparedness, prevention, response, recovery, and mitigation actions.

Functional Scope:

- Conducting pre- and post-incident assessments of public works and infrastructure
- Executing emergency contract support for life-saving and life-sustaining services
- Providing technical assistance to include engineering expertise
- Construction management
- Contracting services
- Real estate services
- Providing emergency repair of damaged infrastructure and critical facilities
- Implementing and managing the DHS/Federal Emergency Management Agency Public Assistance Program and other recovery programs.
- Technical assistance
- Support to all other ESFs

Typical USACE Mission Assignments

- National Activation
- Regional Activation
- Water
- Ice
- Emergency Power
- DTOS Support
- Debris
- Temporary Housing
- Temporary Roofing

- Critical Public Facilities
- Safety Assessment
- Local Government Liaisons
- Technical Assistance
- Urban Search and Rescue Support
- Recovery Field Office Operations
- Remote Sensing
- Logistics Planning Response Team

Coordinating Agency Responsibilities

The U.S. Army Corps of Engineers is designated as the ESF#3 Coordinator in the National Response Plan. The Coordinator is responsible for pre-incident planning and coordination, maintaining ongoing contact with ESF primary and support agencies, conducting periodic ESF meetings and conference calls, coordination efforts with the private sector and coordinating ESF activities related to catastrophic incident planning and critical infrastructure preparedness.

Primary Agency Responsibilities

Primary Agency – Response. The U.S. Army Corps of Engineers is designated as the primary agency for ESF #3 response under the NRP.

Primary Agency – Recovery. FEMA is designated as the primary agency for ESF #3 recovery under the NRP. FEMA manages interagency infrastructure recovery programs under the Public Assistance program, Title 44 Code of Federal Regulations, Part 206 and the FEMA Public Assistance Guide (FEMA 322) that contains information regarding program eligibility, application processes and project requirements.

Unified Command

Unified ESF#3 Command: When ESF #3 is activated, USACE and FEMA ESF #3 activities will be carried out through a "unified command" approach, as agreed by the two primary agencies at the time of the incident. USACE and FEMA ESF #3 representatives will jointly determine objectives, strategies, plans and priorities and will work together to execute operations and coordinate resources.

Primary Agency Responsibilities: USACE will be the primary agency for the Unified ESF#3 Command during the incident response phase, when incident management priorities and objectives are focused primarily on response operations. Primary agency responsibilities for the Unified ESF #3 Command will transition to FEMA during the recovery phase, when incident management priorities and objectives are focused primarily on recovery. The USACE and FEMA ESF #3 representatives will determine the transition of lead agency responsibilities at the time of the incident.

Other ESF Support to ESF #3 Under the NRP

Agency	Functions
Department of Agriculture (USDA)	Provides engineering and contracting/procurement personnel and equipment to assist in emergency removal of debris, demolition, repair of roads and bridges, temporary repair of essential public facilities, and water supply. ESF #4 – Firefighting or the USDA/Forest Service Disaster and Emergency Operations Branch is the contact for this support. Provides technical personnel to evaluate damage to water control facilities. The Natural Resources Conservation Service (NRCS) is the regional contact for this support.
Department of Commerce	Provides direct technical support and advice on procurement of external consulting services for assessing the structural and fire safety of damaged buildings and lifelines (public works and utilities). The Interagency Committee on Seismic Safety in Construction, Building and Fire Research Laboratory, National Institute of Standards and Technology, is the point of contact.
Department of Energy	Gathers, assesses, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas. Provides information concerning the energy restoration process such as projected restoration schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate. Enables radiologically contaminated debris management activities by coordinating and/or providing resources, assessments, data, expertise, technical assistance, monitoring, and other appropriate support.

Other ESF Support to ESF #3 Under the NRP

Department of Health and Human Services (HHS)	Supplies engineering and environmental health personnel to assist in assessing the status of wastewater and solid-waste facilities. Provides guidance related to health problems associated with hazardous materials. Assists in determining the suitability for human consumption of water from local sources. Enables contaminated debris management activities by coordinating and/or providing resources, assessments, data, expertise, technical assistance, monitoring, and other appropriate support.
Department of Homeland Security	**Information Analysis and Infrastructure Protection Directorate** **Protective Security Division (PSD):** Supports ESF #3 infrastructure protection and mitigation missions by providing infrastructure risk and vulnerability assessments in response to actionable intelligence and other information. **Infrastructure Coordination Division (ICD):** Works with the Infrastructure Liaison concerning issues dealing with the recovery and restoration of the associated critical infrastructure sector, supported by this ESF, including the allocation and prioritization of resources.
	U.S. Coast Guard Coordinates the marking and removal of obstructions declared to be hazards to navigation. Assists in debris and contaminated debris management activities when debris or runoff impacts navigable waters. This includes coordinating and/or providing resources, assessments, expertise, technical assistance, monitoring, and other appropriate support.

Other ESF Support to ESF #3 Under the NRP

Department of the Interior	Provides engineering support to assist in evaluating damage to water control systems, such as dams, levees, and water delivery facilities and structures. Provides personnel to assist in damage assessment, structural inspections, debris clearance monitoring, and restoration of facilities in general. Provides technical assistance in contract management, contracting, procurement, construction inspection, and environmental and archeological assessments. Provides tribal nation liaisons, as described in the Tribal Relations Support Annex, if required.
Department of Labor (DOL)	The Occupational Safety and Health Administration (DOL/OSHA) provides worker safety advice, assistance, and policy support for debris removal, building demolition, and other ESF #3 activities.
Department of Transportation	Provides technical expertise and assistance for repair and restoration of transportation infrastructure (e.g., highways, bridges, tunnels, transit systems, port facilities, and railways) and provides advice and assistance on the transportation of contaminated materials. Provides engineering personnel and support to assist in damage assessment, structural inspections, debris clearing, and restoration of the Nation's transportation infrastructure. Administers special funding that can be used for repair or reconstruction of major highway facilities and as well as grant programs for transit systems and railroads that could be used for repair and rehabilitation of damaged infrastructure.

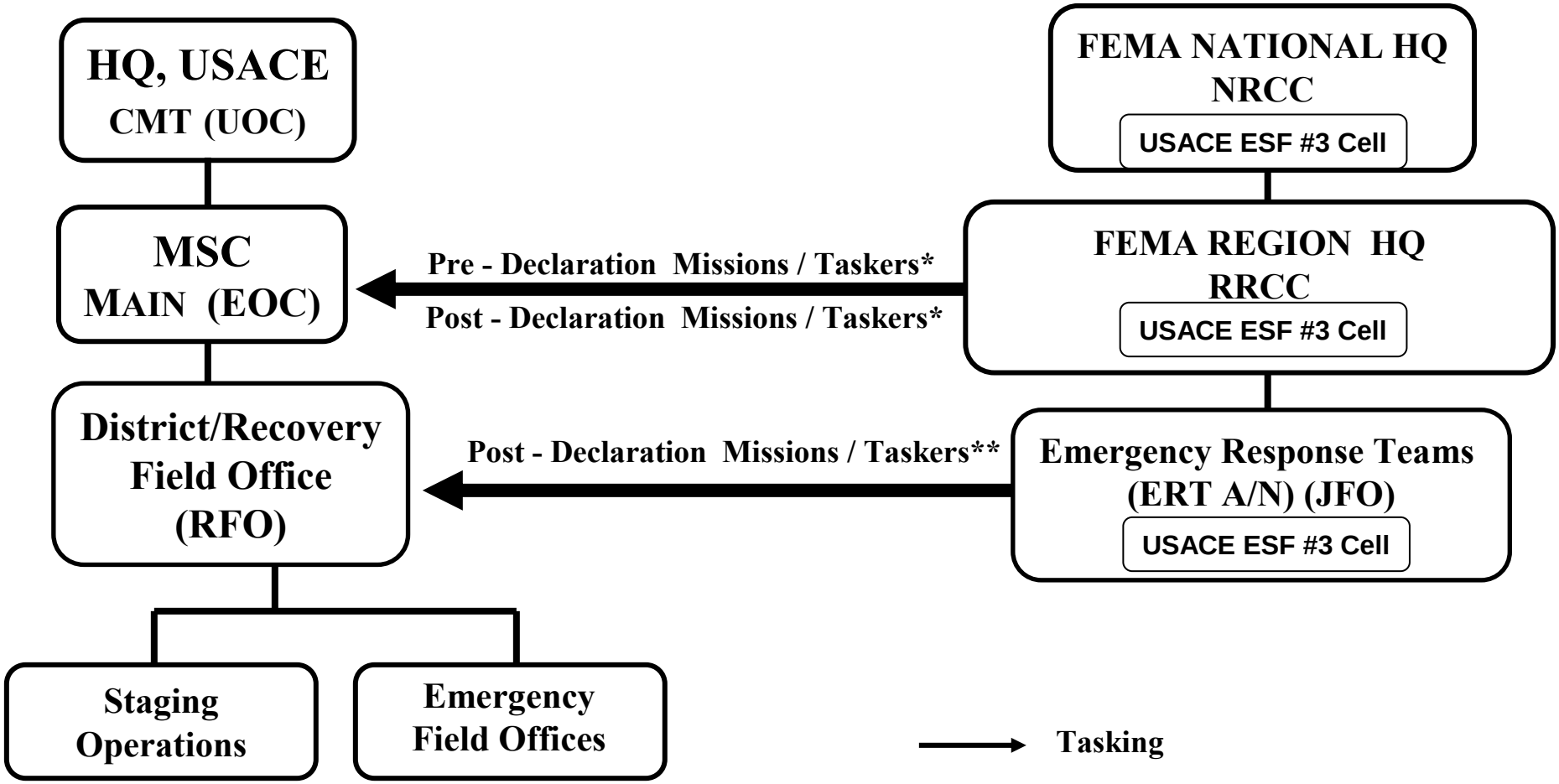
Other ESF Support to ESF #3 Under the NRP

Department of Veterans Affairs	Provides engineering personnel and support, including design estimating and construction supervision for repair, reconstruction, and restoration of eligible facilities.
Environmental Protection Agency	Conducts infrastructure protection activities for drinking water and water treatment agencies, in accordance with its responsibilities as the designated Sector-Specific Agency for this sector as described in Homeland Security Presidential Directive-7. Assists, in conjunction with HHS, in determining the suitability for human consumption of water from local sources and in identifying hazardous materials having the potential to affect drinking water supplies. Assists in identifying water and wastewater needs. Supplies sanitary engineers to assess wastewater and solid-waste facilities. Provides bio-surveillance, warning, and detection capabilities. Assists in locating disposal sites for debris clearance activities. Identifies locations and provides safety guidance for areas affected by hazardous materials. Ensures the protection and cleanup of these areas. Assists contaminated debris management activities by coordinating and/or providing resources, assessments, data, expertise, technical assistance, monitoring, and other appropriate support. Assists in investigation and intelligence analysis for hazardous materials incidents involving contaminated wastewater or drinking water systems.

Other ESF Support to ESF #3 Under the NRP

General Services Administration	Provides personnel and contractors to assist in damage assessment, structural inspections, debris clearance monitoring, and restoration of facilities in general. Provides technical assistance in contract management, contracting, procurement, construction inspection, and environmental and archeological assessments.
Nuclear Regulatory Commission	Assists radiological contaminated debris management activities by coordinating and/or providing resources, assessments, data, expertise, technical assistance, monitoring, and other appropriate support.
Tennessee Valley Authority	Provides personnel to assist in damage assessment, structural inspections, debris clearance monitoring, and restoration of facilities in general.
American Red Cross	Works with DOD/USACE; DHS/EPR/FEMA; other Federal, State, local, and tribal government entities; and other NGOs to ensure integration of ice and water requirements and distribution processes into mass care operations.

Mission Assignment and Tasking



* National Commodities issued by NRCC

** Issued from JFO when RRCC stands down

Foundation for USACE Responsibilities

USACE Task Force Commander (UTFC)

- Issues Operations Orders.
- Designates *Supported* and *Supporting* MSC Commands.
- Provides USACE resources and attaches them to the *Supported* Division Commander, upon request.

ESF #3 Team Leader

- Provides supervision to all USACE elements that are in directs support (DS) to the FCO and in support of internal FEMA operations.
- Serves as the USACE representative in the negotiation, coordination and acceptance of missions and taskings.
- Provides Senior Program Manager oversight of ESF #3 assigned missions.
- Forwards FCO;s taskings to USACE responding organization (usually the Recovery Field Office) for mission execution.

Supported Division Commander

- Responsible to the USACE Commander for emergency preparedness and response.
- Responds quickly with "P" for plenty.
- For major disasters, deploys to the disaster site and provides initial disaster assessment.
- Designates the USACE responding organization (usually a Recovery Field Office) Commander.
- Provides MSC resources to Recovery Field Office Commander to support mission(s).
- Requests additional resources through HQUSACE UOC.
- Acts as point of contact (POC) for all HQ mission execution and mission status reporting.
- Has an attached unit, the ESF #3 Team Leader (Management Team) and other USACE assets assigned to the Joint Field Office.*

USACE Responding Organization Commander

- Designated by the Supported Division Commander / Accountable to the Supported Division Commander.
- Has as attached, USACE assets deploying into the region for event response. Does not include personnel DS to FCO.*
- Supports the Recovery Field Office.

Recovery Field Office (RFO)

- Functions similar to a District Office.
- Provides mission execution, planning, contract administration, design, and real estate acquisition and disposal.
- Provides technical assistance.

Emergency Field Office

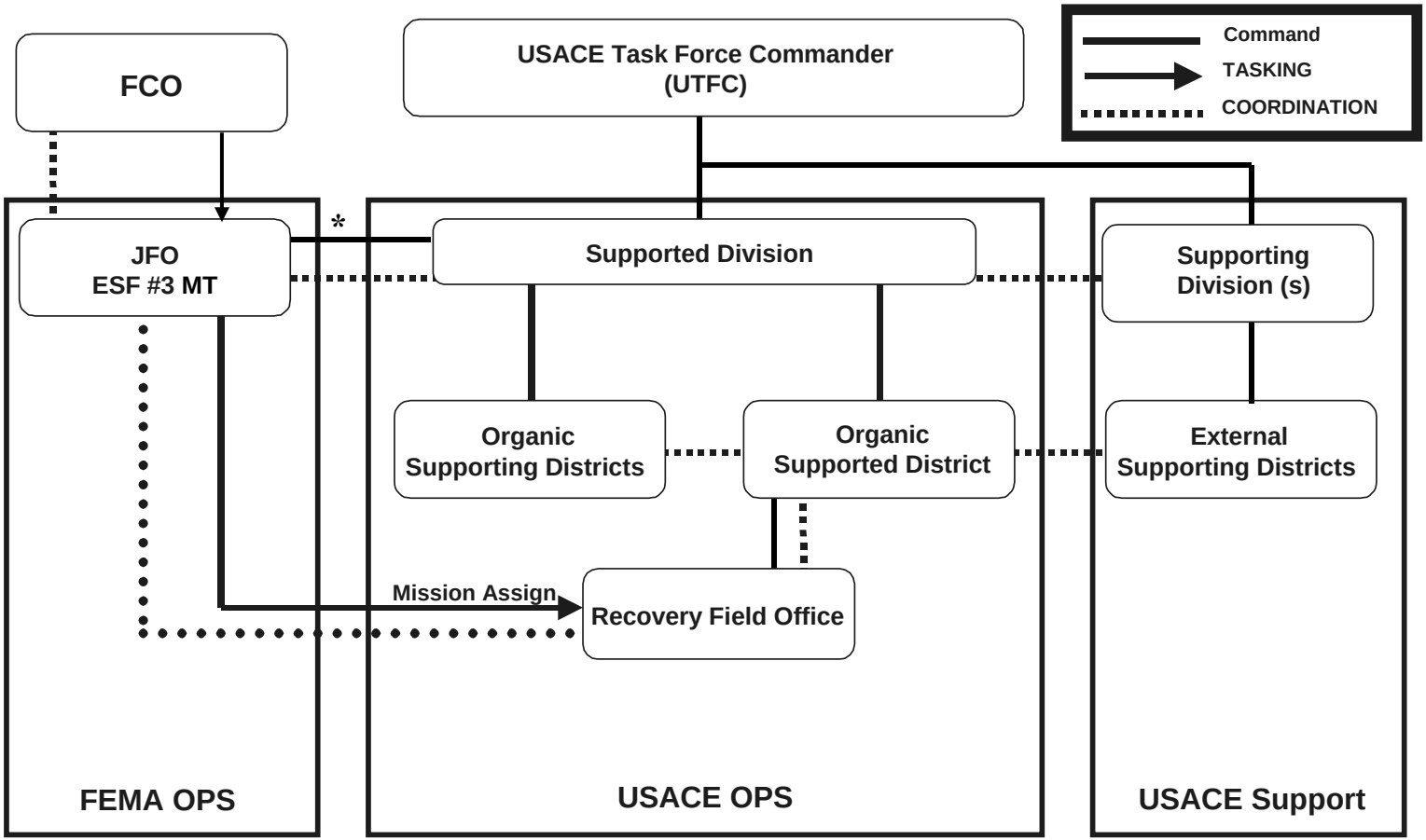
- Functions similar to a Resident Engineer Office.
- Established by a district EOC for small to medium recovery missions (e.g. debris, temporary housing and roofing).
- Established by the RFO to support large, long duration recovery missions.

USACE Responding Organization (usually a Supported District) Commander

- Provides administration and logistics support for the Recovery Field Office.
- Provides cadre for Recovery Field Office.

* Supported Division ***Commander may further attach elements to the USACE responding organization (usually a Recovery Field Office) Commander.***

Command and Control of USACE Disaster Recovery Operations



* *Supported Division* ***Commander may further attach ESF #3 MT to Recovery Field Office Commander.***

Sourcing of
ESF #3 Team Leaders & Assistant Team Leaders

- USACE Task Force Commander (UTFC) provides:
  - A representative to the NRCC
  - Staffing for NRCC and ERT-N

- Division Commander (MSC) (in consultation with the UTFC)
  - Staffing for RRCC
  - Staffing for ERT-A
  - Staffing for ERT

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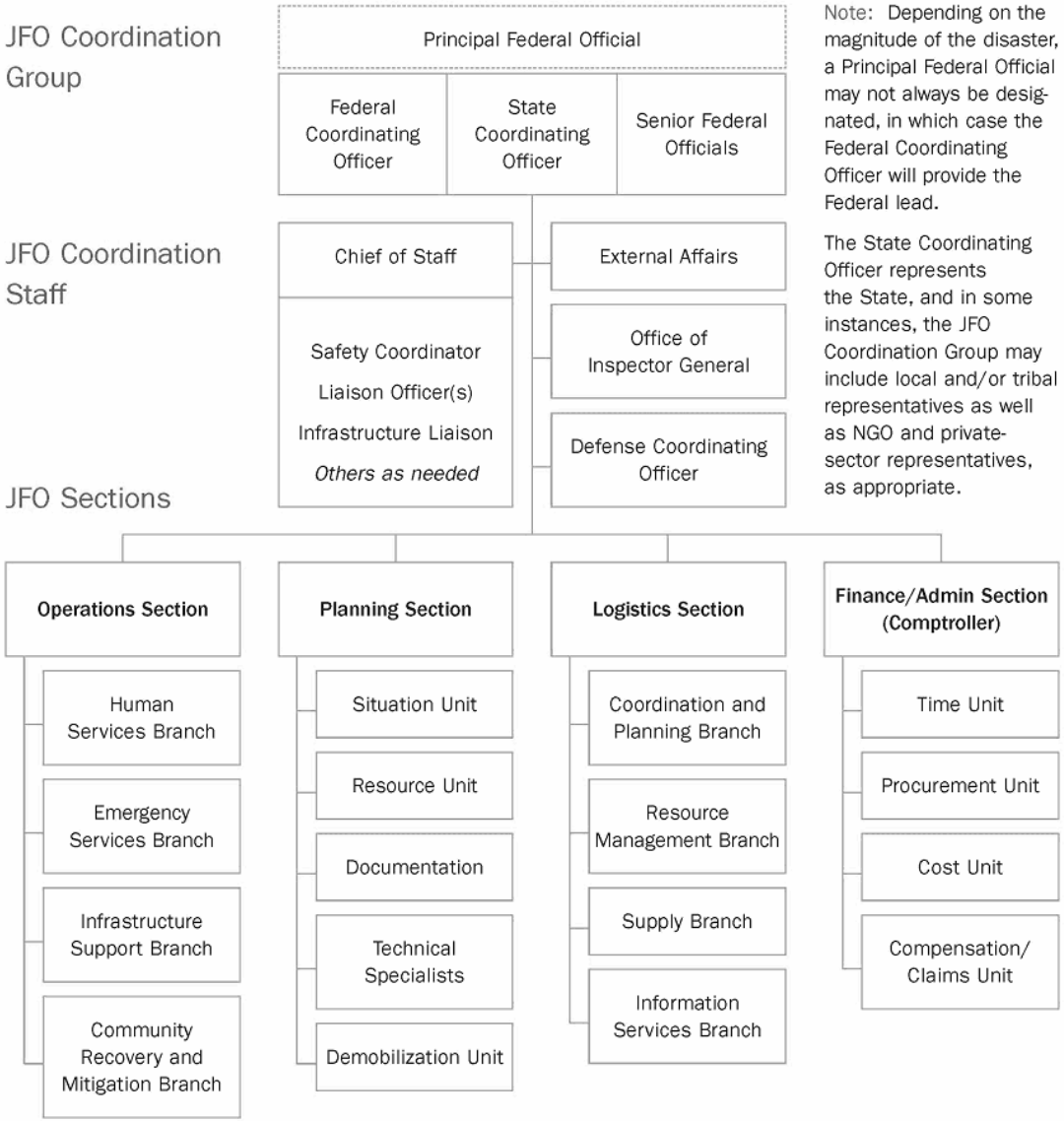
Sample JFO for Natural Disasters



National Response Coordination Center (NRCC)

The NRCC begins interagency operations by coordinating initial activation, the deployment of special teams, initiation and monitoring of mission assignments (Stafford Act only) or other interagency requirements (non-Stafford Act), and RRCC(s) activities as required and as permitted by operational security considerations. The NRCC informs primary agencies of the activation and provides a time to report to the NRCC. Primary agencies may notify and activate support agencies if required.

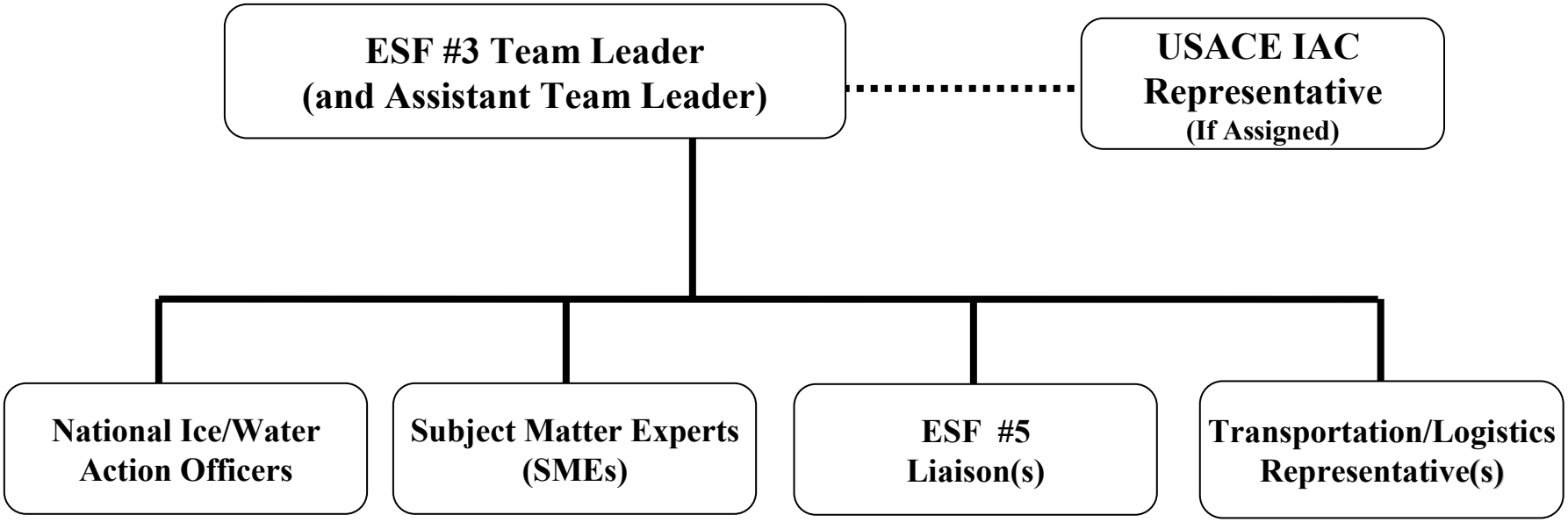
Primary agencies determine the impact of an incident on their own capabilities and identify, mobilize, and deploy resources under the mission assignment process or interagency agreements to support response activities in the affected jurisdiction(s). Formal alert and notification protocols and procedures for activation of ESFs are included as part of the NRCC standard operating procedures, published separately.

Incident Advisory Council (IAC)

The IAC is a Federal headquarters-level multi-agency coordination entity that facilitates strategic Federal domestic incident management. The IAC is comprised of senior representatives from DHS components, other Federal departments and agencies, and NGOs, as required. The membership is flexible and can be tailored or task-organized to provide the appropriate subject-matter expertise required for the specific threat or incident at hand. When activated, the IAC:

- Serves as a focal point for Federal strategic incident management planning and coordination
- Maintains situational awareness of threat assessments and ongoing incident-related operations and activities
- Provides decision making support for threat or incident-related prevention, preparedness, response, and recovery efforts
- Synthesizes information, frames issues, and makes recommendations to the Secretary of Homeland Security on:
    - Actions to take in response to credible threats
    - Changes in the national HSAS alert level
    - Policy issues
    - Operational courses of action
    - Priorities for the use or allocation of Federal resources
- Provides strategic coordination and recommendations for the application of Federal resources in cooperation with existing agency and interagency resource management and private-sector entities
- Assesses national impacts of the incident(s) as well as those associated with the actual or proposed Federal response
- Anticipates evolving Federal resource and operational requirements according to the specifics of the situation
- Maintains ongoing coordination with the PFO and the JFO Coordination Group
- Coordinates with the FBI SIOC on terrorism-related issues
- Facilitates interagency operational coordination and coordination with other public and private entities required for implementation of decisions and directions from the President or other appropriate White House entities
- Develops strategies for implementing existing policies and provides incident information to DHS and the White House to facilitate policy making. The White House originates any new policies pertaining to a major incident and resolves interagency policy disputes.

USACE Support to the NRCC

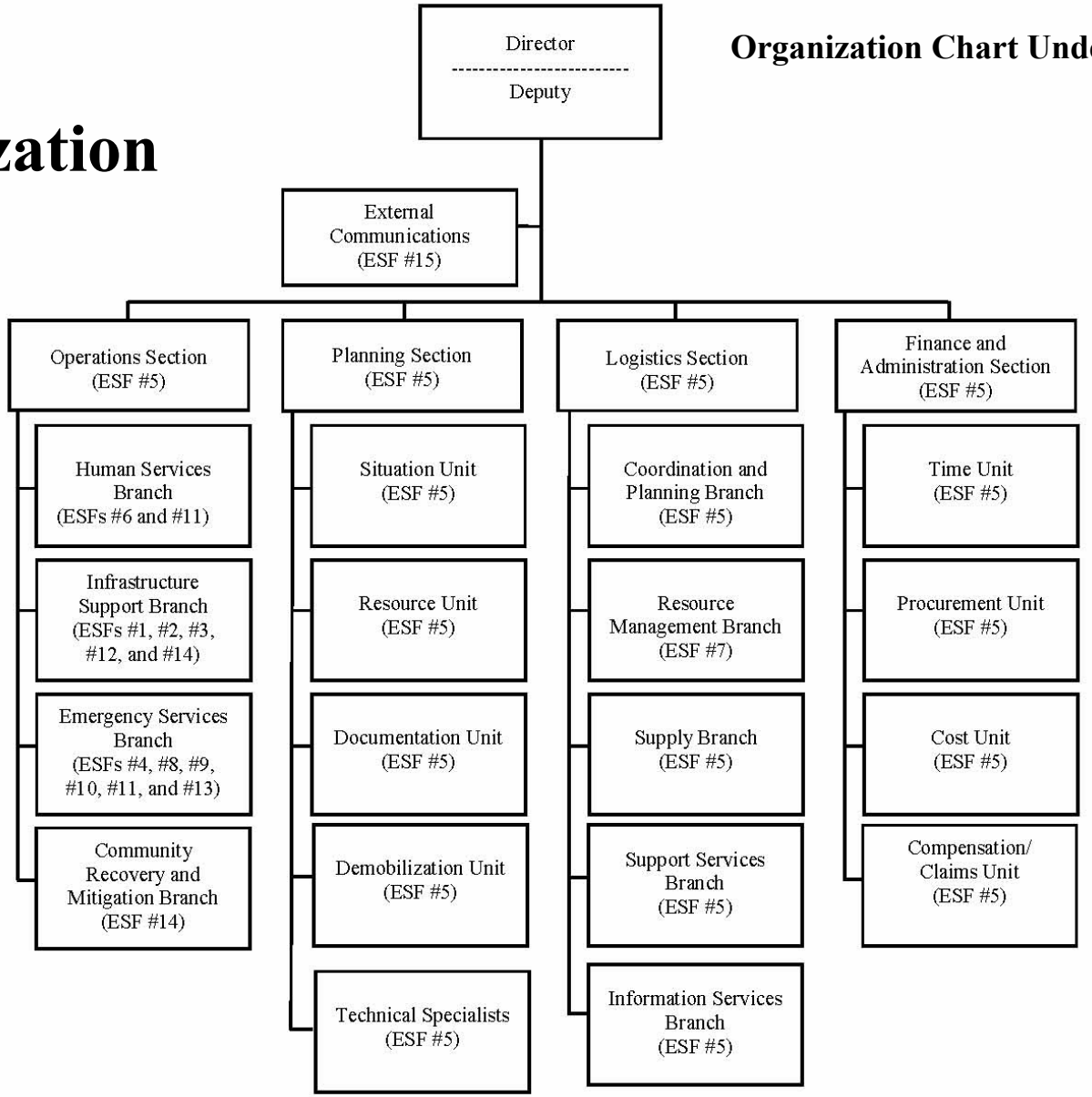


USACE ESF #3 Responsibilities at the NRCC

- Establishes and maintains coordination with ESF #3 at RRCC/JFO and UOC.
- Acts as ESF #3 POC for NRCC Director, other ESFs, Logistics, Joint Director of Military Support (JDOMS), and others.
- Assists in resolving issues that impede USACE response efforts.
- Represents USACE in the overall management of ESF #3 activities.
- Manage Single Source Ordering of National Commodities
- Supports activities of the ESF #5 (FEMA), including remote sensing/geographic information system (RS/GIS) modeling efforts and reporting.
- Supports Logistics, transportation activities.
- Advises FEMA and other ESFs on USACE authorities and capabilities.
- Provides active interface with other ESFs and DoD Liaison.
- Provides USACE input regarding resource allocation.
- Pro-actively participates in the NRCC Director's daily coordination meetings and the action planning process.
- Provides FEMA leadership with status of the execution of USACE missions.
- Reports daily status to HQUSACE and IAC representative (if assigned).
- Provides input to White House updates and other FEMA reports.

RRCC Organization

Organization Chart Under Revision



Regional Response Coordination Center

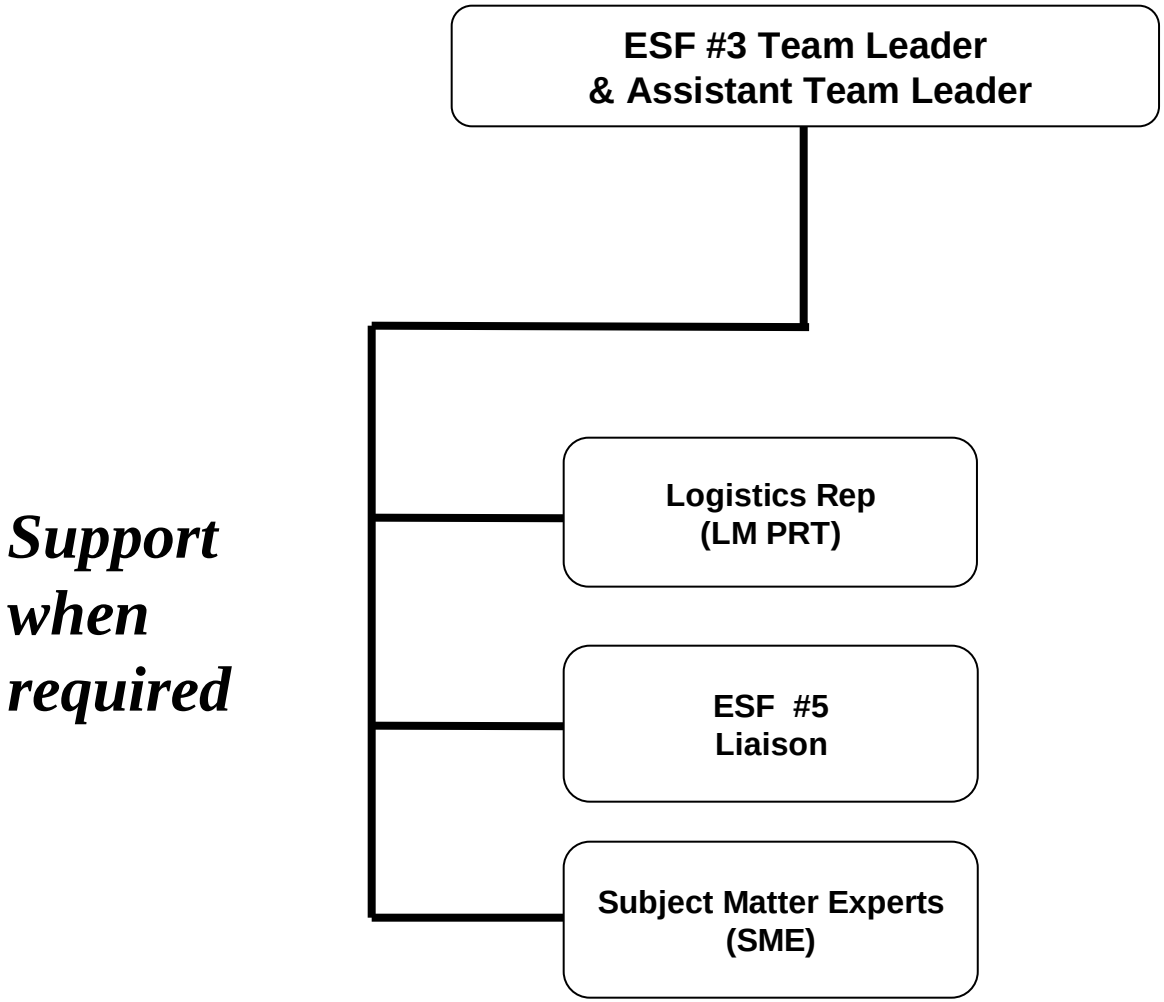
The Regional Response Coordination Center (RRCC) staff, Response Support Team (RST), coordinates federal response efforts until an ERT is established in the field and the FCO assumes coordination responsibilities. Generally operating from the FEMA Regional Office, the RRCC establishes communications with the affected state emergency management agency and the NRCC, coordinates deployment of the Emergency Response Team—Advance Element (ERT-A) to field locations, assesses damage information and develops situation reports (under ESF #5—Emergency Management), and issues initial mission assignments.

The RRCC is activated by the FEMA Regional Director based on the level of response required. It is led by a RRCC Director and consists of FEMA staff and ESF representatives, as well as a Regional Emergency Preparedness Liaison Officer (REPLO), who assists in coordination of requests for military support. The RRCC will be deactivated once the JFO becomes operational, or at the discretion of the FEMA Regional Director.

The RRCC will perform the following functions:

- Establishes the foundation for response and recovery efforts until JFO is fully operational.
- Coordinates ERT-A activities for deployment to the field and/or state EOC.
- Collects field assessment data provided from ERT-A, and serves as the collection and distribution point for RNA data.
- Issues pre-disaster and other initial mission assignments from the RRCC to the respective ESFs until the JFO is established and responsibilities can be transferred to the FCO at the JFO. The USACE representative within the RRCC will accept formal Mission Assignments (MAs) until the JFO is established.
- Establishes communications with the affected state through the ERT-A and initiate coordination and planning for response.
- Serves as temporary coordination office for federal activity until the JFO is established.
- Collects information and provide situation status updates and assessment reports to the NRCC, ERT-A, and MSC EOC.
- Coordinates the gathering and dissemination of damage assessment information with ESF #5 - Emergency Management, through the FEMA RRCC Situation Report (SITREP).

USACE Support to the RRCC



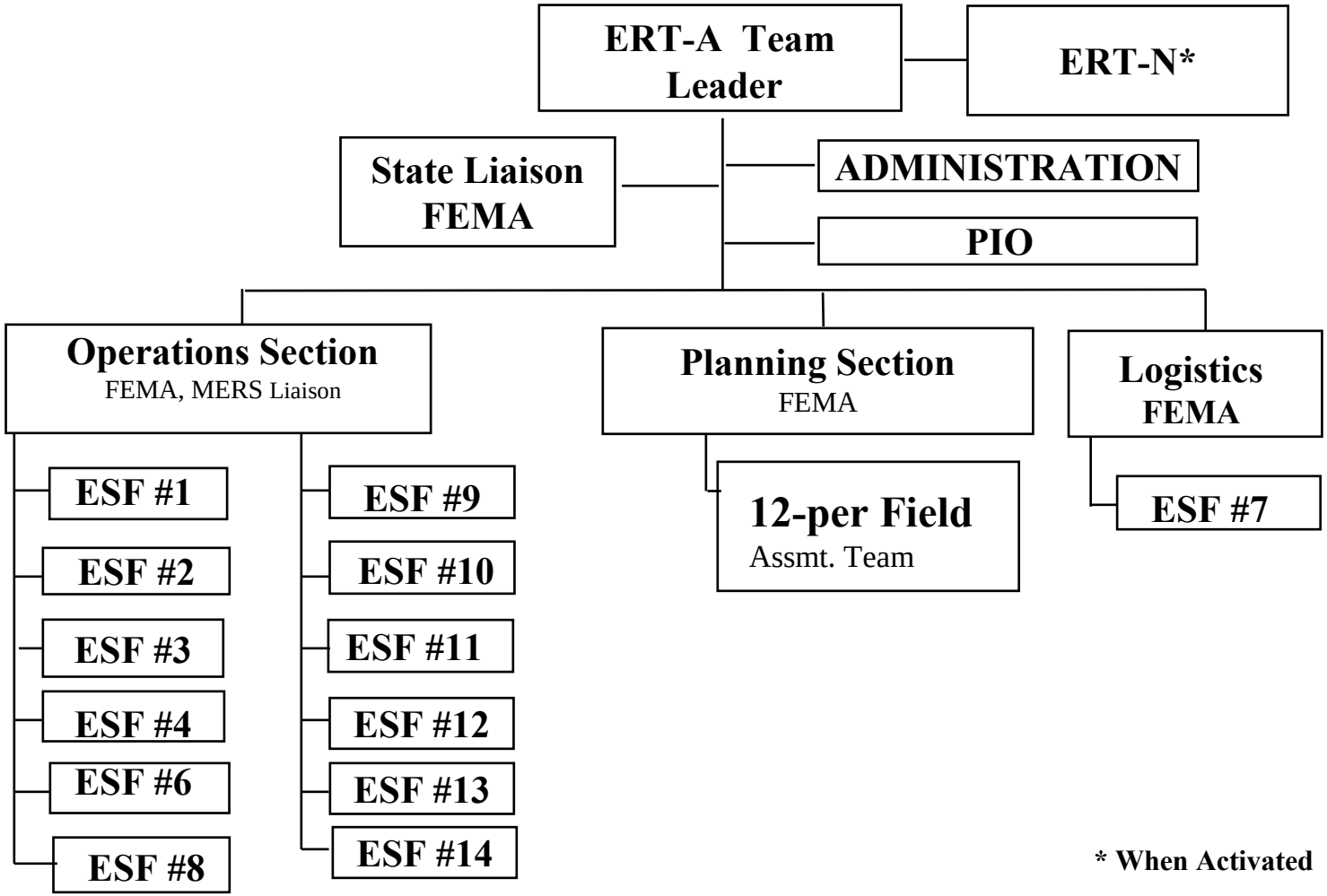
USACE Support to the RRCC

ESF #3 RRCC Staffing.: The MSC, in coordination with HQUSACE, will be responsible for providing credentialed ESF #3 representatives to the RRCC for 24-hour operations. MSC Commanders will provide support personnel to round-out the ESF #3 cell at the RRCC. Upon deactivation of the RRCC, the credentialed ESF #3 personnel may be required to redeploy to the JFO or elsewhere as determined by the UOC.

ESF #3 Responsibilities at the RRCC

- Provides ESF #3 input to the pre-event contingency planning process.
- Represents USACE in the overall management of ESF #3 activities.
- Acts as ESF #3 POC for RRCC Director, DCO, and other ESF team leaders.
- Coordinates the formulation, acceptance, and funding of initial mission assignments from FEMA and/or other ESFs.
- Provides RRCC Director status of USACE activities, and provides input for FEMA RRCC SITREP.
- Coordinates and participates in strategic planning on projected ESF #3 missions.
- Supports activities of the ESF #5, including RS/GIS modeling efforts and reporting.
- Proactively participates in the RRCC Director's daily coordination meetings and action planning process.
- Forwards MA to the impacted MSC for execution and information copies to NRCC.
- Coordinates with ESF #1 (DOT) on the transportation concept of operations for support to USACE mission execution.
- Coordinates with ESF #12 (DOE) on the concept of operations for restoration of the power grids in concert with USACE emergency power mission.
- Reports daily USACE status to the MSC EOC and NRCC.
- Coordinates with NRCC, ERT-A deployed to the state EOC, RNA Team(s), and with MSC and District EOCs as necessary.
- Advises FEMA and other ESFs on USACE authorities and capabilities.

ERT-A Structure



*** When Activated**

USACE Support to the ERT-A

The ERT-A is the initial federal group that responds to an incident in the field. It is headed by a team leader from FEMA and is composed of FEMA program and support staff and representatives from selected ESF primary agencies. A part of the ERT-A deploys to the State Emergency Operations Center (SEOC) or to other locations to work directly with the state to obtain information on the impact of the event and to identify specific state requests for federal response assistance that are called back to the RRCC for processing. Other elements of the ERT-A (including MERS personnel and equipment) deploy directly to or near the affected area to establish field communications, locate and establish field facilities, and set up operations. The ERT-A advises as to the need to deploy a full or partial ERT and identifies or validates the suitability of candidate sites for the location of mobilization center(s) and the JFO. The ERT-A provides the RNA assessment data to the RRCC.

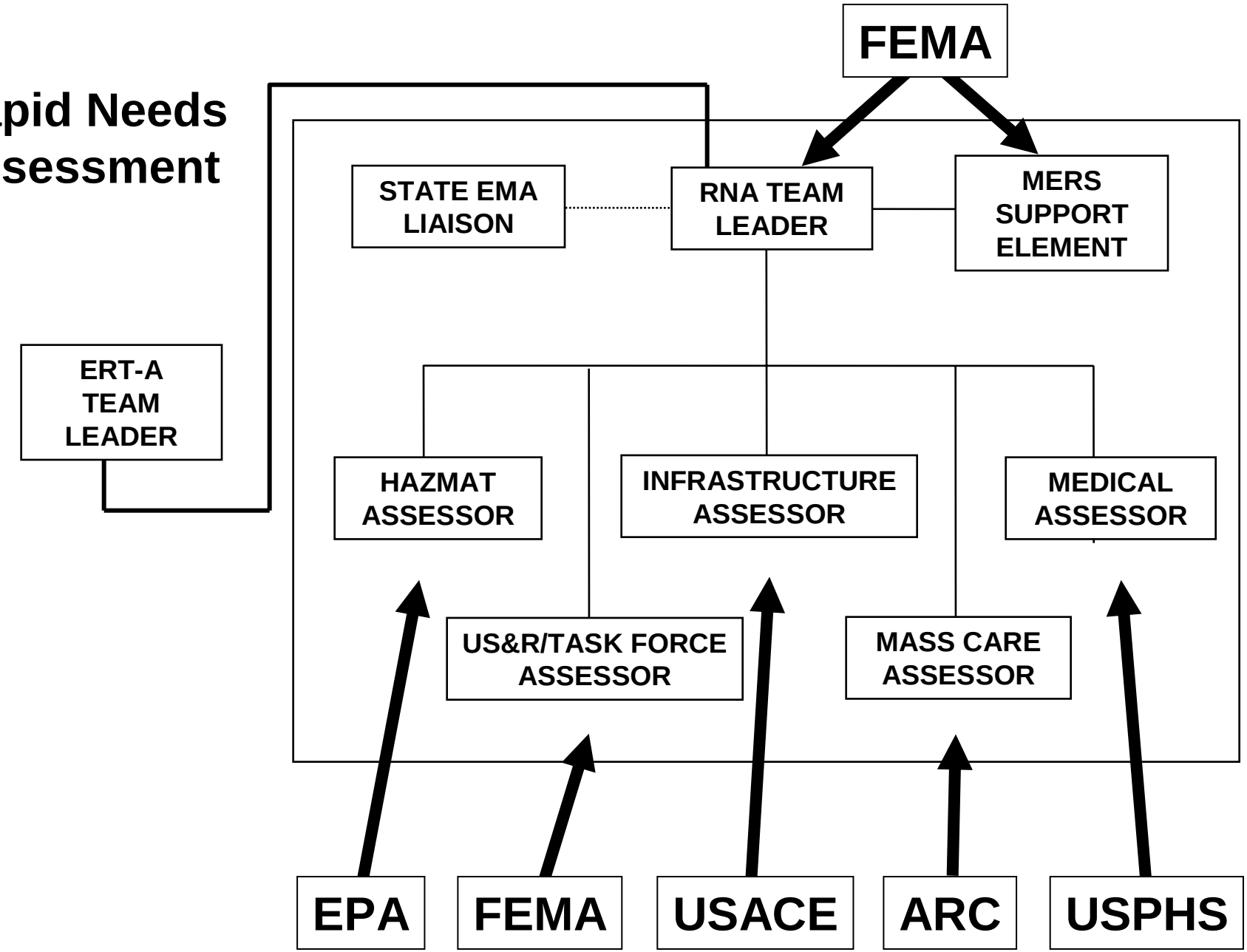
Activation. The ERT-A may be activated at the same time as the RRCC or at the discretion of the FEMA Regional Director. USACE planning to support the ERT-A should provide for activation as early as three days before an actual event with warning (hurricanes, floods, etc.). An event without warning (earthquake) will require USACE to have designated personnel postured for activation at all times for each MSC.

ESF #3 ERT-A Staffing. HQUSACE will be responsible for providing representatives for the ERT-A. ERT-A representatives should include but not be limited to a Team Leader, Assistant Team Leader, Action Officers (water, ice and emergency power), 249th Action Officer, and administrative assistant. In addition, when activated, the USACE member of ERT-N works closely with ERT-A. Prime Power will normally have two personnel on the ERT-A. As USACE representatives complete their missions on the ERT-A, they are either released or are redeployed to the JFO as part of the ESF #3 Management Team.

ESF #3 ERT-A Staff Responsibilities:

- Provide information to MSC EOC for both assessment of scope and magnitude of the disaster .
- Informs state officials regarding the types of assistance which USACE can provide under ESF #3, and USACE authorities.
- Identifies JFO space requirements to FEMA for the ESF #3 Management Team.
- Identifies, where practical, the inclusion of space for the RFO in the JFO.
- Provides requirements for lodging of the ESF #3 Management Team to FEMA.

Rapid Needs Assessment



Rapid Needs Assessment (RNA)

The RNA is a pre-designated team of experts from federal, state, and local emergency management agencies. An RNA is alerted and deployed to the disaster to augment or supplement state and local assessment capabilities. The RNA is responsible for quickly collecting data that relates to emergency health and safety requirements and mitigation of property damage. The purpose of the RNA is to collect and provide information to determine requirements for critical resources needed to support emergency response activities. As a component of the ERT-A, the RNA is responsible for assessing both the overall impact of a disaster event and determining federal response requirements. In short, the RNA is necessary to identify disaster-induced population needs that can be addressed only through federal intervention and resource support.

Activation. The USACE RNA component is activated by FEMA through the RRCC or directly from FEMA to the MSC EOC. An RNA may be ordered by FEMA and deployed pre-disaster to a forward location in anticipation of a possible state request for assistance. This deployment would precede a potentially large-scale or catastrophic incident such as a hurricane. If not deployed pre-disaster, the RNA will be activated as soon after a catastrophic or large-scale event as possible and be prepared to deploy within 6 hours of activation and begin assessments within 12 hours.

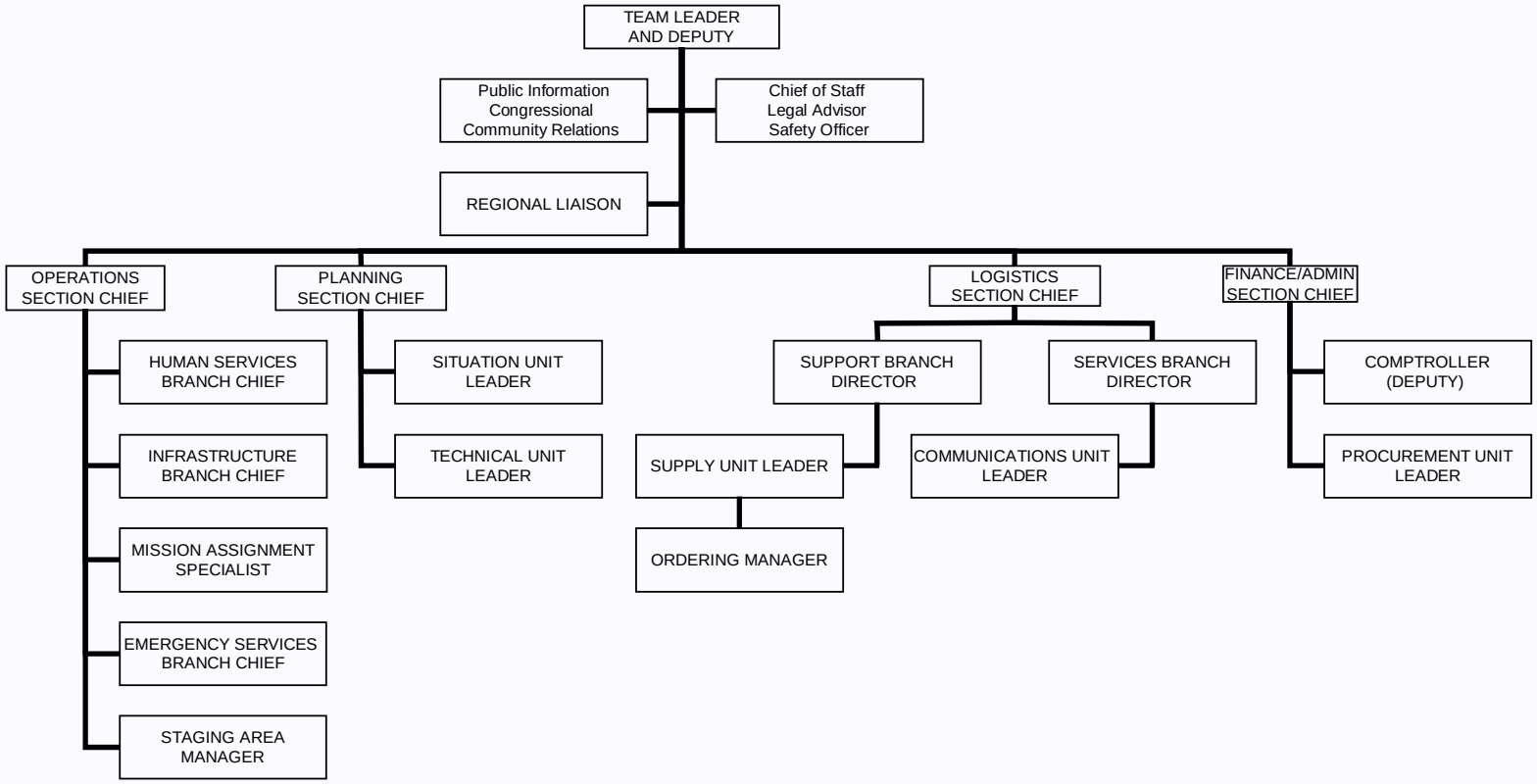
Deactivation. The RNA leader will deactivate the RNA. USACE team members may be deactivated and return to home station or be reassigned to the RFO.

ESF #3 RNA Staffing. MSC is responsible for providing a qualified, trained infrastructure specialist for these teams. Each member should have prior disaster experience and be capable of assessing damages and impacted needs.

ESF #3 RNA Staff Responsibilities. The Infrastructure Specialist will have the responsibility of maintaining a state of readiness for deployment. Once deployed, the RNA will be self-sufficient in their operations (food, water, clothing) for 72 hours. Additional logistical support will be provided by FEMA. The RNA is responsible for collecting immediate disaster-related data that impact lifesaving activities. Data collection will be conducted in the field and may include aerial over-flights. Additional assessment data, which is collected from various other sources, will also need to be sent to the ERT-A and forwarded to the state EOC and RRCC. The USACE member of the RNA will be supplied a field issued individual kit containing items needed at the disaster area, including safety items. The only items the RNA member will personally be responsible for are clothing and personal hygiene/toiletry items.

Reporting. USACE RNA members will provide completed checklists to the RNA Leader. Copies of the information will be provided to the RRCC/ERT-A and MSC EOC, as appropriate.

ERT-N Organization Chart



Emergency Response Team-National (ERT-N)

In a catastrophic disaster or high-visibility incident that would demand the full capabilities of FEMA, a ERT-N may deploy to the affected area. The Director of FEMA determines the need for an ERT-N deployment, coordinating the plans with the affected region and other federal agencies. The ERT-N comprises staff from FEMA Headquarters and regional offices and may include other federal agencies depending on the circumstances. Two ERT-N teams are on roster.

USACE Support to the ERT-N

There are no standing ESFs on the ERT-N, however, HQUSACE is responsible for maintaining a list of qualified individuals and providing a USACE representative to the ERT-N as required. The ESF #3 Team Leader on the ERT-N is responsible for strategic and political activities and works closely with the ERT-A/ESF #3 Management Team on mission execution when the JFO is established.

“Full” Emergency Response Team (ERT)

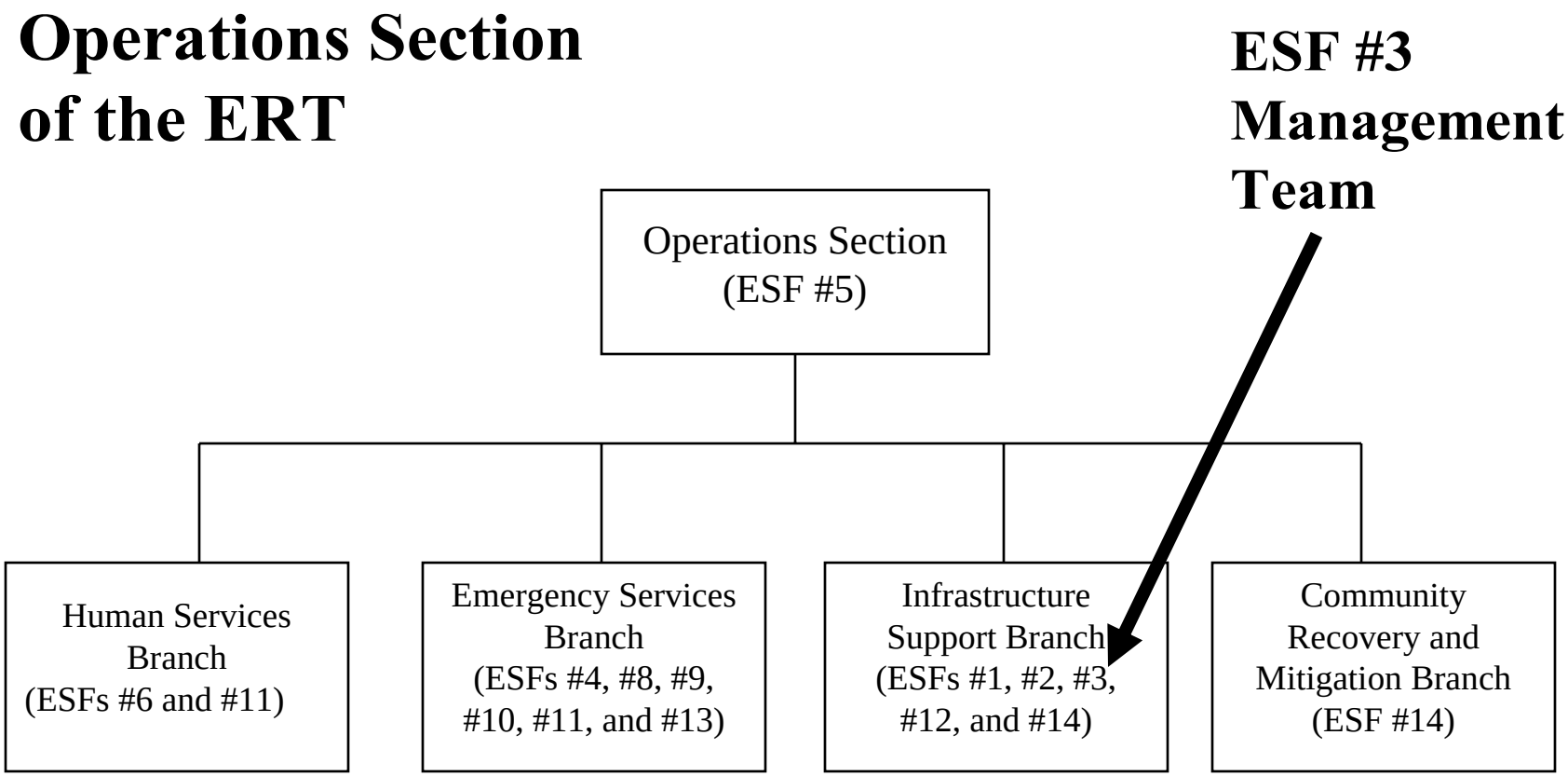
The ERT is the principal interagency group that supports the FCO in coordinating the overall federal disaster operation. The full ERT is comprised of all activated ESFs at the JFO. The ERT ensures that federal resources are made available to meet state requirements identified by the State Coordinating Officer (SCO). The size and composition of the ERT can range from FEMA regional office staff who are primarily conducting recovery operations to an interagency team having representation from all ESF primary and support agencies undertaking full response and recovery activities.

The ESF #3 Management Team will be fully operational when the JFO is established. This ESF #3 Management Team is an integral part of the ERT and provides the linkage between USACE and FEMA at the JFO. In addition, the team serves as the point of contact for other ESFs regarding the execution of missions within the scope of ESF #3.

For USACE, the ESF #3 Management Team accomplishes mission coordination with FEMA, other federal agencies, the state, and locals. The Recovery Field Office accomplishes recovery mission execution. This includes contract administration, design, contracting, real estate, logistics, resource management, and other functional supports.

In all cases, the Team Leader for the ESF #3 Management Team is the USACE authorized representative and staff element. Missions are completed through a series of taskings to the RFO/supported district.

Operations Section of the ERT



Operations Section of the ERT

The Operations Section of the ERT coordinates the delivery of federal assistance and manages the activities of various emergency teams. Immediate support staff functions include issuing mission and tasking assignments, tracking mission status and coordination.

The section is composed of four branches—Human Services, Emergency Services, Infrastructure Support, and Community Recovery and Mitigation. As shown in the preceding figure, the 13 ESFs are organized functionally under the branches to provide a coordinated approach and ensure seamless delivery of assistance to disaster survivors and the affected state.

The ESF #3 Management Team is a part of the Infrastructure Support Branch of the Operations Section.

SECTION 2:

ESF #3 Management Team

SECTION 2:

ESF #3 Management Team

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ESF #3 Team Leader/Assistant Team Leader	**Page 2-3**
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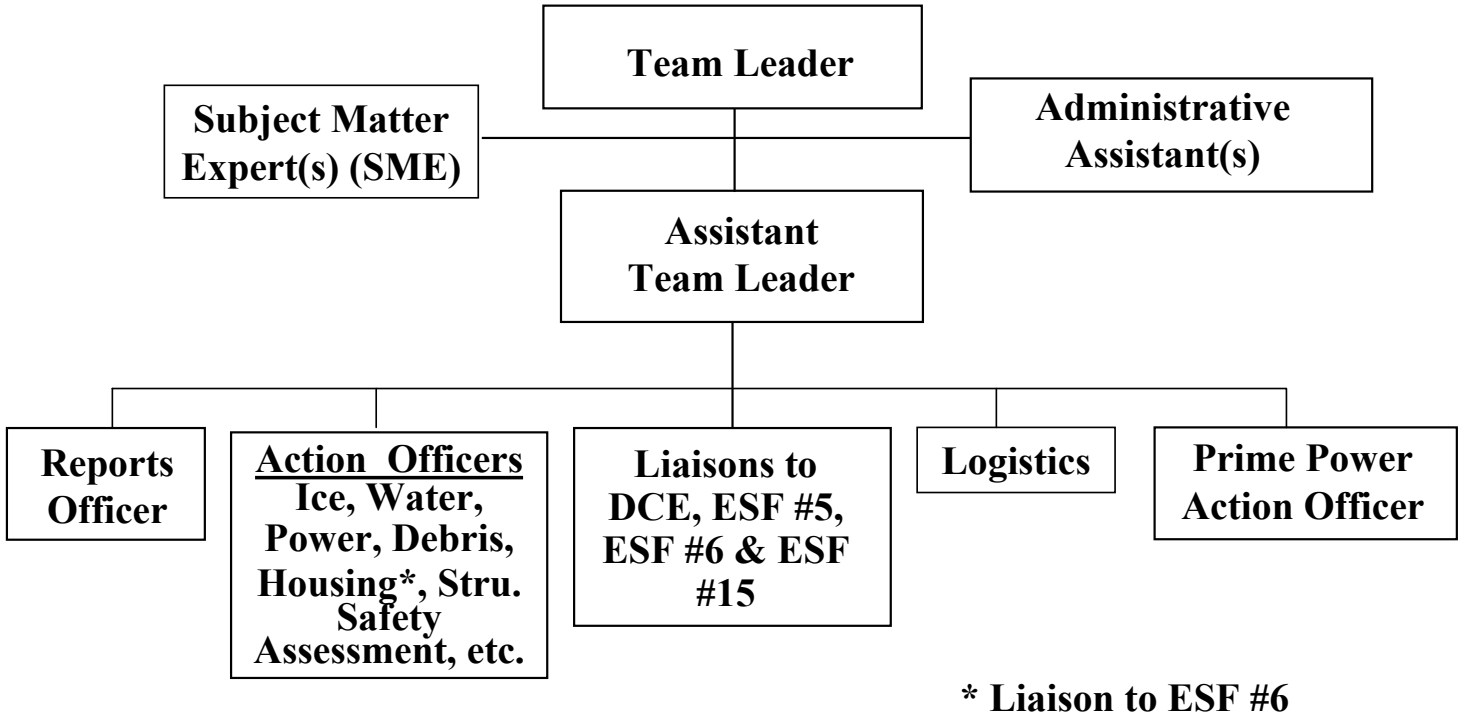
ESF #3 Management Team



*** Liaison to ESF #6**

ESF #3 Management Team

1. **Purpose.** The ESF #3 Management Team is an integral part of the ERT and provides the linkage between USACE and FEMA at the JFO. In addition, the team serves as the point of contact for other ESFs relating to the execution of missions within the scope of ESF #3. The mission coordination with FEMA, other federal agencies, the state, and locals is accomplished at the ESF #3 Management Team level. The ESF #3 Management Team should be prepared to assume the duties and responsibilities of power restoration should ESF #12 be unable to execute this mission. In all cases, the ESF #3 Management Team is the USACE authorized representative and staff element. The ESF #3 Team OPCON to the FCO and provides total mission execution oversight for all FEMA assigned missions. The missions are completed through a series of taskings to the MSC, district or RFO from the ESF #3 Management Team.

2. **Activation/Deactivation.**

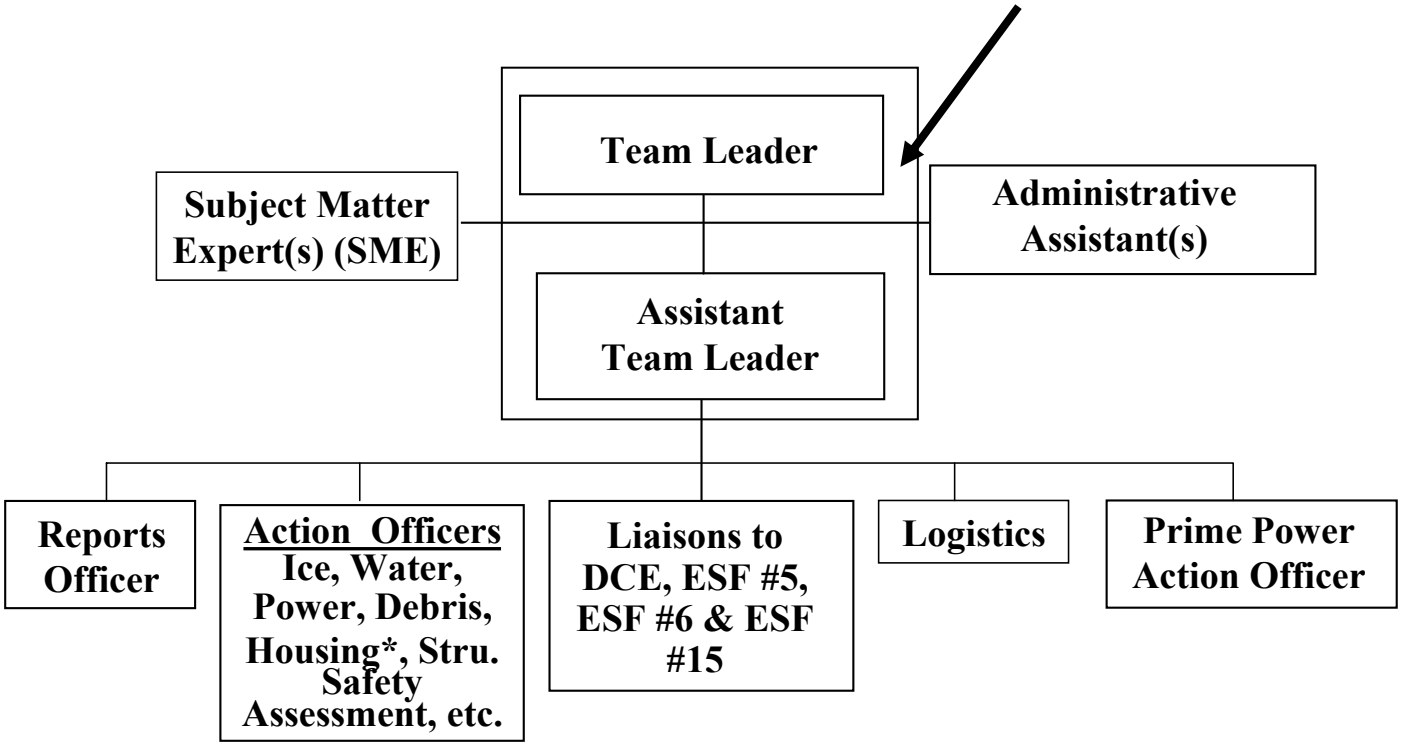
   - **Activation.** When the NRP is implemented and ESF #3 is activated by FEMA, the ERT-A/ESF #3 Management Team will be staffed by Supported Division Commander, in coordination with HQUSACE, from a national team roster of experienced/qualified/credentialed personnel. Team members will immediately deploy to the JFO site, when established. The MSC may request HQUSACE to deploy the 249th Engineer Battalion (Prime Power).

   - **Deactivation.** Deactivation of ESF #3 will be in consultation with the FCO, in coordination with the UOC and RFO Commander.

3. **Staffing.** A recommended initial staffing level for response to a major disaster is shown above, and certain positions are filled by activated PRTs. The number of personnel required would be determined by the magnitude of the disaster and number of assigned missions. Initial commitments are for a minimum of 30 days. The 249th Engineer Battalion (Prime Power) provides an Action Officer to the ESF #3 Management Team when activated.

ESF #3 Management Team

ESF #3 Team Leader & Assistant Team Leader



*** Liaison to ESF #6**

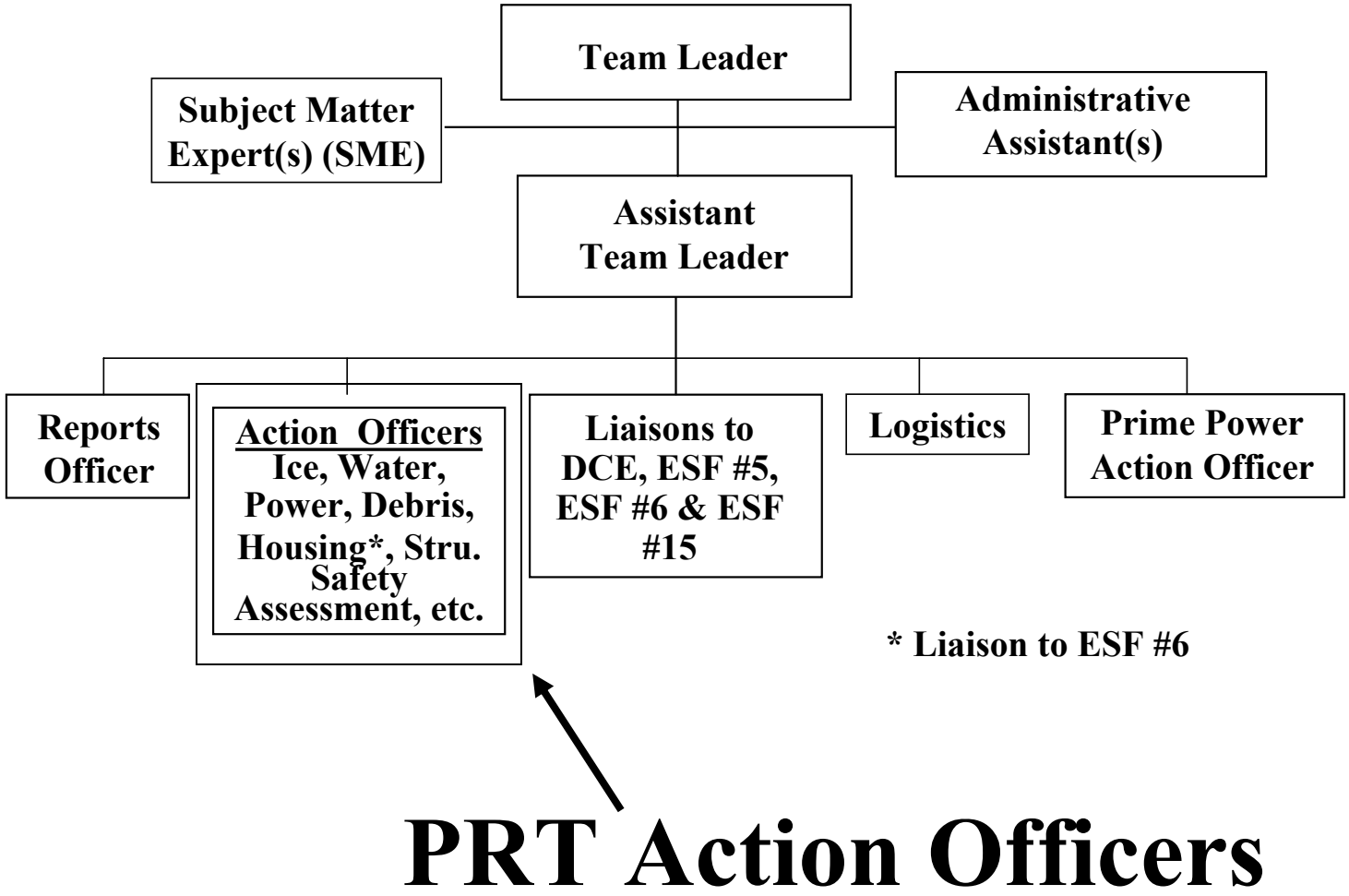
ESF #3 Management Team

ESF #3 Team Leader—The Team Leader is the USACE on-scene representative, who is deployed by the UOC to perform the following duties:

- Responsible for the overall management of ESF #3 activities in the JFO. Responsible to the FCO for all activities related to FEMA ESF #3 Missions and their execution.
- Coordinate the formulation, acceptance, and funding of mission assignments from FEMA or other ESFs.
- Responsible for coordinating with state, local government, FEMA, and other federal agencies in identifying those potential missions that may be required in the early stages of the response.
- Serve as the ESF #3 point of contact for the FCO, DCO or other ESF Team Leaders.
- Represent USACE at meetings related to the disaster response and recovery activities.
- Provide representation for the District/RFO staff meetings as required.
- Provide liaison and coordination with the Presidential Task Force, Joint Task Force, Defense Coordinating Element (DCE), EFS #15, and other elements of the FCO's staff.
- Responsible for determining the staffing requirements and making Action Officer assignments.
- Negotiates, develops and accepts FEMA mission assignments.
- Provide initial NRP/ESF #3 orientation briefing as required.
- Provide supervision of USACE personnel assigned to the JFO or JFO field sites.
- Provide personnel for Incident Action Planning.
- Responsible for submitting daily status reports to higher authority.

Assistant Team Leader—One or more individuals to assist the Team Leader in managing all ESF #3 activities. In the absence of the Team Leader, assumes the responsibilities of the Team Leader. Responsible for coordinating and managing local government liaisons (LGLs).

ESF #3 Management Team

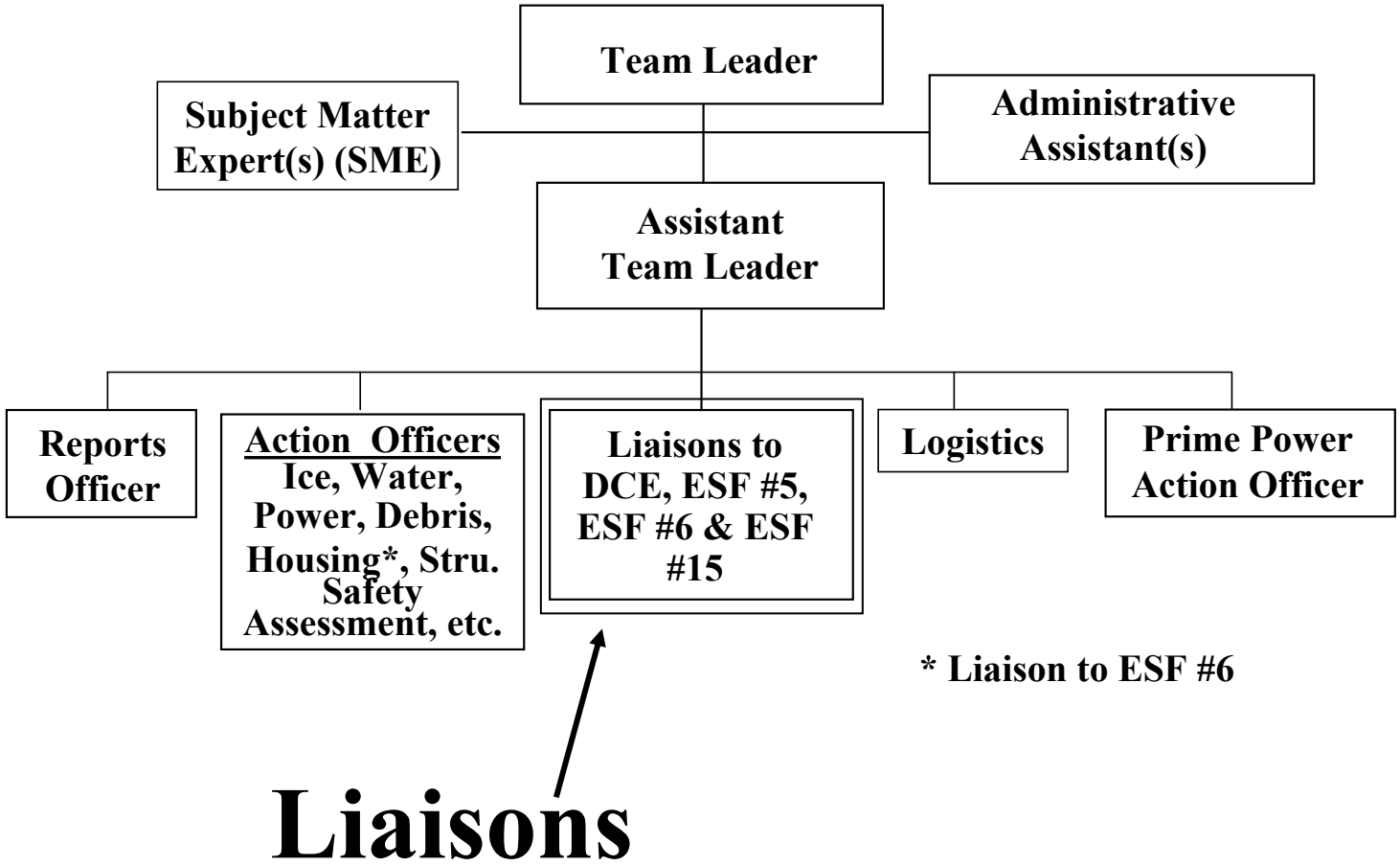


ESF #3 Management Team

PRT Action Officers—Responsible for supporting the ESF #3 Team Leader in delineating mission requirements for successful execution. This includes the use of other ESFs and in close coordination with the Mission Manager at the District/RFO. Serves as the Project Manager (PM) at the JFO for their respective mission.

- In conjunction/coordination with the Mission Manager, meet, as necessary, with FEMA, other ESFs, and/or state and local government representatives to collect and coordinate information necessary to accomplish assigned missions. This may include assisting the state in preparation of Action Request Forms (ARF) for assistance. This coordination would include the identification of ordinances, codes, assessments, and other policies and procedures that may be waived to expedite mission execution. This data should be acquired in writing and copies provided to and maintained by the District and/or RFO.
- Track the ESF #3 missions from receipt of the mission assignment from FEMA through completion. Action Officers will monitor changes to the original mission assignment and ensure adequate funding authority is available and any excess funding authority is identified and returned to FEMA as soon as possible.
- Coordinate with the Mission Manager at the District/RFO on complex or specialized issues to ensure appropriate actions are accomplished.
- Provide taskings to the Mission Manager at the District/RFO for required actions; ensure contract scope requirements are accurate and timely and meet the requirements of the mission assignments; and ensure that the mission is being properly executed.
- Provide information for daily SITREPs and team briefings.
- Provide response to inquiries related to their respective missions.
- Responsible for reviewing and understanding the Mission Guide and contracts related to their respective mission.
- Action Officers should coordinate with the responsible District/RFO on the physical completion of missions and prepare a closeout letter for the Team Leader. The Team Leader will provide the letter to the state and/or FEMA, as appropriate, for concurrence. Upon closure of the ESF #3 function, the mission closeout responsibility transfers to the supported district.
- Participates in the Incident Action Planning process.

ESF #3 Management Team



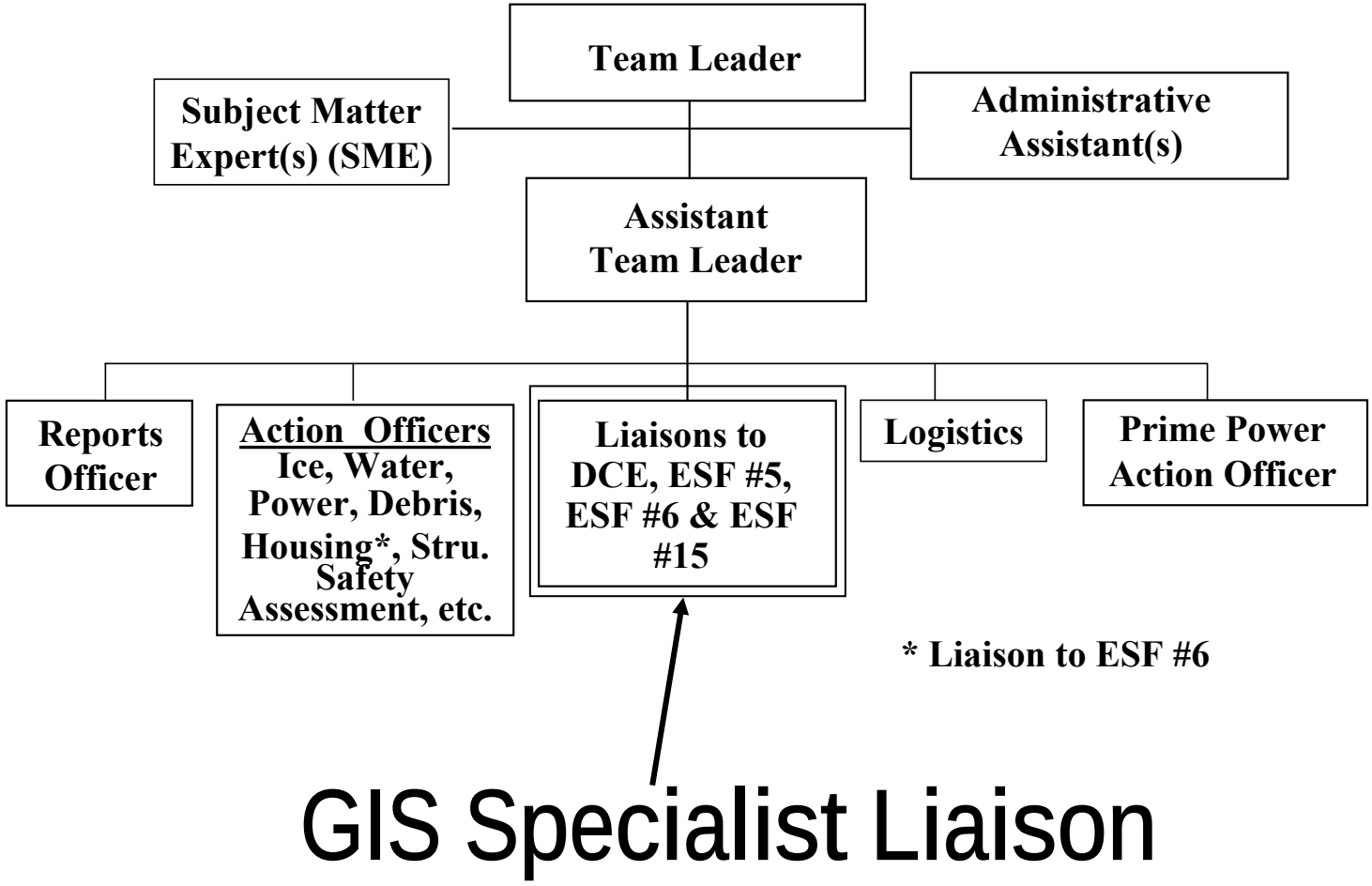
ESF #3 Management Team

Planning Liaison-This is a multi-direction information function providing information and briefing materials to FEMA, USACE representative in the JIC, and the ESF #3 Team Leader.

- Serves as the ESF #3 Liaison to the Planning Section.
- Ensures that FEMA and USACE are operating with the same information regarding USACE mission assignments, objectives, and performance.
- Provides updated information on USACE missions using ENGLink as the primary source of information.
- Reviews information for consistency and accuracy.
- Identifies and resolves discrepancies in reported information.
- Develops ESF #3 input for Planning products including Status Briefings, Situation Reports, and Briefing books.
- As requested, researches and provides other information regarding ESF #3/USACE missions and activities.
- Ensures that ESF #3 functional plans are completed and provided to Planning.
- Coordinates requirements and exchange of products on remote sensing and aerial reconnaissance operations (when no RS/GIS specialist is deployed).
- Ensures ESF #3 staff are provided products as needed.
- Reviews the Information Collection Plan and ensures ESF #3 information requirements are accomplished.

Necessary skills include (1) an understanding of USACE emergency management concept of operations, missions, and mission guides, and reporting procedures; (2) knowledge of where to collect mission performance data (including a working familiarity with ENGLink Interactive); (3) knowledge of the National Response Plan and organizational structure for response including the RRCC, JFO, and JFO organization; (4) knowledge of the Planning function under the National Response Plan; and (5) knowledge of mission execution timelines, Essential Elements of Information (EEIs), and ESF #3 policies and objectives. Supervisor is the ESF #3 Team Leader.

ESF #3 Management Team

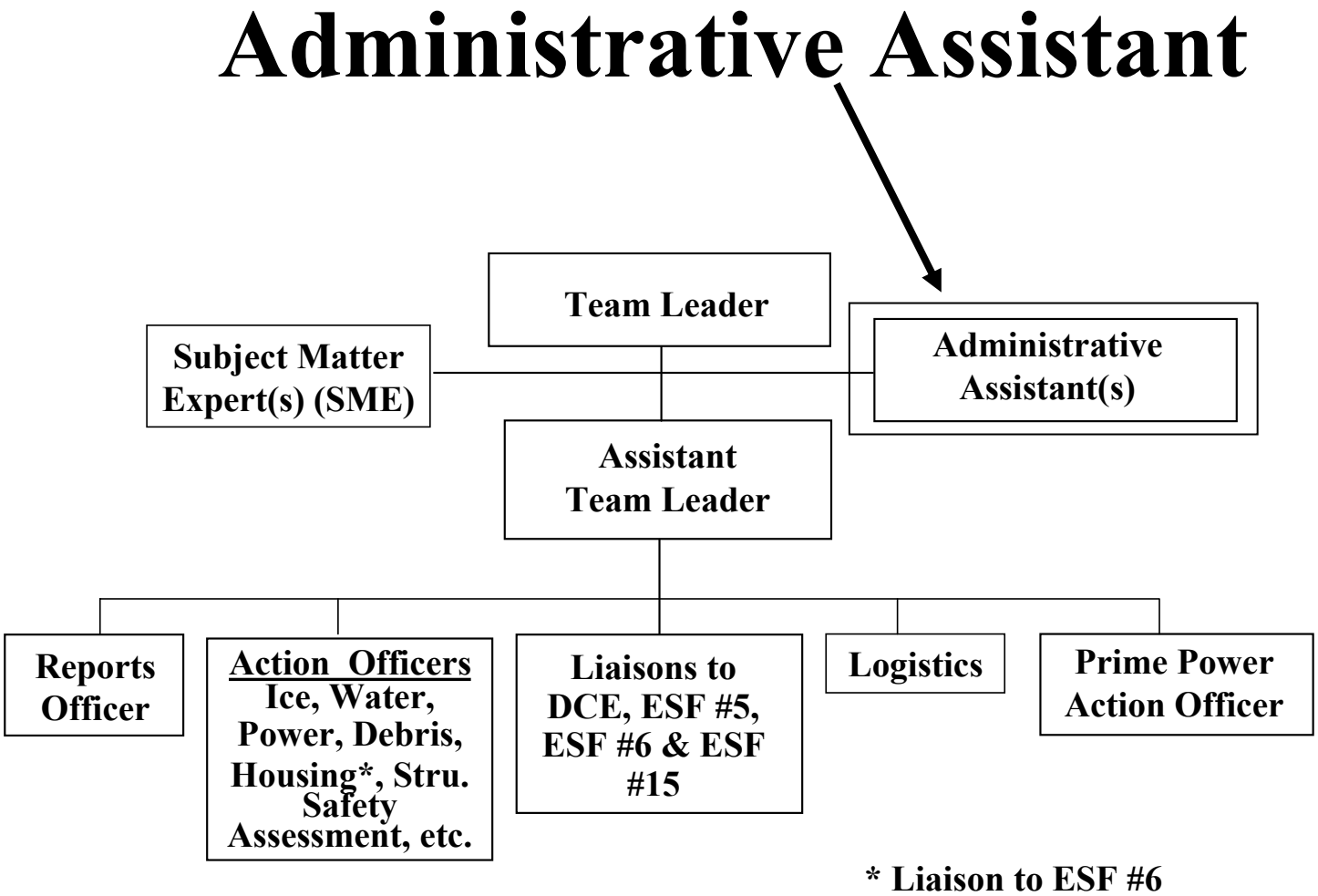


GIS Specialists Liaison

- Serves as a GIS Specialist in Planning of the RRCC and JFO.
- Prepares maps and other geo-spatial analyses related to ESF #3 information and mission performance.
- Prepares appropriate products utilizing GIS capabilities on the basis of data obtained.
- As necessary, conducts searches for existing digital data and emergency specific geo-referenced data through other government agencies and private sources.
- Ensures products are distributed to ESF #3 representatives.
- Coordinates product development with other ESF #3 staff to ensure their requirements are met.
- As workload permits, performs mapping and analysis for other agencies as requested by FEMA.

Necessary skills include (1) the ability to produce accurate and effective maps using the ArcView and/or MapInfo software; (2) knowledge of the geospatial components of ENGLink Interactive; (3) the ability to develop efficient databases, acquire data from the Internet, develop map themes, perform coordinate and data transformations, evaluate data accuracy, and appropriately work with data at different scales; (4) the ability to validate data for consistency with FEMA data sets and report inconsistencies to the ESF #3 Team Leader or Mission Team; and (5) the ability to work with the MapInfo software is an additional benefit.

ESF #3 Management Team



ESF #3 Management Team

The Administrative Assistant is a **key** player for the ESF #3 Management Team and should have knowledge of:

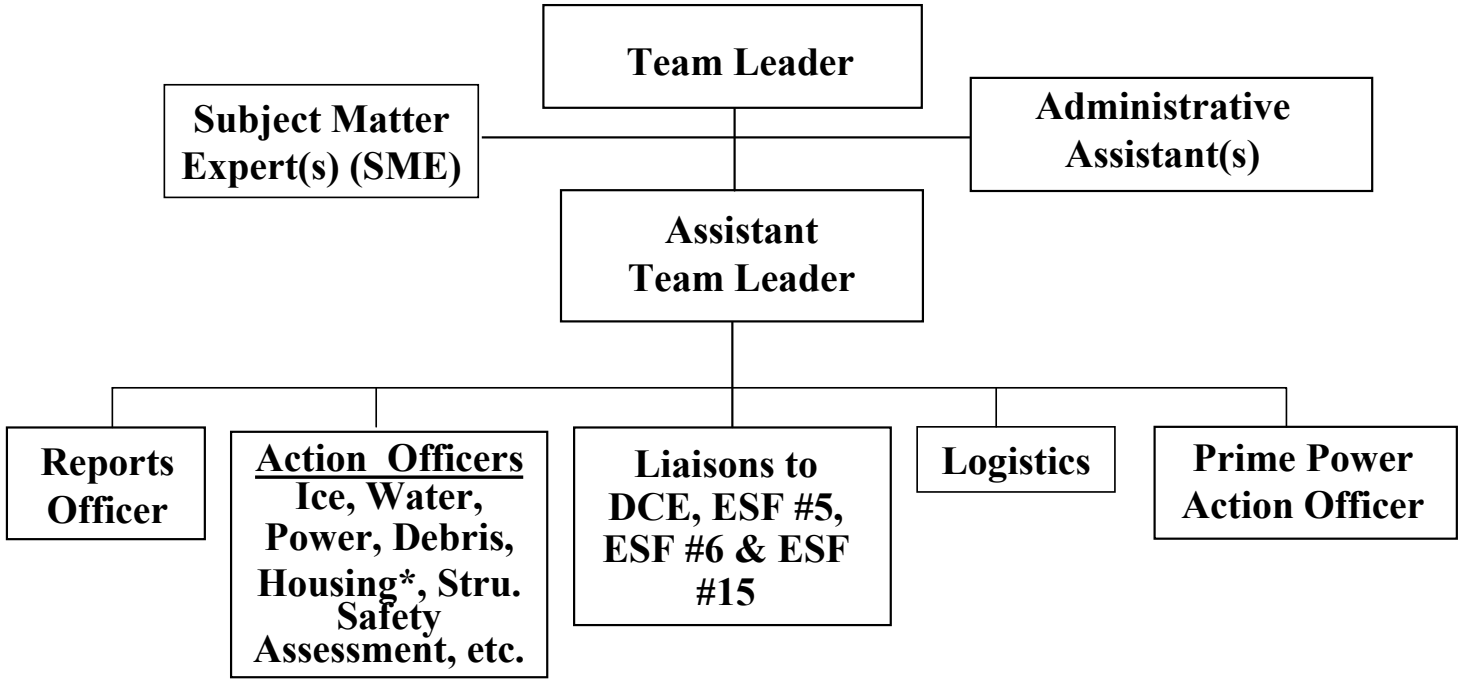
- CEFMS
- National Response Plan
- Mission Assignments
- ENGLink

The Administrative Assistant (as with all ESF #3 Team Members) should understand the conditions of deploying to a disaster and should be prepared for the high-stress work environment.

Duties—The Administrative Assistant is responsible for carrying out and coordinating clerical, procedural, and administrative support duties required to facilitate the work of the ESF #3 Management Team. These duties include but are not limited to the following:

- Processing and distributing STATREPs, SITREPs and other reports.
- Keeping record of time and attendance.
- Directing of visitors/phone calls to the appropriate person.
- Maintaining Action Officers' activity schedules.
- Establishing and maintaining tasker logs, Mission Tracking Record Forms, operational files, telephone directories, emergency locator log of ESF #3 Management Team personnel, After Action Report data, and supplies and equipment.

Other Key ESF #3 Management Team Staff Members



*** Liaison to ESF #6**

ESF #3 Management Team

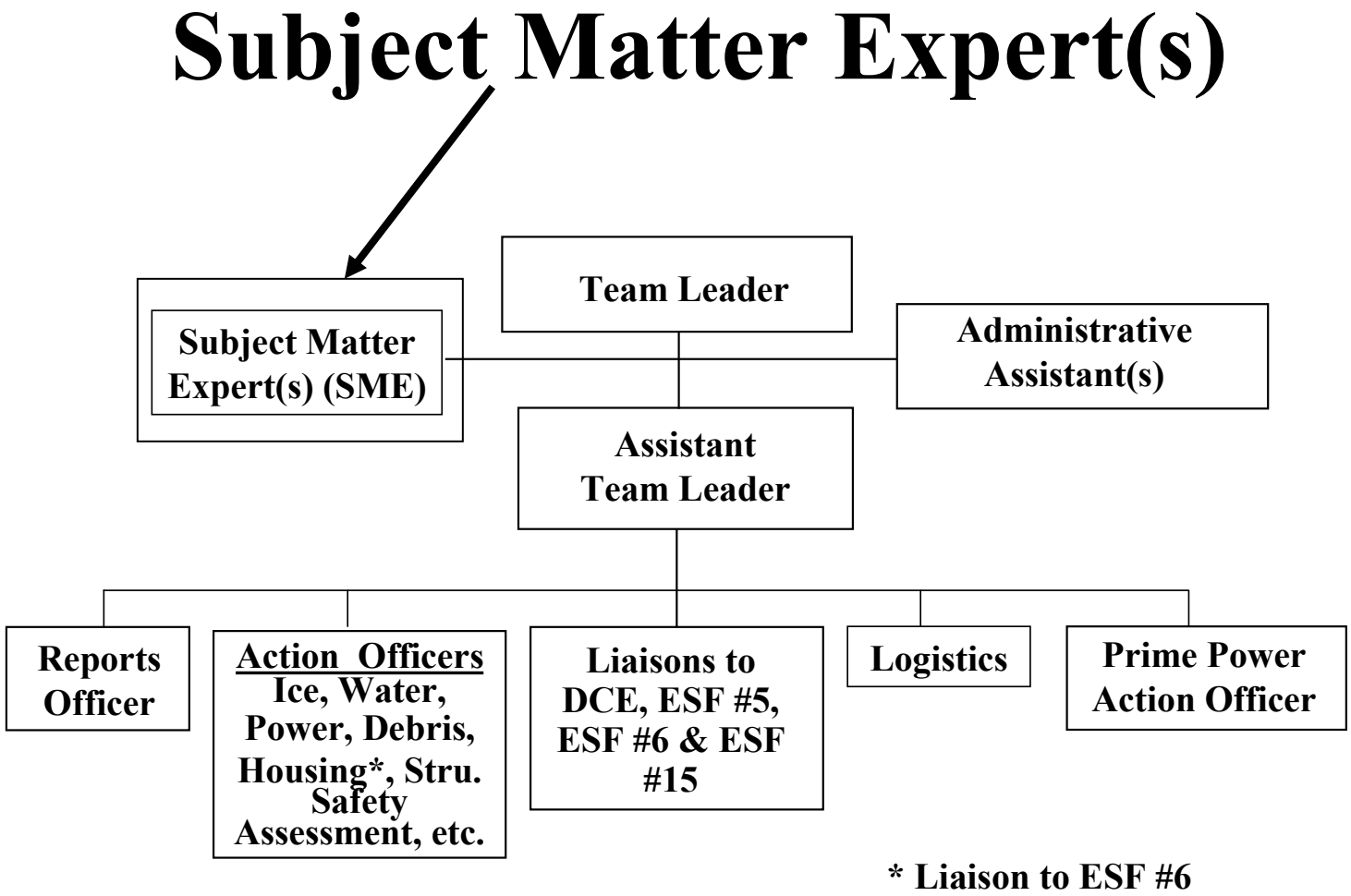
249th Engineer Battalion (Prime Power). SME for emergency power. Coordinates with ESF #12 and power companies, as required for generator installation. Coordinates and assists the Emergency Power Action Officer with fulfilling generator requirements through the district/RFO.

Reports Officer. Prepares briefing data, attends daily staff meetings of ESFs with ESF Team Leader to keep Action Officer and Liaison Officers informed, coordinates with MSC and District EOCs, attends RFO staff meetings and prepares daily status report, maintains a chronology of events, and prepares After Action Reports (AAR) and other reports, as required.

Other Liaisons. Establishes and maintains liaison with ESF #5, the DCE, other ESFs, and state and local governments with initial emphasis on field activities and keeps the Team Leader informed on potential missions that might impact the RFO activities.

Logistics Liaison. Supports the Action Officers in coordinating logistics actions with RFO/Logistics Emergency Response Team (LERT), FEMA, Departments of Defense (DOD)/DCE, ESF #1/Department of Transportation (DOT), ESF #7/General Services Administration (GSA), Defense Logistics Agency (DLA), U.S. Forest Service, and others, as required; ensures coordinated actions for logistical support of response and recovery activities; and coordinates with the RFO on the status of USACE supplies and equipment ordered and being shipped into the disaster area. These data are needed for the Mission Manager and Action Officer to keep FEMA and other ESFs informed as needed.

ESF #3 Management Team



ESF #3 Management Team

SME –Identifies and/or delineates mission requirements for successful execution. Serves as a trouble shooter for their respective topic of expertise.

- In conjunction/coordination with the Action Officer and the Mission Manager, meet, as necessary, with FEMA, other ESFs, and/or state and local government representatives to collect and coordinate information necessary to accomplish assigned missions. This may include assisting the state in preparation of ARFs for assistance. This coordination could include the identification of ordinances, codes, assessments, and other policies and procedures that may be waived to expedite mission execution. This data should be acquired in writing and copies provided to and maintained by the RFO/EOC (MSC and District).

- Assist in developing plans to organize and staff for mission execution.

- Coordinate with the Action Officer on complex or specialized issues to ensure appropriate actions are accomplished.

- Serves as a problem solver or advisor for their specific expertise by advising the Team Leader, the RFO Commander or other leaders in USACE of potential problem areas that may or have arisen concerning accomplishing mission execution.

SECTION 3:

Major ESF #3 Missions

SECTION 3: Major ESF #3 Missions

Commodities (Water & Ice) Planning	**Page 3-1**
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Structural Safety Assessment	**Page 3-50**
Policies for ACI Nat'l Ice & Water Contracts	**Page 3-54**
Policies for use of ACI for Power, Debris, and Roofing	**Page 3-55**
ACI Temporary Power, Temporary Roofing, Debris Management Standard Solicitation, and Acquisition Procedures	**Page 3-56**

Commodities Planning - Key Lessons Learned

- **Commodities will be pushed forward before logistical structures are in place.**
- **The critical planning factor for ordering commodities is "distribution" capability, not people without power.**
- **Distribution planning must be a priority with local governments for the commodities mission to be successful.**
- **All levels of government must understand the distribution point concept.**

Key Planning Factors

- Ice – 1 truck load (40,000 lbs, 8 lbs/per) serves 5000 people
- Water – 1 truck load (18,000 liters, 3+liters/per) serves 5000 people
- MREs – 1 truck load (21,744 ea., 2 ea/per) serves 10,000 people
- Tarps – 1 truck load (4,400 ea.) serves 4000 families with roof damage
- 1 car represents 1 family or 3 people
- Each car is provided the following:
  - 2 or 3 bags of ice
  - 1 case of water (9-12 liters)
  - 6 MREs
  - 1 tarp, if they state they have roof damage

Key Planning Factors, Cont'd

- A distribution point (DP) with one supply lane can serve 1,660 cars or 5000 people in one day, (Type III Distribution Point).
- A Type II DP has two lanes
- A Type I DP has four lanes
- One Type III Distribution Point Serves 5000 People and Requires the Following Per Day:

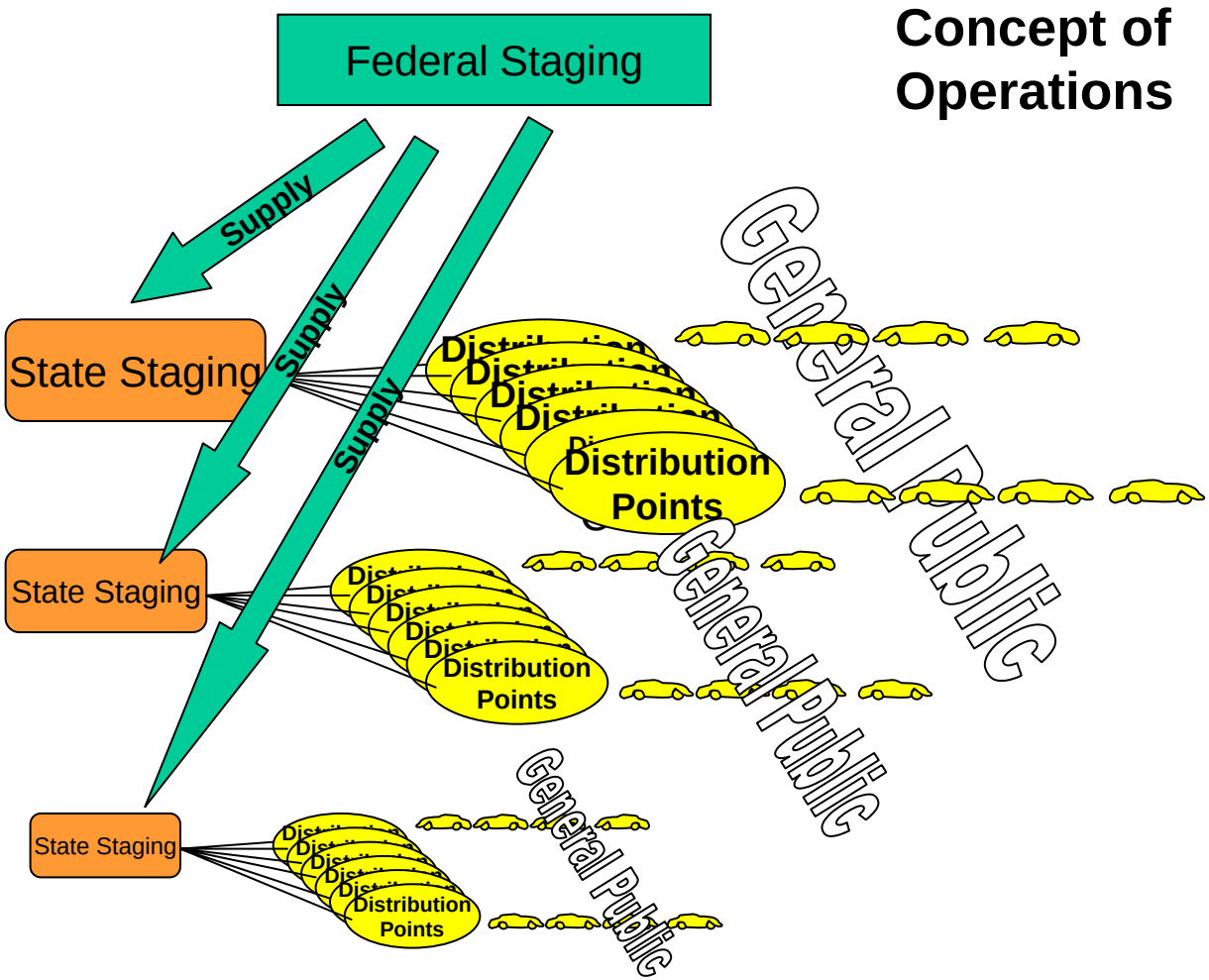
  1 Truck Load Ice

  1 Truck Load Water

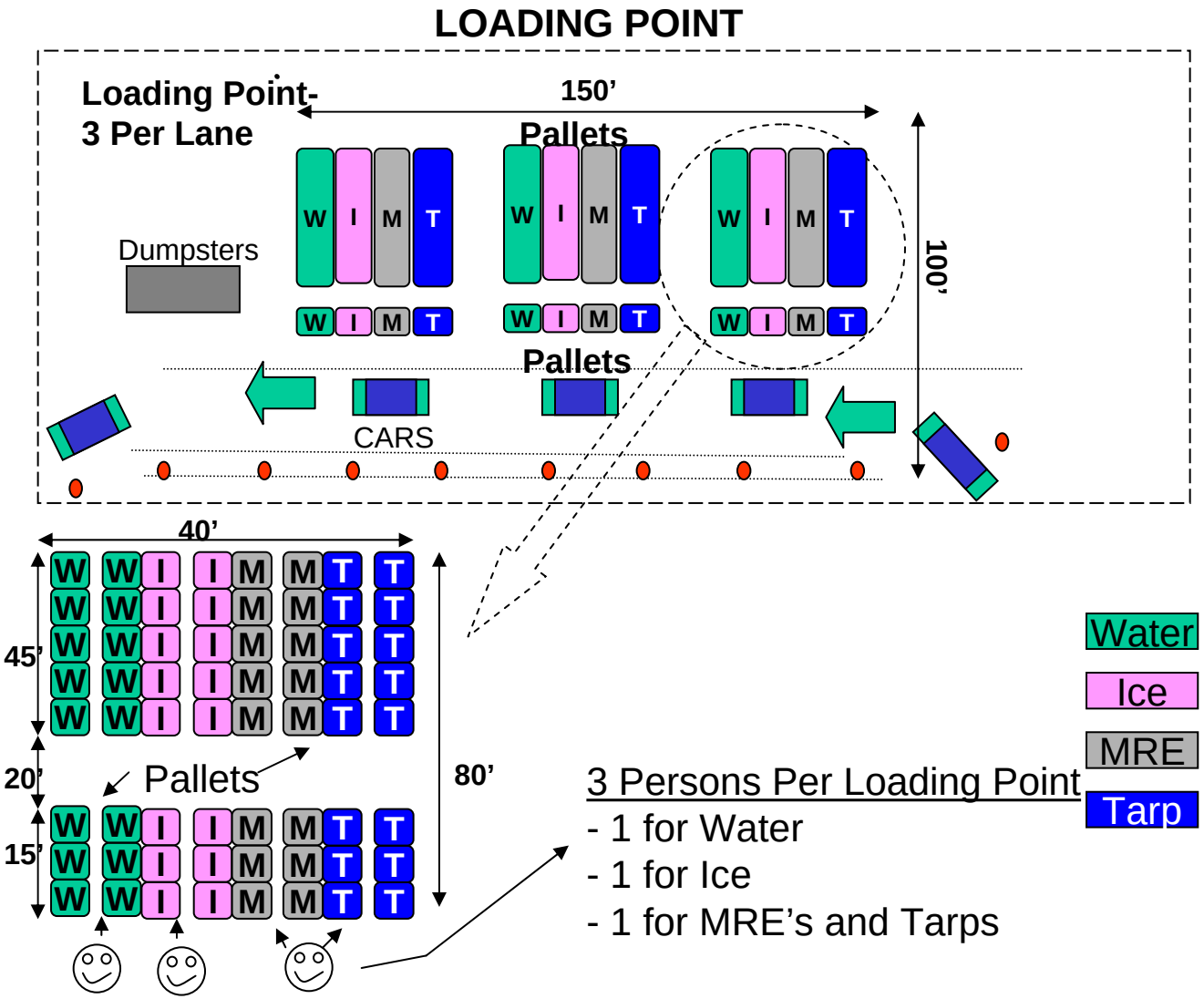
  ½ Truck Load of MREs

  1 Truck Load of Tarps

Key Planning Factors, Cont'd



Key Planning Factors, Cont'd

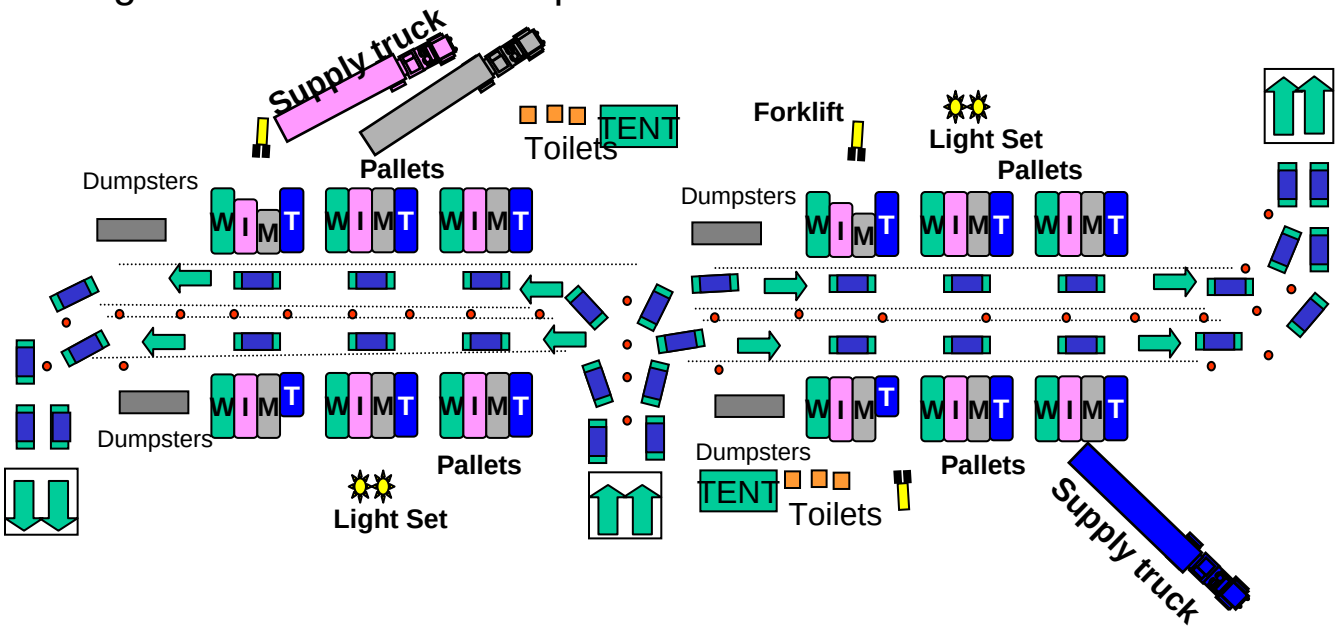


Key Planning Factors, Cont'd

TYPE I - DISTRIBUTION POINT

Serves 20,000 persons per day

12 Loading Points - 560 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's.

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type I

Water	4
Ice	4
MRE	2
Tarp	2

Key Planning Factors, Cont'd

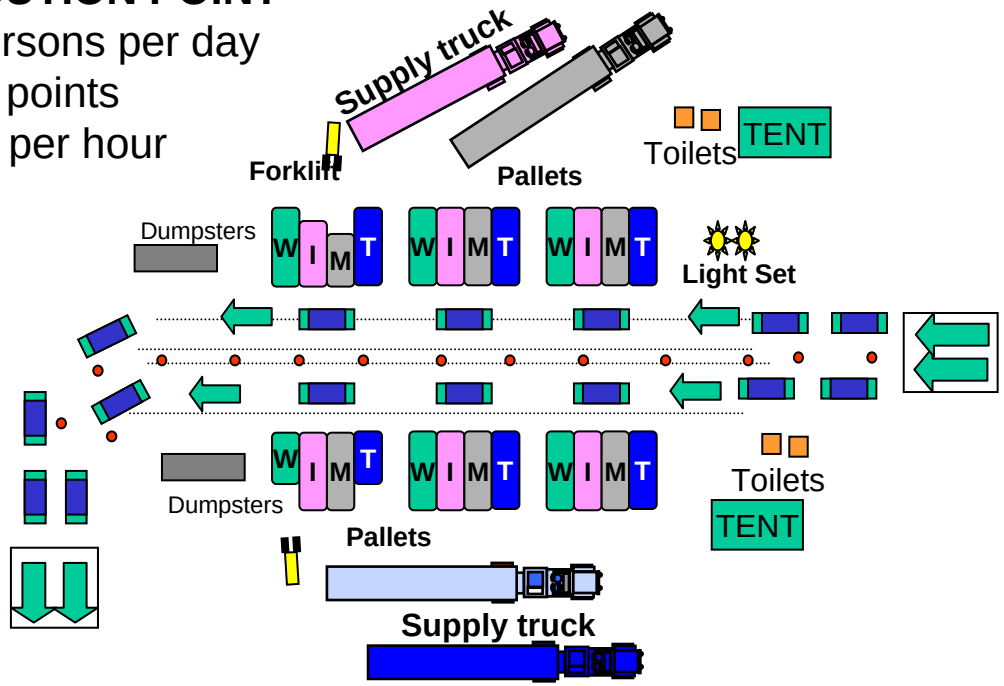
Type I Distribution Point
Resources Required

Type I Distribution Point					
	Manpower			Equipment	
	Type	Day	Night	Type	Number
Local Responsibility	Manager	1	0	Forklifts	3
	Team Leader	2	1	Pallet Jacks	3
	Forklift Operator	2	3	Power Light Sets	2
	Labor	57	4	Toilets	6
	Loading Point 36			Tents	2
	Back-up Loading PT 18			Dumpsters	4
	Pallet Jacks Labor 3			Traffic Cones	30
	Totals	70	9	Two-way radios	4
Others	Law Enforcement	4	1		
	Community Rel.	4	0		
	Grand Total	78	10		

Key Planning Factors, Cont'd

TYPE II - DISTRIBUTION POINT

Serves 10,000 persons per day
6 Loading points
280 vehicles per hour



Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Maximum Loads per Day – Type II

Water	2
Ice	2
MRE	1
Tarp	1

Key Planning Factors, Cont'd

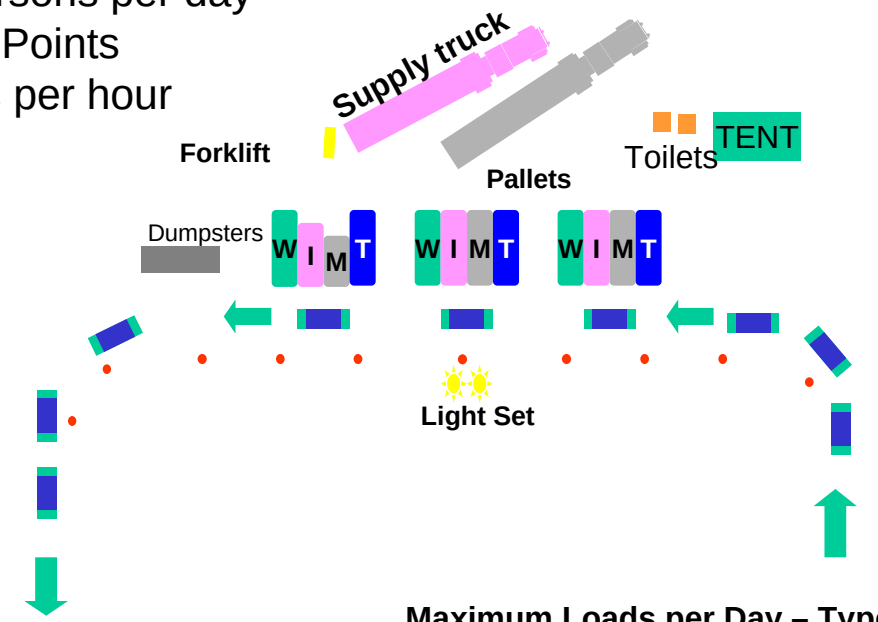
Type II Distribution Point
Resources Required

Type II Distribution Point					
	Manpower			Equipment	
	Type	Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	2
	Forklift Operator	1	2	Pallet Jacks	2
	Labor	28	3	Power Light Sets	1
	Loading PT 18			Toilets	4
	Back-up Loading PT 9			Tents	2
	Pallet Jacks Labor 1			Dumpsters	2
	Totals	30	5	Traffic Cones	15
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	2	0		
	Grand Total	34	6		

Key Planning Factors, Cont'd

TYPE III - DISTRIBUTION POINT

Serves 5,000 persons per day
3 loading Points
140 vehicles per hour



Maximum Loads per Day – Type III

Water	1
Ice	1
MRE	1/2
Tarp	1/2

Note: Individual vehicles drive through and Ice & water is loaded into their trunks. Recommend One case water, 2 or 3 bags of ice per vehicle and 6 MRE's

Supply trucks for Ice, Water, MRE's and Tarps are to be off-loaded promptly and returned for re-supply.

Key Planning Factors, Cont'd

Type III Distribution Point
Resources Required

Type III Distribution Point					
	Manpower			Equipment	
	Type	Day	Night	Type	Number
Local Responsibility	Team Leader	1	0	Forklifts	1
	Forklift Operator	1	1	Pallet Jacks	1
	Labor	14	2	Power Light Sets	1
	Loading PT 9			Toilets	2
	Back-up Loading PT 4			Tents	1
	Pallet Jacks Labor 1			Dumpsters	1
	Totals	16	3	Traffic Cones	10
Others	Law Enforcement	2	1	Two-way radios	0
	Community Rel.	1	0		
	Grand Total	19	4		

Pre-Planning Model

Enter # of people without power	400,000
(Equals number of customers x 3)	
# of people requiring commodities	160,000
# of Type III Dist. Points Req'd	32

	Type III	Dist.	Point		
Manpower	**Day**	**Night**		**Equipment**	
Local Req.				Forklifts	32
Forklift Oper	32	32		Pallet Jacks	32
Laborers	480	64		Traff Cones	320
Total	**512**	**96**		Light Sets	32
Law Enf	64	32		Toilets	64
Comun Rel	32	0		Tents	32
Grand Total	**608**	**128**		Dumpsters	32

Tarps	
Loads	Each
36	160,000

Number of truck loads required per day for 24 days		Water			ICE			MREs	
	Days	Loads		K Gal	Loads		K Pounds	Loads	Each
	1	32		152.0	32		1280	16	347,904
	2	29		139.0	29		1170	15	326,160
	3	27		125.9	27		1061	13	288,263
72 Hour Planning Total >		88			88			44	
	4	24		112.9	24		951	12	258,443
	5	21		99.9	21		841	11	228,623
	6	18		86.9	18		731	9.1	198,802
	7	16		73.8	16		622	7.8	168,982
60% Power back on-line >	**8**	13		60.8	13		512	6.4	139,162
	9	12		55.1	12		464	5.8	126,115
	10	10		49.4	10		416	5.2	113,069
	11	9.2		43.7	9.2		368	-	-
	12	8.0		38.0	8.0		320	-	-
	13	6.8		32.3	6.8		272	-	-
	14	5.6		26.6	5.6		224	-	-
	15	4.4		20.9	4.4		176	-	-
90% Power back on-line >	**16**	3.2		15.2	3.2		128	-	-
	17	2.8		13.3	2.8		112	-	-
	18	2.4		11.4	2.4		96	-	-
	19	2.0		9.5	2.0		80	-	-
	20	1.6		7.6	1.6		64	-	-
	21	1.2		5.7	1.2		48	-	-
	22	0.8		3.8	0.8		32	-	-
	23	0.4		1.9	0.4		16	-	-
	24	0.0		0.0	0.0		0	-	-
Total Loads		**249.6**		**1185.6**	**249.6**		**9984**	**101**	**2,195,523**

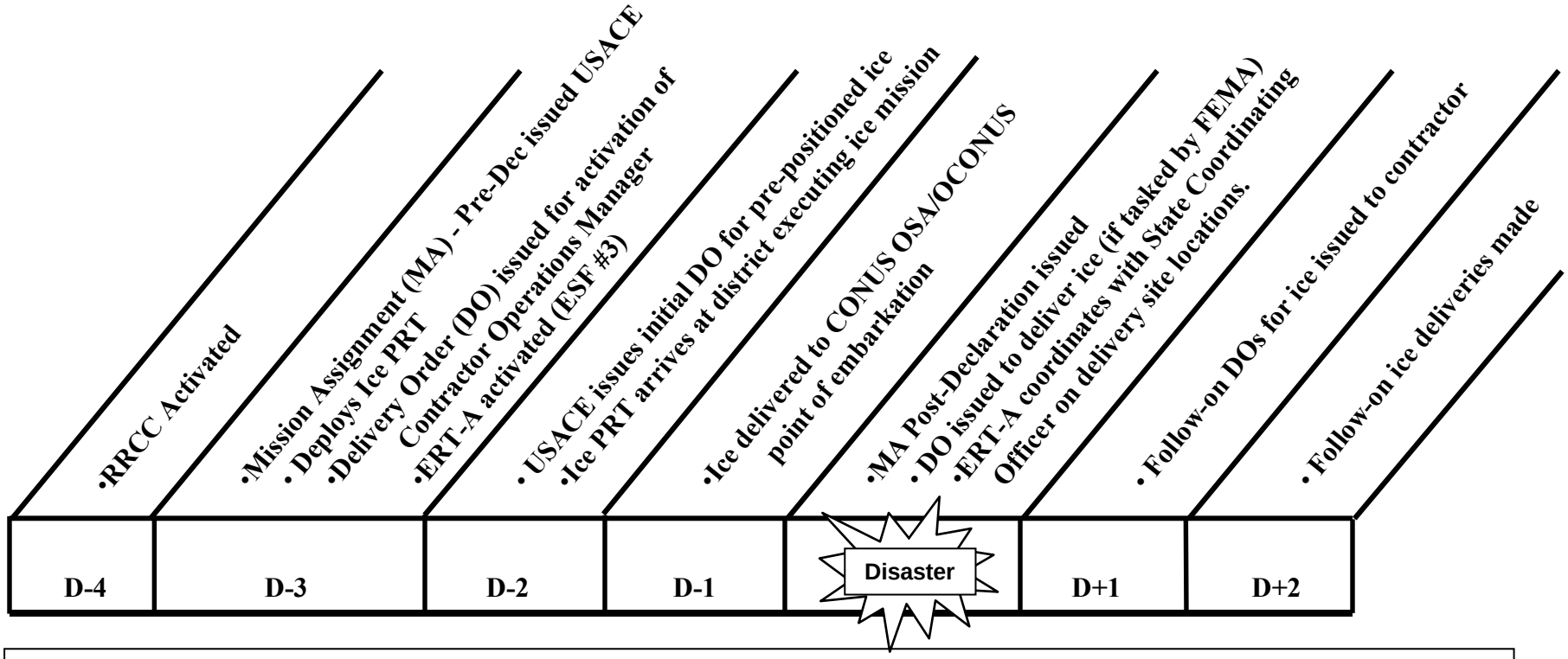
Post-Ordering Model

Enter Number of Type III Dist. Points to be used	25								
- 1 Type II = 2 Type III									
- 1 Type I = 4 Type III									
Number of truck loads required		**Water**		**ICE**			**MREs**	**Tarps**	
per day for 24 days	Days	Loads	K Gal	Loads	K #	Loads	Each	Loads	Each
	1	25	118.8	25	1000	13	271,800		
	2	23	108.6	23	914	11	248,503		
	3	21	98.4	21	829	10	225,206		
Initial Order (72 Hour Planning Total) >		**69**		**69**		**34**		**28**	**125,000**
	4	19	88.2	19	743	9	201,909		
	5	16	78.0	16	657	8	178,611		
	6	14	67.9	14	571	7.1	155,314		
Next Order (next 72 Hour Planning Total) >		**49**		**49**		**25**			
	7	12	57.7	12	486	6.1	132,017		
60% Power back on-line >	**8**	10	47.5	10	400	5.0	108,720		
	9	9	43.0	9	363	4.5	98,528		
	10	8	38.6	8	325	4.1	88,335		
	11	7.2	34.1	7.2	288	-	-		
	12	6.3	29.7	6.3	250	-	-		
	13	5.3	25.2	5.3	213	-	-		
	14	4.4	20.8	4.4	175	-	-		
	15	3.4	16.3	3.4	138	-	-		
90% Power back on-line >	**16**	2.5	11.9	2.5	100	-	-		
	17	2.2	10.4	2.2	88	-	-		
	18	1.9	8.9	1.9	75	-	-		
	19	1.6	7.4	1.6	63	-	-		
	20	1.3	5.9	1.3	50	-	-		
	21	0.9	4.5	0.9	38	-	-		
	22	0.6	3.0	0.6	25	-	-		
	23	0.3	1.5	0.3	13	-	-		
	24	0.0	0.0	0.0	0	-	-		
Total Loads		**195.0**	**926.3**	**195.0**	**7800**	**79**	**1,708,943**	**28**	125,000

Ice Mission Overview

- A standard reefer (refrigerated truck) holds 40,000 pounds of ice.
- 5- to 20-lb. bags, 2,000 lbs./pallet, 40,000 lbs./truck.
- Personnel: First 7 to 10 days, 24-hour mission.
- Pre-scripted Mission Assignment - $100,000 = dependant upon location (US = $0.26 - $0.30 lb.)
- Estimate 1 bag/person. (Bags may be 5 lbs to 20 lbs)
- Advance Contracting Initiative Quantity Limitations:
  - Single Orders (min) - 200,000 lbs. (5 Truck Loads)
  - Single Orders (max) - 20,000,000 lbs.(500 Truck Loads)
  - Total capacity of 2 existing contracts - $20M.
- Reefers are a limiting factor. (Reefers sitting longer than 3 days require maintenance
- Storage Capability: No minimum days. Daily rate only.
- Contract schedule:
  - 10,000,000 lbs. within 24 hrs of receiving a Task Order (CONUS)
  - 1,000,000 lbs. within 48 hrs PR & VI
- Beware of demobilization, pipeline effect.

Ice Mission Execution Timeline



- **Note**: For outside the continental United States (OCONUS) operations add 2 days to start of ice deliveries. Also little activity will occur at D-1, D+0, and D+1 due to weather and damage conditions.
- **Assumptions:** Roads and airfields are accessible for contractors to utilize. FEMA issues pre-scripted mission assignments.
- **Applicable to hurricane/typhoon relief:** No-notice disasters (tornadoes/earthquakes) require a modified timeline starting at D+0.
- **Contract schedule**:
  - 10 M lbs. within 24 hours in continental United States (CONUS) area
  - 1 M lbs. Within 48 hours PR & VI

ACI Fact Sheet: Ice

Contracting Provisions: Neither the government nor the contractor is obligated to use the ice contract for requirements of less than 200,000 pounds. The contractor is not obligated to honor any single order in excess of 20 million pounds, any combination of orders in excess of 20 million pounds, or any series of orders within 30 calendar days that together call for quantities exceeding the limitations stated above. If the contractor declines any such orders, alternative acquisition methods may be utilized. The contractor is required to purchase, deliver, and store ice in accordance with the contract. This is a national contract, which includes provisions for any USACE District to place delivery orders for ice purchase. **(See Policy on page 3-54)**

- **Storage.** The contract requires the contractor to have the capability to provide on-site storage at the delivery site for the amount of ice ordered for a period up to 30 days. When (if) storage is required by the delivery order, the contractor shall be daily storage in accordance with the storage line item specified in the contract bid schedule. NOTE: The government reserves the right to obtain storage from other sources.

- **Packaging.** Ice will **be sealed in 5- to 20-pound plastic bags** and stacked on sanitized pallets. **Each pallet shall contain 2,000 pounds of ice.** Unless changed by the contracting officer, pallets of bagged ice shall be fully covered on all four sides with a minimum of four layers of stretch-wrap. Normally there are 20 pallets in each reefer. **A standard reefer holds 40,000 pounds of ice.**

- **Testing.** In coordination with the Environmental Protection Agency, Public Health Service, and the Center for Disease Control and based on vendor certification and quality assurance requirements in the Scope of Work (SOW), the delivered ice should be assumed to be good. The SOW requires the vendor to deliver a pure product. Based on the above, additional testing of the ice beyond the requirements contained in the SOW will not be a federal requirement, unless there is reason to suspect that the product has been exposed to conditions that could potentially result in product contamination. See Memorandum for Record, dated 7 June 99, in Ice Mission Guide.

- **A listing of the current ACI contract awards can be found at *http://www.sam.usace.army.mil/ct/contractorinfo.htm*.**

Ice Mission: Essential Elements of Information

Essential Elements of Information (EEI)

Cumulative to Date	
Ice Requested by RFA(s)	Pounds
Funding Provided in RFA(s)	Dollars
Ice Under Contract	Pounds
Ice Delivered to Staging Area(s)	Pounds
Ice Distributed to Locals/State	Pounds
Ice on Hand at Staging Area(s)	Pounds

		Last 24 Hours	Next 24 Hours
Received at Staging Area(s)	Pounds		
Distributed to Locals/State	Pounds		

* Note: Each Mission Manager is responsible for collecting and regularly updating the information contained within this chart. These Essential Elements of Information collected at the field level will be entered into ENGLink for distribution and the use by decision-makers at the regional and national levels.

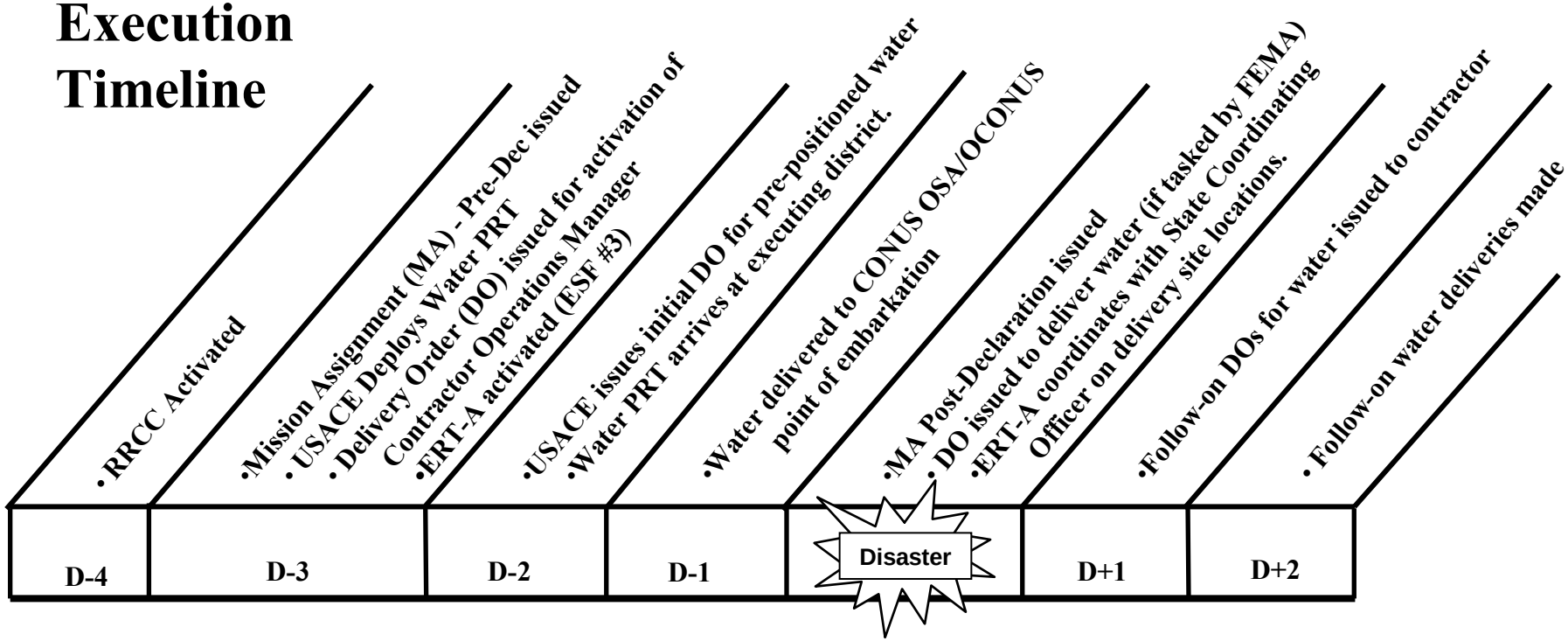
Water Mission Overview

- Pre-scripted Mission Assignment: $100k = 180,000 liters, 10 truckloads (revised 2001).

  (NOTE: Unloading, Additional Ground Mileage, and Standby Time are ordered and paid as separate items; total for entire Delivery Order must not exceed $100k.)
- Standard truckload is approximately 18,000 liters, or 5,000 gallons.

  (NOTE: For OCONUS delivery, truckload is approximately 16,200 liters due to barge container capability)
- Haulers are a limiting factor (especially on weekends).
- Double shrink wrap packaging to protect pallet loads.
- 12-oz. to 1.5-liter bottles, marked and dated.
- Personnel: First 7 to 10 days, 24-hour mission.
- Estimate 4 liters/person, drinking only. (1 gallon = 3.79 liters)
- Beware of demobilization, pipeline effect.
- ACI Quantity Limitations :
  - Single Orders (min) - $25,000.
  - Single Orders (max) - 24 million liters.
  - Combination Orders (max) - 28 million liters.
  - Order in multiples of 18,000 liters (1 truckload).
  - Min OCONUS daily delivery 36,000 liters.

Water Mission Execution Timeline



- **Note**: For OCONUS operations add 2 days to start of water deliveries from point of embarkation. Also little activity will occur at D-1, D+0, and D+1 due to weather and damage conditions. However, some aerial assessments may be accomplished to determine the impacts and magnitude.
- **Assumptions:** Roads and airfields are accessible for contractors to utilize. FEMA issues pre-scripted mission assignments.
- **Applicable to hurricane/typhoon relief:** No-notice disasters (tornadoes/earthquakes) require a modified timeline starting at D+0.
- **Contract schedule**: 100% of quantity ordered up to 198,000 liters every 24 hours. For orders of 198,000 plus:
  - 4 days for full production in CONUS, PR, USVI and Alaska building in 24-hour increments.
  - 4 days for full production in Pacific locations, starting at 48-72 hours for first delivery.

ACI Fact Sheet: Water

Contracting Provisions: The contract is intended to purchase off-the-shelf bottled water. It includes the purchase, delivery, and unloading of water, as well as additional ground mileage and standby time for trucks transporting the bottled water for requirements for CONUS, Alaska, Hawaii, Guam, Northern Mariana Islands, American Samoa, Federated States of Micronesia, Republic of Marshall Islands, Puerto Rico, and the U.S. Virgin Islands. The government reserves the right to use any stored water initially. (NOTE: The contract has been modified to include ground transportation of government-furnished water.) **(See Policy on page 3-54)**

➢**Minimum Order.** When the government requirement is less than $25,000, the government is not obligated to purchase nor is the contractor obligated to furnish supplies/services under this contract.

➢**Maximum Order.** The government is not required to order, and the contractor is not required to honor certain large orders. Also, the government is not required to order part of these large orders from this contractor. These large orders are:

(1)Any order for a single item in excess of 24 million liters;

(2)Any order for a combination of items in excess of 28 million liters; or

(3)A series of orders from the same ordering office within 3 days that together call for quantities exceeding the limitation in (1) or (2) above.

➢**Contractor's Acceptance/Decline of Maximum Order.** If the government opts to place an order exceeding the maximum outlined above, the contractor is required to honor that order, unless it is returned to the ordering office within 4 hours with written notice that the contractor does not intend to ship. In which case, the government may purchase the requirement from another source.

➢**Packaging.** Water will be provided by the contractor only in **containers ranging from 12 ounces to 1.5 liters,** with the size at the contractor's discretion. Cases will be shipped on pallets, shrink-wrapped on four sides with double shrink-wrap for OCONUS (top and bottom of pallets are not required to be shrink-wrapped).

ACI Fact Sheet: Water (Continued)

➢**Quantities. Bottled drinking water orders must be in multiples of 18,000 liters/5,000 gallons (approximately a standard industry truckload).** For daily quantities of 198,000 liters (approx. 11 truckloads), full quantity delivery is required. For daily quantities over 198,000 liters, less than full quantity **is acceptable** during the first few days after an order is issued; however, the contractor is normally capable of delivery in excess of 198,000 liters per day. Minimum OCONUS daily delivery quantity is 36,000 liters.

➢**Pricing.** Contract price for water within CONUS includes product and delivery. Unloading, additional ground mileage, and standby time (in excess of 4 hours) for trucks are included in the contract and should be ordered when needed. Contract price for water OCONUS includes product, delivery, *and unloading*. Additional ground mileage and standby time (in excess of 4 hours) for trucks are included in the contract and should be ordered when needed.

➢**Testing.** There is no provision for testing water if it is within the date stamped on it unless there is probable cause to test (i.e., particulate floating in the containers). If testing is required, Food and Drug Administration (FDA) will test (FDA regulates bottled water as a packaged commodity; EPA regulates bulk water).

➢**Storage trailers.** The contract provides leasing of truck trailers for storage of water. However, it is important to note that the requirement for storage trailers must be determined and ordered at the time the bottled drinking water to be stored is ordered, i.e., Delivery Order for water will include a line item for storage trailers so that water can be delivered and stored on the same trailer.

➢**Drayage (term for truck with fifth wheel and driver).** This item is available for order when a truck is required to move trailers, usually from the staging area to distribution sites.

➢**Government-Furnished Bottled Drinking Water.** Provisions for loading and transporting water that is not purchased from the contractor is now included. **Loading** and **Transportation** are individual items and can be ordered separately, i.e., FEMA-stored water can be loaded by the government and transported by the contractor, or the contractor can load & transport. Determination of requirement must be made prior to placing an order.

➢**A listing of the current ACI contract awards can be found at *http://www.sam.usace.army.mil/ct/contractorinfo.htm***

Water Mission: Essential Elements of Information

Essential Elements of Information (EEI)

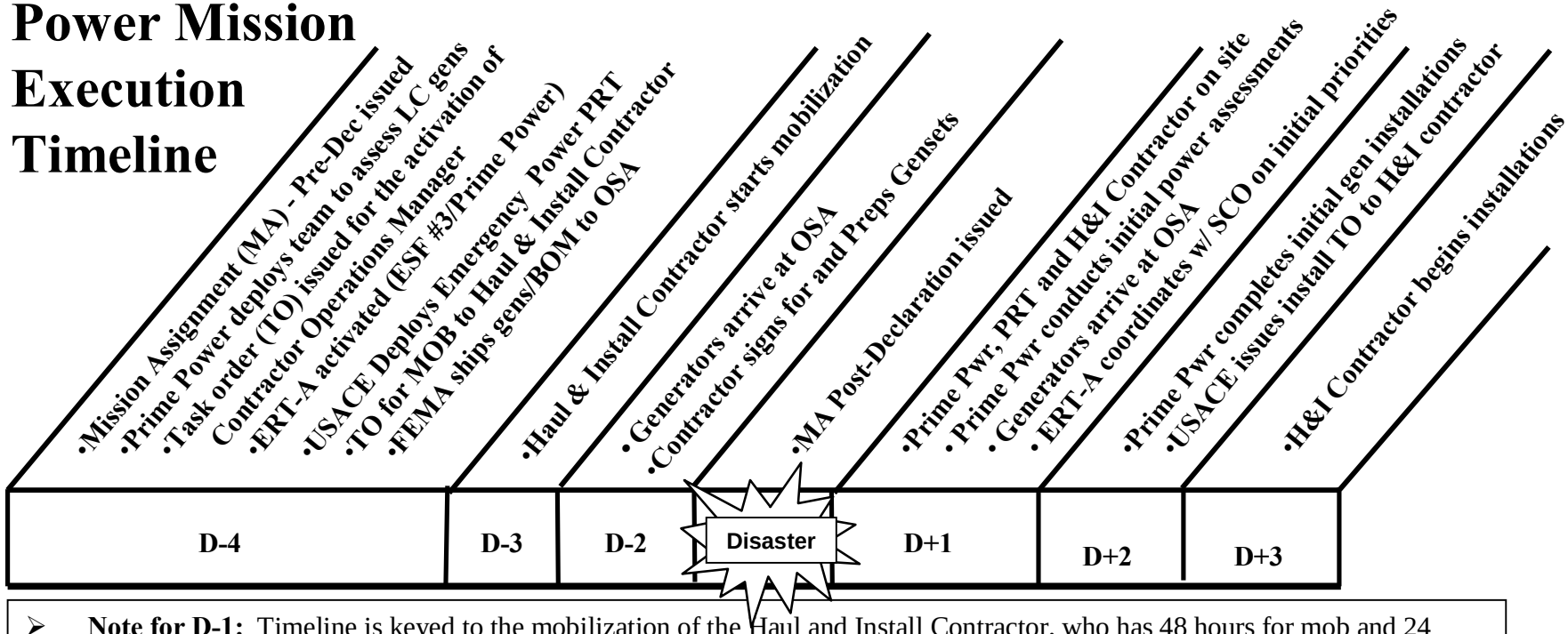
	Cumulative To Date	Next 24 hrs	Next 48 hrs	Next 72 hrs	Next 96 hrs
Mission Requirement					
Mission Status (% complete)					
Total Delivered to Staging Areas					
Distributed from Staging Areas					
Authorized Funding					
Funds Obligated					
Funds Committed					
Funds Expended					

* Note: Each Mission Manager is responsible for collecting and regularly updating the information contained within this chart. These Essential Elements of Information collected at the field level will be entered into ENGLink for distribution and the use by decision-makers at the regional and national levels.

Temporary Emergency Power Overview

- Use FEMA generators and Bill of Materials (BOM), located at Logistics Centers (LC).
- USACE receives/signs for generators and becomes responsible agent.
- FCO & SCO or their representatives set priorities.
- Valid pre-installation inspection (PII) must be performed to determine requirements.
  - This can be made during an annual inspection with (PII) recorded and sent to RSC.
  - If PII is pre-event, the post event the request for generator must include the facility managers validation that a generator can still be installed.
- If no pre-event PII or no post event facility managers validation, 249th performs initial assessments/installations with ACI capabilities ramping up ASAP to phase out the 249th.
- Rights of Entry required for private property.
- Environmental baseline must be recorded, by contractor, for each install site.
- Contractor submits all required plans including safety.
- ACI contractor hauls, installs, and maintains generator and will perform assessments, if tasked.
- Receiving party (responsible person) signs for generator.
- Database required to manage generators, applicants, and ACI activities.
- USACE manages generators sizes of 10 kW or larger.
- MUST MAINTAIN CONSTANT COMMUNICATIONS/ LIAISION WITH COMMERICAL POWER VENDORS !!!

Temporary Power Mission Execution Timeline



- **Note for D-1:** Timeline is keyed to the mobilization of the Haul and Install Contractor, who has 48 hours for mob and 24 hours to start installation once given the first install notice.
- **Note for D+1:** Arrival of all three players (Prime Power, PRT, and Haul and Install Contractor) is critical for the rest of the timeline. ***Should PP or PRT be unable to reach disaster site, timeline will slide accordingly.***
- Actual assessments would be D+1. However, it is possible the reporting will not be until D+2, based on when the reporting time ends, i.e., 1500 hrs on D+1. Assessments could be done after 1500 hrs, but not reported until D+2.
- **Note:** Also little activity will occur during D-1, D+0, and D+1 due to weather and damaged conditions. However, some aerial assessments may be accomplished to determine the impacts and magnitude.
- **Assumptions:** Roads and airfields are accessible for contractor crews to utilize. FEMA issues pre-scripted mission assignment and FEMA has generators and BOM available at operational staging areas.
- **Applicable to hurricane/typhoon relief:** No-notice disasters (tornadoes/earthquakes) require a modified timeline starting at D+0.

ACI Fact Sheet: Temporary Emergency Power

Contracting Provisions: Work under the contract consists of supporting all generator set activities during emergency operations in a state/territory/commonwealth or region. Generator set activities include assessing power needs, preparation, hauling, installing, preventive maintenance, service, fueling, relocating, and recovering government-furnished equipment (GFE) (engine-generator sets) and associated fuel systems, site remediation, and hazardous and toxic waste (HTW) disposal. Contractor provides all support and logistics required to support contractor personnel. The contractor performs generator set activities 24 hours a day, 7 days a week, including all weekends and holidays. The contractor is required to be in compliance with all applicable local permits and licenses. The contractor shall participate in pre- and post-emergency conferences, workshops, meetings and exercises, such as Command Post Exercises, After-action Reviews, Lessons Learned Analysis, Planning, and Response Team Train Ups as directed by the government. **(See Policy on page 3-55)**

Real Estate Requirements.

- Lands, easements, and rights-of-way owned by the local entity requesting FEMA's assistance (usually the state, but could be a county, city, etc.) are provided through a written agreement with FEMA and that entity. Included in the agreement is also a "hold harmless" clause. The government's interest in these two issues is to avoid trespassing and avoid liability as a result of the performance of or the failure to perform an activity while carrying out emergency assistance missions.
- A right-of-entry with a hold harmless clause from a property owner to the federal government may be required, especially in those instances where the local entity leases or otherwise acquires private lands for emergency use.
- Environmental baseline must be recorded for each install site.

Contract Production and Cost. Current contract information can be found in the contract schedule of bid items.

Current configuration of a standard 50 pack: Generators are usually shipped in 50 packs ranging from 10 kW to 125 kW in size. Larger generators (i.e., 275 kW, 350 kW, 450 kW) form a "pull package." Deployment of generators is dependent on the need identified for the impacted area. FEMA has generators stored at the Logistic Centers (LCs) located at Ft. Gilliam, Georgia, Fort Worth, Texas, Moffet Field in California, Guam, Puerto Rico, and Hawaii.

A listing of the current ACI contract awards can be found at *http://www.sam.usace.army.mil/ct/contractorinfo.htm*.

Temporary Emergency Power Mission

Essential Elements of Information (EEI)

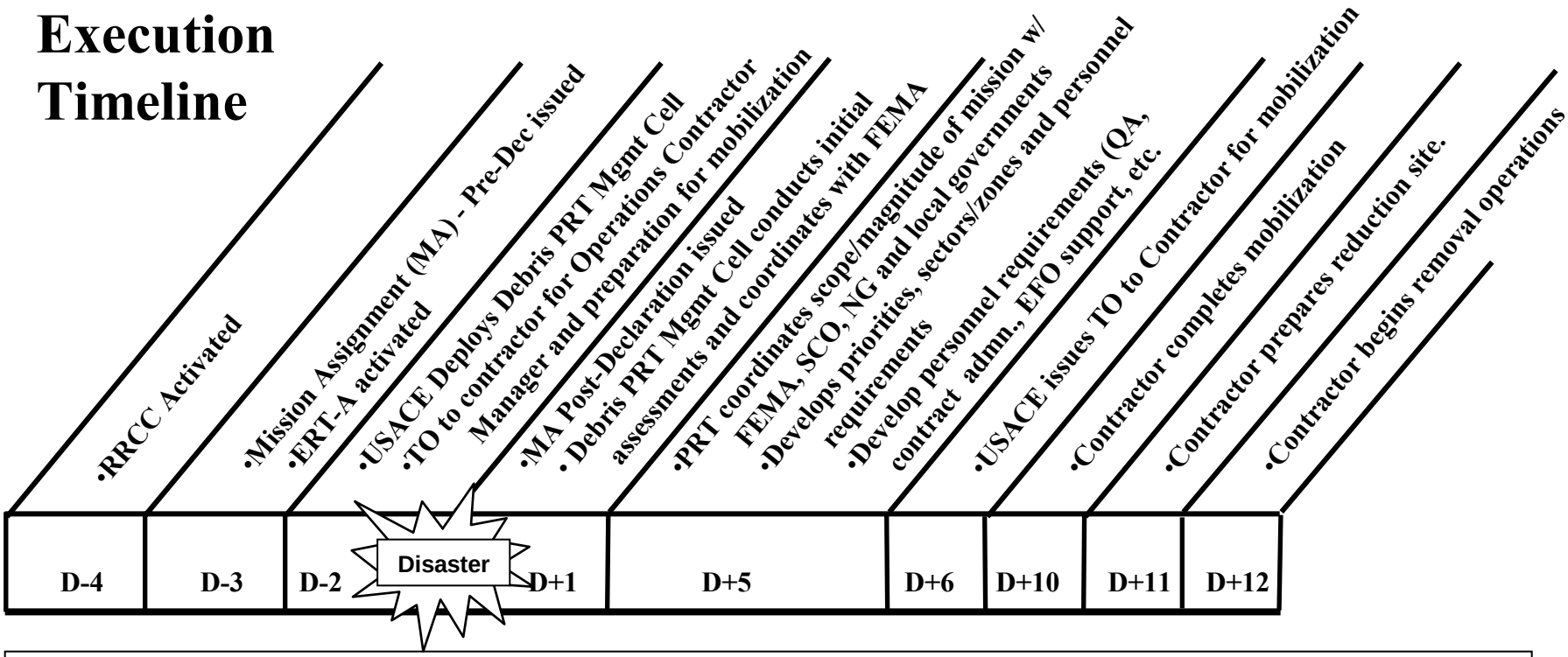
Pre-Installation Inspection (PII) Requests in the last 24	
PII Requests Total	
PIIs Completed in the last 24-hours	
PIIs Completed Total	
Maximum Number of Generators Required	
Generators No Longer Required	
Generators Actually Required	
Generators Installed in the last 24-hours	
Generators Installed Total	
De-Installs in the last 24-hours	
De-Installs Total	
Generators in the Staging Area	
Total Number of PII Teams (PIIT)	
Total Number of Installation Teams	

* Note: Each Mission Manager is responsible for collecting and regularly updating the information contained within this chart. These Essential Elements of Information collected at the field level will be entered into ENGLink for distribution and the use by decision-makers at the regional and national levels.

Debris Removal Mission Overview

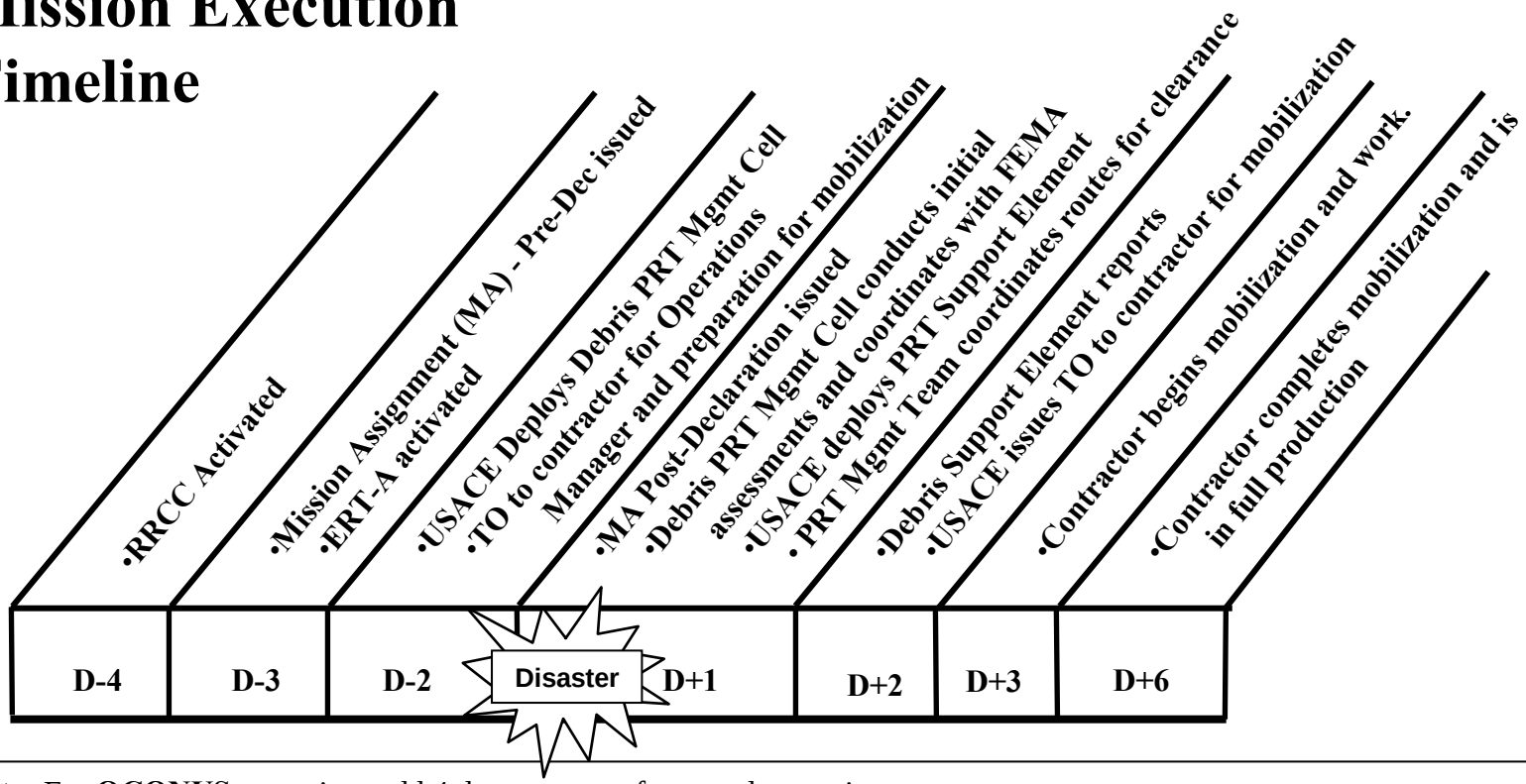
- Usually the largest Corp mission, $ and people.
- Requires experienced/knowledgeable personnel to guide initial planning.
- Requires a team effort: FEMA, USACE, ACI Contractor, other ESFs, and state/local governments.
- Debris Clearance - move debris off roadway surface.
- Debris Removal - Load, haul, reduce, and dispose.
- Dump sites key to scoping the mission.
- Units reported in cubic yards or tons.

Debris *Removal & Disposal* Mission Execution Timeline



- **Note:** For **OCONUS** operations add 4 days to start of removal operations.
- **Note for D+10:** (1) A limited workforce (2-3 contractor crews) can begin initial debris removal operations at approximately D+5 **IF** existing local landfills can be utilized until the reduction sites are located and operational.
- **Assumptions**: FEMA issues pre-scripted mission assignments. ACI contracts will be utilized. If no ACI contract is in place or a combination of ACI and additional local contracts are required by FEMA, then ACI standard solicitation and acquisition procedures will be used.
- **Applicable to hurricane/typhoon relief**: No-notice disasters, such as tornado/earthquake events require a modified timeline starting at D+0.

Debris *Clearance* Mission Execution Timeline



- **Note:** For **OCONUS** operations add 4 days to start of removal operations.
- **Assumptions**: FEMA issues pre-scripted mission assignments. ACI contracts will be utilized. If no ACI contract is in place or a combination of ACI and additional local contracts are required by FEMA, then ACI standard solicitation and acquisition procedures will be used.
- **Applicable to hurricane/typhoon relief**: No-notice disasters, such as tornado/earthquake events require a modified timeline starting at D+0.

ACI Fact Sheet: Debris Missions

Contracting Provisions: The Advanced Contracting Initiative (ACI) contract is structured to begin debris removal within 24 hours. There is a $100,000 requirements portion of the contract that allows the contractor to mobilize and begin work. Each task order under the Indefinite Deliver Indefinite Quantity (IDIQ) portion of the contract has a minimum $10,000 and a maximum $10 million. There are four different formats available for each task order, which may be used as needed. The maximum amount available under the ACI contract, including the requirements portion, is $30 million. In a large event, this will allow debris removal while other contracts, if required, are advertised and awarded. There is also the ability to submit a Justification and Approval (J & A) to amend the contract to raise the award limit. **(See Policy on page 3-55)**

Mission Time-Line: The contractor will begin removing debris within 24 hours of receiving a Task Order or Notice To Proceed (NTP) and will reach full mobilization within 4 days after receipt of NTP. The total length of the mission will depend on debris quantities, available disposal/reduction sites, weather, and political factors. The debris PRT will develop a close-out plan within the first 2 to 3 weeks of the mission.

A listing of the current ACI contract awards can be found at
http://www.sam.usace.army.mil/ct/contractorinfo.htm

Debris Modeling

The modeling methodology described below was developed by the Mobile District, U.S. Army Corps of Engineers Emergency Management staff using actual data from Hurricanes Frederick, Hugo, and Andrew. The estimates produced by the model are predicted to have an accuracy of ± 30% (accuracy is limited due to the many variables inherent to the debris removal process). The primary factor the model utilizes to estimate storm generated debris is the total number of households in a developed urban/suburban area. Other factors utilized are cubic yards of debris generated per household per storm category, vegetative cover, commercial density, and precipitation. The household debris includes debris generated from damage to the house including contents and surrounding shrubs/trees. Vegetative cover includes all trees /shrubbery and other debris located on public rights-of-way. Commercial density includes debris generated by damage to businesses and industrial facilities. The majority of commercial-related debris will be removed by private contractors; however, disposal/reduction space is still required. The amount of precipitation generated by a storm has a direct relationship on debris quantities. Very wet storms will cause ground saturation, which increases tree fall.

See models located on the following web site for active storms: www.englink.usace.army.mil

Debris Mission

Essential Elements of Information (EEI)

	Past 24 hrs	Cumulative To Date	Next 24 hrs
Mission Status (% Complete)			
Hauled (CY)			
Reduced (CY)			
Funding			
Authorized Funding ($)			
Funds Obligated ($)			
Funds Committed ($)			
Funds Expended ($)			

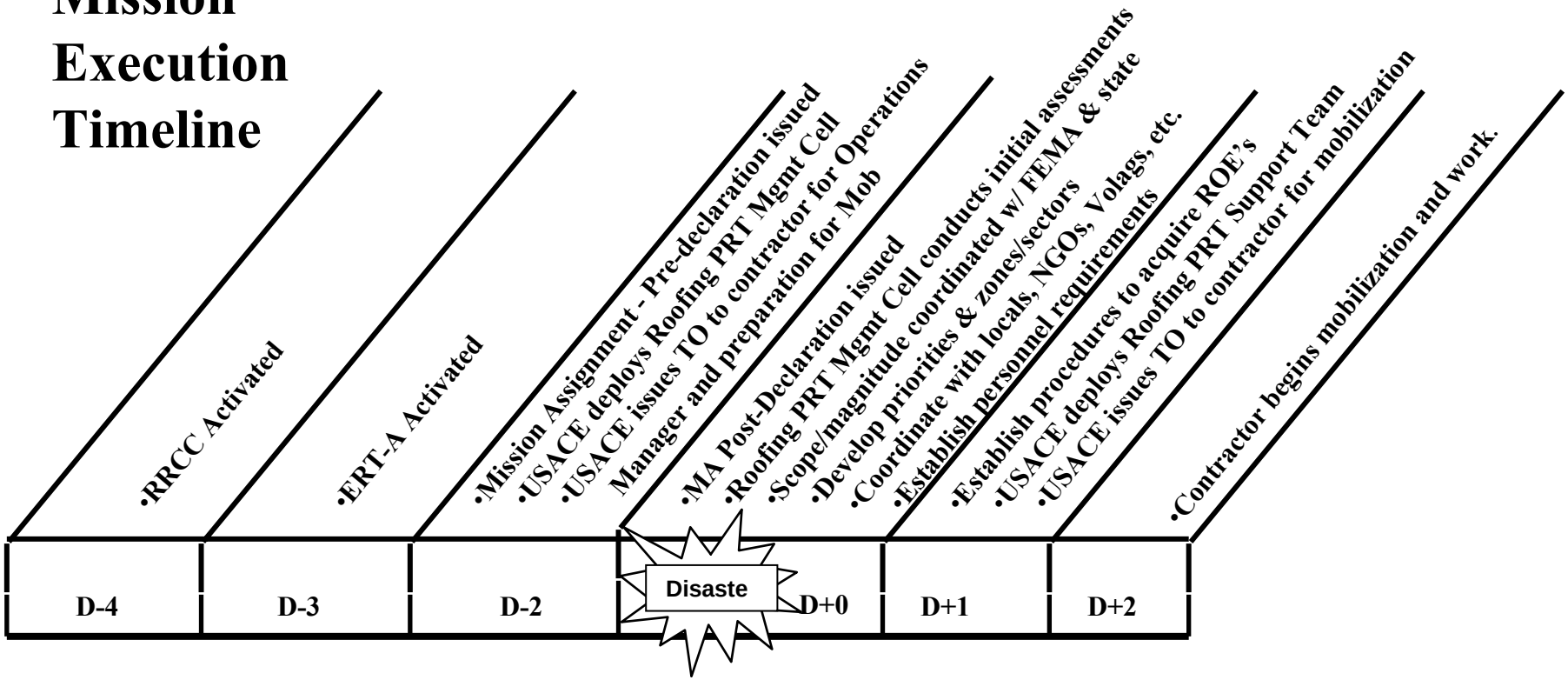
* Note: Each Mission Manager is responsible for collecting and regularly updating the information contained within this chart. These Essential Elements of Information collected at the field level will be entered into ENGLink for distribution and the use by decision-makers at the regional and national levels.

Temporary Roofing Mission Overview

- ACI contracts are in place in some locations. If no ACI is in place for the disaster area, ACI standard solicitation and acquisition procedures will be used.
- FEMA furnishes plastic for roofs, contractor provides all other materials.
- Database required to manage applicants, ROE's, and ACI activities.
- Must clearly define which roofs are eligible (% damaged, how much rebuild).
- Heavy real estate and QA requirements.
- **Ensure that there is an understanding of "Ramp-Up" to full production.**

Event	Days to Ramp-up (from NTP)	Minimum Production Target
• Small	5 – Days	200 Roofs/Day
• Medium	10 – Days	700 Roofs/Day
• Large	10 – Days	1500 Roofs/Day

Roofing Mission Execution Timeline



Assumptions:

- These timeframes are contingent on FEMA having the necessary plastic readily available.
- Roads are accessible for contractor crews to utilize.
- FEMA issues pre-scripted mission assignments.
- Timelines also dependent on availability of sites and the weather.

Applicable to hurricane/typhoon relief:

- No notice disasters, such as tornado/earthquake events, require a modified timeline starting at D+0.

ACI Fact Sheet: Roofing

Performance Data:

Event	Days to Ramp-up	Minimum Production Target
Small	5 – Days	200 Roofs/Day
Medium	10 – Days	700 Roofs/Day
Large	10 – Days	1500 Roofs/Day

Ramp-up to full production schedule:

Small Event: 2nd day – 25% of minimum production target
3rd day – 50% of minimum production target
4th day – 75% of minimum production target
5th day – 100% of minimum production target

Medium/Large Event:
2nd day – 15% of minimum production target
4th day – 25% of minimum production target
6th day – 50% of minimum production target
8th day – 75% of minimum production target
10th day – 100% of minimum production target

Without ACI: These performance data would be the same if there was no ACI, except advertise and award times would have to be added. The estimated timeframes for advertise and award are:

- D+5 Prepare solicitation and advertise (4 days).
- D+7 Advertising and receive bids (48 hours).
- D+9 Evaluate bids, award and issue first task order (2 days).

ACI Fact Sheet: Roofing (Continued)

Contracting Provisions. The primary purpose of the temporary roofing contract is to provide emergency temporary roof repair services in support of contracts for disasters or emergency missions assigned to the U.S. Army Corps of Engineers. The government is obligated to use the temporary roofing contract for all requirements up to $100,000 of a FEMA declared disaster with a temporary roofing mission and exercise the IDIQ portion in excess of $100,000. The maximum amount, which can be awarded under the IDIQ portion, depends on the size of the event. Yearly contract limits are as follows: a small event (< 3,000 homes) allows up to a total contract value of $5 million, a medium event (3,000 - 15,000 homes) allows up to a total contract value of $25 million, and a large event (> 15,000 homes) allows up to a total contract value of $50 million with a total-life (3 years) contract limitation of $150 million. The government reserves the right to mobilize additional contractors if determined to be necessary in order to meet disaster response mission requirements. **(See Policy on page 3-55)**

- The contractor is responsible for providing all supervision, labor, equipment, and materials necessary to perform temporary roofing repairs. Furnished materials include structural-use panels, furring strips, joists and rafters, fasteners, and roofing tape. The government will furnish the polyethylene plastic sheeting.

- The contractor will be provided completed right-of-entry (ROE) forms from the government. The estimated quantity of plastic required will be recorded on the ROE and this quantity will be used to issue government-furnished plastic to the contractor. Upon completion of the installation of the temporary roofing, the contractor is required to submit the original of the completed and executed ROE to the government's representative on a daily basis in order to receive payment.

- A listing of the current ACI contract awards can be found at ***http://www.sam.usace.army.mil/ct/contractorinfo.htm***

- Temporary roofs are not normally installed on flat, metal, tile or hard shingle roofs

Temporary Roofing Mission

Essential Elements of Information (EEI)

Cummulative To Date	
Mission Workload Assessments (i.e., number of structures roofs).	**Numbers**
Numbers of Structures Completed (by entity, location, date)	**Numbers**
Amount of Plastic Installed (by entity, location, date)	**Square Feet (sq. ft.)**
Number of Contracts Awarded	**Numbers**
Contractors daily Locations	**Geographical Locations**
Estimated Completion Dates & Percent Complete	**Dates and Percentages**

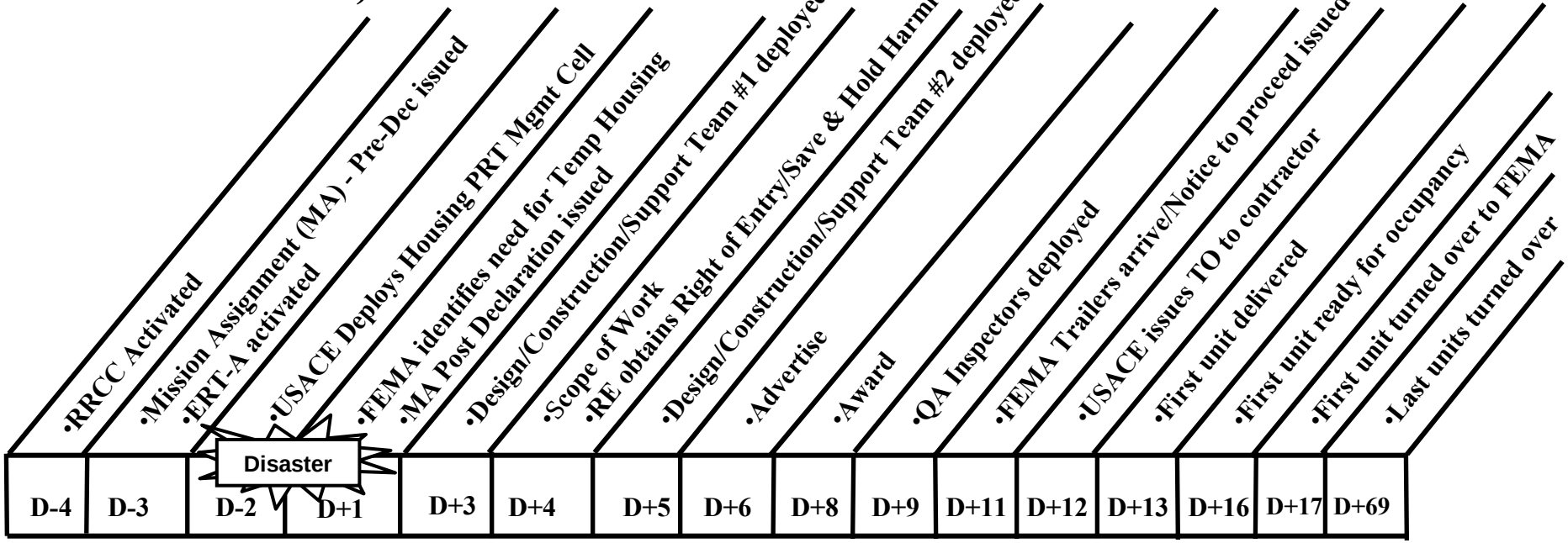
* Note: Each Mission Manager is responsible for collecting and regularly updating the information contained within this chart. These Essential Elements of Information collected at the field level will be entered into ENGLink for distribution and the use by decision-makers at the regional and national levels.

Temporary Housing Mission

- Temporary Housing is a highly visible mission.
- Success requires teamwork (FEMA/COE/state/local) and advanced planning.
- FEMA's Steps to Providing Housing Relief:

  1. Provide rental and home repair assistance.
  2. FEMA may consider increasing limits on individual assistance (home repair limits, rental limits, self-help trailer assistance).
  3. As a last resort, temporary housing (mobile homes/travel trailers) may be considered:
     a. Depending on capabilities, state may procure, transport, and set up units.
     b. In some cases, the federal government may take the lead (with state/ local cooperation).
- Options for Temporary Housing:
  - Temporary trailer parks.
  - Replacement/ rehabilitation of existing parks.
  - Development of new trailer parks.
  - Installation of trailers at private home sites.
  - Emergency Group Sites (EGS)
- Minimum state requirements:
  - Site identification
  - Leasing and right-of-ways
  - Assistance with codes/permits
  - Group-site management
  - Deactivation/site restoration

Temporary Housing Mission Execution Timeline *Existing & Private Home Sites* (250 Mobile Homes and Travel Trailers)



Assumptions:

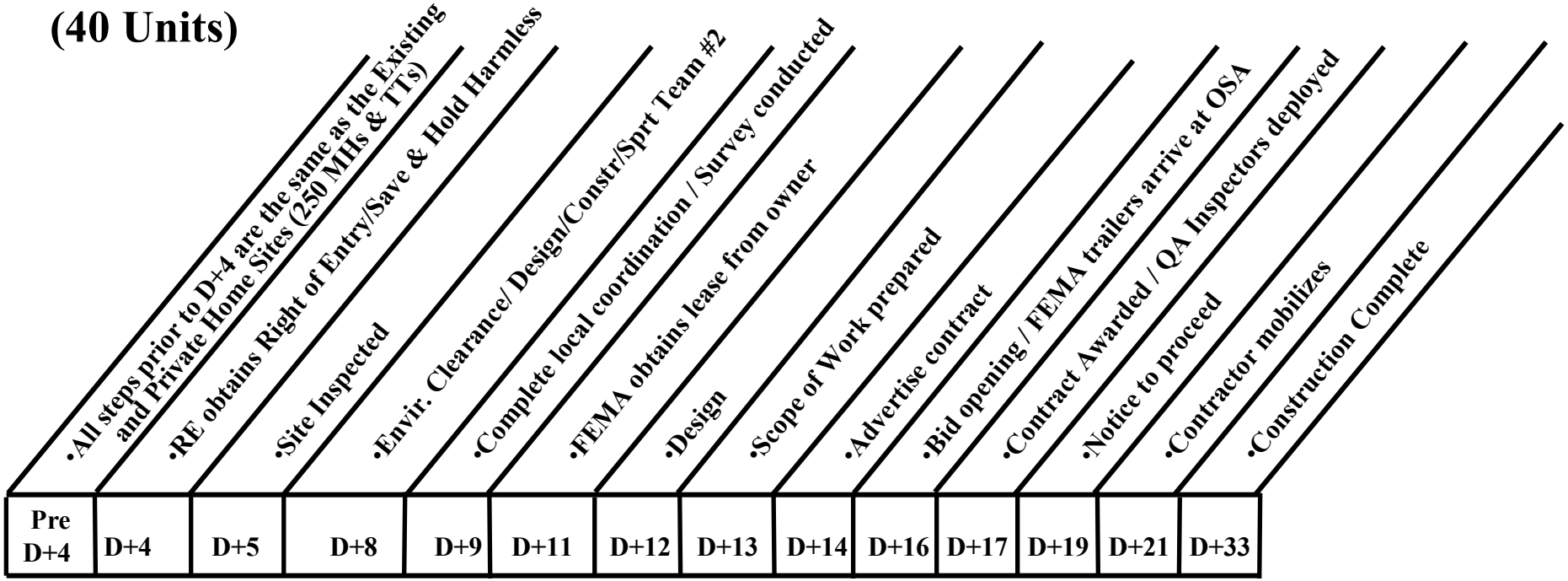
- These timeframes are contingent on FEMA having the necessary trailers readily available.
- Roads are accessible for contractor crews to utilize.
- FEMA issues pre-scripted mission assignments.
- No ACI in place.
- Timelines dependent on availability of sites and the weather.

Applicable to hurricane/typhoon relief: No-notice disasters, such as tornado/earthquake events require a modified timeline starting at D+0.

Temporary Housing Mission Execution Timeline

Park Expansion

(40 Units)



Assumptions:

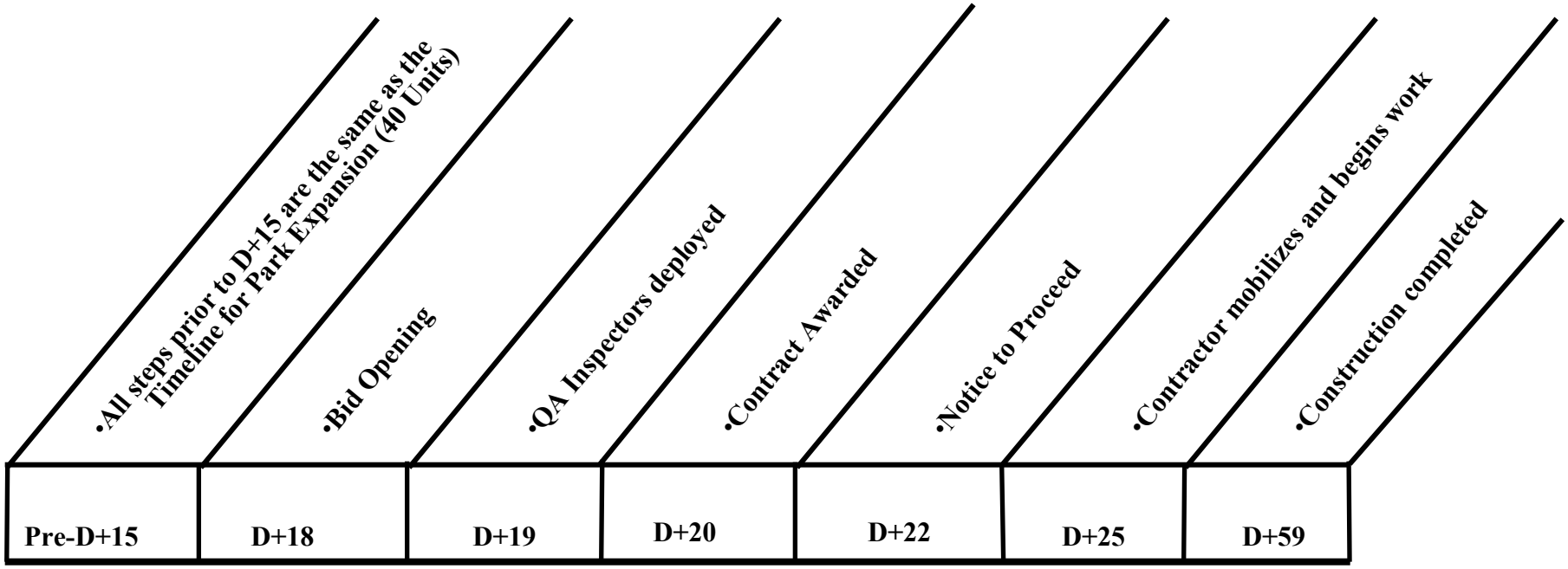
- These timeframes are contingent on FEMA having the necessary trailers readily available.
- Roads are accessible for contractor crews to utilize.
- FEMA issues pre-scripted mission assignments.
- No ACI in place.
- Timelines dependent on availability of sites and the weather.

Applicable to hurricane/typhoon relief:

- No-notice disasters, such as tornado/earthquake events require a modified timeline starting at D+0.

Temporary Housing Mission Execution Timeline

New Site (100 Units)



Assumptions:

- These timeframes are contingent on FEMA having the necessary trailers readily available.
- Roads are accessible for contractor crews to utilize.
- FEMA issues pre-scripted mission assignments.
- No ACI in place.
- Timelines dependent on availability of sites and the weather.

Applicable to hurricane/typhoon relief:

- No-notice disasters, such as tornado/earthquake events require a modified timeline starting at D+0.

Acquisition Fact Sheet: Temporary Housing Missions

Solicitation and Acquisition Procedures—Design

Each MSC should:

- Review existing IDIQ A-E contracts to assure this type design is within Scopes of Work.
- Prepare list of those A-E contracts available for such use by 1 June annually.
- Annually, by 1 June, identify Section 8(a) A-E firms within Major Subordinate Control (MSC) area of response (AOR) that could perform this work, negotiate price quickly, and accept a letter contract if needed and prepare a list of those firms.
- Coordinate with appropriate SBA offices to establish expedited procedures for Section 8(a) award if necessary.
- Contracting for Site Adaptation can be accomplished by issuing Task Orders under existing IDIQ A-E contracts or by letter contracts if no IDIQ A-E contracts available. Use of Section 8(a) A-E firms can be considered. In making decision remember there is a preference for A-E firms located in disaster area as well as a requirement for maximum practicable hiring and subcontracting in disaster location by A-E firms (Stafford Act). Assure contract requires daily reporting of local hiring and subcontracting in the disaster area until all hiring/subcontracting for each Task Order is completed; then as required by the Contracting Officer.
- SADBU Floors apply to this work (Small Business, Small Disadvantaged Business, Small Woman-Owned Business) and should be considered in selecting the A-E. If the selected A-E is a large business, you must add a provision to require submission of SF 294 weekly and at the completion of each ordering period. If all optional ordering periods are exercised, a final SF 294 must be submitted within one month after contract ending date.

Acquisition Fact Sheet: Temporary Housing Missions (Continued)

Solicitation and Acquisition Procedures—Construction

Contracting Actions:

- Specification and Schedule of Bid Items are developed and available on CD-ROM for Construction of Group Sites and Individual Sites. A draft solicitation is also developed and available.

Each MSC should:

- Develop, using the draft solicitation as a guide, a complete draft solicitation in standard procurement system (SPS) procurement desktop 2 (PD2) by 1 June annually. Construction contracts will be IDIQ.
- Develop construction contractor source lists and update annually by 1 June.
- Consider establishing a prequalification process for construction firms to perform this type of work.
- If have an established prequalified bidders list, use sealed bid procedures for Pricing.
- If no prequalified bidders list, use competitive negotiation procedures (Best Value Source Selection) for award of construction contract.
- Scopes of Work includes construction of group site to include water, sewer, power, pads, etc. Also includes hauling mobile homes/travel trailers from Staging Area to group sites or individual sites, installation, and hook-up.
- Each group site should have a single construction contractor. A separate construction contract should be awarded for individual sites.
- Note that there is a preference for construction companies located in the disaster Area as well as maximum practicable hiring and subcontracting by prime contractors in the disaster area (Stafford Act). You need to assure contract requires daily reporting of local hiring and subcontracting in the disaster area until all hiring/subcontracting for each Task Order is completed; then as required by the Contracting Officer.
- Note that small and disadvantaged businesses (SADBU) floors apply to this work (Small Business, Small Disadvantaged Business, Small Woman-Owned Business). For any awards to Large Business concerns, contract must include a provision to require submission of SF 294 weekly and at the completion of each ordering period. If all optional ordering periods are exercised, a final SF 294 must be submitted within one month after contract ending date.

Acquisition Fact Sheet: Temporary Housing Missions (continued)

Solicitation and Acquisition Procedures—Mobile Homes/ Travel Trailers

Each MSC should:

- Develop a general specification detailing items such as location of power, sewer, and water hook-ups.
- Establish a source list of Travel Trailer retailers and Mobile Home manufacturers and retailers in their AOR and update annually by 1 June.
- Develop a draft solicitation and update annually by 1 June. The solicitation should be developed utilizing Commercial Contracting Procedures and should be an IDIQ contract format with an option for increased quantities with a time frame for ordering increased quantities.
- Acquisition of Mobile Homes/Travel Trailers should be from Mobile Home manufacturers if given purchasing mission for group sites and local retailers if purchasing mission is for individual sites. Travel Trailers should be procured from local Travel Trailer retailers. Manufacturers /Retailers to deliver Mobile Homes and Travel Trailers to designated Staging Area.
- Manufacturers/Retailers must have workers at Staging Area to make repairs or adjustments needed for government acceptance. Government inspection and acceptance will be at the Staging Area. Mobile Homes or Travel trailers that cannot be repaired at the Staging Area must be removed by the manufacturer or local retailer.
- There is a preference for Mobile Home manufacturers or retailers located in the disaster area to include maximum practicable hiring and subcontracting in the disaster location by prime contractors (Stafford Act). You must assure contracts require daily reporting of local hiring and subcontracting in the disaster area until all hiring/subcontracting for each Task Order is completed; then as required by the Contracting Officer.
- SADBU Floors apply to these contracts (Small Business, Small Disadvantaged Business, Small Woman-Owned Business). Add a provision to require submission of SF 294 weekly and at the completion of each ordering period. If all optional ordering periods are exercised, a final SF 294 must be submitted within one month after contract ending date.

Temporary Emergency Housing Essential Elements of Information: *Overall-Summary*

Projected Requirement (Provided by FEMA)	
Units RFOed to Date (Private Sites)	
Units RFOed to Date (Group Sites)	
Projected Units to be RFOed in Next 24 Hours	
Units RFOed Past 24 Hours	
Personnel Deployed	
Contractor Personnel Deployed	
Install Capabilities (How Many Crews)	

Temporary Emergency Housing Essential Elements of Information: *Private Home Sites* (Breakout by County)

Number of Sites Tasked (Work Orders Received)	
Number of Sites Assessed	
Number of Sites – Haul Orders Received	
Number of Trailers RFOed	

Temporary Emergency Housing Essential Elements of Information: *Commercial Parks* (Breakout by County)

Number of Parks Assessed/Visited	
Number of Pads Feasible	
Number of Pads Tasked for Installation	
Number of Trailers RFOed	

Temporary Emergency Housing Essential Elements of Information: *Group Sites* (Breakout by County)

Number of Sites Assessed	
Number of Parks Tasked for Construction	
Number of Parks Constructed	
Number of Pads Constructed	
Number of Units RFOed	

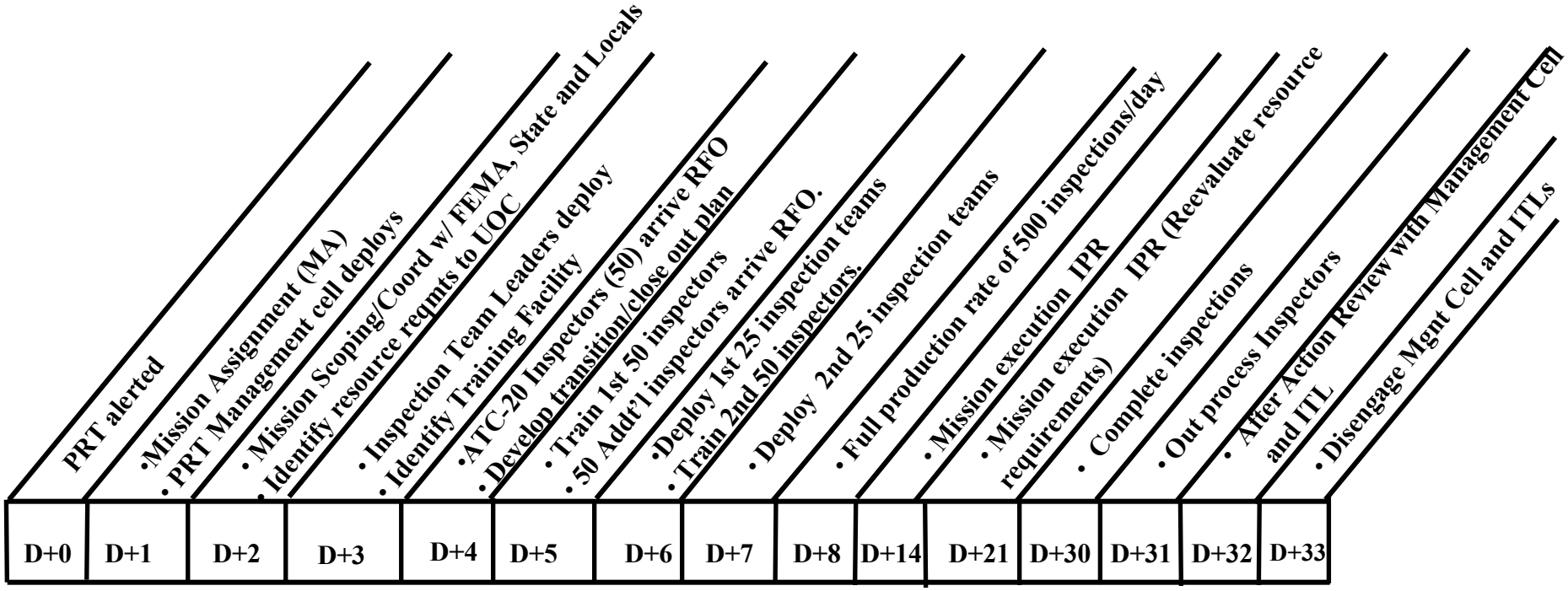
Technical Assistance

- Examples of technical assistance in the public assistance arena include:
  - Reviewing permanent repair designs.
  - Designating storm surge documentation/high water marks.
  - Evaluating/assessing damaged public facilities, homes, hospitals, and other structures.
  - Technical training for contract specialists.
  - Technical engineering expertise.
- Examples of technical assistance to support the individual assistance program include:
  - Development of pre-construction design, specifications, plans, cost estimates, and advertisements for construction.
  - Installation of utilities.
  - Assessments for individual and group sites (logistics or real estate support may be necessary).

Structural Safety Assessment Mission

- **Structural Safety Assessment (SSA) is a highly visible mission; mission execution is extremely important to victims.**
- **SSA is a highly labor intensive mission.**
- **Success requires teamwork (FEMA/USACE/state/local) and advanced planning.**
- **Logistical support requirements for SSA assistance:**
  - Lodging
  - Transportation needs - car rentals, buses, vans, taxis, local hire, ATVs.
  - Office space and training facilities.
    - Training facility could be located outside disaster area.
    - EFO(s).
- **Information Management support requirements.**
  - Communications w/ field teams - radios, cell phones, etc.
  - Computers and audio visual needs.
  - Work stations for data entry.
- **Cost Estimates**
  - 10,000 inspections @ $3,000,000
  - 30,000 inspections @ $7,000,000
  - 50,000 inspections @ $12,000,000
- **Training could be conducted outside disaster impact area.**

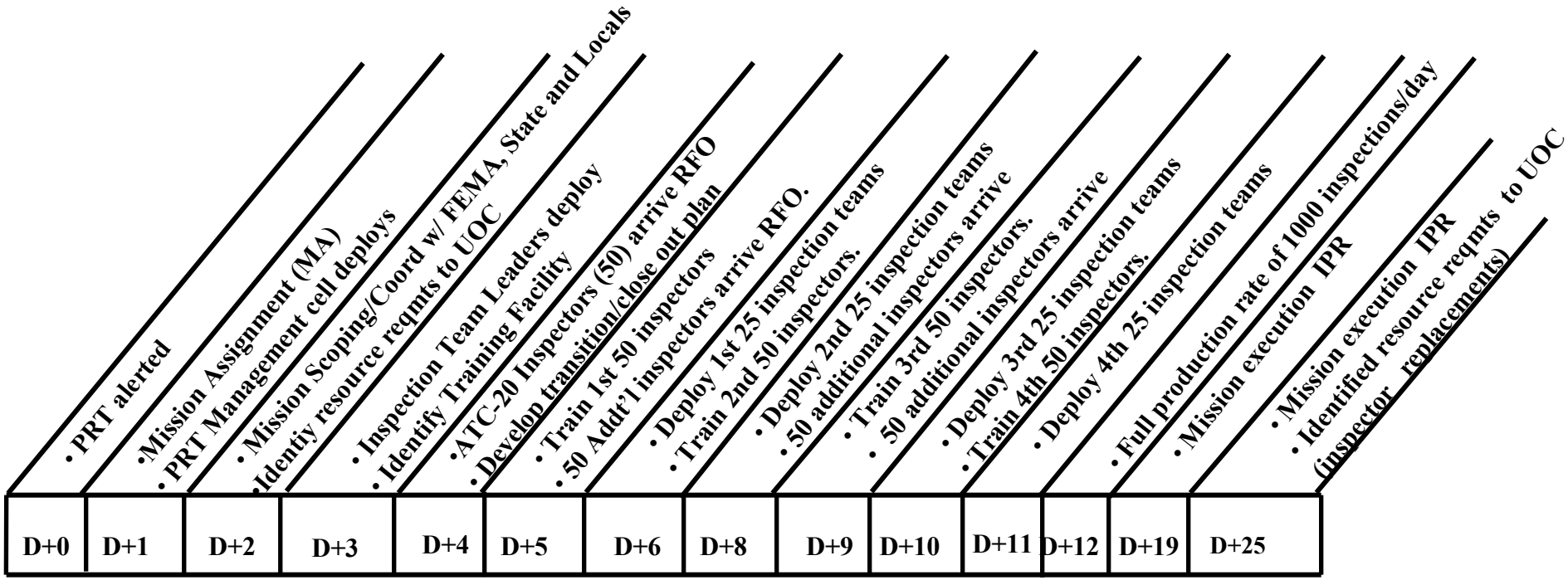
Structural Safety Assessment Mission Execution Timeline (10,000 inspections)



Assumptions:

- No-notice event
- Rapid Inspections
- No major after shocks - no re-inspections
- Ten (10) inspections/team/day
- Limited access problems or logistics constraints (lodging and transportation)
- Timelines dependent on accessibility of sites and the weather.
- 50 inspectors trained/day
- One Management Cell for identified mission

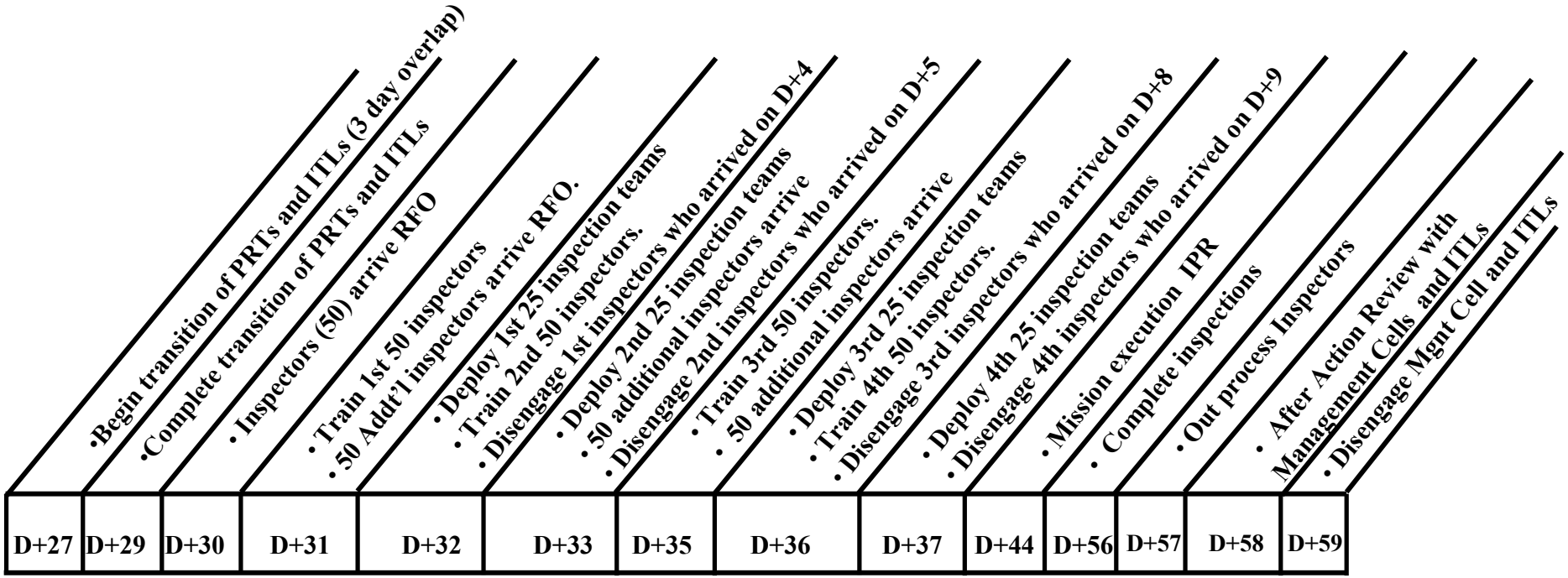
Structural Safety Assessment Mission Execution Timeline (50,000 inspections)



Assumptions:

- No-notice event
- Rapid Inspections
- No major after shocks - no re-inspections
- Ten (10) inspections/team/day
- Limited access problems or logistics constraints (lodging and transportation)
- Timelines dependent on accessibility of sites and the weather.
- 50 inspectors trained/day
- Two Management Cells and Support Elements for identified mission/30 days
- Three day overlap/transition for Management Cell and ITLs.
- Requires inspector support from other federal agencies

Structural Safety Assessment Mission Execution Timeline (50,000 inspections) Con't



Assumptions:

- No-notice event
- Rapid Inspections
- No major after shocks - no re-inspections
- Ten (10) inspections/team/day
- Limited access problems or logistics constraints (lodging and transportation)
- Timelines dependent on accessibility of sites and the weather.
- 50 inspectors trained/day
- Two Management Cells and Support Elements for identified mission/30 days
- Three day overlap/transition for Management Cell and ITLs.
- Requires inspector support from other federal agencies

Policy on Use Of ACI National Contracts for Ice and Water

Policy: Although contracts contain minimum/maximum ordering limitations provision USACE will use these contracts for all orders unless oral/electronic coordination with the contractor results in contractor stating they do not wish to honor the order. If the contractor rejects the order, they must provide rejection in writing and via electronic means or facsimile.

Exception to Policy: If there is a response requiring a quantity below the minimum and there is no reasonable expectation of any further needs, then you may contract locally. If contractor's right to proceed is terminated for default and no re-procurement contract is in place, coordinate with the responsible Contracting Office to ascertain when a re-procurement contract will be awarded and available for placement of orders.

- May contract for ice and/or water using emergency contracting procedures in the FAR until such time as the re-procurement contract is awarded and available.
- Utilize line item descriptions and appropriate portions of the Scopes of Work in the National Ice and Water Contracts in those contract actions.
- Limit emergency contracting procedure contract actions to only those necessary to meet requirements until the replacement National Contract is awarded.
- Assure emergency contract actions include the Stafford Act provisions re maximum practicable hiring and subcontracting in the disaster area as is in the National Contracts.
- SADBU Floors apply to these emergency contract actions.
- Section 8(a) Contracting Procedures shall not be utilized for the emergency contract actions.

Actions of Responsible MSC in Termination for Default The responsible CT will contact other offers (in order of ranking in the competitive range) to determine if still interested in award of the contract for the remainder of the contract period.

- If affirmative, quickly negotiate any change in pricing and make an award under the terminated contractor's account.
- Immediately provide necessary data to all USACE MSC's and Districts currently engaged in an emergency response.
- Post contract on your Web page as rapidly as possible.
- Distribute hard copy and CD ROM copy of contract to all USACE Districts and MSC's within one week of award.

Policy on the Use of ACI Contracts for Temporary Power, Temporary Roofing and Debris Management

Policy:

- Although contracts contains a minimum/maximum ordering limitations provision, will use these contracts for all requirements unless oral/electronic coordination with contractor results in contractor stating does not wish to honor order below minimum or above maximum. If contractor rejects order, must require rejection to be in writing and provided via electronic means, facsimile.
- If disaster site is divided into zones or areas and multiple ACI contracts have been awarded for the MSC, ACI contracts will be utilized for responses. The primary geographic ACI contractor will be evaluated and consulted with to determine in how many or which zones/areas capable of performing. Other ACI contractors will be evaluated to determine which will be utilized for given zones/areas that will not be performed by primary geographic contractor.

Exceptions to Policy:

- If you have a response requiring a quantity below the minimum and no reasonable expectation of any further needs, may contract locally using standard solicitation and acquisition procedures detailed in following paragraphs.
- If you have no ACI contract or only a single ACI contract and have determined contractor not capable of performing full extent of mission or FEMA directs award of additional contracts in addition to the ACI contract(s), use standard solicitation and acquisition procedures.
- If ACI Contractor's right to proceed with work under an ACI contract for a specific geographic area is terminated for default and reprocurement contract is not yet in place, must coordinate with responsible Contracting Office to ascertain when a reprocurement contract will be awarded and available for placement of orders. If work needs to proceed before reprocurement contract is awarded, use standard solicitation and acquisition procedures to award contracts sufficient to meet needs until the replacement ACI contract is awarded.

Actions of Responsible MSC in Termination for Default of ACI Contract for Specific Geographic Area:

- Responsible Contracting Officer will contact other offerors (in order or ranking) in the competitive range to determine if still interested in award of the contract for the remainder of the contract period. If affirmative, quickly negotiate any change in pricing and make an award under the terminated contractor's account. Immediately provide necessary data to all USACE MSC's and Districts currently engaged in an emergency response in that geographic location sufficient to issue Task Orders. Post contract on your Web page as rapidly as possible. Within one week of award, distribute paper and CD ROM copies of contract to geographic MSC/Districts; Lead MSC and all appropriate PRT's.

ACI Temporary Power, Temporary Roofing, Debris Management Standard Solicitation and Acquisition Procedures

Lead Divisions: CELRD for Temporary Power
CENWD for Temporary Roofing
CEMVD for Debris Management

Advance Contracting Actions:

- Lead Divisions will develop standard solicitations in both Sealed Bidding Invitation for Bid (IFB) (FAR Part 14) and Request for Proposal (RFP) using Best Value Source Selection Procedures (FAR Part 15) formats. These standard solicitation formats will be used by Districts for which no ACI contract(s) have been awarded or only a single ACI contract is in place or when FEMA requires award of additional contracts restricted to local contractors in addition to ACI contract(s).
- Develop adjusted mission timelines to reflect use of the standard solicitation and acquisition procedures in coordination with appropriate mission PRT's in other MSCs and with POD and SAD for coordination with FEMA Regions II and IX.
- Above will be completed and standard solicitation and acquisition procedures issued to all MSC's by 30 June 2000.
- Source selection plan (SSP) will be provided with the standard solicitation for use when using negotiated procedures or use in establishment of a prequalified bidders list. Price evaluation section of the SSP will not be utilized in the prequalification process.
- POC in Lead MSC Directorate of Contracting or District CT will be provided for use if additional guidance or clarification is needed.
- The Standard Solicitation will contain the Schedule of Bid Items, Scope of Work, and following special requirements as in the ACI contracts:
    - Partnered Contract: Operations Manager / Strategic Planning Services / Hiring and Subcontracting Reporting (Stafford Act) / Small Business Subcontracting Reporting (Large Business prime contractors only).
- Provide for award of firm-fixed-price (FFP) IDIQ contract(s) for an amount not to exceed $100K with an option to increase the dollar value (capacity) up to a stated maximum amount. The capacity maximum amount should be based on estimated value of response required plus 20%. The solicitation must provide for exercise of the optional capacity in any $ increment not to exceed the maximum capacity. The minimum guarantee will be 2% of the dollar value of contract award and 2% of the dollar value of each incremental exercise of optional capacity. For Temporary Power, can make initial award in excess of $100K, if needed (no performance and payment bonds required.

ACI Temporary Power, Temporary Roofing, Debris Management Standard Solicitation and Acquisition Procedures (Continued)

Advance Contracting Actions (continued):

- Include requirement for furnishing performance and payment bonds for Temporary Roofing and Debris Management work exceeding $100K.
- Be limited to $100K for the initial contract award so can start contractors working without bonds. The first Task Order will include requirement for providing performance and payment bonds in an amount considered sufficient to meet mission needs for three or more weeks. Once bonds received, can start exercising options for additional capacity.
- Limit contract performance to a given emergency/disaster response or a set period of time (hurricane season, calendar year, or fiscal year) if possibility of additional events in the geographic location covered by the contract is anticipated.
- Provide for multiple awards if it is determined disaster site will be divided into zones/areas.
- Each contract should have a specific geographic location identified (zone/area), will provide that Task Orders can be issued within any location in the disaster area and must specify how those Task Orders will be competed among all the contractors.
- Contain a preference for companies located in the disaster area and will require maximum practicable hiring and subcontracting in disaster area by prime contractors (Stafford Act).
- Consider SADBU Floors and FAR Part 19 requirements (Small Business, Small Disadvantaged Business, and Small Woman-Owned Business).
- Establish maximum capacities ($ amount) so as to meet disaster requirements and maximize the ability of Small Business Concerns to compete.
- Utilize Small Business Set-Asides for Temporary Power and Debris Management.
- Not utilize Section 8(a) contracting procedures for the initial response. For larger, longer term missions, a segment of a mission can be identified for breakout for performance by 8(a) concerns if there is sufficient time to negotiate a single source award or a competitive 8(a) award and it has been determined 8(a) firm or firms are located in the disaster area and capable of performing at a reasonable cost in a timely manner. The 8(a) solicitation will use the standard solicitation format with Schedule of Bid Items and Scope of Work tailored as appropriate to reflect work to be performed.

ACI Temporary Power, Temporary Roofing, Debris Management Standard Solicitation and Acquisition Procedures (Continued)

Each MSC will ensure that each of its District Contracting Offices:

- Create a draft standard solicitation for each of these mission areas in SPS/PD2, in both IFB and RFP formats, within two weeks of receipt from the Lead MSC. The draft standard solicitations must be updated as required to assure all clauses/provisions are current. Each District Contracting Office must establish/develop source lists for each mission area that includes small, small disadvantaged, small woman-owned business concerns and update at least annually
- Consider establishing a prequalification process for companies to perform the type of work required for these missions.
- If Districts have an established prequalified bidders list, may use sealed bid procedures (IFB) for awards of contracts based on low bid.
- Prequalification process should provide that IFB's may be issued only to those sources located in the disaster area if government determines there is an adequate number of sources to meet needs.
- Use hurricane season start date (1 June) to have prequalified bidders list in place; utilize through 30 November of next FY.
- If no pre-qualified bidders list established, competitive negotiation procedures (RFP - Best Value Source Selection) must be utilized for award of contracts.

Section 4

Pre-Scripted Missions Assignments

Section 4: Pre-Scripted Mission Assignments

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Post-Declaration – Regional	4-15

The Federal Emergency Management Agency's Pre-scripted Mission Assignments for The U.S. Army Corps of Engineers

June 2006

Interim Draft June 2006

PRE-SCRIPTED MISSION ASSIGNMENTS

CONCEPT OF OPERATIONS

I. PURPOSE

The Federal Emergency Management Agency (FEMA) is responsible for coordinating Federal response to emergencies and disasters under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, (Stafford Act), 42 U.S.C. 5121-5206, and Executive Order 12148. One method for managing disasters is through the issuance of mission assignments to other Federal agencies under the provisions established in the Stafford Act and its implementing regulations, and the *National Response Plan (NRP) (December 2004).*

A mission assignment (MA) results from a State request for Federal assistance for unmet emergency needs, or from an internal Federal request to support overall Federal response operations. FEMA uses MAs to direct Federal agencies to perform certain tasks in anticipation of or in response to Presidentially declared disasters and emergencies. A mission assignment is a response-oriented instrument that identifies a specific task to be performed by the assigned Federal agency. The *Mission Assignments Standard Operating Procedures* (Draft, May 2002) explains the procedures for processing MAs. It is also important to review the NRP when dealing with MAs.

This document is intended to provide guidance and tools to expedite some MAs issued by FEMA to the U. S. Army Corps of Engineers (USACE).

II. BACKGROUND

Working with other Federal agencies, including the USACE, FEMA has captured and refined MAs that are issued repeatedly. These pre-scripted mission assignments (PSMAs) were developed, in large part, to facilitate rapid response during the response phase of disasters and emergencies. FEMA and USACE have mutually agreed that the mission statements contained in this document represent language that should be used for issuing PSMAs. **Issuance of a PSMA is neither mandatory nor prescribed, however, when needed; timely issuance can contribute heavily to the success of the mission.** These PSMAs were used by FEMA and USACE on a trial basis in July 1999, for use in the 1999 hurricane season. They were revised based on subsequent lessons learned, the most recent coming from the response to the 2004 and 2005 Hurricane seasons. These PSMAs are merely templates, and minor modifications to the statements of work may be necessary.

It is anticipated that future use of the PSMAs will reveal the need for additional improvements and revisions. These modifications will be made as necessary.

III. USE OF PRESCRIPTED MISSION ASSIGNMENTS

Most of the PSMAs and supporting notes contained in this document will not require modification. However, some PSMAs may require changes to meet the unique needs of a

specific disaster or emergency. The original planning assumptions for creating these PSMAs were based on a Category 3 hurricane on the Safir-Simpson Scale that would require activation of the NRCC, RRCC, ERT-A and subsequently a Joint Field Office (JFO), that includes ESF #3. **Keep in mind that the dollar amounts shown on the PSMAs may need to be adjusted depending on the nature and magnitude of the actual event.**

Notes under each PSMA provide additional explanation for the mission assignment language and background for the funding estimates. The funding estimates are based on anticipated USACE personnel support and contracting requirements. Cost estimates contained in the notes are provided for the clarification of funding requests and are based on the execution of missions within CONUS under the most optimum conditions.

Personnel cost estimates were based on a national average for a GS 12 step 8 (including overhead and overtime) working 12 hours/day, seven days a week, plus travel and per diem. The length of pre-declaration and post-declaration missions is estimated at seven and 30 days, respectively, unless otherwise noted.

With respect to contracting requirements, USACE has pre-awarded contracts in place for most standing missions outlined in the National Response Plan. These contracts, referred to as Advance Contract Initiative (ACI), include both goods and services. Nation-wide contracts exist for the purchase and delivery of bagged ice and bottled water. Costs estimates for these PSMAs are based on the existing national contracts. Regional ACI contracts are in place for the debris, temporary roofing and emergency power missions. The cost estimates provided for these PSMAs are based on either a select contract or an average of all contracts in a specific mission area. Finally, cost estimates for temporary housing are based on historical data from past disasters. Factors such as terrain, infrastructure conditions, and site accessibility/availability will significantly increase the costs per site.

REFERENCES:

National Response Plan (December 2004)
Mission Assignments Standard Operating Procedures (draft, May 2002)
Engineer Regulation 11-1-320 (1 Oct 1998)
Engineer Pamphlet 37-1-6 ((August 2005)
USACE Direct Charge Matrix, (August 2005)

PRE-SCRIPTED MISSION ASSIGNMENTS:

PRE-DECLARATION - NATIONAL

NATIONAL ACTIVATION (Federal Operations Support) - $100K

Activate to perform functions of Emergency Support Function (ESF) #3 at the national level, as directed by FEMA. This is for support to the National Emergency Response Team (ERT-N) and the National Response Coordination Center (NRCC), to include movement coordination operations (performed at multiple locations), and support to ESF #5, Emergency Management. This may also include the activation of ESF #3 Support Agency representatives to serve as liaisons to the ESF #3 Management Team for public work/infrastructure assistance, as required. A subsequent mission assignment may be issued for post-declaration activation if necessary.

[Note: Cost estimates are based on up to 11 total personnel (Team Leader, two Assistant Team Leaders, two Logistics personnel, and an ESF #5 Liaison at the NRCC; one Team Leader and two Assistant Team Leaders for the ERT-N; and two personnel to support the Emergency Transportation Center) for a total of seven days. GIS/RS support liaison to the NRCC may also be provided under this mission assignment.

Additional $25K required if ESF #3 Support Agency liaisons activated – 4 personnel for 7 days, includes labor, supplies, travel and per diem.]

NATIONAL WATER (Federal Operations Support) - $1.2M

$175K National PRT Activation
$1M Commodity Procurement

Activate National Water Planning and Response Team (PRT) to provide for event specific planning and preparation as directed by FEMA. Implement Advanced Contracting Initiative or other contracting process to procure, transport and pre-position bottled/bulk water (in coordination with Emergency Support Function #1, Transportation, and FEMA Logistics, as appropriate) to mobilization center(s) or other delivery sites. All water will meet the certification requirements of the Federal government and the state and locality in which the water is being distributed. If an existing Federal inventory of water is to be used, certification of water quality through independent testing may be required. Trailers transporting water that arrive at a mobilization center(s) or other delivery sites may be staged through (date) until specific delivery instructions are provided. USACE will release the drivers, tractors, and trailers when appropriate, in consultation with FEMA Logistics. A subsequent mission assignment may be issued for post-declaration water needs if necessary.

[Note: $175,000 will activate a team of 20 personnel for seven days. The personnel include Action Officer situated at the NRCC to scope and receive missions taskings from FEMA, Mission

Manager, Mission Specialist, Contracts personnel, Commodity Site Manager to receive the commodity at the Mobilization Center, Data Specialist, and QA personnel situated at the Mobilization Center. Funding will also support personnel required at the USACE National Water District to accomplish required reporting and tracking requirements.
$1M will cover contract costs to purchase, deliver, and unload 100 truckloads (1.8 M liters) of water and includes one operations manager (from contractor) to coordinate delivery, storage, and unloading.

One truckload equals 18,000 liters and can be expected to serve approximately 5,000 people.

NATIONAL ICE (Federal Operations Support) - $ 1.4M

$175K	**National PRT Activation**
$1.2M	**Commodity Procurement**

Activate National Ice Planning and Response Team (PRT) to provide for event specific planning and preparation as directed by FEMA. Implement Advanced Contracting Initiative or other contracting process to procure, transport and pre-position bag ice (in coordination with Emergency Support Function #1, Transportation, and FEMA Logistics, as appropriate) to mobilization center(s) or other delivery sites. All ice will meet the certification requirements of the Federal government and the state and locality in which the ice is being distributed. If an existing Federal inventory of ice is to be used, certification of quality through independent testing may be required. Refrigerated trucks (reefers) transporting ice that arrive at a mobilization center(s) or other delivery sites may be staged through (date) until specific delivery instructions are provided. USACE will release the drivers, tractors, and reefers when appropriate, in consultation with FEMA Logistics. A subsequent mission assignment may be issued for post-declaration ice needs if necessary.

[Note: *$175,000 will activate a team of 20 personnel for seven days. The personnel include Action Officer situated at the NRCC to scope and receive missions taskings from FEMA, Mission Manager, Mission Specialist, Contracts personnel, Commodity Site Manager to receive the commodity at the Mobilization Center, Data Specialist, and QA personnel situated at the Mobilization Center. Funding will also support personnel required at the USACE National Water District to accomplish required reporting and tracking requirements*

$1.2M will cover contract costs to purchase, deliver, and unload 100 truckloads of ice (4M pounds in reefers) and include one operations manager (from contractor) to coordinate delivery, storage, and unloading Additional cost for stand-by time and daily operations of reefers is not included in this estimate.

Expect one truckload, 40,000 pounds of ice, to serve 5,000 people (assuming 8 pounds/day/person).

NATIONAL DTOS SUPPORT (Federal Operations Support) - $110K

Activate and pre-position Deployable Tactical Operations Systems (DTOS) and DTOS team members to (location TBD) to provide ESF #3 and/or FEMA operations with initial operating facilities and emergency communications to support command and control (to include FEMA directed support to impacted State and/or City operations).

[Note: $110K – One Deployable Tactical Operations Center (DTOC) and two Regional Response Vehicles (RRV) for a total of seven days (1.5 days – mobilization, 4 days – on-site, and 1.5 days demobilization). There are no costs for use of the vehicles. Costs are for personnel and fuel only. Each RRV requires three support personnel (Team Leader, C3I Specialist, and Support Specialist). Each DTOC requires six support personnel (Team Leader, C3I Specialist, 3 Support Specialists and Driver).]

PRE-SCRIPTED MISSION ASSIGNMENTS:

PRE-DECLARATION - REGIONAL

REGIONAL ACTIVATION (Federal Operations Support) -

$80K - RRCC/ERT-A (or $20K, see below)
$28K – ESF #3 Support Agency Liaison

Activate to perform functions of Emergency Support Function (ESF) #3, as directed by FEMA. This may include support to the FEMA Region ____ Regional Response Coordination Center (RRCC), Emergency Response Team-Advance (ERT-A) Element, and other teams (which may include support to ESF#5, Emergency Management, Planning Section). ESF #3 Team Leader and support staff may be used, to include Prime Power, and site-specific administrative support, as directed by FEMA. This may also include the activation of ESF #3 Support Agency representatives to serve as liaisons to the ESF #3 Management Team for public work/infrastructure assistance, as required. A subsequent mission assignment may be issued for post-declaration activation if necessary.

[Note: The mission statement above should be included in the Mission Assignment (MA) in its entirety. The purpose of the Task Order is to direct specific activities within the scope of an existing mission assignment. A Task Order form may be used if no additional funding is needed and the scope of the existing mission assignment is not changed. If at a later time additional funding or completion date extensions are required, an amendment to the MA shall be issued to include the appropriate information. New requirements outside the scope of the original Mission Assignment require the issuance of a new MA.

Cost estimates are based on 1-3 personnel (Team Leader and Assistant Team Leader (2), if Night Shift is required) at the RRCC and 2-6 people at the ERT-A (Team Leader, Assistant Team Leader (2), Administrative Assistant and two Prime Power personnel) for a total of seven days. Additional team support, if required will necessitate an amendment to the MA to increase funds. FEMA Authorized Representative (FAR) support is not reflected in the cost estimate (see Local Government Liaison mission statement if required).

ESF #3 Support Agency liaison cost estimate is based on deployment of 4 professional (2 at RRCC and 2 at ERT-A, includes labor, supplies, travel and per diem for 7 days-$28K.

If the nature of the disaster is such that it is only necessary to activate a very limited number of people for the RRCC (e.g. 1-2), then $20K will be obligated. Specific activities within the mission scope that may be required in addition to RRCC/ERT-A activation will be documented using the Task Order form.]

COMMODITY TEAM (Direct Federal Assistance) - $100K

Activate and pre-position Commodities Planning and Response Team to provide for event specific planning and preparation at the Region/State level, as directed by FEMA. Provide Commodity mission management support to FEMA at the Federal Operations Staging Area (FOSA) to include the receipt of, tracking, reporting and distribution of commodities to the State and/or local distribution points as directed by FEMA.

[Note: $100K Deploy 10 person Commodity Team for seven days. Team member support to be provided to ERT-A/JFO, Federal Operations Staging Area. Team size is scalable due to number of FOSAs and, distribution sites established.

EMERGENCY POWER (Federal Operations Support) - $300K

Activate and preposition all elements associated with the Temporary Power mission to provide for event specific planning and preparation as directed by FEMA. Pre-event actions include PRT and 249th deployment, state coordination, generator shipment and preparation, ACI contractor mobilization and pre-installation actions. Coordinate with state representatives to establish relationships and confirm procedures for emergency power requirements and/or needs. Implement Advanced Contracting Initiative or other contracting process, as required, to pre position generators and related resources Generator shipment includes shipment and transportation (in coordination with FEMA Logistics and/or Emergency Support Function #1-Transportation, as appropriate) to federal/state generator operations staging area. Assets will be returned to the Logistics Center (LC)/Remote Storage Site (RSS) stock fully mission capable in coordination with FEMA Logistics. Additionally, provide maintenance support to the LC/RSS to ensure operational readiness of generators. Generators and associated Bill of Materials (e.g. wires, connectors, and load banks) will be supplied by FEMA, Department of Defense, and/or leased from a contractor. A subsequent mission assignment will be issued if necessary for the post-declaration emergency power activities.

[Note: $70K - Deployment of the planning and response team includes five personnel for seven days. $25K - Deployment of 6-16 Prime Power personnel (personnel deployed depends on the potential number of generators required) to support the LC/RSS. $65K - Contractor support if Prime Power is unavailable for LC/RSS assistance and/or to pre-position assessment teams or if assistance in the transportation of the generators is required. $125K – Contractor mobilizes at staging area, prepares generators for installation and establishes verbal and electronic lines of communication and management with the PRT.] {Note: Typically there is no communications at the staging area unless DTOS assets are available – if DTOS is not requested the Power PRT cannot operate in the virtual environment.}

LOCAL GOVERNMENT LIAISON (Federal Operations Support) – $50K

Activate and pre-position certified National Local Government Liaison Cadre at specified locations as directed by FEMA. The LGL mission is to support the FEMA Agency Representative (FAR) Team Leader at the designated location and to provide assistance and advice to the local governments in response and recovery missions. This may include facilitating an understanding by local governments of relevant issues, priorities and concerns relating to ESF #3 missions and USACE emergency programs.

[Note: $50K – Deployment of five cadre members (includes labor and travel) for seven (7) days.]

DEBRIS (Federal Operations Support) - $35K

Activate and pre-position management element of the Debris Planning and Response Team (PRT) to provide for event specific planning and preparation for debris clearance, removal and disposal as directed by FEMA. Assess needs and coordinate emergency planning with appropriate Federal and state agencies. Prepare to implement the Advance Contracting Initiative or other contracting process that will permit the award and execution of contracts for debris support once a declaration is made. A subsequent mission assignment will be issued if necessary for all post-declaration debris activities.

Note: The following may be added to the Debris Mission Assignment when there are Hazardous, Toxic and Radiological Waste (HTRW) issues (chemical, biological and/or radiological contaminants): "Activate and preposition of the HTRW Management Cell of the Rapid Response Team to provide for planning and preparation, as directed by FEMA in support of ESF #3 debris activities."

[Note: $35K - Deployment of the debris planning and response team includes four personnel for seven days. Additional $25K -Required if HTRW management team deployed.]

TEMPORARY ROOFING (Federal Operations Support) - $35K

Activate and pre-position the management element of the Temporary Roofing Planning and Response Team (PRT) to provide for event specific planning and preparation for temporary roofing as directed by FEMA. Prepare to implement the Advance Contracting Initiative or other contracting process that will permit the award and execution of contracts for temporary roofing support once a declaration is made. Coordinate with FEMA Logistics on stocks of plastic and tarps for roofing. A subsequent mission assignment will be issued if necessary for all post-declaration temporary roofing activities.

[Note: $35K - Deployment of the temporary roofing planning and response team includes four personnel for seven days.]

TEMPORARY HOUSING (Federal Operations Support) - $35K

Activate and pre-position management element of the Housing Planning and Response Team (PRT) to provide for event specific planning and preparation for the housing mission. Coordinate with appropriate Federal and state agencies to conduct emergency planning, and/or assessment of potential sites for housing. Prepare to implement contracting processes that will permit the award and execution of contracts for temporary housing support once a declaration is made. A subsequent mission assignment will be issued if necessary for all post-declaration temporary housing activities.

[Note: $35K - Deployment of the temporary housing planning and response team includes four personnel for seven days.]

LOGISTICS PLANNING AND RESPONSE TEAM (Federal Operations Support) - $35K

Activate and pre-position Logistics management cell or the required number of Logistics personnel necessary to support the USACE and/or FEMA federal operations and to perform functions of the Mobilization (MOB) Center Management Team to establish initial strategic planning and execution of the setup of MOB Center. Logistics assistance includes resource tracking, receiving, warehouse management, issuing, equipment operations and maintenance, and property accountability of USACE and FEMA mission resources in support of federal operations at Mobilization Centers, Staging Areas, Distribution Sites, or other sites as directed by FEMA.

[Note: $35K –Deploy management cell consisting of 4 members for up to seven days. Assistance under this mission assignment can also include the review and identification of site selection criteria and facility requirements; acceptance of MOB Center facilities and identification of required staffing levels; coordination of receipt of Initial Response Resources (IRR), and identification of State logistics POCs and possible staging areas.]

URBAN SEARCH AND RESCUE SUPPORT TO ESF# 9 (Federal Operations Support) - $35K

Activate and pre-position USACE US&R SME(s), Structures Specialists, Technical Search Specialists and specialized equipment to coordinate and integrate USACE resources into FEMA US&R Task Force efforts. This mission assignment also includes providing USACE liaison/SME to the Incident Support Team (IST).

[Note: $35K –Deploy 4 personnel (SME, Structures Specialist, Technical Search Specialist and IST Liaison) for up to seven days.]

STRUCTURAL SAFETY ASSESSMENT (Federal Operations Support) - $35K

Activate and pre-position management element of the Structural Safety Assessment (SSA) Planning and Response Team (PRT) to provide for event specific planning and preparation for the rapid evaluation of damaged buildings, primarily residential, to determine safe occupancy. Initial scoping efforts may also include determination of need for non-structural assessments such as more detailed structural inspections to determine viability of mass care facilities, as well as electrical, mechanical, geotechnical, etc, in conjunction with FEMA request(s). A subsequent mission assignment will be issued if necessary for all post-declaration structural safety assessment activities.

[Note: SSA PRT Management team support is comprised of 3 team members for seven days.]

PRE-SCRIPTED MISSION ASSIGNMENTS:

POST-DECLARATION - NATIONAL

NATIONAL ACTIVATION (Federal Operations Support) - $400K

$300K	**NRCC**
$100K	**ERT-N**
$100K	**IAAT Deployment**
$300K	**Joint AAR/Critique**
$100K	**ESF #3 Support Agency Liaison**

Activate to perform functions of Emergency Support Function (ESF) #3 at the national level as directed by FEMA. This is for support to the National Emergency Response Team (ERT-N) and the NRCC to include support to FEMA Headquarters Logistics (movement coordination operations performed at multiple locations), and ESF #5; and other actions as directed by FEMA Headquarters to include the activation and deployment of the Independent Assessment and Assistance Team (IAAT) and to accomplish a joint After Action critique. This may also include the activation of ESF #3 Support Agency representatives to serve as liaisons to the ESF #3 Management Team for public work/infrastructure assistance, as required.

[Note: $400K - Cost estimates are based on up to 11 total personnel (Team Leader, two Assistant Team Leaders, two Logistics personnel, and an ESF#5 Liaison at the NRCC; one Team Leader and two Assistant Team Leaders for the ERT-N; and two personnel to support movement coordination, which may be at multiple locations for a total of thirty days.

ESF #3 Support Agency representation funding, if required, is estimated to be $100K. This amount deploys 4 personnel for 30 days and includes labor, supplies, travel and per diem.]

NATIONAL WATER (Direct Federal Assistance) - $1.4M

$350K	**National Water PRT Activation**
$1M	**Commodity Procurement**

Activate the National Water Planning and Response Team (PRT). Utilize the Advanced Contracting Initiative, other contracting processes or other sources to acquire and transport (in coordination with Emergency Support Function #1- Transportation and FEMA Logistics, as appropriate), and distribute bottled/bulk water to the affected areas, as directed by FEMA. In some cases trailers may be left in the field on a rotation basis to serve as distribution sites. USACE will release the drivers, tractors, and trailers when appropriate, in consultation with FEMA Logistics. All water will meet the certification requirements of the Federal government and the state and locality in which the water is being distributed. If an existing inventory of water is to be used, certification of water quality through independent testing may be required.

[Note: $350,000 will activate a team of 20 personnel to cover 24 hrs operations for two weeks. The personnel include Action Officer situated at the NRCC to scope and receive mission taskings from FEMA, Mission Manager, Mission Specialist, Contracts personnel, Commodity Site Manager to receive the commodity at the Mobilization Center, Data Specialist, and QA personnel situated at the Mobilization Center. Funding will also support personnel required at the USACE National Water District to accomplish required reporting and tracking requirements.

$1M will cover contract costs to purchase, deliver, and unload 100 truckloads (1.8 M liters) of water and includes one operations manager (from contractor) to coordinate delivery, storage, and unloading.

One truckload equals 18,000 liters and can be expected to serve approximately 5,000 people.

NATIONAL ICE (Direct Federal Assistance) - $1.6M

$350K	**National Ice PRT**
$1.2M	**Commodity Procurement**

Activate and deploy the Ice Planning and Response Team (PRT). Utilize the Advanced Contracting Initiative, other contracting processes or other sources to procure, transport (in coordination with Emergency Support Function #1- Transportation and FEMA Logistics, as appropriate), and distribute bag ice to the affected areas, as directed by FEMA. In some cases reefers may be left in field on a rotation basis to serve as distribution sites. USACE will release the drivers, tractors, and reefers when appropriate, in consultation with FEMA Logistics. If an existing inventory of ice is to be used, certification of quality through independent testing may be required. Tracking and monitoring of excess stock must be coordinated with FEMA.

[Note: *$350,000 will activate a team of 20 personnel to cover 24 hrs per day for two weeks. The personnel include Action Officer situated at the NRCC to scope and receive mission taskings from FEMA, Mission Manager, Mission Specialist, Contracts personnel, Commodity Site Manager to receive the commodity at the Mobilization Center, Data Specialist, and QA personnel situated at the Mobilization Center. Funding will also support personnel required at the USACE National Ice District to accomplish required reporting and tracking requirements*

$1.2M will cover contract costs to purchase, deliver, and unload 100 truckloads of ice (4M pounds) and include one operations manager (from contractor) to coordinate delivery, storage, and unloading. Additional cost for stand-by time and daily operations of reefers is not included in this estimate.

Expect one truckload, 40,000 pounds of ice, to serve 5,000 people (assuming 8 pounds/day/person).

NATIONAL DTOS SUPPORT (Federal Operations Support) - $275K

Activate and position Deployable Tactical Operations Systems (DTOS) and DTOS support team members to provide ESF #3 and/or FEMA operations with initial operating facilities and emergency communications (to include FEMA directed support to impacted State and/or City operations). Refurbish DTOS to pre-disaster condition when system has been deactivated and/or re-deployed.

[Note: $275K – One Deployable Tactical Operations Center (DTOC) and two Regional Response Vehicles (RRV) for a total of seventeen days (1.5 days – mobilization, 14 days – on-site, and 1.5 days)

Each RRV requires three support personnel (Team Leader, C3I Specialist, and Support Specialist). Each DTOC requires six support personnel (Team Leader, C3I Specialist, 3 Support Specialists and Driver). Typically the Team Leader, C3I Specialist and at least one Support Specialist remain with the DTOC. In cases where the response is expected to be of short duration, the entire team may very well remain with the DTOC. In cases where the action is expected to be of long duration, a Team Leader, C3I specialist and at least one Support Specialist remain with the DTOC. The Support Specialist would be in a position to move the vehicles, if required. So, worst case six DTOC personnel would remain on site; best case, three DTOC personnel remain on site.]

PRE-SCRIPTED MISSION ASSIGNMENTS:

POST-DECLARATION – REGIONAL

REGIONAL ACTIVATION (Federal Operations Support) - $300K

Activate to perform functions of Emergency Support Function (ESF) #3 as directed by FEMA. This may include support to FEMA Region ____ Regional Response Coordination Center (RRCC), Emergency Response Team Advance (ERT-A)/ERT Element, ESF #5- Emergency Management, and other teams, as directed by FEMA. ESF #3 Team Leader and site specific support staff may be used, to include Prime Power and administrative and management support, some of which may be operating at the Recovery Field Office (RFO), if operational. This may also include the activation of ESF #3 Support Agency representatives to serve as liaisons to the ESF #3 Management Team for public work/infrastructure assistance, as required.

[Note: Cost estimates are based on 1-2 personnel (Team leader and Assistant Team Leader) at the ROC for 7 days and 5-7 people at the Initial Operating Facility (IOF)/JFO (Team Leader, Assistant Team Leader(s), Administrative Assistant, Subject Matter Experts and Prime Power personnel) for a total of 30 days. Other site specific administrative and management support at the Recovery Field Office (RFO) or other locations is not considered in this initial estimate and would vary based on the magnitude and duration of the response and recovery operations.

ESF #3 Support Agency representation funding, if required, is estimated to be $100K. This amount deploys 4 personnel for 30 days and includes labor, supplies, travel and per diem.]

COMMODITY TEAM (Direct Federal Assistance) - $200K

Activate and pre-position Commodities Planning and Response Team to provide for event specific planning and preparation at the Region/State level, as directed by FEMA. Provide Commodity mission management support to FEMA at the Federal Operations Staging Area (FOSA) to include the receipt of, tracking, reporting and distribution of commodities to the State and/or local distribution points as directed by FEMA.

[Note: $200K- Deploy 10 person Commodity Team for two weeks. Team member support to be provided to ERT-A/JFO, Federal Operations Staging Area. Team size is scalable due to number of FOSAs and, distribution sites established. Additional QA personnel and funding will be required upon determination of the number of Points of Distribution to be established.]

EMERGENCY POWER (Direct Federal Assistance) - $1M

$400K Power PRT
$600K ACI Contract support

Activate and deploy the Power Planning and Response Team (PRT). Provide emergency power generation to the affected area, as directed by FEMA. All plans of action must be coordinated with the State. Implement Advanced Contracting Initiative or other contracting process to provide generators and related resources. This may include shipment and transportation of generators and Bill of Materials (BOM) (e.g. wires, connectors, and load banks), in coordination with FEMA Logistics and/or Emergency Support Function #1- Transportation, as appropriate, to mobilization center(s) or other delivery sites. Perform site assessments for locations provided by the FEMA Project Officer to determine the need for temporary electrical services to critical facilities [the assessment(s) will include size(s), configuration and quantity]. Haul generators from the mobilization center or other storage site, install, operate, and maintain generators using contractor support and/or Federal assets. To accomplish these actions, generators and associated BOM supplied by FEMA, Department of Defense, and/or leased from a contractor may be used. Provide for the recovery and rehabilitation of FEMA owned generators, either in the field or at the Logistics Center/Remote Storage Site in coordination with FEMA Logistics. Replenish expended BOM.

[Note: Cost estimates are based on the installation, operation, maintenance and recovery of 50 generators.

$600K - Contract cost estimates are based on the average ACI contract prices to install, operate, maintain, and recover 50 generators. Assume 10-generator installs/day; generators operated for 14 days and 10 de-installs/day (total of 24 days for contract).

$400K – Cost estimate to include PRT (eight members for 30 days) and Prime Power support will be 12 (6-2 man assessment teams) for 7 days and 6 (2-DFO, 2-EOC/ERRO, 2-Mobilization Center) for 30 days).]

LOCAL GOVERNMENT LIAISON (Federal Operations Support) – $350K

Activate and pre-position certified National Local Government Liaison Cadre at specified locations as directed by FEMA. The LGL mission is to support the FEMA Agency Representative (FAR) Team Leader at the designated location and to provide assistance and advice to the local governments in response and recovery missions. This may include facilitating an understanding by local governments of relevant issues, priorities and concerns relating to ESF #3 missions and USACE emergency programs.

[Note: Deploys five (5) LGL cadre members for 30 days. If mission exceeds 30 days this includes one LGL instructor for 3 days to train and certify local USACE personnel to serve as replacements.]

DEBRIS (Direct Federal Assistance) - $5M

Activate and deploy the Debris Planning and Response Team (PRT) to coordinate and execute all necessary actions associated with debris clearance, removal, and disposal site management from public property in the affected areas necessary to eliminate or lessen immediate threats to public health and safety, as directed by FEMA. In some instances, there may be similar requirements for debris clearance and removal from specified private property necessary to eliminate or lessen immediate threats to public health and safety. Prepare to/implement the Advance Contracting Initiative or other contracting process to provide emergency debris support. This may include debris clearance and removal from critical access routes, roads, bridges, waterways (normally non-navigable) and right-of-ways for emergency vehicles and public access. (Logistics and/or real estate support for Rights of Entry and leasing authorization may be necessary). It may include any or all of the following: pick-up, hauling and dumping of debris; segregating and reducing debris at a landfill or temporary disposal and reduction site (TDRS), hauling from a TDRS to a final disposal site, or managing a TDRS. Exact requirements will be provided by use of a Task Order form from FEMA.

[Note: The following may be added to the Debris Mission Assignment when there are HTRW issues (chemical, biological and/or radiological contaminants): "Activate and deploy HTRW Management Cell and other members of the HTRW Rapid Response Team. HTRW may utilize pre-awarded contracts or other contracting processes to execute hazardous, toxic and/or radiological waste removal tasks as directed by FEMA."

$5M – Cost estimate based on 10 crews (each crew consisting of 4 trucks and 1front end loader) removing and disposing of 750 cubic yards (CY) of debris/crew/day for 30 days. At $16/cy the contract will run $120K/day. USACE personnel required to support the mission would total 40 (10 PRT members, 25 QA inspectors, and 5 supporting Area Engineer) at $48K/day. Estimate $150K for contractor mobilization. Approximately 225,000 CY will be removed and disposed of in 30-day period. Costs could vary significantly based on haul distance to disposal site.]

DEBRIS OVERSIGHT (Federal Operations Support) - $600K

While working under the direct supervision of FEMA's Public Assistance Officer for Debris Removal, or other individual(s) designated by the Public Assistance Officer, provide FEMA with oversight of State and/or local entities debris operations. Such oversight will include providing information to FEMA on technical requirements for debris operations, increasing the efficiency of such operations, efficient monitoring techniques, documentation requirements, etc.

[Note: This mission assignment will aid the FEMA Public Assistance Officer or designee in determining appropriate reimbursement amounts to State and/or local governments.
$600K – Based on (4) 4 person teams (16 total personnel) for 30 days.]

TEMPORARY ROOFING (Direct Federal Assistance) - $3M

Activate and deploy the Temporary Roofing Planning and Response Team (PRT) to provide temporary roofing support, as directed by FEMA. Implement the Advanced Contracting Initiative (ACI), other contracting processes or other sources to provide temporary roofing and to

purchase tarps, as directed by FEMA. Coordinate the roofing activities of all organizations performing portions of this roofing mission (e.g. National Guard and voluntary organizations). This may include supplies, equipment, materials, and logistics support necessary to provide temporary roofing to homes, hospitals, public facilities, and other structures (real estate support necessary for Rights of Entry and leasing authorization may be necessary). Orders for roofing quality plastic sheeting will be placed through or by FEMA Logistics.

[Note: $3M – Provides for deployment of the Temporary Roofing PRT and temporary roofing for approximately 600-1000 houses based on the assumption of 2000 square feet (sft) of plastic, 480 sft – 15 panels, and 300 linear feet of structural joists installed per house. Costs will vary based on geographical conditions, average square footage of houses, extent of structural damage, and regional ACI contract costs for the area. Cost estimates for Temporary Roofing Planning and Response Team (up to 12 total personnel) and other roofing support personnel (QA, Real Estate, etc.) will vary based on the magnitude of the mission. With minimum contract production rates of 200 roofs/day for small disasters and 1500 roofs/day for large disasters, the funding estimate for this mission is strictly only start up costs.]

TEMPORARY HOUSING (Direct Federal Assistance) - $3M

Undertake one or more of the following measures as directed by FEMA: haul, install, and recover mobile homes, travel trailers or other readily fabricated dwellings; perform environmental assessment; perform staging area operations, (logistics and/or real estate support for Rights of Entry and leasing authorization may be necessary), and site restoration. Work must comply with all applicable historic preservation and environmental laws and regulations. Required permits must be obtained.

[Note: USACE has no Advanced Contract Initiative for temporary housing. Under optimum conditions, the estimated costs for the hauling and installing of travel trailers and mobile homes are approximately $2500 and $4500, respectively. Factors such as terrain, infrastructure conditions, centralized locations, and site accessibility may increase the costs per installation. Cost estimates for Housing Planning and Response Team (up to 17 total personnel) and other housing support personnel (QA, Real Estate, etc.) will vary based on the magnitude of the mission.

TEMPORARY HOUSING (Direct Federal Assistance) - $3M

Provide design, site development, and construction, including installation of utilities, at a mobile home group site, as directed by FEMA. (Logistics and/or real estate support for Rights of Entry and leasing authorization may be necessary.) Work must comply with all applicable historic preservation and environmental laws and regulations. Required permits must be obtained.

[Note: USACE has no Advanced Contract Initiative for temporary housing. Under optimum conditions, the estimated costs for the construction of a group site would be approximately $12,000 per pad. The estimated costs for site development and the hauling and installing of mobile homes would be approximately $16,000 per pad. Factors such as terrain, infrastructure conditions, and site accessibility/availability may increase the costs per pad. Cost estimates for

Housing Planning and Response Team (up to 17 total personnel) and other housing support personnel (QA, Real Estate, etc.) will vary based on the magnitude of the mission.

EMERGENCY GROUP SITE (EGS) (Direct Federal Assistance-No Cost Share) - $3M

Identify potential sites, provide site evaluation, design, development and construction, procurement of supplies and equipment, installation of utilities, hauling and installing trailers, travel trailers or other expedient housing, as directed by FEMA. Provides quality assurance on trailers, travel trailers and expedient housing hauled and installed by FEMA contractors.

[Note: USACE has no Advance Contract Initiative for temporary housing. Based on the 2004 Florida experience, costs ranged from $2,000 to $8,500 per travel trailer installed. Factors such as using self-contained bladders to using existing underground infrastructure, infrastructure conditions, centralized locations, and site accessibility increase the costs per installation. Cost estimates for the Temporary Housing PRT (up to 17 personnel) and other housing support personnel (QA, Real Estate support, etc.) will vary based on the magnitude of the mission.]

CRITICAL FACILITIES (Direct Federal Assistance) - $1M

Provide design, site development and construction, including installations of utilities at designated portable building sites, as directed by FEMA (logistics and/or real estate support for Rights of Entry and leasing authorization may be necessary). Work must comply with all applicable historic preservation and environmental laws and regulations. Required permits must be obtained.

[Note: At the direction of FEMA, coordinate with State and local governments to determine scope, identify sits and requirements associated with portable building site design and development. Portable buildings may include, but are not limited to temporary classrooms, fire stations and police stations.]

TECHNICAL ASSISTANCE TO THE STATE - (Technical Assistance) - $100K

Provide technical assistance to State and/or local jurisdictions to aid them in accomplishing priority missions, as directed by FEMA. FEMA will assign all required actions through the use of Task Order forms.

[Note: Technical assistance (TA) is expertise provided when State and/or local jurisdictions lack the knowledge and skills needed to perform the required activity. If an activity goes beyond providing expertise to actually performing the work, it is considered Direct Federal Assistance (DFA) and must be issued as a DFA mission assignment.

It should be emphasized that this mission assignment is intended to cover short duration (2-5 day) tasks that require low level commitment of funding and personnel resources. ***Separate mission assignments are required for specific, extended duration TA missions.*** *Examples of technical assistance that could be included on this MA are reviewing repair designs; evaluating/assessing damaged public facilities, hospitals, and other structures; and developing pre-construction design specifications for group mobile home parks. Each one must be delineated on a separate Task Order form. If there is any doubt about qualifying for inclusion on this MA, issue a new MA.*

RECOVERY FIELD OFFICE OPERATIONS (Federal Operations Support) - $1M

Provide funding for leasing space for a Recovery Field Office (RFO), as directed by FEMA. This may include procurement or leasing of office furniture, supplies, equipment (e.g. Automated Data Processing hardware and software), and utilities, including necessary installation. Prior to procurement or leasing of any supplies or equipment, USACE will coordinate with FEMA Logistics concerning the potential for using existing stock.

[Note: The RFO is a temporary USACE office set up in the vicinity of the affected area which is used to house management, mission and administrative personnel directing the execution of missions assigned by FEMA. An RFO may be required for the execution of longer-term recovery missions (debris, housing, and roofing). The determination of need and funding of the RFO rests with FEMA. USACE will make a request and recommendation to FEMA regarding the need for an RFO and will coordinate with FEMA Operations and Logistics prior to lease or purchase of any items for this activity. The USACE will coordinate the disposition of any equipment procured to fulfill the mission with FEMA Logistics. If FEMA so directs, equipment procured must be returned to FEMA.]

STRUCTURAL SAFETY ASSESSMENT (Direct Federal Assistance) - $3.5M

Activate and deploy Structural Safety Assessment (SSA) PRT to provide rapid structural evaluations of primarily residential buildings in [state/local government jurisdictions(s)] to determine whether damaged or potentially damaged buildings are safe for use of or if entry should be restricted or prohibited. Jurisdictions will designate the specific buildings to be evaluated and will coordinate access in accordance with all applicable Federal, State and local mandates. This mission may include logistical and other support necessary to perform the evaluations. The mission may be expanded, to include detailed structural evaluations, non-structural evaluations (such as electrical, mechanical, geotechnical, etc.) and /or to add additional jurisdictions to meet changing response and recovery requirements.

[Note: The full SSA PRT with 50 inspectors for up to 37 days can accomplish 10,000 inspections.]

URBAN SEARCH AND RESCUE (US&R) SUPPORT TO ESF #9 (Federal Operations Support) - $500K.

Activate and position USACE US&R SMEs, Structures Specialists, Technical Search Specialists and specialized equipment to coordinate and integrate USACE US&R resources into FEMA US&R Task Force and/or local emergency response efforts, as directed by FEMA. This mission assignment also includes providing USACE liaison to the Incident Support Team (IST), Emergency Services Branch, purchasing search and other monitoring equipment (as directed by FEMA and in coordination with FEMA Logistics and IST) and refurbishing equipment to pre-disaster condition.

[$500K – Cost estimate based on 40 total personnel for 24-hour operation (20 personnel per shift) for 10 days. This will include 2 Action officers for the JFO, 6 - Incident Support Team (IST) support, 16 Technical Search Specialists, and 16 Structural Specialists.]

LOGISTICS PLANNING RESPONSE TEAM (PRT) SUPPORT TO FEMA LOGISTICS (Federal Operations Support) - $150K.

Activate and deploy Logistics Management Team in support of USACE and/or FEMA federal operations and perform functions of Mobilization (MOB) Center Management Team to establish the MOB Center and to support Federal Operations Staging Area activities if required. USACE Logistics support assistance may include movement coordination, resource tracking, receiving, shipping, warehouse management, issuing, equipment operations and maintenance, and property accountability of USACE and FEMA mission resources in support of federal operations at Mobilization Centers, staging areas, distribution sites, or other sites, as directed by FEMA.

[Note: $150K - 4 LM Management Team for 30 days. Assistance under this mission assignment can also include the review and identification of site selection criteria and facility requirements; acceptance of MOB Center facilities and identification of required staffing levels; coordination of receipt of Initial Response Resources (IRR),) and identification of State logistics POCs and possible staging areas.]

REMOTE SENSING / GIS (Federal Operations Support) - $235K.

Activate and deploy the RS/GIS Planning and Response Team (PRT) to work for the ESF #3 Team Leader and/or the ESF #5 GIS Coordinator at the RRCC, JFO and/or other sites, as directed by FEMA, to advise, assess, and coordinate RS/GIS needs. The PRT members will ensure that: RS/GIS products, including mapping, modeling, or imagery are produced and disseminated to decision makers and responders as needed; any duplication of efforts is eliminated; needed talents and resources are available to support the response operations; and ESF #5 requirements for GIS staffing, if needed, are met.

[Note: $235K – 6 total RS/GIS PRT members (5 PRT members for 30 days & 1 Action Officer for 7 days) to provide disaster-related GIS assistance in the field. Tasks include, project

creation, importing, and reprojection of data, data query, and hardcopy map and design/production.]

DRINKING WATER AND WASTEWATER SAFETY OVERSIGHT (Federal Operations Support) - $180K

Activate and deploy water sector experts to perform functions in support of Emergency Support Function (ESF) #3 in coordination with the U.S. Army Corps of Engineers (USACE) as directed by FEMA. This may include co-locating with USACE at the ESF #3 desk; pre-deploying/deploying upon NRCC/RRCC/JFO/ERT-A/FIRST operations commencement; and providing USACE with technical expertise to assist State and/or local entities in water safety and infrastructure restoration operations.

[Note: $180K – Deploys six professionals for 30 days, includes labor, supplies, travel and per diem.]

DRINKING WATER AND WASTEWATER INFRASTRUCTURE/SAFETY TECHNICAL ASSISTANCE TO STATE (Technical Assistance) - $120K

Activate and deploy personnel to provide technical assistance to State, Tribal and/or local jurisdictions to provide event specific planning and preparation for the drinking water and wastewater infrastructure/safety mission, in coordination with the U.S. Army Corps of Engineers (ESF #3), other appropriate Federal agencies, and appropriate State agencies. Activities may include, but are not limited to, initial assessment and inventory of public water supplies and publicly owned treatment works (POTWS) within areas affected by the incident, preliminary facility surveys (e.g., operational status, emergency power status/need, and physical damage), coordination of essential commodities (fuel, treatment chemicals, and manpower needs) and coordinating data flow between state and Federal agencies.

[Note: $120K-Deploys four professionals for 30 days, includes labor, supplies, travel and per diem.]

DRINKING WATER AND WASTEWATER SAFETY AND DRINKING WATER AND WASTEWATER SYSTEM REPAIR AND RECOVERY (Direct Federal Assistance) - $600K

Activate and deploy personnel to coordinate and execute all necessary response and recovery actions associated with ensuring the safety of drinking water and wastewater systems in the affected area in coordination with the appropriate State agencies and the U.S. Army Corps of Engineers (ESF #3). These actions may include but are not limited to, providing laboratory support for water sample collection, analysis and data interpretation; assessing public water systems; and coordinating and providing oversight of drinking water and wastewater system restoration, and related activities.

[Note: $600K – Deploys 16 EPA professionals for 30 days, includes labor, supplies, travel and per diem.]

FEMA PUBLIC ASSISTANCE FOR DRINKING WATER AND WASTEWATER (Federal Operations Support) - $120K

Provide water sector experts to assist FEMA with water sector Public Assistance (PA) activities involving public drinking water, wastewater, and storm water infrastructure needs. Tasks may include assessments, filling out worksheets, and interviewing and consulting with public entities. FEMA requires evaluation and assessment of claims for assistance to public agencies. ESF #3 support agency to provide engineers and scientists to work with PA program to accomplish this goal.

[Note: $120K-Deploys four EPA professionals for 30 days, includes labor, supplies, travel and per diem.]

SECTION 5:

Planning Response Teams

SECTION 5: Planning Response Teams (PRTs)

Mission PRTs	**Page 5-1**
PRT Rotation, Activation, and Deployment	**Page 5-5**
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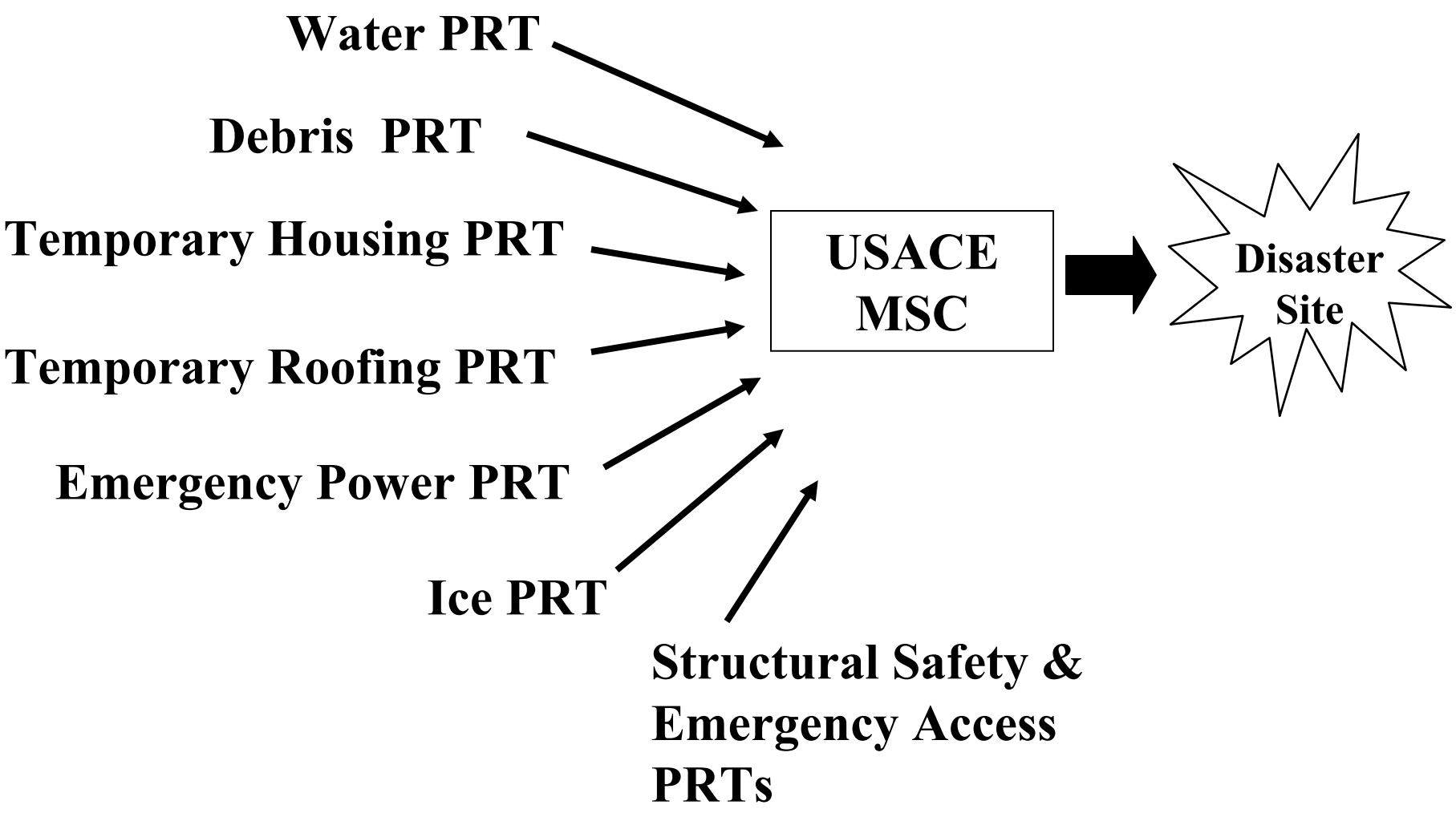
<u>Mission</u> Planning and Response Teams



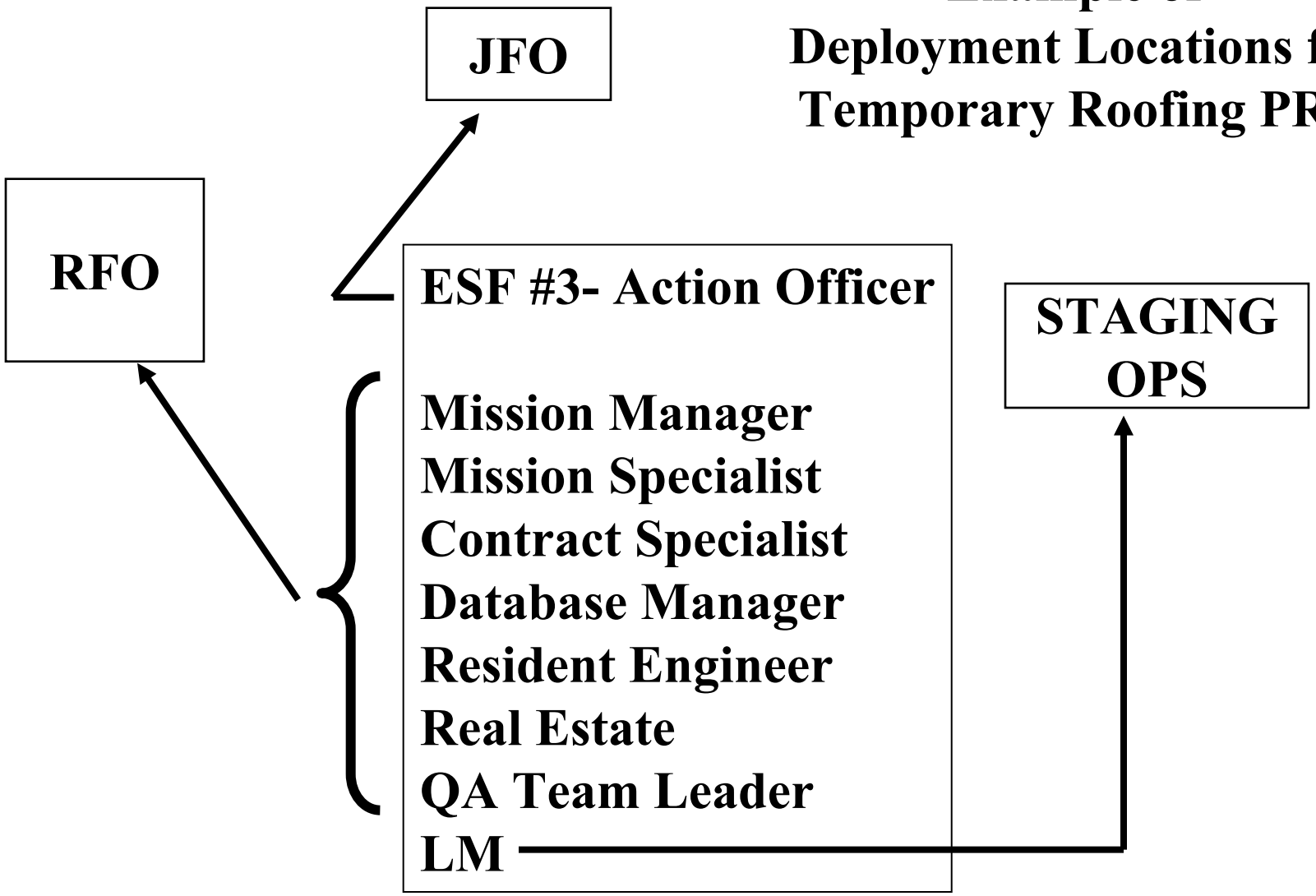
Mission PRT Overview

- There are 48 Mission Planning and Response Teams (PRTs) within USACE.
- These teams are specifically staffed and trained to respond to the pre-scripted missions assigned to USACE as the primary agency for response and the coordination agency for response and recovery under the National Response Plan..
- PRTs are sourced and managed for recruitment, training and readiness by USACE districts. MSCs have the option to deploy and use organic PRTs if not engaged or may request support from HQ USACE.
- PRTs are configured to provide trained personnel at every organizational level necessary for mission execution [e.g., District, RFO, JFO, Staging Operations, Emergency Field Office (EFO), NRCC, RRCC, etc.].
- PRTs are designated as either response (Ice, Water, or Power) or recovery (Debris, Roofing, Housing, Emergency Access, and Structural Safety Assessment).
- Each PRT is divided into two elements: management and support. The management element will be the initial cell requested for deployment. The support element will be requested as required.

Mission Planning and Response Teams

Missions	PRT District(s)		Team Composition (Management Element in Bold,)	
National Ice	• Charleston	• Albuquerque	**ESF #3 Action Officer** **Mission Manager** **Mission Specialist** **Contract Specialist**	**National Commodities Site Manager** **National Commodities Data Manager** **Commodity QA**
National Water	• New England	• Kansas City	**ESF #3 Action Officer** **Mission Manager** **Mission Specialist** **Contract Specialist**	**National Commodities Site Manager** **National Commodities Data Manager** **Commodity QA**
Combined Commodities	• Detroit • Galveston • Albuquerque • Rock Island • Seattle • Norfolk • Charleston	• Chicago • Vicksburg • Kansas City • New England • Little Rock • San Francisco • Wilmington	**ESF #3 Action Officer** **Mission Manager** **Mission Specialist** **Field Data Specialists** **Commodity Site Manager** **Commodity QA Supervisor**	Contract Specialists (optional)
Emergency Power	• Pittsburgh • Memphis • Walla Walla • Philadelphia	• Honolulu • Tulsa • Los Angeles • Savannah	**ESF #3 Action Officer** **Mission Manager** **Mission Specialist** **LM** **Contract Specialist**	**Prime Power Liaison** **Mission Liaison** **QA (2)** *Mission Specialist (Night)* *LM (Night)*
Debris	• Louisville • New Orleans • Portland • Baltimore	• Fort Worth • Sacramento • Mobile (2)	**ESF 3 Action Officer** **Mission Manager** **Mission Specialist** *Resident Engineer(RE) (2)* *Office Engineer (2)*	*QA Team Leader (2)* *RE (2)* *NEPA Compliance Manager* *Environmental Engineer* *Database Manager*
Temporary Housing	• Huntington • Omaha • St. Paul	• New York • Savannah • Seattle	**ESF #3 Action Officer** **Mission Manager** **Mission Specialist** *Contract Specialist* *LM – Receiving QA* *Site Engineer - Design* *Electrical Engineer* *Environmental Engineer*	*Cost Estimator* *Resident Engineer (2))* *Data Base Manager* *QA Team Leader (2)* *RE (2)* *NEPA Compliance Manager* *LM (Night Shift))*
Temporary Roofing	• Jacksonville • St. Louis	• Nashville	**ESF #3 Action Officer** **Mission Manager** **Mission Specialist** *Contract Specialist* *LM - Receiving QA*	*Resident Engineer (2)* *Database Manager* *QA Team Leader (2)* *RE (2)* *LM (Night)*
Structural Safety Assessment	• Buffalo • Alaska	• Sacramento • Seattle	**ESF #3 Action Officer** **Mission Manager** **Mission Specialist**	**ATC-20 Training Officer** *Inspection Team Leader* *Inspection Team Leader (4)*

Example of Deployment Locations for Temporary Roofing PRT



PRT Rotation, Activation, and Deployment

- **Rotational Assignments**. The rotation of PRTs is maintained on ENGLink Interactive. Rotational assignments are maintained until the PRT is deployed or removed from rotation at the request of the MSC Commander due to direct involvement in response to events within their own Area of Operation (AO). Current rotational assignments are maintained on ENGLINK Interactive at https://e-iserv.usace.army.mil/iser

- **Alert**. PRTs will be placed on alert only when there is an imminent threat or an event has occurred that could result in FEMA mission assignments. The number of PRTs that are alerted will vary depending on the specific event. For a major event the top 3 to 4 PRTs will be alerted in each of the potential mission areas. PRTs are always on alert for events within its Major Subordinate Command AO. Once on alert, the PRTs are required to be in transit within six hours of deployment notification.

- **Deployment**. The impacted MSC has the option of using the PRTs from its own organic districts first, but should consider where they stand on the National level rotational list. External PRTs will be deployed only at the request of the supported MSC. Once deployed, PRTs are attached to the supported MSC.
  - **Pre-event**. PRT deployment will typically only include the management element of the PRT. Support element will deploy later, if required.
  - **Post-event/Post-declaration**. This phase will include deployment of the support elements of the PRTs.
  - PRTs are deployed for duration of mission. Supporting district is responsible for rotation of personnel in coordination with supported district.
- **Disengagement**. The disengagement date will be established by the Supported MSC.

Response PRT Distribution

U. S. Army
Corps of Engineers®

USACE DIVISION (PRT Lead)	National Ice	National Water	Combined Commodities	Power
Great Lakes & Ohio River Division (Power)			LRC LRE	LRP
Mississippi Valley Division (Debris)			MVK MVR	MVM
North Atlantic Division (National Water & District Support)		NAE	NAO	NAP
Northwestern Division (Temporary Roofing)		NWK	NWS	NWW
Pacific Ocean Division				POH
South Atlantic Division (Temporary Housing & National Ice)	SAC		SAW	SAS
South Pacific Division (Structural Safety Assessment)	SPA		SPN	SPL
Southwestern Division (Combined Commodities)			SWL SWG	SWT

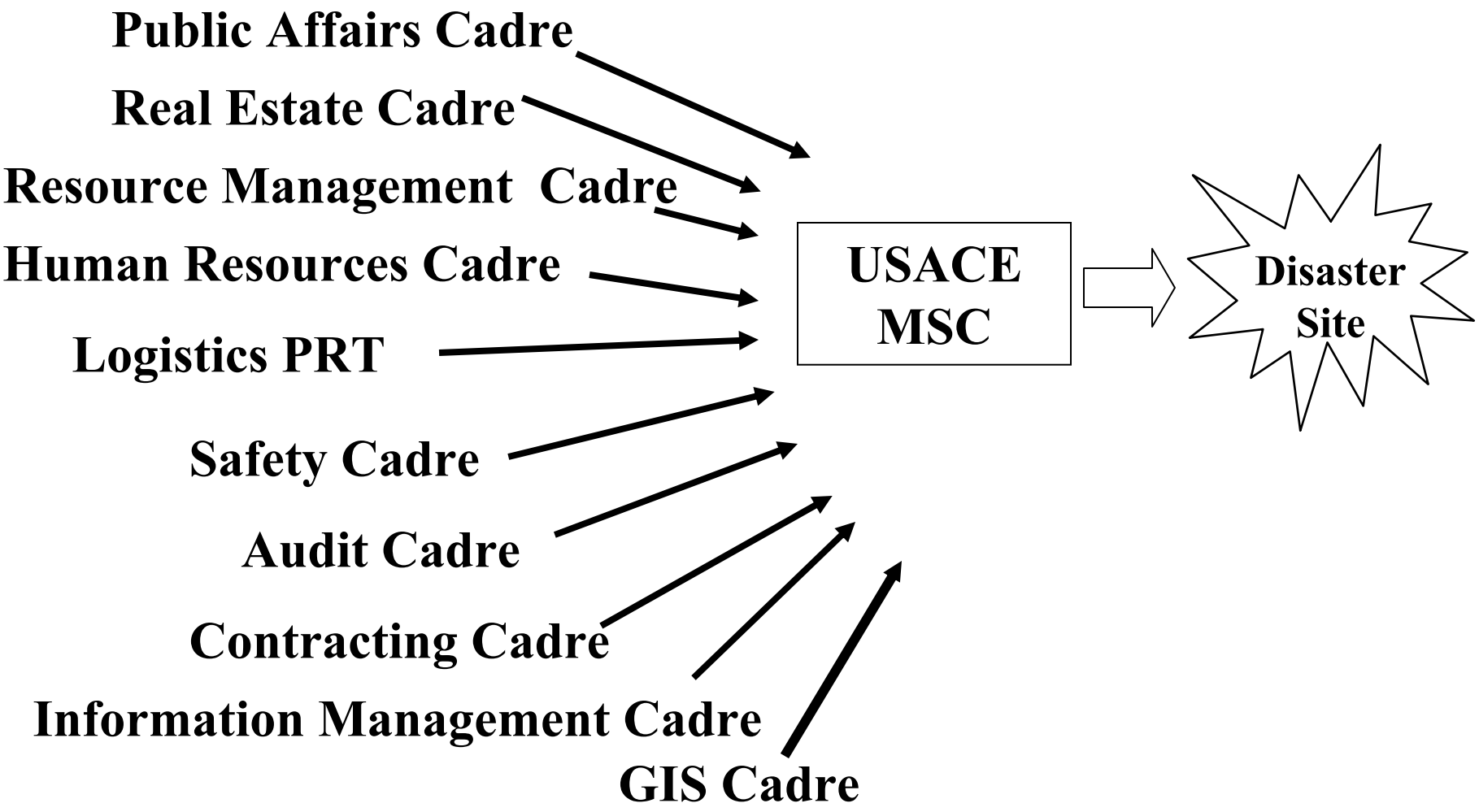
Recovery PRT Distribution

Recovery PRT Distribution

U. S. Army
Corps of Engineers®

USACE DIVISION (PRT Lead)	Debris Removal	Temp Roofing	Temp Housing	Structural Safety	District Support
Great Lakes & Ohio River Division (Power)	LRL	LRN	LRH	LRB	LRD
Mississippi Valley Division (Debris)	MVN	MVS	MVP		
North Atlantic Division (National Water & District Support)	NAB		NAN		
Northwestern Division (Temporary Roofing)	NWP	NWO		NWS	NWD
Pacific Ocean Division			POD	POA	
South Atlantic Division (Temporary Housing & National Ice)	SAM	SAJ	SAS		SAD
South Pacific Division (Structural Safety Assessment)	SPK		SPL	SPK	SPD
Southwestern Division (Combined Commodities)	SWF	SWD			

Functional Cadres



Functional Cadre/PRT Overview

- Subject Matter Experts (SME's) to serve as advisors.
- Resource augmentation to supported commands.

Public Affair Cadre Assistance

Pre-Event Planning/Actions

- Provide advise to USACE leadership.
- Activate and pre-position cadre(s) through Pre-Declaration MA's.
- Coordinate with ESF #15 for EEI.
- Participate in Disaster Specific Contingency Planning.
- Prepare agency spokespersons.

Initiation & Mobilization

- Develop Q&As, Fact Sheets, and other tools.
- Identify and train PA cadre members.
- Develop PA training modules and integrate into USACE/FEMA training.
- Develop "Outreach" programs, Internet sites, exhibits, videos, and publications.
- Participate in conferences.
- Pre-coordinate with media.
- Participate in exercises.
- Identify and train agency spokespersons.

Post-Event Planning/Actions

- Provide advise to USACE leadership.
- Participate in the Joint Information Centers and tie in to the flow of EEIs.
- Execute contracts for video, photographic, and digital photography support.
- Address misinformation.
- Prepare media advisories.
- Prepare useful responses to negative developments.
- Update USACE response employees.

Lessons Learned / Remedial Action

- Participate in joint critiques.
- Develop After Action Report.
- Contribute to historical accounts.
- Establish lessons learned.
- Implement corrective actions.

Public Affair Cadre

Introduction:
HQUSACE, MSC and district Public Affairs (PA) resources are not adequate to meet the demands of most disasters or special operations. During contingency operations, HQUSACE, MSC, and district PA professionals are engaged. Simultaneously there are additional needs for PA assistance and augmentation at Emergency Operations Centers (EOCs), Joint Field Offices (JFOs), Recovery Field Offices (RFOs), USACE Operations Center (UOC) and FEMA Headquarters.

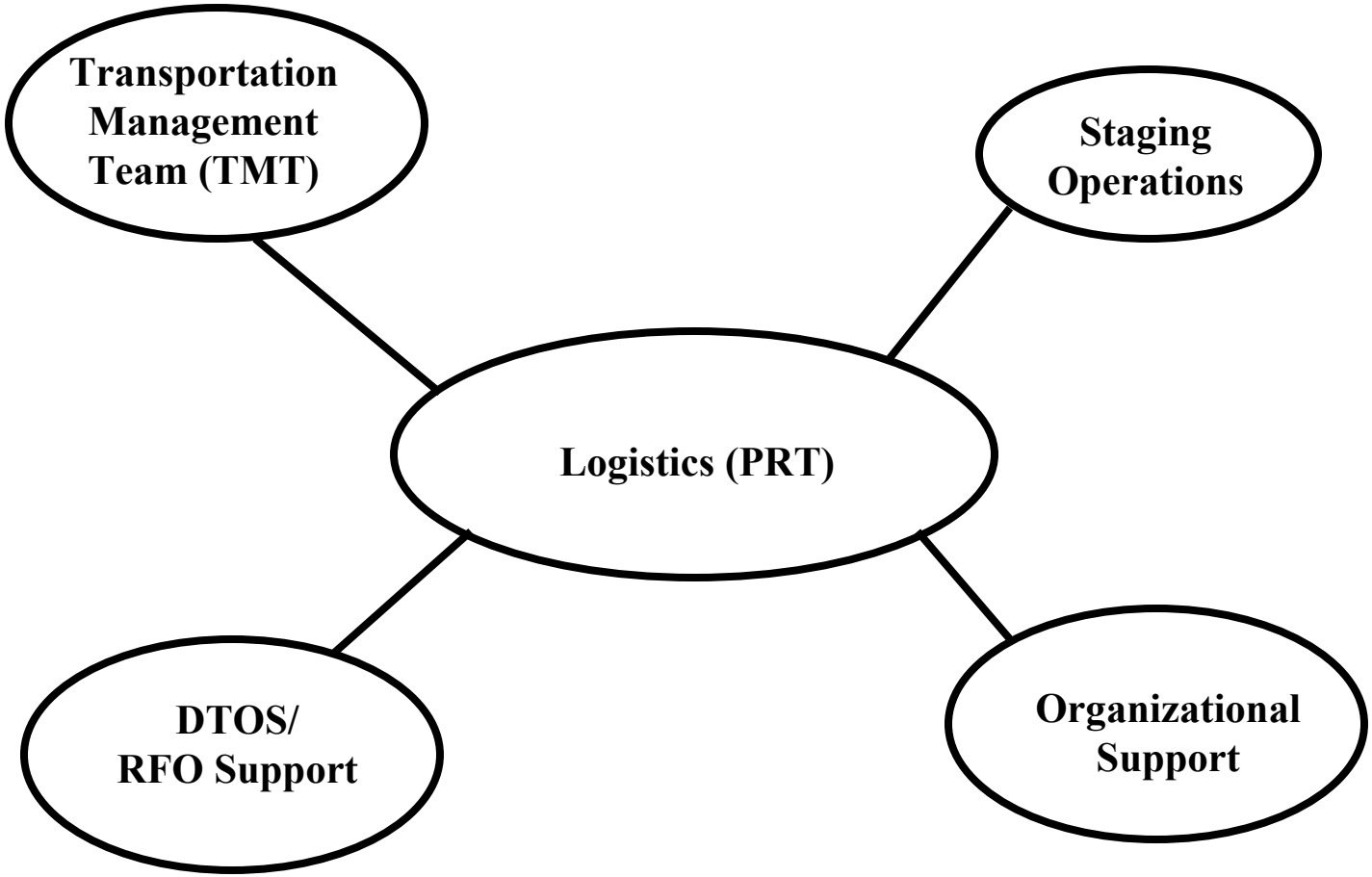
Failure to manage information with aggressive PA campaigns will damage USACE's reputation, perpetuate misconceptions, and fail to communicate to America USACE important, key role during natural disasters and contingency operations.

Concept. USACE has establish trained, deployable Public Affairs Cadres to augment existing MSC and USACE Public Affairs (CEPA) resources and establish aggressive, coordinated information and media relations campaigns.

Public Affair Cadre Objectives:

- Tell USACE story (locally, regionally, nationally, and online).
- Provide early PA presence in disaster area and key FEMA offices.
- Provide focused augmentation.
- Provide valuable information to the public; restore public confidence.
- Ensure "One Voice" at all levels and with FEMA.
- Coordinate news briefings and media tours of USACE operations.
- Capture lessons learned and historical information.

Logistics Management Planning and Response Team



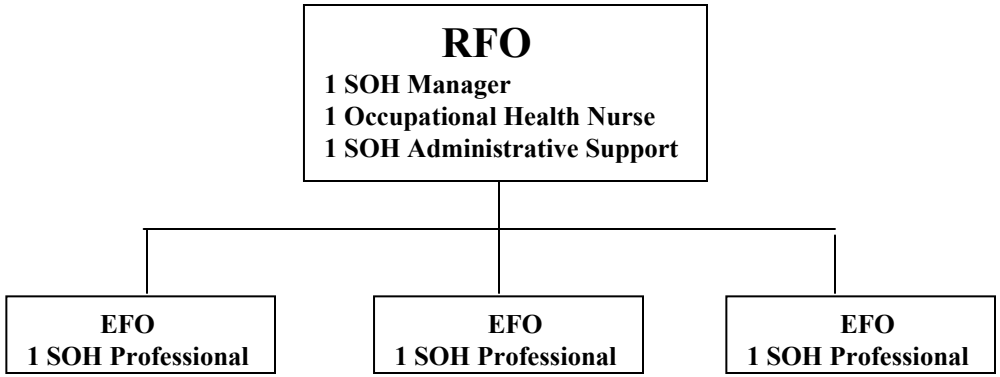
Logistics Management Cadre

Each MSC Logistics Emergency Response Team (LM PRT) will be responsible to support any of the required LM PRT missions (Staging Operations, Organizational Support, Resource Tracking, and Logistics Subject Matter Experts SME). Just like the existing PRTs, the MSC LM PRTs will be placed on a rotational list maintained on ENG-Link identifying the order in which each MSC LM PRT will be deployed. Once a MSC LM PRT has returned from deployment it will move to the bottom of the list for the next deployment. The LM PRT is a MSC asset and can be used by the MSC regardless of position on the rotational list.

- When an emergency occurs, the supported MSC will decide if their LM PRT will be used. If their LM PRT is not used, then the MSC LM PRT on top of the rotational list will be deployed to provide Logistics support for the emergency operations. If the emergency increases in size an additional MSC LM PRTs can be alerted, activated, and deployed from the rotational list.
- The MSC LM PRT will always be under the operational control of the MSC or Recovery Field Office, unless otherwise directed by the supported MSC. The initial MSC LM PRT deployed to support the mission will be the Lead LM PRT. If additional LM PRTs are deployed to provide support to the emergency they will be subordinate to the Lead LM PRT.
- The MSC LM PRT members will normally be deployed as a team to perform specific assigned missions (staging operations or organizational support, day or night shift) and will normally not be separated. Only the team's Logistics Subject Matter Experts (SMEs) and Traffic Management Specialist will operate remotely from the MSC LM PRT Team Leaders supervision. Each LM PRT will have a four member Logistics Assessment Team that will be able to deploy initially to assess the Logistics resource requirements. The required LM PRT support can be tailored, in size, by either reducing the number of LM PRT members deployed from a team, or by requesting additional MSC LM PRTs to be deployed to support the emergency.
- The Logistics SMEs and Traffic Management Specialist may be deployed to locations identified by HQUSACE UOC but will be responsible to coordinate their assigned duties with their MSC LM PRT Team Leader.
- The PRT Logistics Specialist supports their PRT and normally work at the Operational Staging Areas, or Distribution Sites as directed by the LM PRT Team Leader. The PRT Logistics Specialist provides coordination between the PRT Mission Manager and the LM PRT Team Leader for all commodity requirements and will be located with the LM PRT. The Lead regional command LM PRT Team Leader will ensure that all PRTs have appropriate LM PRT support.
- At all times the LM PRT member separated from the assigned MSC LM PRT will be required to coordinate with their MSC LM PRT Team Leader to ensure they are knowledgeable of the disbursement and current duty assignment of all MSC LM PRT members.

Recommended Safety and Occupational Health (SOH) Staffing

RECOMMENDED SOH STAFFING FOR EMERGENCY OPERATIONS								4-Apr-00
POSITION		**LEVEL OF RESPONSE STAFF**						
		Corps Employees On Site						
		100	200	300	400	500	600	700
On-site SOH Manager: Safety Engineer, SOH Specialist, or Industrial Hygienist		1	1	1	1	1	1	1
SOH Specialist		0	1	2	3	4	5	6
Industrial Hygienist		1	1	1	1	2	3	3
Occupational Health Nurse		1	1	1	2	2	2	2
SOH Administrative Support		0	0	1	1	1	1	1
	TOTAL	3	4	6	8	10	12	13



Safety Cadre Concept of Operations

The Chief, Safety and Occupational Health (SOH), Headquarters U.S. Army Corps of Engineers (HQUSACE), delegated to the Chief, SOH, Jacksonville District (SAJ) to function as the SOH primary support designee for natural and technological disaster preparedness and response. As such, the Chief, SOH, SAJ, is delegated to function as the National Program Manager with the authority for overall responsibility for the SOH.

The Chief, SOH, SAJ, will identify several highly qualified SOH professionals from MSC or district personnel. The primary function of these personnel will be to provide "up front" recommendations to the MSC Commander regarding the impacts of a disaster on the population and infrastructure in the affected area. These selections will be made during the pre-disaster phase of the life-cycle management. At the request of the impacted MSC Commander, and based on a tasker from the UOC, a SOH Cadre manager will deploy to the location identified by the MSC Commander. In most cases, deployment will commence immediately after the event has occurred. Deployment to accomplish this mission will, in most cases, last between seven and 14 days for the SOH Cadre manager. The role of the SOH Cadre manager is to provide an on-site assessment of SOH resources needed, provide on-the-job training to the support district/RFO SOH manager on disaster response SOH issues, and establish the basic structure of the on-site SOH Office.

Based on the determination made by the MSC Commander, a SOH Cadre may be placed on alert for possible deployment. The basic SOH Cadre is comprised of three SOH professionals. The mix of SOH professionals can and will be changed to best support the specific mission.

Based on the extent of individual missions issued by FEMA, additional SOH personnel may be needed. The on-site SOH manager will assess the need for and request any additional SOH personnel. These individuals will deploy in support of that specific mission assignment and execute the full range of SOH tasks required to provide that support. The expectation is that they will remain on-site for approximately 30 days.

All alert and activation outside of the impacted MSC will be directed through the UOC.

It is anticipated that MSCs and/or districts will hold annual exercises to test its emergency response capabilities. As part of that test, the chief, SOH for the MSC and district must assure that the SOH issues are included.

Information Management - Cadre

Support Cadre Leader (2)

Automation (4)
Communication (4)
Printing & Reproduction (2)
Records Management (2)
Visual Information (2)
Mail Room (2)

Information Management Cadre
Concept of Operation

Information Management (IM) has developed a trained IM cadre. The IM Cadre has the following skill sets:

Support Cadre Leader (2)
Automation (4)
Communication (4)
Printing & Reproduction (2)
Records Management (2)
Visual Information (2)
Mail Room (2) **Total** members on cadre (18)

Each MSC is required to assign one District to be the Lead in developing their MSC IM Cadre. Each MSC IM Cadre has the same above combination of positions, required to be filled. Each volunteer and their supervisor should contact their UPASS administrator and have ENGLink added to their software profile. This will give them access to the ENGLink software that is used to register volunteers and approve volunteers. The form is called the Personal Data Sheet (PDS).

When an emergency occurs the supported MSC will decide if their MSC's IM Cadre will be able to be deployed. If their MSC IM Cadre is not deployable then the next IM Cadre on the rotational list will be deployed to provide IM support for the emergency operations. If the emergency increases in size, additional MSC IM Cadres can be alerted, activated, and deployed from the rotational list. The MSC IM Cadre will always be under the operational control of the MSC or the Division Forward, unless otherwise directed by the supported MSC. Each IM Cadre will have at least a two member advance cadre that will be able to deploy initially to assess the IM resource requirement. The cadre must include at least automation and communication subject matter experts (SMEs).

Resource Management Cadre

The Resource Management Cadre (RM Cadre) is comprised of qualified volunteers that have the permission of their supervisor/commander. Supervisors/commanders retain the option to withdraw members from the RM Cadre other than upon notification of deployment. Membership to the RM Cadre will be updated annually. The RM Cadre consists of individuals with skills and knowledge in budgeting or accounting with a strong background in the USACE Financial Management System (CEFMS). Cadre members will deploy immediately after notification by their EOC. Deployment normally will not exceed 30 days.

RM Cadre Responsibilities.

- Assists the supported MSC/District Commander, through the resource manager, during an emergency operation.
- Assists with timely execution of mission assignments by providing budget and accounting support until the emergency is physically and financially complete.
- Maintains competency by experience, on-the-job training, and formal classroom training (i.e., Financial Management of Emergency Management Program and Resource Management Functional Support cadre training).
- Notifies Deputy Chief Staff Resource Management (DCSRM) of non-availability (i.e., retirement, resignation, illness, or voluntary withdrawal from cadre).
- Updates Personal Information Form (PIF), as needed, and submits to DCSRM.
- Is ready to deploy within six hours of notification.
- Participates in after-action critiques at the request of the MSC/District Commander.

SECTION 6:

Recovery Field Office (RFO)

SECTION 6: RFO

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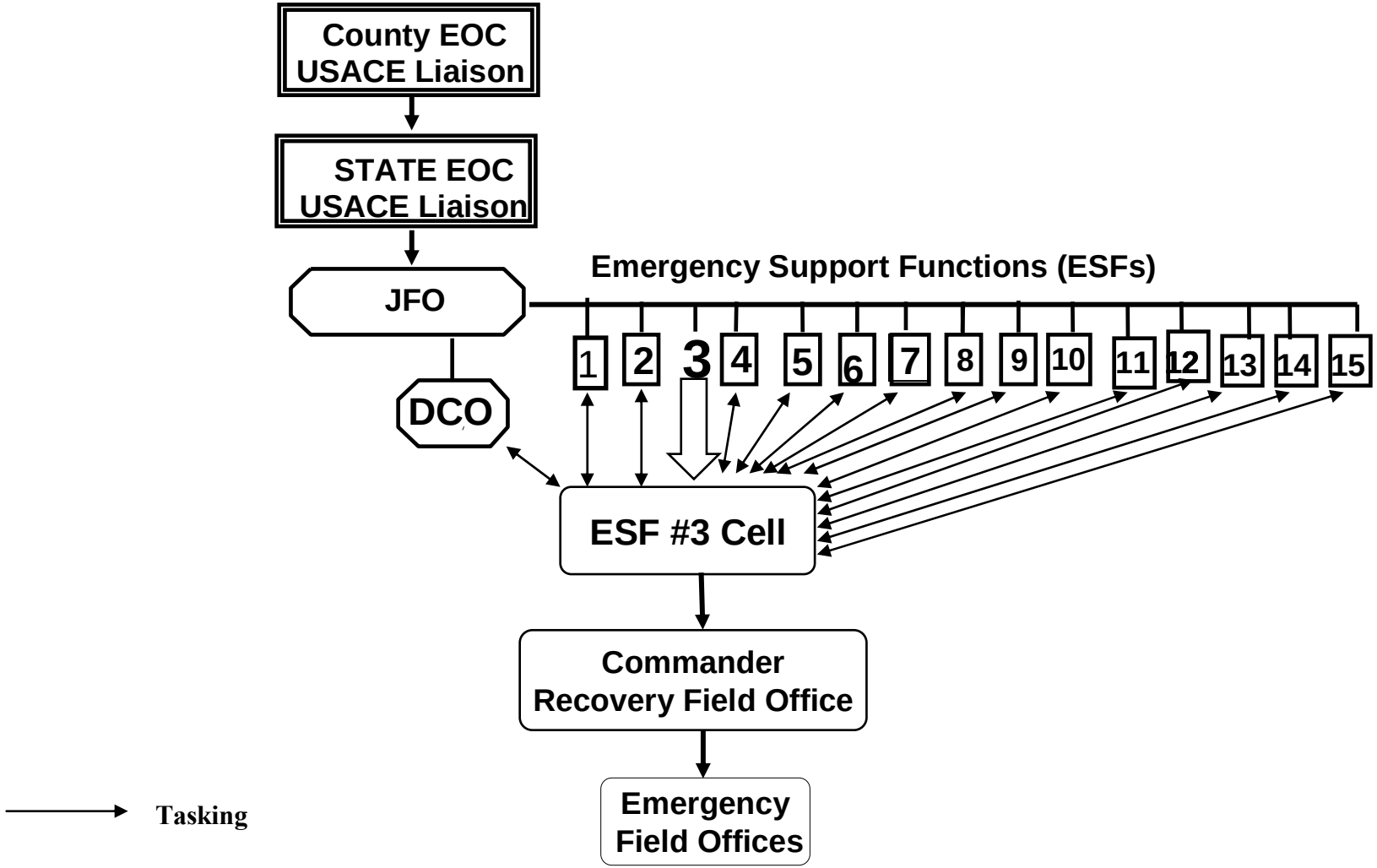
RFO Concept	**Page 6-2**
ICS RFO Organizational Chart	**Page 6-3**
RFO Responsibilities	**Page 6-4**

Mission Tasking to RFO



RFO Concept

The purpose of the RFO is the management and execution of FEMA recovery missions assigned to USACE under the Stafford Act. The person designated by the impacted MSC Commander as the RFO Commander commands the RFO and is responsible for the management of all RFO operations. The RFO management structure should be provided from the supported district, if possible (to ensure continuity and unity within the impacted area). An RFO is established when missions are significant and of long duration and require continuous coordination with the FCO and state. *FEMA must issue a mission assignment to establish the facility and equipment costs (does not include personnel costs).* Personnel working on specific missions charge to their respective mission. Non-mission specific personnel will charge to the Regional Activation Mission Assignment.

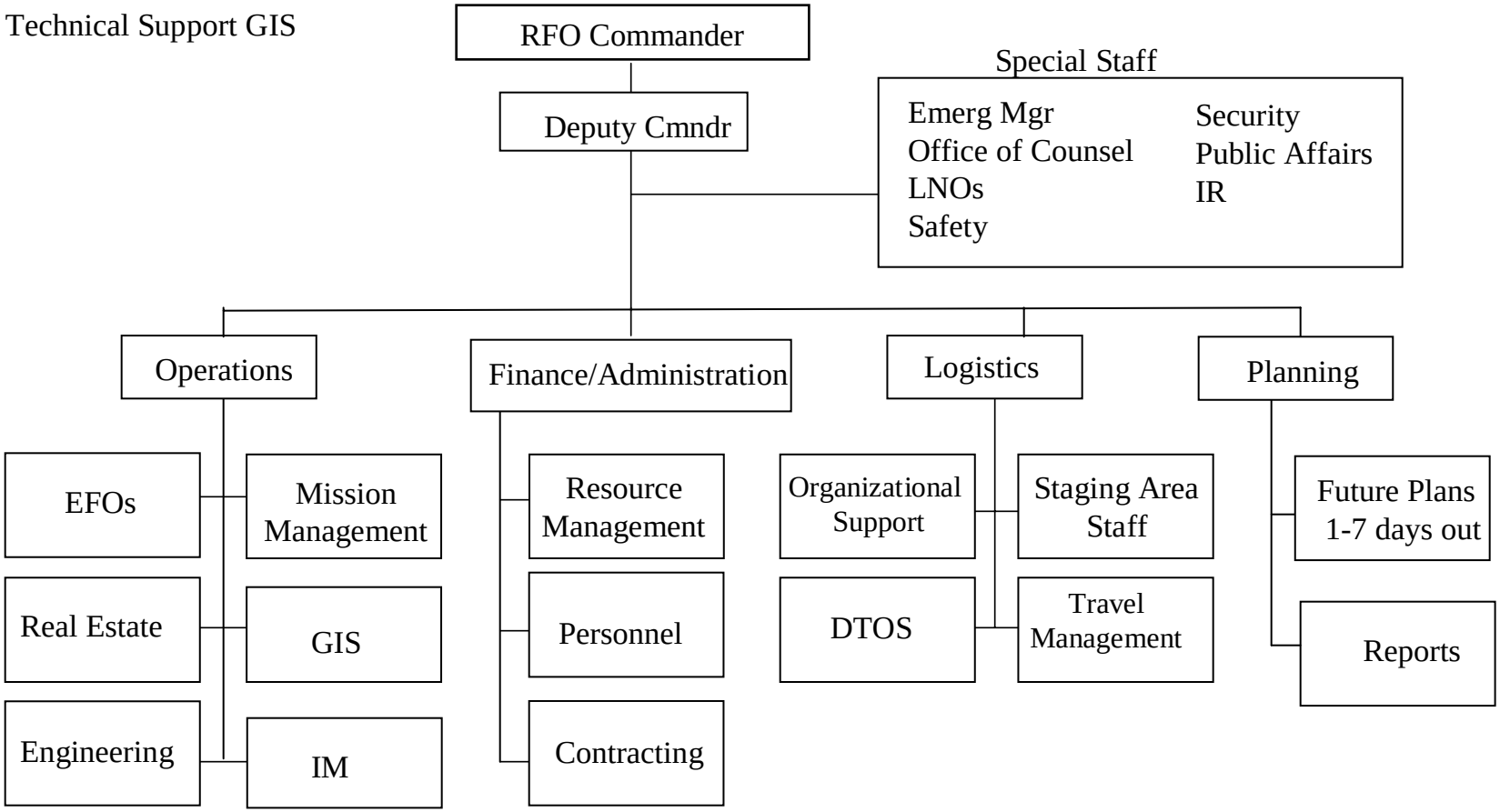
District Responsibility and Functions:

- Initially, District EOC is the focal point of all disaster-related information flow and command and control.
- District elements do their normal jobs, but in an expedited manner.
- Initially manages total response effort:
  - Stafford Act (FRP)
  - PL 84-99 Missions (FC&CE)
  - USACE Facilities
  - Military Support
  - Normal Operations
- Provides key management and resource support to the RFO, when established.

RFO Organization:

- Responsibility of RFO Commander.
- Supported district provides essential elements of command and control organization.
- Established early and staffed to meet the requirements of disaster.
- Most district elements are represented (mirror district organization).
- Focus on all FEMA disaster missions and their execution (separates the FEMA missions from other district operations).

ICS RFO Organization



RFO Responsibilities

Scoping (Coordination with ESF #3)

- Geographical
- Political
- Length/rate of execution
- Execution factors (limited resources, etc.)
- Manpower requirements

Reporting

- Mission Funding
- Progress of Missions—EEIs
- Contract Information and Summary

Financial Management

- Establish Accounts
- Separate account for this mission
- Manage funds
  - Labor associated with mission
  - General overhead costs
  - Contract cost

Coordination

- ESF #3
- Emergency Field Office(s) (EFO)
- State /local officials
- Staging Operations
- Media (public affairs)

Emergency Contracting

- RFO advertises, awards, and manages
- RFO supports Staging Operations and EFO requirements for supplies and equipment
- LM PRT functions as QA/QC at staging operations

Logistics Management

- Staging Operations established and typically managed by FEMA as part of JFO operations
- USACE Staging Operations managed by LM PRT under command and control of RFO
- Logistics Team Member (LTM) on mission PRT becomes a member of LM PRT
- LTM primarily responsible for assigned mission

Emergency Field Office (EFO)

- Established by a District EOC or RFO, as required
- Execution arm of a District EOC or RFO for recovery missions
- COR responsibility for mission execution

Mission Closeout: *Physical:*

- Develop when mission begins
- Federal assistance no longer required
- Requires FEMA, state & local coordination

Mission Closeout: *Fiscal:*

- Long-term /final step in mission

SECTION 7:

ENGLink Interactive

SECTION 7:
ENGLink Interactive

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Primary Address:

https://englink.usace.army.mil

Login Using your U-PASS UserID and Oracle / Database password.

*Alternate Address:

http://www.usace.army.mil

*** This is a public address and is accessible from most anywhere. Using this address will allow you access ENGLink via a proxy server without being on the CEEIS network.**

ENGLink Training Server:

https://englinktrn.usace.army.mil

ENGLink Login Procedures
Accessing ENGLink Procedures

If on the USACE (CEEIS) network, complete the following steps:

1. Enter the ENGLink address https://englink.usace.army.mil
2. A page with security information will be displayed. Click the "Please Click to Continue" link at the bottom of the page
3. Enter your U-pass User Name (Example: k5abcdef)
4. Enter your Oracle Database password
5. If a security warning is displayed, select the "Always Trust" or "Grant Always" option and click the "Yes" button.
6. The ENGLink home page will be displayed.

If not on the USACE (CEEIS) network, complete the following steps:

1. Enter the ENGLink Public web address http://www.englink.usace.army.mil
2. Scroll to the bottom of the ENGLink Public page and you will see a link that says "Login to ENGLink Interactive **Click Here."**
3. Click the "here" link
4. A Proxy Server information page will be displayed. Click the "Please Click to Continue" link
5. If a Security Alert is displayed, click the "Yes" button to proceed.
6. A page with security information will be displayed. Click the "Please Click to Continue" link at the bottom of the page
7. Enter your Upass User Name (Example: k5abcdef)
8. Enter your Oracle/CEFMS Database password
9. If a security warning is displayed, select the "Always Trust" or "Grant Always" option and click the "Yes" button.
10. The ENGLink home page will be displayed.

* **To login to the ENGLink Training Server, use your U-PASS User Name as your User Name and Password.**

Computer Configuration

Network Access:
In order to access ENGLink Interactive, the computer must be connected to the Corps of Engineers Automated Plan (CEAP) network, Virtual Private Network (VPN) or through the ENGLink Public Proxy Server.

Required Browsers:
Once the computer is connected to the CEAP network, an Internet browser is required. Recommended browsers are Internet Explorer 5.01 or higher.

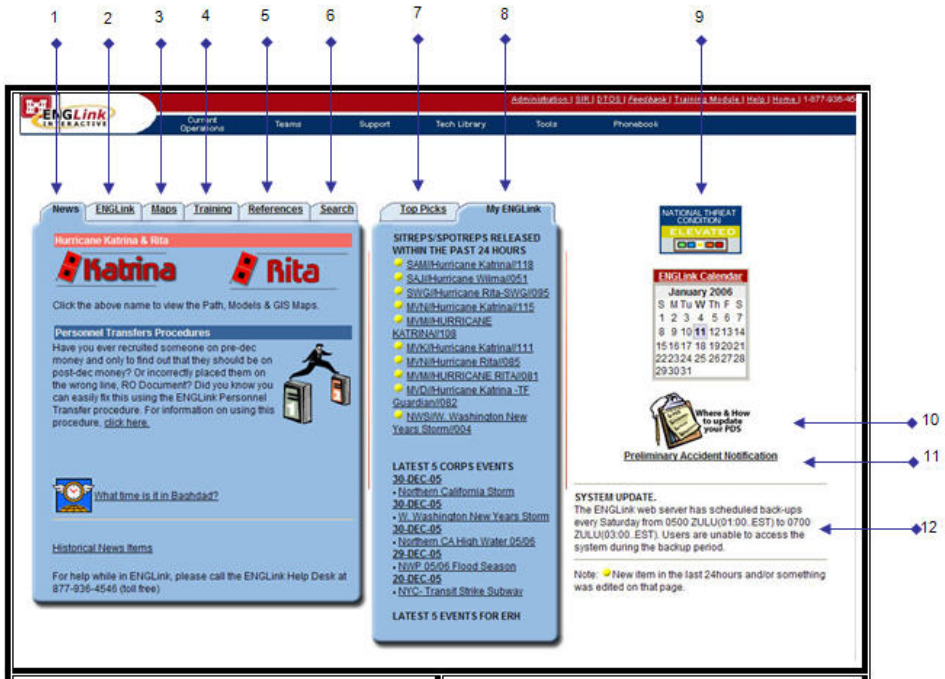
U-PASS Access:
All USACE employees have been granted ENGLink access. If a new employee does not have access, he/she must be granted U-PASS access in order to enter the ENGLink Interactive system. Users should contact the local U-PASS/IM administrator. Access needs to be requested to "ENGLink SID S0ENGLP1" capability. Once this access is requested, the ENGLink Administrator will approve access and grant the user roles for the required organization. Explanation of ENGLink Roles can be found in this presentation.

ENGLink Home Page Navigation

The graphic to the right identifies the different sections of the home page that all users can access. There are other items that will appear on the home page once specific permissions are assigned.

A description of each section of the home page can be found at the bottom of the graphic.

ENGLink's Front Page Quick Reference Guide



1. **News**—Current information and news.
2. **ENGLink**— This tab contains various links to ENGLink supporting documents that provide the user information on current system requirements and procedures for using ENGLink.
3. **Maps**— This tab contains links to maps that display current Events and weather information.
4. **Training**— This tab contains links to training information and schedules for Planning and Response Team (PRT) and ENGLink courses.
5. **References**— This tab contains Corps and ENGLink reference material to aid in the emergency deployment process.
6. **Search**—Provides a search for People, Taskers, Events, ECA Issues, Vendors, SIRs, and TSIs.
7. **Top Picks**—Contains links to frequently visited pages in ENGLink.
8. **My ENGLink**—Contains links to the 5 latest Corps Events, 5 latest Events for your Organization, SITREPs/SpotReps released within the last 24 hours, and Events, SITREPs, Missions and Field Notes that you have added to "My ENGLink."
9. **Calendar**—The current date will be shaded on the Calendar. By Clicking the **ENGLink Calendar** link, USACE employees are able to maintain a Calendar of appointments, notable dates and Events.
10. **PDS Update Information**—upon clicking this icon, the user will be able to view a help file strictly dedicated to providing information for updating an employee's Personal Data Sheet.
11. **Preliminary Accident Notification**—Clicking this link allows any USACE employee to create and release an Accident Report.
12. **System Update Information**—Information about ENGLink downtime for scheduled information back-ups.

Dynamic Navigation Menu

The dynamic toolbar (see image above) is designed to reduce the navigation time it takes a user to get to the desired data. By hovering over the menus within the dynamic toolbar you will able to continue to expand the submenus until you have reached your desired item. At that time you will click the link to view it.

This toolbar will refresh every 15 minutes, which enables it to show recently created data. The toolbar has links to other information. When you place your mouse over the top of each of the links, a menu will appear below the link. Each menu contains links to other pages.

Some links on the toolbar are not visible unless specific permissions have been granted.

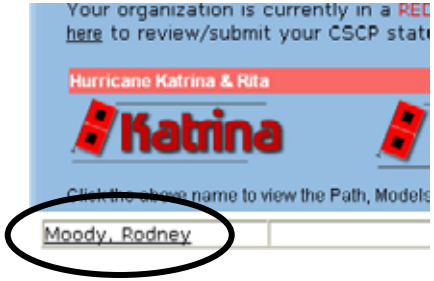
.

The graphic to the left is an example of how the dynamic menu is used. Each submenu is expanded by hovering over the parent link. At any time, the parent can be clicked and the corresponding data can be viewed.

Personal Data Sheet

The Personal Data Sheet (PDS) is one of the most integral aspects of ENGLink. The information contained on the PDS is used in many areas, from the Phonebook to the Deployment Reports. It is very important that all USACE employees keep their PDS in ENGLink updated.

The link to your PDS is located in the lower left corner of ENGLink, on the User Management Toolbar. Your name is a link and by clicking it you are able to access your PDS.

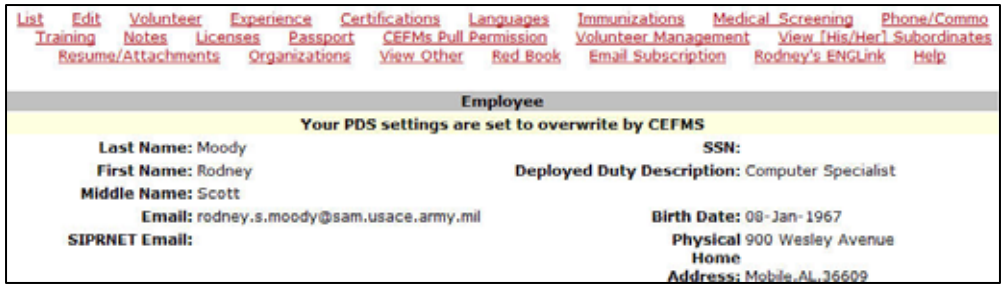


All USACE personnel with a U-PASS account have a Personal Data Sheet.
Once you have accessed your PDS, you can edit or update as needed by clicking the "**Edit**" Link.

Many other links are displayed across the top of the PDS that are links to pages where you can enter information about yourself. (see graphic below)

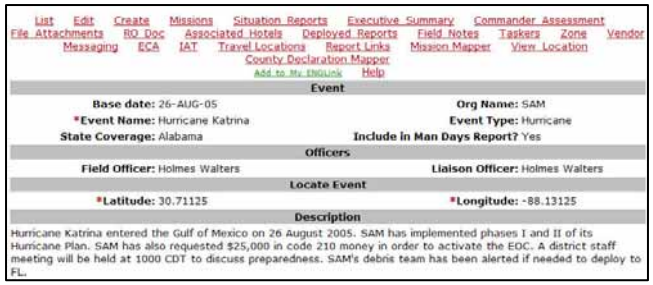
There is not a required order to follow for updating your PDS. It is important that key information be included. The ENGLink Management team has identified the following areas that all personnel should ensure are updated. They are:

- Deployed Duty Description
- Email Address
- Emergency Contact and Phone #
- Immediate Supervisor/Time Keeper
- Employee Work Phone
- Employee Home Phone
- Volunteer status updated
- Medical Screening



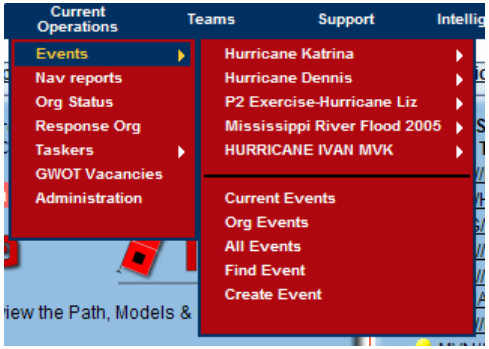
Event Information

An Event being created is the basis for all other actions to take place in ENGLink. Without an Event, you can't create reports, taskers, or missions. This is the beginning point of a response.



Option1

1. Hover over "Current Operations"
2. Select the "Events" from the 5 most recent from your Org by clicking the Event name.
3. If looking for other Events, click either the "Current Events" or "All Events" links.
4. Click the Event name.
5. When the Event is displayed, you can click any of the links displayed across the top of the page.



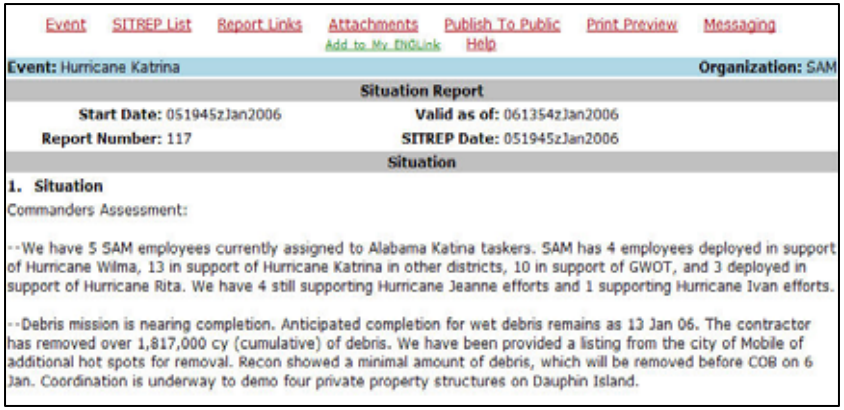
Option 2

1. From the homepage of ENG*Link*, under the "My ENGLink" tab, click the Event name listed under the heading "Latest 5 Corps Events" or "Latest 5 Events for your Organization".
2. When the Event is displayed, you can click any of the links displayed across the top of the page.

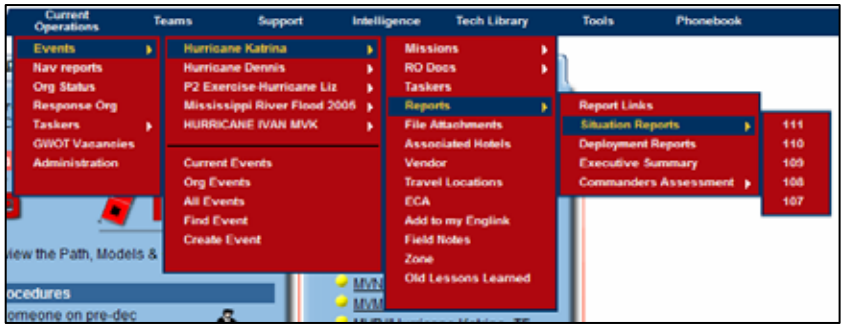
Situation Reports

Accessing Your SITREP

While viewing the ENGLink Home Page, links to the most recently released Events and SITREPS are listed in the "My ENGLink" section. Clicking these links will allow the user to view the information.



To view specific Situation Reports, complete the following steps:



Viewing Your Organization's Recent SITREPS

1. Hover over Current Operations>Events>Your Event Name>Reports and click the Situation Reports link.

Viewing Other Organizations or Past Event's SITREP's

1. Hover over Current Operations>Events>Current Events or All Events.
2. Locate the Event you are looking for and click the Event name.
3. Click the Situation Reports link.
4. Open the number of the SITREP you would like to view.

Deployment Information Sheet

Deployed Employees | Customize DIS | Edit | Extend | Transfer | Manual R&R Request | SEND HOME

Event Name: Hurricane Katrina

Deployment Information

BROOKS, DAVID
Modified by ALIFF, CONNIE Lon 10-JAN-2006

Employee Information EDIT

Organization Information

Primary Org: LRH
Supporting Org: MVK
Roles: E
Roles: NONE

Tasker Information

Tasker: MVK-2005-055913
Tasker (Extension):
Original TDY Begin Date: 09-JAN-2006
Original TDY End Date: 07-FEB-2006
Mission #: 1604DR-MS-COE-MVD-09(Debris)
Travel Order:
Labor Charge Code (LLC):

Comments

No Comments Provided

Issued Equipment

Equipment	Barcode	Comments
Phone-Cell	703 254-9151	

MIPR Information

Sent To	Number	Amount ($)
LRH	W807PM525880066	35000.00

Deployment Dates EDIT

Deploying

Scheduled (to CRC): 09-JAN-2006
Actual: 09-JAN-2006
Arrival: 09-JAN-2006

Returning

Edited by ALIFF, CONNIE Lon 10-JAN-2006

Scheduled: 07-FEB-2006
Actual:

Extension

Return:

Tasker Dates

Deploying

Scheduled: 09-JAN-2006
Actual: 09-JAN-2006
Arrival: 09-JAN-2006

Returning

Scheduled: 07-FEB-2006
Actual:

Duty Location/Temporary Phone/Commo EDIT

Physical Location: EFO East
Event Occurring in Employee's Primary Org: No

On-Site Supervisor Information

No Supervisor Selected

Employee Contact Information

Temporary Work Phone:
Temporary Cell Phone:

Travel Information EDIT

POC Report

Traveling To Deployed Destination Leg

Date	Transportation Travel #	Arrival Time	Destination	Arrived
09-JAN-2006	delta	1350	Jackson, MS	✓

Once an employee has been selected to deploy on a tasker, he/she automatically has a "Deployment Information Sheet" created. This sheet allows specific data to be entered for each employee to facilitate the development of numerous reports and tracking of deployed personnel.

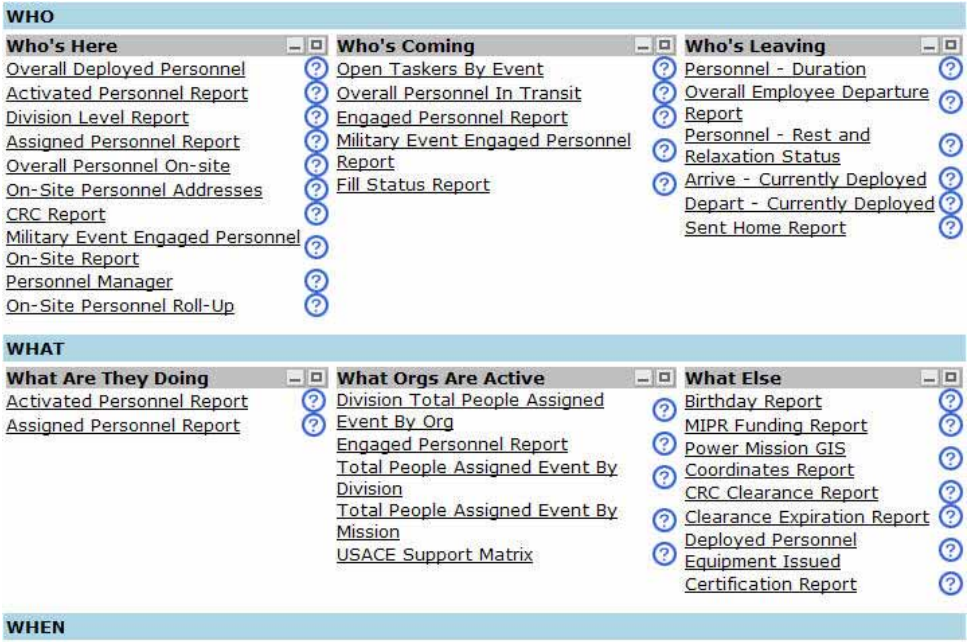
Information captured includes:

- Assigned Equipment
- MIPR Information
- Tasker Information
- Duty Location
- Travel Information
- Hotel Information
- Car Rental Information

This information, as stated earlier, is extremely useful when compiling various reports and accounting for personnel both during and after an Event.

This page can be accessed by opening an employee's PDS and clicking the Deployment Information Sheet link or by clicking on an employee's name from the deployment reports.

Deployment Reports



ENG*Link* has developed several reports designed to aid in the retrieval of deployment information. Many of these reports are dependent on other data being entered that relates to an employee's deployment. Access to a number of the reports is restricted and an employee must be assigned special permission before access can be gained.

Roles Needed To Access

In order to access the "Deployment Reports" for an Event, you will need one of the following roles: Trusted-EOC (T), Mission Manager (M), HR Admin (H), or Logistics Admin (L). The "T" and "H" roles will allow a user access to any of the reports. The "M" and "L" have restricted access and are limited on the reports they can view.

To view Deployment Reports complete the following steps:

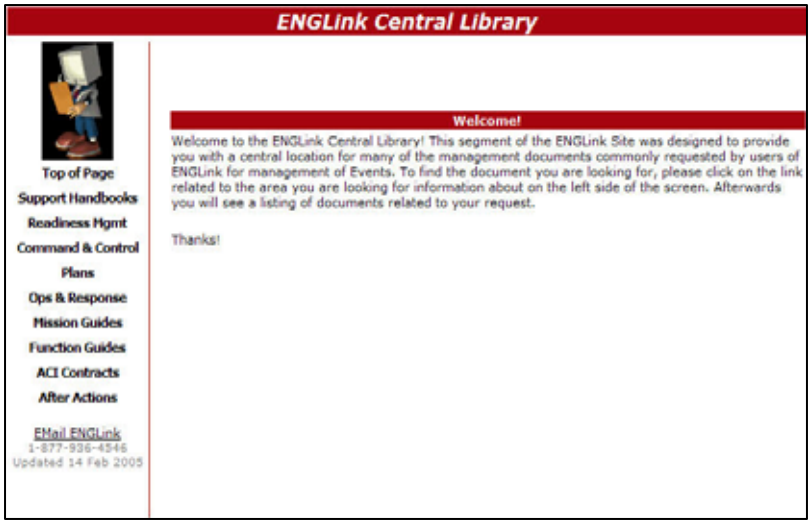
Option 1:

Open an Event. From the Event View page, click the "Deployed Reports" link at the top. Select the report you would like to view from the Deployment Reports list.

Option 2:

Hover over current operations>Events>Your Event Name>Reports and click the Deployment Reports link. Select the report you would like to view from the Deployment Reports list.

Technical Library and Reference Material



A link to the Tech Library can be found on the Dynamic blue bar menu in ENGLink. Once the link is hovered over a submenu can be seen. One of the choices is a “Plans & Guidance” link (see image to the left). This section provides access to mission guides, plans of operation, command and control documents, emergency pamphlets, etc…

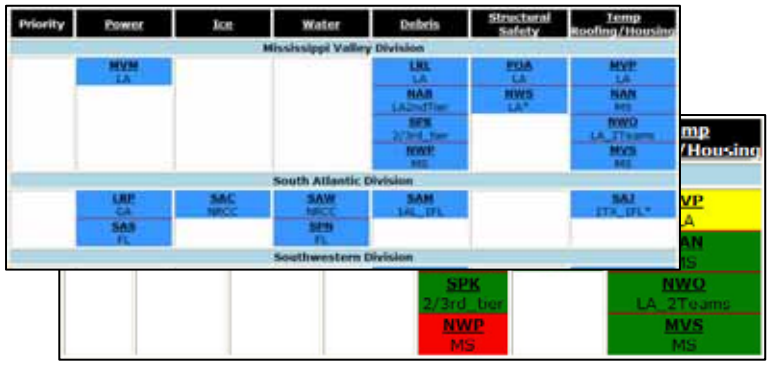
Other Items found in the submenu include the following:

- A link to view UOC Briefings
- A link to view FEMA Briefings
- A link to view ACI Contract Information

There are other locations where USACE employees can go for reference materials. The reference materials will vary from field guides to databases. One such location is found by viewing a PRT home page (see image to the right). On this page an employee will be able to see each of the organizations that have this type of team as well as a listing of links to various files that have been uploaded by the proponent organization for the PRT.

ESF # 3 team members can access the ESF #3 Field Guide and Contingency Plan by hovering over Teams>ESF #3 Cadre and then clicking either of the items. These items are updated as needed and the links will always take an employee to the current version of the file.

Team Management



ENGLink makes it possible for various USACE teams to be managed on-line. This involves the addition, removal and indexing of personnel. Recently, USACE has begun adding tiers to existing Planning and Response Teams. This can also be tracked and managed in ENGLink.

ESF #3 members are managed individually by HQ personnel. Using the TL/ATL Dashboard, HQ staff can enter information about an employee's availability and deployment status.

Management of the ESF #3 team is the responsibility of HQ personnel, while management of all of the other teams is the responsibility of designated personnel (Team POC).

All other teams (PRT, FEST, Functional, GIS) are managed as a whole and their deployment and readiness status is displayed on tables for all to see.

ENGLink Support

ENGLink Help Desk

The ENGLink Help Desk Phone Number Is:
877-936-4546 or 877-9-ENGLink. Toll free call.

ENGLink staffs a 24 hour a day, 7 days a week, toll-free help desk solely for the benefit of the end-users. The staff answering the phone are polite and courteous and will be able to provide a prompt answer to your question.

For many, the ENGLink Help Desk has been crucial to their organization's success during times of great distress. By placing a call, you are instantly in contact with experienced operators that can troubleshoot problems, provide remote assistance and/or help to identify what steps need to be taken in order for your organization to best manage the crisis using ENGLink.

The ENGLink Help Desks receive an average of 400 calls a month. You are encouraged to call the Help Desk anytime you feel that you need help.

Feedback

As users of the ENGLink Interactive system, your input is important. ENGLink is designed based on the ideas and recommendations of the end-users.

Whenever you have ideas for development and happen to encounter any unusual problem, ENGLink wants to hear from you. Using our Feedback system you can submit information directly to ENGLink developers. The developers will review and discuss new suggestions and address the unusual situations and ensure that it doesn't happen again.

Thanks to the support and input of the end-users, ENGLink Interactive has established itself as a premiere command and control system for USACE.

SECTION 8:

Deployable Tactical Operations System

SECTION 8: Deployable Tactical Operations System (DTOS)

DTOS Overview	**Page 8-1**
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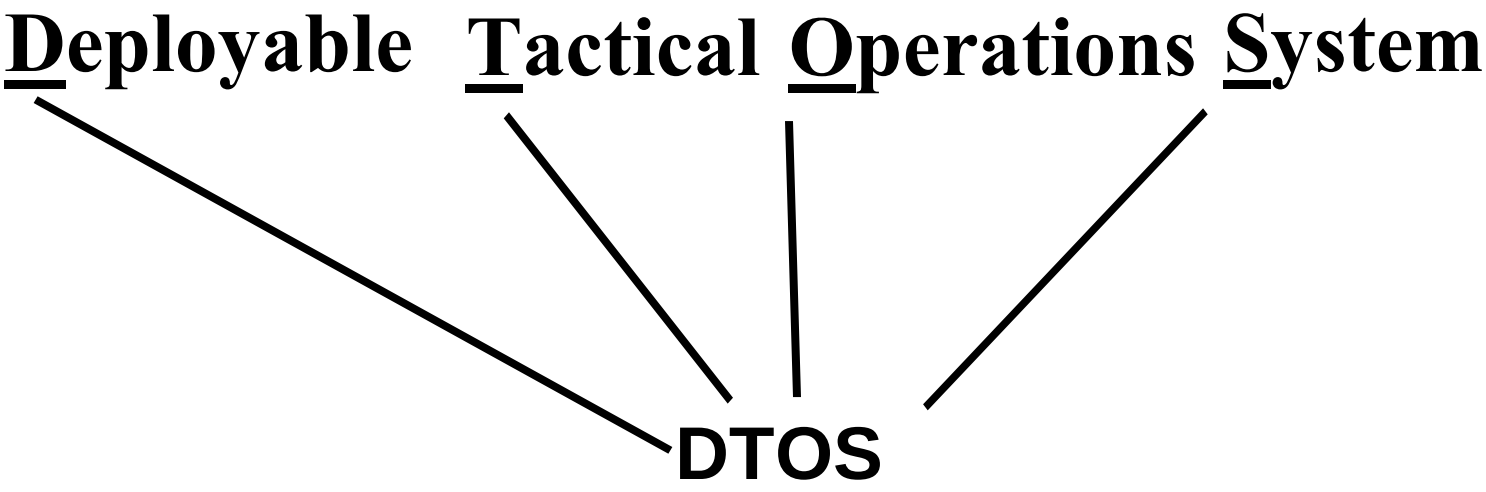
CTOC	**Page 8-8**
DTOC Locations	**Page 8-10**
RRV Locations	**Page 8-11**
CTOC Locations	**Page 8-12**
DTOS Costs	**Page 8-13**

Deployable Tactical Operations System



3 Deployable Tactical Operations Centers (DTOCs)

6 Rapid Response Vehicles (RRVs)

2 Containerized Tactical Operations Centers (CTOCs)

38 Fly-Away Kits (FAKs)

Deployable Tactical Operations System Overview

The Deployable Tactical Operations System (DTOS) provides mobile command and control platforms and communications in support of the quick ramp-up of initial emergency response missions for the U.S. Army Corps of Engineers. DTOS is a system designed to respond to District, Division, National, and International events. DTOS consists of the following four-parts:

- 3 Deployable Tactical Operations Centers (DTOCs).
- 6 Rapid Response Vehicles (RRVs).
- 2 Containerized Tactical Operations Centers (CTOCs).
- 38 Fly-Away Kits (FAKs).
- See Appendix D for contacts.

Deployable Tactical Operations Center

Deployable Tactical Operations Center (DTOC)

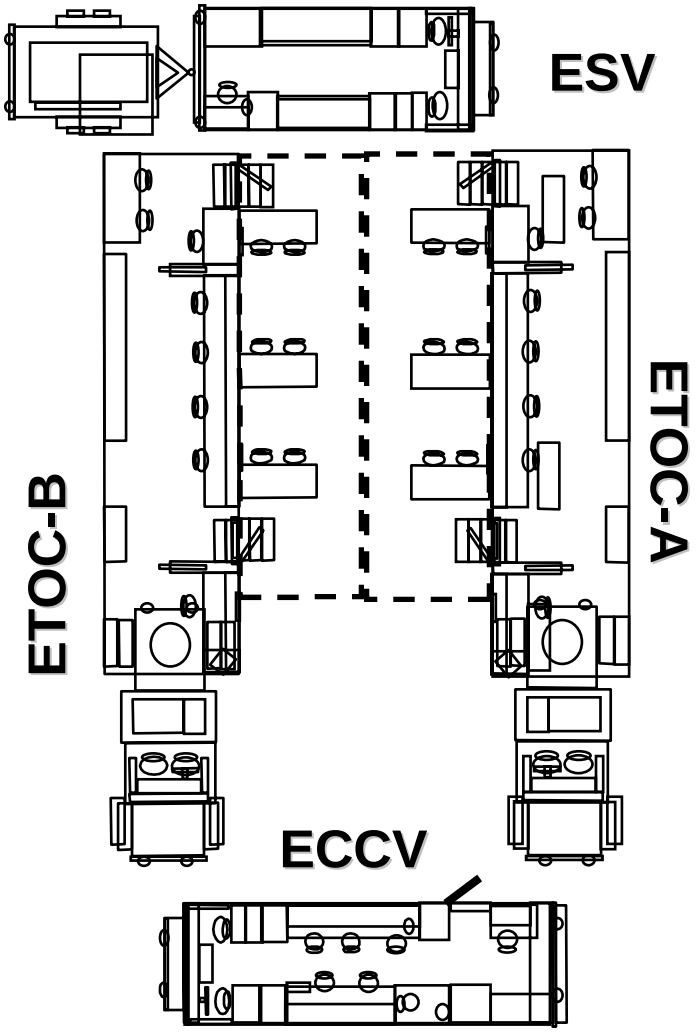
PURPOSE: **Four Vehicles Supporting 38-Person Staff for ERRO Operations**

- **2 Emergency Tactical Operations Centers (ETOC)**
- **1 Emergency Support Vehicle (ESV)**
- **1 Emergency C^2 Vehicle (ECCV)**

COMPONENTS:

1 Network	**21 Computers**
Phone Lines	**VHF, HF, & CB**
Cell Phones	**VOIP Phones**
SAT Com	**Digital Camera**
GPS	**Photocopiers**

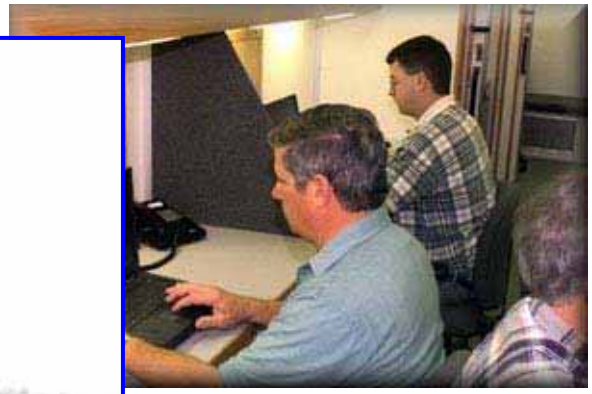
Self-Contained Power (ECCV)
Two trailered 40 kVA Gensets
One trailered satellite system



Fly-Away Kits

- The Fly-Away Kits contain equipment specifically required by teams to plan, staff, organize, direct, and control the relief missions.
- Configured in a single carrying case for ease of transport, the Fly-Away Kit includes a laptop computer, handheld Global Positioning System (GPS), two very high-frequency radios, a INMARSAT satellite telephone, and a digital camera.
- The Fly-Away Kits are distributed to U.S. Army Corps of Engineer District Headquarters throughout the United States.
- The Fly-Away Kits accompany deploying Planning and Response Teams into the disaster area.
- Fly-Away Kit components include:
  - 2 VHF Handleld Radios
  - 1 INMARSAT Satellite Phone
  - 1 Digital Camera
  - 1 Handleld GPS
  - 1 Laptop Computer
  - 1 “Ruggedized” Case

Rapid Response Vehicles (RRVs)

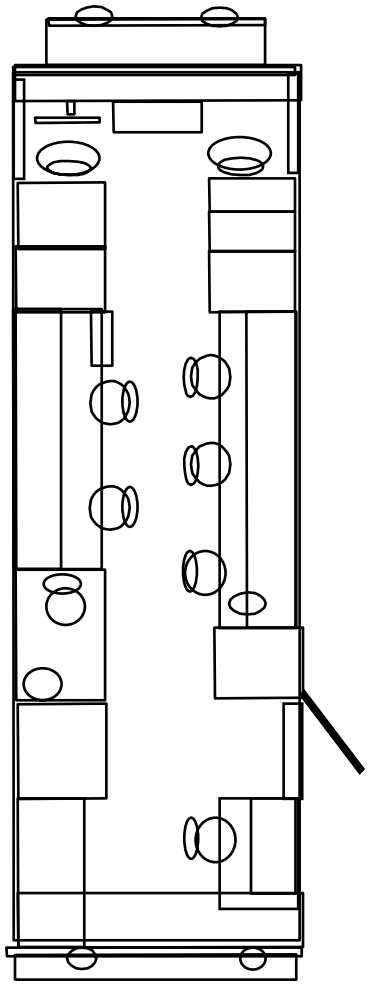


Rapid Response Vehicles (RRVs)

PURPOSE: **Accommodates 7-Person Staff for Regional Response throughout CONUS within 18 hours**

COMPONENTS:

6 Landline Phone Connections	**1 Data Line Connection**
56k/64k T1 Connection	**6-Port Wireless Network**
10 phones w/intercom	**6 VOIP Phones**
1 INMARSAT	**1 Digital Camera**
1 Handleld GPS	**24 VHF Radios**
1 VHF Repeater	**1 Cellular Phone**
6 Laptop Computers	**1 VICAM**
1 Copier	**1 Printer**
1 System Server	**1 Fax**
1 Wireless Access Port/Bridge	**1 Hub**



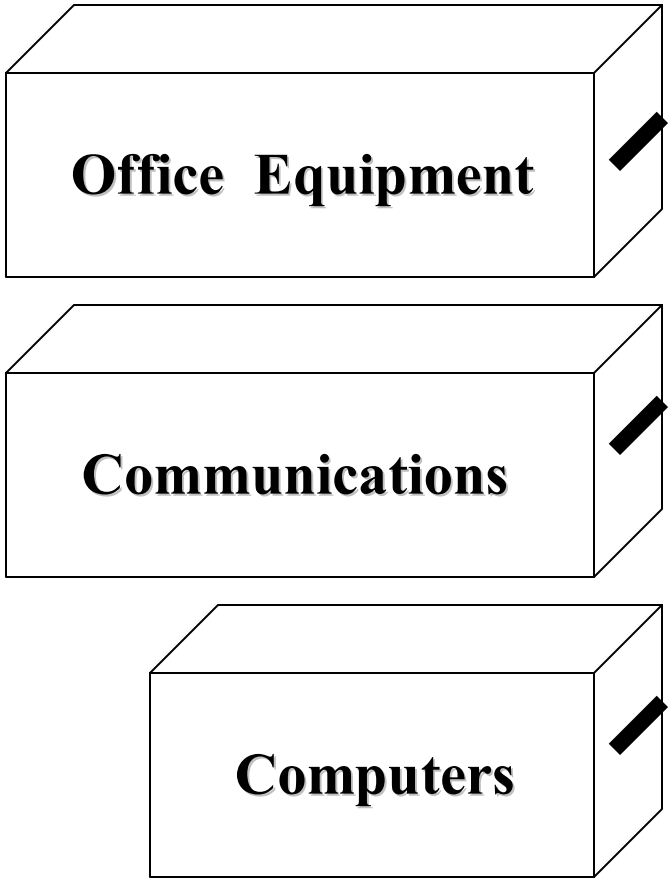
Containerized Tactical Operations Center (CTOC)

Containerized Tactical Operations Center (CTOC)

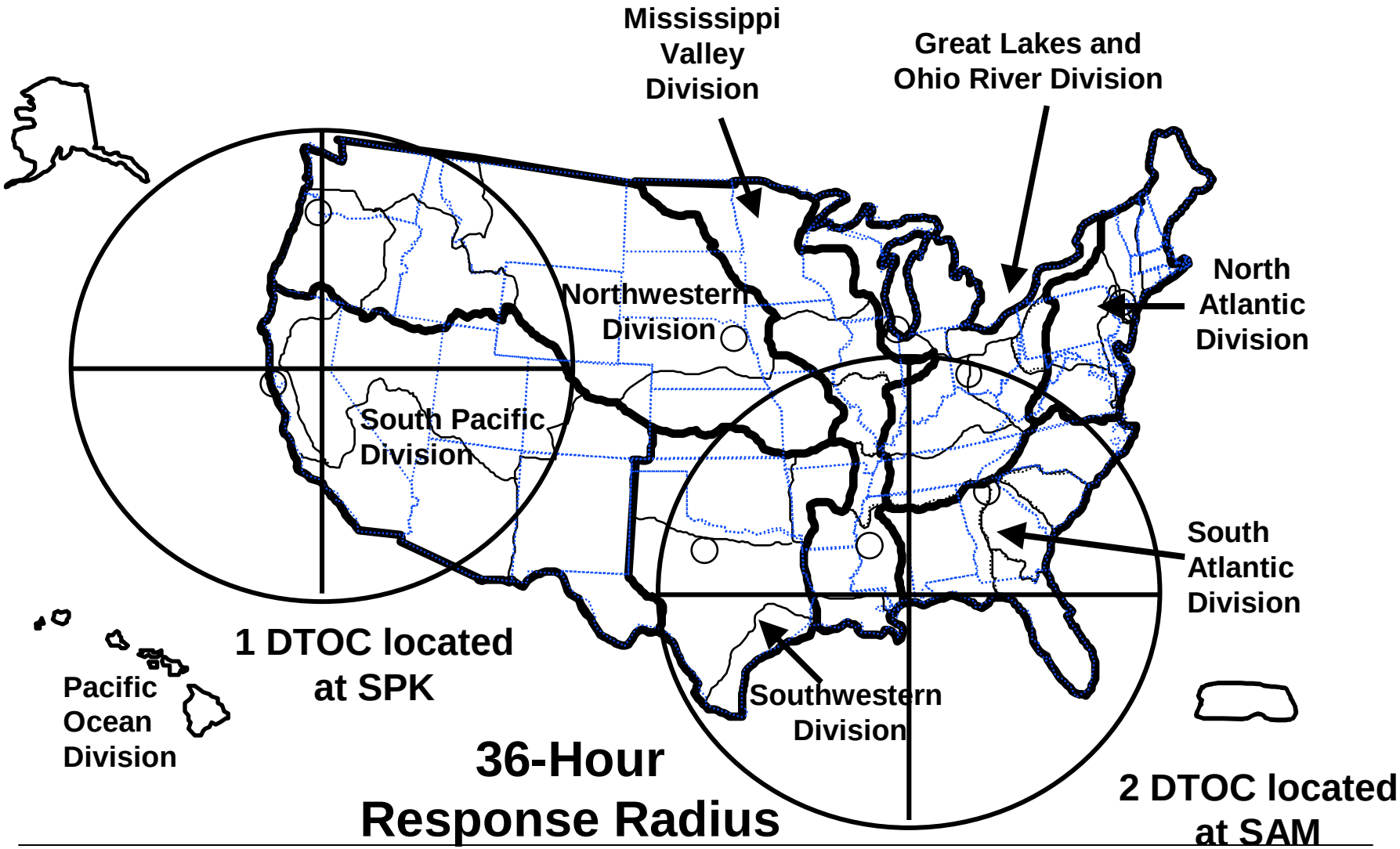
PURPOSE: **Containerized Equipment for Rapid Deployment Overseas**

COMPONENTS:

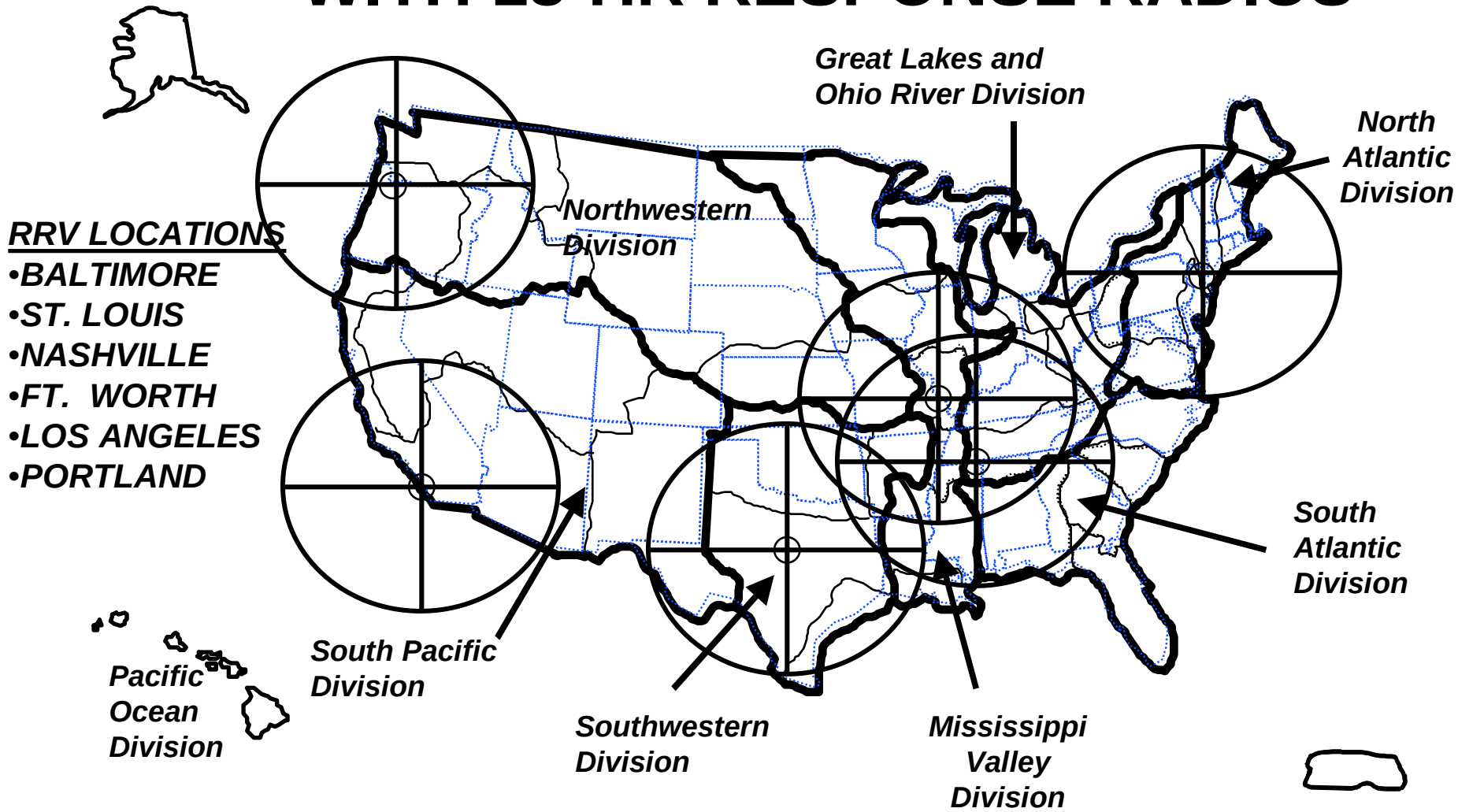
1 Fax	1 HF/Antenna
1 UPS	1 VHF Mobile
1 Hub	1 Cellular Phone
3 GPS	1 System Server
1 VICAM	10 Laptop Computers
1 Copier	1 VHF Repeater/Antenna
1 Printer	1 Digital Camera/Chargers
1 INMARSAT	50 VHF Handheld/Chargers
1 Verilink	1 Wireless Access Port/Bridge
1 Netbuilder	



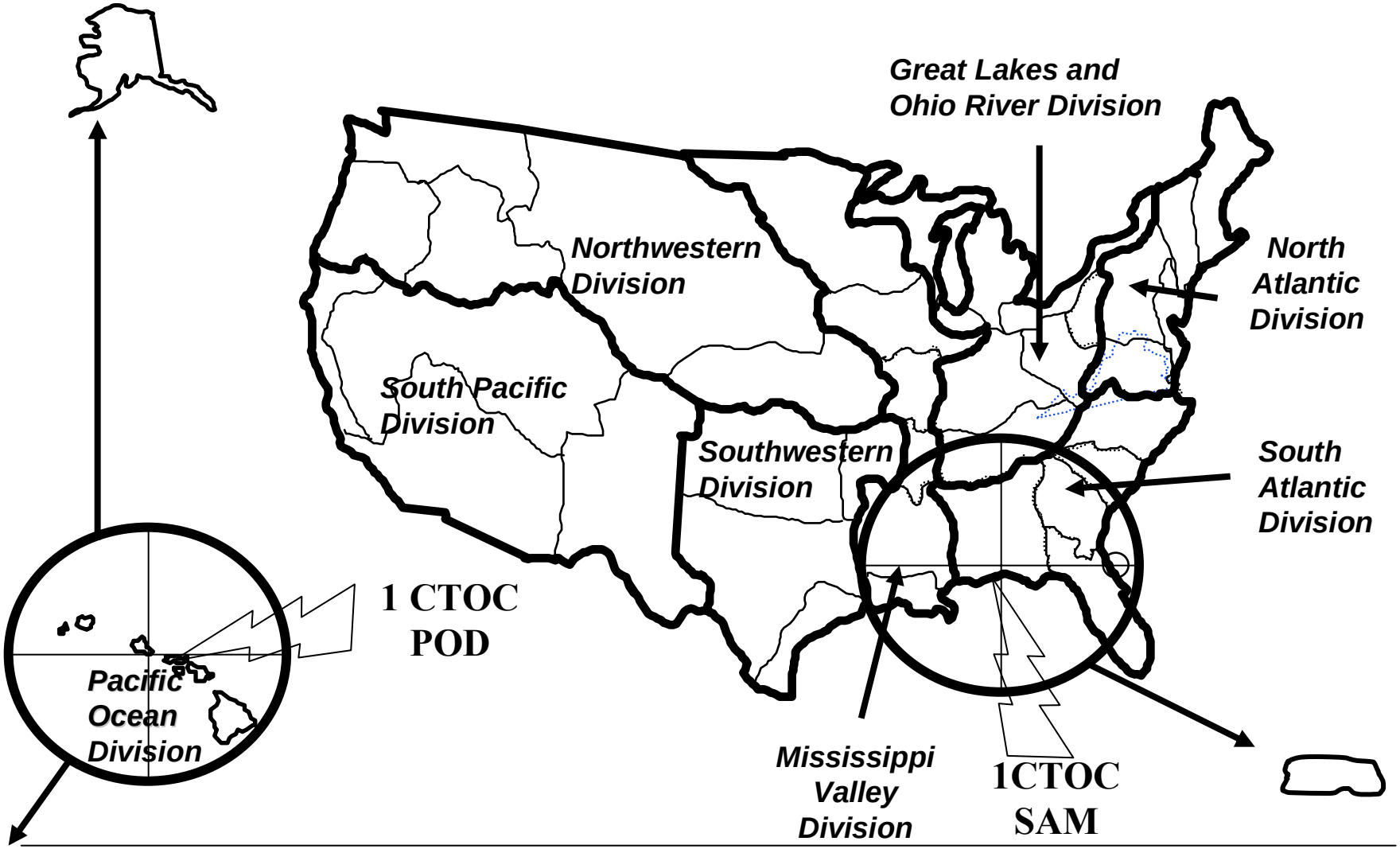
DTOC LOCATIONS



RRV LOCATIONS WITH 18-HR RESPONSE RADIUS



CTOC LOCATIONS



DTOC COSTS

Deployment: $9,122.00 per day **(Includes labor, per diem, incidentals, and vehicle fuel)**

On Site: $7,872.00 per day **(Includes labor, per diem, incidentals, and generator fuel)**

Re-deployment: $9,122.00 per day **(Includes labor, per diem, incidentals, and vehicle fuel)**

LABOR BREAKDOWN

Labor (GS12, 14hr day)	~$1162.00
Per diem	~$150.00
Total per person	~$1312.00
DTOC Team (6 persons)	x6
Total Team Costs	~$7872.00

DTOC COSTS
(continued)

FUEL COSTS

Fuel consumption estimated @ approx. 6 miles/gallon
Fuel cost is estimated @ approx. $2.50/gallon
Miles traveled/event estimated @ 500 miles/vehicle

DTOC: 6 vehicles @ 500 miles = 3,000 miles
3,000 miles @ 6 miles/gallon = 500 gallons
500 gallons x $2.50/gallon = $1,250.00 fuel cost

TOTAL DAY: $7,872.00 + $1250.00 = $9,122.00

RRV COSTS

Mobilization: $ 4,268.50/day **(Includes labor, per diem, incidentals, and vehicle fuel)**

On-Site: $ 3,936.00/day **(Includes labor, per diem, incidentals, and generator fuel)**

Demobilization: $ 4,268.50/day **(Includes labor, per diem, incidentals, and vehicle fuel)**

RRV Team will remain with vehicle

LABOR BREAKDOWN

Labor (GS12, 14 hr day)	$1,162.00
Per diem	$150.00
Total per person	$1,312.00
RRV Team (3 persons)	x 3
Total Team Costs	$3,936.00

RRV COSTS

(continued)

FUEL COSTS:
Fuel consumption estimated @ 6 miles/gallon (RRV)
Fuel consumption estimated @ 10 miles/gallon (Chase Vehicle)
Fuel cost estimated @ $2.50/gallon
Miles traveled/event estimated @ 500 miles

RRV:
1 vehicle travels 500 miles
500 miles @ 6 mpg = 83 gallons
83 gallons @ $2.50/gal = $207.50

CHASE VEHICLE:
1 vehicle travels 500 miles
500 miles @ 10 mpg = 50 gallons
50 gallons @ $2.50/gal = $125.00

TOTAL DAY: $3,936.00 + $332.50 = $4,268.50

MQ POWER 23 kW Genset

Capacity: 76.4 gallons diesel

Consumption: 2.3 gals/hour

Range: 33.2 hours/tank

Avg. Fuel Cost: $2.50/gal

Cost per 24-hr day: $138.00

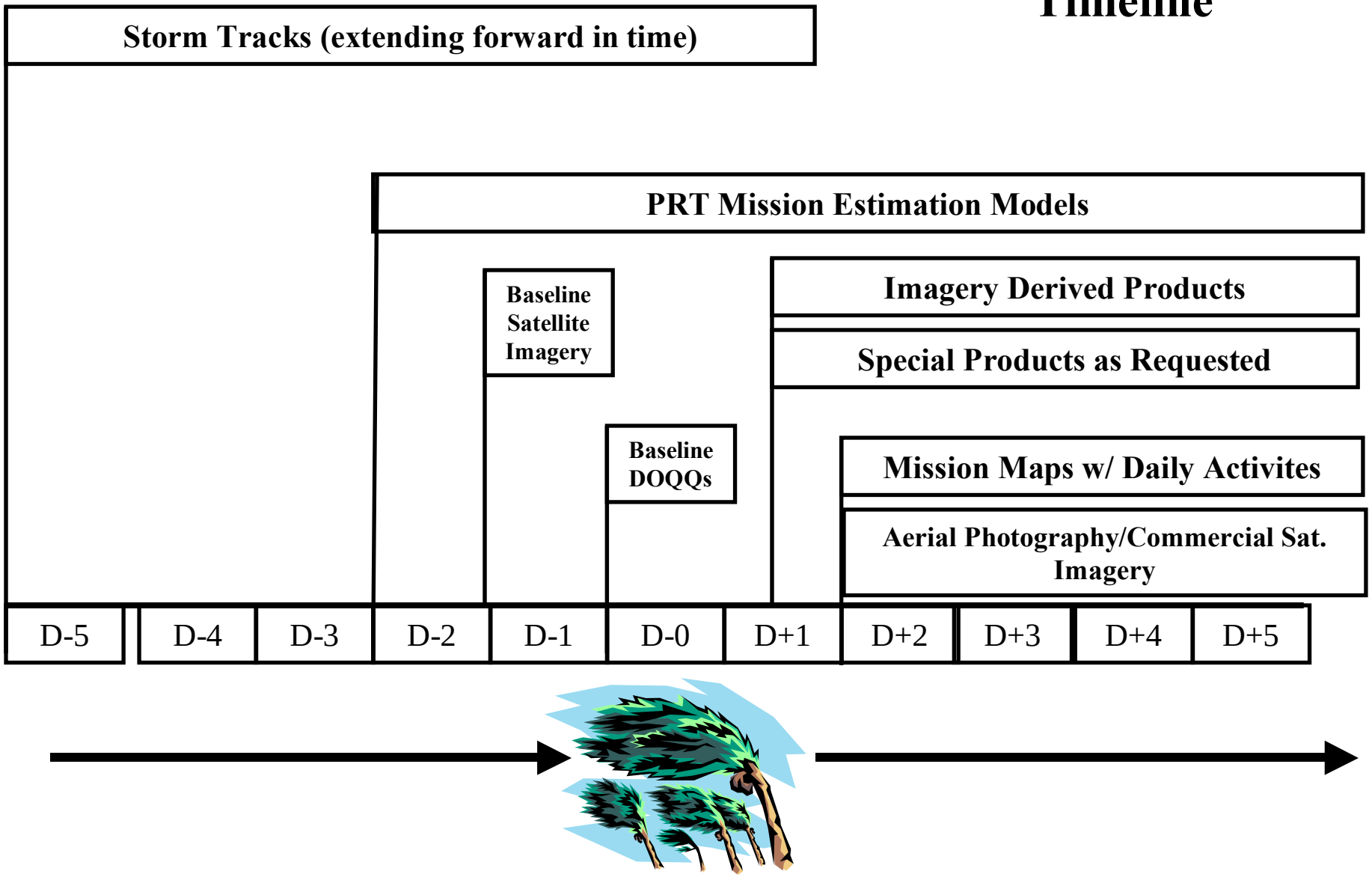
Section 9:

Decision Support Products

Section 9: Decision Support Products

Timeline	**Page 9-1**
Overview	**Page 9-2**
Mission Modeling Assistance	**Page 9-3**
ESF #3 Staffing Chart	**Page 9-4**

Timeline


Storm Tracks (extending forward in time)
PRT Mission Estimation Models
Baseline Satellite Imagery
Imagery Derived Products
Special Products as Requested
Baseline DOQQs
Mission Maps w/ Daily Activites
Aerial Photography/Commercial Sat. Imagery
D-5
D-4
D-3
D-2
D-1
D-0
D+1
D+2
D+3
D+4
D+5

Overview

Modeling: Models can be used to provide damage estimates for pre-disaster planning. Immediately following the disaster, models using ground truth data provides a comprehensive view of damage within the impacted area and verifies reports from the RNA and other assessment teams.

Satellite and/or Airborne Imagery: Satellite and/or airborne imagery can cover the entire affected area and enables a more accurate assessment of the damage than is provided by models. The acquisition of imagery can require unclouded sky conditions (visible through infrared portions of the spectrum), and the imagery may require some form of analysis. If the imagery is to be combined with other geospatial data in a Geographic Information System (GIS), the imagery also will have to be rectified. Imagery can be interpreted to show the intensity of the damage, and if at sufficiently large scale may be interpreted for specific damage type such as downed power lines, loss of roofs, loss of rafters, and damage to specific buildings (e.g., power plants). There is, however, likely to be a gap varying from hours to days between the occurrence of an event and the availability of rectified and/or interpreted imagery.

GIS during response: Data within GIS can be combined with damage models and imagery in a variety of ways. It is possible to determine within areas of predicted or interpreted heavy, moderate, and light damage how many structures of particular types occur (e.g., mobile homes, hospitals, and power plants). In a similar way information in the geospatial databases can be used to provide information to emergency responders about the locations of facilities that need to be examined to determine power requirements (e.g., hospitals) or that need to be evaluated from an engineering standpoint before they are reoccupied (e.g., schools). Geospatial data may include the locations of levees and levee heights, closing structures, and other information necessary to protect areas as floodwaters are rising. Any feature that has a geographic location can be mapped, and the maps provided in printed or electronic form (i.e. distribution points for ice and water, shelter locations, etc.).

GIS during Recovery: Mapping provides a critical tool during recovery for tracking the status of missions. Maps can be designed to report accomplishments over the last 24 hours, accomplishments to date, and total to be accomplished. Data can be placed on the map for the reporting zones and also can be presented in graphs that show daily and target performance. Map production requires tabulation of daily performance for each reporting unit and providing of the data to the mapping staff.

Mission Modeling Assistance

USACE Hurricane Mission Modeling Assistance:

- Through the use of Geospacial tools ENGLink Interactive is able to provide Mission Managers with Mission Models. These Models will provide estimates of possible debris volumes and needs for water and ice, starting about three days prior to a forecasted hurricane landfall. Estimates will be developed and posted on ENGLink shortly after the 1200 zulu release of the National Hurricane Center (NHC) forecasts.
- The Mission Models will be available during all storms. The first model will be approximately three days before landfall, the last model will be one to two days after landfall.
- About three days before landfall a three scenario model will be developed for each mission area. The Three scenarios will be a worst damage track, a most probable track and a least damage track scenario - all scenarios within the cone of possible impact forecasted by National Hurricane Center (NHC). Similar information will be developed about two days before landfall. Models will be created at 1200 zulu and 2000 zulu hours about one day before landfall for the most probable landfall scenario. Models will be created as soon after landfall as information is available with postings as close to six-hour intervals as possible. The final posting of models will be about one day after landfall at least at 1200 zulu and additional postings as new information warrants.

ESF #3 STAFFING CHART

The staffing chart below is based on the following scenario assumptions:

- **700,000 people without power**
- **10,000,000 cubic yards of debris**
- **20,000 temporary roofs**
- **Temporary housing**
  - **1,000 travel trailers**
  - **5, 000 mobile home**
- **Emergency Power**
  - **800 assessments**
  - **300 installations**

	Non-Mission Specific*	Ice	Water	Power	Debris	Housing	Roofing	Total
JFO	7	1	1	2	2	2	2	17
RFO	3							3
Support	30	1	1	1	5	10	4	52
Operations	8	3	3	28	2	4	2	50
Logistics	20	8	6	8		4	2	48
Field Ops	8				3	2	2	15
EFO - 1					32	30	45	107
EFO - 2					32	25	45	102
EFO - 3					32		45	77
EFO - 4					32		45	77
EFO - 5					32			32
Total	76	13	11	39	172	77	192	580

* Typically, non-mission specific personnel should not exceed 10-15% of total RFO Staffing

APPENDIX A:

Deployment & Operations Checklist

APPENDIX A:
Deployment & Operations Checklists

Commander's "Top Ten" Checklist	**Page A-1**
Team leader Checklist	**Page A-2**
Mission Scoping Checklist	**Page A-4**
Individual Deployment Checklist	**Page A-5**
ESF #3 Supplies and Equipment Checklist	**Page A-6**
ERT-A Equipment Checklist	**Page A-7**
ERT-A Supply Checklist	**Page A-8**

Commander's Top Ten Checklist

1. Execute a response TDA designed for rapid mob/demob (including augmentation) as missions evolve.

2. Coordinate with the Team Leader/Assistant Team Leader cadre at key ESF #3 positions (EST, RRCC, ERT-A, ERT). Assign trained, experienced personnel to assist/staff ESF #3, Planning Response Teams (PRT) and other key response TDA positions.

3. Request activation of trained National teams as needed. Use organic Planning Response Teams and/or request augmentation of additional PRT from the UOC.

4. Establish liaison with all appropriate Federal, State and local agencies.

5. Assign separate trained information and reporting team(s) at all USACE operating sites.

6. Do not overload a "victim" district with initiation of critical NRP missions.

7. Double check capability of pre-identified contractors to meet mission requirements. Use the Mission and Function Guidebooks for mission execution.

8. Execute an aggressive Public Affairs / Congressional Affairs campaign from the outset.

9. Assure all responders understand the basic policies of PL 84-99 and the National Response Plan.

10. Keep financial management processes well oiled to facilitate rapid fiscal closeout

Team Leader Checklist

Team Leader Checklist

COMMUNICATIONS

Division Commander/Division, District EM's/DFC

- ❑ Communicate your TL responsibilities, TL relationship with permanent cadre, funding flow, mission scoping, federal level coordination, and FOS missions
- ❑ Layout of battlefield… key FEMA personnel, ROC, JFO structure and DFC/ERRO relationships
- ❑ Information flow, conference calls, stat reports, sitreps, and mission assignments
- ❑ Relationship between Action Officers, Mission Managers and CT
- ❑ Relationship between Mission Assignments and taskers.
- ❑ PL 84-99, emergency dredging, and military customers

ROC

- ❑ ROC to JFO communications/hand-off, verbal, emergency, pre and post declaration mission assignment

RESOURCES

- ❑ Special Action Officers for PL84-99 or large O&M projects
- ❑ Admin Support
- ❑ Additional ATL's for night shift and FOS mission management
- ❑ Permanent Cadre support
- ❑ ERRO support, RSOI (RM, LM), EM (night shift)
- ❑ SME's, mission and Functional
- ❑ ATL support to staging operations
- ❑ ACI Contractor reps
- ❑ 249th Activation
- ❑ DTOS Support - ROC, JFO, ERRO, & Staging Operations
- ❑ ENGLink Strike Team (ERRO, staging operations)

OPERATIONS (Key items of interest)

Power

- ❑ Assessment Team communications - DTOS Iridium Phones, FEMA cell, or V-sat
- ❑ ACI contractor install equipment must be in Pre-dec MA to execute early installs, i.e. lift and haul capability
- ❑ ENGLink LT SME
- ❑ Movement of large KW gensets
- ❑ Have a Power SME on board early to assure all necessary contract line items are activated and teams are postured for success

Water and Ice

- ❑ Does the state have a distribution plan?
- ❑ Does the state have the resources?
- ❑ Assure FEMA knows the state's capabilities.
- ❑ Adjust Pre-declaration mission to provide adequate pre-positioned commodities based on potential damage, population impacted and power outages.
- ❑ Assure the ACI contractors and logistics are part of the supply and distribution planning.
- ❑ Beware of weekend start-ups.
- ❑ Planning must include ability to turn around trucks quickly, consider stockpiling ice at forward staging areas, drayage, and storage.
- ❑ The RSC/ENGLink can produce planning support for locating state staging areas if requested.

Debris

- ❑ Request SME and ACI reps early when the potential for a debris mission for direct federal assistance is high.
- ❑ FEMA's 70 hour rule for time and materials contracts do **not** apply to USACE.
- ❑ The state/local governments are responsible for providing temporary disposal/reduction sites.
- ❑ USACE will provide monitors for federal oversight of a local contract, but USACE will **not** provide monitors for direct quality control over a local contract.

Housing

- ❑ The state/local governments are responsible for providing temporary housing sites.
- ❑ Be prepared to provide all environmental clearances and build to meet local codes.

Verbal Mission Assignments

- ❑ Who gave you the Verbal Mission Assignment:
  - Emergency Response Team (ERT) Leader
  - Operations Section Chief
  - Infrastructure Branch Chief

  Funding amount:

  What type of funding?
  - Pre-Declaration.
  - Emergency Declaration.
  - Disaster Declaration.

Team Leader Checklist Con't

- Pre-scripted funding amount used.
- Pre-scripted funding amount not used.
  - Have you discussed ramifications of using a lesser amount?
  - Identify the potential ramifications of using the lesser amount (e.g. items that can not be provided).
  - Do you know all the requirements for a greater amount?
  - What does FEMA expect beyond the pre-scripted requirements.

What is the timeframe?

Complete the Verbal Mission Assignment MFR.
Provide copies to:

- Division Forward Commander (if identified)
- Division Commander
- District EOC responsible for the disaster area of operations.
- HQ-UOC

Place a copy in your mission notebook.

Mission Scoping Checklist

- Work with FEMA to deploy early to the RRCC/NRCC and activate Planning Response Teams early to enhance early on mission scoping processes.
- Work with state and local governments in developing mission scope.
- Use "models" to assist in scoping disaster needs. Adjust as necessary; for example, ask states how many distribution points will be set up and determine how much ice and water can be distributed at each point.
- In general, estimate ice and water for approximately 30 days (adjust as needed to fit the disaster).
- When estimating scope of missions, put caveats in as needed when information is lacking and make adjustments as information comes available.
- Rapid Needs Assessments may provide initial indicators of types of missions USACE may receive.
- Census information can assist (types of housing, languages, and other useful information).
- Use Remote Sensing/Mapping and Photography as tools to assist with scoping missions. Requests for Remote Sensing/GIS support outside of the MSC goes to the UOC.
- Use American Red Cross (ARC) figures, but take into account that the ARC may be using different measures for determining damage (for example, ARC estimates for moderate/heavily damaged homes have been roughly 3 times the number that USACE would consider moderate/heavily damaged because of differing definitions).
- In addition to on-site employees, make use of people outside of the disaster area to assist in scoping mission (individuals outside of the disaster area may be getting better information regarding the scope and magnitude of the disaster).
- Plan the "end-state" at the beginning.
- Use the Subject Matter Expert support to help scope missions.
- Coordinate early with ESF #12 to get indications of how quickly (and where) power grid may be restored. Actively participate in energy related meetings.

Individual Deployment Checklist/Considerations

Individual Preparedness Checklist

- 2-Week Supply of Clothes
  - Visibility Shirts, Jacket, Hat, etc.
  - Casual Dress
- 2-Day Supply of Canned/Freeze-dried Food
- 2 Large Trash Bags/Ties
- Appropriate Personal Protective Equipment
  - Hearing Protectors
  - Safety Shoes
  - Hard Hat
- Credit Card
- Travel Cash--$500 min; Islands - $1000
- Driver's License
- Execute Will
- Durable Power of Attorney
- Spouse/Friend
- Bills
- Mail
- Newspapers
- Pets
- Winterize Your Home

Health and Hygiene Considerations

- Non-refrigerated Medicine
- Imodium
- Pepto-Bismol
- Emetrol
- Pain Reliever
- Insect Repellant
- Eye Drops
- Extra Reading Glasses
- Sun Glasses
- Sun Screen
- Chap Stick
- First Aid Kit
- Prep Pads
- Stin-Kill Swipes
- Field Bath
- Wet Ones
- Antibacterial Soap

ESF #3 Supplies and Equipment Checklist

Supplies

- Stapler (1 each)
- Staples (1 box)
- Pens (1 box)
- Clips (1 box)
- Bond paper (1 ream)
- Note pads, steno (2 each)
- Highlighters (1 box)
- Binder, 3-ring, 2” (2 each)
- Index sheets (dividers) (2 sets)
- Post-Its, 1-1/2 x 2"& 3 x 5” (2 pads of each)

Equipment

- Laptop Computer (1 each)
- E-mail, ENGLink internet capability
- Alternate communications programs
- Word processor (MS Word, etc.)
- Telephone extension cord with connections
- Regulations & Guidance:
- ER 500-1-1 or mini version (1 each)
- ER 11-1-320
- ESF #3 Field Guide
- OF 271 - Conversation Record
- OF 363 - Memo of Call
- SOP for e-mail and alternate commo program
- USACE EM telephone directory
- MSC/District phonebook

ERT-A ESF #3 Equipment Checklist

- Calculator with tape (1 each)
- Fax Machine (1 each)
- Camera 35mm (1 each) and/or Digital Camera
- Cellular Telephones (2 each)
- Computers (Word Processing, database)
- Laptop / Notebook (1/each person)
- Memory Stick/Jump Drive
- Copy Machine (auto feed, programmable, plain paper) (1 each)
- Laser Printer (2 each)
- Computer CD's with:
    - Current version of Windows
    - Current version of MS Office Suite
    - Mission Guide
    - Function Guide
    - Temporary Housing,
    - DeLorme Street Atlas, USA/GPS
    - Copy of ACI Contracts (Water, Ice, Emergency Power, Debris, Temporary Roofing)
- Red Book
- ESF #3 Field Guide
- File cabinet (1 each)

ERT-A / ESF #3 Supply Checklist

- Batteries, sizes AAA, AA, C, and D (1 box EA)
- Binder clips, large (1 package)
- Binder clips, small (1 package)
- Boxes, storage (1 package)
- Calendar (2 each)
- Calculator paper roll (1 box)
- Cheese cloth (1 package)
- Cleaner (Windex type) (1 box)
- Clipboards (10 each)
- Coffee pot (1 each)
- Copy machine toner (1 box)
- Correction fluid, white (1 box)
- Correction fluid for copies (1 box)
- Cups, foam 8 oz. (hot) (1 package)
- Dictionary (2 each)
- Diskettes,3 1/2 inch (3 boxes)
- Easel (1 each)
- Envelopes, letter size and brown (1 box)
- Envelopes, interoffice (1 box)
- Extension cords (10 each)
- Facsimile toner (1 box)
- File folders, letter size and legal size (1 box)
- File basket (10 each)
- File labels (1 box)
- Film, 35mm (1 each)
- First aid kit (3 each)
- Flashlights (1 per person)
- Flip chart (1 each)
- ESF #3 operations forms
- Travel orders forms
- Requisition forms
- Time sheets (1 box)
- Hard hats (1 per person)
- Index tabs (1 box)
- Jackets, USACE logo (Various Sizes) (1 box)
- Magnetic signs, USACE logo (1 box)
- Maps state, county, city, project (as required)
- Markers, permanent red / black / blue (1 box each)
- Markers, highlighter (1 box)
- Note pads (Post-It) 3x5 inch (1 box)
- Note pads (Post-It) 1x2 inch (1 box)
- Notebooks (Steno Type) (2 boxes)
- Paper 8 1/2 x 11 white/blue/ yellow (1 ream each)
- Paper towels (2 rolls)
- Paper 8 1/2 x 14 white/blue/ yellow (1 ream)
- Paper, letter head (1 ream)
- Paper clips (1 box)
- Pencil, #2 writing (1 box)
- Pencil sharpener, battery operated (1 each)
- Pencil, red (1 box)
- Pens, felt tip red / blue/black (1 box each)
- Pens, ballpoint red/blue/black (1 box each)
- Pins, push (1 packet)
- Pliers (1 each)
- Power strips (12 each)
- Punch, 3-hole (1 each)
- Punch, 2-hole (1 each)
- Regs. and SOPs: Regional FRP, ER 500-1-1, ER 11-1-320, ESF 3 Mission Guides, OF 271, OF 363, SOP for CC Mail, EM., MSC and District Telephone Dir. (1 each)
- Rubber bands, assorted sizes(1 packet)
- Ruler, engineer scale (1 each)
- Scissors (1 each)
- Screwdriver, slot & Phillips (1 each)
- Shirts, EM (White) (various sizes) (2 boxes)
- Staple remover (6 each)
- Stapler (6 each)
- Staples (3 boxes)
- Triangles
- Tape, masking (1 packet)
- Tape, filament (3 rolls)
- Tape dispenser w/ tape(1 each)
- Telephone message pads(1 packet)
- Telephone books: MSC/EM/local (1 each)

Appendix B

Key Forms and Memos

Appendix B: Key Forms and Memos

Action Request Form (ARF)	B-1
Blank MA Form	B-2
Verbal Mission Assignment MFR	B-3
Mission Assignment Task Order	B-4
Mission Assignment Subtasking Request	B-5
Verbal Tasking MFR	B-6
ESF #3 Status Report	B-7
Action Officer Progress Form	B-8
Tasking/Action Log	B-9
ESF #3 Facsimile Form	B-10
FEMA Mission Tracking Record	B-11
Mission Closeout Memo	B-12
Lesson Learned/Recommendations	B-13
ESF #3 Personnel Emergency Roster	B-14

U.S. Department of Homeland Security Federal Emergency Management Agency **ACTION REQUEST**	See Reverse for Paperwork Disclosure Notice	OMB No. 1660-0047 Expires November 30, 2007

I. REQUESTING ASSISTANCE (To be completed by Requestor)

1 Requestor's Name (Please Print)	2. Title	3. Phone No.
4. Requestor's Organization	5. Fax No.	6. Email Address

II. Requested Assistance (Completed by Requestor)

1. Description of Requested Assistance:

2. Quantity	3. Priority: ☐ Lifesaving ☐ High ☐ Life sustaining ☐ Medium ☐ Normal	4. Date and Time Needed

5. Delivery Site Location:	6. Site Point of Contact (POC)	
	7. 24 Hour Phone No.	8. Fax No.
9. State Approving Official Signature		10. Date

III. Sourcing the Request - Review/Coordination (Operations Section Only)

1
- ☐ OPS Review by: _____
- ☐ Log Review by: _____
- ☐ Other Coordination by: _____
- ☐ Other Coordination by: _____
- ☐ Other Coordination by: _____

2
- ☐ Donations
- ☐ Other (explain)
- ☐ Requisitions
- ☐ Procurement
- ☐ Interagency Agreement
- ☐ Mission Assignment

3. Immediate Action Required: ☐ Yes ☐ No	4. Date	5. Time Assigned
6. Action Request ESF# Other	7. Assigned to	

IV. STATEMENT OF WORK (Operations Section Only)

1. OFA Action Officer:	2. 24 Hour Phone No.	3. Fax No.
4. FEMA Project Officer:	5. 24 Hour Phone No.	6. Fax No.

7. Justification / Statement of Work:

8. Estimated Completion Date:	9. Cost Estimate:

V. Action Taken (Operations Section Only)

☐ Accepted ☐ Rejected ☐ Accountable Property Coordinated with APO

Disposition:

TRACKING INFORMATION (FEMA USE ONLY)

ECAPS/NEMIS Task ID:	Action Request No.	Program Code/Event #:	☐ Originated as verbal
Received by (Name and Organization):	State:	Date/Time Submitted:	

FEMA Form 90-136, NOV 04 (This particular form has been updated for compatibility with DART)

FEDERAL EMERGENCY MANAGEMENT AGENCY **MISSION ASSIGNMENT (MA)**	See Reverse for Paperwork Burden Disclosure Notice	**O.M.B. NO. 3067-0278** **Expires February 29, 2004**

I. TRACKING INFORMATION (FEMA Use Only)

State:	Action Request #:
Program Code/Event #:	Date/Time Rec'd:

II. ASSISTANCE REQUESTED ❑ See Attached

Assistance Requested:

Quantity:	Date/Time Required:	Internal Control #:

Delivery Location:

Initiator/Requestor Name:	24-hour Ph #s:	24-hour Fax #s:	Date:
POC Name:	24-hour Ph #s:	24-hour Fax #s:	Date:
* State Approving Official (Required for DFA and TA):		Date:	

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to:	❑ ESF #: ❑ Other:	Date/Time:	Priority: ❑ 1 Lifesaving ❑ 3 High ❑ 5 Normal ❑ 2 Life sustaining ❑ 4 Medium

IV. DESCRIPTION (Assigned Agency Action Officer) ❑ See Attached

Mission Statement:

Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at www.fema.gov/ofm/ofed_agencies.shtm.

Assigned Agency:	Projected Start Date:	Projected End Date:
❑ New or ❑ Amendment to MA #:	Total Cost Estimate: $	
Assigned Agency POC Name:	Phone and fax #s:	

V. COORDINATION (FEMA Use Only)

Type of MA: ❑ Direct Federal Assistance State Cost Share (0%, 10%, 25%)	❑ Technical Assistance State Cost Share (0%)	❑ Federal Operations Support State Cost Share (0%)
State Cost Share Percent: %	State Cost Share Amount: $	
Fund Citation: 20__-06-_____-_____ XXXX - 250__ - D	Appropriation code: 58X0104	

Mission Assignment Coordinator (Preparer):	Date:
** FEMA Project Officer/Branch Chief (Program Approval):	Date:
** Comptroller/Funds Control (Funds Review):	Date:

VI. APPROVAL

* State Approving Official (required for DFA and TA):	Date:
** Federal Approving Official (required for all):	Date:

VII. OBLIGATION (FEMA Use Only)

Mission Assignment #:	Amt. This Action: $	Date/Time Obligated:
Amendment #:	Cumulative Amt. $	Initials:

* Signature required for Direct Federal Assistance and Technical Assistance MAs.
** Signature required for all MAs.

FEMA Form 90-129, Oct 02

REPLACES ALL PREVIOUS EDITIONS

MFR for Verbal Mission Assignment

Memorandum for Record

SUBJECT: FEMA Verbal Mission Assignment

1. On , verbal funding authority for the following mission assignment has been ordered by at FEMA Region for the U.S. Army Corps of Engineers.

Mission:

FEMA Program Code: - (For pre-declaration the program code will be 7220-SU, for post-declaration the code will be either 3XXX-EM or 1XXX-DR)

Mission Assignment Number: COE - -

Event and Name Description:

Disaster State (2 letter designation):

Estimated Completion Date:

Amount Authorized:

Total Amount Authorized for the Mission:

2. Funding for this mission assignment may be entered into the accounting system based upon a verbal authority. The funding citation is 06-9094-2501-D. The source appropriation is 70X0702. A written Mission Assignment (MA) will follow up this verbal mission assignment within 2-3 days.

U.S. Army Corps of Engineers

Federal Approving Official

MA TASK ORDER FORM *

Federal Emergency Management Agency

Region (XX)

(Location)

MA & Task #				DR/EM/SU #:	
Other Tracking #				Date & Time Received:	
Requestor:				Telephone:	
☐	Supporting Documentation Attached				
PRIORITY LEVEL			SCHEDULE		Cost Estimate **
☐ Urgent	☐ Immediate	☐ Routine	Beginning Date	Completion Date	

Description of Task:

Accepting Official (Federal Agency Action Officer):			ESF#:
Site Point of Contact (if different from AO):			
Address:			
Phone:		Fax:	
E-Mail:			

COMMENTS: (use back or separate page for additional space):

*** Project Officer's Name:		Phone #:	
Project Officer Signature:		Date:	

* Not to be used for subtasking to another (supporting) Federal Agency

** The tasking form does not obligate further funds. It details expenditures of existing obligation

*** Following signatures please provide information copy to FEMA MAC

ESF MISSION ASSIGNMENT SUBTASKING REQUEST

FEMA-Assigned MA Number: **ESF Primary Agency:**

Subtasked Agency: **State** **Disaster No:**

Tasking Statement/Statement of Work

Project Completion Date: **Authorized Funding:**

Reimbursement Procedure Upon completion of scope of work, the subtasked Federal agency will submit a SF 1081, or other approved Treasury form to request reimbursement, detailing expenditures and activities to:

(ESF Primary Agency)

(Address)

The ESF primary agency will:

(1) Review the reimbursement request and recommend approval or disapproval within 10 workdays of receipt.

(2) Return approved reimbursement requests to subtasked agencies that use the Intra-governmental Payment and Collection (IPAC) system for transaction processing and simultaneously forwarding supporting documentation to the DFC.

(3) Forward approved reimbursement requests from non-IPAC agencies to the Disaster Finance Center. The Disaster Finance Center will send payment directly to the subtasked agency for non-IPAC agencies.

Statutory Authority: Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C 5121-5201.

Authorizing Officials:

The work described in the above tasking statement will be completed in support of the Federal Response Plan.

Authorizing Official, Subtasked Agency Date

Authorizing Official, ESF Primary Agency Date

Following signatures please provide information copy to FEMA MAC and Project Officer.

MFR for Verbal Tasking

Memorandum for Record

SUBJECT: FEMA Verbal Tasking

1. On , verbal tasking authority for the following mission assignment has been ordered by at FEMA Region I for the U.S. Army Corps of Engineers.

Mission: Debris

Tasking:

FEMA Program Code: -SU (For pre-declaration the program code will be 7220-SU, for post-declaration the code will be either 3XXX-EM or 1XXX-DR)

Mission Assignment Number: COE -LRD-Not Assigned

Event and Name Description:

Disaster State (2 letter designation):

Estimated Completion Date:

FEMA Approving Official U.S. Army Corps of Engineers

ESF #3 Status Report

ESF#3 STATUS REPORT

1. ESF #3 STATUS REPORT #

2. DATE / TIME

3. CURRENT ACTIVITIES: Typical Information provided:

- Activation status of: ESF#3 / ERT-N / ERT-A / ERT / JIC / ESF#5 / Prime Power and LERT / DTOS
- Status of issuance for each ESF#3 mission assignments.
- ERRO site identification
- ERRO Operations
- Activation status and location of Mobilization Centers/Staging Areas /DFO facilities.
- Movement of Resources: Status of IRR / Status and deployment of generators, (timeline, number/size available, BOM, transportation) / Plastic Sheeting / Furring strips / FEMA water & FEMA ice
- FCO designation, timeline, deployment timeframe
- Rapid needs assessment team deployment status
- ERT-A deployment status Activation status and location of Mobilization Centers/Staging Areas /DFO facilities.

4. PROJECTED ACTIVITIES:

5. ISSUES / PROBLEMS:

ESF #3 TEAM LEADER

ACTION OFFICER'S PROGRESS REPORT
ESF #3

DATE/TIME:

FEMA MISSION ASSIGNMENT: COE-LRD-01

NEXT 24 HOURS:

CURRENT STATUS:

PROBLEMS/HOTSPOTS:

TODAY'S PRIORITIES:

Action Officer

Tasking/Action Log

This log is maintained by the ESF #3 staff to keep track on the status of tasks/actions which have been sent to the District Response and Recovery Office for execution. It serves as a record for suspenses and completions of the various tasks. It compiles the correlation of tasks with the proper RFA and mission assignments. This is necessary to ensure that the tasks are charged to the appropriate funding account.

Task #	Dage/Time	TO	RFA #	MISSION #	ACTION OFFICER	LOCATION	DATE/TIME

US Army Corps
of Engineers

ESF#3

Public Works and Engineering

FACSIMILE HEADER SHEET

TO: _____

- FAX Number: _____
- Office Number: _____

FROM: _____

- FAX Number: _____
- Office Number: _____

Number of Pages: _____ (Including Header)

Remarks: _____

_____

_____

_____

_____

_____

_____

_____

_____

FEMA Mission Tracking Record

Since the ESF #3 Team is responsible for receiving most of the FEMA Mission Assignments and deal directly with FEMA on all mission scope changes and related funding. This team is responsible for maintaining a master record of all missions to include changes and the related funding. This record should be a summary of all mission transactions to include mission #, initial dates of all mission actions/changes, a brief mission/change scope and funding actions. It should be dated and updated each time there is a change and provided as an enclosure to the ESF #3 STATREP. Copies if this summary should also be provided to all ESF #3 Action Officers for their information

FEMA Mission Tracking Record

Mission Number	Date	Mission Statement	Funding Allocation(s)

Mission Closeout

Every mission requires a close-out letter acknowledging the physical (not financial) completion of all activities related to that mission. This letter must be concurred with by FEMA in all cases. When cost sharing is involved, the State/Commonwealth/Territory must also concur. These letters will identify the mission name/number, a brief description of the work accomplished, and a concurrence/non concurrence block.

ESF #3 (Public Works and Engineering) **Date**

MEMORANDUM FOR: (FEMA Approval Authority)
(State Approval Authority, if applicable)

SUBJECT: Physical Completion of Mission COE-????

1. (Brief overview of when the mission was received and what was accomplished in the execution)

2. This mission is considered physically complete with the exception of fiscal close out. Upon completion of the fiscal review excess funding will be returned and the mission closed out.

ESF #3 Team Leader

Lessons Learned/Recommendations/Suggestions

Every disaster we learn something new. Its essential that we capture the lessons learned and develop recommendations and suggestions that others can use in future disasters to improve the efficiency of our response and recovery operations. The form on page N-2 should be discussed and given to all ESF #3 Team Members at the beginning of their tour of duty. The ESF #3 Team Leader should collect the completed forms when the individual's tour of duty is completed. The Team Leader is responsible for ensuring that the information is included in the ESF #3 After Action Report or the effected divisions After Action Report. Every team member's input is very valuable for the successful execution of the USACE in future disasters.

ESF #3 Lessons Learned/Recommendations/Suggestions

DATE: _____

TO: _____ FROM: _____

1. TITLE: _____

2. OBSERVATION: _____

3. DISCUSSION: _____

4. LESSON(S) LEARNED: _____

5. RECOMMENDED ACTION: _____

6. COMMENTS: _____

ESF #3 Personnel Emergency Roster

The ESF #3 personnel emergency roster is used for several purposes. The primary purpose is to help keep track of personnel especially when they are housed in different locations. It also serves to tract the different types of missions they worked on and how long they were in the field. This data is needed when preparing awards and keeping a record of the different types of experience the individuals receive. The experience record can be helpful when needing a specialist for future disasters. Another purpose for this record is for medical reasons where personnel may get exposed to some type of hazardous material or contagious disease. It will provide a record of where the individuals worked, what they worked on and how long they were in the field. This record should be updated each time there is a change and provided as an enclosure to the STATREP.

ESF #3 Personnel Emergency Roster

Name / Office Symbol	Duty Assignment	Phone Number	Date Arrive	Date Departed	Hotel / Phone Number

APPENDIX C:

Fact Sheets

APPENDIX C: Fact Sheets

Fact Sheets

Movement Control Function	**Page C-1**
TPFDL	**Page C-2**
Saffir-Simpson Hurricane Industry Scale	**Page C-3**
Earthquake Magnitude /Intensity	**Page C-4**
EMAC	**Page C-5**
Support to ESF#9	**Page C-6**
249th Engineer Battalion (Prime Power)	**Page C-7**
Independent Assessment and Assistance Team (IAAT)	**Page C-15**
Presidential Disaster Declarations	**Page C-16**

Movement Control Function (MCF)

Movement Control Function (MCF) Concept

- ESF #1, single point of contact for transportation
- Coordinate non-military movement of IRR
- Execute transportation request from the NRCC/MCC, RRCC, state EOCs, and JFOs
- Manage resource status and tracking information
- Coordinate waivers of maritime, roadway, and airspace regulations

Interagency Response Team

- Locates airlift, surface, and marine resources
- Contracts with civil air carriers and coordinates military airlift
- Provides airlift rate information to requester
- Coordinates waivers for DOT highway, USCG, and FAA regulations
- Provides in-transit-visibility for all shipments
- Collects and distributes transportation infrastructure damage assessment information

ESF #1 Responsibilities

- Serve as team leader
- Provide contract officers
- Provide personnel to locate sources
- Provide administrative support
- Provide work area
- Coordinate flow control

USACE Responsibilities

- Coordinate Corps of Engineers movement information
- Coordinate movement request from Corps
- Serve as liaison to Corps of Engineers in Washington and Mob site

Concept for Moving Ice and Water

Transportation *included* with ice/water contract

- Corps of Engineers representative at ESF #1 Atlanta responsible for maintaining movement information
- ESF #1 Atlanta provides movement information to MCC, SEOC, RRCC/JFO

Transportation *not included* in contract

- Corps of Engineers representative at ESF #1 Atlanta coordinates requirement with ESF #1 contract officer
- Contract officer validates request with MCC/RRCC
- ESF #1 contracts transportation
- ESF #1 Atlanta provides movement information to MCC, SEOC, RRCC/JFO

Other Regions

- The Region IV ESF #1 team will provide support to Regions III and VI if requested by the RETCO

Time-Phased Force and Deployment List (TPFDL)

Introduction

The Time-phased Force and Deployment List (TPFDL), a management and operational tool routinely used by the military, is designed to orchestrate the simultaneous movement of critical resources to a disaster site in accordance with an established priority. The process demands advanced planning by the customer, the user of the system, and enables transportation planners to identify the transportation resources necessary to deploy essential response resources in a timely manner. The process, more importantly, enables transportation planners to evaluate the capabilities of the transportation system based on the demand and establish an orchestrated deployment schedule using all modes of transportation during the initial and subsequent phases of the response operation.

Description

The TPFDL appears as a computer printout that identifies team/unit/element, non-related cargo, and personnel that FEMA and other federal agencies desire to be moved. It is printed in what is commonly referred to as "level 4 detail," i.e., critical items of data and information used by transportation planners to identify the correct mode of transportation to move response resources. Inaccurate information can cause unnecessary delays in the movement of response resources. The information and data assist transportation planners in identifying a capability, a mode of transportation, i.e., airplane, rail, ship, or truck, to ensure the timely arrival of a critical resource. Examples of the essential information and data needed by transportation would include the cargo description, i.e., height, weight, and length, available and required delivery dates, and points of embarkation and debarkation.

Value

The TPFDL facilitates the orderly flow of critical response resources to the disaster site in advance of and during a disaster in the desired priority.

"Force Package" Concept

A "Force Package" is the total baseline list of federal response resources that would usually be deployed into a specific disaster area after an event. A Force Package is a grouping of "Force Modules," a smaller selection of key response resources that would be deployed into the disaster area on any given day. Force Modules, if deployed in the recommended priority, would normally address the most critical requirements of the state and local government's in the early stages of a disaster. The Force Package concept provides leadership and management with a list of those Force Modules being transported into the disaster area.

Saffir-Simpson Hurricane Intensity Scale

The Saffir-Simpson Hurricane Scale is a 1-5 rating based on the hurricane's present intensity. This is used to give an estimate of the potential property damage and flooding expected along the coast from a hurricane landfall.

- **Category One Hurricane:** Winds: ***74-95 mph*** (64-82 kt or 119-153 kph). Storm surge: generally 4-5 feet above normal. No real damage to building structures. Damage primarily to unanchored mobile homes, shrubbery, and trees. Some damage to poorly constructed signs. Also, some coastal road flooding and minor pier damage.

- **Category Two Hurricane:** Winds: ***96-110 mph*** (83-95 kt or 154-177 kph). Storm surge: generally 6-8 feet above normal. Some roofing material, door, and window damage of buildings. Considerable damage to shrubbery and trees with some trees blown down. Considerable damage to mobile homes, poorly constructed signs, and piers. Coastal and low-lying escape routes flood 2-4 hours before arrival of the hurricane center. Small craft in unprotected anchorages break moorings

- **Category Three Hurricane:** Winds: ***111-130 mph*** (96-113 kt or 178-209 kph). Storm surge: generally 9-12 feet above normal. Some structural damage to small residences and utility buildings with a minor amount of curtain wall failures. Damage to shrubbery and trees with foliage blown off trees and large tress blown down. Mobile homes and poorly constructed signs are destroyed. Low-lying escape routes are cut by rising water 3-5 hours before arrival of the hurricane center. Flooding near the coast destroys smaller structures with larger structures damaged by battering of floating debris. Terrain continuously lower than 5 feet above mean sea level may be flooded inland 8 miles (13 km) or more. Evacuation of low-lying residences with several blocks of the shoreline may be required.

- **Category Four Hurricane:** Winds: ***131-155 mph*** (114-135 kt or 210-249 kph). Storm surge: generally 13-18 feet above normal. More extensive curtain wall failures with some complete roof structure failures on small residences. Shrubs, trees, and all signs are blown down. Complete destruction of mobile homes. Extensive damage to doors and windows. Low-lying escape routes may be cut by rising water 3-5 hours before arrival of the hurricane center. Major damage to lower floors of structures near the shore. Terrain lower than 10 feet above sea level may be flooded requiring massive evacuation of residential areas as far inland as 6 miles (10 km).

- **Category Five Hurricane:** Winds: ***greater than 155 mph*** (135 kt or 249 kph). Storm surge: generally greater than 18 feet above normal. Complete roof failure on many residences and industrial buildings. Some complete building failures with small utility buildings blown over or away. All shrubs, trees, and signs blown down. Complete destruction of mobile homes. Severe and extensive window and door damage. Low-lying escape routes are cut by rising water 3-5 hours before arrival of the hurricane center. Major damage to lower floors of all structures located less than 15 feet above sea level and within 500 yards of the shoreline. Massive evacuation of residential areas on low ground within 5-10 miles (8-16 km) of the shoreline may be required.

Earthquake Magnitude/Intensity Description

Magnitude and Intensity measure different characteristics of earthquakes. Magnitude measures the energy released at the source of the earthquake. Magnitude is determined from measurements on seismographs. Intensity measures the strength of shaking produced by the earthquake at a certain location. Intensity is determined from effects on people, human structures, and the natural environment. The following table gives intensities that are typically observed at locations near the epicenter of earthquakes of different magnitudes.

Magnitude	Intensity	Description
1.0 - 3.0	**I**	Not felt except by a very few under especially favorable conditions.
3.0 - 3.9	**II - III**	**II.** Felt only by a few persons at rest, especially on upper floors of buildings. **III**. Felt quite noticeably by persons indoors, especially on upper floors of buildings. Many people do not recognize it as an earthquake. Standing motor cars may rock slightly. Vibrations similar to the passing of a truck. Duration estimated.
4.0 - 4.9	**IV - V**	**IV**. Felt indoors by many, outdoors by few during the day. At night, some awakened. Dishes, windows, doors disturbed; walls make cracking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably. **V**. Felt by nearly everyone; many awakened. Some dishes, windows broken. Unstable objects overturned. Pendulum clocks may stop.
5.0 - 5.9	**VI - VII**	**VI**. Felt by all, many frightened. Some heavy furniture moved; a few instances of fallen plaster. Damage slight. **VII**. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.
6.0 - 6.9	**VII - IX**	**VIII**. Damage slight in specially designed structures; considerable damage in ordinary substantial buildings with partial collapse. Damage great in poorly built structures. Fall of chimneys, factory stacks, columns, monuments, walls. Heavy furniture overturned. **IX**. Damage considerable in specially designed structures; well-designed frame structures thrown out of plumb. Damage great in substantial buildings, with partial collapse. Buildings shifted off foundations.
7.0 and higher	**VIII** or higher	**X**. Some well-built wooden structures destroyed; most masonry and frame structures destroyed with foundations. Rails bent. **XI**. Few, if any (masonry) structures remain standing. Bridges destroyed. Rails bent greatly. **XII**. Damage total. Lines of sight and level are distorted. Objects thrown into the air.

Emergency Management Assistance Compact (EMAC)

Public Law 104-321is the basis for EMAC and all 50 states, the District of Columbia, Puerto Rico and the Virgin Islands have enacted legislation to become members of EMAC. EMAC is the first national disaster-relief compact since the Civil Defense and Disaster Compact of 1950 to be ratified by Congress. The Emergency Management Assistance Compact (EMAC) is a mutual aid agreement and partnership between states that exists because, from hurricanes to earthquakes and from wildfires to toxic waste spills, all states share a common enemy: the constant threat of disaster. EMAC offers a quick and easy way for states to send personnel and equipment to help disaster relief efforts in other states. There are times when state and local resources are overwhelmed and out-of-state aid through EMAC helps fill such shortfalls.

EMAC offers the following benefits:

- EMAC assistance may be more readily available than other resources.

- EMAC allows for a quick response to disasters using the unique human resources and expertise possessed by member states.

- EMAC offers state-to-state assistance during Governor declared state of emergencies: EMAC offers a responsive and straightforward system for states to send personnel and equipment to help disaster relief efforts in other states. When resources are overwhelmed, EMAC helps to fill the shortfalls.

- EMAC establishes a firm legal foundation: Once the conditions for providing assistance to a requesting state have been set, the terms constitute a legally binding contractual agreement that make affected states responsible for reimbursement. Responding states can rest assured that sending aid will not be a financial or legal burden and personnel sent are protected under workers compensation and liability provisions. The EMAC legislation solves the problems of liability and responsibilities of cost and allows for credentials to be honored across state lines.

- EMAC provides fast and flexible assistance: EMAC allows states to ask for whatever assistance they need for any type of emergency, from earthquakes to acts of terrorism. EMAC's simple procedures help states dispense with bureaucratic wrangling.

- EMAC can move resources other compacts can't - like medical resources.

USACE Support to ESF #9 Urban Search and Rescue Missions

Under the National Response Plan, USACE, supports ESF #9 Urban Search and Rescue (US&R) mission. This includes developing, training, and equipping USACE personnel to operate as support to the FEMA US&R Task Forces.

- Technical Assistance Structural Engineers: Technical Assistance (ESF #3) Structural Engineers (TASE) support FEMA and other Agency efforts requiring structural engineering expertise. The individuals designated as TASE support are comprised of selected USACE personnel with a wide variety of structural engineering expertise who are tasked to address structural engineering design and construction issues. The TASE may be tasked to evaluate, design, construct, or repair buildings, bridges, critical facilities, etc. by combining local responders, military, USACE cadres personnel, and if possible a FEMA Task Force member.

- Structural Safety Assessment Planning and Response Team: The Corps has 4 Structural Safety Assessment Planning and Response Teams (SSA PRTs). The SSA PRT consists of a mission management cell (Action Officer, Mission Manager and Mission Specialist), a "just-in-time" training cell (Applied Technology Council-20 Training Officer) and the inspectors/inspection management cell (Supervisory Inspection Team Leader (1) and Inspection Team Leaders (4) and Safety and Occupational Health Professional (1)). The primary purpose of the SSA PRT is to provide habitability inspections as required, to support response and recovery efforts for safety evaluations of buildings. The purpose of these evaluations is to determine whether damaged (or potentially damaged) buildings are safe for use or if entry should be restricted or prohibited. The buildings are to be inspected for damage and assigned a safety rating or posting category in a uniform manner. Inspections are coordinated with the appropriate local officials.

Background: 249th Engineer Battalion (Prime Power)

Prime Power Mission: On order, deploy worldwide to provide prime electrical power and electrical systems expertise in support of military operations and the National Response Plan.

Organization: The 249th Engineer Battalion (Prime Power) is a U.S. Army Corps of Engineers asset headquartered at Ft. Belvoir, Virginia. The Prime Power battalion generates and distributes medium-voltage electrical power in support of warfighting, contingency, and disaster relief operations. The battalion also provides advice and technical assistance in all aspects of electrical power. It also maintains the Army's power generation war reserve.

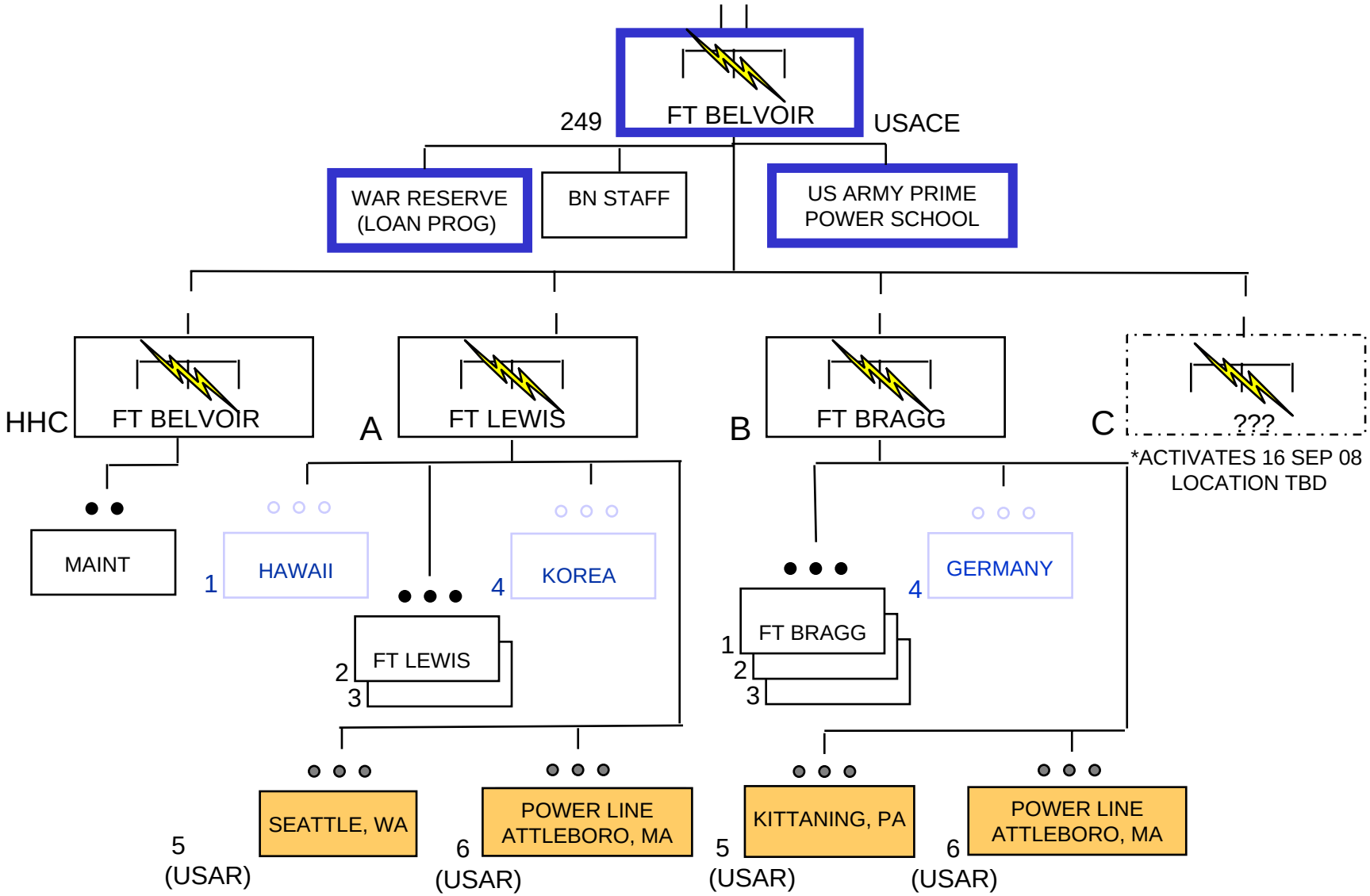
Prime Power Companies: The Battalion consists of two Prime Power Companies (a third will activate in FY08) and a Headquarters and Headquarters Company (HHC). Each Prime Power Company has a company headquarters, four active component Prime Power Detachments, one reserve component Prime Power Detachment and one reserve component Power Line Detachment. Each Prime Power Detachment (both active and reserve component), led by a Warrant Officer (210A) and a Master Sergeant (21X50), is comprised of two Prime Power Sections with 7 NCOs (21P) each. The reserve component Power Line Detachments, led by a Warrant Officer (210A) and a Master Sergeant (21X50), are comprised of three Power Line Sections with 5 Soldiers (21Q) each.

HHC, 249th En Bn (Prime Power) is headquartered at Fort Belvoir, Virginia. It is comprised of the battalion staff and a Heavy Maintenance Section, led by a Warrant Officer (210A) and a Master Sergeant (21X50) and comprised of 27 NCOs (21P).

A Company, 249th En Bn (Prime Power) is headquartered at Fort Lewis, Washington along with two active component Prime Power Detachments. Its other two active component Prime Power Detachments are located at Camp Humphreys, South Korea and Schofield Barracks, Hawaii. Its reserve component Prime Power Detachment is located in Tacoma, Washington and its reserve component Power Line Detachment is located in Attleboro, Massachusetts.

B Company, 249th En Bn (Prime Power) is headquartered at Fort Bragg, North Carolina along with three active component Prime Power Detachments. Its other active component Prime Power Detachment is located at Thompkins Barracks, Germany. Its reserve component Prime Power Detachment is located in Kittanning, Pennsylvania and its reserve component Power Line Detachment is located in Attleboro, Massachusetts.

Battalion Organization

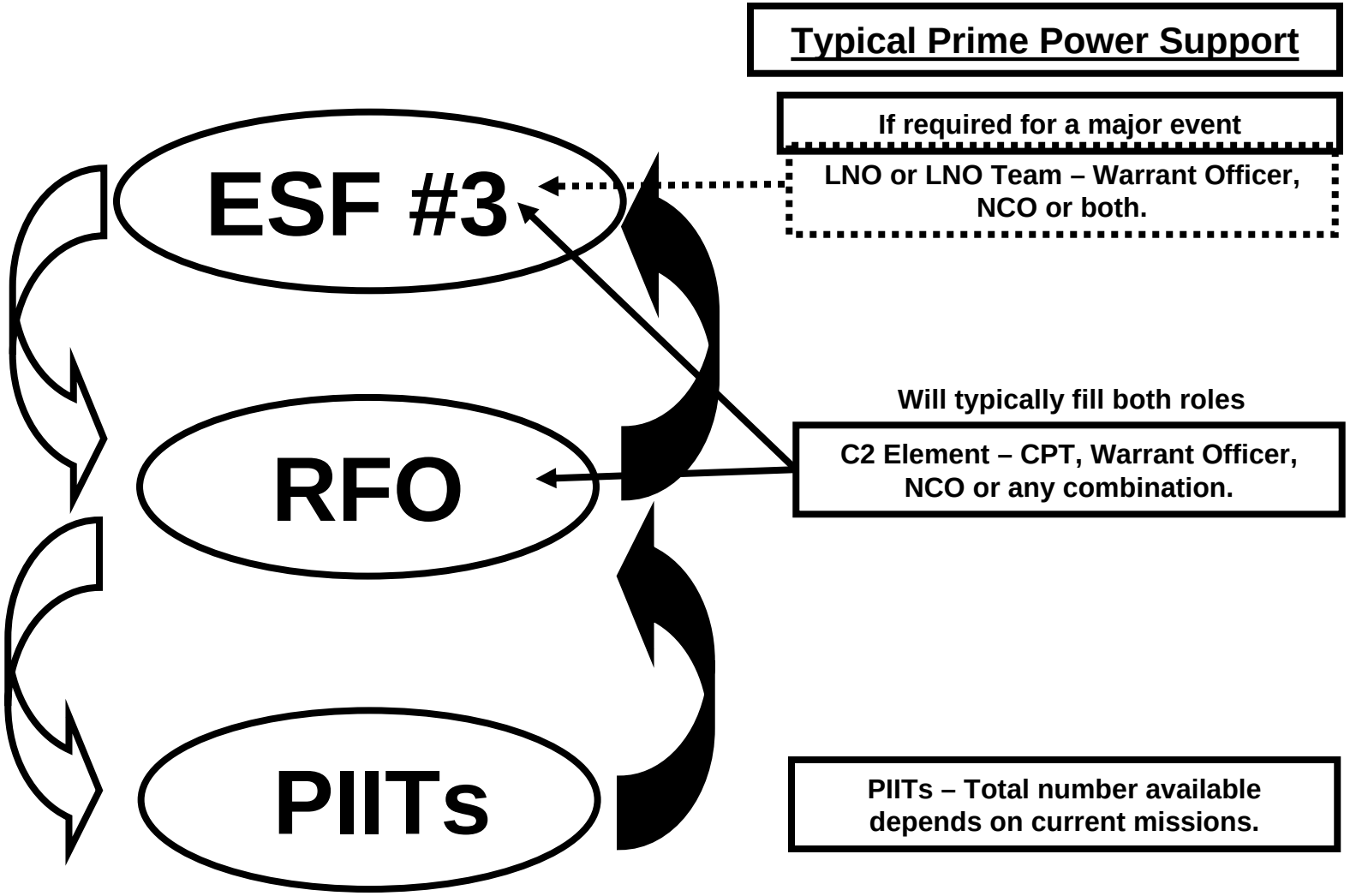


Prime Power Support to Disaster Operations

- The 249th En Bn (Prime Power) deploys as part of USACE's support to FEMA during natural disasters. During a major event (CAT IV or V Hurricane) the 249th would typically deploy a Liaison Officer (LNO) or LNO team (Warrant Officer and/or NCO) to work with USACE's ESF #3 Action Officer as part of the FEMA Emergency Response Team(s) (ERTs). In the event of multiple ERT activations, the 249th would support with multiple LNOs or LNO teams.
- The 249th En Bn (Prime Power) will normally deploy a Command and Control (C2) element to the Recovery Field Office (RFO) as part of the Power Planning Response Team (PRT). The PRTs are OPCON to the lead Division. The RFO serves as the command and control center for disaster relief operations for the Division. The C2 element serving the RFO does so as part of the PRT. In the event of multiple RFOs, the 249th would support with multiple C2 elements. In the majority of disaster response scenarios this C2 element would also serve as the liaison to the ESF #3 Action Officer.
- Depending on the nature of the disaster, the 249th En Bn (Prime Power) would typically deploy Pre-Installation Inspection Teams (PIITs) to conduct pre-installation inspections and other missions as required. The Power PRT Mission Manager, having operational control of Prime Power assets, determines the nature of these additional missions and prioritizes them as needed.

- Caveats:
  - All support to FEMA disaster relief operations is dependent on the availability of the 249th assets after fulfilling warfighting requirements.
  - 249th En Bn (Prime Power) fully supports participation in disaster relief operations, but as a strategic level warfighting asset, Prime Power should be used only when contract support is not available or as an augmentation to other, non-military assets. Based on this, Prime Power will carry the initial burden of pre-installation inspections and will be relieved in place as contract support becomes available.

Disaster Relief
ESF #3 Support



Prime Power Support to Disaster Operations
"Concept of Operations"

Concept: The 249th En Bn (Prime Power) is prepared to support USACE response at three distinct levels. These are with an LNO or LNO team as part of the ESF #3 team; Command and Control (C2) element as part of the PRT; and pre-installation inspection teams (PIITs).

- **LNO as part of ESF #3**. USACE deploys an ESF #3 team to the ERT-A before the disaster strikes (if possible). During a major event (CAT IV or V Hurricane) the 249th is prepared to deploy an LNO or LNO Team (Warrant Officer and/or NCO) as requested by the USACE Operations Center (UOC). This LNO or LNO Team is responsible for assisting in scope of work for the mission and determining the level of 249th involvement required, assisting the ESF #3 Action Officer by coordinating and advising the ESF #3 Action Officer on Prime Power operations.

- **C2 element as part of the PRT**. The affected USACE Division activates the RFO to support the FEMA Joint Field Office. USACE PRTs activate and report to the RFO. The 249th is prepared to deploy a C2 element (either a CPT, Warrant Officer, NCO, or a mix) to support the PRT. This C2 node is responsible for advising the Power PRT Mission Manager on Prime Power operations, command and control of Prime Power PIITs, and issuing mission assignments from the mission manager to the assessment team. Part of this C2 element would typically be located at the generator staging yard. In the majority of disaster response scenarios this C2 element would also serve as the liaison to the ESF #3 Action Officer.

- **Pre-Installation Inspection Teams (PIITs)**. These teams are activated as requested by the UOC. The teams work directly for the C2 element as directed by the Power PRT. In most cases, a few teams will be activated and will deploy prior to the event with additional teams deploying as required after landfall. The teams consist of two NCOs (21P). Most of the tasks the PIITs will be pre-installation inspections, but other tasks could include generator installations, generator de-installations, quality assurance to contract services, generator repair and maintenance, generator preparation for shipment or any other task assigned to the 249th by the Mission Manager.

Prime Power Detachment
Personnel and Equipment

Personnel

1 - CW3 (210A)

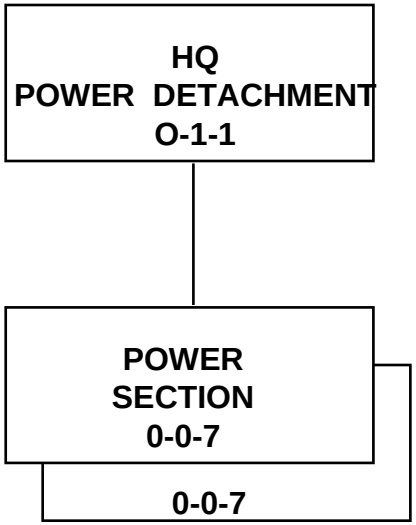
1 - MSG (21X)

2 - SFC (21P)*

6 - SSG (21P)*

6 - SGT (21P)*

*ASI distribution:
4 ea S2 - Mechanic
8 ea S3 - Electrician
2 ea E5 - Instrumentation Technician



Equipment

4 – MEP-PU-810B (840 kW)
4 – Operator Remote Term.
11 – (SDC) 150 KVA
34 – (PDP) 25 kW
2 – (PDP) 35 kW
2 – (RALS)
1 – M998
1 – 2-1/2 T LMTV w/ trlr
1 – Contact Truck
1 – 10K fork lift

Capabilities

Support to the Warfighter

- Provide electrical power technical assistance
- Assess and repair existing power infrastructure
- Provide power contract oversight as COTR
- Conduct power system QA/QC
- Design, install and operate interim power with organic or contracted equipment
- Maintain/ repair distribution systems & substations

Support to the NRP

- Provide up to seven 2-Soldier Pre-Installation Generator Inspection teams IAW ESF #3 SOP
- Provide up to seven 2-Soldier generator install teams
- Operate and maintain power generation at four critical commercial facilities (size dependent)
- Perform QA/QC on FEMA and contract generators

Power Line Detachment Personnel and Equipment

Personnel

1 - CW3 (210A)

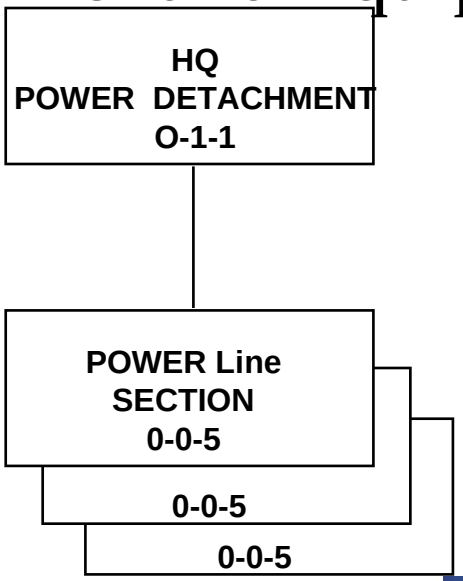
1 - SFC (21Q)

3 - SSG (21Q)

3 - SGT (21Q)

3 - SPC (21Q)

6 - PFC (21Q)



Equipment

3 – Pole Truck

1 – M998

3 – Shop Equipment

Capabilities

•Assess and repair commercial power distribution systems
•Install, maintain and repair aerial and underground distribution systems
•Assess and repair critical infrastructure

249th EB Mission

On order, deploy worldwide to provide prime electrical power and electrical systems expertise in support of military operations and the National Response Plan.

METL

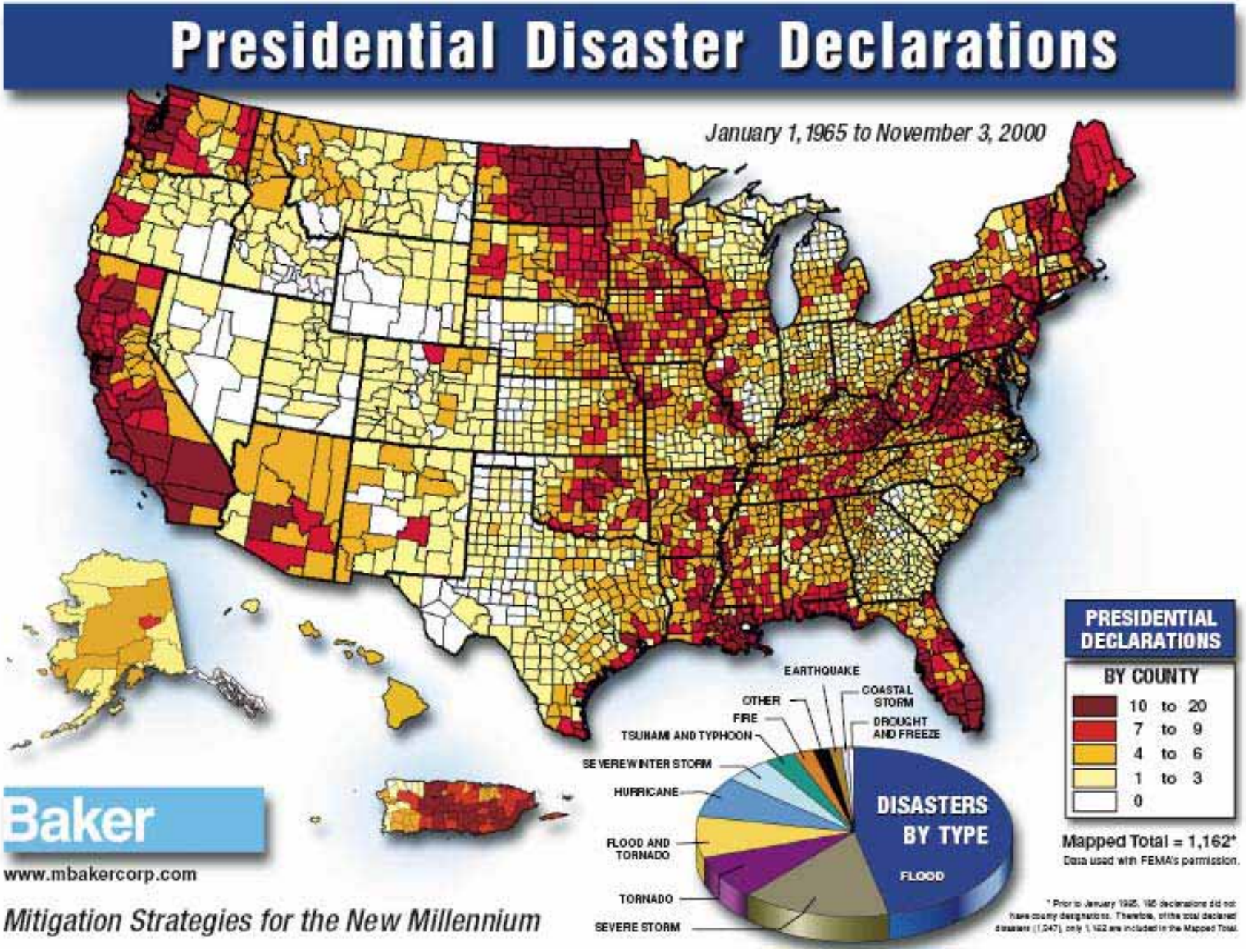
- Command and Control
- Deploy
- Provide Prime Electrical Power
- Provide Electrical Power Systems Expertise
- Support Prime Power Operations

Independent Assessment and AssistanceTeam (IAAT)

Purpose: To provide the Director of Civil Works an independent assessment of ongoing USACE emergency operations, to identify lessons learned/successes from the perspective of engaged Commands as well as customers and partners, and to apply those lessons learned to future responses.

Objectives:

- **Assess the USACE Concept of Operations and Mission Execution Procedures**
- **Evaluate Progress and Success of New Initiatives**
- **Identify Command-wide Issues/Lessons Learned**
- **Analyze Results to Identify Priorities for Corrective Action**


Presidential Disaster Declarations
January 1, 1965 to November 3, 2000
PRESIDENTIAL DECLARATIONS
BY COUNTY
10 to 20
7 to 9
4 to 6
1 to 3
0
Mapped Total = 1,162*
Data used with FEMA's permission.
DISASTERS BY TYPE
FLOOD
TORNADO
SEVERE STORM
FLOOD AND TORNADO
HURRICANE
SEVERE WINTER STORM
TSUNAMI AND TYPHOON
FIRE
OTHER
EARTHQUAKE
COASTAL STORM
DROUGHT AND FREEZE
Baker
www.mbakercorp.com
Mitigation Strategies for the New Millennium

APPENDIX D:

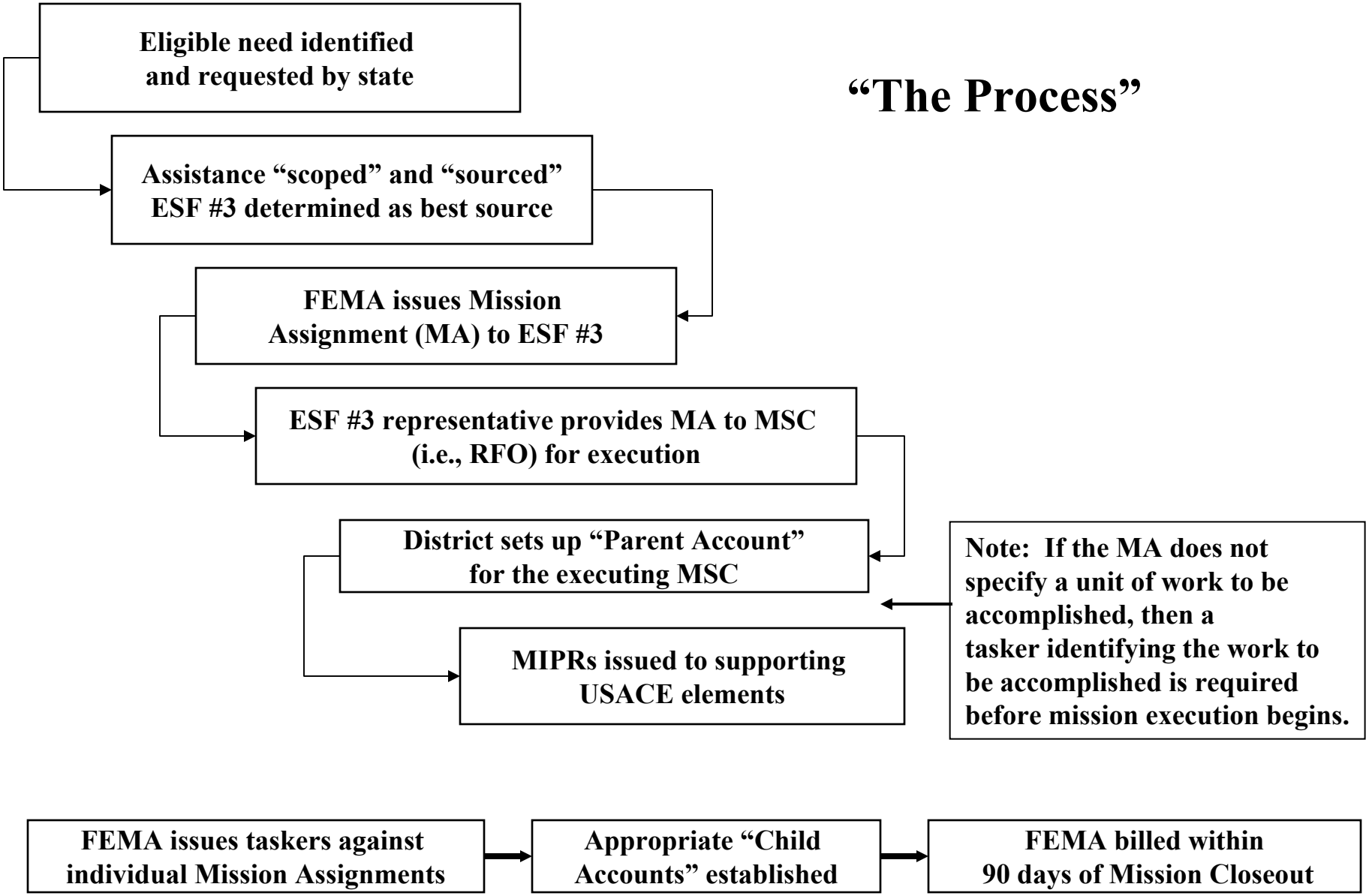
Mission Assignment Process

APPENDIX D: Mission Assignment Process

Completed Forms

The Process	**Page D-1**
Action Request Form (ARF)	**Page D-5**
MFR – Verbal Mission Assignment	**Page D-6**
Pre-Dec Mission Assignment	**Page D-7**
Emergency Mission Assignment	**Page D-8**
Disaster Mission Assignment	**Page D-9**
MA Tasking Form	**Page D-10**

"The Process"


Eligible need identified and requested by state
Assistance "scoped" and "sourced" ESF #3 determined as best source
FEMA issues Mission Assignment (MA) to ESF #3
ESF #3 representative provides MA to MSC (i.e., RFO) for execution
District sets up "Parent Account" for the executing MSC
MIPRs issued to supporting USACE elements
Note: If the MA does not specify a unit of work to be accomplished, then a tasker identifying the work to be accomplished is required before mission execution begins.
FEMA issues taskers against individual Mission Assignments
Appropriate "Child Accounts" established
FEMA billed within 90 days of Mission Closeout

Requests for Federal Assistance

Initial need and damage assessment information may be scarce or inaccurate. FEMA and the state will coordinate closely to identify actual or anticipated needs for federal assistance to supplement state resources. States submit formal requests to FEMA.

- The FEMA Operations Section Chief makes the determination that state requests for Direct Federal Assistance and Technical Assistance are eligible and beyond the state's capability to perform or contract.

- The action is assigned to a tasked organization for scoping, frequently an ESF.

- Using a deliberative sourcing process, Operations, the tasked organization, and Logistics identify possible solutions to meet the identified needs. This includes determining whether the ability to receive and account for the resources exists, if internal FEMA resources are sufficient, if the private sector is the best source, and/or whether a mission assignment may be needed.

- *When, whether, and to which agency a mission assignment is issued is always the decision of the FEMA Federal Approving Official, usually the FEMA Operatons Section Chief. No mision assignment is "automatic.*" If the determination is made that the use of ESF #3 on a reimbursable basis is appropriate, USACE ESF #3 Team Leader/Assistant Team Leader and the FEMA Operations Section Chief will jointly agree to the scope of the mission assignment.

- A mission assignment is issued to USACE (as the lead agency for ESF #3) on a Mission Assignment Form (MA).

- The FEMA Project Officer and USACE Action Officer work closely to continually direct and monitor work performance from both a financial and programmatic standpoint. The MA itself, and/or the work performed (e.g., delivery quantities, schedules, and locations) must be adjusted as the environment rapidly changes and more accurate assessment data becomes available. Requirements will also change as state and local jurisdictions regain the capability to perform the work on their own.

- USACE funds all activities performed for which it has statutory authority. For example, in virtually all cases the activation and staffing of a USACE MSC or District Emergency Operations Center is funded from USACE appropriations. However, when FEMA requests USACE to perform any activity to plan, prepare for, or execute specific missions, it is under the authority of the Stafford Act and eligible costs will be reimbursed from the Disaster Relief Fund.

Verbal Request For Assistance

The ESF #3 Team Leader must be prepared to accept verbal mission assignments from authorized FEMA personnel. Verbal mission assignments will be followed up with a written Mission Assignment. Mission Assignments are accomplished through taskings if the tasker is not included in the Mission Assignment. The ESF #3 Action Officer is responsible for coordinating the tasker with the District/RFO for mission execution.

When an authorized verbal request is received from FEMA, the ESF #3 Team Leader or Assistant Team Leader will prepare a written summary of the conversation using a MFR for Verbal Mission Assignment form. The MFR for Verbal Mission Assignment will be forwarded to the District, Division or RFO. The MFR contains the following information:

- Mission
- FEMA Program Code (For pre-declaration the program code will be 7220-SU, for post-declaration the code will be either 3XXX-EM or 1XXX-DR)
- Mission Assignment Number (e.g., COE-NWD-01)
- Event and Name Description
- Disaster State (2 letter designation)
- Estimated Completion Date
- Amount Authorized
- Total Amount Authorized for the Mission
- Federal Approving Official

Written Requests For Assistance

Mission Assignment (MA): A MA from FEMA, which includes the "funding authorization" and an authorized FEMA representative signature, is considered valid for reimbursable work. The following is a sequence of events covering the tasking process using MA forms:

- The state sends their request to FEMA using a signed Action Request Form (ARF). FEMA reviews the ARF and coordinates the requirement with ESF #3. All ARFs are processed through the Regional Resource Coordination Center (RRCC) or the Joint Field Office (JFO). FEMA Operation's element and the FEMA Project Officer are responsible for coordinating with the state and provides a copy of the ARF to ESF #3. ESF #3 validates the request, develops cost and time estimates, and returns the ARF to FEMA for final approval. FEMA and the state approve the estimate and FEMA generates a MA in the National Emergency Management Information System (NEMIS) and provides to ESF #3. ESF #3 then forwards the MA and tasker to the MSC/District/RFO for execution.

- For direct mission assignments from FEMA, the same steps apply with the exception that the state is not involved. For mission execution support requirements from other ESFs, other federal agencies, or other USACE entities the use of ARF, Military Interdepartmental Purchases Request (MIPR), and Reimbursable Work Order can be used for tasking and tracking purposes.

- ESF #3 procedures for tasking and tracking other ESFs using the ARF, MIPR, and Reimbursable Work Order. These actions will have to be coordinated with the supported district for implementation.

Requestor

MA Number

FEMA Approval

Action Requested

ACTION REQUEST FORM (Interim draft as of 1/03)

I. Who is Requesting Assistance? (Completed by Requestor)

Requestor Name/Title/State: Kerri Stark, Asst Team Leader, LA — Temporary Phone/Fax #: 225-339-3752

Permanent Phone: 918-645-6429 — FAX #: 225-379-4001

Requestor Organization: ESF #3 — E-mail: kerri.stark@usace.army.mil

II. Requested Assistance (Completed by Requestor) ☑ See Attached

Description of Assistance Requested:

REGIONAL ACTIVATION (Federal Operations Support) - 1603-DA-LA-COE-MVD-01. Amendment 03 to increase by $2,000,000.00 total of $4M.

Quantity: — Priority: ☐ 1 Lifesaving ☐ 2 Life sustaining ☐ 3 High ☐ 4 Medium ☐ 5 Normal — Date/Time Needed:

Delivery Site Location:

Site POC: Mickey Fountain — 24 Hour Phone: 225-339-3751 — FAX # 225-379-4001

State Approving Official signature: — Date:

III. Sourcing the Request - Review/Coordination (Operations Section Only)

☐ OPS Review by:
☐ Log Review by:
☐ Other Coordination by:
☐ Other Coordination by:
☐ Other Coordination by:

☐ Donations ☐ Procurement
☐ Other (explain) ☐ Interagency Agreement
☐ Requisitions ☐ Mission Assignment

Immediate Action Required: ☐ Yes ☐ No
Date/Time Assigned:

Action request assigned to: ☐ ESF #: ☐ Other:

IV: Statement of Work (Operations Section Only)

OFA Action Officer: — 24 hour Phone: — FAX#

FEMA Project Officer: — 24 hour Phone: — FAX#

Justification / Statement of Work:

Estimated Completion Date: — Cost Estimate:

V. Action Taken (Operations Section Only)

☐ Accepted ☐ Rejected

Disposition:

☐ Accountable Property Coordinated with APO

TRACKING INFORMATION (FEMA USE ONLY)

NEMIS Task ID:

Action Request # — Received by (Name and Organization):

Program Code/Event #: — State: — Date/Time Submitted: — ☐ Originated as verbal

ARF - Regional Activation increase 4M.xls

MFR for Verbal Mission Assignment

Memorandum for Record

SUBJECT: FEMA Verbal Mission Assignment

1. On 16 September 2004, verbal funding authority for the following mission assignment has been ordered by Ginger Edwards at FEMA Region IV for the U.S. Army Corps of Engineers.

Mission: Deployable Tactical Operations Systems (DTOS)

FEMA Program Code: 1551-DR

Mission Assignment Number: COE -SAD-Not Assigned

Event and Name Description: Hurricane Ivan

Disaster State (2 letter designation): FL

Estimated Completion Date: Friday, October 29, 2004

Amount Authorized: $400,000.00

Total Amount Authorized for the Mission: $400,000.00

2. Funding for this mission assignment may be entered into the accounting system based upon a verbal authority. The funding citation is 06-9094-2501-D. The source appropriation is 70X0702. A written Mission Assignment (MA) will follow up this verbal mission assignment within 2-3 days.

Mickey Fountain
U.S. Army Corps of Engineers

Ginger Edwards
Federal Approving Official

Always show who gave you the verbal MA and FEMA Region

New MA number not entered because it is generated in NEMIS. If funding or completion date, etc. is changed in an existing MA the MA number would be entered.

FOA signature is not required but recommended.

Pre-Dec MA will Always be 7220SU

MA Statement of Work

Projected Start and End Dates. Note that Pre-Dec MA are Written for 10 Days or Less.

Cost Estimate

Mission Assignment Type

MA Number

Not Electronically Signed with IFMIS. Handwritten Date and Initialed.

FEDERAL EMERGENCY MANAGEMENT AGENCY
MISSION ASSIGNMENT (MA)

See reverse side for Paperwork Burden Disclosure Notice

O.M.B. NO. 3067-0278 Expires November 30, 2007

I. TRACKING INFORMATION (FEMA Use Only)

State: AR (Arkansas) Incident:2006040303-Severe Storms and Tornadoes | Action Request #: 1509-54392

Program Code/Event #: 7220SU-Pre-Declaration Disaster Surge Account | Date/Time Rec'd: 04/10/2006 18:40

II. ASSISTANCE REQUESTED ☐ See Attached

Assistance Requested:
Active ESF-3

Quantity: 1 (Each) | Date/Time Required: 04/07/2006 | Internal Control #:

Delivery Location: Arkansas JFO, 3800 North Rodney Parkam, North Little Rock, AR 72212

Initiator/Requestor Name: Joe Bearden | 24-hour Ph #s: (940) 898-5470 | Date: 04/10/2006

POC Name: LAFON, LORIE M | 24-hour Ph #s: (940) 898-5281 | Date: 04/10/2006

* State Approving Official (Required for DFA and TA): | Date:

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to: ☒ ESF #: 3 ☐ Other: | Date/Time: 04/10/2006 18:26 | Priority: ☐ 1 Lifesaving ☐ 2 Life sustaining ☐ 3 High ☐ 4 Medium ☒ 5 Normal

IV. DESCRIPTION (Assigned Agency Action Officer) ☐ See Attached

Mission Statement: *Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at www.fema.gov/maprogress. The new ALC number can also be accessed at the web address.*

Activate to perform functions of Emergency Support Function (ESF) #3, as directed by FEMA. This may include support to the FEMA Region VI Regional Response Coordination Center (RRCC), Emergency Response Team-Advance Element, and other teams (which may include support to ESF#5, Information and Planning). ESF #3 Team Leader and support staff may be used, to include Prime Power, site-specific administrative support and Forward Coordinating Team (FCT) representative(s), as directed by FEMA. A subsequent mission assignment may be issued for post-declaration activation if necessary.

Assigned Agency: COE-SWD (COE SOUTHWESTERN DIVISION) | Projected Start Date: 04/07/2006 | Projected End Date: 04/17/2006

☒ New or ☐ Amendment to MA #: | Total Cost Estimate: $5,000.00

Assigned Agency POC Name: ESF-3 MICKEY FOUNTAIN | Phone and fax #s: (501) 221-4040

V. COORDINATION (FEMA Use Only)

Type of MA: ☐ Direct Federal Assistance State Cost Share (0%, 10%, 25%) ☐ Technical Assistance State Cost Share (0%) ☒ Federal Operations Support State Cost Share (0%)

State Cost Share Percent: 0.0% | State Cost Share Amount: $0.00

Fund Citation: 2006 [illegible] 7220SU-9064-XXXX-2501-D | Appropriation code: 70X0702

Mission Assignment Coordinator (Preparer): JOE BEARDEN | Date: 04/10/2006

** FEMA Project Officer/Branch Chief (Program Approval): LORIE LAFON | Date: 04/10/2006

** Comptroller/Funds Control (Funds Review): | Date:

VI. APPROVAL

* State Approving Official (Required for DFA and TA): | Date:

** Federal Approving Official (Required for all): M FAIRLEY | Date: 04/10/2006

VII. OBLIGATION (FEMA Use Only)

Mission Assignment #: 7220SU-AR-COE-SWD-01 | Amt. This Action: $5,000.00 | Date/Time Obligated: 4/10/06

Amendment #: 00 | Cumulative Amt. $5,000.00 | Initials: LM

* Signature required for Direct Federal Assistance and Technical Assistance Mission Assignments.
** Signature required for all Mission Assignments.

FEMA Form 90-129, Oct 02

REPLACES ALL PREVIOUS EDITIONS

Emergency Dec MA Always Starts with a 3

Note Requirement for Monthly Progress Report if MA Takes More Than 60 Days.

New MA

Mission Assignment Type

MA Number

MA Statement of Work

Projected start and end dates. Normally EM declarations are short in duration. Total funding authorization without congressional approval is $5M

Cost Estimate

Electronically Signed with IFMIS

FEDERAL EMERGENCY MANAGEMENT AGENCY
MISSION ASSIGNMENT (MA)

See reverse side for Paperwork Burden Disclosure Notice

O.M.B. NO. 3067-0278 Expires November 30, 2007

I. TRACKING INFORMATION (FEMA Use Only)

State: TX (Texas) Incident:2005091801-Hurricane Rita | Action Request #: 1509-37223

Program Code/Event #: 3261EM-TX: HURRICANE RITA | Date/Time Rec'd: 09/24/2005 21:25

II. ASSISTANCE REQUESTED ☐ See Attached

Assistance Requested:
Deploy the Debris Planning and Response Team (PRT) in response to Hurricane Rita in the State of Texas.

ARF #136

Quantity: 1 (Each) | Date/Time Required: 09/24/2005 | Internal Control #:

Delivery Location: Austin JFO Northview Business Center, 9001 I-35 E, Austin, TX 78753

Initiator/Requestor Name: Kathy Reimer | 24-hour Ph #s:(940) 898-5149 | Date: 09/24/2005

POC Name: Brewer, Marsha C | 24-hour Ph #s:(940) 898-5149 | Date: 09/24/2005

* State Approving Official (Required for DFA and TA): | Date:

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to: ☒ ESF #: 3 ☐ Other: | Date/Time: 09/24/2005 21:20 | Priority: ☐ 1 Lifesaving ☐ 2 Life sustaining ☒ 3 High ☐ 4 Medium ☐ 5 Normal

IV. DESCRIPTION (Assigned Agency Action Officer) ☐ See Attached

Mission Statement: *Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at www.fema.gov/ofm/oled_agencies.shtm. The new ALC number can also be accessed at the web address.*

Activate and deploy the Debris Planning and Response Team (PRT) to coordinate and execute all necessary actions associated with debris clearance, removal, and disposal site management from public property in the affected areas necessary to eliminate or lessen immediate threats to pbulic health and safety, as directed by FEMA. In some instances, there may be similar requirements for debris clearance and removal from specified private property to eliminate or lessen immediate threats to public health and safety. Prepare to/implement the Advance Contracting intiative or

Assigned Agency: COE-SWD (COE SOUTHWESTERN DIVISION) | Projected Start Date: 09/24/2005 | Projected End Date: 09/30/2005

☒ New or ☐ Amendment to MA #: | Total Cost Estimate: $5,000,000.00

Assigned Agency POC Name: ESF-3 | Phone and fax #s: (940) 898-5149

V. COORDINATION (FEMA Use Only)

Type of MA: ☒ Direct Federal Assistance State Cost Share (0%, 10%, 25%) ☐ Technical Assistance State Cost Share (0%) ☐ Federal Operations Support State Cost Share (0%)

State Cost Share Percent: 0.0% | State Cost Share Amount: $0.00

Fund Citation: 2005-06-3261EM-9064-XXXX-2508-D | Appropriation code: 70X0702

Mission Assignment Coordinator (Preparer): RONALD RILEY | Date: 09/25/2005

** FEMA Project Officer/Branch Chief (Program Approval): MARSHA BREWER | Date: 09/24/2005

** Comptroller/Funds Control (Funds Review): BALDWIN, CHERYL F. | Date: 09/25/2005

VI. APPROVAL

* State Approving Official (Required for DFA and TA): | Date:

** Federal Approving Official (Required for all): SHERRY WAINWRIGHT | Date: 09/25/2005

VII. OBLIGATION (FEMA Use Only)

Mission Assignment #:3261EM-TX-COE-SWD-08 | Amt. This Action: $5,000,000.00 | Date/Time Obligated: 09/25/2005

Amendment #: 00 | Cumulative Amt. $5,000,000.00 | Initials: IFMIS

* Signature required for Direct Federal Assistance and Technical Assistance Mission Assignments.
** Signature required for all Mission Assignments.

FEMA Form 90-129, Oct 02

REPLACES ALL PREVIOUS EDITIONS

Post-Dec MA will always start with a 1.

Note requirement for monthly progress report if MA takes more than 60 days.

Amended MA Increasing Funding

Mission Assignment Type

Amended Funding Amount

MA Number

Amendment Number

MA Statement of Work

Projected Start and End Dates

Cost Estimate

Electronically Signed with IFMIS

FEDERAL EMERGENCY MANAGEMENT AGENCY
MISSION ASSIGNMENT (MA)

See reverse side for Paperwork Burden Disclosure Notice

O.M.B. NO. 3067-0278
Expires November 30, 2007

I. TRACKING INFORMATION (FEMA Use Only)

State: AR (Arkansas) Incident:2006040303-Severe Storms and Tornadoes | Action Request #: 1509-54705

Program Code/Event #: 1636DR-AR: SEVERE STORMS AND TORNADOES | Date/Time Rec'd: 04/19/2006 21:19

II. ASSISTANCE REQUESTED ☐ See Attached

Assistance Requested:
Amendment #1: Increase funding by $200,000.00

Activate USACE Housing Planning and Response Team (PRT).

Quantity: 1 (Each) | Date/Time Required: 04/19/2006 | Internal Control #: Amendment of Task: 1509-54495

Delivery Location: FEMA Joint Field Office, 3800 North Rodney Parham Rd, Little Rock, AR 72212

Initiator/Requestor Name: Annabeth Lee | 24-hour Ph #s: (469) 487-7020 | Date: 04/19/2006

POC Name: BREWER, MARSHA C | 24-hour Ph #s: (940) 898-5149 | Date: 04/19/2006

* State Approving Official (Required for DFA and TA): | Date:

III. INITIAL FEDERAL COORDINATION (Operations Section)

Action to: ☐ ESF #: ☒ Other: | Date/Time: 04/19/2006 21:19 | Priority: ☐ 1 Lifesaving ☐ 2 Life sustaining ☐ 3 High ☒ 4 Medium ☐ 5 Normal

IV. DESCRIPTION (Assigned Agency Action Officer) ☒ See Attached

Mission Statement: *Your agency is responsible for submitting a Mission Assignment Monthly Progress Report to FEMA to include cost data when Mission Assignments take more than 60 days to complete, including billing. The Mission Assignment Monthly Progress Report can be accessed and submitted on-line at www.fema.gov/maprogress. The new ALC number can also be accessed at the web address.*
.Activate USACE Housing Planning and Response Team (PRT).

Undertake one or more of the following measures as directed by FEMA: Support housing planning and strategy development; provide technical advice or assistance, project and construction management, property management services, perform site analysis and site inspection, design, development, and construction to include infrastructure installation and incorporation of the uniform federal accessibility standards (UFAS); haul and install activities

Assigned Agency: COE-SWD (COE SOUTHWESTERN DIVISION) | Projected Start Date: 04/13/2006 | Projected End Date: 06/13/2006

☐ New or ☒ Amendment to MA #: 1636DRARCOE-SWD0100 | Total Cost Estimate: $200,000.00

Assigned Agency POC Name: ROYCE SWAYNE | Phone and fax #s: (469) 487-7018

V. COORDINATION (FEMA Use Only)

Type of MA: ☒ Direct Federal Assistance State Cost Share (0%, 10%, 25%) ☐ Technical Assistance State Cost Share (0%) ☐ Federal Operations Support State Cost Share (0%)

State Cost Share Percent: 0.0% | State Cost Share Amount: $0.00

Fund Citation: 2006-06-1636DR-9064-XXXX-2508-D | Appropriation code: 70X0702

Mission Assignment Coordinator (Preparer): YVONNE JUBANG | Date: 04/19/2006

** FEMA Project Officer/Branch Chief (Program Approval): MARSHA BREWER | Date: 04/19/2006

** Comptroller/Funds Control (Funds Review): RILEY, ERNESTINE E. | Date: 04/20/2006

VI. APPROVAL

* State Approving Official (Required for DFA and TA): | Date:

** Federal Approving Official (Required for all): CARLOS MITCHELL | Date: 04/19/2006

VII. OBLIGATION (FEMA Use Only)

Mission Assignment #: 1636DR-AR-COE-SWD-01 | Amt. This Action: $200,000.00 | Date/Time Obligated: 04/20/2006

Amendment #: 01 | Cumulative Amt. $300,000.00 | Initials: IFMIS

* Signature required for Direct Federal Assistance and Technical Assistance Mission Assignments.
** Signature required for all Mission Assignments.

FEMA Form 90-129, Oct 02

REPLACES ALL PREVIOUS EDITIONS

MA Number

Disaster Declaration

Task

FEMA Approval

MISSION ASSIGNMENT TASKING FORM

Federal Emergency Management Agency
REGION VI
ERT-A Baton Rouge, LA

MA # COE-MVD-07
Task # 001

DR/EM/SU #: 1603-DR
Action Tracking Log #:
Other Tracking # :
Date : 4-Sep-05

Requester: Mickey Fountain
Telephone: 225-925-7553

PRIORITY LEVEL	SCHEDULE		Cost Estimate (this task) *
☐ Urgent ☑ Immediate ☐ Routine	Beginning Date	Completion Date	
	4-Sep-05	3-Mar-06	$1,500,000,000.00

Description of Task**:
Coordinate and execute all necessary actions associated with debris clearance, removal, and disposal site management from public property in the affected areas necessary to eliminate or lessen immediate threats to public health and safety on public property including critical access routes, roads, bridges, waterways (normally non-navigable) and right-of-ways for emergency vehicles, public access and other similar areas. There may be similar requirements for debris clearance and removal from specified private property necessary to eliminate or lessen immediate threats to public health and safety. This includes any or all of the following: pick-up, hauling and dumping of debris; segregating and reducing debris at a landfill or temporary disposal and reduction site (TDRS), hauling from a TDRS to a final disposal site, or managing a TDRS.

NOTE: The MA Tasking Form is not to be used as a subtasking document to another Federal Agency.

☐ ☐ Object Class Code:
Cost of property (provide breakdown):
Description of Property**:

Accepting Official's Name (Federal Agency Action Officer):
ESF#/OFA:

Site Point of Contact (if different from Action Officer):

Address:
Phone:
Fax:
E-Mail:
COMMENTS: (use back or separate page for additional space):

Project Officer's Name: John Connolly
Phone #:
Project Officer Signature:
Date: 4 Sept 2005

Following signature, a copy of this form must be provided to the payment office (DFC) and one (1) copy to the FEMA MAC.

* A Tasking does not obligate additional funds. It details expenditures against existing obligations.
** Prior to the purchase of property under this tasking, approval must be obtained from the Operations Section Chief and/or Project Officer.

Interim Draft As of 01/03

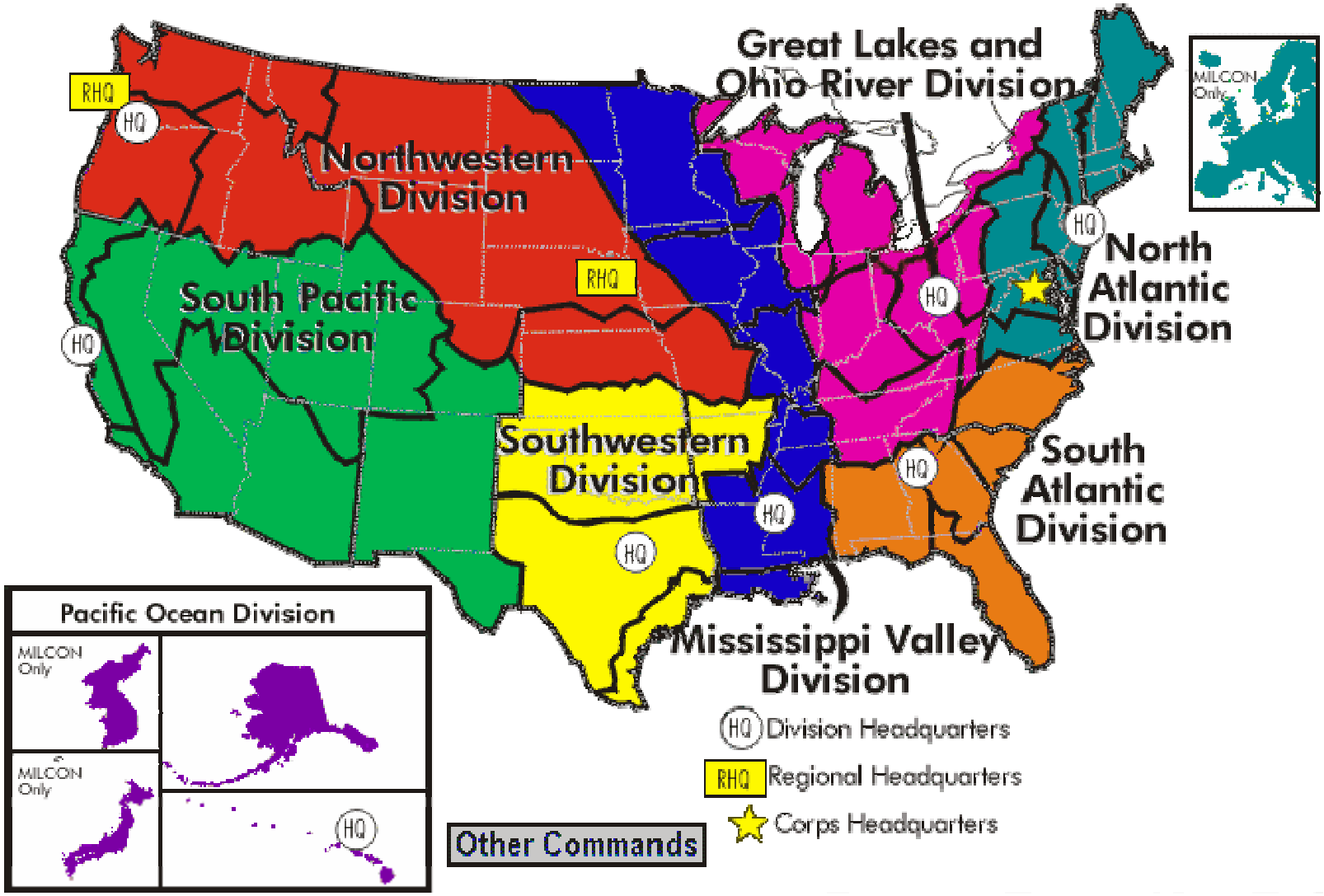
APPENDIX E:

Maps

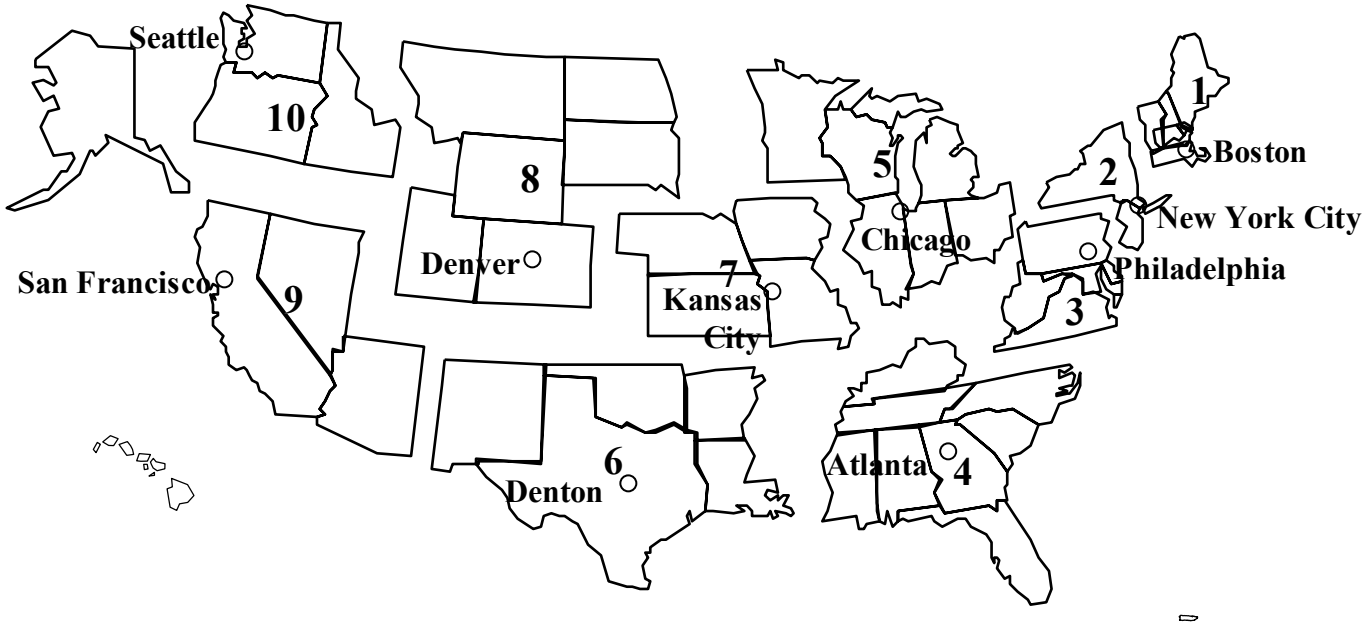
APPENDIX E: Key Maps

USACE Divisions	**Page E-1**
FEMA Regions	**Page E-2**
Puerto Rico	**Page E-3**
Virgin Islands	**Page E-4**
California	**Page E-5**
USA	**Page E-6**

Corps Divisions



FEMA Regions



Puerto Rico

North Atlantic Ocean
SAN JUAN
Aguadilla
Arecibo
Isla Deseches
Bayamón
Carolina
Isla de Culebra
Fajardo
Mona Passage
Mayagüez
Puerto Rico
Caguas
Isla Mona
Guayanilla
Ponce
Guánica
Guayama
Isla de Vieques
Playa de Ponce
Caribbean Sea
0 10 20 km
0 10 20 mi

U.S. Virgin Islands

California

California
OREGON
IDAHO
WY
Eureka
Redding
Chico
Salt Lake City
40°
UTAH
NEVADA
Carson City
Sacramento
Santa Rosa
Pacific
Ocean
Oakland
San Francisco
San Jose
CALIFORNIA
Monterey
Salinas
Fresno
San Luis Obispo
Bakersfield
Santa Maria
35°
ARIZONA
Santa Barbara
San Bernadino
Los Angeles
Anaheim
Long Beach
Palm Springs
Santa Ana
Phoenix
0 50 100 mi
0 50 100 km
Oceanside
Escondido
San Diego
125°
115°
©1999 maps.com
MEXICO

United States

APPENDIX F:

Public Law 84-99

APPENDIX F: Public Law 84-99

PL 84-99 Overview of PL 84-99 Authorities	**Page F-1**
Category 100: Disaster Preparedness	**Page F-3**
Category 200: Emergency Operations	**Page F-4**
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Overview of Public Law 84-99 Response and Recovery Assistance

	Policies:	Assistance	Procedures
Advance Measures →	• Imminent threat of unusual flooding exists • Supplements state and local efforts • Tribal/Governor's request/specific locations • Economically justified/ engineering feasible • Temporary in nature • Assistance to protect life and improved property • Tech assistance GAR can request	• Tech Assistance • Supplies/equipment • Emergency contracting • Strengthening flood control works • Temporary levees (removal local responsibility) • Channel clearance/dredging • Dam failure relief/strengthening	• Project info report gets HQ approval • PCA required
Flood Fight →	• Save lives/ protect improved property • Supplements state and local efforts • Public facilities/services/residential & commercial developments • Temporary in nature—ends when flood recedes to within banks	• Provide emergency assistance to flood control works • Furnish materials (sandbags, sheeting, pumps) • Furnish technical assistance • Assist in rescue operations • Emergency contracting • Direct flood fight operations	• District Commander ISSUES DECLARATION OF EMERGENCY • PCA required for Direct Assistance
Post Flood Response →	• Limited to major flood/life threatening situation • Written request from Governor (concurrent with request for Presidential Disaster Declaration) • 10-day limit. (No new work after Declaration)	• Debris clearance *(vice removal)* • Technical assistance	• PCA required
Emergency Water →	• Substantial threat to public health/ welfare/ property must exist • Tribal/Governor request required • Human consumption • Contaminated Source limited to 30 days of assistance • Drought Assistance - Community/state buys, loads, distributes	• Filtration/ transportation/ pipeline/ bottled water • Construction of wells: Drought assistance only - Applicant reimbursement required	• HQ USACE designates drought areas • HQ approval required for Drought Assistance • MSC approval for Contaminated Source
FCW Rehabilitation →	• Active Flood control structures damaged / destroyed BY FLOOD OR COASTAL STORM • Federally authorized/constructed hurricane shore protection project (HSPP) • Favorable Benefit to Cost Ratio (BCR) • Deficient/deferred maintenance IS sponsor responsibility	• Repair/restoration of a flood control structure to pre-disaster level of protection • Different criteria for HSPP	• Rehab of non-federal cost shared 80/20 • REHAB OF FEDERAL FCW'S AT 100% FEDERAL COST • PCA required. • SPONSOR PROVIDES LAND, EASEMENTS, BORROW, ROW, ETC.

Public Law 84-99 Authorities

Public Law 84-99: The authority for USACE to provide emergency/disaster assistance is PL 84-99, Flood Control and Coastal Emergencies (FCCE) (33 U.S.C. 701n) (69 Stat. 186). Under this law, the Chief of Engineers, acting for the Secretary of the Army, is authorized to undertake activities including disaster preparedness, Advance Measures, emergency operations (Flood Response and Post Flood Response), rehabilitation of flood control works threatened or destroyed by flood, protection or repair of federally authorized shore protective works threatened or damaged by coastal storm, and provisions of emergency water due to drought or contaminated source.

Public Law 84-99 Categories:

- Category 100 Disaster Preparedness
- Category 200 Emergency Operations
- Category 300 Rehabilitation
- Category 400 Emergency Water
- Category 500 Advance Measures
- Category 600 Hazard Mitigation

Category 100 Disaster Preparedness

FEATURE	CLASS	TYPE OF ASSISTANCE	CRITERIA AND COMMENTS
All Hazard Planning Activities	110	• Preparation of plans and SOP's for quick and effective response to emergencies	• Division and district disaster preparedness programs are funded annually according to organizational requirements and funding parameters.
All Hazard Training and Exercise	120	• Development of and participation in, exercises and training in the inter- and intra-agency arena.	• Training and exercises for emergency operations for which division and/or district personnel are participating.
Equipment, Facilities, Supplies	130	• Acquisition, rent, utilities and purchases necessary for a fully functional EOC and alternate EOC.	• The costs associated with these expenses are shared with O&M Gen. Facilities are to be IAW USACE standards.
National or Regional Centers of Expertise	140	• Support by the Readiness/Emergency Management National or Regional Centers of Expertise.	• Support must be determined by HQUSACE. • Funds RSC.

Category 200 Emergency Operations

FEATURE	CLASS	TYPE OF ASSISTANCE	CRITERIA AND COMMENTS
Response Operations	210	• EOC Operations, to include field representatives and • LNO's in support of emergency activities (All hazard) • Technical assistance (All hazard) • Rescue operations (All hazard) • Floodfight Operations: • Loan of flood fight materials and equipment • Emergency contracting	• Commander must declare emergency. • USACE assistance is supplemental to state and local efforts. • No assistance to individuals or individual businesses. • No reimbursement to local interests. • Reimbursement required for supplies and equipment (e.g., sandbags and pumps) loaned to states and local sponsors. If a FEMA disaster declaration has been made, DE may waive reimbursement requirement for loaned sandbags.
After Action Report	220	• Provides for the preparation and publication of After Action Reports at all levels.	• Class 210 funds must have been used. Summarizes disaster operations • Evaluates strengths and weaknesses, recommends corrective action
Post Flood Response	230	• Response to a Governor's request for assistance following a flood.	• Limited to 10 days following receipt of Governor's request. • Governor's request must be concurrent with or subsequent to State request for Stafford Act emergency or disaster declaration

Category 200 Emergency Operations Con't

FEATURE	CLASS	TYPE OF ASSISTANCE	CRITERIA AND COMMENTS
Operational Supplies and Equipment	240	• Maintenance of equipment and replenishment of supplies used during emergency operations.	• Corps of Engineers use only. Can not be used to replace supplies or equipment for State and Local governments
Support from Others	250	• Support received from other Federal agencies in response to a flood or coastal storm emergency.	• Can only be used during a flood related emergency for reimbursable under PL 84-99
Operational Support	260	• Support provided by USACE Labs, and non-Corps organizations.	• Applicable for use by HQUSACE **ONLY**

Category 300 Rehabilitation

FEATURE	CLASS	TYPE OF ASSISTANCE	CRITERIA AND COMMENTS
Rehabilitation Project – Federal FCW	310	• Rehabilitation of active Federal flood control works	• Written request from public sponsor responsible for operation and maintenance of project. • Must be damaged by flood or coastal storm. • Restoration to pre-disaster level of protection (physical height) • Rehab must be economically justified. Repair of maintenance deficiencies is local responsibility/cost. • Cost share: 100% Federal
Rehabilitation Project –Non-Federal FCW	320	• Rehabilitation of active non-Federal flood control works	• See criteria and comments for Federal rehab, Class 310. • 80% Federal / 20% non-Federal cost share
Rehabilitation Project – Hurricane/Shore Protection Project	330	• Rehabilitation of eligible Federally authorized and constructed Hurricane/Shore Protection Projects.	• Restoration to lesser of (1) pre-storm condition, or (2) level needed for adequate functioning of the project • Normally requires CG/public sponsor cost share per PCA.
Field Investigation	340	• This is to conduct the investigation and the preparation of the Project Information Report (PIR) for flood control works	• Flood control works must be active in the RIP, and have been damaged by a flood or coastal storm.

Category 300 Rehabilitation Con't

FEATURE	CLASS	TYPE OF ASSISTANCE	CRITERIA AND COMMENTS
Initial Eligibility Inspections (IEI)	350	• Initial Eligibility Inspection is conducted on an inactive flood control project based on established criteria. Inspection determines if: • the public sponsor is qualified. • the project meets engineering and maintenance criteria.	• Project was constructed using non-Federal funds, or WPA/CCC • Sponsor must be a public entity with financial authority • Minimum level of protection required: • Ag levee: 5 year with 1 foot of freeboard • Urban, Ag with infrastructure: 10 year with 2 feet of freeboard • Active maintenance program that ensures levee viability • Adequate maintenance of structures and fixtures
Continuing Eligibility Inspections (CEI)	360	• Periodic inspection of active non-Federal FCW's to determine if the project is being maintained in accordance with USACE criteria.	• Refer to ER 500-1-1 for inspection criteria.
Interagency Levee Task Force (ITF)	370	• Funding, beyond what FEMA provides via a mission assignment, to manage operations of an Interagency Levee Task Force	• Division responsibility to lead this task force. ILTF formed following a major event where numerous levees need rehab.

Category 400 Emergency Water Assistance

FEATURE	CLASS	TYPE OF ASSISTANCE	CRITERIA AND COMMENTS
Emergency Water Supplies (Contaminated Source of Water)	410	• Provide emergency water to a locality.	• Contaminated source of water causing threat to public health and welfare. Water is for human consumption only. • Supplemental to state and local resources • Governor's written request • 30 day limitation (extendable under certain conditions)
Drought Assistance	420	• Transportation of water at Federal expense. • Well drilling on a reimbursable basis.	• Designation by ASACW of drought distressed area. • Water for human consumption only. • Applicants may be farmers, ranchers, or political subdivisions. • All requests must come through the State.
Field Investigations	430	• PIR preparation. • Technical assistance.	• Preparation of report for either emergency water or drought assistance

Category 500: Advance Measures

FEATURE	CLASS	TYPE OF ASSISTANCE	CRITERIA AND COMMENTS
Advance Measures Assistance	510	• Preventive work performed due to imminent threat of unusual flooding. • District may provide technical assistance upon receipt of funds from HQUSACE. • Advance Measures projects or direct assistance requires HQUSACE approval.	• Prediction of unusual flooding by NWS or Corps (imminent threat) • Threat to life or improved property. • Complements maximum state and local efforts. • Work completable in time to prevent damages. • Work must be technically feasible and economically justified. • Removal or upgrades performed by sponsor at no cost to USACE.
Field Investigations	520	• Investigate eligibility and prepare Project Information Report.	• Request from Governor for assistance.

Category 600: Hazard Mitigation

FEATURE	CLASS	TYPE OF ASSISTANCE	CRITERIA AND COMMENTS
Hazard Mitigation	600	• USACE participation in FEMA-led hazard mitigation effort intended to identify post-disaster mitigation opportunities, and establish framework for recovery.	• Presidentially declared major disaster • Activation of Hazard Mitigation Team by FEMA

Other Emergency Assistance Authorities

INSPECTION OF COMPLETED WORKS (ICW)	Inspection of Federal flood control works and certain other Corps-constructed projects	O&M Gen	• Periodic inspection of active Federal FCW's to determine if the project is being maintained in accordance with USACE criteria. • Permitting of alterations to Federal FCW's.	• Correlates to Class 360 for non-Federal FCW's. • Refer to ER 1130-2-530 for specifics.
STAFFORD ACT	Emergency Response and Recovery per the Federal Response Plan	NA	• ESF #3 Public Works and Engineering (Requires FEMA mission assignment and FEMA funding.) • DOD/DOMS directed mission (non-ESF #3)	• Presidentially declared major disaster or emergency declaration, or activation by FEMA Regional Director. • Division Responsibility to staff ROC and DFO. • Mission Assignments through ESF#3 Team.

Appendix G
Acronyms

AAR - After Action Report
ACI - Advanced Contracting Initiative
A-E - Architects and Engineering
AO - Action Officer/Area of Operation
AOR - Area of Response
ARC - American Red Cross
BOM - Bill of Materials
C2 - Command and Control
CATS - Consequences Assessment Tool Set
CD - Construction Division
CEAP - Corps of Engineers Automated Plan
CEFMS - Corps of Engineers Financial Management System
CEPA - Corps of Engineers Public Affairs
CEQ - Council of Environmental Quality
CMT - Crisis Management Team
CO - Construction / Operations Division or Commanding Officer
CONUS - Continental United States
CT - Contracting Division
CTOC - Containerized Tactical Operations Centers
CW - Civil Works
DCE - Defense Coordinating Element
DCO - Defense Coordinating Officer
DCSRM - Deputy Chief Staff Resource Management
DFA - Direct Federal Assistance
DFC - Disaster Finance Center
DHHS - Department of Health and Human Services
DHS - Department of Homeland Security
DLA - Defense Logistics Agency
DMAT - Disaster Medical Assistance Team
DMORT - Disaster Mortuary Operational Response Team
DO - Delivery Order
DOC - Department of Commerce
DOD - Department of Defense
DOE - Department of Energy
DOI - Department of Interior
DOJ - Department of Justice
DOL - Department of Labor
DOMS - Director of Military Support
DOQQ - Digital Orthophoto Quarter Quads
DOS - Department of State
DOT - Department of Transportation
DRC - Disaster Recovery Center
DSC - Disaster Service Center
DSR - Damage Survey Report
DTOS - Deployable Tactical Operations System
ECA - Evaluation and Corrective Action
ECCS - Emergency Command and Control Systems
ECCV - Emergency Command & Communications Vehicle
EEI - Essential Elements of Information
EFO - Emergency Facilities Operations Center/Emergency Field Office
EICC - Emergency Information Coordination Center (FEMA)
EM - Emergency Management or Emergency Manager
EMAC - Emergency Management Assistance Compact
EOC - Emergency Operations Center
EPA - Environmental Protection Agency
EPLO - Emergency Preparedness Liaison Officers
ERO - Emergency Recovery Office
ERT - Emergency Response Team
ERT-A - Emergency Response Team - Advance Element
ERT-N - National Emergency Response Team
ESF - Emergency Support Function
ESFLG - Emergency Support Function Leaders Group
EST - Emergency Support Team
ESV - Emergency Support Vehicle
ETOC - Emergency Tactical Operations Center
FAA - Federal Aviation Administration
FAD - Funding Authorization Document
FAK - Flyaway Kit
FAR - Federal Acquisition Regulation
FBI - Federal Bureau of Investigation
FCC - Federal Communications Commission
FCO - Federal Coordination Officer
FDA - Food and Drug Administration
FEMA - Federal Emergency Management Agency
FLSA - Fair Labor Standards Act
FMC -Federal Mobilization Center

FNS - Food and Nutrition Service
FOC - FEMA Operations Center
FRC - Federal Resource Coordinator
FRERP - Federal Radiological Emergency Response Plan
FRP - Federal Response Plan
GAO - Government Accounting Office
GAR - Governor's Authorized Representative
GFE - Government Furnished Equipment
GIS - Geographic Information System
GSA - General Services Administration
GSP - Global Positioning Equipment
H&I - Haul and Install
HAZMAT - Hazardous Materials
HHS - Department of Health & Human Services
HMGP - Hazard Mitigation Grant Program
HMT - Hazard Mitigation Team
HQUSACE - Headquarters, US Army Corps of Engineers
HR - Human Resources
HSC - Homeland Security Council
HSOC - Homeland Security Operations Center
HTRW - Hazardous, Toxic and Radioactive Waste
HTW - Hazardous and Toxic Waste
HUD - Department of Housing and Urban Development
IAAT - Independent Assessment and Assistance Team
IC - Incident Command
ICP - Incident Command Post
ICS - Incident Command System
IDIQ - Indefinite Delivery, Indefinite Quantity
IDP - Imagery Derived Product
IM - Information Management
IMT - Incident Management Team
IOF - Interim Operating Facility
IST - Incident Support Team
JFO - Joint Field Office
J&A - Justification and Approval
JIC - Joint Information System
JOC - Joint Operations Center
JTF - Joint Task Force
LAN - Local Area Network
LC - Logistics Center
LERT - Logistics Emergency Response Team
LM - Logistics Management
LNO - Liaison Officer
LTM - Logistics Team Member
MA - Mission Assignment
MCC - Movement Coordination Center
MCF - Movement Coordination Function
MERS - Mobile Emergency Response Support formation Center
MIPR - Military Interdepartmental Purchase Request
MOA - Memorandum of Agreement
MOU - Memorandum of Understanding
MSC - Major Subordinate Command
NAHERC - National Animal Health Emergency Response Group
NASA - National Aeronautics and Space Administration
NAWAS - National Warning System
NCP - National Oil and Hazardous Substances Pollution Contingency Plan
NCR - National Capitol Region
NCTC - National Counter Terrorism Center
NDMS - National Disaster Medical System
NGO - Non-Government Organization
NICC - National Infrastructure Coordination Center
NIMS - National Incident Management System
NIPP - National Infrastructure Protection Plan
NIRT - Nuclear Incident Response Team
NMRT - National Medical Response Team
NOAA - National Oceanic and Atmospheric Administration
NRC - Nuclear Regulatory Commission
NRCC - National Resources Coordination Center
NRCS - National Resources Conservation Service
NRP - National Response Plan
NRT - National Response Team
NSC - National Security Council
NTP - Notice to Proceed
NVOAD - National Voluntary Organizations Active in Disaster

OC - Office of Counsel/Operations Center
OCONUS - Outside Continental United States
OFA - Other Federal Agency
OMB - Office of Management and Budget
OPCON - Operations Control
OSC - On-Scene Coordinator
OSHA - Occupational Safety and Health Organization
PA - Public Affairs
PAO - Public Affairs Office
PDA - Preliminary Damage Assessment
PDD - Presidential Decision Directive
PD2 - Procurement Desktop 2
PDS - Personal Data Sheet
PFO - Principal Federal Official
PIF - Personal Information Form
PL - Public Law
POC - Point of Contact
PRT - Planning Response Team
PSMA - Pre-Scripted Mission Assignment
QA - Quality Assurance
QC - Quality Control
RA - Reimbursable Agreement
RAMP - Remedial Action Management Program
RCP - Regional Contingency Plan
RCRA - Resource Conservation and Recovery Act
RE - Real Estate or Resident Engineer
REPLO - Regional Emergency Preparedness Liaison Officer
RFA - Request for Federal Assistance
RFI - Request for Information
RFO - Recovery Field Office
RISC - Regional Interagency Steering Committee
RM - Resource Management
RMPRT - Resource Management Planning Response Team
RNA - Rapid Needs Assessment
ROE - Right of Entry
ROWPU - Reverse Osmosis Water Purification Unit
RRCC - Regional Response Coordination Center
RRT - Regional Response Team
RRV - Response and Recovery Vehicle or Regional Response Vehicle
RS/GIS - Remote Sensing/Geographic Information System
SAC - Special Agent-in-Charge
SADBU - Small and Disadvantaged Business
SAR - Search and Rescue
SCO - State Coordinating Officer
SEOC - State Emergency Operations Center
SFLEO - Senior Federal Law Enforcement Official
SFO - Senior Federal Official
SIOC - Strategic Information and Operations Center
SITREP - Situation Report
SME - Subject Matter Experts
SOH - Safety & Occupational Health
SOP - Standard Operating Procedure
SOW - Statement of Work
SPOTREP - Spot Report
SPS - Standard Procurement System
SS - Structural Specialist
SSP - Source Selection Plan
STOLS - System to Locate Survivors
TA - Technical Assistance
TDA - Table of Distribution and Allowance
TEOC - Trusted Emergency Operations Center
TM - Thematic Mapper
TMT - Transportation Management Team
TO - Task Order
TPFDL - Time Phased Force Deployment List
TSA - Transportation Security Administration
TSS - Technical Search Specialist
UOC - USACE Operations Center
US&R - Urban Search & Rescue
USACE - U.S. Army Corps of Engineers
U.S.C. - U.S. Code
USCG - U.S. Coast Guard
USDA -U.S. Department of Agriculture
USR - Urban Search & Rescue
USSS - U.S. Secret Service
VMAT - Veterinarian Medical Assistance Team
VOLAG - Volunteer Agencies
WAWAS - Washington Area Warning System
WMD - Weapons of Mass Destruction