

BROWN COUNTY EMERGENCY SUPPORT FUNCTION (ESF) 5 EMERGENCY MANAGEMENT

Lead Agency: Brown County Emergency Management Agency (BCEM)

Support Agencies: Brown County Department of Technology Services (DoTS)
Brown County Land Services Office (GIS)
Brown County Public Safety Communications (BCPSC)
Brown County Public Information Officer Group
Brown County ARES/RACES
Brown County CERT (currently inactive)
Brown County VOAD
Brown County United Way (2-1-1)
Wisconsin Emergency Management (WEM)
Wisconsin VOAD (WIVOAD)

I. INTRODUCTION

A. Purpose

The purpose of ESF-5 is to:

1. Coordinate the overall emergency response and recovery activities of the Brown County Government and provide the core management and administrative functions to support the Emergency Operations Center (EOC), and the response of mutual aid, state assistance, and other assets.

B. Scope

ESF-5 coordinates with all other Brown County ESFs.

Basic ESF-5 functions are:

1. Facilitate planning and collaboration among organizations before, during, and after emergencies;
2. Facilitate information collection, analysis, and dissemination;
3. Coordinate resource requests and deployments.

Activities within the scope of ESF-5 include:

1. Operate the Brown County EOC during emergencies as a centralized location for planning and coordination of response and recovery activities for all impacted government and non-government agencies.

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2. Provide collaborative planning and preparedness guidance to municipal and county agencies to ensure coordinated response and recovery activities during major emergencies and disasters.
3. Utilize the EOC as the central information collection, analysis, and dissemination point during major emergencies and disasters.
4. Communicate and coordinate with Wisconsin Emergency Management (WEM) for situation status updates.
5. Coordinates requests for local and/or state assistance.

II. POLICIES

1. In accordance with Chapter 323 of the Wisconsin State Statutes, the Brown County Executive has authority to declare an emergency for Brown County, can make the services and resources of county agencies available, and can take any actions deemed necessary to protect lives, property, and the environment.
2. The Brown County Emergency Management Director is delegated the authority to implement the Brown County Emergency Operations Plan (EOP) during prevention, preparedness, mitigation, response, and recovery operations.
3. In accordance with Chapter 7 of the Brown County Code of Ordinances the Brown County Emergency Management Director, Coordinator, or designee is authorized to activate the EOP as requested or needed to protect lives, property, and the environment.

III. CONCEPT OF OPERATIONS

A. General

The Brown County EOP utilizes Emergency Support Functions (ESFs) which identify sources for direct assistance and operational support, and identifies coordination needed to support county preparedness, mitigation, response, and recovery activities.

1. During an emergency or disaster, the ESF-5 Lead Coordinating Agency will assign primary and backup personnel to the Brown County EOC as needed.
2. ESF-5 is activated at the Brown County EOC in anticipation of, or response to, a significant incident that affects the county.

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3. Brown County Emergency Management is responsible for maintaining a 24-hour emergency notification capability using the Outdoor Warning System, CodeRED, social media outlets, the Integrated Public Alert & Warning System (IPAWS), and local media.
4. BCEM serves as the single point of coordination between local jurisdictions, Wisconsin Emergency Management (WEM), BC EOC operations, and Incident Command during response and recovery operations.
5. BCEM coordinates state and federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.

B. Organization

The general organizational structure is described in the County Basic Plan under Introduction, Section IID.

1. The Emergency Management Director or designee is delegated the authority by the County Executive under Chapter 7 of the Brown County Code of Ordinances to implement the Brown County EOP as needed.
2. The Brown County EOC is the primary location for coordinating county emergency response and recovery activities and has 24-hour communications and support capabilities through Public Safety Communications. In the event the County EOC is inoperable for an extended period of time, emergency operations will be relocated to the Alternate EOC.

C. Mitigation Activities

1. Identify potential mitigation opportunities from damage assessment.
2. Coordinate the development, implementation, and maintenance of the County Hazard Mitigation Plan.
3. Coordinate with local jurisdictions to ensure that they are aware of federal and state mitigation grant opportunities.
4. Apply for funding through federal and state pre- and post-disaster mitigation grant programs.
5. Provide mitigation education to local jurisdictions and the public sector including businesses, private non-profit groups, and the public.

D. Preparedness Activities

1. Develop and maintain SOPs and other procedures necessary to support agencies that operate in the EOC.
2. Provide EOC operations training and exercises for agency staff members to support local and/or county emergency operations.
3. Establish and maintain contact with municipal and county chief elected officials and emergency management representatives.
4. Develop and maintain memorandums of understanding (MOUs) and mutual aid agreements.
5. Identify planning gaps and determine appropriate corrective action recommendations.

E. Response Activities

1. Activate County EOC and notify agencies to staff ESFs as necessary.
2. Collect, verify, analyze, and disseminate incident information as needed.
3. Coordinate with municipal, county, and state agencies to identify requirements and request supporting resources.
4. Request, deploy, and track appropriate resources supporting response operations.
5. Compile and verify preliminary damage assessment information from Uniform Disaster Situation Report (UDSR).
6. Coordinate and assist public information activities.
7. Establish and maintain contact information and resources lists.
8. Disseminate situation reports and assist with operational plan development.
9. Initiate recovery activities with appropriate agencies.

F. Recovery Activities

1. Request, deploy, and track appropriate resources supporting recovery operations.
2. Assist local and county officials with short- and long-term recovery planning and operations.
3. Coordinate with state and federal agencies for supplemental emergency or disaster assistance for local jurisdictions.
4. Assist local and county agencies with cost tracking and reporting requirements.
5. Coordinate and assist public information activities.
6. Disseminate recovery information, plans, and reports as needed.

IV. RESPONSIBILITIES

A. Primary Agency: Brown County Emergency Management

1. Coordinate ESF support for protection, prevention, mitigation, response, and recovery activities.
2. Gather, analyze, and disseminate incident information to assist with emergency or disaster declaration decisions.
3. Implement and administer federal and state disaster mitigation programs.
4. Provide training, exercise programs, and support to county, local agencies, and private organizations to support emergency management activities.
5. Review plans and identify deficiencies to determine appropriate corrective actions.
6. Coordinate and support local and county emergency planning efforts.
7. Coordinate and implement the priorities of the Chief Elected Official in local emergency response operations.
8. Monitor, coordinate, and support emergency recovery operations.

Support Agencies

- B. Brown County Department of Technology Services (DoTS)
 - 1. Provide and maintain internet connectivity for computer systems, VOIP telephone systems, and related equipment to sustain EOC operations.
 - 2. Monitor and maintain internet and telephone capability for county-issued cell phones.
 - 3. Support methods and platforms for disseminating information to government agencies and the public.

- C. Brown County Land Services Department (GIS)
 - 1. Maintain current GIS-related software and systems, and ensure access to systems and data during EOC operations.
 - 2. Maintain GIS data with layers relevant to emergency response and recovery.
 - 3. Provide data collection, data analysis, incident mapping, and information to EOC staff.
 - 4. Assist with situation tracking and analysis, damage assessment, and operational planning.

- D. Brown County Public Information Officer
 - 1. Complete checklist items in ESF-15.
 - 2. Obtain, monitor, and analyze information from government, public, and media sources.
 - 3. Analyze and disseminate information to government agencies, news media platforms, and the public in coordination with agency leadership and joint PIO agencies.

- E. Brown County ARES/RACES
 - 1. Maintain radio equipment in the EOC for use during emergencies and disasters.
 - 2. Provide supplemental emergency radio communications to assist the EOC and field agencies.

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3. Communicate with district-, state-, and national-level ARES/RACES organizations as required.
- F. Brown County CERT (currently inactive)
1. Assist with Brown County emergency operations in accordance with established guidelines, training, and qualifications.
- G. Brown County United Way (2-1-1)
1. Establish and maintain a database of private resources.
 2. Provide BCEM with situational information gained from calls from the public.
 3. Collect and disseminate damage reports from citizens and business.

V. Acronyms

See Brown County Emergency Response Plan, Basic Plan, Attachment 7

VI. Appendices

Appendix 1: Brown County EOC Locations and Access

Appendix 2: Brown County EOC Activation Levels

Appendix 3: Brown County EOC Activation and Operations Checklist

Appendix 4: EOC Notification Contact List

Appendix 5: Brown County EOC De-activation Checklist

Appendix 6: Monthly EOC test checklist

Appendix 7: Order of succession (under development)

Appendix 8: EOC layout

Appendix 9: List of documents (ICS/EOC forms)

Appendix 10: Damage report hotline and forms (under development)

Appendix 11: Long-term EOC operation (under development)

Appendix 12: WICAMS (under development)

Appendix 1

Brown County Emergency Operations Center
Location and Access

Primary EOC

The primary Brown County Emergency Operations Center is located at 3030 Curry Ln, Green Bay Wisconsin. Access to the EOC is through the main facility entrance and using a county identification card for selected team members.



Alternate EOC

The alternate EOC is located at

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The alternate EOC is a “cold” site; therefore, EOC staff members must bring their own laptop and charger, cell phone and charger, related office supplies, and any other needed equipment or supplies to the alternate EOC. No such equipment or supplies are currently available at the alternate EOC.

Appendix 2

Brown County Emergency Operations Center Activation Levels

Brown County operates under a graduated program of four response levels depending on the situation with each level corresponding to the disaster situation and reflecting State response levels. These levels are based on increasing levels of impact from minor to massive however, during “fast-breaking” events, the initial activation levels may be time-compressed and concurrent.

The activities listed under each level of activation are suggested guidelines for actions and staffing at that level. Actual activities and staffing will be determined by the Chief Elected Official or designee at the time of activation.

Level 4 Minimal (Enhanced Monitoring)

Conditions:

- Report of actual or potential threat received by County Emergency Management;
- Report(s) indicating potential for scope or severity of threat to increase.

Level 3 Minor (Initial Activation)

Conditions:

- Significant event in a single municipality, or multiple smaller events in several areas of the county;
- Scope or severity of the event(s) have, or are expected to, escalate beyond the capability of the initial response resources;
- Reports indicate potential or actual multiple injuries or deaths; evacuation of multiple residential or business units; sheltering of moderate numbers of people; or significant damage or other impact to the county;
- Event(s) expected to be resolved within a single operational period;
- Event(s) in neighboring county(s) that require resources from Brown County or have potential for other impact to the county;
- Event(s) present significant actual or potential impact on, or limitation of, essential services within the county.

Level 2 Moderate (Partial Activation)

Conditions:

- Significant complex event involving joint incident command;
- Event(s) involving state resource request(s);
- Event(s) expected to continue for multiple operational periods;

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- Potential or actual significant numbers of injuries or deaths; evacuation of significant numbers of residential or business units; sheltering of large numbers of people; or major damage or other impact to the county;
- Emergency or disaster declaration at municipal or county level;
- Significant amount of municipal or county resources deployed outside Brown County;
- Event(s) present major actual or potential impact on, or limitation of, essential services within the county.

Level 1 Severe (Full Activation)

Conditions:

- Event(s) involving federal resource request(s);
- State emergency or disaster declaration for any portion of Brown County;
- Multiple major events within Brown County;
- Event(s) expected to continue for multiple weeks or months;
- Essential services within the county severely impacted or limited;
- Evacuation of large numbers of residential or business units with relocation of large numbers of people;
- Potential or actual large numbers of injuries or deaths;
- Catastrophic damage in parts of the county;
- Significant damage to critical infrastructure;
- Potential for major long-term recovery operations.

Appendix 3

Brown County Emergency Operations Center Activation Checklist and Tasks

The Brown County EOC Manager is responsible for ensuring all EOC systems are operational and ready for use during an emergency or disaster, as well as sending messages through the CodeRED and ReadyOp systems. The EOC Manager is also responsible for updating information in the WebEOC system and coordinating with WEM officials as needed.

Initial EOC Activation

- Transmit EOC activation notification(s) via ReadyOp
 - Activation level
 - Reason for activation
 - Location of incident(s)
 - Specific ESF(s) activated or other agency(s) requested to report to the EOC
- Log on to Green Bay computer at the EOC Manager's desk
 - Load the NWS 7-Day Forecast website
- Log on to main EOC computer at the EOC Manager's desk
 - Log into CodeRED (see Appendix 3A/B)
 - Log into ReadyOp (see Appendix 3C)
 - Log into WebEOC (see Appendix 3D)
 - Log into Facebook account
 - Log into Twitter account
- Turn on overhead projectors
- Turn on West and East TVs
- Turn on Crown audio control box (in cabinet under the Green Bay computer, second unit up from the bottom)
- Print and set out Sign-In sheet(s)
- Print and set out EOC-214 forms
- "Wake up" ESF computers (turn on monitors)
- Turn on ESF computer mice and keyboards

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- Check ESF phones for server connection
- Make coffee
- Make hot water
- Begin EOC-214 for EOC Manager position
- Prepare digital versions of other EOC forms as needed (enter incident date/time, incident name, etc)
- Conduct Notifications (as needed; record notifications on EOC-214), provide information regarding:
 - Activation level
 - Reason for activation
 - Location of incident(s)
 - Specific ESF(s) activated or other agency(s) requested to report to the EOC
- Notify these agencies (as needed):
 - WEM Regional Director
 - WEM Duty Officer
 - Adjacent County(s)
 - PIO Group
 - VOAD/VOAD Group
- Establish initial and follow-on operational periods, duty schedules, and telephone lists;
- Post incident information on white board, chart, or shared document:
 - Incident name and type
 - Incident location/impacted area
 - Incident start date/time
 - Initial operational period date/times
 - Follow-on operational period times

EOC Operations

- Obtain situation status briefings from Incident Command Staff every 2 hours or as needed;
- Coordinate with Incident Command Staff and municipal representatives for actual and expected needs;
- Complete EOC Forms, post/share as needed (white board, chart, shared file):

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- Incident Briefing and Objectives (EOC-201/202)
- Resource information (EOC-201/203/204)
 - Committed-Status
 - Requested
 - Source
 - ETA
 - Notes
 - Needed but unavailable or requested (ICS/EOC-213)
- EOC Organization Chart (EOC-207)
- Incident Status (EOC-209)

- Complete Safety Analysis (EOC-215A) and Safety Plan (EOC-208) *for EOC only*

- Provide EOC forms to BCPSC at beginning of each operational period for situational awareness:
 - EOC-201
 - EOC-202
 - EOC-203
 - EOC-204
 - EOC-207

- Obtain ICS forms from ICS staff (ICS-201/202, 203/204, 207, 209);

- Facilitate regular situation update and planning meetings to develop Incident Action Plans and Situation Reports as needed (see Planning-P);

- Conduct regular briefings for Policy Group staff;

- Coordinate with Policy Group Staff for emergency declaration(s);

- Complete emergency declaration notifications:
 - WEM Regional Director
 - WEM Duty Officer
 - Adjacent County(s)
 - PIO Group
 - WebEOC status update

- Coordinate with WEM and/or adjacent counties for requested resources;

- Provide regular status updates to BCPSC (EOC-209);

- Disseminate situation reports (EOC-209) as needed:
 - BCPSC
 - Policy Group

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- WEM Regional Director
 - WI SEOC/WEM Duty Officer
 - Incident Commander (if needed)
 - Adjacent counties (if needed)
- Compile and verify preliminary damage assessment information from Uniform Disaster Situation Report (UDSR);
 - Enter UDSR information into WebEOC if not automatically entered;
 - Provide info to PIO group for message coordination and development;
 - Process requests from local jurisdictions for specific emergency and disaster related assets and services:
 - Log resource requests on EOC-213
 - Log resource status on EOC-203/204
 - Update status of all resources (EOC-204, EOC-209);
 - Track expenses for reimbursement;
 - Coordinate resource demobilization plan;
 - Coordinate with WEM and/or adjacent counties for released/available resources;

Recovery Operations

- Coordinate with local and county officials on short-term and long-term recovery operations and recovery planning. Assist with plan development as needed;
- Obtain situation status briefings from Incident Command Staff as needed;
- Coordinate with Incident Command Staff and municipal representatives for actual and expected needs;
- Activate county and/or municipal recovery plan;
- Request Brown County and/or Wisconsin Voluntary Organizations Active in Disaster (VOAD) as appropriate;
- Complete EOC Forms, post/share as needed (white board, chart, shared file):
 - Incident Briefing and Objectives (EOC-201/202)

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- Resource information (EOC-201/203/204)
 - Committed-Status
 - Requested
 - Source
 - ETA
 - Needed but unavailable or requested (ICS/EOC-213)
- EOC Organization Chart (EOC-207)
- Incident Status (EOC-209)
- Complete Safety Analysis (EOC-215A) and Safety Plan (EOC-208) *for EOC only*
- Provide EOC forms to BCPSC at the beginning of each operational period for situational awareness:
 - EOC-201
 - EOC-202
 - EOC-203
 - EOC-204
 - EOC-207
- Obtain ICS forms from ICS staff (ICS-201/202, 203/204, 207, 209);
- Facilitate regular situation update and planning meetings to develop Incident Action Plans and Situation Reports as needed (see Planning-P);
- Conduct regular briefings for Policy Group staff;
- Coordinate with WEM and/or adjacent counties for requested resources;
- Provide regular status updates to BCPSC (EOC-209);
- Disseminate situation reports (EOC-209) as needed:
 - BCPSC
 - Policy Group
 - WEM Regional Director
 - WI SEOC/WEM Duty Officer
 - Incident Commander (if needed)
 - Adjacent counties (if needed)

Event Termination

- Coordinate resource demobilization plan;
- Conduct after-action critique of the overall response and recovery efforts.
Topics to cover:

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- County EOC activation, BC notifications, and ESF staff reporting;
- Alternate EOC activation (as needed);
- Notifications to outside agencies;
- Communication and coordination with municipal representatives;
- EOC and ESF communication, coordination, and resource support for Incident Command Staff;
- EOC and ESF communication, coordination, and resource support for municipality(s);
- EOC and ESF communication, coordination, and resource support for Brown County agencies;
- EOC and ESF communication and coordination with outside county, state, and federal agencies;
- EOC and ESF communication and coordination with allied NGOs, FBOs, and other organizations;
- Public information and warning;
- Mutual aid coordination, deployment, support, and demobilization;
- EOC internal meetings, briefings, and reports;
- Policy group meetings, briefings, and reports;
- Briefings and reports to outside agencies;
- Emergency declaration process;
- Completion and submission of EOC forms and reports;
- Completion of WebEOC documents and status updates;
- Coordination and completion of Preliminary Damage Assessments;
- Demobilization planning and process;
- EOC Deactivation planning and process;

- Collect AAR inputs and critiques

Deactivation

See appendix 5, EOC Deactivation Checklist

Appendix 3A

**Brown County Emergency Operations Center
CodeRED Instructions (IPAWS Message)**

CodeRED is the system used by Brown County to send emergency alerts and notifications via text, cell phone, landline phone, and/or email to the public who subscribe to the service. IPAWS is the system used to send critical information to all cell phones, landline phones, and Emergency Alert System media outlets in a chosen area regardless of subscription. IPAWS is also used by the state and federal governments to send critical information to a larger public audience.

Login to CodeRED website

For IPAWS Notifications:

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Appendix 3B

**Brown County Emergency Operations Center
CodeRED Instructions (Non-IPAWS Message)**

For non-IPAWS messages

Appendix 3C

**Brown County Emergency Operations Center
ReadyOp Instructions**

- Login to ReadyOp website;
- Click “Send Notification” icon in bottom right corner.

Appendix 3D

Brown County Emergency Operations Center
WebEOC Instructions

Most information for WebEOC is contained in the “WebEOC Training for Counties and Tribes” document; however, some specific information is listed below:

1. County/Tribe Status Update

- Click the blue “Save” icon in the lower right corner of the page.

2. Damage Assessment

Under Development

Appendix 3E

Brown County Emergency Operations Center EOC Start/End of Operational Period Checklist

Start of Day

- Log into WebEOC and sign in
- Start activity log (EOC-214) for current operational period
- Close out and save EOC-214 from previous operational period
- Log into REDIOP
- Send EOC activation message via REDIOP
- Make coffee
- Start new EOC sign-in sheet
- Retrieve PSC radio from charger, tune to appropriate frequency/channel
- Review weather forecast
- Log into video conference system
- Begin pass down notes
- Log into pertinent web sites (weather etc) and display on screen(s)

End of Day

- Compile information for daily SITREP
- Send SITREP out via REDIOP
- Turn off projectors
- Turn off video conference system
- Return PSC radio to charger
- Check paper level in printers
- Print blank EOC-214s (as needed)
- Print more EOC sign-in sheets (as needed)
- Print new Public Safety Call rollcall sheet (as needed)
- Print and post (if needed):
 - EOC schedule for next day
 - BC SITREP
 - EOC-208 (if needed due to changes)

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- Area Command Mission Sheet (if needed due to changes)
- Updates to Comm Plan (ICS-205)
- Incident Action Plan for operational period
- Disinfect all surfaces
 - Desktops
 - Dining table
 - Worktables
 - Phones (including conference phone)
 - Keyboards and mice
 - Coffee/sink area
 - Handrails
 - Door handles
 - Expo markers
 - Chairs
 - Personal offices (if used for meetings)
 - Red EOC binder
 - Back room surfaces
- Turn off and clean coffee maker(s)
- Dump trash (as needed)
- Vacuum floors (Saturday)
- Call off-duty EM, pass over pertinent information
- Sign out of Web EOC
- Log out of REDIOP
- Log out of computers
- Call Dispatch, change on-call primary
- Verify glass door is secured

Appendix 4

Brown County Emergency Operations Center
EOC Notification Contact List

Brown County Emergency Management will notify the appropriate entity(s) depending on the nature and severity of the incident. Notifications are made via the ReadyOp system, direct phone calls/email, through a third party, or a combination of these methods.

EOC activation notifications are conducted via the ReadyOp system to provide situational awareness and/or notification of ESF activation to stakeholder agencies.

This list is a living document and is not intended to be comprehensive. Contact information for notifications may be maintained in a database at a future date.

Brown County Offices and Departments

Administration

Office

Cell

Troy Streckenbach, County Executive

Jeff Flynt, Deputy Executive

Chad Weininger, Director of Administration

Austin-Straubel Airport

Chet Bruette, Chief of Public Safety

Airport Public Safety Dispatch

Emergency Management

Lauri Maki, Director

Sam Martin, Coordinator

Parks and Recreation

Matt Kriese, Parks Director

PIO Group

Jeff Flynt, BC Deputy Executive

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Anna Destree, BC Public Health Officer

Public Health

Erik Pritzl, Human Services Director

Anna Destree, Public Health Officer

Office and After Hours Contact

Public Safety Communications

Cullen Peltier, Director

Renee VandeVoort, Assistant Director

On-Duty Dispatch Supervisor

Mandy Leonard, Department Assistant

Public Works/Facility Maintenance

Paul Fontecchio, Public Works Director

Michael Piacenti, Operations Manager

Office- Regular Hours

Office- After Hours Emergency

Sheriff's Office

Todd Delain, Sheriff

Dan Sandberg, Patrol Captain

Technology Services (DoTS)

August Neverman, Chief Info Officer

Josh Grimes, Cyber Security Technician

Help Desk

Zoning/GIS

Jeff Dumez, BC GIS Coordinator

Volunteer Groups

American Red Cross

Bob Mayer, Disaster Program Manager

ARES/RACES

Chris Lehner, BC ARES/RACES Coordinator

Salvation Army

Jessica Turner

Team Rubicon

Adam Lemons

Neil Kowalkowski

Robert Phillips

United Way/2-1-1

Holly Ladwig, Program Investment and 211 Manager

City of Green Bay Offices and Departments

Administration

Eric Genrich, Mayor

Celestine Jeffreys, Chief of Staff

Fire Department

David Litton, Fire Chief

Rob Goplin, Assistant Chief

Police Department

Andrew Smith, Police Chief

Public Works

Steven Grenier, Director

State of Wisconsin Offices and Departments

Emergency Management (WEM)

State Duty Officer

Steve Fenske, Regional Director

Utilities

WE Energies

Gas Emergency

Electricity Emergency

Appendix 5

Brown County Emergency Operations Center De-Activation Checklist and Tasks

The Brown County EOC Manager will coordinate with the ESF lead agencies, elected officials of impacted municipalities, and representatives from Non-governmental organizations (NGOs) and faith-based organizations (FBOs) to plan for phased deactivation of the BC EOC. Consideration will be given to the needs of short- and long-term recovery operations, available staffing, and expectations or forecasts for ongoing and future emergencies or disasters.

The EOC Manager will ensure all documentation has been completed and collected, notifications have been transmitted, status reports updated, and EOC systems returned to pre-activation conditions after deactivation.

EOC Deactivation Tasks

- Turn off, empty, and clean coffee pots
- Collect and scan EOC-214s, sign-in sheets, and other documentation
- Collect and scan all AAR documentation
- Turn off Crown audio control box (in cabinet under the Green Bay computer, second unit up from the bottom)
- Turn off West and East TVs
- Turn off overhead projectors
- Send out final CodeRED notifications (if needed)
- Send out EOC deactivation notifications via ReadyOp
- Update status in WebEOC
- Screenshot and save pertinent postings on Facebook and/or Twitter pages
- Log off Green Bay computer (do not turn off)
- Log off main EOC computer (do not turn off)
- Log off ESF computers (do not turn off)
- Turn off ESF mice, keyboards, and monitors
- Create EOC Improvement Plan

Appendix 6

Brown County Emergency Operations Center Monthly Checklist

- Log onto each of the Emergency Management computers
- Turn on both projectors
- Turn on East and West TVs
- Turn on the Crown audio controller (in cabinet under the Green Bay computer, second unit up from the bottom)
- Shut down and restart both main computers
- Log into CodeRED, transmit monthly IPAWS test message (one computer only)
- Log into WEBEOC
- Log into ReadyOp
 - Go through process to send message (see instructions)
- Access email
- Access W-Drive
- Access U-Drive
- Bring up NWS site (7-day forecast)
- Bring up NWS Hydrology site
- Go to YouTube and play a video to test audio/video capability
- Verify all ESF computers are connected to the server (Log on with each computer)
 - Turn mice and keyboards off after logoff
- Verify all ESF phones are connected to the server (check for dial tone)