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# BASIC MACS PLAN ANNEX A

## I. MISSION

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The purpose of the Multiple Agency Coordinating System (MACS) is to provide a voluntary organization between political jurisdictions and response agencies in Boulder County that will, through effective utilization of critical resources, minimize suffering and loss of life and property in any natural or human caused disaster.

## II. PURPOSE

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This plan describes general features of the MACS concept, outlines general responsibilities of each element of MACS and provides common terminology in order that participants can readily adapt to and effectively function within the multi-jurisdictional MACS system during a crisis situation.

## III. INTRODUCTION

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Each political subdivision has the legal responsibility and authority to respond to, and take command of, any emergency within its jurisdiction.

In all but the most unusual circumstances the response units at the maneuver and tactical levels of each individual jurisdiction will be fully capable of effective response to life, property, and environment threatening incidents. During the drafting of this Basic Plan, it has been assumed that each political subdivision has drawn up plans for local disasters, possibly along the lines of an Incident Command System (ICS) format.

Inevitably, however, incidents will occur that will exceed the response resources of a jurisdiction. In such cases, the jurisdiction will be constrained to request assistance from its neighboring jurisdictions so that it can fulfill its mandated obligation to provide for the safety and welfare of its citizens. Such requests for aid might extend beyond county to state and federal levels.

In these expanding incidents, two primary concerns must be balanced: The autonomy of the jurisdiction wherein the disaster occurs and the proper allocation of the resources of the contributing entities. This MACS Basic Plan provides such a framework. The matrix following this plan illustrates how local emergency planning, policies, and coordination can

smoothly mesh with interjurisdictional and regional disaster assistance when a situation escalates beyond immediate capabilities.

MACS contains as a central premise, that voluntary cooperation of government agencies is essential to effectively allocate critical resources and information during disasters that extend across jurisdictional boundaries. A voluntary joint management task force coordinates the activities of many agencies during local disasters.

This plan covers the general functions and responsibilities of the major elements of MACS. In addition, each response organization will formulate disaster plans that cover in detail their responsibilities in any given disaster situation. If the originating organization wishes, these departmental disaster response plans will be reviewed by the MACS organization.

Another assumption underlying this plan has been made, and a crucial one, that each political subdivision and its responding departments is familiar with the MACS concept, its function and limitations as explained in this plan.

It is of particular importance that individual incident commanders in the field know and understand what can be expected from the MACS system. Each operating unit should therefore explain the MACS concept within its disaster response plans.

## IV. MACS - MODE DEFINITIONS

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### Mode 1

Initial dispatch of routine emergency response units. No MACS implementation required. This mode is initiated as soon as an incident is reported, either by the first report, knowledge of the site, or by the responding agency. The responding agency handles the situation without additional assistance.

### Mode 2

This mode is initiated when an incident requires more effort than can be given by the initial response agency. It requires the assistance of more than a single agency and/or implementation of a local jurisdiction's mutual aid agreements. Support of a Mode 2 would transfer to a Command Post.

### Mode 3

Mode 3 is initiated when it is no longer possible for a single jurisdiction, even after implementing local

mutual aid pacts, to provide all the resources necessary to manage the situation. Mode 3 is also initiated whenever an incident has spread across jurisdictional boundaries. Support of a Mode 3 requires an operations center and implementation of the MACS system.

#### **Mode 4**

This mode is initiated when a major disaster cannot be managed using the resources available within the county and through mutual aid agreements with surrounding counties. Assistance from the state or federal level will be coordinated through the Office of Emergency Management.

### **V. MACS ORGANIZATIONAL ELEMENTS**

The following descriptions of the major organizational elements of MACS explain its concept and functioning. While the specific structure of MACS will vary depending on the nature of the incident, the major elements and their functions will remain the same for all applications.

MACS when fully activated will consist of three elements. An Emergency Operations Center (EOC), a Resource Allocation Center (RAC), and a Board of Directors (BOD). Coordination between elements will be handled by a Facilitator.

The MACS group is activated upon receiving information of a possible disaster. Evaluation of material and information is made by an emergency services group before further actions are taken. The responses are layered to avoid "over-reaction" to information.

### **VI. EMERGENCY OPERATIONS CENTER**

The purpose of the Emergency Operations Center is to provide information and resources to the on scene commander.

Responsibility for establishing the Emergency Operations Center in Mode 2 rests with the responsible agency or agencies in whose jurisdiction the incident occurs.

Information from all available resources regarding weather, hazard areas, incident situation and other pertinent information should be recorded on wall displays. The purpose of these displays is to enable rapid assimilation of the current situation by the individuals responsible for taking action. (See Section X. A for Emergency Operations Center job descriptions

and mode checklists.)

### **VII. RESOURCE ALLOCATION CENTER**

The purpose of the Resource Allocation Center (RAC) is to keep track of all critical resources during an emergency so that the Board of Directors and Incident Commander can make knowledgeable decisions for committing those resources.

To accomplish this purpose, the RAC shall:

- \_\_\_\_\_ Maintain a catalog of available resources;
- \_\_\_\_\_ Maintain a list of transactions involving these resources;
- \_\_\_\_\_ Assign resources to the field based on the priorities and decisions established by the Board of Directors;
- \_\_\_\_\_ Predict shortages of critical resources;
- \_\_\_\_\_ Maintain records of damage, supplies and services used, finances expended, etc., for requests by local governments and public agencies to State and Federal government for financial assistance and reimbursement.

Responsibility for activating the RAC rests with the Situation Officer. It should be activated in the transition from Mode 2 to Mode 3 and should be fully operational in Mode 3. (See Section X. E for Resource Allocation Center job description and mode checklists.)

### **VIII. BOARD OF DIRECTORS**

The Board of Directors, or BOD, alerted in Mode 3 and activated in Mode 4 consists of representatives of all political jurisdictions involved in the disaster. For example, in the case of a flash flood in the City of Boulder and surrounding county areas, the BOD may consist of the County Commissioners, Boulder City Manager and a representative from the University of Colorado. In a hazardous material spill near Longmont, the BOD may consist Longmont City Manager and the County Commissioners.

In the case of a single localized incident with multiple jurisdictions, it is the responsibility of the Board of Directors to establish financial responsibility for the incident, and if shared, to develop a plan of joint participation to be carried out through a single incident commander. In the case of a generalized disaster, such as extreme flooding covering several political jurisdictions, the response would be divided into

several incidents along jurisdictional lines. In this situation, it is the responsibility of the BOD to decide priorities in allocating critical resources to incident commanders based on human needs, on considerations of fiscal policy, environmental restraints, etc. Allocations are strictly voluntary with the individual government entities.

It is also the responsibility of the BOD to provide for and oversee dissemination of information to the public. Providing timely information to the public will contribute to minimizing injury to people and damage to property.

Should the magnitude of the disaster be so great that local resources are clearly inadequate, it is the responsibility of the BOD to establish and maintain liaison with Federal and State agencies through the Office of Emergency Management, to obtain assistance from outside Boulder County.

In general the BOD provides the means for making decisions affecting dispersal and usage of resources during an emergency diffused across political boundaries or any emergency involving multiple jurisdictions.

The Board of Directors should be briefed by the Facilitator on the structure, function and purpose of MACS. The Board of Directors should be informed of resources available to them. (See Section X. J for Board of Directors job descriptions and mode checklists.)

## **IX. FACILITATOR**

As the overall manager of a MACS operation, the Facilitator is responsible for briefing the Board of Directors on the capabilities of MACS, the role of the Board, and the present situation.

The Facilitator, a person thoroughly familiar with the MACS concept, should be selected based on availability and non-conflict with regularly assigned duties. In many cases the Situation Officer would become the Facilitator and appoint a Situation Officer replacement at the beginning of Mode 3. (See Section X. K for Facilitator job descriptions and mode checklists.)

## **X. JOB DESCRIPTIONS AND MODE 1-4 CHECKLISTS**

### **EMERGENCY OPERATIONS CENTER**

#### **A. Situation Officer Job Description**

The Situation Officer is responsible for establishing and operating the Emergency Operations Center (EOC) when conditions demand its activation.

The Situation Officer will be designated from available emergency services, staff, or communications personnel at the time of activation.

The Situation Officer is responsible for advising staffs of the need for further mobilization of MACS.

**CHECKLIST** for establishing and operating the Emergency Operations Center:

#### **Mode 1 Operations**

\_\_\_\_\_Handled by Communications; monitor situation.

#### **Mode 1 Operations**

\_\_\_\_\_Establish Emergency Operations Center.

\_\_\_\_\_Acquire a room adjacent to or near Communications when possible.

\_\_\_\_\_Establish controls on access to such room.

\_\_\_\_\_Assign telephone lines.

\_\_\_\_\_Keep one line for incoming calls only.

\_\_\_\_\_Post numbers and functions on the blackboard.

\_\_\_\_\_Post maps and display materials.

\_\_\_\_\_Staff Emergency Operations Center functions.

\_\_\_\_\_Clerical assistants.

\_\_\_\_\_Documentation Officer.

\_\_\_\_\_Technical Advisors; advice only or request response depending on situation.

\_\_\_\_\_Public Information Officer (PIO).

\_\_\_\_\_Acquire available situation information.

\_\_\_\_\_On scene status, needs.

\_\_\_\_\_Provide information, resource contacts.

\_\_\_\_\_Make preliminary evaluation on immediate need to initiate *Mode 3*.

\_\_\_\_\_Process available information from field observers.

\_\_\_\_\_ Prepare Emergency Operations Center for possible escalation of incident.

\_\_\_\_\_ Request additional technical or clerical assistance as needed.

### **Mode 3 Operations**

\_\_\_\_\_ Evaluate need to move to Mode 4 on the basis of preliminary information.

\_\_\_\_\_ Continue functions from Mode 1, 2, and 3.

\_\_\_\_\_ Staff additional positions in Situation Information Center.

\_\_\_\_\_ Page or phone "need to know" list and see which resource personnel are available.

\_\_\_\_\_ Emergency Services Group.

\_\_\_\_\_ Use all available data to project location and degree of hazard to public. Issue regular updates:

\_\_\_\_\_ To PIO.

\_\_\_\_\_ To on-duty operations personnel.

\_\_\_\_\_ Determine need for evacuation/escalation to Mode 4, or for demobilization.

\_\_\_\_\_ Establish Resource Allocation Center under Resource Allocation Officer.

\_\_\_\_\_ Activate Facilitator position.

### **Mode 4 Operations**

\_\_\_\_\_ Prepare situation report indicating areas of imminent hazards and areas needing immediate evacuation warning.

\_\_\_\_\_ Ensure issuance of situation report to:

\_\_\_\_\_ Operations heads/staffs of affected public safety agencies.

\_\_\_\_\_ Prepare evacuation messages for release to public via:

\_\_\_\_\_ Patrol car public address; issue to operations supervisors.

\_\_\_\_\_ Citizens Alert System.

\_\_\_\_\_ METS Line by PIO.

\_\_\_\_\_ Local radio stations (Emergency Alert System (EAS)).

\_\_\_\_\_ Activate the outdoor warning sirens in appropriate areas.

\_\_\_\_\_ Maintain continuous situation monitoring and prepare regular summary reports including:

\_\_\_\_\_ Weather projections.

\_\_\_\_\_ Scope and locations of hazard areas.

\_\_\_\_\_ Reported damage, injuries or fatalities.

\_\_\_\_\_ Critical resources.

\_\_\_\_\_ Monitor status of evacuation efforts.

\_\_\_\_\_ Establish communications systems with other emergency response agencies - local, regional, state, federal - which are already impacted or might be in the near or distant future.

### **Demobilization Phase**

\_\_\_\_\_ With PIO, prepare situation statement canceling evacuation warnings.

\_\_\_\_\_ Ensure release of cancellation statement to all affected agencies.

\_\_\_\_\_ Notify monitoring agencies of clearance to de-escalate. Request any continuing reporting needed at this time.

\_\_\_\_\_ Request critique of operations from Situation Information Center personnel before release. Ensure orderly de-escalation.

\_\_\_\_\_ Ensure documentation of all actions.

\_\_\_\_\_ Make provision for remobilization on short notice should situation reverse. Provide for skeleton monitoring.

\_\_\_\_\_ Assure cleanup activities are under way or in preparation.

\_\_\_\_\_ Follow-up as needed.

### **B. Public Information Officer Job Description**

The Public Information Officer is appointed by the Situation Officer. He prepares news releases from updated information received from the Emergency Operations Center and arranges for press conferences with the media. The Public Information Officer will implement the public relations policy established by the Board of Directors. If a

Documentation Officer is not assigned the Public Information Officer will oversee the documentation of the incident.

**CHECKLIST:**

***Mode 1 And 2 Operations***

\_\_\_\_\_ Report to Situation Officer or Documentation Officer in Emergency Operations Center for situation report upon call out.

\_\_\_\_\_ Establish Public Information Office adjacent to or in the Emergency Operations Center and advise Situation Officer of PIO's telephone number for incoming media calls.

\_\_\_\_\_ Handle telephone calls to and from media and clarify present situation. Stress that the PIO will contact media if major event develops.

\_\_\_\_\_ Handle citizen telephone calls relating to hazardous materials incidents.

\_\_\_\_\_ Maintain log of calls by time, caller (individual's name and organization they represent), and subject.

\_\_\_\_\_ Maintain update with Documentation Officer in Emergency Operations Center.

\_\_\_\_\_ Make provision for a second PIO to handle Press Room if necessary.

\_\_\_\_\_ Provide printed material on MACS to Press Room PIO for dispersal to media personnel if Press Room PIO is activated.

\_\_\_\_\_ Act as liaison with Press Room PIO and disperse updated information.

***Mode 3 And 4 Operations***

\_\_\_\_\_ Continue Mode 1 and Mode 2 operations.

\_\_\_\_\_ Draft evacuation and situation messages in cooperation with Situation Officer. Provide copy to Communications Officer for airing on Citizens Alert System.

\_\_\_\_\_ Contact radio and television stations as needed either by telephone or through Press Room PIO.

\_\_\_\_\_ Provide regular summary updates of:

\_\_\_\_\_ Actions taken - areas evacuated, warned, etc.

\_\_\_\_\_ Weather situation.

\_\_\_\_\_ Provide for relief of PIO position(s) after 12 hours.

\_\_\_\_\_ Act as press liaison for MACS Board of Directors as requested for:

\_\_\_\_\_ Joint press releases.

\_\_\_\_\_ Press conference and interviews.

***Demobilization Phase***

\_\_\_\_\_ With Emergency Operations Center personnel, draft message for airing to media and others of evacuation cancellation.

\_\_\_\_\_ Provide copy of cancellation message to Communications Officer for airing on the Citizens Alert System.

\_\_\_\_\_ Advise all agencies notified in Mode 3 and 4 of cancellation.

\_\_\_\_\_ Demobilize Press Room if Press Room PIO was activated under Mode 1 and 2. Further PIO functions to be handled from the Emergency Operations Center.

\_\_\_\_\_ Transfer all pertinent logs and files to Documentation Officer for appropriate filing.

***C. Public Information Officer - Press Room***

\_\_\_\_\_ Report to Emergency Operations Center PIO for situation report.

\_\_\_\_\_ Obtain printed material on MACS for dispersal to news media.

\_\_\_\_\_ Report to Press Room and report back to Emergency Operations Center PIO the telephone number to be used for communicating with Press Room.

\_\_\_\_\_ Obtain names and organizations of media representatives assembled in Press Room and advise Emergency Operations Center PIO of same.

\_\_\_\_\_ Brief all media representatives assembled in

Press Room of current situation.

- \_\_\_\_\_ Brief media representatives as to structure, concept, and functions of MACS, Emergency Operations Center, Resource Allocation Center, etc., as well as hand out printed material.
- \_\_\_\_\_ Maintain contact with Emergency Operations Center PIO for updated information dissemination.
- \_\_\_\_\_ Act as resource for media questions, etc.
- \_\_\_\_\_ Provide liaison between media and Emergency Operations Center PIO concerning special requests such as interviews, photographs, film footage, visits to Emergency Operations Center, etc.
- \_\_\_\_\_ Maintain Press Room assignment until relieved by Emergency Operations Center PIO.
- \_\_\_\_\_ Collect remaining printed material and return to Emergency Operations Center PIO.

**D. Documentation Officer Job Description**

The Documentation Officer is responsible for keeping a written log of major decisions, actions and information during the event. The Documentation Officer collects and organizes pertinent printouts, records, documents, and communications cards which pertain to the incident and provides duplication services as needed by MACS.

**CHECKLIST:**

**Mode 2 Operations**

- \_\_\_\_\_ Report to Situation Officer for initial briefing on situation.
- \_\_\_\_\_ Acquire necessary work materials, and establish work area in Emergency Operations Center.
- \_\_\_\_\_ Obtain existing log and related communications cards from Emergency Operations Center.
- \_\_\_\_\_ Organize available files, reports and communications cards.
- \_\_\_\_\_ Begin to maintain complete and accurate incident log including times and persons involved in information exchange or decisions.
- \_\_\_\_\_ Determine arrangements for duplication services.

**Mode 3 And 4 Operations**

- \_\_\_\_\_ Continue Mode 2 operations as above.
- \_\_\_\_\_ Continues to maintain complete and accurate incident log throughout the incident.
- \_\_\_\_\_ Insures that appropriate logs are being kept by PIO, and Resource Allocation Officer once those positions are staffed in the Emergency Operations Center.
- \_\_\_\_\_ Prepare periodic summary reports on situation as needed by PIO and others.
- \_\_\_\_\_ Provide information as needed for other MACS functions or Incident Command Center elements, including Resource Allocation Center, Facilitator, Financial Officer, etc.
- \_\_\_\_\_ Determine need for Documentation runner to disperse needed information to other system elements.
- \_\_\_\_\_ Obtains and files communications cards from Resource Allocations Officer and others.

**Demobilization Phase**

- \_\_\_\_\_ Pack and store incident files for legal, analytical, and historic purposes in Emergency Operations Center filing cabinet and desk. These files to include any weather logs, Resource Allocation Center logs, and PIO files.
- \_\_\_\_\_ Check all records for completeness and accuracy.
- \_\_\_\_\_ Prepare a final event log upon termination of the incident.

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**RESOURCE ALLOCATION CENTER**

**E. Resource Officer Job Description**

The Resource Officer is responsible for establishing and operating the Resource Allocation Center (RAC) when conditions demand its activation.

The Resource Officer will keep the Facilitator informed of emergency resource capabilities, transactions, and shortages in responding to an incident.

**CHECKLIST** for establishing and operating Resource Allocation Center:

**Mode 1 Operations**

\_\_\_ Position not activated.

**Mode 2 Operations**

\_\_\_ Position placed on alert by Situation Officer.

\_\_\_ Alert the following positions for possible escalation to Mode 3:

- \_\_\_ Resource Specialist
- \_\_\_ Resource Dispatcher
- \_\_\_ Finance Officer

\_\_\_ Obtain information on resources available.

**Mode 3 Operations**

\_\_\_ Proceed to Emergency Operations Center.

\_\_\_ Activate Resource Specialist, Resource Dispatcher, Finance Officer.

\_\_\_ Obtain briefing from Situation Officer.

\_\_\_ Begin display of resource information.

\_\_\_ Anticipate resource needs of Incident Commander.

\_\_\_ Obtain current resource capabilities from Resource Specialist.

\_\_\_ Order mobilization of resources through Resource Dispatcher.

\_\_\_ Predict shortages of critical resources.

\_\_\_ Assess need for escalation to Mode 4.

\_\_\_ Brief Facilitator as needed.

\_\_\_ Determine need to activate Special Resource Coordinators.

**Mode 4 Operations**

\_\_\_ Continue Mode 3 operations.

\_\_\_ Brief Facilitator on resource status, particularly critical items.

\_\_\_ Order activation of Special Resource Coordinators.

\_\_\_ Coordinate joint procurement functions with all agencies supplying aid.

**F. Resource Specialist Job Description**

The Resource Specialist is responsible for maintaining updated information on available resources (including an actual list, serviceability, estimated time of arrival for items ordered) and for locating and acquiring needed resources not immediately available.

The Resource Specialist will be designated from available emergency services staff or communications personnel at the time of activation.

**CHECKLIST:**

**Mode 1 Operations**

\_\_\_ Position not activated.

**Mode 2 Operations**

\_\_\_ Position placed on alert by Resource Officer.

**Mode 3 And 4 Operations**

\_\_\_ Proceed to Emergency Operations Center.

\_\_\_ Obtain briefing from Resource Officer.

\_\_\_ Take over resource file information.

\_\_\_ Keep written record of all communications, acquisitions, etc. in log book.

\_\_\_ Post additional resources as they become available.

\_\_\_ Alert county area response and mutual aid agencies of Mode 3 incident.

\_\_\_ Locate resources in short supply locally and arrange for standby.

\_\_\_ Work closely with Resource Dispatcher.

\_\_\_ Alert Special Resources Coordinators.

\_\_\_ Assist Resource Officer as necessary.

\_\_\_ Brief Resource Officer.

\_\_\_ Alert regional response systems, including:

\_\_\_ Colorado Department of Health, if appropriate.

\_\_\_ EPA Regional Response Center, if appropriate.

**G. Resource Dispatcher Job Description**

The Resource Dispatcher is responsible for maintaining a record of transactions involving emergency incident resources (where they have been dispatched, estimated time on assignment, etc.) and for communicating resource assignments ordered by the Resource Officer.

The Resource Dispatcher will be designated from available communications personnel or emergency services staff at the time of activation.

**CHECKLIST:**

**Mode 1 Operations**

\_\_\_\_ Position not activated.

**Mode 2 Operations**

\_\_\_\_ Position placed on alert by Resource Officer.

**Mode 3 Operations**

\_\_\_\_ Proceed to Emergency Operations Center.

\_\_\_\_ Obtain briefing from Resource Officer.

\_\_\_\_ Keep written record of all communications, orders, assignments, etc. in log book.

\_\_\_\_ Record which resources have been allocated.

\_\_\_\_ Inform Resource Specialist when temporarily allocated resources are again available for assignment.

\_\_\_\_ Work closely with Resource Specialist.

\_\_\_\_ Assist Resource Officer as necessary.

**Mode 4 Operations**

\_\_\_\_ Continue Mode 3 operations.

\_\_\_\_ Brief Resource Officer.

\_\_\_\_ Activate Special Resource Coordinator.

**H. Finance Officer Job Description**

The Finance Officer is responsible for maintaining records of damage, supplies and services used, finances expended by local governments and public agencies. These records will be used to obtain financial assistance and reimbursement from state and federal government.

The Finance Officer will be designated by the Facilitator.

**CHECKLIST:**

**Mode 1 Operations**

\_\_\_\_ Position not activated.

**Mode 2 Operations**

\_\_\_\_ Position placed on alert by Resource Officer.

**Mode 3 And 4 Operations**

\_\_\_\_ Proceed to Emergency Operations Center.

\_\_\_\_ Obtain briefing from Resource Officer.

\_\_\_\_ Maintain financial records/data on mutual aid and assistance rendered by county and regional response agencies.

**I. Special Resource Coordinator Job Description**

The Special Resource Coordinators are responsible for organizing and coordinating special categories of resources, too broad or complex in themselves to be handled properly by regular Resource Allocation Center personnel. Examples of such categories include communications and victim services.

A list of Special Resource Coordinators will be included in the resource catalogue maintained by the Boulder Office of Emergency Management.

**CHECKLIST:**

**Mode 1 And 2 Operations**

\_\_\_\_ Position not activated.

**Mode 3 Operations**

\_\_\_\_ Position placed on alert by Resource Specialist.

**Mode 4 Operations**

\_\_\_\_ Proceed to Emergency Operations Center.

\_\_\_\_ Obtain briefing from Resource Officer.

\_\_\_\_ Organize and coordinate category resources as necessary.

\_\_\_\_ Brief Resource Officer as necessary.

**J. Board Of Directors Job Description**

The Board of Directors, or BOD, alerted in Mode 3 and activated in Mode 4 consists of representatives of all political jurisdictions involved in the disaster. For example, in the case of a flash flood in the City of Boulder and surrounding county areas, the BOD may consist of the County Commissioners, Boulder City Manager and a representative from the University of Colorado. In a hazardous material spill near Longmont, the BOD may consist of the City Manager of Longmont and the County commissioners.

It is the responsibility of the BOD to decide priorities in allocating critical resources to incident commanders based on human needs, on considerations of fiscal policy, environmental restraints, etc. Allocations are strictly voluntary with the individual government entities.

**CHECKLIST:**

**Mode 3 And 4 Operations**

\_\_\_\_ Commit Resources

\_\_\_\_ To make decisions to best utilize available resources, based on priority of need, and to minimize waste or duplication of resources.

\_\_\_\_ Establish Fiscal Restraints

\_\_\_\_ To make decisions on spending based on funds available, and to know how to use funded projects in unison with other agencies for most cost effective operations.

\_\_\_\_ Establish Environmental Restraints

\_\_\_\_ Many ways may be available to accomplish a particular task, but environmental impact may be lesser or greater one way than another, so these decisions are made by the MACS Board of Directors.

\_\_\_\_ Liaison with Federal/State Representatives

\_\_\_\_ In many MACS situations, the need of Federal and or State involvement will be either a necessity or required by law.

\_\_\_\_ Requests for state and federal assistance are coordinated through the Office of Emergency Management.

\_\_\_\_ Public Information Control

\_\_\_\_ Major news releases should be made and any would be acceptable ***only*** from members of MACS Board of Directors.

\_\_\_\_ Designation Of Structure Within Each Political Entity

\_\_\_\_ As the situation changes through pre-impact, impact, post-impact and recovery, it will be necessary for the Board of Directors to update and change the structure of their operational personnel.

\_\_\_\_ Officials staffing Board of Directors must appoint their relief personnel with power to make needed decisions for long-term disaster situations.

**K. Facilitator Job Description**

The Facilitator is responsible for assuring the Board of Directors know of the capabilities of MACS, their role within MACS and the present situation of the incident.

**CHECKLIST:**

**Mode 1 Operations**

\_\_\_\_ Position not activated.

**Mode 2 Operations**

\_\_\_\_ Position placed on alert by Situation Officer.

\_\_\_\_ Prepare to proceed to Situation Information Center.

**Mode 3 Operations**

\_\_\_\_ Position activated by Situation Officer.

\_\_\_\_ Proceed to Emergency Operations Center.

\_\_\_\_ Obtain briefing from Situation Officer.

\_\_\_\_ Alert (and activate if appropriate) Board of Directors.

\_\_\_\_ Maintain a log of those events directly related to the functions of the Facilitator.

**Mode 4 Operations**

\_\_\_\_ Continue Mode 3 operations.

\_\_\_\_\_ Obtain timely briefings from Situation Officer and Resource Allocation Officer.

\_\_\_\_\_ Convene the Board of Directors for briefings and decision making conferences in an atmosphere which is not in the confusion of the Situation Room.

\_\_\_\_\_ Brief the Board on:

\_\_\_\_\_ The present situation and latest developments.

\_\_\_\_\_ The functions of MACS, the Emergency Operations Center, and Resource Allocation Center.

\_\_\_\_\_ Their role of establishing policies and assigning priorities for resource allocation.

\_\_\_\_\_ Communications and facilities available in the Emergency Operations Center, i.e., County Communications, telephone, computers, runners, etc.

\_\_\_\_\_ Available resources; local, state, and federal.

\_\_\_\_\_ Insure that the Board works as a cooperative/collaborative group and not as individual agencies.

\_\_\_\_\_ Maintain a political overview of the operations.

\_\_\_\_\_ Attempt to identify issues which must be reviewed by the Board: media relations, policies, cost sharing, disaster funding, financial constraints, and others.

\_\_\_\_\_ Communicate Board decisions and priorities to Situation and Resource Allocation Officers.

\_\_\_\_\_ Arrange for transportation of Board to the incident scene, receive briefing, and observe operations.

\_\_\_\_\_ Become knowledgeable of contractual commitments among response agencies and MACS.

\_\_\_\_\_ Make sure that all agencies understand that unless the MACS command structure is utilized for resource allocations, financial or other liabilities cannot be assumed.

\_\_\_\_\_ Provide for multiple shift operation:

\_\_\_\_\_ Relief personnel and shift schedules.

\_\_\_\_\_ Feeding.

\_\_\_\_\_ Nearby or in-house sleeping facilities.

\_\_\_\_\_ Alert a replacement.

**INTERACTION OF LOCAL AND REGIONAL RESPONSE  
TO EMERGENCY AND DISASTER INCIDENTS**

**RESPONSE FUNCTIONS CHART**

		<b>RESPONSE LEVELS</b>				
		<b>MODE 1</b>	<b>MODE 2</b>	<b>MODE 3</b>	<b>MODE 4</b>	
<b>R E S P O N S E F U N C T I O N S</b>	<b>COMMAND</b>	AGENCY RESPONSE UNIT	TACTICAL UNIT COMMAND POST	INCIDENT COMMAND SYSTEM	INCIDENT COMMAND SYSTEM	ON-SCENE ACTIONS
	<b>COORDINATION</b>	AGENCY DISPATCH	DISPATCH AND EOC/RAC	MULTI-JURISDICTION EOC/RAC	CITY/COUNTY/STATE EOC/RAC	SUPPORT FROM MACS
	<b>POLICY</b>	AGENCY S.O.P.	JURISDICTION MANAGEMENT	MULTI-JURISDICTION BOARD OF DIRECTORS	CITY/COUNTY/STATE BOARD OF DIRECTORS	
	<b>PLANNING</b>	AGENCY OR DEPARTMENT LEVEL	INTER-DEPARTMENTAL WITHIN JURISDICTION	MULTI-JURISDICTION MACS PLANNING GROUP	CITY/COUNTY/STATE MACS PLANNING GROUP	

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