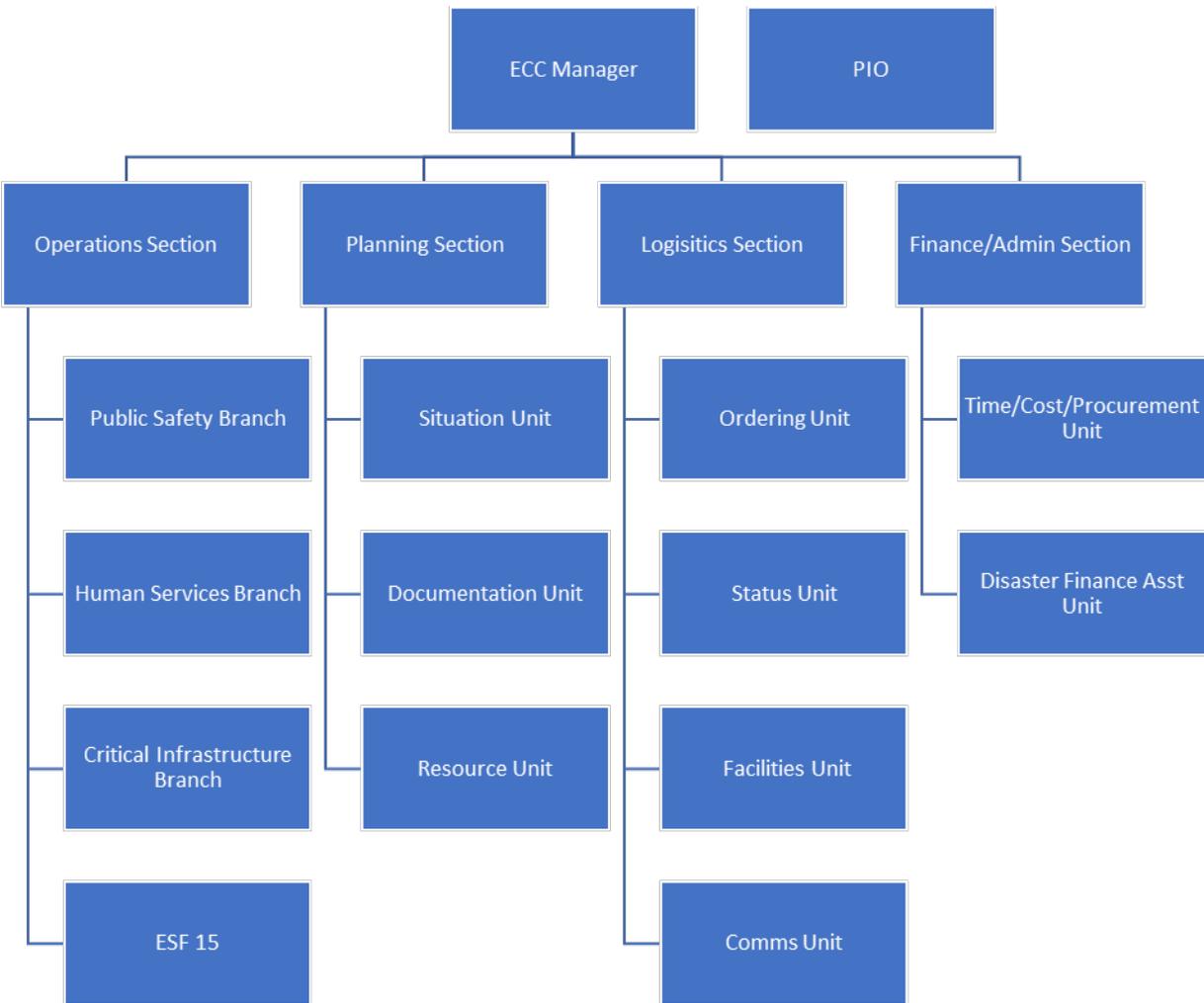


**Attachment 3**  
**Thurston County ECC Section Descriptions**



**Disaster Policy Advisory Group (DPAG)**

- Develops policy recommendations for the Board of County Commissioners (BoCC).
- Coordinates joint policy among represented jurisdictions of the Thurston County Emergency Management Council (EMC) and/or County Departments.
- DPAG/County Manager provides update briefings to BOCCs.

**Emergency Coordination Center (ECC) Manager**

- Recommends convening the DPAG.
- Provides initial and update briefings to the DPAG.
- Recommends Declaration of Local Emergency.
- Supervises and provides guidance and direction to Command & General Staff (C&GS).
- Determines appropriate staffing based on C&GS recommendations
- Approves ECC external communications/documents (IAPs, SitReps, News Releases, etc.).
- Participates in state/local conference calls.

**Public Information Officer (PIO)**

- Prepares, gains approval by ECC Manager, and distributes press releases
- Coordinates press conferences.
- Provides interviews and coordinates elected/senior official interviews.
- ECC Liaison with Thurston Area PIO Emergency Network (TAPEN).
- Reports to ECC Manager and DPAG.
- Works closely with Emergency Support Function (ESF) 15.

**ESF 15**

- Maintains emergency management website.
- Uses social media to communicate emergency information to the public.
- Monitors traditional and social media for situational awareness and trends.
- Creates and provide English as Second Language (ESL) messaging.
- Reports to Operations
- Works closely with PIO and Situation Unit

**Operations Section**

- Reports to ECC Manager
- Sub organizes as branches: Public Safety (ESF 4, 8, 9, 10, 11, 13, 20), Human Services (6, 11), Critical Infrastructure (ESF 1, 2, 3, 12), ESF 15
- **Human Services Branch**
  - Coordinates the set up and operation of shelters (human and pet).
  - Coordinates and manages donations.
  - Sets up and operates Community Points of Distribution (CPODs) under supervision of Food Bank.

- Activates and coordinates volunteers.
- Sets up and operates volunteer reception center.
- Registers emergency workers.
- Opens and staffs Disaster Assistance Reception Centers.
- Sets priorities for volunteer assignments.
- Organizes damage assessment teams and prioritizes Damage Assessments.
- Activates EAS and Thurston Community Alert (TCAlert) System.

### **Planning Section**

- Coordinates and facilitates Planning Meeting and update briefs.
- Prepares Incident Action Plans (to include ICS Form 201 for initial period or when Operations Section is not activated, unless ICS 201 for initial period has already been prepared by the Duty Officer or ECC Manager).
- Supervises Situation Unit and Documentation Unit.
- Situation Unit
  - Prepares and distributes ISNAP and SitReps.
  - Prepares, displays, and updates Incident Map.
  - Analyzes potential hazards, assesses impacts, and develops contingency plans.
  - Collects and analyzes data to build a Common Operating Picture (COP).
- Documentation Unit
  - Drafts Disaster Declaration.
  - Consolidates and distribute the IAP.
  - Maintains incident file.
- Resource Unit
  - Ensures assigned resources have checked in.
  - Creates staffing and communications plan for ECC Coordination Plan.
  - Coordinates future staffing and produces/distributes ECC staffing schedule.

### **Logistics Section**

- Supervises Intake, Ordering, Status, Staffing/Facilities, and Communications Units
- Documents resource request in WebEOC Resource Tracker.
- Prioritizes resource requests (based on policy guidance from DPAG and ECC Manager).
- Ordering Unit
  - Receives resource requests, ensures all necessary information is provided and assigns tracking number.
  - Locates resources (county departmental resource, commercial vendor, mutual aid, or State).
  - Inputs requests into WebEOC Resource Tracker.

- Updates resource status.
- Coordinates mutual aid.
- Coordinates contracts with Finance/Admin Section.
- Status Unit
  - Tracks resources from request, to assignment, to demobilization.
- Facilities Unit
  - Manages ECC facility and ECC staff maintenance and support (i.e. food, IT, ECC supplies).
  - Demobilizes ECC resources (staff).
- Communications Unit
  - Operates and maintains ECC communications equipment (UHF/VHF/HF radio, packets, etc.).
  - Sends and receives messages.
  - Provides redundancy in communication modes.
  - Operates communications networks.
  - Creates communication plan in coordination with Staffing/Facilities unit.
- Call Center Operations
  - Receives and responds to public inquiries.
  - Triage and routes calls.

### **Finance/Administration Section**

- Supervises the Time/Cost/Procurement, and Disaster Financial Assistance Units.
- Time/Cost/Procurement Unit
  - Collects, tracks, and reports actual and estimated costs associated to the incident.
  - Negotiates and processes contracts for incident related resources.
  - Requests incident related project codes from Financial Services.
  - Processes invoices.
  - Prepares spending and cost estimation reports.
  - Collects and processes documentation for demobilizing staff.
  - Ensures county procurement policies are being followed.
- Disaster Financial Assistance Unit
  - Collects and track damage data using web forms.
  - Coordinates FEMA/State PDA teams.
  - Submits damage reports to state