

NATIONAL RESPONSE PLAN

**National Response Coordination
Center (NRCC)**

STANDARD OPERATING PROCEDURE



April 2005

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1.0 General

1.1 **Purpose**

This document establishes procedures and protocols for the activation and operation of the National Response Coordination Center (NRCC) to facilitate domestic incident management. It includes delineation of the NRCC staffing requirements, roles and responsibilities, internal/external strategic information flow, and coordination processes.

1.2 **Background**

The National Response Plan (NRP) details the specific domestic incident management roles and responsibilities of the Secretary of Homeland Security, Attorney General, Secretary of Defense, Secretary of State, and other departments and agencies involved in domestic incident management as defined in Homeland Security Presidential Directive-5 (HSPD-5), Presidential Decision Directive (PDD)-39, PDD-62, and other relevant statutes and directives. The NRP also establishes the multi-agency organizational structures and processes required to implement the authorities, roles, and responsibilities of the Secretary of Homeland Security as the “principal Federal official” for domestic incident management.

This document implements direction provided in the NRP to establish the NRCC at FEMA HQ as a functional component of the Homeland Security Operations Center (HSOC) in support of a comprehensive, integrated, and coordinated approach to domestic incident management as required by HSPD-5.

1.3 **Mission Statement**

The NRCC is a multi-agency Center that provides overall Federal response coordination for Incidents of National Significance and emergency management program implementation. DHS EP&R (FEMA) maintains the NRCC as a functional component of the Department of Homeland Security (DHS) Operations Center (HSOC) in support of incident management operations. The NRCC monitors potential or developing Incidents of National Significance and supports the efforts of regional and field components. The NRCC functions in support of multi-agency planning and coordination of incident management operations. In addition, the NRCC is responsible for resolving Federal resource support conflicts and other implementation issues forwarded by the Joint Field Office (JFO). Located at FEMA Headquarters, the NRCC operates on a 24/7 basis in coordination with HSOC to support 40 departments and agencies from activated National Response Plan (NRP) Emergency Support Functions (ESFs) and support agencies who provide representatives to augment the NRCC.

The NRCC monitors potential or developing Incidents of National Significance, deploys national-level entities such as the National Disaster Medical Systems (NDMS), Urban Search and Rescue Task Forces, Mobile Emergency Response Support (MERS) Detachments, and supports the efforts of the regional and field components. The NRCC determines allocation of resources for disaster response and recovery activities occurring in multiple State or multiple regions (Stafford Act declarations only) and monitors resource allocations for non-Stafford Incidents of National Significance, when requested. The NRCC resolves Federal resource support conflicts and other implementation issues forwarded by the Joint Field Office (JFO). Issues that cannot be resolved by the NRCC are referred to the Interagency Incident Management Group (IIMG). In addition, the NRCC serves as the central source of information--at the national level--regarding the status of Federal response activities.

1.4 Organization

The NRCC is established in accordance with the NRP as a physical implementation of ESF-5, and organized in accordance with the principals of the Incident Command System (ICS), incorporating all other ESFs, as well as DoD and other components of DHS. Representatives of Federal departments and agencies, and the American Red Cross who manage one or more aspects of disaster response and recovery via their Emergency Support Functions (ESFs) are grouped by similar function into four sections under the NRCC Operations Section. The nature and size of the event determines which of the ESFs are activated.

1.4.1 NRCC Staff

The NRCC Manager manages the NRCC and is responsible for all its activities. The NRCC Manager reports to the FEMA Response Division Director and is supported by an immediate staff that includes: External Affairs Coordinator (ESF 15) representative, the General Counsel, and Safety Coordinator. External Affairs includes Public Affairs, Congressional, Intergovernmental, Community Relations and Tribal as required by the incident. The NRCC Manager ensures that the activities of the NRCC, Regional Response Coordination Centers (RRCCs) and Emergency Response Teams (ERTs) are communicated to the Under Secretary of EP&R (FEMA), the HSOC, and all concerned departments and agencies.

1.4.2 Operations Section

The Operations Section supports field elements in coordinating the delivery of Federal resources, assistance and program implementation to support State and local response and recovery efforts. Toward accomplishing this mission, the Operations Section incorporates and integrates representatives of ESF primary agencies, Department of Defense (DoD), and FEMA Assistance Program offices. The Operations Section is organized into four branches (Emergency Services Branch, Human

Services Branch, Infrastructure Support Branch, Operations Support Branch, and Mitigation Branch) and four staff elements (Mission Assignment Coordinator, Action Tracking Coordinator, and Department of Defense Liaison). The branches represent groups of related ESFs and program functions.

1.4.3 Planning Section

The Planning Section is responsible for collecting, evaluating and disseminating situation information to support planning and decision-making. It is the information link within the NRCC and between the HSOC and the field. The Section facilitates action planning for the NRCC Manager with all sections and prepares the national-level Situation Report (SITREP), briefings and special reports, and information displays for the NRCC. This section is also the NRCC point of contact for remote sensing and reconnaissance efforts as well as GIS mapping and data requests.

The Planning Section is organized into four primary Units; Situation Unit, Documentation Unit, Resource Unit, and the Demobilization Unit. It may also include Technical Specialist to assist in evaluating the situation and forecasting requirements for additional personnel and equipment.

An NRCC Watch Team, with a minimum of one Watch Officer and one Watch Analyst, is on duty 24/7 at FEMA headquarters. Upon activation of the NRCC at any increased staffing level, the Watch Team becomes the first increment of the NRCC. Watch Officers will serve as the Planning Section Chief unless the NRCC manager directs a different action.

The Planning Section provides situational information about potential or actual disaster or emergency events to allow the NRCC Manager or Response Division Director and senior management to:

- Understand the magnitude of the incident or emergency.
- Develop NRCC operational objectives and strategies.
- Provide an accurate assessment of the situation to key FEMA and DHS leaders.
- Coordinate short- and long-range planning at the national level to support field operations.

In addition, the Section provides support to field operations (particularly in the initial stages of an operation) with a variety of services and products. These include:

- Coordinating reconnaissance and remote sensing activities at the national level.
- Compiling information on current national situation and preparing reports.
- Providing analytical information available from FEMA systems.
- Producing GIS maps combining available demographic data with information on the disaster.

The Planning Section conducts these primary activities:

- Collecting and analyzing Essential Elements of Information (EEIs) critical to disaster operations from specialized FEMA offices, from other Federal departments and agencies, and from outside sources.
- Facilitating short- and long-range planning for NRCC operations and other entities when required.
- Establishing and maintaining information displays and maps in the NRCC, and for completing special projects as required.
- Providing briefings to support the HSOC needs and those of FEMA leadership.
- Preparing and distributing routine and special reports, including the National SITREP or incident specific reports for electronic distribution and for release on the JRIES EOC Portal and FEMA Internet homepage.
- Coordinating all reconnaissance and remote sensing operations to support situation assessment.
- Providing specialized technical information needed to support operations.
- Maintaining historical files and records pertaining to the NRCC operation.
- Documenting the NRCC after-action review.

1.4.4

Logistics Section

The NRCC Logistics Section is responsible for managing the resourcing, transportation, and staging/pre-positioning of response commodities. To accomplish its mission the Logistics Section utilizes a network of internal and external partners. Internally, the NRCC Logistics Section relies on

input from the RRCC and ERT/JFO Logistics Sections. Conversely, external input is provided by Department of Transportation (DOT), National Communications System (NCS), General Services Administration (GSA) and the US Forest Service (USFS). The NGLO/DoD Liaison in the NRCC also provides a valuable link to DoD for support requirements that cannot be acquired elsewhere.

During response operations, the NRCC, RRCC and ERT/JFO Logistics Sections can potentially be staffed to four branches: Coordination and Planning; Resources Management; Supply; and Information Services. This allows each to increase or decrease staffing as required to meet operational requirements.

1.4.5 Finance and Administration Section (Comptroller)

The Finance and Administration Section is responsible for financial management, accountability, and support to NRCC members and the field as appropriate. The Section performs overall financial management functions for the NRCC, including allocation, commitment, obligation and approval of surge and disaster relief funds (Stafford Act declarations only), cost estimates and analysis, and review of financial aspects of mission assignments.

1.5 **Responsibilities**

The NRCC begins interagency operations by coordinating initial activation, the deployment of national teams, initiation and monitoring of mission assignments (Stafford Act only) or other interagency requirements (non-Stafford Act), and RRCC(s) activities as required and permitted by operational security considerations.

1.5.1 NRCC Coordination Staff Responsibilities:

The NRCC Manager coordinates/directs overall NRCC operations and support to the RRCCs and other organizations participating in disaster response efforts at the national level. May provide direct coordination and direction of NRCC operations and support to the field ERTs when required. Keeps the HSOC and FEMA management apprised of significant events related to the overall disaster situation and the status of response efforts.

1.5.2 Operations Section Responsibilities:

The Operations Section is responsible for the incorporation of the ESFs into the overall team structure. The Operations Sections Chief directs identification and accomplishment of priority missions, as coordinated with the NRCC Manager and their counterpart in the Operations Section of other emergency teams, such as the RRCC and the ERT. The Operations

Section staff works closely with the HSOC, RRCC and/or ERT operations sections to identify resource requirements and other support requirements and communicates requirements to the Logistics Sections for implementation. Operational objectives for each operational period are set by the Operations Section.

1.5.3 Planning Section Responsibilities:

The Planning Section maintains situational awareness and reports event activities and status. The Plans Section roles and responsibilities include:

- Collecting, analyzing, and disseminating information regarding the status of a disaster(s) or emergency incident(s), including the requirements for assistance and the actions taken to meet the needs of the situation.
- Collecting, analyzing, tracking, and displaying information regarding the disaster situation and operations; and providing information and reports to the Response Division Director, NRCC Manager, NRCC staff, and for the HSOC.
- Facilitating the development of the Incident Action Plan that assigns tasks to meet NRCC objectives for the operational period.
- Providing technical expertise and specialized information required to support NRCC operations and serve as the link to the other technology sources, such as Federal agencies, universities, and information and warning centers.

1.5.4 Logistics Section Responsibilities:

The NRCC Logistics Section is responsible for managing the mobilization, deployment and initial support for national-level response assets. The NRCC Logistics Sections roles and responsibilities include:

- Supporting the selection, resourcing and set-up of Mobilization Center operations for deployment, initial operations, retrieval, and storage of FEMA owned national assets, including those dispatched as a part of an initial response resources plan.
- Supporting the set-up and operations of Operations Staging Areas for the receipt and distribution of commodities committed to the response operation.
- Coordinating with ESF#5 Safety to evaluate the need for and to deploy safety resources.
- Providing support to the RRCC and JFO Logistics Sections.

- Establishing the initial Asset Visibility Tracking for all deployed resources.
- Working with RRCC and/or Mobilization Manager to ensure there are adequate services at the mobilization site to receive, store, and account for incoming assets
- Aiding in requisition processing, sourcing, ordering, and allocation of resources, as necessary.
- Coordinating with the RRCC and ERT Logistics and Finance and Administration Sections in ordering equipment and supplies for initial set-up of the JFO.
- Coordinating with counterparts on the RRCC staff and the ERT to ensure that a unified logistics program is established.
- Working with RRCC and JFO Logistics staff to identify the number of deploying personnel, quantity of team commodities and quantity and type of equipment and supplies being deployed to the disaster site are received.
- Performing sourcing analysis, recommending the best source to acquire the item, and placing orders for equipment, supplies and services through FEMA's internal supply channels, other Federal agencies, or the Finance and Administration Section, if from the private sector or via contract.
- Ensuring that the Property Management Unit is deployed to the field to receive property and manage accountability using internal FEMA Logistics Information Management Systems (LIMS) (Stafford Act only).
- Coordinating closely with the Mobilization Center to obtain information on what shipments have been received in the field, and providing the Mobilization Center with information on what has been dispatched to the field.
- Developing an overall traffic management plan for the movement of FEMA teams, equipment, and supplies.

1.5.5 Finance and Administration Section Responsibilities:
The Finance and Administration Section is responsible for financial management and accountability and support to NRCC members and the field as appropriate. The Section performs overall financial management functions for the NRCC, including allocation, commitment, obligation and approval of surge and disaster relief funds (Stafford Act declarations only), cost estimates and analysis, and review of financial aspects of mission

assignments. Responsibilities of the Chief of the Finance and Administration Section (Comptroller) are:

- Supervising the financial staff of the NRCC, which may include GSA contract specialists activated under ESF #7.
- Coordinating all contracting and acquisitions operations--including credit card purchases--with FEMA HQ (Stafford Act only) and the RRCC.
- Providing policy guidance and necessary expertise and authority essential for effective fiscal management to the NRCC Manager and his/her staff.
- Monitoring expenditures, tracking and reporting commitments, obligations, and disbursements; reviewing commitments to ensure proper expenditure of funds; and reporting funding activity to the NRCC Manager and Chief Financial Officer (CFO) as requested.

For non-Stafford Act activations: monitoring requests for Federal-to-Federal support under the Mutual Aid Memorandum of Agreements; coordinating financial status reporting; monitoring funding and costs for the incident; and preparing cost analysis upon the request of the NRCC Director or other personnel as needed; coordinates work with Comptroller on site.

1.5.6

Relationships:

- Relationship to the Interagency Incident Management Group (IIMG). The IIMG is a Federal headquarters-level, multi-agency coordination entity that facilitates strategic Federal domestic incident management for Incidents of National Significance. The Secretary of Homeland Security activates the IIMG based on the nature, severity, magnitude, and complexity of the threat or incident. The IIMG is comprised of senior representatives from DHS components, other Federal departments and agencies, and Non-Governmental Organizations (NGOs), as required. When activated, the IIMG synthesizes information, frames issues, and makes recommendations to the Secretary of Homeland Security on actions to take in response to credible threats, policy issues, operational courses of action, and priorities for the use or allocation of Federal resources. The NRCC takes direction from the IIMG as the highest decision-making element in Federal disaster operations. If the NRCC cannot resolve issues within the established guidelines and approved Standard Operating Procedures (SOPs), the issue will be referred to the IIMG for resolution.
- Relationship to the Homeland Security Operations Center (HSOC)

The HSOC is the primary national hub for domestic incident management operational coordination and situational awareness. The HSOC is a standing 24/7 interagency organization fusing law enforcement, national intelligence, emergency response, and private sector reporting. The HSOC integrates representatives from DHS and other Federal departments and agencies to support steady-state threat-monitoring requirements and situational awareness, as well as operational incident management coordination

FEMA maintains the NRCC as a functional component of the HSOC in support of incident management operations. The NRCC monitors potential or developing Incidents of National Significance and reports to the HSOC on the threat or disaster situation. When the NRCC tries to resolve response issues that arise from regional and field components, those issues that cannot be resolved at the NRCC level are referred through the HSOC to the IIMG.

- **Relationship to the FEMA Operations Center (FOC)**
The FOC supports the NRCC with a 24-hour watch and provides notification to departments and agencies on the activation (or potential activation) of ESFs. When a decision has been made to active the NRCC ESFs, the FOC 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. Formal alert and notification protocols and procedures for activation of ESFs are included elsewhere in the NRCC SOP.

- **Relationship to the FBI Strategic Information and Operations Center (SIOC)**

The FBI SIOC serves as an information clearinghouse to help collect, process, vet, and disseminate information relevant to law enforcement and criminal investigation efforts in a timely manner. The SIOC maintains direct connectivity with the NRCC, HSOC, and IIMG. The SIOC, located at FBI Headquarters, supports the FBI's mission in leading efforts of the law enforcement community to detect, prevent, preempt, and disrupt terrorist attacks against the United States.

Upon determination that a terrorist threat is credible, or that an act of terrorism has occurred, FBI Headquarters initiates liaison with other Federal agencies to activate their operations centers and provide liaison officers to the SIOC. In such a situation, the NRCC will send a liaison to the SIOC.

- **Relationship to Multiagency Command Center (MACC)**
The MACC is an interagency coordination center established by the

DHS/US Secret Service during National Security Special Events (NSSEs) as a component of a JFO set up for the event. The MACC serves as the focal point for interagency security planning and coordination, including the coordination of all NSSE-related information from other intra-agency centers (e.g., police command posts, Secret Service security rooms) and other interagency centers (e.g., intelligence operations centers, joint information centers). Whenever a MACC is set up for an NSSE, the NRCC will send a liaison to the MACC.

- **Relationship to the Regional Response Coordination Center (RRCC)**
The RRCC is activated to coordinate regional response efforts, establish Federal priorities, and implement local Federal program support until a JFO is established in the field and/or the Principal Federal Officer (PFO) or Federal Coordinating Officer (FCO) can assume their NRP coordination responsibilities. 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, develops situation reports, and issues initial mission assignments. The NRCC supports RRCC efforts to set up response operations in the field by deploying national assets when needed. The RRCC also provides information to the NRCC on the disaster situation and the status of the Federal response to it.
- **Relationship to Joint Field Office (JFO)**
The JFO provides a central location for coordination of Federal, State, local, tribal, nongovernmental, and private-sector organizations with primary responsibility for threat response and incident support. The JFO enables the effective and efficient coordination of Federal incident-related prevention, preparedness, response, and recovery actions. The primary link to the NRCC is an informational one, where JFO reports are sent to the NRCC for incorporation into NRCC reports to the HSOC on the overall disaster situation. In addition, the NRCC resolves Federal resource support conflicts and other implementation issues forwarded by the JFO.
- **Relationship to the Principal Federal Official (PFO)**
The PFO is personally designated by the Secretary of Homeland Security to coordinate overall Federal incident management and assistance activities across the spectrum of prevention, preparedness, response, and recovery. The PFO, working out of the JFO, ensures that incident management efforts are maximized

through effective and efficient coordination. The PFO provides a primary point of contact and situational awareness locally for the Secretary of Homeland Security. There is no direct relationship between the NRCC and the PFO beyond the PFO's coordinative role in JFO operations. However the PFO could serve as an important source of information to the NRCC on the disaster response situation.

- Relationship to State and Local Emergency Operating Centers (EOC)s
State, county, and local EOCs represent the physical location at which the coordination of information and resources to support incident management activities normally takes place. During Incidents of National Significance, the NRCC would not normally have a direct link to State, county, and local EOCs during response operations. Direct contact would only be made with prior approval by the appropriate JFO, RRCC or other Regional Office.

1.6 Personnel Requirements and Activation

1.6.1 Personnel Requirements

To be eligible for assignment to the NRCC, each person in a leadership position must:

- Retain the ability to make decisions on behalf of their Departments/Agencies.
- Complete NIMS standard training sequences including at a minimum ICS-100, ICS-200, and EMI ICS-700 and ICS-800 (or agency equivalent training on the NIMS and NRP). Optimally, members will additionally complete ICS-300, ICS-400, and ICS position-specific training.
- Rosters for the NRCC positions staffed by FEMA are maintained by the FEMA Response Division Operations Branch. Each organization represented in the NRCC will develop and maintain a cadre of personnel trained and available to staff their assigned positions in the NRCC on a sustained basis.

1.6.2 Alert/Activation

The NRCC Watch Team monitors developing events, validates the information, and maintains situational awareness of the common domestic operating picture. If credible information is received by the NRCC Watch Team that suggests a significant event is likely to occur or is occurring, the Watch Officer drafts a Warning Order for the FEMA Response Division

Director. The Warning Order will update recipients on the type, location, timing of the event, and any change in readiness/activation status. When approved, by the Response Division Director the Warning Order is disseminated by the FOC in accordance with established operating procedures.

Only the Director, Response Division or the designated Deputy has the authority to increase or decrease the activation level of the NRCC. Activation levels are increased and/or decreased by the FOC utilizing the Communicator© automated notification system.

When the NRCC is activated to a level above routine operating conditions, the FOC will notify NRCC staff utilizing the Communicator© automated notification system. Activation instructions will be contained in the message sent via the Communicator©. The automated system is designed to cycle through an individual's contact information three (3) times using various methods of communication for contact, i.e., work phone, home phone, cell phone, pager, Blackberry, etc. There will be a fifteen minute pause between cycles to allow staff members to respond. Normally, individuals will have a period of three hours to respond to a notification. NOTE: The system will leave voice messages on answering machines. When contacted, staff members enter their System Identification Number which is their home phone number (including area code) and if properly entered will be allowed to access the activation message. Staff members acknowledge receipt of the message by pressing the appropriate keypad on their phone instrument. The Communicator© automatically tracks the personnel it has contacted and after the three hour time period, identifies those it has and has not contacted. The FOC Operations Officers compile this information and send it to the appropriate supervisory personnel via email.

1.6.3 Training

An effective response to emergencies is dependent upon the availability of skilled, well-trained personnel. In order to achieve and maintain an effective operational NRCC capability, training and exercise activities must be conducted. FEMA Headquarters has the responsibility to design training and exercise program to include individual, section, and team training.

Individual, section, and team training is an integral part of operational readiness. FEMA Headquarters develops and schedules selected training activities to ensure a degree of uniformity and standardization among NRCC operations. Sections develop and conduct internal training to ensure that members clearly understand section functions, responsibilities, operations, and procedures. Skill training also is provided to ensure NRCC staff can use the equipment. Annual NRCC training is provided to maintain readiness and to review current policies and procedures.

Position and skill training are under development and is the responsibility of the functional program office. The Training Division and the Emergency Management Institute (EMI) provide support.

1.6.4 Information Flow, Integration, and Coordination

The NRCC will facilitate incident reporting, information flow, and situational awareness data between the RRCCs, MERS Operations Centers (MOCs), FEMA Operations Center (FOC) and other Federal Emergency Operations Centers. The NRCC may communicate with deployed FEMA teams that can best provide situational awareness to national leadership. This authority will only be used in the most urgent situations and only when the RRCC is unable to pass the information requested.

1.7 Administration and Logistics

1.7.1 Notification is sent to an entire NRCC team by the FOC. In addition to information about when to report for duty, the notification indicates the staffing level and which ESFs are activated. FEMA personnel must determine if their position is activated at the indicated staffing level and respond accordingly.

1.7.2 Parking for NRCC Staff. Parking is available in the garage under the building using the 6th Streets entrance, as well as meters on the street.

1.7.3 Access to the NRCC. There is no special NRCC security pass. Non-FEMA personnel who come to FEMA regularly should obtain a FEMA badge that enables the holder to enter the FEMA building, including the NRCC. If you do not possess a FEMA ID badge, show your government badge and ask that the NRCC ((202) 646-2420) be notified of your arrival.

1.7.4 Sign In/Out. All NRCC Staff, including non-FEMA personnel, need to sign in and out at the in-processing desk. This log serves as the official record of personnel that worked in the NRCC and is used to generate the NRCC phone listing.

1.7.5 Time and Attendance Records. NRCC time and attendance records (supplied by the Administration Section) for FEMA personnel must be completed at the end of each pay period, signed by the supervisor (usually the Section Chief unless otherwise directed), and submitted to the Finance and Administration Section Chief for verification and signature. The Finance and Administration Section Chief completes the information to

include overtime, night differential, holiday, etc., and forwards a copy of each NRCC member's time card to the NRCC member's office timekeeper. FEMA Staff should be familiar with FEMA Instruction 3200.1, Overtime Policy, and FEMA Instruction 3250.1, Time and Attendance.

1.7.6 Shifts. Normally, the NRCC operates two shifts per day, from 7:00 AM - 7:30 PM or from 7:00 PM - 7:30 AM. However, because disasters can occur at any hour, start-up is often at a time other than 7:00 AM. Employees are notified of the shift start and end times, and when the shift schedule will be changed. A schedule is mounted in each room showing when briefings, situation report deadlines, and meetings are scheduled that day. NRCC Staff members are authorized time off in an effort to reduce stress and allow for some relaxation time away from the pressures of work and the disaster.

- Staff members are ensured a minimum 30-minute meal break. Supervisors are responsible for ensuring that their respective sections are adequately staffed and meal breaks are staggered to ensure adequate office coverage during meal periods.
- After 14 consecutive days, every attempt is made to provide staff members with a least one day off per week. Supervisors are responsible for staggering employee's days off to ensure adequate coverage.
- Supervisors should attempt to accommodate those members wishing to attend religious services by scheduling the employee's time off accordingly.

1.7.7 Overtime. When working in the NRCC, overtime is compensated by pay rather than compensatory time. If the NRCC stands-down, staff must take care to ensure that their minimum work hour requirement has been met. Administrative leave is granted to night shift personnel to transition to day shift and only in rare circumstances to others. Flex tour and compressed schedules are cancelled while on NRCC duty.

1.8 **References**

Include any pertinent references that are NOT already listed in the National Response Plan References/Authorities Section.

- Robert T. Stafford Disaster Relief and Emergency Assistance Act
- Code of Federal Regulations 44
- Homeland Security Act of 2002
- Homeland Security Presidential Directive – 5

- National Incident Management System, March 1, 2004
- National Response Plan

Annex A NRCC Staffing

Management

Department of Homeland Security (DHS) EP&R (FEMA)
 NRCC Manager and Deputy
 Congressional Liaison
 Legislative Affairs (LA)
 Office of General Counsel (OGC)
 Safety Coordinator

Operations Section

Operations Section Chief (DHS) EP&R (FEMA)
 ESF-1 Department of Transportation (DOT)
 ESF-3 DoD U.S. Army Corps of Engineers (USACE)
 ESF-4 Department of Agriculture (USDA) (Firefighting)
 ESF-6 American Red Cross (ARC)
 ESF-8 Department of Health and Human Services (HHS)
 ESF-9 Department of Homeland Security (DHS) EP&R (FEMA)
 ESF-10 Environmental Protection Agency (EPA)
 ESF-11 Department of Agriculture (USDA) (Food)
 ESF-12 Department of Energy (DOE)
 ESF-13 DHS Safety and Security
 ESF-14 DHS EP&R (FEMA) (Recovery)
 ESF-15 DHS External Affairs
 Department of Defense (DoD)

Plans Section

Plans Section Chief (DHS) EP&R (FEMA)
 ESF-5 Department of Homeland Security (DHS) EP&R (FEMA)
 Liaisons (as required)

Department of Homeland Security
 Information Analysis and Infrastructure Protection (IAIP)
 Science and Technology (S&T)
 U.S. Coast Guard (USCG)
 United States Secret Service (USSS)
 Department of Justice (DOJ)
 Department of Labor (DOL)
 Department of State (DOS)
 Department of the Treasury
 Department of Veterans Affairs (DVA)
 Federal Bureau of Investigation (FBI)
 Nuclear Regulatory Commission (NRC)
 National Aeronautics and Space Administration (NASA)

Logistics Section

Logistics Section Chief (DHS) EP&R (FEMA)
Department of Homeland Security (DHS) EP&R (FEMA)
ESF-1 Department of Transportation (DOT)
ESF-2 DHS National Communications Systems
ESF-7 General Services Administration (GSA)

Finance and Administration Section
Department of Homeland Security (DHS) EP&R (FEMA)
Comptroller
Financial Management Specialist
ESF-7 General Services Administration (GSA)
Contracting Specialist/Contracting Officer

Annex B Position Descriptions

NRCC Manager:

Coordinates and directs overall NRCC operations and support to the ERT, RRCC, and other organizations participating in response efforts at the site of the disaster. Keeps FEMA management apprised of significant events related to the overall disaster situation and the status of response efforts.

Works with:

- Response Division Director
- Congressional and Legislative Affairs Officer
- Public Affairs Officer
- General Counsel Liaison Officer
- RST Director
- FCO.

Supervises:

- NRCC Deputy Manager
- Section Chiefs
- Special Assistant
- Administrative Assistant

NRCC Deputy Manager Manager

Assists and supports the NRCC Manager, develops policy and operational recommendations for consideration by the NRCC Manager.

When the Commander is not available, assumes the managerial duties and decision making role of the Commander including keeping FEMA management apprised of significant events related to the overall disaster situation and the status of response efforts.

Reports to:

- NRCC Manager

Works with:

- RRR-AD
- Section Chiefs
- Congressional and Legislative Affairs Officer
- Public Affairs Officer

- General Counsel Officer
- Human Resources Branch.

NRCC Manager's Administrative Assistant

Provides the NRCC Manager, NRCC Deputy Manager, and Operations Section Chief with administrative and secretarial support. Interacts with NRCC members and FEMA senior staff. Ensures customer service standards are met. Ensures Delegation of Authority Letter is received and signed in a timely manner and that copies of all requests for Presidential Disaster Declarations and all Presidential Disaster Declarations are received in a timely manner.

Reports to:

- NRCC Manager

Works with:

- NRCC Staff

Congressional and Legislative Affairs Officer

Responsibilities:

Serves as the primary point of contact and coordination for congressional inquiries. Maintains accountability for all congressional requests for information pertaining to Federal response activities. Collects all congressional requests for information for submission to the Planning Section Chief, and if need be, the NRCC Manager.

Reports to:

- NRCC Manager

Works with:

- NRCC Deputy Manager
- ESF-15
- Planning Section Chief

General Counsel

Anticipates legal issues and responds to legal questions from the NRCC relating to the use of the Stafford Act and other enabling documents relevant in disaster operations of FEMA. Also serves as the Point Of Contact (POC) with other Federal department and agency Offices of General Counsel and the Department of Justice.

Reports to:

- NRCC Manager

Works with:

- NRCC Deputy Manager
- Congressional and Legislative Affairs Officer
- ESF-15
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief

Department Of Defense Liaison

Maintains an active presence in all NRCC activations. Provides information regarding the availability of DoD's military support capabilities during a national emergency and/or natural disaster to the NRCC Operations Chief and other appropriate FEMA and ESF authorities. Provides accurate and timely information regarding FEMA's plan of action and other activities to the Director of Military Support (DOMS). Initiates and processes, when required, RFAs for military support to DOMS when requested by FEMA or other ESFs. Provides updated information and status of military support requests to the NRCC Operations Chief and/or other appropriate authorities and ESFs. Participates in NRCC planning sessions and activities.

Reports to:

- NRCC Manager

Works with:

- Operations Section Chief
- All ESFs
- MAC
- MCC

Safety Coordinator

Ensures NRCC operations are conducted in a safe environment. Provides safety orientation and Occupant Emergency Plan information to the NRCC staff. Identifies and corrects safety hazards in the NRCC. Coordinates with the RRCC to assess the situation and determine field requirements. Interacts with ESFs and field personnel to determine the need for technical support resources.

Reports to:

- NRCC Manager

Works with:

- NRCC Deputy Manager
- Operations Section Chief
- All ESFs
- NRCC Staff

Finance and Administration Section Chief (Comptroller)

Stafford Act Only: Coordinates with Operations Chief, Logistics, Transportation, Mission Assignment Coordinator regarding funding requirements and initiates an allocation for surge funding if necessary. Verifies that the initial allocation has been processed if a disaster has been declared. Reviews and approves 40-1s and MAs in Enterprise Coordination Approvals Processing System (eCAPS) to insure funds availability and correct funding is cited. Provides final approval of 40-1s and MAs in NEMIS. Prepares Travel Authorization for NRCC, NDMS, Urban Search and Rescue Task Forces and MERS personnel citing either surge or disaster relief funds. Monitors funding and costs for the incident and prepares cost analysis upon the request of the NRCC Director or other personnel as needed. Coordinates work with Comptroller on site.

Non-Stafford Act: Monitors requests for Federal-to-Federal support under the Mutual Aid Memorandum of Agreement. Coordinates financial status reporting. Monitors funding and costs for the incident and prepares cost analysis upon the request of the NRCC Director or other personnel as needed. Coordinates work with Comptroller on site.

Reports to:

- NRCC Manager

Works with:

- NRCC Deputy Manager
- Congressional and Legislative Affairs Officer
- Public Affairs Officer
- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief

Operations Section Chief

Serves as the operations officer or primary action officer for the NRCC. Responsible

for the incorporation of ESF personnel into the overall team structure. Directs identification and accomplishment of priority missions, as coordinated with the NRCC Manager and their counterpart in the Operations Section of other emergency teams, such as the RRCC, the ERT-A, ERT, and/or ERT-N. Serves as the NRCC Manager in the absence of the NRCC Manager and NRCC Deputy Manager. Provides guidance and leadership to the Operations Section. Sets NRCC objectives for each operational period, through use of the action planning process as facilitated by the Information and Planning Section. Works closely with the Logistics Section Chief for identification and implementation of initial response resources requirements. Identifies support requirements and coordinates their fulfillment with other NRCC Section Chiefs.

Reports to:

- NRCC Manager

Works with:

- RRCC Operations Chief
- ERT Operations Chief
- ESF agency representatives
- DoD Liaison
- MERS Coordinator
- NRCC Planning Section Chief
- NRCC Logistics Section Chief
- NRCC Finance and Administration Section Chief/Comptroller

Supervises:

- Branch Chiefs in Operations Section
- MAC (Stafford Act Only)
- Action Tracker
- DTEs and others.

Mission Assignment Coordinator

Processes requests for Federal assistance from States, Federal departments and agencies, and other FEMA organizations such as the RRCC and ERT. Prepares Delegation of Authority Letter for appropriate signatures. Completes and reviews RFA forms for requests that are filled on a reimbursable basis, which are the official obligating documents for Mission Assignments (MAs). Coordinates execution of RFAs with department and agency representatives, the Financial Specialist in the Comptroller's office, and appropriate approving officials to ensure timely issuance of MAs to Federal department and agencies. Monitors department and agency work progress, coordinates with the Financial Specialist to track financial information, refines MA documentation, and provides status information to the Financial Specialist

for the MA Tracking Report. Distributes the MA Tracking Report and prepares other reports as necessary.

Reports to:

- Operations Section Chief

Works with:

- Financial Specialist
- ERT/ERT-N MACs (Stafford Act only)
- RST MAC (Stafford Act only)
- ESF Representatives
- Federal Approving Officials (NRCC Manager, NRCC Deputy Manager, and Operations Section Chief)
- State Approving Official.

Planning Section Chief

Responsibilities:

Manages the overall information and planning activities for the NRCC and develops and maintains the Section work schedule. Prepares and conducts the NRCC Shift Change Briefing for each upcoming operational period.

Oversees the collection, analysis, and dissemination of information regarding the status of a disaster or emergency incident, including the requirements for assistance and the actions taken to meet the needs of the situation. Establishes a schedule for information requirements and reporting for briefings and situation updates. Ensures NRCC and/or ERT is aware of reporting requirements. Determines information requirements collection priorities. Represents Information and Planning Section at meetings, briefings, and conference calls held by the NRCC Manager, other NRCC leaders, or FEMA leadership.

Ensures that all formal briefings and SITREPs are delivered and distributed on time. Moderates teleconferences. Ensures that files are maintained on all NRCC reports and briefings, and other products related to disaster operations. Ensures development of an official chronology of the operation and preparation of an After-Action Report. Ensures that electronic files are archived and clearly marked by disaster number. Communicates file naming conventions to NRCC Staff.

Coordinates the service of technical experts in FEMA and in other agencies to provide specialized information required to support NRCC operations. This includes remote sensing requests for the NRCC; GIS products; and serving as sole point of contact for the Mapping and Analysis Center, which provides predictive modeling and other analytical support.

Ensures steps are taken to incorporate, distribute, and report all after-action issues as appropriate.

Reports To:

- NRCC Manager

Works with:

- ESFs
- DoD Liaison
- Operations Section Chief
- Logistics Section Chief
- Finance and Administration Section Chief/Comptroller
- HSOC FEMA Desk

Supervises:

- Planning Specialists
- Information Specialists
- Briefing/Teleconference Coordinator
- NRCC Watch Analysts
- Administrative Assistant.

Logistics Section Chief

Responsibilities:

Acts as the central POC for the full range of logistics and information systems services and manages the Branch Chiefs and staff members. Coordinates with the ERT Logistics Section to aid in providing equipment and supplies for initial set-up of ERT facilities and for initial ESF operations. Executes logistical services including: (1) strategic logistics planning to complement the tactical logistics planning performed by the regions and the national Federal emergency response system; (2) providing technical support, including qualified trained staff to the RRCC, ERT, MCC, Emergency Transportation Center (ETC), and mobilization center operations; (3) identifying the best source to fill disaster response requirements; (4) maintaining asset visibility and contributing to the resource tracking system; (5) acquiring and managing commodities; (6) backfilling commodities drawn down from FEMA national storage sites to ensure continual readiness of FEMA's strategic warehousing system; and (7) transporting commodities from the Logistic Centers (LCs) and Disaster Information System Clearinghouse (DISC) in support of emergency operations directed by the RRCC and ERT. Serves as senior manager in the NRCC organization and interfaces with the NRCC Manager and Section Chiefs on issues needing resolution. Serves as the NRCC Liaison to the Regional Support Team (RST), ERT

Logistics Section Chiefs, and the FEMA national warehouses, including the DISC, LCs and Remote Storage Sites (RSSs). Works closely with the FEMA HQ Logistics Branch and the Response Division Director to provide briefings to FEMA HQ management. During less severe disaster operations performs many of the Logistics Section functions. Monitors and reports to the NRCC Manager, and if deployed to the FCO, Deputy FCO, and Chief of Staff, on the status of logistics support and services being provided.

Reports to:

- NRCC Manager

Works with:

- FEMA HQ, Response Division
- Operations Section Chief
- NRCC Branch Chiefs
- DoD Liaison
- Action Tracker
- MERS Coordinator
- MAC
- ESF #1, including the MCC
- ESF #2
- ESF #3
- ESF #7, including the U.S. Forest Service
- Finance and Administration Section Chief/Comptroller
- Planning Section Chief

Supervises:

- Administrative Assistant
- Coordination and Planning Branch Chief
- Resources Management Branch Chief
- Information Systems Branch Chief
- Resource Tracking Unit Leader

Annex C NRCC Reporting Formats

FEMA Incident Report: Submitted to the HSOC on incidents that may result in a request for Federal Assistance.

FEDERAL EMERGENCY MANAGEMENT AGENCY Incident Report INCIDENT NAME

INCIDENT REPORT#:

INCIDENT:

INCIDENT OCCURED DATE AND TIME:

INCIDENT REPORT DATE AND TIME:

DESCRIPTION:

STATE & LOCAL ACTIONS:

POTENTIAL FEDERAL INVOLVEMENT

LOCATION:

STATE IMPACTED:

SOURCE OF INFORMATION:

FOR ADDITIONAL INFORMATION CONTACT:

HSOC Executive Summary: Submitted to the HSCO when brief, precise, detailed information is required by DHS Leadership.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
HSOC Executive Summary
INCIDENT NAME
As Of Date and Time**

Incident Description:

Weather Summary:

Fatalities:

Scope of Damage:

Response and Recovery Operations/Issues:

Infrastructure Status/Issues:

Other Federal Operations/Issues:

Field Report Highlights:

Attachments:

1. ESF Specific reports as applicable:
2. FEMA Individual Assistance Registrations & Disbursements:
3. Incident Specific Information:

DHS Initial Situation Report: Submitted to the HSCO when the NRCC Staff level is increased beyond Watch status or when requested by the HSOC.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
INCIDENT NAME
DHS INITIAL SITUATION REPORT**

1. SITREP NUMBER _____
2. DATE/TIME _____
3. TYPE INCIDENT (CBRNE, NSSE, Mass Migration, Natural Disaster, etc.)
4. LOCATION
5. TIME OF INCIDENT
6. THREAT/CAUSAL FACTORS
7. INITIAL ON-SCENE STATUS/CAPABILITIES ASSESSMENT:
 - a. CASUALTIES:
 - b. PROPERTY DAMAGE/INFRASTRUCTURE AFFECTED:
 - c. TERRORISM NEXUS:
 - d. GENERAL POPULATION STATUS:
 - e. WEATHER EFFECTS:
 - f. EXTENT OF CONTAMINATION:
 - g. ON SCENE/ENROUTE CAPABILITIES:
 - h. REQUESTS FOR ADDITIONAL SUPPORT:
 - i. POSSIBLE CASCADING EFFECTS:
 - j. WMD EFFECTS:
 - k. INDICATIONS OF FOLLOW-ON INCIDENT:
8. INITIAL RESPONSE (On-scene assets, Emergency ops centers activated, local/regional response/recovery capability, etc.)
 - a. LOCAL:
 - b. STATE:
 - c. FEDERAL:
9. FEDERAL/STATE/LOCAL/INTERNATIONAL CONTACTS MADE:
10. COOP/COG ACTIONS ANTICIPATED

11. NCR IMPACT

12. INTERNATIONAL IMPACT

13. DHS ACTIONS/INTENTIONS (Threat level increase, warning/bulletin issuance, press release issuance, CAT activation, White House notification, etc.)

14. ADDITIONAL COMMENTS/CONSIDERATIONS

15. WEATHER CONDITIONS

DHS Situation Report Update: Submitted to the HSCO once each NRCC operational period or when requested by the HSOC.

**FEDERAL EMERGENCY MANAGEMENT AGENCY
INCIDENT NAME
DHS SITUATION UPDATE REPORT**

SITREP NO:

DATE/TIME:

1. ON-SCENE UPDATE

A. CASUALTIES: Fatalities:
Injuries:
Missing:

B. EXTENT OF DAMAGE:

- Red Cross reports
 - residences destroyed
 - residences sustaining major damage
 - residences sustaining minor damage
 - residences affected
 - residences inaccessible

Definitions:

Destroyed: indicates the dwelling is currently uninhabitable and cannot be made habitable without extensive repairs that would prove to be costly.

Major: indicates that a dwelling is not currently habitable but can be made habitable with repairs.

Minor: indicates the dwelling has sustained damage and will require repairs, but is currently habitable whether or not the occupants have chosen to remain in the dwelling following the disaster event.

Affected: indicates the dwelling has sustained "extremely minor" damage. In this category, most of this damage would be considered nuisance damage such as a few shingles blown off, a couple of broken windows, debris in the yard or on or near the dwelling, and minor contents damage.

C. PROJECTIONS OF CASCADING EFFECTS/HAZMAT FOOTPRINT:

D. CAUSAL FACTORS:

2. THREAT UPDATE:

3. SECURITY ISSUES/OPERATIONAL ACTIVITIES:

- A. BORDERS/COASTAL WATERS:
 - B. TRANSPORTATION:
 - C. LAW ENFORCEMENT:
4. CRITICAL INFRASTRUCTURE ISSUES/OPERATIONAL ACTIVITIES:
- A. SECTOR IMPACTS:
 - B. CROSS SECTOR-IMPACTS:
 - C. PROTECTIVE MEASURES / SUSTAINABILITY:
5. EMERGENCY SUPPORT FUNCTIONS (ESFs)
- A. TRANSPORTATION (ESF 01):
 - Aviation
 - Highway
 - Maritime
 - Railroads
 - Public Transit
 - Water: Domestic/Waste
 - B. COMMUNICATIONS (ESF 02):
 - C. PUBLIC WORKS & ENGINEERING (ESF 03):
 - FIREFIGHTING (ESF 04):
 - D. INFORMATION & PLANNING (ESF 05):
 - F. MASS CARE (ESF 06):

Hurricane Frances Shelter Information As of 10 Sep 04 1000 Hours		
	Shelters	Population
Red Cross Shelters*		
Total Red Cross		
Non-Red Cross Shelters**		
Total Non-Red Cross		
Total All Shelters		

* Numbers verified by American Red Cross National HQs

** Numbers verified by FEMA ESF 6

Red Cross Meals & Snacks served for the period:
 Red Cross Emergency Response Vehicles deployed for the period:
 Special Needs Shelters:
 Number of Shelters:
 Number of Shelterees:

G. RESOURCE SUPPORT (ESF 07):

H. HEALTH & MEDICAL SERVICES (ESF 08):

I. URBAN SEARCH & RESCUE (ESF 09):

J. HAZARDOUS MATERIALS (ESF 10):

K. FOOD & WATER (ESF 11):

L. ENERGY (ESF 12):

6. LOCAL/STATE ASSETS CURRENTLY INVOLVED: (See para 5 above)

7. ADDITIONAL STATE & LOCAL ASSETS ANTICIPATED & ETA:

8. FEDERAL ASSETS CURRENTLY INVOLVED:

- A. EMAC
- B. Mitigation
- C. Individual Assistance
 - applications taken
 - approved
 - FEMA housing inspectors on location
- D. Voluntary Agency Coordination
- E. Disaster Recovery Centers (DRC)
 - DRCs open
- F. Community Relations Officers
 - Personnel mobilized to support the CR mission
 - deployed to the field in
 - staged in
- G. Logistics Support
 - Water
 - gallons available
 - gallons delivered to
 - Ice
 - pounds available

- pounds delivered to
 - Meals
 - emergency meals available for distribution
 - emergency meals ordered from
 - Roofing
- H. Department of Defense –

9. ADDITIONAL FEDERAL ASSETS DIRECTED & ETA:

10. FUTURE FEDERAL RESPONSES ANTICIPATED:

11. NON-GOVERNMENTAL ASSETS CURRENTLY INVOLVED:

12. REQUEST FOR ASSISTANCE / EMERGENCY DECLARATION /
PRESIDENTIAL DECLARATIONS:

13. JOINT INFORMATION DISSEMINATION/PUBLIC AFFAIRS PLANS:

14. STATE/LOCAL GOVERNMENT & INTERNATIONAL ISSUES/ACTIVITIES:

15. ADDITIONAL REMARKS:

Annex D NRCC Checklists

This section provides general and incident-specific essential elements of information (EEI) checklists. These checklists are not inclusive and should be regarded as initial reference material only.

G.1 Initial Actions

- NRCC Manager
 - Determine facts of incident as best known.
 - Contact regions to see if there have been any official or unofficial requests from the affected State(s) and local governments for assistance.
 - Initiate and/or review ongoing requests for remote sensing and Geographic Information System (GIS) products to assist in assessment from Information & Planning Section (ESF #5).
 - Coordinate with FEMA Headquarters and affected regional management.
 - Identify personnel requirements and establish priorities.
 - Verify status of Governor's request for Presidential declaration of emergency or major disaster and ensure that it includes request for Direct Federal Assistance.
 - Ensure FEMA Operations Center has notified the Emergency Management Assistance Compact (EMAC)-Sub Committee Chairman of NRCC activation (levels 1 and 2).
- Section Chiefs
 - Obtain an initial situation briefing.
 - Ensure section personnel report for duty at prescribed times and execute in-processing procedures.
 - Provide funding estimates to the Comptroller.
 - Ensure the Appropriate NRCC Organizations been entered in the NEMIS Access Control Systems (NACS) (Stafford Act only)
- Operations Section Chief

- Coordinate actions with RRCC staff and other Sections chiefs.
- Identify support requirements and establish priorities.
- Ensure funds are requested for all Section and ESF activities (such as Urban Search and Rescue (US&R) cooperative agreements, Mission Assignments to Federal agencies (Stafford Act only), and procurement).
- Designate Branch Directors in the Operations Section as the POCs for information collection and dissemination regarding actions, plans, and reporting requirements.
- Request the RRCC Operations Section Chief review Time Phase Force Deployment Data (TPFDD) Force Modules and begin paring and tailoring resource as appropriate.
- Develop the TPFDD documentation in the appropriate modified force package.
- Ensure the Movement Coordination Center (MCC) has been notified of the NRCC activation.
- Begin initial coordination with potentially the States, Headquarters, Hurricane Liaison Team, and other Federal agencies to determine possible support requirements.
- Ensure NORTHCOM has been notified of the NRCC activation.
- Planning Section Chief
 - Transition from NRCC Watch Team operations to NRCC Planning Section operations.
 - Ensure the preparation and distribution of the Initial an Operating Report (IOR).
 - Determine initial operating capability (IOC), NRCC operational periods, planning and reporting cycle, daily meeting schedule, and deadlines to exchange information with the HSOC and RRCCs.
 - Initiate action planning with National Disaster Medical System (NDMS), Urban Search & Rescue (US&R), Logistics, Region(s), and Other Federal Agencies (OFAs) in order to develop timeline

- and plan for response operations.
- In coordination with the Information and Assessment Team (GIS Coordinator) identify and coordinate appropriate modeling, remote sensing, and geographic information system (GIS) missions.
 - Conduct initial NRCC organization meeting.
 - Ensure displays reflect current information.
 - Logistics Section Chief
 - Transition from Response Division Logistics Branch activities to NRCC Logistics Section activities.
 - Provide staff to support disaster fixed facilities (e.g., Logistics Centers (LCs), Disaster Information Systems Clearinghouse (DISC), Remote Storage Sites (RSSs) and specialized logistics teams (e.g., mobilization center team, Emergency Transportation Center (ETC), etc).
 - Initiate and maintain resource-track system.
 - Activate and deploy a Mobilization Center Team (MCT).
 - Verify the readiness and availability of FEMA stored assets.
 - Finance and Admin Section Chief
 - Ensure funding mechanism is in place (Stafford Act only).
 - Set up and maintain record of all fund allocated and obligated.
 - Create Mission Assignment track report (Stafford Act only).
 - Notify the Facilities Management Division (FMD) of NRCC operations and request 24/7 building services support.
 - Mission Assignment Coordinator (Stafford Act only).
 - Create Request for Federal Assistance log.

- Prepare and distribute Mission Assignment Delegation of Authority Memo for signature; Requisition and Commitment for Services and Supplies, FEMA Form 40-1; and other items.
- All NRCC Staff
 - Establish contacts with counterparts within the NRCC and external responding organizations.
 - Confirm the situational information received previously.
 - Ascertain any support requirements (including resource ordering), which the NRCC may fulfill for the RRCC staff, or for deployed teams.
 - Determine times for reporting information.

○ **Annex E Alert and Activation System**

E.1 Activation Procedures

The NRCC Watch Team monitors developing events, validates the information, and maintains situational awareness of the common domestic operating picture. If credible information is received by the NRCC Watch Team that suggests a significant event is likely to occur or is occurring, the Watch Officer drafts a Warning Order for the FEMA Response Division Director. The Warning Order will update recipients on the type, location, timing of the event, and any change in readiness/activation status. When approved by the Response Division Director, the Warning Order is disseminated by the FOC in accordance with established operating procedures.

Only the Director, Response Division or the designated Deputy has the authority to increase or decrease the activation level of NRCC. Activation levels are increased and/or decreased by the FOC utilizing the Communicator© automated notification system.

E.2 Recipient Procedures

When the NRCC is activated to a level above routine operating conditions, the FOC will notify NRCC staff utilizing the Communicator© automated notification system. Activation instructions will be contained in the message sent via the Communicator©. The automated system is designed to cycle through an individual's contact information three (3) times using various methods of communication for contact, i.e., work phone, home phone, cell phone, pager, Blackberry, etc. There will be a fifteen minute pause between cycles to allow staff members to respond. Normally, individuals will have a period of three hours to respond to a notification. NOTE: The system will leave voice messages on answering machines. When contacted, staff members enter their System Identification Number which is their home phone number (including area code) and if properly entered will be allowed to access the activation message. Staff members acknowledge receipt of the message by pressing the appropriate keypad on their phone instrument. The Communicator© automatically tracks the personnel it has contacted and after the three hour time period, identifies those it has and has not contacted. FOC Operations Officers compile this information and send it to the appropriate supervisory personnel via email.

Annex F Acronyms and Abbreviations

ARC	American Red Cross
CFO	Chief Financial Officer
COOP	Continuity of Operations
DHS	Department of Homeland Security
DISC	Disaster Information System Clearinghouse
DoD	Department of Defense
DOE	Department of Energy
DOI	Department of Interior
DOJ	Department of Justice
DOS	Department of State
DOT	Department of Transportation
eCAPS	Enterprise Coordination Approvals Processing System
EEI	Essential Element of Information
EMI	Emergency Management Institute
EO	Executive Order
EOC	Emergency Operations Center
EP&R	Emergency Preparedness and Response
EPA	Environmental Protection Agency
ERT	Emergency Response Team
ETC	Emergency Transportation Center
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FMD	Facilities Management Division
FOC	FEMA Operations Center
HHS	Health and Human Services
HSC	Homeland Security Council

HSOC	Homeland Security Operation Center
HSPD	Homeland Security Presidential Directive
IAIP	Information Analysis and Infrastructure Protection
ICAP	Incident Communications Action Plan
ICEP	Incident Communications Emergency Plan
IIMG	Interagency Incident Management Group
IMD	Incident Management Division
IOC	Initial Operating Capability
IOR	Initial Operating Report
I-STAFF	Operational Integration Staff
JFO	Joint Field Office
LC	Logistics Center
LIMS	Logistics Information Management System
MACC	Multiagency Command Center
MCC	Movement Coordination Center
MCT	Mobilization Center Team
MERS	Mobile Emergency Response Support
MOC	MERS Operations Center
MWEOC	Mount Weather Emergency Operations Center
LNO	Liaison Officer
NEMIS	Nation Emergency Management Information System
NACS	NEMIS Access Control System
NGO	Non-Governmental Organization
NRC	Nuclear Regulatory Commission
NRCC	National Response Coordination Center
NRP	National Response Plan
NSSE	National Security Special Event

OGC	Office of the General Counsel
PA	Public Affairs
PDD	Presidential Decision Directive
PFO	Principal Federal Official
POC	Point of Contact
RRCC	Regional Response Coordination Center
RSS	Remote Storage Site
S&T	Science and Technology
SIOC	Strategic Information and Operations Center (FBI)
SITREP	Situation Report
SOP	Standard Operating Procedure
TPFDD	Time Phased Force Deployment Data
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USSS	United States Secret Service
VA	Veterans Affairs
WMD	Weapon of Mass Destruction