

# ESF 11 Desk

## Job Aids and Checklists

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## TAB 1

### Initial Tasks & ESF 11 Checklists

1. Check-in with the EOC by signing in or Check-in in person with the EOC Manager.
2. Get your ESF 11 vest.
3. Obtain your ESF 11 Binder (Job-aids and & Check-lists).
4. Determine who ESF 11 reports to in the EOC (EOC Manager, ESF 5, EOC Operations or other) and check-in with that position.
5. Review the situation wall displays in the EOC, and the situational logs and ESF 11 logs in the EOC System.
6. Familiarize yourself with the remainder of this ESF 11 Binder and set up your work station.
7. Familiarize yourself with the ESF 11 phone, phone number and phone system.
8. Log into your ESF 11 PC/Laptop.
9. Log into the EOC Management System (local EOC Software, WebEOC or other).
10. Post on the EOC Management system that you are signing into ESF 11 and ensure your name and contact information is listed as the ESF 11 Coordinator on the EOC Organizational Display for the current shift. (i.e. "John Smith, logging in as the ESF 11 Coordinator at 303-###-####).)
11. Determine the time for the next EOC Operations briefing. During the briefing you may be asked to summarize your activities according to the following outline:
  - a. Summary of Actions since the last Operations Briefing
  - b. Anticipated support problems or needs
  - c. Planned Actions before the next Operations Briefing.
12. Make contact with your field personnel, primary agencies, supporting agencies.
13. Start an ESF 11 Unit Log /Activity Log and use this throughout your shift to record any activities /events.
  - a. If using WebEOC use the ESF 11 Log area to log activities/events.
  - b. If using a paper 214 Unit Log/Activity use the 214 Form under Tab 6, make copies as needed to log all activities/events on your shift and store your 214 Log at your ESF 11 Desk while on shift. The ESF 11 Unit Log should be utilized to brief your incoming ESF 11 relief and then turned into the EOC Plans Section Chief before you leave your shift.

**Begin the Tab 1 Checklist for ESF11 on the Next Page**

ESF #11 Immediate Activation Checklist (Initial Operational Period 0 – 2 Hours)

**(Place this Checklist behind the Immediate Activation Checklist in Tab 1)**

**(Record WHO, WHAT, WHEN, WHERE in your Activity LOG for each Checklist Item)**

1.  Start a Log of Activities sheet. (Tab 6). Record WHO, WHAT, WHEN, WHERE for:
  - a.  Each item on this Checklist
  - b.  Events impacting ESF 11
  - c.  Coordination activity with other ESF's
  - d.  External coordination activity
  - e.  Other information that your shift change replacement may need
2.  Review the ESF Coordinator and Primary and Support agency responsibilities and relationships to other agencies in Tab 2.
3.  Notify your supervisor (see Tab 3 Organization Chart) when you start and end duties as coordinator for ESF 11.
4.  Assess the overall emergency situation and the EOC Managers (ESF 5) plan or priorities before continuing this Checklist.
5.  Notify local CART, Animal Control, Humane Society contacts that the EOC has been Activated and provide a short, concise statement of the situation. Ask for a quick status report regarding their operational capacity and potential resource needs. Provide the EOC main number and the ESF 11 Desk number. **DO NOT GIVE EOC PHONE NUMBERS TO THE PUBLIC.**
  - Activate the ESF 11/CART Plan (activate CART)
  - Determine/Designate the locations of Colocated and/or Temporary Emergency Animal Shelters (Small/Large) and pre-identify alternative or overflow shelters
  - Coordinate animal shelter location information with ESF6 and the PIO/JIC
  - Get a verbal confirmation of initial Small Animal Sheltering operational capacity and resource needs (personnel/volunteers, equipment, food, water)
  - Get a verbal confirmation of initial Large Animal Sheltering operational capacity and resource needs (personnel/volunteers, equipment, food, water)

6.  Notify Primary and Secondary Support Agencies that the EOC has been Activated and that the ESF 11/CART Plan has been Activated and provide a short, concise statement of the situation. Ask for a quick status report regarding their operational capacity and potential resource needs. Provide the EOC main number and the ESF 11 Desk number. DO NOT GIVE EOC PHONE NUMBERS TO THE PUBLIC.
7.  Review the file of emergency mutual aid agreements for ESF 11. (See Tab X)
8.  Is the scope of the incident beyond the capabilities of this ESF 11 jurisdiction resources? If yes, LOG the time & date that you notified your supervisor.
9.  Report your ESF 11 status and potential problems to your supervisor.
10.  Review the Hazard Reminders Appendix (Tab 2). Anticipate problems as for this Initial Operational Period (the first 0 – 2 hours of emergency) and perform additional Notifications, Alerts, or Coordination as needed:
  - Check weather conditions status board and hazards continuously
  - Related Hazards
  - Current hazardous areas
  - Other hazards that may be generated
  - Impact on response agencies and critical facilities
  - Resources that will be exhausted
  - Resources that will be needed
11.  Coordinate with ESF6 - Mass Care, ESF8 – Public Health and ESF13 – Law Enforcement as needed to accomplish actions. Keep all appropriate ESF's informed of ESF11 activities and actions.
12.  Prepare to report your actions or new information during the next EOC Operations Briefing.
13.  If a written jurisdiction-wide Action Plan from the EOC Planning Section has been issued or changed, contact the appropriate agencies you previously notified in this Immediate Activation Checklist and tell them how the following Action Plan topics may impact their agencies:
  - Objectives

- Strategies
  - Priorities, especially priorities for Critical Resources
14.  Repeat this Checklist and follow up on each coordination as needed.
15.  If more than one shift (additional Operational Period) of ESF 11 Coordinators is needed:
- Check the EOC Shift Schedule for your replacement
  - Notify the EOC Manager if no replacement has been scheduled
  - Assist the EOC Manager, if requested, in finding an ESF 11 shift replacement
16.  Review progress on all Initial Activation Checklist items to this point.
17. Check with your supervisor regarding the continuation of your checklist into the Intermediate Operational Period Checklist in Tab 1 --- or ---
18. Begin the Deactivation Checklist in Tab 1 if your supervisor directs you to do so.

The remainder of this page intentionally left blank.

ESF #11 Intermediate Checklist (Operational Period 2 – 12 Hours)

**(Place this Checklist behind the Intermediate Checklist in Tab 1)**

**(Record WHO, WHAT, WHEN, WHERE in your Activity LOG for each Checklist Item)**

1.  If a written jurisdiction-wide Action Plan from the EOC Planning Section has been issued or changed, contact the appropriate agencies you previously notified in this Intermediate Checklist and tell them how the new or changed Action Plan topics may impact their agencies:
  - Objectives
  - Strategies
  - Priorities, especially priorities for Critical Resources
2.  If two or more ESF11 Coordinators are on shift, define and designate the duties of each.
3.  Coordinate with ESF6 - Mass Care, ESF8 – Public Health and ESF13 – Law Enforcement as needed to accomplish actions. Keep all appropriate ESF’s informed of ESF11 activities and actions.
4.  Contact all Colocated and/or Temporary Small Animal Shelters and obtain:
  - Current population counts by location, species (dogs, cats, rabbits, birds, exotics, other)
  - Current open capacity by location, by species (dogs, cats, rabbits, birds, exotics, other)
  - Resource needs (shelter management, volunteers, animal food, water, veterinary care, human meals, other)
5.  Contact all Temporary Large Animal Shelters and obtain:
  - Current population counts by location, species (horses, goats, alpacas, llamas, cattle, fowl, other)
  - Current open capacity by location, by species (horses, goats, alpacas, llamas, cattle, fowl, other)
  - Resource needs (shelter management, volunteers, animal food, water, veterinary care, human meals, other)

6.  Contact Animal Control/Animal Rescue and determine:
  - Current Evacuation Support status
  - Current status of Animal Rescue Requests
  - Current support of Animal Rescue Requests
7.  Review progress on all Checklist items up to now.
8.  Disseminate Animal Shelter, Animal Evacuation and Animal Rescue information as appropriate to ESF's, Primary Agencies, Secondary Support Agencies.
9.  If an additional shift (additional Operational Period) of ESF 11 Coordinator is needed:
  - Check the EOC Shift Schedule for your replacement
  - Notify the EOC Manager if no replacement has been scheduled
  - Assist the EOC Manager, if requested, in finding an ESF 11 shift replacement
10.  If your ESF11 Coordinator shift replacement does not arrive by EOC shift change – notify the EOC Manager – do not leave until you have relief coverage or permission from your supervisor or the EOC Manager.
11.  Review progress on all Intermediate Checklist items to this point
12.  Check with your supervisor regarding the continuation of your checklist into the next Intermediate Operational Period Checklist in Tab 1 ---- and ---
13.  Brief your ESF11 shift replacement on current ESF11 status, continuing actions or points of concern --- or ---
14.  Begin the Deactivation Checklist in Tab 1 if your supervisor directs you to do so.

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ESF #11 Extended Operations Checklist (Rotation of Additional Operational Periods Beyond 12 Hours)

**(Place this Checklist behind the Extended Operations Checklist in Tab 1)**

**(Record WHO, WHAT, WHEN, WHERE in your Activity LOG for each Checklist Item)**

1.  If a written jurisdiction-wide Action Plan from the EOC Planning Section has been issued or changed, contact the appropriate agencies you previously notified in this Immediate Activation Checklist and tell them how the following Action Plan topics may impact their agencies:
  - Objectives
  - Strategies
  - Priorities, especially priorities for Critical Resources
2.  Review the previous shift ESF11 Unit Log, Sit Rep and Messages.
3.  Review the ESF11 email inbox for email messages and incoming reports.
4.  If two or more ESF11 Desk personnel are on shift, determine who the ESF11 Lead is and define and designate duties for all ESF11 personnel.
5.  Coordinate with ESF6 - Mass Care, ESF8 – Public Health and ESF13 – Law Enforcement as needed to accomplish actions. Keep all appropriate ESF’s informed of ESF11 activities and actions.
6.  Review the Hazard Reminders Appendix (Tab 2). Anticipate problems as for this Initial Operational Period (the first 0 – 2 hours of emergency) and perform additional Notifications, Alerts, or Coordination as needed:
  - Check weather conditions status board and hazards continuously
  - Related Hazards
  - Current hazardous areas
  - Other hazards that may be generated
  - Impact on response agencies and critical facilities
  - Resources that will be exhausted
  - Resources that will be needed

7.  Contact all Colocated and/or Temporary Small Animal Shelters and obtain:
  - Current population counts by location, species (dogs, cats, rabbits, birds, exotics, other)
  - Current open capacity by location, by species (dogs, cats, rabbits, birds, exotics, other)
  - Resource needs (shelter management, volunteers, animal food, water, veterinary care, human meals, other)
8.  Contact all Temporary Large Animal Shelters and obtain:
  - Current population counts by location, species (horses, goats, alpacas, llamas, cattle, fowl, other)
  - Current open capacity by location, by species (horses, goats, alpacas, llamas, cattle, fowl, other)
  - Resource needs (shelter management, volunteers, animal food, water, veterinary care, human meals, other)
9.  Contact Animal Control/Animal Rescue and determine:
  - Current Evacuation Support status
  - Current status of Animal Rescue Requests
  - Current support of Animal Rescue Requests
10.  Review progress on all Checklist items up to now.
11.  Disseminate Animal Shelter, Animal Evacuation and Animal Rescue information as appropriate to ESF's, Primary Agencies, Secondary Support Agencies
12.  Continually update ESF11 Unit Log
13.  Continually check ESF11 email and incoming messages and respond as appropriate
14.  Update ESF11 SitRep as necessary
15.  Continually gather information and develop reports as requested by EOC staff
16.  Disseminate information and submit reports
17.  Repeat this Checklist and follow up on each coordination as needed.

18.  If an additional shift (additional Operational Period) of ESF 11 Coordinator is needed:
- Check the EOC Shift Schedule for your replacement
  - Notify the EOC Manager if no replacement has been scheduled
  - Assist the EOC Manager, if requested, in finding an ESF 11 shift replacement
19.  If your ESF11 Coordinator shift replacement does not arrive by EOC shift change – notify the EOC Manager – do no leave until you have relief coverage or permission from your supervisor or the EOC Manager.
20.  Review progress on all Extended Operations Checklist items to this point
21.  Check with your supervisor regarding the continuation of your checklist into the next Extended Operational Period Checklist in Tab 1 ---- and ---
22.  Brief your ESF11 shift replacement on current ESF11 status, continuing actions or points of concern --- or ---
23.  Begin the Deactivation Checklist in Tab 1 if your supervisor directs you to do so.

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ESF #11 Demobilization Checklist - After the Emergency Event Concludes

**(Place this Checklist behind the Demobilization Checklist in Tab 1)**

**(Record WHO, WHAT, WHEN, WHERE in your Activity LOG for each Checklist Item)**

1. If a written Demobilization Plan has been issued, contact the appropriate agencies you previously notified at the beginning of the Immediate Checklist and tell them how the Demobilization Plan may impact their agencies.
2.  Review the Hazard Reminders Appendix (Tab 2). Anticipate problems as for this Initial Operational Period (the first 0 – 2 hours of emergency) and perform additional Notifications, Alerts, or Coordination as needed:
  - Check weather conditions status board and hazards continuously
  - Related Hazards
  - Current hazardous areas
  - Other hazards that may be generated
  - Impact on response agencies and critical facilities
  - Resources that will be exhausted
  - Resources that will be needed
3.  Review progress on all Checklist items up to now.
4.  Coordinate with other EOC staff regarding:
  - Recovery, reconstitution, mitigation and other long-term actions
  - Gradual shut down of emergency operations
5.  Give a copy of your EOC Activity Log that shows all your entries up to this time and completed Message Forms the EOC Finance Section.
6.  Restock TAB 1 with a new set of Checklists for this Binder
7.  Restock TAB 7 with several blank Activity Log Sheets
8.  Help your supervisor prepare an After Action Report for ESF11 according to the following format:
  - a.  Description and dates of the emergency

- b.  Actions taken to reduce the emergency (Who, What, Where, How, Why)
  - c.  Special events that occurred during the emergency
  - d.  Lessons learned
  - e.  Corrective actions necessary to prevent similar emergencies or coordination problems in the future
9.  Plan for recovery operations and improve supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards; report the results to ESF #5 – Emergency Management.

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## TAB 2

### ESF 11 – Hazards and Related Hazards, Possible Consequences and Resource Needs

[Create and place jurisdiction Hazard Grid here]

### ESF 11 Responsibilities – Coordinator Animal Evacuation, Rescue & Care Services

Purpose: To centralize coordination of the following within the jurisdiction during an emergency/disaster response:

1. Animal Evacuation
2. Citizen requests for animal rescue
3. Small and Large Animal Emergency Sheltering
4. Veterinary medical care (Field and Colocated/Temporary Animal Shelter)

Reports to: See the EOC Organization Chart

Place of Duty: EOC ESF 11 Desk

General Responsibilities: Advise the EOC Manager or Operations Section Chief on all matters pertaining to Animal capabilities and activities.

Specific Responsibilities:

1. Stay abreast of Animal Service activities and resource status through the EOC displays, EOC logs and through continuous contact with CART, Animal Control, Humane Society, large and small emergency animal shelter contacts.
2. Coordinate animal evacuation, rescue and sheltering resource requests, activity and fulfillment.
3. Coordinate the location, procurement, screening, and allocation of animal response resources, including human resources, required to support animal response operations.
4. Gather a daily census of animal populations in colocated/temporary animal shelters and log this information.
5. Determine all aspects of resources that are unavailable to responding animal service agencies.
6. Check Display Responsibility Table in Tab 3.

Responsibilities Table: ESF 11 Coordinator, Primary Agencies, and Support Agencies			
Emergency Event	ESF 11 Coordinator	Primary Agencies	Secondary Agencies
Who	ESF 11 Desk Coordinator	CART, Animal Control, Humane Society, etc.	Veterinary Medical Reserve Corps, Animal NGO's, etc.
During	Coordinating situational assessments.	Conducting situation assessments.	Assisting in the conduct of situation assessments.
	Coordinating ESF activities according to the jurisdiction action plan.	Managing mission assignments and coordinating closely with the other primary and support agencies as well as appropriate local officials, operations centers, and agencies.	Conducting operations, when requested by the jurisdiction emergency management or the designated ESF primary agency, consistent with their own authority and resources.
	Maintaining ongoing contact with ESF primary and support agencies via periodic ESF meetings and conference calls.	Orchestrating jurisdiction support with the ESF for an affected area.	
	Coordinating efforts with corresponding private-sector organizations.	Working with appropriate private-sector organizations to maximize use of all available resources.	Furnishing available personnel, equipment, or other resources support as requested by jurisdiction emergency management or the ESF primary agency.
		Notifying and requesting assistance from support agencies. Furnishing available personnel, equipment, or other resource support.	
		Providing staff for the operations functions at fixed and field facilities.	
		Supporting and keeping other ESFs and organizational elements informed of ESF operational priorities and	

		activities.	
		Executing contracts and procuring goods and services as needed.	
		Ensuring contracts and procuring goods and services as needed.	
After	Coordinating ESF 11 activities and plans relating to recovery operations.	Planning for recovery operations.	Participating in planning for recovery operations and the improvement of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.

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## TAB 3

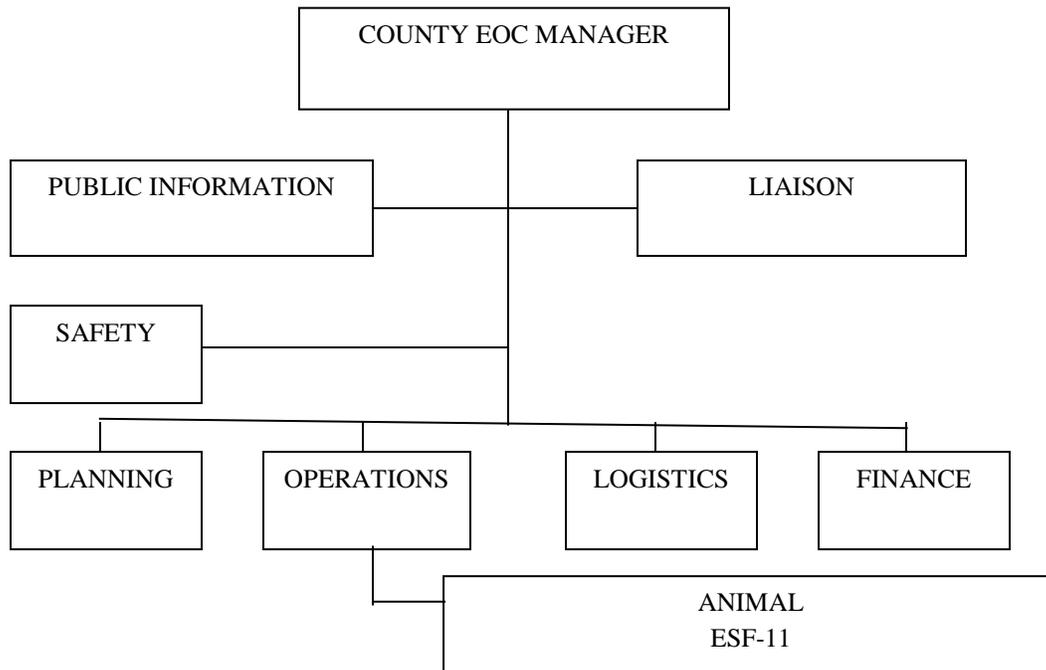
### EOC Overview

#### Purpose of the EOC

1. To develop and maintain awareness of the emergency situation for the Chief Executive Official or Representative. The EOC must receive, analyze and display information about the emergency that enables the Chief Executive Official or Representative to make decision. The EOC demonstrates this by displaying information, data and needs in the EOC.
2. To centralize coordination of emergency resources. The EOC must find, prioritize, assign and track critical emergency resources. The EOC demonstrates this by displaying information about completed coordination.
3. The EOC Manager supervises the Operations Room through the Operations Chief who in turn directs the EOC Staff and ESF Coordinators and other staff.
4. All responsibilities within the EOC are important and is key to centralized coordination.

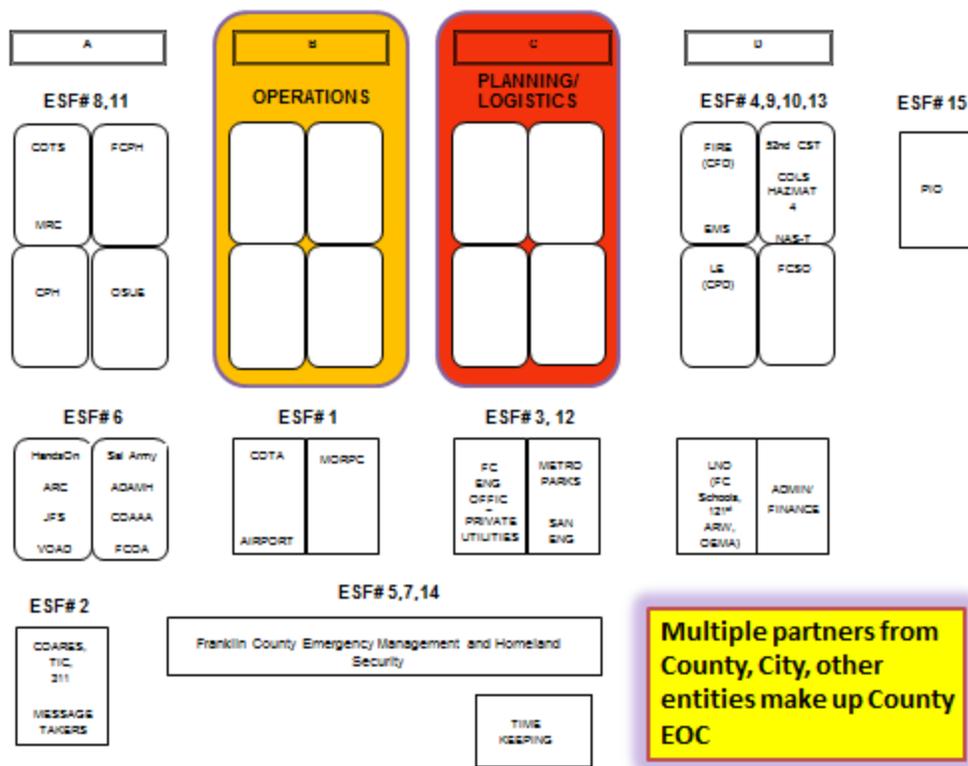
#### EOC Organizational Chart

[Insert the Local Jurisdiction EOC Organization Chart here if different than the chart below.]



EOC Operations Room Layout & Displays

[Insert the Local Jurisdiction EOC Room Layout & Displays here. The following is only an example]



## TAB 4

### ESF 11 Annex Reference Material

[Insert the Local Jurisdiction Emergency Operations Plan (EOP) - ESF 11 Annex here]

[Insert the Local Jurisdiction ESF 11 Annex Appendices (if any) here]

## TAB 5

### ESF 11 Contacts & Resources Directory

#### ESF 11 Contacts Directory

[The following are suggested ESF 11 contacts/examples. Add or itemize other or additional important local/jurisdictional contacts as necessary]

Functional Area	Agency	Title	Name	Phone	Email
Animal Control					
	County Animal Control	AC Dispatch			
	County Animal Control	AC Manager			
	Count Animal Control	AC Office			
Law Enforcement					
	Sheriff's Office	Shift Lieutenant			
Humane Society					
	Local Humane Society	Executive Director			
	Local Humane Society	Operations Director			
Facilities Managers (Fairgrounds, etc.)					
	County Facilities	Fairground Manager			
	County Facilities	Park and Recreation Manager			
Agriculture					
	State Veterinarians Office	State Veterinarian	Dr. Keith Roehr	303-869-9130	keith.roehr@ag.state.co
	State Veterinarians Office	Assistant State Veterinarian	Dr. Nick Striegel	303-869-9130	Nick.striegel@ag.state.co
	Brands Inspection	Brand Commissioner	Chris Whitney	303-294-0895	Chris.whitney@ag.state.co
Functional	Agency	Title	Name	Phone	Email

ESF 11 Animal Evacuation, Rescue & Care Coordination Binder Ver. 1.0 May, 2014

Area					
Veterinary Clinics/ Hospitals					
	Local Veterinary Hospital	Practice Owner/Manager			
Livestock Associations					
	Colorado Livestock Association			970-378-0500	
CARTs					
	Adams	NA	NA	NA	NA
	Arapahoe	TBD	TBD	TBD	
	Boulder	TBD	TBD	TBD	
	Broomfield	NA	NA	NA	NA
	Clear Creek	Secretary	Donna Gee	303-668-0924	dgee@co.clear-creek.co.us
	Denver	TBD	TBD	TBD	
	Douglas	Coordinator	Anne Walton	303-814-4356	alwalton@douglas.co.us
	Elbert	Emergency Manager	Brandon Lenderink	303-805-6132	Brandon.lenderink@elbertcounty-co.gov
	Gilpin	Coordinator	Vicki Nemecek		vnemecek@co.gilpin.co.us
	Jefferson	Animal Control Manager	Carla Zinanti	303-271-5074	czinanti@co.jefferson.co.us
CSU Extension					
	County Extension	Extension Agent			
State Level Pet Animal Support					
	PetAid Colorado	State EOC ESF6a	Debrah Schnackenberg	720-218-4692	debrahschnackenberg@petaidcolorado.org
	Colorado Veterinary Medical Reserve Corps	Animal shelter volunteers, Veterinary volunteers	Debrah Schnackenberg	720-218-4692	debrahschnackenberg@petaidcolorado.org

ESF 11 Resource Directory

[The following are suggested ESF 11 contacts/examples. Add or itemize other or additional important local/jurisdictional contacts as necessary]

Resources	Agency/ Private Sector	Position	Name	Phone	Email
Pet Food					
	PetSmart	Regional Director			
	Petco				
	Big R	Store Manager			
Pet Boarding Facilities	Local Pet Boarding Facilities/Day Cares	Facility Manager			
Livestock Feed					
	Big R	Store Manager			
	Colorado Horsecare Foodbank	Coordinator	Marty Jackson	303-670-1474	info@horsefoodbank.org
Veterinary					
	Colorado Veterinary Medical Reserve Corps	East Unit Coordinator	Debrah Schnackenberg	720-218-4692	debrahschnackenberg@petaidcolorado.org
	Denver Area Veterinary Society	Executive Director	Ralph Johnson	303-539-7261	ralphjohnson@davms.org
	Colorado State Veterinary Association	Executive Director	Ralph Johnson	303-539-7261	ralphjohnson@colovma.org
Kennel Space					
	Local Boarding Facilities/Doggie Day Cares				
Shelter Equipment					
	PetSmart	Regional Director			
	Petco				
	Big R	Store Manager			
	Local Pet Boarding Facilities/Day Cares	Facility Manager			
General Supplies					
	Home Depot	Store Mngr			
	Lowe's	Store Mngr			

	Walmart	Regional			
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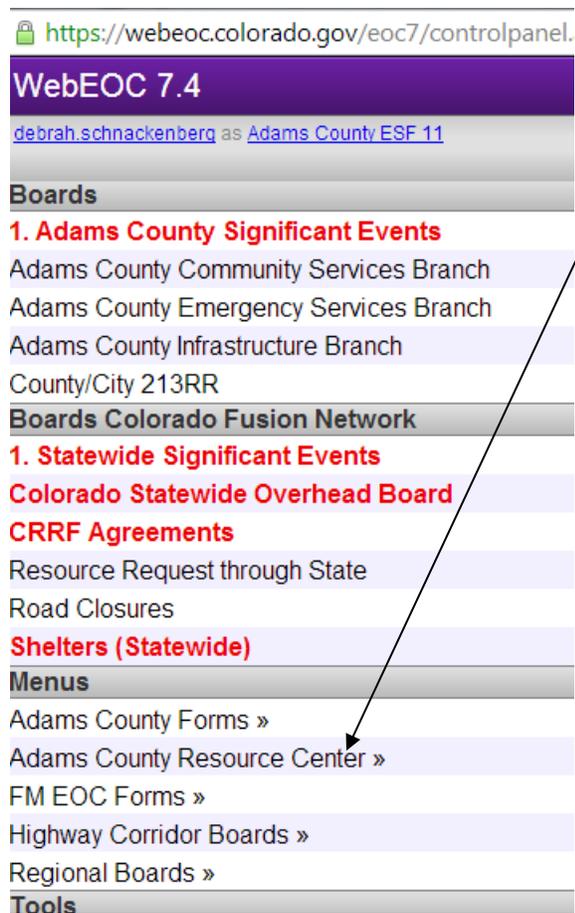
## TAB 6

### ESF 11 Resource Ordering

#### Resource Ordering – WebEOC

Fill out these forms in WebEOC. Follow the guidelines below. Make sure the request is specific and detailed.

#### **Step 1:** Click on “Resource Center”.



<https://webeoc.colorado.gov/eoc7/controlpanel>

**WebEOC 7.4**

[debrah.schnackenberg](#) as [Adams County ESF 11](#)

**Boards**

- 1. Adams County Significant Events**
- Adams County Community Services Branch
- Adams County Emergency Services Branch
- Adams County Infrastructure Branch
- County/City 213RR

**Boards Colorado Fusion Network**

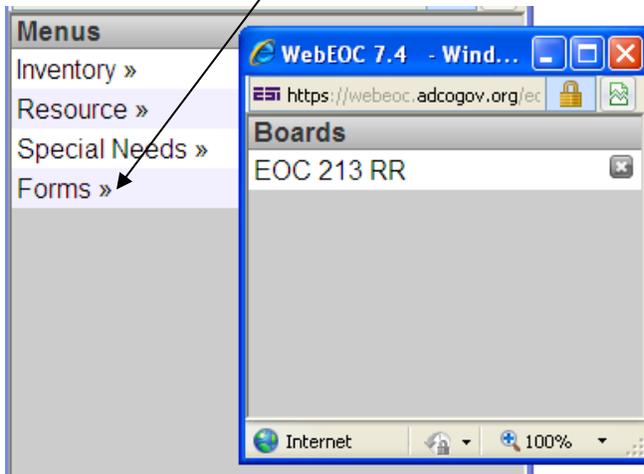
- 1. Statewide Significant Events**
- Colorado Statewide Overhead Board**
- CRRF Agreements**
- Resource Request through State
- Road Closures
- Shelters (Statewide)**

**Menus**

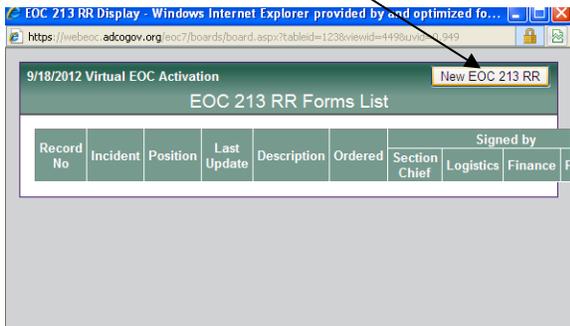
- Adams County Forms »
- Adams County Resource Center »
- FM EOC Forms »
- Highway Corridor Boards »
- Regional Boards »

**Tools**

**Step 2:** Click on “Forms” and then click “EOC 213RR” in the new window.



**Step 3:** Click on “New EOC 213 RR”.



**Step 4:** Begin filling out any relevant information and hit save when done.

The screenshot shows a web browser window titled "EOC 213 RR Display - Windows Internet Explorer provided by and optimized fo...". The address bar shows the URL: <https://webeoc.adcogov.org/eoc7/boards/board.aspx?tableid=123&viewid=449&uvid=0.949>. The main content area is titled "New Record" and contains the following elements:

- Buttons: Save, Spell Check, Cancel, Retrieve Record
- Report As: Jeff Newsome (dropdown menu)
- Resource Request Message: Purpose: The EOC 213RR is used by all EOC personn
- 1. Incident Name: 9/18/2012 Virtual EOC
- 2. Date/Time: From: [ ] - To: [ ]
- 4. ORDER Note: Use additional forms when requesting different resources of supply
- Table with 5 columns: a. Qty, b. Kind, c. Type, d. Priority Urgent(U) Routine(R), e. Detailed item description (vital characteristics, t and, if applicable, purpose/use, diagrams, and othe

The table has 8 empty rows for data entry. The browser's status bar at the bottom shows "Page 1 of 1" and "Disable Refresh".

Resource Ordering - Form 213 RR

Use paper copies of the Form 213 RR below. Copies of the 213 RR can be obtained from your EOC Resource Section. Make sure the request is legible, specific and detailed. Turn completed request forms into Plans Section Chief/Resource Ordering Section.

<b>RESOURCE REQUEST MESSAGE (ICS 213 RR)</b>			
<b>1. Incident Name:</b>		<b>2. Date/Time</b>	
		<b>3. Resource Request Number:</b>	
<b>4. Order (Use additional forms when requesting different resource sources of supply.):</b>			
<b>City:</b>	<b>Kind</b>	<b>Type</b>	<b>Detailed Item Description: (Vital characteristics, brand, specs, experience, size, etc.)</b>
			<b>Arrival Date and Time</b>
			<b>Requested</b>
			<b>Estimated</b>
			<b>Cost</b>
<b>5. Requested Delivery/Reporting Location:</b>			
<b>6. Suitable Substitutes and/or Suggested Sources:</b>			
<b>7. Requested by Name/Position:</b>		<b>8. Priority:</b> <input type="checkbox"/> Urgent <input type="checkbox"/> Routine <input type="checkbox"/> Low	
<b>10. Logistics Order Number:</b>		<b>9. Section Chief Approval:</b>	
<b>12. Name of Supplier/POC:</b>		<b>11. Supplier Phone/Fax/Email:</b>	
<b>13. Notes:</b>			
<b>14. Approval Signature of Auth Logistics Rep:</b>		<b>15. Date/Time:</b>	
<b>16. Order placed by (check box):</b> <input type="checkbox"/> SPUL <input type="checkbox"/> PROC			
<b>17. Reply/Comments from Finance:</b>			
<b>18. Finance Section Signature:</b>		<b>19. Date/Time:</b>	
Requestor	Logistics	Finance	

## TAB 7

### ESF 11 Log of Activities Instructions

Type or hand-write legibly. Print block letters, if necessary.

List all key actions or events for your EOC staff position. Information should include WHO, WHAT, WHEN (Time), WHERE, and sometimes HOW and WHY, when appropriate.

Purpose of a Log: A log of your actions or significant events is the primary way to update your replacement. Also, the Log may serve as an important document for reconstructing events or costs.

Type or Write in a Log Entry #, in numerical order, for each separate entry. Use extra lines, if needed.

Print Page when a form is full or Remove enough blank forms for easy access when handwriting.

Example Log Entries:

Log Entry #	Local Time	Date	Action Taken
1	10:00 AM	1/1/14	Assumed duties as ESF 11 Coordinator at the County EOC
2	10:05	1/1/14	Received event briefing from Operations Section. Incident Command has designated the County Fairgrounds as the location for small and large animal sheltering.
3	10:15	1/1/14	Made phone call to Jane Smith, County CART Coordinator to alert her to activate both small animal and large animal CARTs to the County Fairgrounds to set up a small animal shelter and a large animal shelter.
4	10:17	1/1/14	Alerted Red Cross representative at the ESF 6 Desk that small and large animal sheltering will be located at County Fairgrounds so that information can be provided to incoming evacuees at ARC evacuation reception centers and shelters.
5	10:25	1/1/14	Received call from law enforcement at the Hodges Ave. roadblock requesting assistance with large animal evacuation from the Hodges residential area.

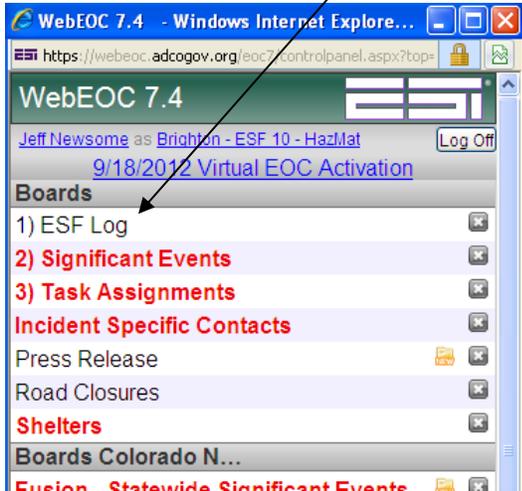
**Template Log Form on Next Page**



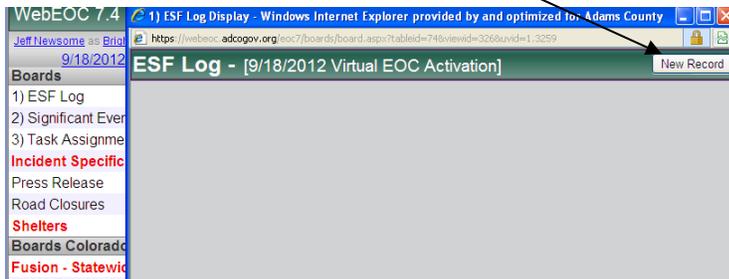


ESF 11 Activities Log – WebEOC

**Step 1:** Click on “1) ESF Log”.



**Step 2:** Click on the tab titled “New Record”.



**Step 3:** Begin entering relevant information into box marked “Notes:” and hit save when done. Be aware of the Event Type selection.

The screenshot shows a web browser window titled "1) ESF Log Display - Windows Internet Explorer provided by and optimized for Adams County". The address bar shows a URL from "https://webeoc.adcogov.org". The main content area is titled "Operations/ESF Log Input/Update". It contains several form fields: "Date/Time" (9/26/2012 14:24:41), "Event Type" (EXERCISE (WebEOC)), "Priority" ((Select)), "Address/Location:", "Previous Notes: (Read Only)", "Notes: Enter information here.", "Attachment:" with a "Browse..." button, and "CAD#". There are "Save", "Spell Check", and "Cancel" buttons at the bottom. A "Board Data Sharing" section includes a "Copy To Significant Events" checkbox. A red arrow points to the "Event Type" dropdown, and a black arrow points to the "Notes" text area.

The remainder of this page intentionally left blank.

## TAB 8

### ESF 11 Message Instructions - WebEOC

**Step 1: Click on "Messages"**



### Step 3: Fill out message form.

The screenshot shows a web browser window titled "WebEOC 7.4 Messages - Google Chrome" with the URL "https://webeoc.colorado.gov/eoc7/plugins/messages/display.aspx?function=compose&messageid=...". The main content area is titled "Compose New Message" and contains the following fields:

- To:**
  - Users:** A dropdown menu with "(SELECT)" at the top and options "aaron.eveatt", "aaron.laing", and "aaron.mandel".
  - Groups:** A dropdown menu with options "\*Adams County Process Group", "\*Eoc Directors Process Group", "\*RR213 Process Group", and ".Default".
  - Position:** A dropdown menu with options ".Duty Officer", "1A Troop", "1C Troop", and "1D Troop".
- Generate Email
- Priority and Subject:**
  - Priority:** A dropdown menu set to "Normal".
  - Subject:** An empty text input field.
- Body:** A large, empty text area for composing the message.
- Attachment:** A "Choose File" button and the text "No file chosen".

The remainder of this page intentionally left blank.

ESF 11 Message Instructions – Paper Message Forms



## Filing Paper ESF 11 Messages

### Filed ESF 11 Messages

Place Paper Message Form copies in this Tab in chronological or reverse chronological order.

## TAB 9

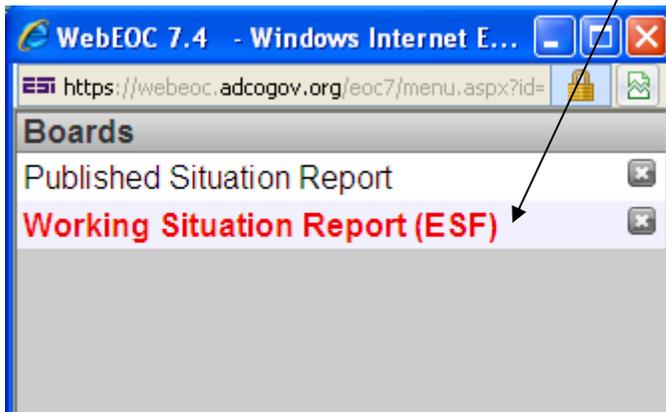
### Situation Reports

#### Situation Report – WebEOC

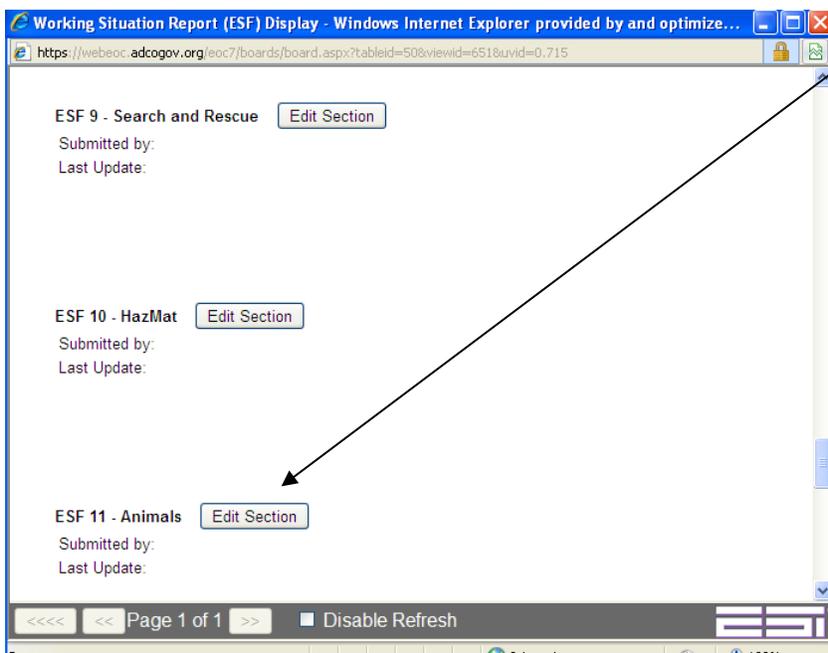
**Step 1:** Click on “Situation Report-ESF”



**Step 2:** Click on “Working Situation Report (ESF)”



**Step 3:** Scroll down the page until you reach your ESF. Select the “Edit Section” tab.



**Step 4: Fill out any related information.**

Report As

**ADAMS COUNTY  
OFFICE OF EMERGENCY MANAGEMENT**

**SITUATION REPORT**  
9/18/2012 Virtual EOC Activation

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ESF 10 - HazMat

Submitted by:

Last Update:

Page 1 of 1    Disable Refresh

The remainder of this page intentionally left blank.

## Situation Report - Paper

See your Documentation Section for the paper Situation Report Form your EOC utilizes. Fill out Situation Reports at the end of your EOC Shift and deliver the completed form to your Plans Section before leaving the EOC.

## TAB 10

### Animal Response Memoranda of Understanding

[Insert any existing Animal Response MOU's behind this tab]

## TAB 11

### EOC Acronyms & Definitions

**ARC** – American Red Cross

**CIAC** – Colorado Information Analysis Center. The CIAC is a multi-agency fusion center created to help prevent terrorism incidents in Colorado.

**CDEM** – Colorado Division of Emergency Management

**Damage Assessment** – The gathering of information which details the estimated cost for damages or loss to agriculture, infrastructure, property, businesses inventory and equipment. Losses also include costs such as debris clearance and emergency protective measures.

**Demob** – Short for **Demobilization** – The process by which EOC and/or field operations diminish and eventually cease altogether.

**Disaster Declaration** – Document signed by the city, county or state head official that implements disaster policies and procedures. A disaster declaration also paves the way for state and federal assistance, if and when state and federal assistance becomes available.

**EOC** – Emergency Operations Center

**EOC Activation Levels:**

**Level 3 – Virtual Activation & Monitoring:** Activation includes only the Office of Emergency Management staff or the Duty Officer along with one or two core Emergency Support Functions (ESF) monitoring the situation (i.e. law enforcement and dispatch). Setup of the EOC is not required to achieve the EOC mission and monitoring may occur from a remote location. Notification of the activation may be provided to the EOC Team and core EOC positions may be placed on standby.

**Level 2 – Core Activation:** A core activation includes the Office of Emergency Management staff and at least two of the following core emergency support functions:

- ESF 2- Communications
- ESF 4a – Fire
- ESF 4b – EMS
- ESF 13- Law Enforcement

- ESF 15 – Emergency Public Information
- IT/GIS Support

The EOC core positions are notified and requested through the Office of Emergency Management notification system.

Notification of the activation will be provided to the EOC Team and additional ESF positions may be placed on stand-by. Additional ESF functions may be activated if the incident has obvious needs that require additional support from other functions. The policy group may or may not require regular situational updates.

**Level 1 – Full Activation** – A full activation occurs when Emergency Management staff deems it necessary. A full activation occurs when all core positions and additional ESF positions are required. Notification of the activation will be provided to the EOC Team. The policy group will require regular situational updates during full activation and may be asked to convene and/or respond to the EOC.

**EOC Manager** – Individual responsible for overall function and operations of EOC.

**EOP** – Emergency Operations Plan; identifies lead and support agencies that have roles and responsibilities within Adams County during times of disaster.

**ESF** – Emergency Support Function – Labeled 1 through 15, ESFs coordinate those emergency response functions that the County needs to perform in a disaster. Individuals are assigned to an ESF based on their subject matter expertise. **(Note: ESF's may differ by County/Local Jurisdiction. This list should be updated by the user to represent their local EOC ESF structures)**

*ESF 1 – Transportation*

*ESF 2 – Communications*

*ESF 3 – Public Works and Engineering*

*ESF 4 – Fire Fighting, Emergency Medical Services (EMS)*

*ESF 5 – Emergency Management*

*ESF 6 – Mass Care, Housing, and Human Services*

*ESF 7 – Resources Support, Volunteer & Donations Management*

*ESF 8 – Public Health and Medical Services*

*ESF 9 – Search & Rescue*

*ESF 10 – Oil and Hazardous Materials Response*

*ESF 11 – Animals, Livestock, Agriculture, Natural Resources*

*ESF 12 – Energy, Utilities*

*ESF 13 – Public Safety and Security, Law Enforcement*

*ESF 14 – Damage Assessment & Recovery*

*ESF 15 – Public Information*

**FEMA** – Federal Emergency Management Agency

**IC** – Incident Commander. This person is in charge of coordinating the on-scene, first responders.

**ICS** – Incident Command System. A federally recognized system utilized to provide a common organizational structure and operating picture for on-scene, first responders.

**ICS Forms** – Forms used by the Incident Command System to communicate, collect and track data, and share information. Originally developed for field operations, ICS forms have been converted for other types of operations, including the EOC. Each form is usually referred to by its identifying number – “201” “202” etc. Some of the common forms are listed below, though there are many more:

- ICS Form 201, Incident Briefing
- ICS Form 202, Incident Objectives
- ICS Form 203, Organization Assignment List
- ICS Form 205, Incident Radio Communications Plan
- ICS Form 207, Organizational Chart
- ICS Form 209, Incident Status Summary
- ICS Form 211p, Check-In List
- ICS Form 213rr, Resource Request
- ICS Form 214, Unit Log

**IMT** – Incident Management Team – IMTs are ICS based teams specifically trained to provide field management support during disasters, though other types of support can be provided as well.

**JIC** – Joint Information Center: Location where public information relative to the emergency or disaster is tracked, coordinated and managed.

**LE** – Law Enforcement

**Logs** – Short for **Logistics Section**. Unit within the EOC overseen by the Logistics Section Chief. Main duties include resource ordering.

**MACS** – Multi Agency Coordination System. The system is comprised of dispatch agencies, incident command, EOCs, joint information centers, and policy makers. While there is no formal structure for the system, the entities within the MACS are responsible for coordinating and facilitating the entire incident response.

**NCR** – North Central Region. The 10 county region surrounding the Denver metro area.

**OEM** – Office of Emergency Management

**Operational Period** – Time frame, or shift, in which staff operating out of the EOC are expected to be present for. Operational periods will vary depending on the size, scope and duration of an incident.

**Ops** – Short for **Operations**, typically part of the field response that handles the strategy and tactics for incident management.

**PIO** – Public Information Officer. Main duties include establishing a JIC and providing public information relative to the emergency or disaster.

**Plans** – Short for **Planning Section**, overseen by the Plans Section Chief. Main duties include situation awareness, documentation, resource status, and demobilization.

**Policy Group** – Lead executive officials for the local jurisdiction. Responsible for:

- Determining and authorizing the level of commitment of local jurisdiction resources and funds for disaster response and recovery.
- Declaring a written state of disaster.
- Providing policy level guidance and decisions to the EOC and departments engaged in disaster response and recovery efforts.
- Coordination of information releases to the public through the news media, assuring consistency of information released before, during, and after the disaster or emergency.

**Resource** – All people, equipment, and supplies required to respond to an incident are considered resources.

**Resource Coordination Center** – Board within WebEOC where resources are tracked and managed or area within the EOC where resources are tracked and managed.

**SAR** – Search and Rescue, may include everything from urban search and rescue, to technical rescue.

**Sitrep** – Short for **Situation Report**. Sent out by the *Planning Section*, this document captures incident information coming in from the field and region, as well as the activities and issues being tackled by positions activated within the EOC. Information is routinely collected throughout the operational period and sent out every hour to every few hours depending on the nature of the incident.

**Task Assignment** – Formal request for action.

**TSA** – The Salvation Army

**VOAD** – Voluntary Organizations Active in Disaster. The state VOAD chapter (COVOAD) is a coalition of voluntary organizations that have made disaster related work a priority. Member agencies provide direct services along the continuum from disaster prevention and preparation to response, recovery and mitigation.

**WebEOC** – Web-based communication and information sharing tool used by the Emergency Operations Center.