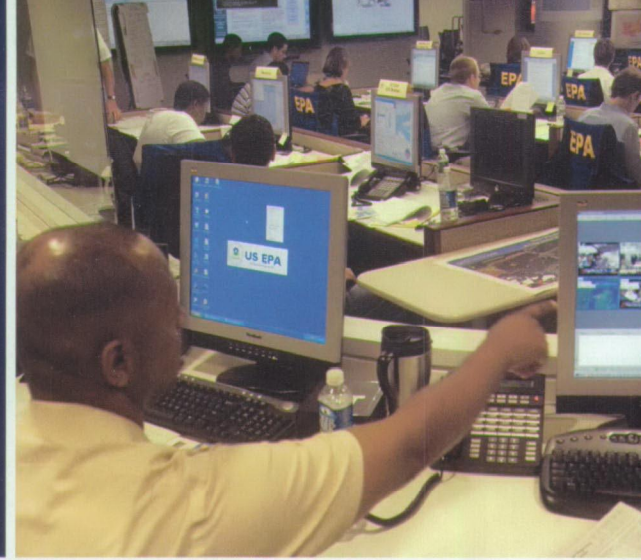


Emergency Operations Center Academy

U.S. ENVIRONMENTAL PROTECTION AGENCY



EPA EOC Academy and HQ RSC Tool Kit



EPA Headquarters Response Support Corps Tool Kit

AA	Assistant Administrator
AEC	Agency Emergency Coordinator
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CISM	Critical Incident Stress Management
CWA	Clean Water Act
DHS	U S Department of Homeland Security
EOC	Emergency Operations Center
EPA	U.S. Environmental Protection Agency
ESF	Emergency Support Function
FEMA	U S Department of Homeland Security/Federal Emergency Management Agency
FOIA	Freedom of Information Act
GIS	Geographic Information System
HAZMAT	Hazardous Materials
HQ	Headquarters
JFO	Joint Field Office
IC	Incident Coordinator (For EPA EOC only)
IC	Incident Commander (Common definition)
ICS	Incident Command System
ID	Identification
IMH	Incident Management Handbook
IMPT	Incident Management Planning Team
IMT	Incident Management Team
INS	Incident of National Significance
IT	Information Technology
MA	Mission Assignment
NAR	National Approach to Response
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NIC	National Incident Coordinator
NICT	National Incident Coordination Team
NIMS	National Incident Management System
NOC	National Operations Center

NRC	National Response Center
NRCC	National Response Coordination Center
NRF	National Response Framework
NRP	National Response Plan
NRS	National Response System
NRT	National Response Team
OA	Office of the Administrator (EPA)
OAR	Office of Air and Radiation (EPA)
OARM	Office of Administration and Resource Management (EPA)
OCFO	Office of Chief Financial Officer (EPA)
OCIR	Office of Congressional and Intergovernmental Relations (EPA)
OCLA	Office of Congressional and Legislative Affairs (EPA)
OECA	Office of Enforcement and Compliance Assurance (EPA)
OEI	Office of Environmental Information (EPA)
OGC	Office of General Counsel (EPA)
OIA	Office of International Activities (EPA)
OIG	Office of Inspector General (EPA)
OPA	Office of Public Affairs (EPA)
OPPTS	Office of Prevention, Pesticides, and Toxic Substances (EPA)
ORD	Office of Research and Development (EPA)
OSC	On-Scene Coordinator
OSWER	Office of Solid Waste and Emergency Response (EPA)
OW	Office of Water (EPA)
PIO	Public Information Officer
POC	Point of Contract
POCD	Program Operations and Coordination Division
REOC	Regional Emergency Operations Center
RIC	Regional Incident Coordinator
RICT	Regional Incident Coordination Team
RRCC	Regional Response Coordination Center
RSC	Response Support Corps
SITREP	Situation Report
SOP	Standard Operation Procedure

EOC Academy for Response Support Corps

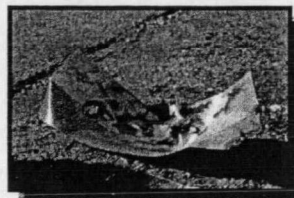
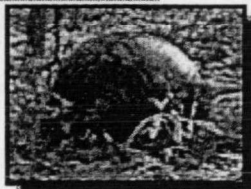
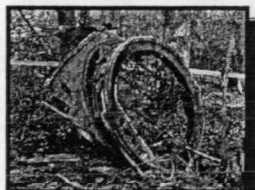
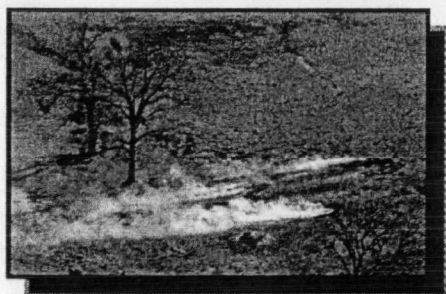



EPA Headquarters



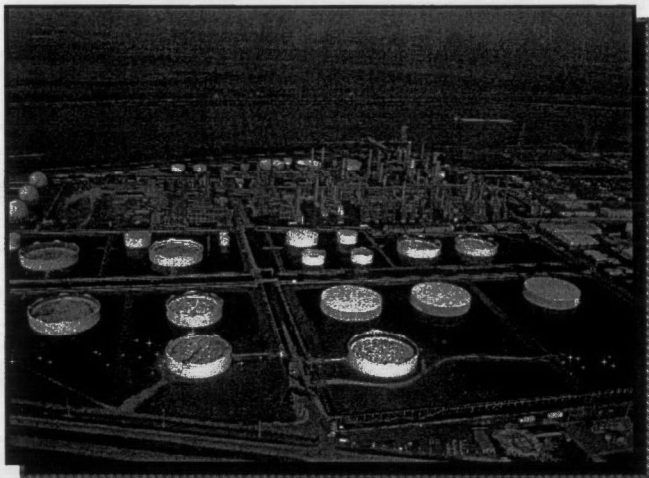
EPA in Action

Columbia Shuttle Disaster




 EPA in Action

Hurricane Katrina Response 2005



3

 EPA

I.

Introduction to the Emergency Response Framework

4



Introduction to Emergency Response

- Emergency response policies, plans and guidelines provide a standard framework for effective response to emergency situations
 - Emphasize preparedness
 - Establish a unified approach to incident response
 - Coordinate between agencies, jurisdictions, and individual responders
 - Integrate multiple disciplines and fields of expertise
- National Contingency Plan (NCP)
 - EPA's mechanism to prepare for and respond to oil and hazardous materials releases

5



Policy Framework

Response Authorities	Stafford Act Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) / Clean Water Act (CWA)			
DHS Plans/Guidance	National Response Framework (NRF)		National Incident Management System (NIMS)	
EPA National Plans/Guidance/Policy	National Approach to Response (NAR)	NIMS Implementation Plan	National IMT Guidance	National RSC Guidance
EPA Regional Plans/Guidance	Area Contingency Plans	Regional IMT Plans	Regional RSC Implementation	

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National Response Framework (NRF)

- *Outlines* a single, comprehensive approach to domestic incident management to coordinate the hierarchy of responders and jurisdictions during a response
- Applies to all Federal departments and agencies that participate in a coordinated Federal response
 - Responses may include an appropriate combination of Federal, state, local, tribal, private-sector, and nongovernmental entities
- Provides an all-hazards approach to managing natural disasters and man-made emergencies

7



Stafford Act

- Creates the system by which a Presidential Disaster Declaration triggers financial and resource assistance through the Federal Emergency Management Agency (FEMA)
- Mission Assignments are the mechanism by which direction is given by FEMA and funding is allocated
- Mission Assignments are based on Emergency Support Function (ESF) capabilities

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Emergency Support Function (ESF)

The ESFs serve as the primary operational-level mechanism to provide assistance to State, local and tribal governments or to Federal departments and agencies

ESF #10: Oil and Hazardous Materials

- EPA is the Coordinator and Primary Agency along with the Coast Guard

ESF #3: Public Works and Engineering (All Offices)

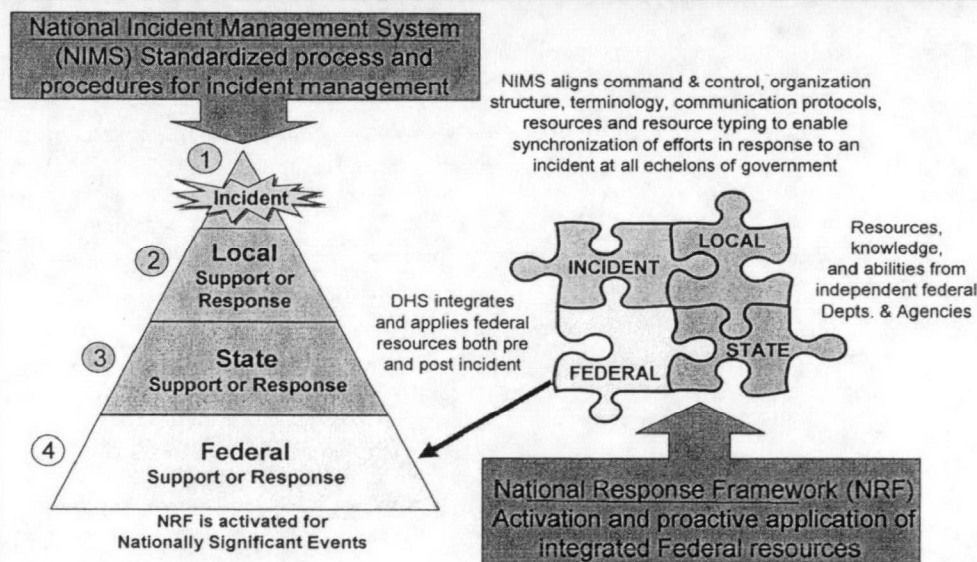
- EPA is the Support Agency

Support other ESFs as called upon

9



NIMS & NRF Relationship



10



Hands-on Activity

- Go to <http://intranet.epa.gov/rsc>
- FEMA Training
 - ICS - <http://training.fema.gov/EMIWeb/IS/is100.asp>
 - ICS - <http://training.fema.gov/EMIWeb/IS/is200.asp>
 - NIMS - <http://training.fema.gov/EMIWeb/IS/is700.asp>
 - NRF - <http://training.fema.gov/EMIWeb/IS/IS800b.asp>



II.

The Headquarters Emergency Operations Center (EOC)

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HQ Emergency Operations Center

- Serves as the national level information hub for incidents and events
- Coordinates with other agencies and their operations centers
- Provides various levels of support to the Regional EOCs (REOCs)
- Facilitates cross-regional coordination
- 24/7 Watch Officer
- Manages classified information flow




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Who's Who


- AA for Office of Homeland Security – Tom Dunne




- Director for Office of Emergency Management – Debbie Dietrich
 - National Incident Coordination Team (NICT) Chair
 - Agency Emergency Coordinator (AEC)
 - National Incident Coordinator (NIC)



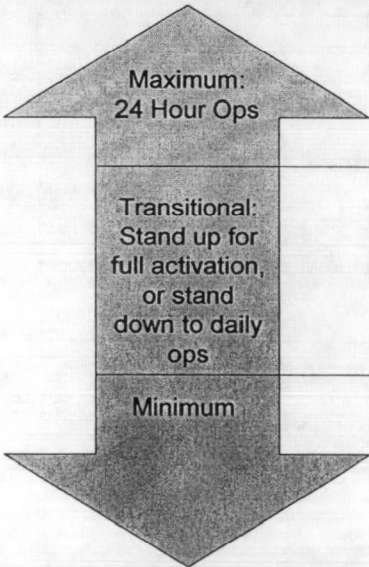
- Director for Program Operations and Coordination Division – Gilberto "Tito" Irizarry
 - Incident Coordinator



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Levels of Activation



Level 1

- Full Activation (e.g., Stafford Act, catastrophic incident)
 - All functional Incident Command System (ICS) elements for HQ EOC

Level 2

- Mid-Level Activation (e.g., major oil spill)
 - Streamlined ICS elements for HQ EOC

Level 3

- Minimum Activation (e.g., train derailment with off-site consequences)
 - Watch Officer, Regional Coordinator, and Program Operations and Coordination Division (POCD) Director report to HQ EOC

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Demands Will Be Constant and Often Unrealistic

- Non-stop information demands from the White House, Department of Homeland Security (DHS), EPA HQ and State and local officials
- Media requests which start immediately at the national, regional and field level
- Messages at all levels must be consistent
- Risk communication to the public is critical
- Sampling results must be communicated quickly and accurately

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III.

EOC Staff Roles and Responsibilities

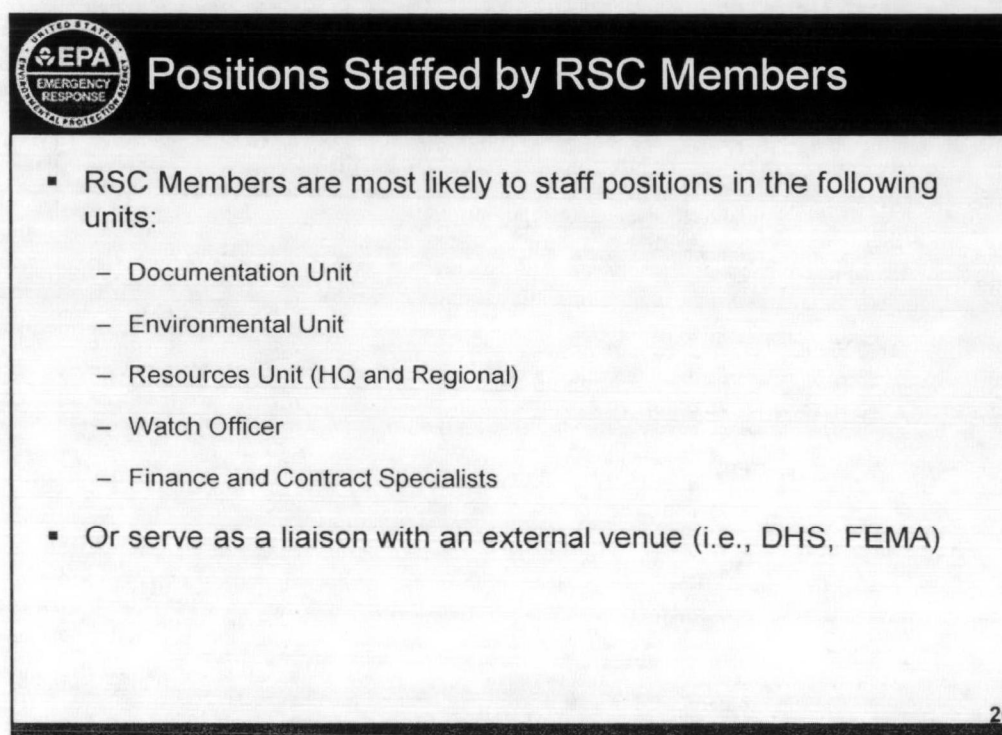
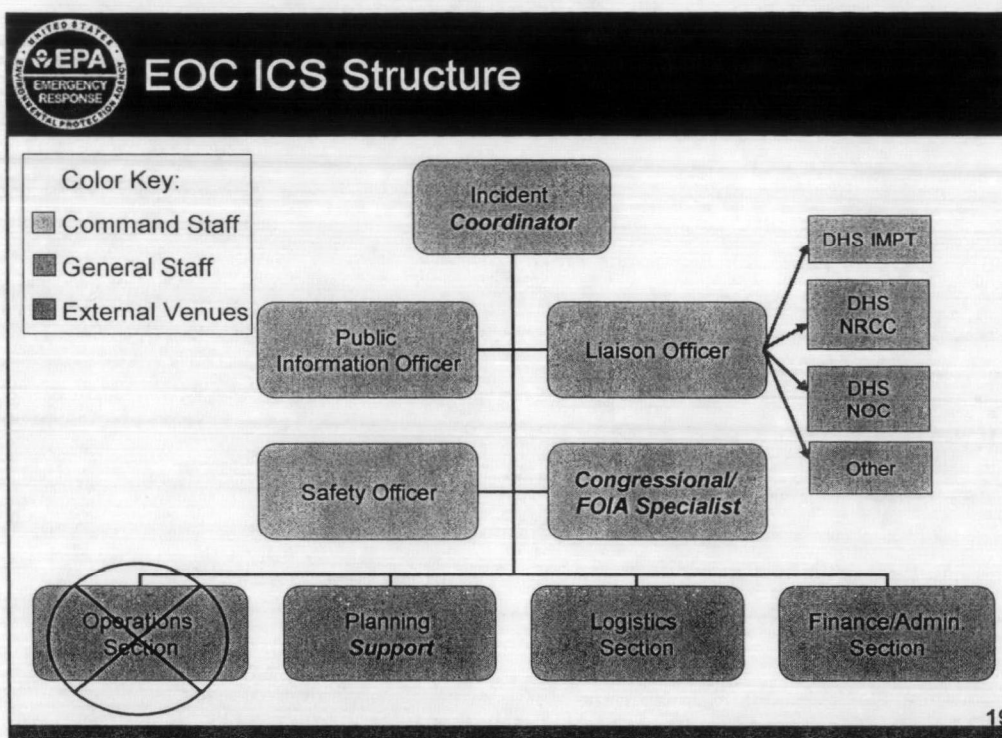
17

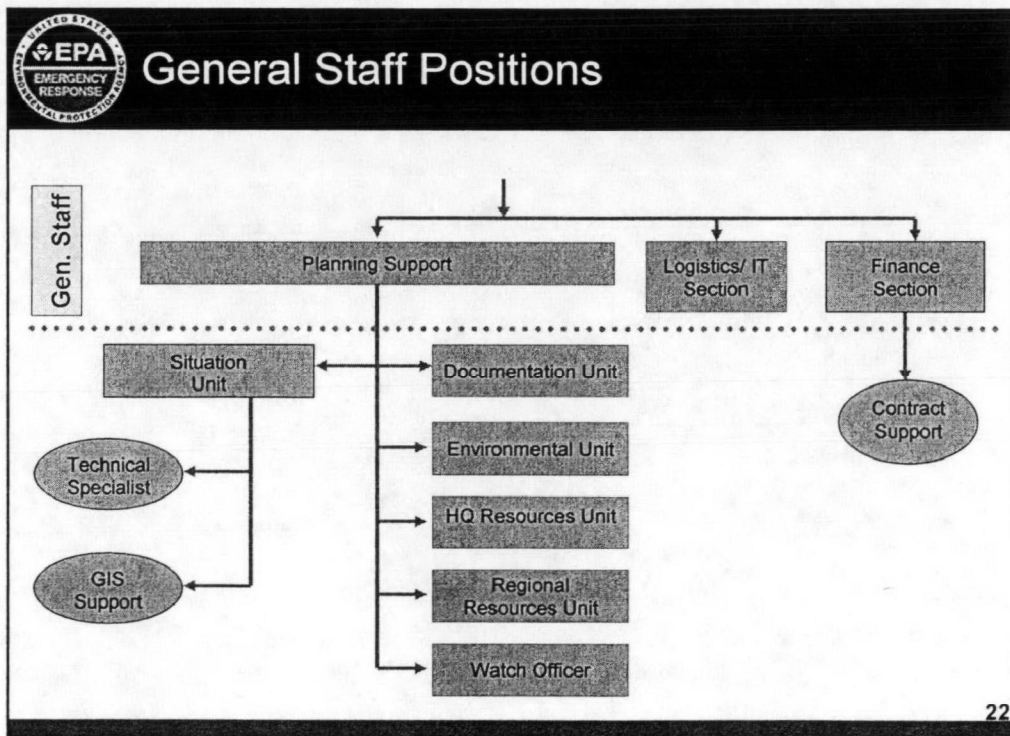
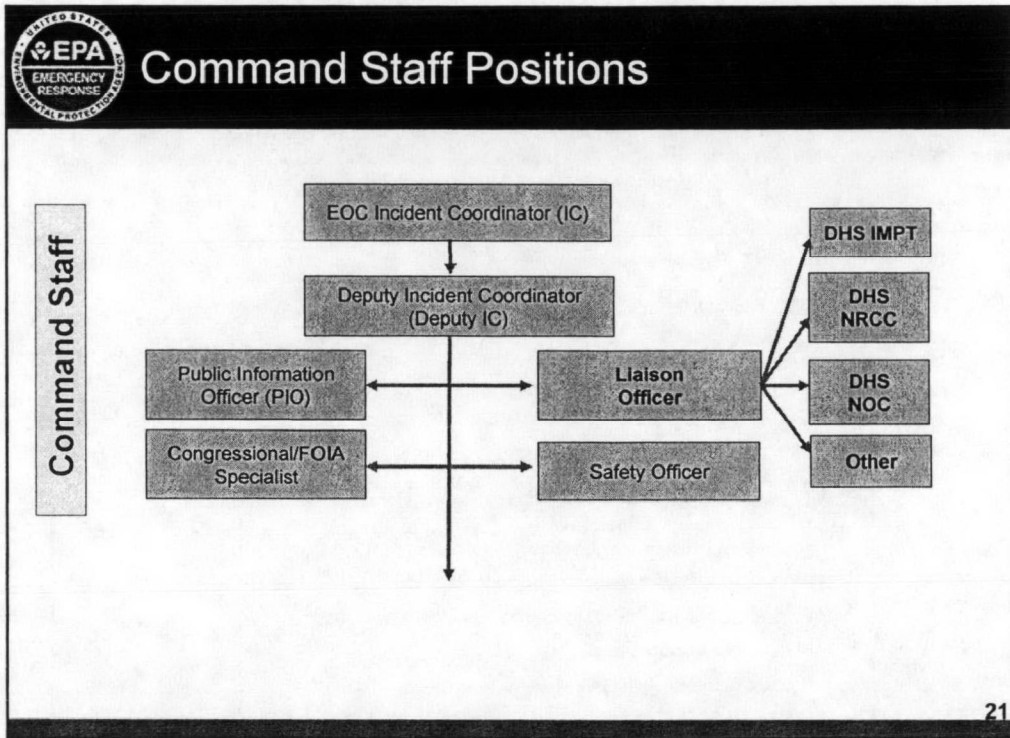


Principles of the Incident Command System (ICS)

- Scalable and flexible
- Standardized structure and terminology
- "Stay in your lane"
- Do what needs to be done
- Leave your job at the door

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Hands-on Activity

- Go to <http://epaosc.net>
- 1. Review a Job Aid for your section:
 - Select "Web Sites" from the list on the left side of the screen
 - Click the "HQ" icon
 - Select "RSC Information"
 - Scroll down to "Documents" and select "List All"
 - Select a job aid for your section
- 2. Create a log in:
 - Select "log in" and "Register Here"
 - Fill in the first four categories marked with an "*" to register

 A screenshot of the EPA OSC website. The header includes the EPA logo and "United States Environmental Protection Agency". The main content area shows a list of documents under the heading "Documents".

- epaosc.net is as an online repository for Situation Reports, fact sheets, pictures and other documents
- EOC monitors epaosc.net for regional content and uploads HQ content as necessary
- Upload and update HQ information
- Monitor



IV.

Working in the EOC

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Preparation for Working in the EOC

- Bring your Lotus Notes ID on thumb drive or disk
- Do not bring a personal laptop
- If you need assistance with the operation of your workstation
 - Request assistance from the EOC IT Team
 - EOC has a proven tracking system in place for quality assurance and timeliness

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What Do I Do When I Get Here?

Upon your arrival in the EOC you will:

- (1)**
Check in with
the Resource
Unit in the
reception area of
the EOC



- (2)**
Sign in and
record the time
(ICS Form 211)

[illegible]

- (3) Participate in transition meeting / briefing



- (4)**
Report to your
assigned area
of responsibility



26

7am



Examples of Major EOC Products

- Situation Reports /
- Management reports
- Briefings
- Fact sheets
- <http://epaossc.net>



EPA EOC Special Situation Report Tornado Greensburg, KS May 7, 2007		
Situation <p>During the evening of May 4, 2007, severe storms with rain, hail, high winds, and tornadoes moved through a corridor in central Kansas (100 miles west of Wichita) in 1,581) had 95% of its structures leveled by a</p>		
ENVIRONMENTAL SAMPLING DATA: <p>EPAs recommended data will be posted on the following EPA webpage: www.epa.gov/epaosopr/odds/epaosopr.htm When new data is posted on the webpage, it is noted below:</p>		
Sample ID:	Location of EPA Sampling Station	Location, Time, Period and EPA Warnings
SEMENT SOIL WATER AIR	Provide date and volume of material sent and date provided Provide date and volume of material sent and date provided Provide date and volume of material sent and date provided Provide date and volume of material sent and date provided	FOR EPA ON-SCENE COORDINATOR: <p style="text-align: right;">CAS # 302-01-2</p>

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fact sheet



What Types of Things Will I Be Asked to Do in the EOC?

You may be asked to support the response by:

- Shadowing members in positions to gain experience
- Collecting information from Headquarters and Regional Offices
- Providing information for reports, Q & As, briefings, and the EPA website

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What Types of Things Will I Be Asked to Do in the EOC? (continued)

- Participate in Transition Meetings

- Review and complete ICS Form 214: Daily Log

EOC Activity Log/Issue Tracking Form (ICS 214)

Date	Time	Position/Name	Activity/Issue	Closed	POC's for Issues	POC's Phone #
				<input type="checkbox"/>		
				<input type="checkbox"/>		


- Participate in Conference Calls, Meetings, etc.

— See ICS Form 230

Daily Meeting/Conference Call Schedule

Incident Name: TOPOFF 4		Date: Wednesday 10/17/07		Operational Period: 0600 - 2400 EDT	
Meeting/Call Name:	Time: EDT	PDT	Location:	Call In Number:	
EPA Senior Manager's Briefing	0800	0500	HQ EOC EOC		
WHSCASC SVTC	1000	0700	SVTC @ DOJ		
Removal Managers	1100	0800	HQ EOC EOC		
WHDRG	1200	0900	SVTC @ DOJ	Bridge 1	
	1400	1100	SVTC @ DOJ		

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EOC ICS Position Specific Email

- How can I get an EOC ICS position specific email box?
 - Position specific email boxes only work with your Lotus Notes ID
 - Put an IT ticket in and the EOC IT Team will set up your email box
- Used only for official correspondence within the EOC
 - *Reminder—These emails are official agency records*

Send Send and File... Save As Draft Address... Delivery Options... Tools

EOC Deputy Incident Cord
Sent by Christopher Burgess
03/08/2007 01:08 PM


To: Gilberto Inzary
cc:
bcc:
Subject: Test

This is a test message

Sent by the US EPA HQ Deputy Incident Coordinator
Email Address: EOC_Deputy_Incident_Cord@epa.gov
Main Phone: 202 564 3655

(This email address is a position specific email box)

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EOC Homepage

EPA EOC Intranet - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://intranet.epa.gov/EOC/

Go L F I S



EPA HQ Emergency Operations Center

Google

Google Search

EPA Locator Last Name First Name

All Sites

Thursday, November 1, 2007

ELEVATED

EOC Homepage

WebEOC

EPA USC Website

Watch Officer's Resources

Mapping

CDHP

EOC Standard Operating Procedures

Chemical Databases

ICS

National Response Center

800.424.8802

Response Resources

EPA HQ EOC News & Events

Daily Operations

- Watch Officers

The EPA EOC provides 24 hour support for environmental emergencies. EPA Watch Officers are on duty to coordinate and provide support to the Regional Response Centers, On-scene Coordinators and our federal partners.

Watch Officers can find schedules, Standard Operating Procedures and other resources here [Watch Officer Resource Page](#)

- Data Management / Technical Services

The EPA EOC has installed the latest technology to facilitate efficient response and coordination. If you need assistance with any of the following:

- o Workstation software and login
- o Lotus notes

• **TOPOFF 4 Oct 15-19 2007**

Top Officials 4 (TOPOFF 4) is the Nation's premier terrorism preparedness exercise, involving top officials at every level of government, as well as representatives from the international community and private sector. Taking place October 15-19, 2007, the TOPOFF 4 Full-Scale Exercise (T4 FSE) will feature thousands of federal, state, territorial, and local officials. These officials will engage in various activities as part of a robust, full-scale simulated response to a multi-faceted threat. The EOC is hosting the EPA Headquarters component of the TOPOFF Exercise. Exercise materials and web resources are available under the link above.

• **Incident Management Plan (Sept 2007)**

Headquarters EOC has just released the new Incident Management Plan (IMP). This plan is based on the policies of the National Incident

Comprehensive Guide to the HQ EOC

EOC Map, Directions & Accommodations

IT/AV Support

EOC Frequently Asked Questions

Accessories

EPA Pandemic Flu website

EPA Threat Guidance

Local Weather

National Weather Service

Security/Building Emergency Information

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4



V.

Response Support Corps (RSC) Orientation

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Introduction to the RSC

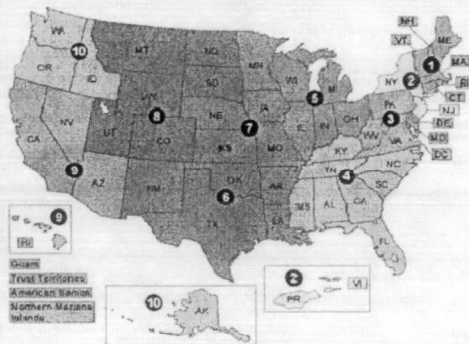
- Established in September 2003 as part of implementing EPA's National Approach to Response (NAR)
- Mechanism by which the Agency ensures that EPA is prepared for an Agency-wide response
- Augments EPA's Emergency Response Program by providing support to On-Scene Coordinators (OSCs)
- Comprised of headquarters and regional employees, creating a national network of support personnel

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RSC Administration

- Each Region and Headquarters has an RSC Coordinator to facilitate the recruitment, training, and maintenance of the RSC program
- National RSC Coordinator: Sherry Fielding



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List of HQ Coordinators

AO:	Lisa Nanko	OEI:	Don Flattery Michael Hillard
OAR:	Sara DeCair Dennis Hellberg	OIA:	David Redlin Kathy Petrucci
OARM:	Debra Flagg	OPPTS:	Janice Jensen
OCFO:	Carlene Godfrey	ORD:	Susan Maier Barbara Klieforth
OECA:	Brian Maas	OSWER:	John Irizarry Sherry Fielding
OGC:	Lee Tyner	OW:	Betsy Valente John Whittler

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National Incident Coordination Team (NICT)

- Standing team of senior representatives from each Headquarters office, as well as representatives from the Superfund Lead Region
- Focal point for coordination among Agency offices
- Coordinates participation in and deployment of the Headquarters RSC
- NICT Chair: Debbie Dietrich

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RSC Member Initial Training Requirements

- ☒ Attend orientation
- ☐ Complete ICS 100 and 200 level training
- ☐ Update information in RSC database

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What else?

- Coordinate with management
- Maintain all necessary current certifications and/or program-specific training
 - Members will not be trained to perform technical job functions that are outside the parameters of their current position
- Participate in training and exercises
- Deploy as available
 - Deployment duration will depend on the nature of the event and response required
 - EOC duration of deployments is a minimum of one week
 - Generally, expected duration of deployments is two-week increments with additional days for an overlap with personnel coming into the position

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Want more?

- Additional online training is available at the FEMA website:
 - National Response Framework (NRF)
 - National Incident Management System (NIMS)
- All RSC members are required to attend a refresher training annually
 - Minimum training requirements may be established by the individual Regions or Headquarters
 - Each Region and Headquarters office will provide an opportunity for training to each RSC member
- Members may be required to attend more ICS specific training depending on their specific position assignment within the ICS

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Training

- All training must be tracked
 - Advanced ICS training is tracked in Traintrax (or the Agency-designated system)
 - Any other relevant training or in-service should be recorded in the National RSC database
- EOC Academy provides periodic EOC-specific training opportunities

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Exercises

- Exercises provide valuable training for RSC members in working with personnel from local, state, and Federal response communities
- It is recommended that each RSC member participate in at least one exercise annually
- RSC members will be notified of opportunities to participate in exercises
 - Full scale
 - Table top



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RSC Activation

- The RSC may be activated during incidents and events of regional or national significance
 - Significant environmental emergency (e.g., a very large and/or nationally significant HazMat or oil spill)
 - Natural disaster (e.g., floods, hurricanes, earthquakes)
 - Nationally-significant incident requiring EPA assistance (e.g., Columbia Shuttle recovery)
 - Terrorist attack requiring a national EPA response (e.g., World Trade Center/Pentagon)
- Generally, HQ RSC members will be deployed to the HQ EOC

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RSC Activation (continued)

- The NICT or the Regional Incident Coordination Team (RICT) receives the request for personnel assistance and activates the RSC
- The requested positions are filled based on members' skills and availability
 - Member skills and experience are maintained in the RSC database which is used to assist in determining the appropriate member for deployment
 - Your supervisor determines availability in their division and selects personnel options
- If an impacted Region requests support, assistance may be obtained from Headquarters or other Regions

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RSC Activation (continued)

- Where will I be working?
 - HQ EOC
 - REOC
 - In some cases, at the incident site
- Deployment duration will depend on the nature of the event and response required
 - HQ EOC will be a minimum of 1 week
 - Regional assignment is incident specific *(append- 2 who)*

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RSC Activation (continued)

- Once deployed, the activities of an RSC member are directed by authorities at the location and not their home office
- RSC members may be reassigned once on location, but must meet the health and safety requirements of the new assignment
- Expect long work hours under potentially stressful conditions

45



EPA's Peer Support & Critical Incident Stress Management (CISM) Team

- CISM is a comprehensive, integrated, multi-component crisis intervention system that includes pre-incident preparation, individual crisis interventions, demobilizations, debriefings, follow-up referrals, and now Animal Assisted Crisis Response

For more information
contact:

Jan Shubert
202-564-2527
Shubert.jan@epa.gov




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When The Incident Is Over


- RSC members may be asked to:
 - Provide information for reports, as necessary
 - Participate in an activation specific debriefing or "hotwash," as necessary
 - Provide feedback on the RSC Program to the RSC Coordinator, and home office management

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 <http://intranet.epa.gov/rsc/>

U.S. ENVIRONMENTAL PROTECTION AGENCY

EPA RESPONSE SUPPORT CORPS




Response Support Corps

In the implementation of the EPA's National Approach to Response Policy, the Administrator established the Response Support Corps (RSC) in September 2003. The response to the World Trade Center and Pentagon terrorist attacks, anthrax incidents, and the Columbia Space Shuttle accident, made it evident that significant additional resources were needed to augment the On-Scene Coordinators, in order for EPA's emergency response program to be successful.

The RSC is the mechanism through which the agency will ensure that all EPA offices are prepared to fulfill their roles in an agency-wide response and is an effective way to maximize EPA's response capabilities within our current resource base. The Response Support Corps is a nationally led initiative, managed regionally, with membership spanning throughout the Agency.


This site is specific to Headquarters, however intranet sites for other Regions can be accessed by [clicking here](#).

- [Am I qualified to be an RSC Member?](#)
- [How do I sign up?](#)
- [When is the RSC activated?](#)



EPA HQ Intranet

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 **RSC Database**

U.S. EPA Response Support Corps Database

Wednesday, September 10, 2008

Purpose: The Response Support Corps Database (RSC DB) serves as a comprehensive repository of information about the RSC membership and their individual and collective skills and abilities. It will be used to track, manage and coordinate RSC activities. The RSC DB is an important tool which prepares us for a Regional and/or National Significant Incident. The RSC database is largely maintained by the RSC Coordinators but personal member information is entered and updated by the member themselves via automated reminders through Lotus Notes mail.

Database Sections:

- EPA Contact Information
- Personal Contact Information
- Current Health & Safety Certification
- Emergency Response Training
- Skills / Experience
- Areas of Expertise
- Specialized Teams
- Deployments
- Resources Request and Responsibilities
- Supervisor Notification
- Meetings and Milestones, Outcomes, Forms, Reports, and References

Response Support Corps Program and Technical Support:

Headquarters Response Support Corps Contacts	
Program Office	RSC Representative
Office of the Administrator	Lisa Harbo
Office of Solid Waste and Emergency Response	Emery Fielding
Office of Water	Betsy Valente, John Valente
Office of Air and Radiation	Devin Hallberg, Sara DeCade

Start | Lotus Notes | Lotus Domino Designer | Internet Explorer | RSC landing page for RS... | RSC landing page for RS... | 12:53 AM



What it means to work in the EOC

- Working together as a team
- Getting the job done together
- Staying involved in important Agency challenges
- Leaving your job at the door and taking on a new one

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Hotwash

- What did you like about the training?
- What would you change?
- Please complete the training survey—**THANK YOU!**

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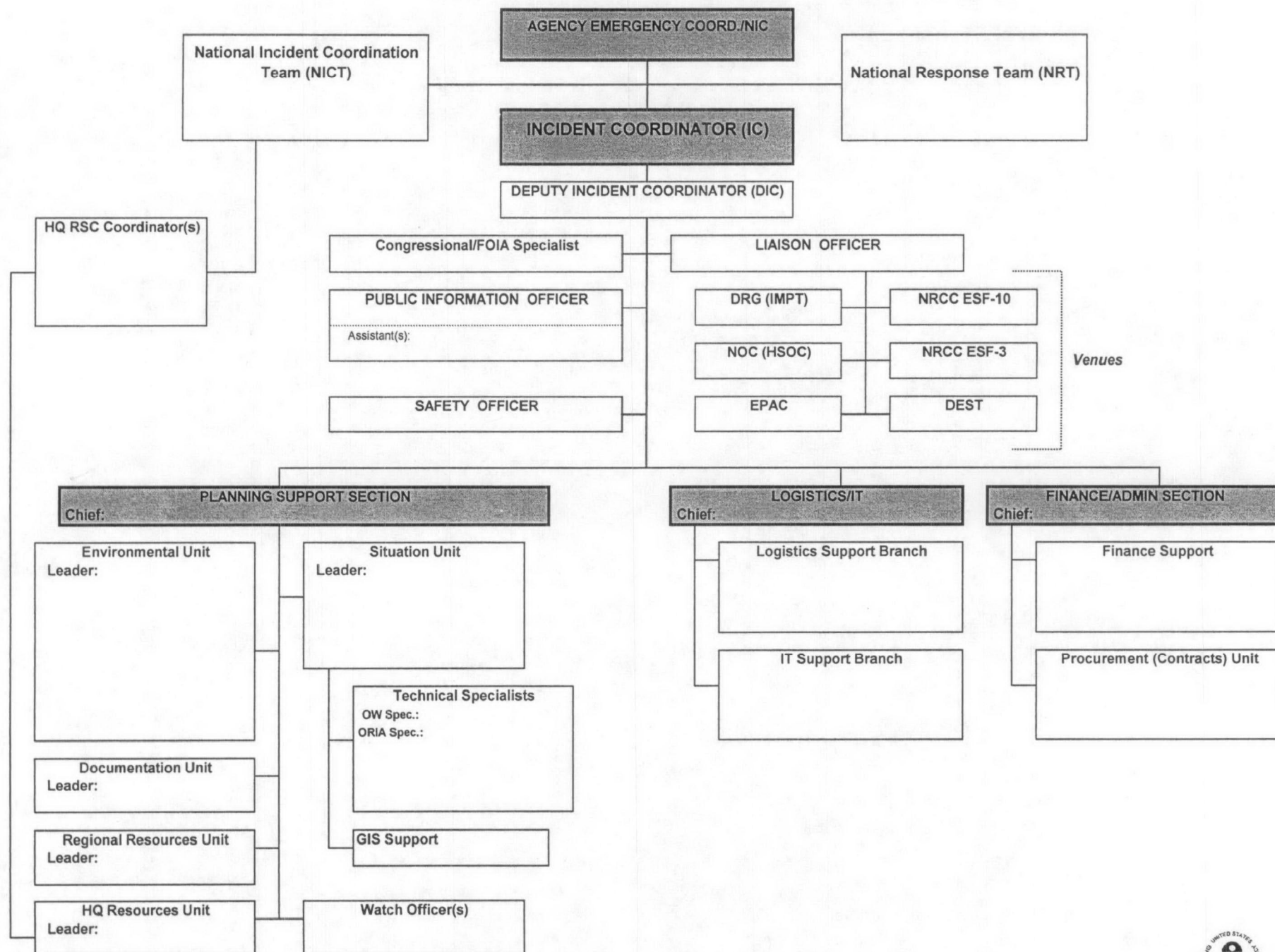


INCIDENT NAME:

OPERATIONAL PERIOD (Date / Time)

From:

To:

EPA HQ EOC ORGANIZATION
CHART ICS Form 207

**For Internal EPA Use Only
EOC Academy Sitrep Example**



**EPA EOC Special Situation Report
Tornado
Greensburg, KS
May 7, 2007**

Situation

During the evening of May 4, 2007, severe storms with rain, hail, high winds and tornadoes moved through 8 counties in central, western Kansas (KS). The town of Greensburg (100 miles west of Wichita) in Kiowa County, Kansas (population 1,581) had 95% of its structures leveled by a force 5 tornado at approximately 2245 EDT. The President approved a disaster declaration for Kiowa County on May 6. The State of Kansas reports 10 fatalities and nearly 100 injured.

The Greensburg water supply tank is destroyed, and the town's water system will not be functional for many weeks. Water will be supplied from the town's wells using temporary storage tanks and trucks.

Actions Taken

EPA Region 7 sent two On-Scene Coordinators (OSCs), with response vehicle and command post vehicle, to the scene on Saturday, May 5, to assess potential oil and hazardous materials releases related to the storm. EPA responders are coordinating with local authorities at the local EOC.

On Sunday May 6, OSCs Nold and Davis surveyed the area and communicated with local officials.

- Transformers. KDEM has contracted with Haz Mat Inc. to remove and dispose of approximately 30 transformers that exploded and released oil which may contain PCBs. EPA will monitor the cleanup and perform on-site soil screening and verification sampling.
- Chlorine tanks. EPA surveyed drinking water well pump houses to assess chlorine tanks and cylinders. EPA found no ongoing releases from these tanks and cylinders.
- Oil well. There was reportedly an oil production well outside of town that may have been impacted by the storm. Reportedly the Kansas Corporation Commission (KCC) was responding to that scene.

- **Scattered Hazardous Wastes.** EPA observed scattered miscellaneous hazardous wastes such as paints, solvents, and fuels from automobiles, commercial businesses, municipal and county government facilities, and residential homes.

EPA is coordinating with FEMA, Kansas and local officials regarding whether the State may request a mission assignment for EPA to provide assistance in addressing hazardous wastes. To date, FEMA has not requested EPA assistance in the field or at the FEMA Regional Response Coordination Center (RRCC).

EPA Region 7 Water Division is coordinating with their Kansas water emergency contacts regarding the town's water and waste water treatment systems. Water and waste water infrastructure assessments will need to be conducted, but the need for federal assistance has not yet been determined.

Key Issues

FEMA and the State of Kansas will determine whether there is a need for EPA assistance under the National Response Plan for Oil and Hazardous Materials (ESF #10).

The US Army Corps of Engineers will determine whether EPA support is needed for Public Works and Engineering (ESF #3) to address either debris or water infrastructure damage.

Future Actions

Residences are being allowed back in town as of 0800 on Monday morning.

EPA OSCs will continue to survey the scene for oil and hazardous substance releases, or threats of releases, that may require immediate removal actions. In addition EPA will continue to provide technical assistance to local responders.

The OSWER Office of Emergency Management will continue to monitor this situation and provide further updates. If you have any questions regarding this incident, please contact the HQ Emergency Operations Center at 202-564-3850.

EPA Region 7 will post site information on the web at:
<http://www.epaosc.net/greensburg>

U S Environmental Protection Agency
Headquarters Emergency Operations Center
1200 Pennsylvania Ave
Washington, DC 20004
202-564-3850 202-564-8729 (fax)

mailto:eoc_epahq@epa.gov

For Internal EPA Use Only



EPA EOC Special Situation Report
Incident
Incident Location
Date (of Sitrep)

Situation

Actions Taken

Key Issues

Future Actions

U S Environmental Protection Agency
Headquarters Emergency Operations Center
1200 Pennsylvania Ave
Washington, DC 20004
202-564-3850 202-564-8729 (fax)

mailto:eoc_epahq@epa.gov



Headquarters Response Support Corps

Information for Volunteers

What is EPA's Response Support Corps (RSC)?

The RSC is the Agency's standing resource for EPA volunteers who provide critical support to the Agency during an EPA emergency response. This reserve of EPA employees stands ready to provide whatever is needed, based on their qualifications, whether it is answering the telephones in the emergency operations centers or assisting with field work.

Each region and headquarters has its own reserve of RSC members that can be activated when needed to assist with an emergency response.

We are now in the process of enlisting volunteers for the RSC at EPA headquarters.

Who is eligible to join?

All EPA employees are eligible to join the RSC. However, when enlisting, you should inform your immediate supervisor.

What is expected of RSC members?

As a member of the RSC, you will be expected to

- 1 Inform your manager of your membership status
- 2 Attend a RSC Orientation session and other training identified below
- 3 Be willing and capable, with reasonable notice, of rapid deployment to either the headquarters Emergency Operations Center (EOC) or the field (NOTE: Volunteers will have the opportunity to state whether they are willing to travel when activated)
- 4 Commit to serving the full duration of your deployment (this could include a minimum number of hours weekly depending on the staffing plan for the incident)
- 5 Work the same schedule as other emergency personnel. If deployed to the field this is typically more than 8 hours/day and generally more than 5 days/week. In headquarters, it may include evening and weekend schedules.
- 6 Have a basic understanding of the Incident Command System (ICS)
- 7 Perform the job that you are appointed to fill whether it is administrative or technical (NOTE: the type of job you are appointed to will depend on your particular skill set and the specific needs of the response)

If I'm activated, how long does a deployment last?

The duration of deployment will depend on the needs of the particular response. Under normal circumstances, deployment to the headquarters EOC should be in one week increments, deployment to the field is not expected to be more than two-week increments. RSC members will be expected to complete the duration of their deployments.

Will I receive training?

All RSC members will receive basic ICS training (offered online) and RSC Orientation in the EOC at headquarters. In addition, RSC members will participate in an emergency response "exercise" to test and improve EPA's overall readiness.

How do I find out more about the RSC?

Visit the EPA RSC Intranet site at <http://intranet.epa.gov/rsc>

Program Office	RSC Representative	Contact Information
Office of the Administrator	Lisa Nanko	nanko.lisa@epa.gov
Office of Solid Waste and Emergency Response	Sherry Fielding	fielding.sherry@epa.gov
Office of Water	Betsy Valente John Whitler	valente.betsy@epa.gov whitler.john@epa.gov
Office of Air and Radiation	Sara DeCair Dennis Hellberg	decair.sara@epa.gov hellberg.dennis@epa.gov
Office of Enforcement and Compliance Assistance	Brian Maas	maas.brian@epa.gov
Office of Administration and Resources Management	Debra Flagg	flagg.debra@epa.gov
Office of Environmental Information	Don Flattery Michael Hillard	flattery.don@epa.gov hillard.michael@epa.gov
Office of General Counsel	Lee Tyner	tyner.lee@epa.gov
Office of Prevention, Pesticides and Toxic Substances	Janice Jensen	jensen.janice@epa.gov
Office of Research and Development	Susan Maier	maier.susan@epa.gov
Office of Chief Financial Officer	Carlene Godfrey	godfrey.carlene@epa.gov
Office of International Affairs	David Redlin Kathy Petrucci	redlin.david@epa.gov petrucci.kathy@epa.gov

How do I join?

To volunteer for the RSC you can visit <http://intranet.epa.gov/rsc> and click on the "Sign me up" link.

Useful EPA Contact Information

Headquarters Emergency Operations Center (EOC)	
EOC	202-564-3850
EOC Non-Emergency Number	202-564-3851
EOC Fax Machine – Domestic, International & Classified	202-564-8222
EPA National Decontamination Team (NDT)	
NDT Main Line	513-487-2420
NDT 24-Hour Page	800-329-1841
HOTLINE - RCRA, Superfund, Oil, & EPCRA Call Center	
Toll Free	800-424-9346
Metropolitan DC Area and International	703-412-9810
Toll Free TDD	800-553-7672
Metropolitan DC Area and International TDD	703-412-3323

EPA Headquarters RSC Coordinators

Name	Office	Phone	E-mail
Sherry Fielding	OSWER	202-564-6174	fielding_sherry@epa.gov
Debra Flagg	OARM	202-564-2982	flagg_debra@epa.gov
Janice Jensen	OPPTS	703-305-7706	jensen_janice@epa.gov
Don Flattery	OEI	202-564-4677	flattery_don@epa.gov
Michael Hillard	OEI	202-566-1011	hillard_michael@epa.gov
Carlene Godfrey	OCFO	202-566-0735	godfrey_carlene@epa.gov
Sara DeCair	OAR	202-343-9713	decair_sara@epa.gov
Dennis Hellberg	OAR	202-343-9366	hellberg_dennis@epa.gov
Susan Maier	ORD	202-343-9832	maier_susan@epa.gov
Brian Maas	OECA	202-564-6019	maas_brian@epa.gov
David Redlin	OIA	202-564-6437	redlin_david@epa.gov
Kathy Petrucci	OIA	202-564-4672	petrucci_kathy@epa.gov
Lee Tyner	OGC	202-564-5524	tyner_lee@epa.gov

Name	Office	Phone	E-mail
Betsy Valente	OW	202-564-9895	valente.betsy@epa.gov
John Whitler	OW	202-564-1929	whitler.john@epa.gov
Lisa Nanko	AO	202-564-0195	nanko.lisa@epa.gov

Headquarters Critical Incident Stress Management (CISM) Contacts

Name	Office	Phone	E-mail
Jan Shubert	OEM	202-564-2527	shubert.jan@epa.gov
Jean Schumann	OEM	202-564-1977	schumann.jean@epa.gov
Craig Beasley	OEM	202-564-2087	beasley.craig@epa.gov
Kristina Meson	OSW	703-308-8488	meson.kristina@epa.gov

EPA Response Support Corps (RSC) Database Basic Instructions and Data Element Descriptions

I. Accessing the RSC Database

To access the RSC database from the Lotus Notes Welcome Page follow these steps:

1. From the **File** menu, select **Database** and **Open** (or Ctrl + O)
2. From the Open Database dialog box
 - Select the **DCAPPS3/DC/USEPA/US** server
 - Then select the folder name **OSWER**
 - Then select **Response Support Corps**

II. Bookmarking the RSC Database

To bookmark the RSC database in Lotus Notes follow these steps

1. Right Click on the database icon on your Lotus Workspace
2. Then select **Database**
3. Then select **Bookmarks**

III. Registering for the RSC

Follow these steps to register for the RSC

1. At the Welcome screen, click **Main Page** at the top of the screen to enter the database. Note: The Welcome screen opens only the first time you access the database.
2. Click on **Members & Training** from the list on the left side of the HQ RSC database Main Page
3. Click **Create New Member** from the list on the left side of the RSC Members Page.
4. Fill in all of the information in Sections 1 through 9. Important Use the pick list in the Name and Supervisor fields in Section 1 to select name from the directory (do not type names in the Name and Supervisor fields).
5. When you have completed Sections 1-9, click on **Submit Supervisor Notification** at the top of the screen Your supervisor will automatically receive an e-mail asking him/her to acknowledge that you have registered for the RSC Note: The

form will need to be in Edit mode in order for your supervisor to acknowledge your registration in Section 10. Your supervisor may do any of the following to put the form in Edit mode:

- Choose *Edit Document* from the *Actions* menu
- Press CTRL+E
- Double-click in any field on the open form

IV. RSC Data Elements

NOTE: Training dates are required fields if a volunteer indicates that they have completed a particular training.

Field	Description
Section 1: EPA Contact Information	
*Name	Volunteer selects his/her name from EPA's Domino Directory
Title	Volunteer's title
*AA/Region	Volunteer selects the applicable HQ office or region from the pick list
Organization Levels 1-4	Volunteer fills in all applicable organizational levels below AA/Region according to his/her office/region's organizational hierarchy (e g., Division, Branch, Section)
Supervisor (Y/N)	Volunteer checks to indicate whether he/she is a supervisor
OSC	Volunteer checks if he/she is an On-Scene Coordinator (OSC)
NICT/RICT	Volunteer checks if he/she is a member of the NICT or RICT
Removal Manager	Volunteer checks if he/she is a Removal Manager
Gov't Cell Phone	Volunteer's government-issued cell phone number
Mail Code	Volunteer's office mail code
*Office Phone	Volunteer's office phone number
Pager	Volunteer's pager number
Division Director	Volunteer's Division Director
Associate Division Director(s)	Volunteer's Associate Division Director (more than one name may be listed)
*Supervisor	Volunteer selects his/her immediate supervisor from EPA's Domino Directory
*Supervisor Phone Number	Supervisor's phone number
Office Location (City)	Volunteer picks from the list the city where his/her office is located or selects <i>Other</i> if their city is not listed
If Other, Please Specify	If <i>Other</i> is selected, volunteer types in the city where their office is located

Field	Description
Section 2: Personal Contact Information	
*Name	Field is system generated
*Home Address	Volunteer's home address, city, state, and zip are required fields
*Phone	Volunteer's preferred phone number for reaching him/her away from the office
Personal Cell Phone	Volunteer's personal cell phone number
Personal E-mail	Volunteer's personal e-mail address
Comments	Volunteer may enter comments or instructions related to personal contact information
Emergency Contact Information	Name, relationship, and phone numbers for volunteer's emergency contact
Additional Emergency Contact Information	Name, relationship, and phone numbers for an additional emergency contact
Section 3: Current Health & Safety Certification	
Health & Safety Certification	Volunteer indicates whether he/she has completed required health and safety training and enters the dates trainings were completed
Other Relevant H&S Training	Volunteer enters dates for CPR, first aid, AED training and may add up to three additional health and safety trainings
Section 4: Emergency Response Training	
RSC Required Training	Volunteer indicates whether he/she has completed required RSC training and enters the dates trainings were completed
Other Training	Volunteer enters dates for up to ten additional emergency response trainings not listed above
ICS Training	Volunteer indicates whether he/she has completed Incident Command System (ICS) training and enters the dates trainings were completed
Other ICS Training	Volunteer enters date for an additional ICS training not listed above
Section 5: Skills / Experience	
Comments	Volunteer may enter comments related to his/her relevant professional skills and experience
Hazardous Materials and Disaster Response Field Experience	Volunteer checks all categories that apply and may provide other experience not listed
Environmental Monitoring Experience	Volunteer checks all categories that apply
Section 6: Areas of Expertise	
Comments	Volunteer may enter comments related to his/her relevant areas of expertise
Areas of Expertise	Volunteer checks all categories that apply under Analytical, Technical, Operational Support, and

Field	Description
	Contracts/Finance
Foreign Language	Volunteer indicates foreign language skills and fluency (spoken and written)
Other Expertise Not Listed Above	Volunteer may enter comments related to his/her relevant areas of expertise not listed above
Section 7: Specialized Teams	
Comments	Volunteer may enter comments related to his/her relevant areas of expertise
Specialized Teams	Volunteer checks all special teams on which he/she has participated
Specialized Teams Not Listed Above	Volunteer may enter participation on any specialized teams not listed above
Section 8: Deployments	
Deployment Locations	Volunteer checks Yes or No boxes as appropriate
Health Considerations for Deployments	Volunteer may enter information regarding immunizations and medical concerns/issues
Current Readiness Tools/Equipment	Volunteer checks boxes for tools, clothing, and equipment that he/she possesses
Deployments Form (complete a separate form for each previous deployment)	
Disaster Event	Disaster event title (e g., Hurricane Katrina)
Arrival Date	Date arrived at event
Departure Date	Date departed event
Location (City/State)	Volunteer enters location where he/she was deployed during the event (city and state)
Response Section	Volunteer selects from list or enters a new Response Section
Assignment	Volunteer selects from list or enters a new Assignment
Demobe Interview Date	Date of volunteer's demobilization interview
Comments	Volunteer may enter additional comments
EPA Contact Information	Field is system generated
Section 9: Employee Request and Responsibilities	
Agreement	Volunteer checks to indicate agreement with RSC responsibilities
Comments	Volunteer may enter additional comments
Section 10: Supervisor Notification	
Acknowledgement	Volunteer's supervisor checks to acknowledge that he/she has been notified about the volunteer's RSC registration
Comments	Volunteer's supervisor may enter additional comments

*Indicates required field.

Steps to Perform Simple Searches in the Response Support Corps Database

Simple searches can be performed using the query builder functionality provided by the software (Lotus Notes). For example, you can pull a list of all the RSC Members who selected "OSC" as a specialized Team or a list of Members who took ICS 100 Training on or before September 2007. To do so follow the steps below:

1. Click on the "Members and Training" link on the left side bar.
2. You should see "Search For" field on the right side top, above the list of the RSC members as shown in Figure 1. If not go to the 'View' menu at the top and select "Search This View" menu item.
3. You will see a 'More' button to the right of 'Search button' as shown in Figure 1.

Figure 1

Response Support Corps - 01. Members \ 01. Name - Lotus Notes

File Edit View Create Actions Help

Address

Welcome Workspace X Main X Response Support Corps - 01. ... X

Search in View '01. Members \ 01. Name' Indexed ? X

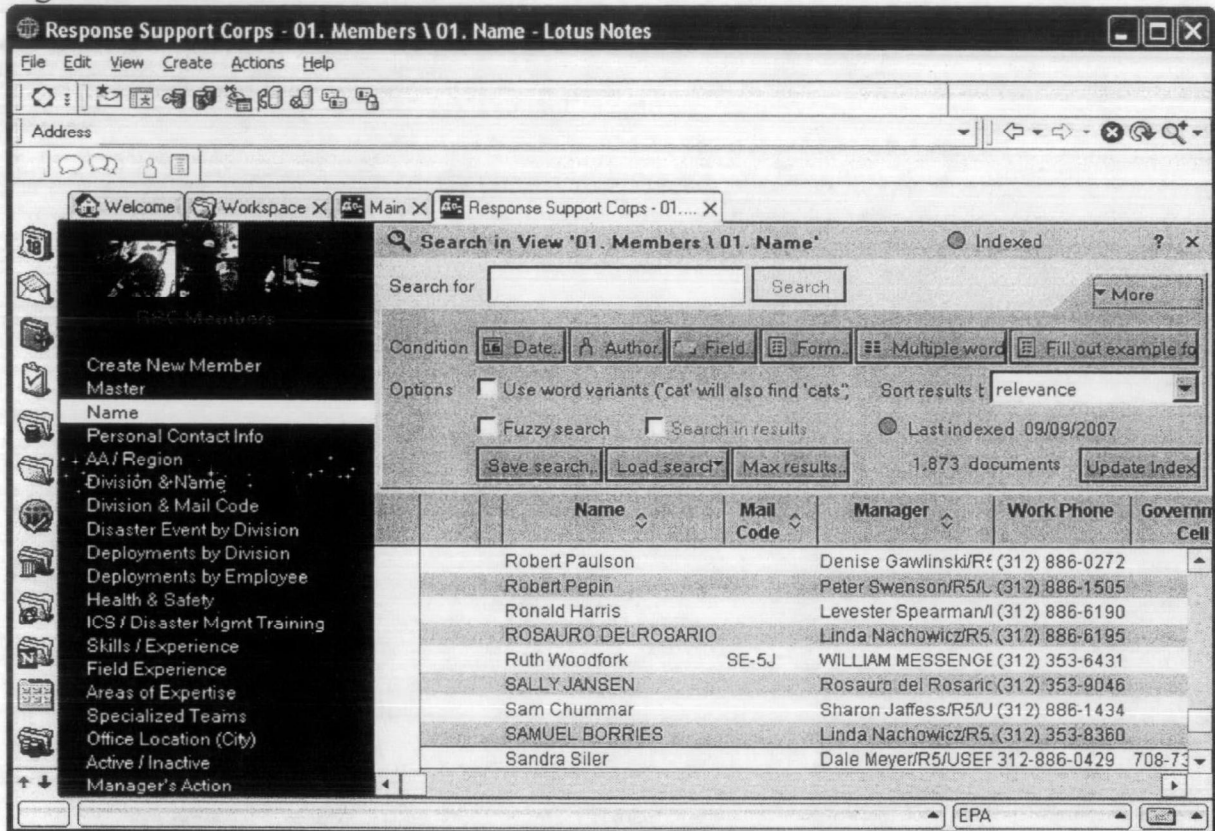
Search for [] Search [] More []

Name	Mail Code	Manager	Work Phone	Government Cell
REBECCA FREY		currently no permanent	(312) 886-4760	
RICHARD BOICE		Donald Bruce/R5/US	(312) 886-4740	
Richard Hackley	MF-10J	Betty White/R5/USEF	312-886-9144	
Rick Thomas		David Haugen/R5/US	734-214-4540	
Rita Culp		Patrick Kuefler/R5/US	(312) 886-7454	
ROBERT MAYHUGH		Mark Horwitz/R5/USE	(312) 886-5929	
Robert Paulson		Denise Gawlinski/R5	(312) 886-0272	
Robert Pepin		Peter Swenson/R5/L	(312) 886-1505	
Ronald Harris		Levester Spearman/I	(312) 886-6190	
ROSAURO DELROSARIO		Linda Nachowicz/R5	(312) 886-6195	
Ruth Woodfork	SE-5J	WILLIAM MESSENGER	(312) 353-6431	
SALLY JANSEN		Rosauero del Rosario	(312) 353-9046	
Sam Chummar		Sharon Jaffess/R5/U	(312) 886-1434	
SAMUEL BORRIES		Linda Nachowicz/R5	(312) 353-8360	
Sandra Siler		Dale Meyer/R5/USEF	312-886-0429	708-7...
Sharon Jaffess		Wendy Carney/R5/US	(312) 353-0536	

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- Click on the 'More' button, 'Add Condition' window appears. Then Click on the 3rd button called 'Field' in the list of conditions as shown in and Figure 2.

Figure 2



5. From the field list pick the field you want to search on as shown in Figure 3. (Note: Field Names of some of the important fields are provided in the table above.) For example, select SpecTeams. SpecTeams is the field name for the Specialized Teams.

Figure 3

Add Condition ? X

Condition By field

Search for documents whose...

Field SpecTeams contains

Value SpecTeams

Staff

state

state_1

Status

SubBy

Subject

Notes will find documents which contain the specified value in the identified field. You may enter more than one value by separating the values with commas.

Add Cancel

6. Select 'contains' or 'does not contain' as shown in Figure 4.

Figure 4

Add Condition ? X

Condition By field

Search for documents whose...

Field SpecTeams contains

Value contains

does not contain

Notes will find documents which contain the specified value in the identified field. You may enter more than one value by separating the values with commas.

Add Cancel

7. Enter a value in the value field (e.g., 'OSC' as shown in the Figure 5).
8. Click on the Add button at the bottom right of the 'Add Condition' screen.

Figure 5.

Add Condition ? X

Condition By field

Search for documents whose...

Field SpecTeams contains

Value OSC

Notes will find documents which contain the specified value in the identified field. You may enter more than one value by separating the values with commas.

Add Cancel

9. The Search condition appears in the Search for field as shown in Figure 6. Click on the Search Button.

10. The search results appear below as shown in Figure 6.

Figure 6

Response Support Corps - 01. Members \01. Name - Lotus Notes

Search in View '01. Members \01. Name' Indexed

Search for: Search

Conditions: ☐ Date ☐ Author ☐ Field ☐ Form ☐ Multiple words ☐ Fill out example form...

Options: ☐ Use word variants ('cat' will also find 'cats') Sort results by: relevance
☐ Fuzzy search ☐ Search in results Last indexed: 09/09/2007
 1,873 documents

Name	Mail Code	Manager	Work Phone	Government Cell	Deployment
Thomas Matheson		Jane Ratcliffe/R5/US 312 886-7589			No
Thomas Smith		Gary Schafer/R5/USE 312 886-6540			No
Timothy Carter		Diane Nelson/R5/US (312) 886-7613			No
Timothy Drexler		Joan Tanaka/R5/US (312) 353-4367			No
Todd Ramaly		Dale Meyer/R5/USEF (312) 353-9317			No
Tom Brody		Stephen Goranson/F 3123538340			No
Vacys Saulys		Norm Niedergang/R (312) 353-7648			No
Valerie Mullins		William Messenger/F (312) 353-5578			No
VERNETA SIMON		Charles Gebien/R5/A (312) 886-3601			No
Vince Saunders		Doug Ballotti/R5/USE 312/353-9077			No
Virginia Narsete		Linda Nachowicz/R5 (312) 886-4359			No
Walt Francis		Paul Little/R5/USEPA 312-353-4921			No
WALTER NIED		Bev Kush/R5/USEPA (312) 886-4466			No
WILLIAM MESSENGER		Jerri-Anne Carl/R5/U (312) 353-1057			No
WILLIAM SANDSTROM		Mark Horwitz/R5/USE (312) 886-6028			No
WILLIAM SIMES		Charles Gebien/R5/A (312) 886-3337			No

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11. If you want to do a search on training dates or any other date fields, follow the same steps. Figure 7 through 10 show an example of how to pull a list of RSC members who took 40 Hour HAZWOPER training on 9/19/2007. Please note that criteria list for date fields has several options like 'before', 'between', 'after' etc.

Figure 7

Add Condition [?] [X]

Condition: By field

Search for documents whose...

Field	Value	Operator
d_Haz40	d_Haz40	is on

Notes will find documents which contain the specified value in the identified field. You may enter more than one value by separating the values with commas.

[Add] [Cancel]

Figure 8

Add Condition ? X

Condition By field

Search for documents whose...

Field d_Haz40 is on

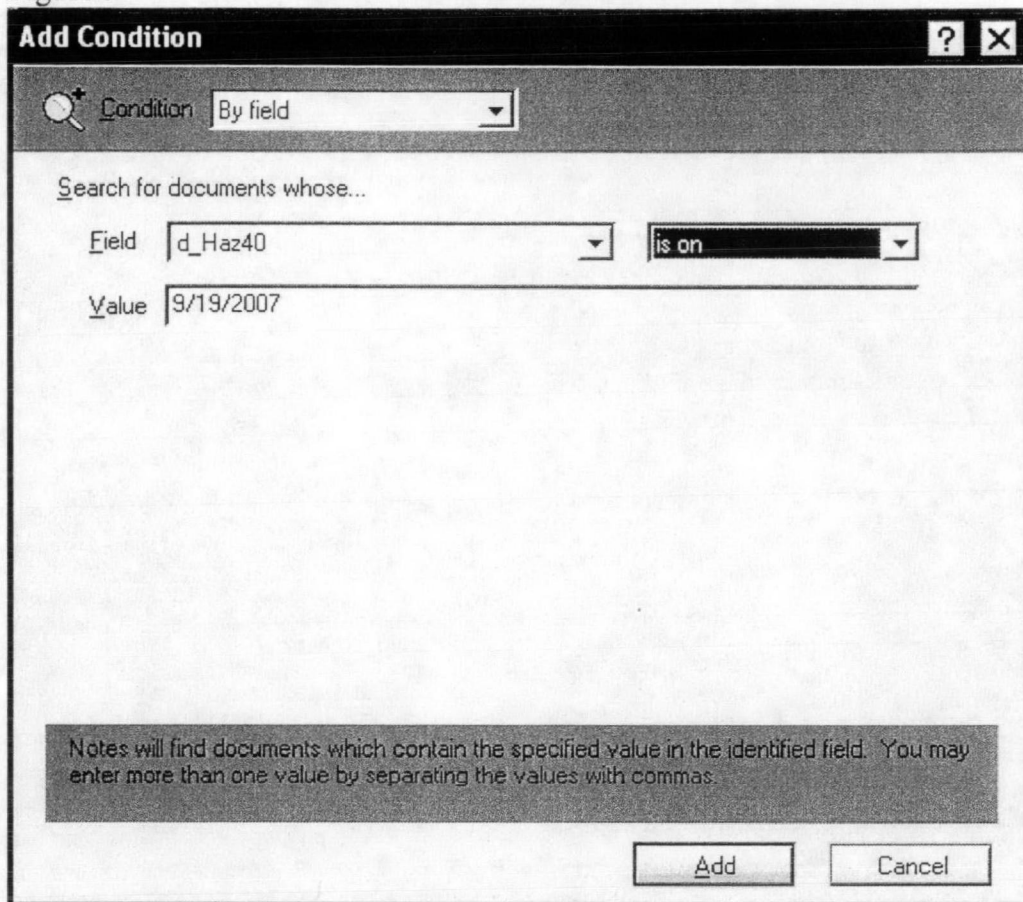
Value 9/19/2007

- is on
- is after
- is before
- is not on
- is in the last
- is in the next
- is older than
- is after the next
- is between
- is not between

Notes will find documents which contain the specified value in the identified field. You may enter more than one value by separating the values with commas.

Add Cancel

Figure 9



The image shows a software dialog box titled "Add Condition". At the top, there is a search icon and a dropdown menu labeled "Condition" with "By field" selected. Below this, the text "Search for documents whose..." is followed by two dropdown menus: "Field" with "d_Haz40" and "is on". Below these is a text input field labeled "Value" containing "9/19/2007". At the bottom, there is a shaded area with instructional text and two buttons labeled "Add" and "Cancel".

Add Condition

Condition: By field

Search for documents whose...

Field: d_Haz40 is on

Value: 9/19/2007

Notes will find documents which contain the specified value in the identified field. You may enter more than one value by separating the values with commas.

Add Cancel

Figure 10

Response Support Corps - 01. Members \ 01. Name - Lotus Notes

File Edit View Create Actions Help

Address

Welcome Workspace X Main X Response Support Corps - 01.... X

Search in View '01. Members \ 01. Name' Indexed ? x

Search for d_Haz40 is on 09/19/2007 Search

Condition ☒ Date ☐ Author ☐ Field ☐ Form ☐ Multiple word ☐ Fill out example for

Options ☐ Use word variants ('cat' will also find 'cats') Sort results by relevance ☐ Fuzzy search ☐ Search in results Last indexed 09/09/2007

Save search Load search Max results 1,873 documents Update Index

Name	Mail Code	Manager	Work Phone	Government Cell
Robert Paulson		Denise Gawlinski/R5	(312) 886-0272	
Robert Pepin		Peter Swenson/R5/L	(312) 886-1505	
Ronald Harris		Levester Spearman/L	(312) 886-6190	
ROSAURO DELROSARIO		Linda Nachowicz/R5	(312) 886-6195	
Ruth Woodfork	SE-5J	WILLIAM MESSENGER	(312) 353-6431	
SALLY JANSEN		Rosauero del Rosaric	(312) 353-9046	
Sam Chummar		Sharon Jaffess/R5/U	(312) 886-1434	
SAMUEL BORRIES		Linda Nachowicz/R5	(312) 353-8360	
Sandra Siler		Dale Meyer/R5/USEF	312-886-0429	708-73

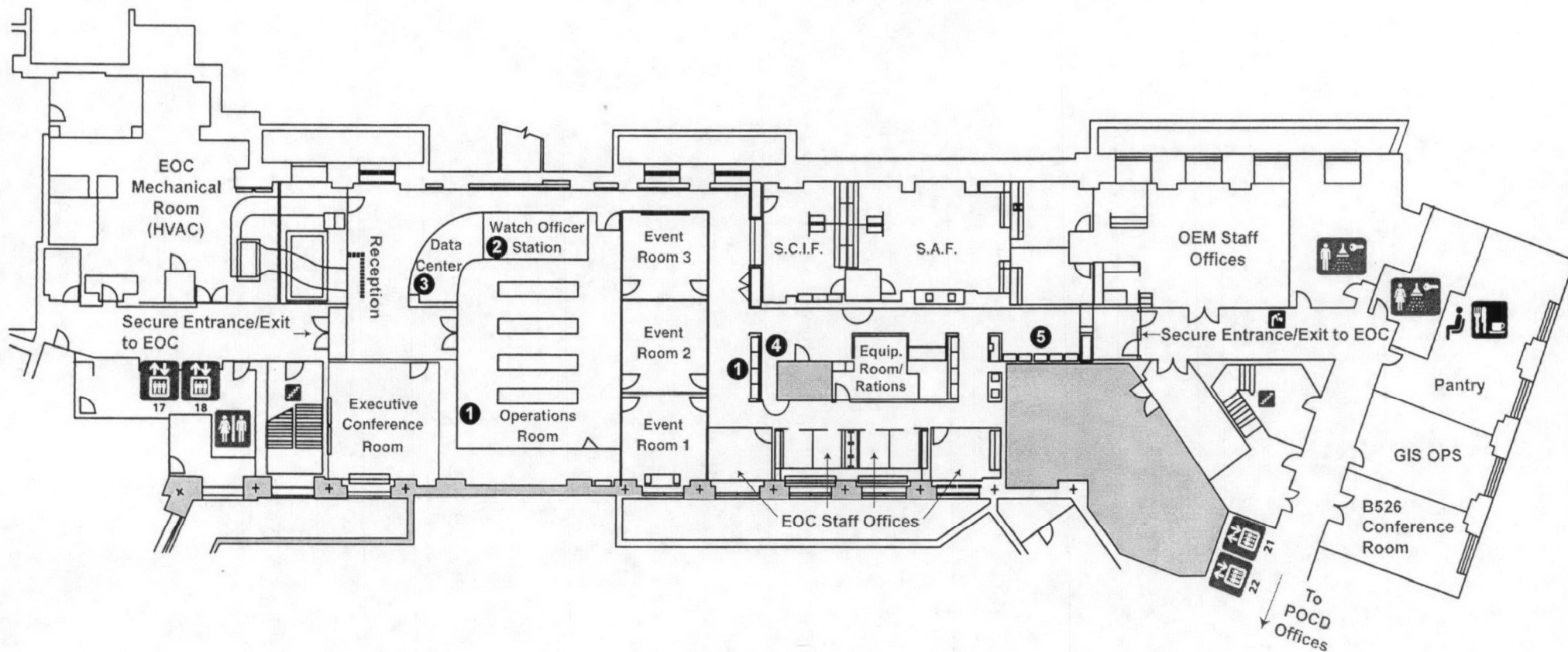
EPA

Common Field Names in the RSC Database

Field Name	Field Description
Name	Name
Title	Title
Organization	AA/Region
Unit	Organization Level 1
Division	Organization Level 2
Branch	Organization Level 3
Manager	Supervisor
d_Haz40	40 Hour HazWOPER certification date
d_HS24	24 Hour Health and Safety Training Date
d_HS8	8 hr H&S Refresher (annual) Training Date
d_RSCOrient	RSC Orientation Date
d_L100	ICS 100 Training Date
d_L200	ICS 200 Training Date
HazSkills	Hazardous Materials and Disaster Response Field Experience
Expertise1	Areas Of Expertise - Analytical
Expertise2	Areas Of Expertise - Technical
Expertise3	Areas Of Expertise - Operational Support
Expertise3	Areas Of Expertise.- Contracts/Finance
LangSpecify1	Foreign Language 1
LangSpecify2	Foreign Language 2
LangSpecify3	Foreign Language 3
SpecTeams	Specialized Teams

U.S. EPA EMERGENCY OPERATIONS CENTER

BUSINESS OPERATIONS MAP



SYMBOL KEY



ELEVATORS



STAIRS



WATER FOUNTAIN



PANTRY



RESTROOMS



LADIES' RESTROOM W/
SHOWERS & LOCKER ROOM



MENS' RESTROOM W/
SHOWERS & LOCKER ROOM



ASSEMBLY AREA FOR
INDIVIDUALS REQUIRING
ASSISTANCE EXITING THE BUILDING

1

PRINTER

2

FAX

3

PLOTTER

4

COPIER

5

REFERENCE LIBRARY



INCIDENT NAME:

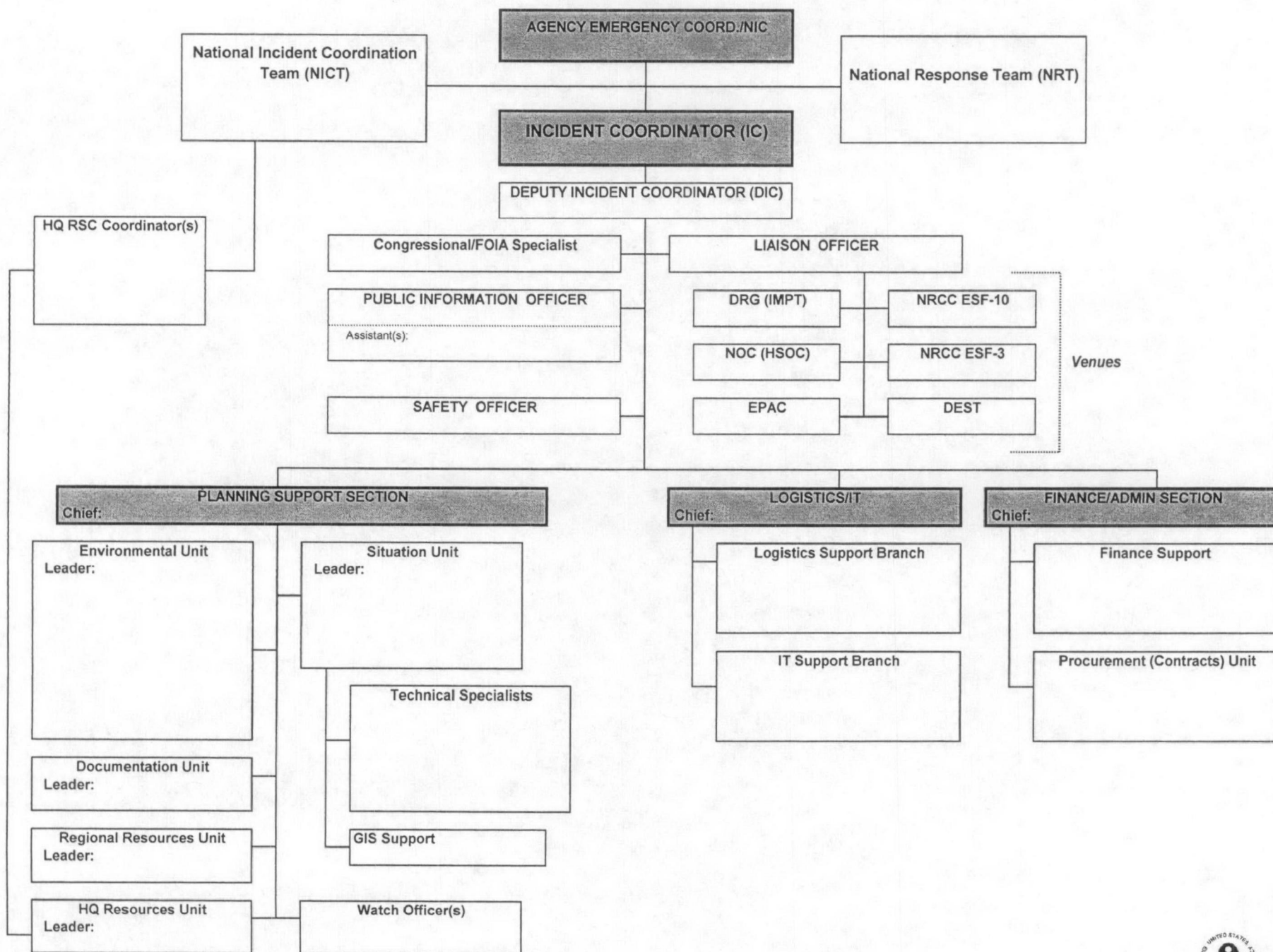
OPERATIONAL PERIOD (Date / Time)

From:

To:

EPA HQ EOC ORG/
CHART ICS Fo

TION
7





EPA Headquarters Response Support Corps (RSC) Member Training Log

Name: MARLA HENDRICKSON

	Date	Date	Date	Date	Date
Health & Safety Training					
40-Hour HAZWOPER					
24-Hour Health & Safety					
8-Hour Health & Safety Annual Refresher					
Medical Monitoring					
Emergency Response Training					
<i>RSC Required Training</i>					
RSC Orientation	7/1/08				
RSC Annual Refresher					
100 - Introduction to Incident Command System (ICS)					
200 - Basic ICS					
700 - National Incident Management System (NIMS), An Introduction					
800 - National Response Plan (NRP), An Introduction					
<i>ICS Training</i>					
300 - Intermediate ICS					
400 - Advanced ICS					


	Date	Date	Date	Date	Date
420 - Command & General Staff					
620 - Area Command					
Incident Commander					
Safety Officer					
Public Information Officer					
Liaison Officer					
Operations Section Chief					
Planning Section Chief					
Logistics Section Chief					
Finance Section Chief					
Environmental Unit Leader					
Situation Unit Leader					
Resource Unit Leader					
Rad Task Force Unit Leader					
Emergency Operations Center (EOC) Training					
Other Training					
CPR					
First Aid					



August 23, 2007

Memorandum

Subject: Office of Emergency Management (OEM) Standard Operating Procedures for Management of Clothing with Identifying Insignia

From: Gilberto Irizarry, Director 
Program Operations & Coordination Division (POCD), OEM

To: OEM Personnel and Headquarters Response Support Corps Coordinators

I. BACKGROUND

POCD maintains a stock of EPA owned clothing with identifying insignia (ID Clothing) purchased through the vendor Bama Jammer Productions. The inventory consists of a limited number of EPA baseball caps, polo shirts, long sleeve denim shirts, tee-shirts, fleece and windbreaker type jackets. In addition, a stock of "go-kit" gear bags with basic supplies for a field deployment is kept in inventory for the HQ Response Support Corps. The inventory is kept in locked storage in the B517 bay of Ariel Rios North. ID clothing and supplies are available to OEM personnel and members of the Response Support Corps (RSC) on an as-needed basis. Decisions to restock the inventory of ID clothing and other materials are made periodically based on budget and need.

ID clothing enables EPA personnel to carry out their mission during emergency and disaster responses, as well as, during routine removal, exercise and outreach activities. Identification clothing (along with Agency credentials) is an aid in gaining access at large responses involving multiple federal, state and local agencies and for access to other federal venues.

II. PURCHASE

POCD shall purchase and allocate ID clothing to appropriate staff and EPA personnel. ID clothing is a budgeted item in the annual budget and additional purchases may be made by request and approval of the POCD Director.

III. DISTRIBUTION, USE AND DISPOSAL

ID clothing shall be issued to OEM, RSC and other EPA personnel based on need and availability. ID clothing will be worn only while on official duty or travel, including

field work, response situations, outreach activities, media interviews, meetings, and other instances of public interaction.

1. EPA personnel are instructed that while the clothing is being worn, they are representing the Federal Government and EPA and their conduct attitude and demeanor should always be beyond reproach.
2. Each individual to whom ID clothing is issued shall be responsible for the care and maintenance (laundering) of their apparel.

Standard Operating Procedures (SOPs) for Distribution of ID Clothing

The inventory storage area is secured by a combination lock door. A limited number of OEM personnel have access privileges to the inventory storage area (see addendum for list of personnel with access privileges). The ID Clothing Coordinator is responsible for general oversight and reporting on ID Clothing to the POCD Director. The contacts listed in this section below have primary responsibility for distribution of ID Clothing and maintenance of inventory records.

The following steps should be taken by the ID clothing points of contact when issuing clothing:

- 1) Obtain inventory checkout form;
- 2) Access inventory room and find appropriately sized items for requestor;
- 3) Fill-out items issued on the checkout form;
- 4) Maintain separate electronic spreadsheet of items issued and items remaining.

Note: The inventory information shall be maintained electronically in a folder labeled "ID Clothing" on the OEM G:/share drive [ID Clothing].

Standard Issue Items

OEM Personnel may request items of ID Clothing on an as-needed basis and will be issued clothing based on availability and need.

Prior to a scheduled deployment due to a RSC activation, standard issue clothing for RSC personnel shall be two tee-shirts, one baseball cap and one windbreaker.

Return/Disposal of ID Clothing

Recipients of ID clothing are to be informed of current EPA policy concerning return or disposal of ID clothing. Namely, when ID clothing is badly worn, damaged, and/or no longer fits, OR, upon separation from the Agency or change in position an employee is to

return or dispose of items of ID clothing in their possession. The ID Clothing Coordinator or Co-Coordinator shall be consulted prior to any disposal of worn out ID clothing.

Contacts

Eugene Lee, POCD staff, is the ID Clothing Coordinator
Location: B517Q, Ariel Rios North
Phone: 202-564-7988

Sherry Fielding, POCD Staff, is the ID Clothing Co-Coordinator and National RSC Coordinator
Location: B452C, Ariel Rios North
Phone: 202-564-6174

John Sears, EPA SEE is a point of contact for issuance of ID clothing.
Location: B517T, Ariel Rios North
Phone: 202-564-2489

Note: The POCD Director shall be consulted on any special requests for ID Clothing.

References

OSWER 9285.2-12P, Memorandum: Clothing with Identifying Insignia, December 15, 2000

EPA Order 4800.1 A1, EPA Policy for Providing and Wearing Apparel to Employees, February 21, 2003

Addendum

Identification Clothing Storage Area Access Privilege List



U.S. Environmental Protection Agency

EPA RESPONSE SUPPORT CORPS



RSC Home

FAQs

Factsheets

Training

HQ RSC Policies
& Guidance

Training Sessions and Brownbags

Training

As part of our training initiatives for RSC we are scheduling a series of **training sessions and Brownbags** to qualify and enhance the knowledge of our members in the areas of emergency response. It will be about the "National Response Framework and How EPA Fits In". It will be presented by Joe [unclear] Office of Emergency Management.

RSC
Coordinators

The sessions will be held on:

RSC Database



Tuesday, June 17th at the Emergency Operations Center located at the Ariel Rios North Baseme 1:00pm

Thursday, July 17th at Potomac Yards Fourth Floor Conference Center north (N-4830) 12:00pm

Response Support Corps Orientation

- Tuesday, July 1, 2008 1pm - 4pm
- Wednesday, August 6, 2008 9am - Noon
- Thursday, September 11, 2008 9am - Noon

①

take FEMA training
http://emilms.fema.gov

↑

EPA HQ Intranet

OEM Homepage

Sign up for the RSC Orientation by [clicking here](#).

EOC Academy for Response Support Corps - ([HTML](#), [PPT](#))

Incident Command System (ICS) Training - We provide direct links to on line training at [FEMA Institute \(EMI\)](#) [EMI Independent Study Distance Learning Site](#).

Basics of ICS - This training should take about 3 hours to complete and can be accessed by the

- [IS-100, Introduction to Incident Command System](#)
- [IS-200, ICS for Single Resources and Initial Action Incidents](#)

Please print off the certificate once you complete the course and update the RSC database to indicate the training. You will need to keep the certificate as documentation.

④ Take 100 + 200 training
⑤ Update info in RSC database

② put LN ID on a thumbdrive
③ Put in an IT ticket + the EOC IT team will set up your EOC ICS email box
↳ contact Brian Maas →

EOC Academy for Response Support Corps



EPA Headquarters



Agenda and Objectives

Section:	Title:
9:00 – 9:10	Opening Remarks and Introductions
9:10 – 10:00	1. Response Support Corps Orientation
10:00 – 10:15	2. Working in the EOC
10:15 – 10:40	3. Emergency Response Framework
10:40 – 10:50	Break
10:50 – 11:40	4. EOC Roles and Responsibilities
11:40 – 11:50	RSC Website / Database Demonstration
11:50 – 12:00	Hot Wash / Evaluation

2



I. Response Support Corps (RSC) Orientation

3



Introduction to the RSC

- Established in September 2003 as part of implementing EPA's National Approach to Response (NAR)
- Mechanism by which the Agency ensures that EPA is prepared for an Agency-wide response
- Augments EPA's Emergency Response Program by providing support to On-Scene Coordinators (OSCs)
- Comprised of headquarters and regional employees, creating a national network of support personnel

4



RSC Administration

- Each Region and Headquarters has an RSC Coordinator to facilitate the recruitment, training, and maintenance of the RSC program
- Response Support Corps Coordinators:
 - National RSC Coordinator: Sherry Fielding



5



National Incident Coordination Team (NICT)

- Standing team of Senior Representatives from each Headquarters office, as well as representatives from the Superfund Lead Region
- Focal point for coordination among Agency offices and between Headquarters and the Regions
- Coordinates participation in and deployment of the Headquarters RSC
- NICT Chair: Debbie Dietrich

6

RSC Member Requirements

- Initial and follow-up training, as well as maintenance of all necessary current certifications and/or program-specific training
- Maintaining current, up to date information in the RSC database
- Coordination with management
- Participation in training and exercises
- Deployment
 - Deployment duration will depend on the nature of the event and response required
 - Generally, expected duration of deployments is two-week increments with additional days for an overlap with personnel coming into the position
 - EOC duration of deployments is a minimum of one week

7

Training

- Required online training that includes the National Response Plan (NRP), Incident Command System (ICS) and National Incident Management System (NIMS)
- Members will not be trained to perform technical job functions that are outside the parameters of their current position
 - Members may be required to attend more ICS specific training depending on their specific position assignment within the ICS
- All RSC members are required to attend a refresher training annually
 - Minimum training requirements may be established by the individual Regions or Headquarters
 - Each Region and Headquarters office will provide an opportunity for training to each RSC member

8

Training (continued)

- All training must be tracked
 - ICS training is tracked in Traintrax (or the Agency-designated system)
 - Any other relevant training or in-service should be recorded in the National RSC database
- Each RSC member is responsible for maintaining any required certifications or trainings, usually accomplished through their normal job function
- EOC Academy provides periodic EOC-specific training opportunities

9

Exercises

- Exercises provide valuable training for RSC members in working with personnel from local, state, and Federal response communities
- It is recommended that each RSC member participate in at least one exercise annually
- RSC members will be notified of opportunities to participate in exercises
 - Full scale
 - Table top

10

RSC Activation

- The RSC may be activated during incidents and events of regional or national significance
 - Significant environmental emergency (e.g., a very large and/or nationally significant HazMat or oil spill)
 - Natural disaster (e.g., floods, hurricanes, earthquakes)
 - Nationally-significant incident requiring EPA assistance (e.g., Columbia Shuttle recovery)
 - Terrorist attack requiring a national EPA response (e.g., World Trade Center/Pentagon)
- HQ RSC members are likely to deploy to the EOC or to the impacted Region(s)

11

RSC Activation (continued)

- The NICT/RICT receive the request for personnel assistance and activates the RSC
- The requested positions are filled based on members' qualifications and availability
 - Member qualifications are maintained in the RSC database which is used to assist in determining the appropriate member for deployment
 - The Management POC determines availability in their division and selects personnel options
- If the support needed is beyond the ability of the Region to provide, assistance may be obtained from Headquarters or other Regions

12

RSC Activation (continued)

- Headquarters will provide a deployment package that generally contains
 - Go Kit (for field deployments only)
 - Deployment briefing
 - Administrative instruction
- Deployment duration will depend on the nature of the event and response required
 - HQ will be a minimum of 1 week
 - Regional assignment is incident specific

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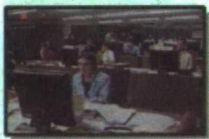
RSC Activation (continued)

- Once deployed, the activities of an RSC member are directed by authorities at the location and not their home office
- RSC members may be reassigned once on location, but must meet the health and safety requirements of the new assignment
- Expect long work hours under potentially stressful conditions*
 - Critical Incident Stress Management (CISM) – provides peer support for responders and post-incident follow up

14

HQ Emergency Operations Center


- Serves as the national level information hub for incidents and events
- Coordinates with other agencies and their operations centers
- Provides various levels of support to the Regional EOCs (REOCs)
- Facilitates cross-regional coordination
- 24/7 Watch Officer
- Manages classified information flow



15

EOC in Action


Columbia Shuttle Disaster



16

EOC in Action

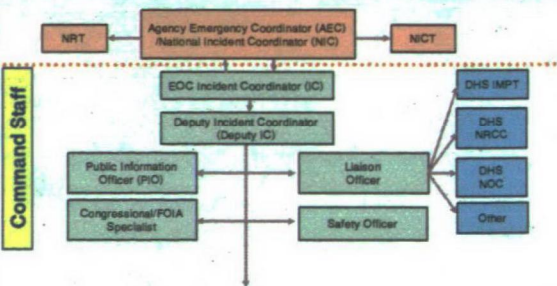
Hurricane Katrina Response 2005



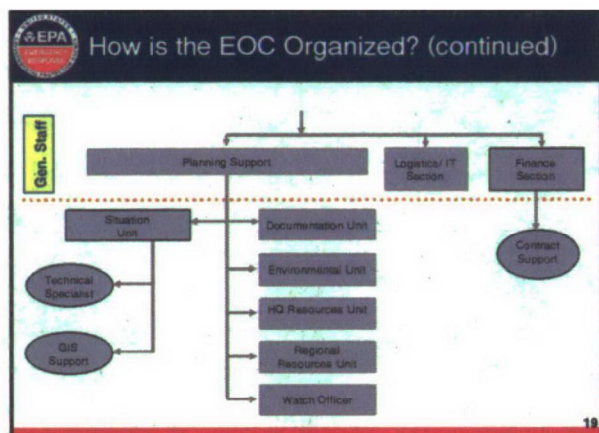
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EOC in Action

How is the EOC Organized?



18



19

What Types of Things Will I Be Asked to Do in the EOC?

You may be asked to support the response by:

- Collecting information from Headquarters and Regional Offices
- Providing information for reports, Q & As, briefings, and the EPA website
- Editing and interpreting data analysis from the field (regions) for distribution to the appropriate venues
- Geographic Information System (GIS) support
- Shadowing members in positions to gain experience

20

Examples of Major EOC Products

- Situation Reports
- Management reports
- Briefings
- Fact sheets

21

Demands Will Be Incessant and Often Unrealistic

- Non-stop information demands from the White House, DHS, EPA HQ and State and local officials
- Media requests will start immediately at the national, regional and field level
- Messages at all levels must be consistent
- Risk communication to the public is critical
- Sampling results must be communicated quickly and accurately

22

After Deployment

- Provide information for reports, as necessary
- Debriefing or "hotwash," as necessary
- Opportunity to provide feedback on the RSC Program to Removal Managers, the RSC Coordinator, and home office management

23

Resources

- FEMA Training
 - ICS - <http://training.fema.gov/EMIWeb/IS/is100.asp>
 - ICS - <http://training.fema.gov/EMIWeb/IS/is200.asp>
 - NIMS - <http://training.fema.gov/EMIWeb/IS/is700.asp>
 - NRP - <http://training.fema.gov/EMIweb/IS/is800a.asp>
- EPA Incident Management Handbook (IMH)
- EPAOSC.net

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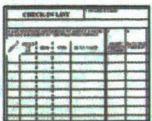


II.

Working in the EOC

25

What Do I Do When I Get Here?

Upon your arrival in the EOC you will:

(1) Check in with the Resource Unit in the reception area of the EOC		(2) Sign in and record the time (ICS Form 211)	
(3) Participate in transition meeting / briefing		(4) Report to your assigned area of responsibility	

7 AM.

26


The Facility

- Restrooms
 - In the EOC elevator lobby
 - Next to the pantry out the back door of the EOC
- Pantry & Vending Machines (out the back door)
 - EOC pantry is located in room B530
 - Provides refrigerator, microwave, storage for dishes and utensils and vending machines

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Parking

- There is no parking lot for Ariel Rios
- There is limited on-street parking
- There is a parking garage in the Ronald Reagan building



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Security

- After-hours, weekend, and other security concerns
 - Weekends or after 9pm, enter and exit the EOC through Ariel Rios South
 - EPA employees present their EPA ID to the Security Officer
- Access for Non-EPA Badge Holders
 - Have your government ID or driver's license and EPA Point of Contact information handy
 - Instruct the officer to contact the EOC Watch Officer at 202-564-3850

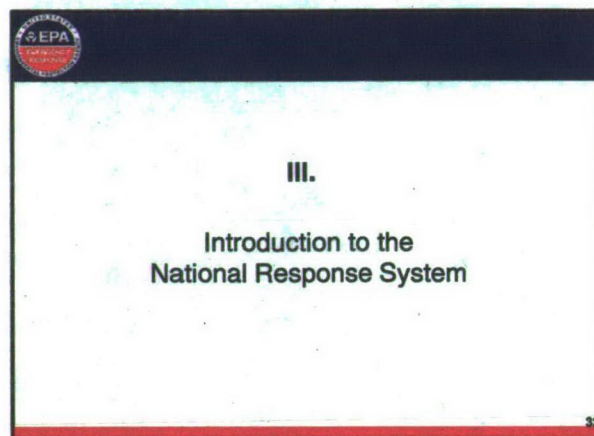
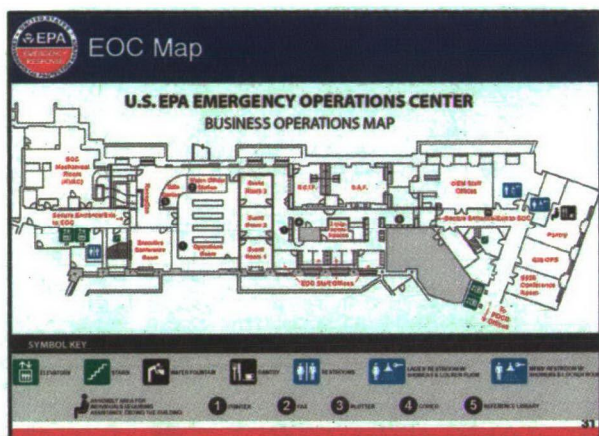
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Beyond the Pantry...

- The Food Court at the Ronald Reagan Building
- Local Restaurants
- After-hours



30



Introduction to Emergency Response

- Emergency response policies, plans and guidelines provide a standard framework for effective response to emergency situations
 - Emphasize preparedness
 - Establish a unified approach to incident response
 - Coordinate between agencies, jurisdictions, and individual responders
 - Integrate multiple disciplines and fields of expertise
- National Contingency Plan (NCP)
 - EPA's mechanism to prepare for and respond to oil and hazardous materials releases

Policy Framework

Response Authorities	Stafford Act	Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) / Clean Water Act (CWA)		
DHS Plans/Guidance	National Response Plan (NRP)	National Incident Management System (NIMS)		
EPA National Plans/Guidance/Policy	National Approach to Response (NAR)	NIMS Implementation Plan	National IMT Guidance	National RSC Guidance
EPA Regional Plans/Guidance	Regional NIMS Implementation Plan	Regional IMT Implementation	Regional RSC Implementation	

IMT - Incident Mgt. Team

National Response Plan (NRP)

- Establishes a single, comprehensive approach to domestic incident management to coordinate the hierarchy of responders and jurisdictions during a response
- Applies to all Federal departments and agencies that participate in a coordinated Federal response
 - Responses may include an appropriate combination of Federal, state, local, tribal, private-sector, and nongovernmental entities
- Provides an all-hazards approach to managing natural disasters and man-made emergencies
- Incident of National Significance (INS)
 - A major incident requiring interagency response across state and local jurisdictions.

Stafford Act

- Creates the system by which a Presidential Disaster Declaration triggers financial and resource assistance through the Federal Emergency Management Agency (FEMA).
- Mission Assignments are the mechanism by which direction is given by FEMA and funding is allocated.
- Mission Assignments are based on Emergency Support Function (ESF) capabilities.

Emergency Support Function (ESF)

The ESFs serve as the primary operational-level mechanism to provide assistance to State, local and tribal governments or to Federal departments and agencies

ESF #10: Oil and Hazardous Materials

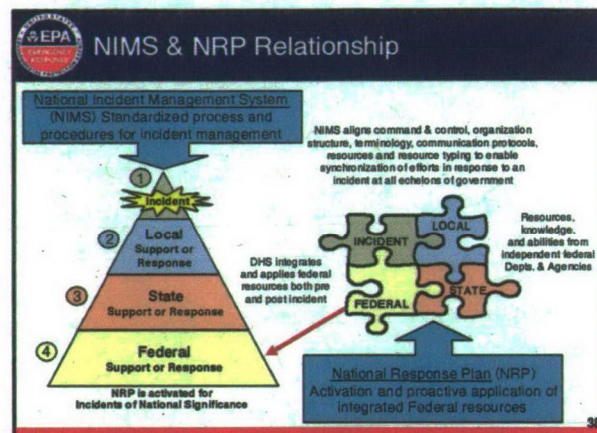
- EPA is the Coordinator and Primary Agency along with the Coast Guard

ESF #3: Public Works and Engineering (All Offices)

- EPA is Support Agency

Support other ESFs as called upon

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IV.

EOC Roles and Responsibilities

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Principles of ICS

- Scalable and flexible
- Standardized structure and terminology
- "Stay in your lane"
- Do what needs to be done
- Leave your job at the door

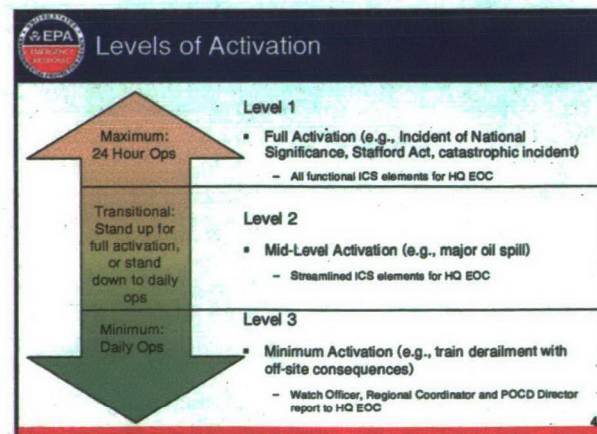
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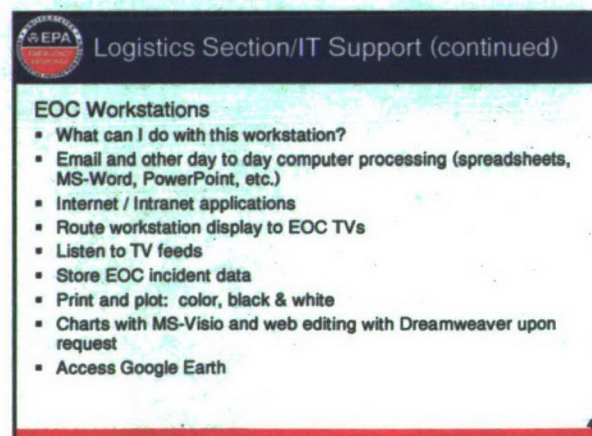
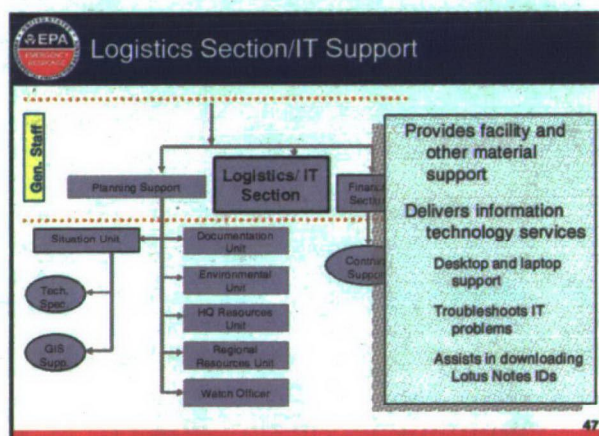
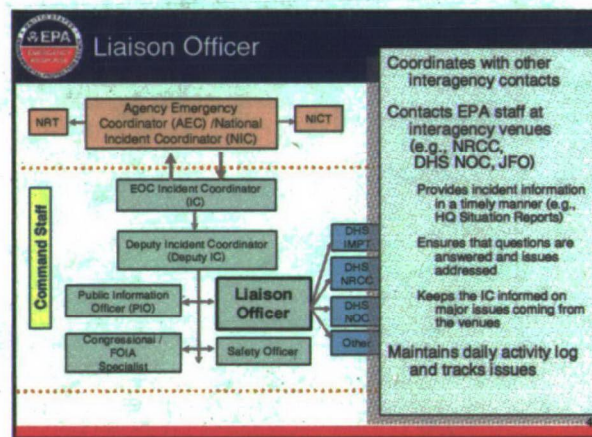
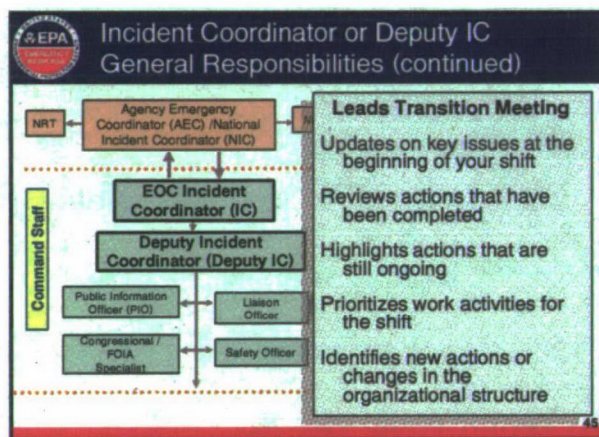
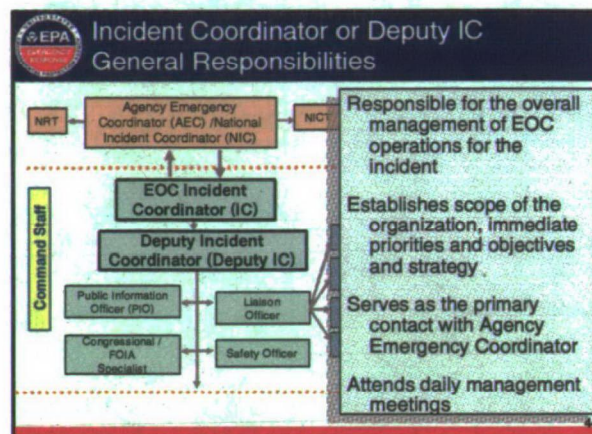
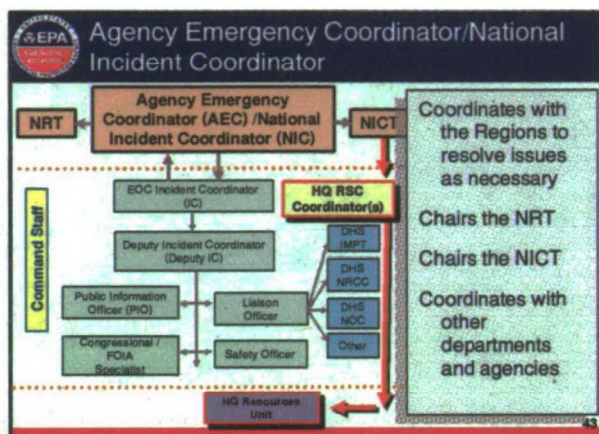
EPA Model for National Incident Coordination

Level of Coordination	Organizational Structure	Organizational Position	Roles & Responsibilities
National Coordination	HQ Emergency Operations Center (EOC)	National Incident Coordinator (NIC)	Provides Strategic Oversight Communicates with the RIC and REOC Provides cross program support
Regional Coordination	Regional Emergency Operations Centers (REOCs)	Regional Incident Coordinator (RIC)	Provides Management Oversight & cross program support Communicates w/ IC and supports field ops
Tactical Coordination	Incident Management Team	Incident Commander	Operational Decision Making

Incident information ↑
Policy and Guidance ↓

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Logistics Section/IT Support (continued)

EOC IT Team is here to serve you but we need your help!

- Bring your Lotus Notes email ID or Lotus Notes thumb drive
- Do not bring a personal laptop
- If you need assistance with the operation of your workstation
 - Request assistance from the EOC IT Team
 - EOC has a proven tracking system in place for quality assurance and timeliness

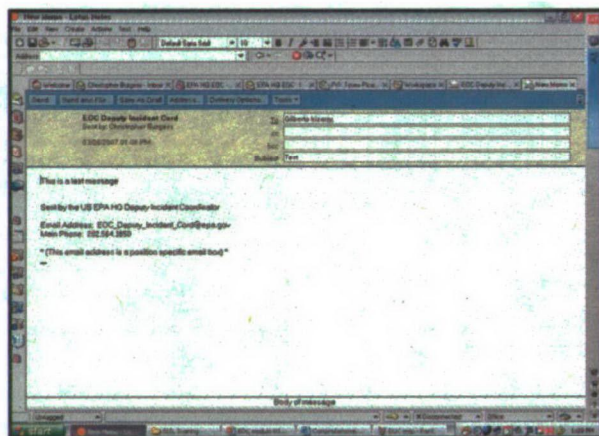
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Logistics Section/IT Support (continued)

EOC ICS Position Specific Email

- How can I get an EOC ICS position specific email boxes?
 - Position specific email boxes only work with your Lotus Notes ID
 - Put an IT ticket in and the EOC IT Team will set up your email box
- Used only for official correspondence within the EOC

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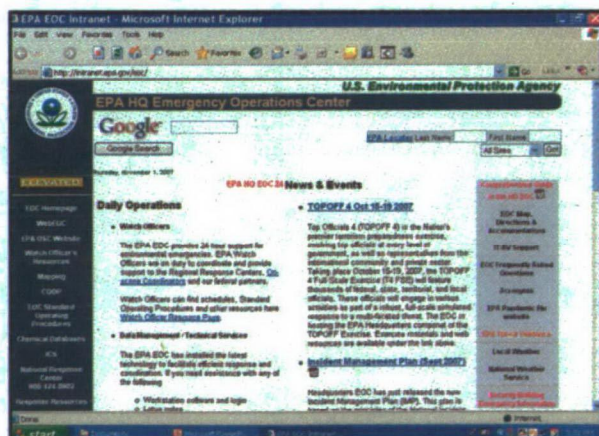


Logistics Section/IT Support (continued)

Records Management

- White House mandates all agencies keep records related to incident responses
- Keep ALL records
 - EOC Server "G" – Save files to G:
 - EOC Server "Y" – GIS server
 - EMAILS – Use EOC ICS position specific emails
 - Personal email box – Create Lotus Notes email folder
- Visit <http://www.epa.gov/records/contact.htm>

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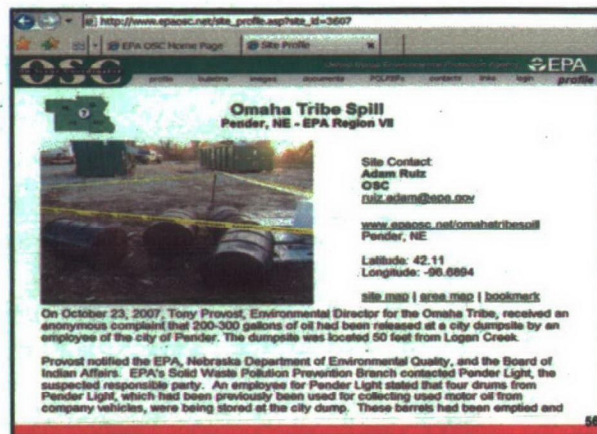
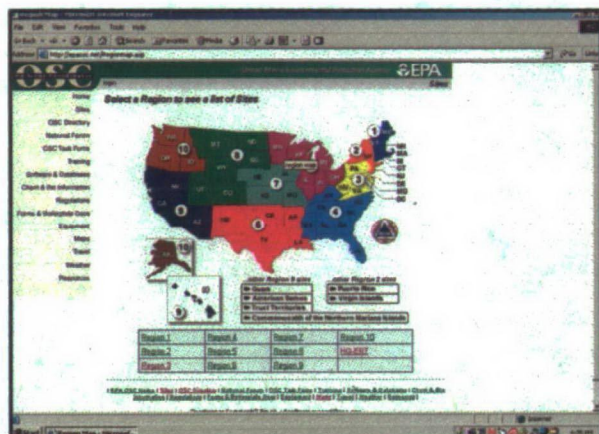


Logistics Section/IT Support (continued)

EPAOSC.NET

- Monitor
- Upload and update HQ information
- epaosc.net is as an online repository for Situation Reports, fact sheets, pictures and other documents
- EOC monitors epaosc.net for regional content and uploads HQ content as necessary

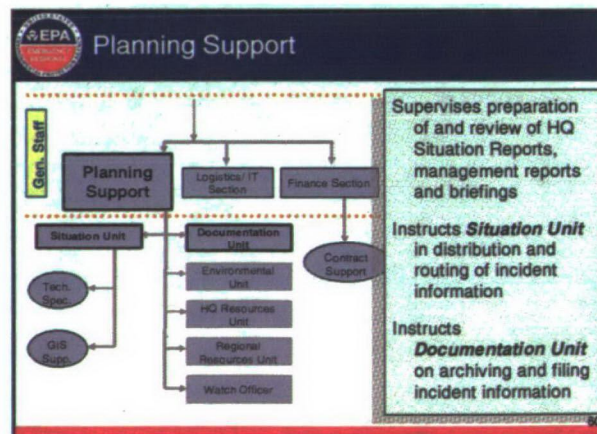
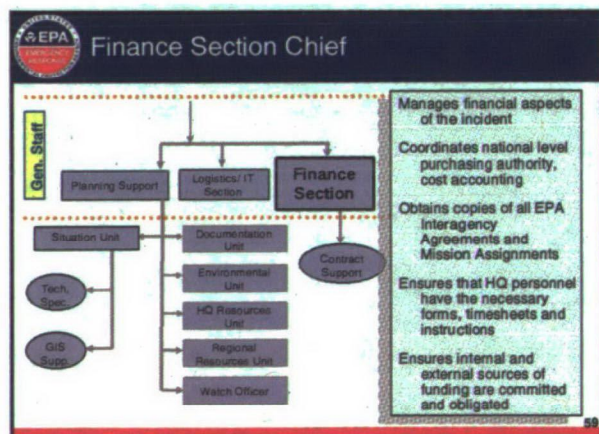
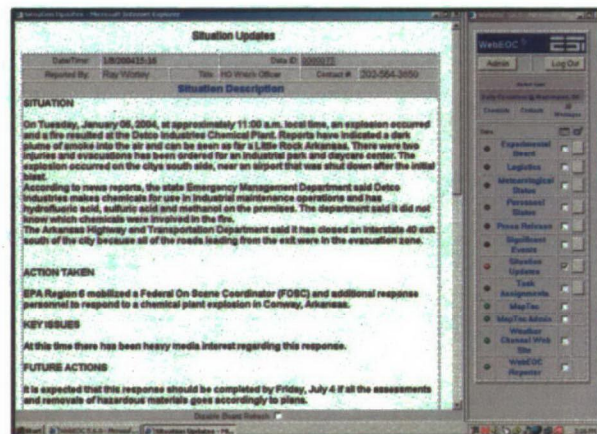
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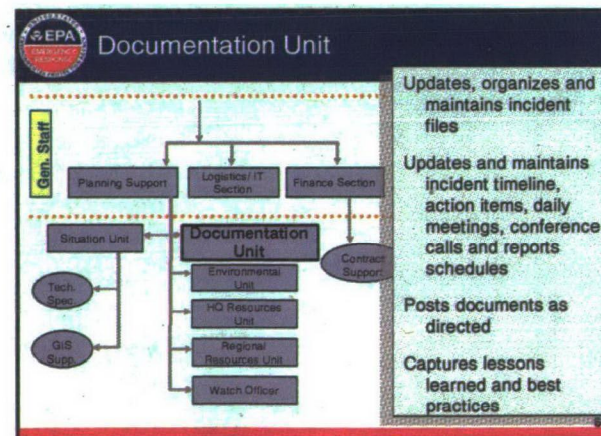
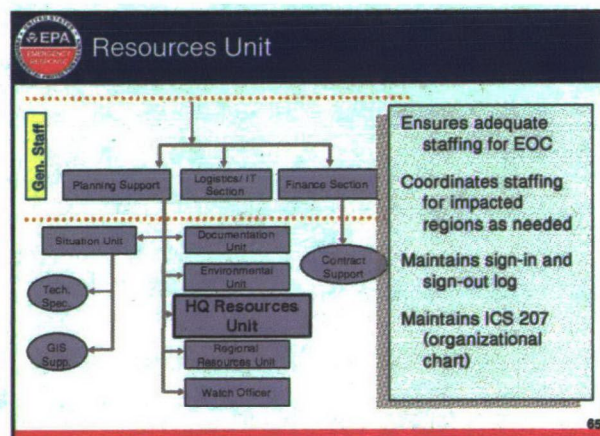
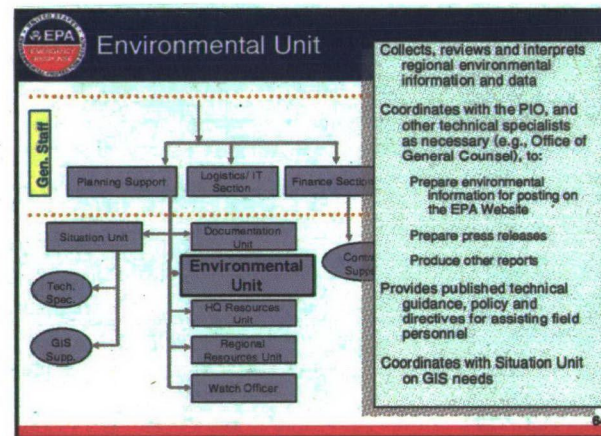
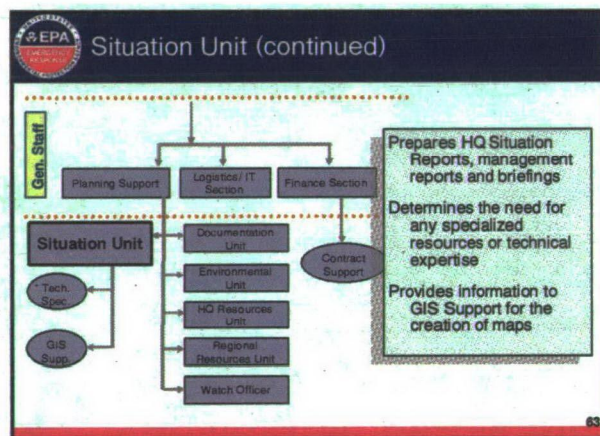
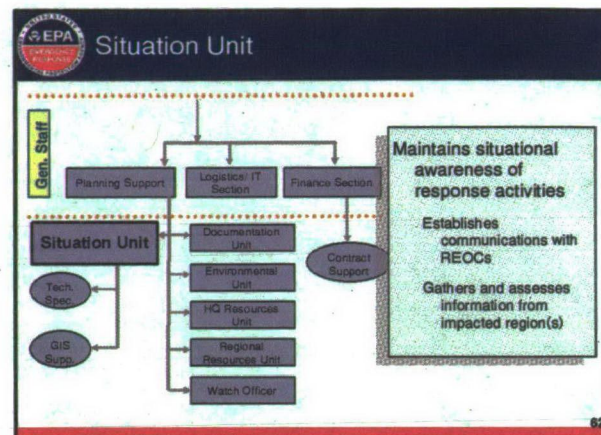
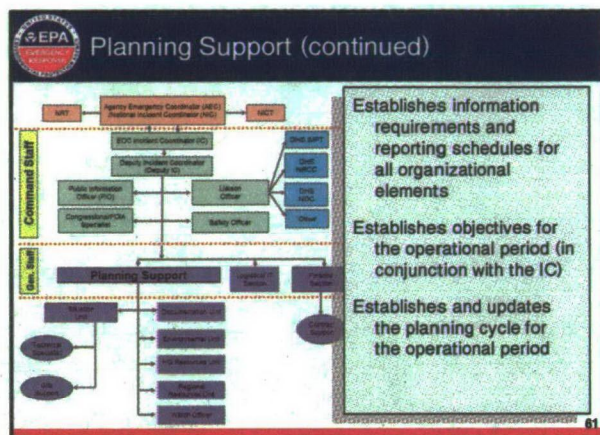


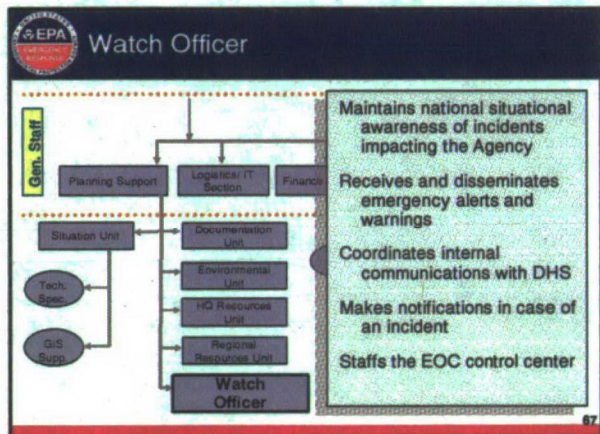
EPA **Logistics Section/IT Support (continued)**

WebEOC

- Communication tool used by EPA
- Allows users to share emergency information via a web browser
- WebEOC should inform from the field upwards
- Monitor, monitor, monitor
- Source of information for EOC staff







EPA In Closing

What to expect

- Time commitment
- Leave your job at the door
- Embrace the EOC mindset
- We work together to get the job done!

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Slide Assignments for EOC Academy Tuesday, July 1, 2008 1:00 – 4:00

Power Point Section:	Topic:	Slide Assignments:	Jan 8, 2008 INSTRUCTOR:
Introduction	Introduction	1 - 3	<i>Tito Irizarry</i>
I Intro to the ER Framework	ER Framework	4 - 10	<i>Roberta Runge</i>
	EXERCISE into to RSC intranet site	11	<i>Sherry Fielding</i>
II The HQ EOC	EOC Operations	12 - 16	<i>Caroline Previ</i>
III EOC Staff Roles and Responsibilities	ICS Positions and their duties	17 - 22	<i>Lisa Boynton</i>
	EXERCISE Job aids	23	<i>Sherry Fielding</i>
IV Working in the EOC	EOC info tools, layout of EOC, etc	24 - 31	<i>Eugene Lee</i>
BREAK			
V Response Support Corps Orientation	RSC	32 –41	<i>Kevin Mould</i>
VI	RSC Activation	42 – 45	<i>Tim Grier</i>
	CISM	46	<i>Jan Shubert</i>
	When the incident is over	47	<i>Sherry Fielding</i>
VII Hotwash			



David_Mead@sra.com
Sent by Saritha Koshy

06/19/2008 07:03 AM

To: hendriksson.marla@epa.gov

cc: Brian.Maas@DC/USEPA/US@EPA

bcc:

Subject: RSC Training Signup Confirmation

Dear Marla Hendriksson

Thank You for registering for Response Support Corps Orientation training. You are confirmed for the session to be held on Jul 1 (1-4 PM) Tuesday in the EPA Headquarters Emergency Operations Center (Ariel Rios North Building (B430)). If you are unable to attend this session please contact David Mead at david_mead@sra.com or 703-284-8228.

RSC members are required to complete ICS 100 (Introduction to the Incident Command System) and ICS 200 (ICS for Single Resources and Initial Action Incidents) training and RSC orientation training. We strongly encourage you to complete the on-line ICS 100 and ICS 200 training courses prior to attending RSC orientation training. The self-paced ICS 100 and ICS 200 courses each take approximately 3 hours each to complete. They are available at <http://training.fema.gov/IS/crslist.asp>

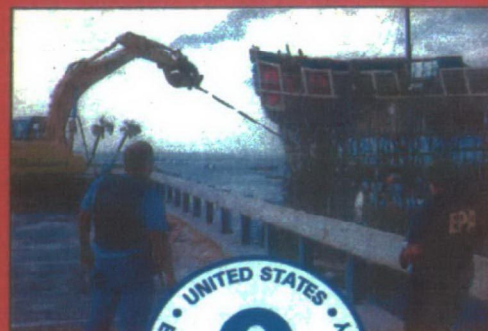
Thank you for your interest in EPA's Response Support Corps.

Directions to the EOC

The Headquarters EOC is located in the basement of 1200 Pennsylvania Ave, NW (Ariel Rios North Building) in Washington, DC. You may enter the Ariel Rios North Building at the Federal Triangle Metro stop entrance (to your right at the top of the Metro escalators). Proceed through security and bear left down the hall. At the end of the hall, go right and take the elevators to the basement level. The EOC will be on your right through the double glass doors as you exit the elevator. You may also access the EOC from the Pennsylvania Ave entrance. Proceed through security and take the elevators straight ahead to the basement. Bear left as you exit the elevator and then left again. The rear entrance to the EOC will be straight ahead. Ring the bell to get access to the EOC. Proceed straight down the hall. At the end of the hall go right, then left, and then straight ahead to the EOC reception area.

Join

EPA's Response Support Corps!



"I believe it may be the most rewarding experience you will have in your career."

— Thomas P. Dunne, EPA Associate Administrator for Homeland Security



- ✓ **The RSC is activated when needed to assist with EPA emergency response.**
- ✓ **RSC volunteers fill a variety of technical and administrative support roles.**
- ✓ **Positions may be at EPA Headquarters or in the field.**
- ✓ **All EPA employees are eligible to join.**

For more information and to enlist, visit: <http://intranet.epa.gov/rsc>



Headquarters Response Support Corps

Information for Volunteers

What is EPA's Response Support Corps (RSC)?

The RSC is the Agency's standing resource for EPA volunteers who provide critical support to the Agency during an EPA emergency response. This reserve of EPA employees stands ready to provide whatever is needed based on their qualifications, whether it is answering the telephones in the emergency operations centers or assisting with field work.

Each region and headquarters has its own reserve of RSC members that can be activated when needed to assist with an emergency response.

We are now in the process of enlisting volunteers for the RSC at EPA Headquarters.

Who is eligible to join?

All EPA employees are eligible to join the RSC. However, when enlisting, you should inform your immediate supervisor.

What is expected of RSC members?

As a member of the RSC, you will be expected to

- 1 Inform your manager of your membership status
- 2 Attend a RSC Orientation session and other training identified below
- 3 Be willing and capable, with reasonable notice, of rapid deployment to either the Headquarters Emergency Operations Center (EOC) or the field. Volunteers will have the opportunity to state whether they are willing to travel when activated.
- 4 Commit to serving the full duration of your deployment. This could include a minimum number of hours weekly depending on the staffing plan for the incident.
- 5 Work the same schedule as other emergency personnel. If deployed to the field this is typically more than 8 hours/day and generally more than 5 days/week. In headquarters, it may include evening and weekend schedules. Any additional hours that are required to be worked beyond the employee's regular tour of duty shall be compensated by premium pay (overtime, night pay, etc) to which the employee shall be entitled under law and regulation.
- 6 Have a basic understanding of the Incident Command System (ICS)
- 7 Perform the job that you are appointed to fill whether it is administrative or technical. The type of job you are appointed to will depend on your particular skill set and the specific needs of the response.

If I'm activated, how long does a deployment last?

The duration of deployment will depend on the needs of the particular response. Under normal circumstances, deployment to the Headquarters EOC should be in for one week, deployment to the field is not expected to last more than two-weeks. RSC members will be expected to complete the duration of their deployments.

Will I receive training?

All RSC members will receive basic ICS training (offered online) and RSC Orientation in the EOC at Headquarters. In addition, RSC members will participate in an emergency response "exercise" to test and improve EPA's overall readiness.

How do I find out more about the RSC?

Visit the EPA RSC Intranet site at <http://intranet.epa.gov/rsc>

Program Office	RSC Representative	Contact Information
Office of the Administrator	Lisa Nanko	nanko.lisa@epa.gov
Office of Solid Waste and Emergency Response	Sherry Fielding	fielding.sherry@epa.gov
Office of Water	Betsy Valente John Whitler	valente.betsy@epa.gov whitler.john@epa.gov
Office of Air and Radiation	Dennis Hellberg Sara DeCair	hellberg.dennis@epa.gov decair.sara@epa.gov
Office of Enforcement and Compliance Assistance	Brian Maas	maas.brian@epa.gov
Office of Administration and Resources Management	Kevin Dressman Debra Flagg	dressman.kevin@epa.gov flagg.debra@epa.gov
Office of Environmental Information	Don Flattery Michael Hillard	flattery.don@epa.gov hillard.michael@epa.gov
Office of General Counsel	Lee Tyner	tyner.lee@epa.gov
Office of Prevention, Pesticides and Toxic Substances	Jay Ellenberger	ellenberger.jay@epa.gov
Office of Research and Development	Susan Maier	maier.susan@epa.gov
Office of Chief Financial Officer	Carlene Godfrey	godfrey.carlene@epa.gov
Office of International Affairs	David Redlin	redlin.david@epa.gov

How do I join?

To volunteer for the RSC you can visit <http://intranet.epa.gov/rsc> and click on the "Sign me up" link.



How to Sign up for the Headquarters Response Support Corps

Follow these steps to register for the Headquarters Response Support Corps (RSC)

- 1 Click on the link to the *Headquarters Response Support Corps* link
2. Click *Main Page* at the top of the Welcome Screen to enter the database
- 3 Click on *Members & Training* from the list on the left side of the HQ RSC database Main Page.
- 4 Click *Create New Member* from the list on the left side of the RSC Members Page.
- 5 Fill in all of the information in Sections 1 through 9 Important. Use the pick list in the Name field in Section 1 to select your name from the directory (do not type your name in the Name field)
- 6 When you have completed Sections 1-9, click on *Submit- Supervisor Notification* at the top of the screen

**U.S. Environmental Protection Agency**

EPA RESPONSE SUPPORT CORPS

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Frequently Asked Questions

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- Will anyone be working for me?
 - Who will do my regular job while I am away?
 - Who can I contact if there is a problem?
 - If I am feeling a bit overwhelmed by what I see or experience, is there anyone I can talk with about this?
 - If required to travel, how do I make travel arrangements?
 - How are travel costs paid for?
 - Can I access PeoplePlus?
 - Do I need any special identification?
 - When I return, do I have to go back to work the next day?
 - Can I be deployed multiple times for during one incident response?
-

What are the prerequisites for becoming an RSC member?

Other than being an agency employee, there are no prerequisites to RSC membership; however once you become a member there are training, exercise, and administrative requirements that must be fulfilled.

What are the requirements of RSC members?

RSC members are required to

1. Participate in initial and follow-up required RSC training;
2. Participate in exercises designed to maintain the RSC team mission readiness;
3. Respond to an incident when activated,
4. Maintain, as appropriate, all required certifications (e.g., current medical training, hazardous materials monitoring training requirements, health and safety training requirements);
5. Ensure personal information in the RSC database is kept up to date.

Is there a minimum amount of time I can be an RSC member or do I have a long term commitment?

If you receive training in a Key Leadership Position (KLP) as a member of an

Management Team (IMT) then it is assumed that you will be dedicated for an period of time.

For generalist positions, RSC commitments will be described with each incide

Who can I contact if I have questions about the RSC program?

For RSC programmatic questions, you can contact your HQ and Regional RS Coordinator. A list of Regional Coordinators can be found here: *(provide link)*

What type of training will I receive as an RSC member?

You will be required to take on-line training, attend an orientation training, and specific training modules as needed. In addition, Regions/HQ may hold other events, such as Brownbag Lunch presentations.

How long after an incident occurs will I be asked to deploy?

When you are asked to deploy during an incident will depend on the complex of response. Your support may be requested anytime from several days after several months after an incident.

How much time is required each year to participate in non-disaster RSC

It is estimated that apart from any potential disaster response, RSC members 24 hours per year to RSC activities

What additional non-disaster activities will I participate in?

As an RSC member you will be required to participate in RSC training session and attend other RSC events throughout the year

Who decides if I will be selected to respond to a specific disaster?

RSC support requests will be coordinated through the Regional Incident Coordination Team (RICT) for Regions and the National Incident Coordination Team (NICT) for HQ. The RICT/NICT will select RSC staff in consultation with supervisors and incident members.

The RICT/NICT is made up of senior staff/management representatives from Division and Office. It is a high level coordination body for response efforts.

What is the deployment process?

Deployment processes vary by Region, however deployment is always coordinated by RICT/NICT, Emergency Operations Center, and supervisors.

How will I receive the necessary deployment information?

Deployment information delivery may vary by Region however you will most likely be provided with a deployment package via email or a website.

How long are deployments?

Deployment length may vary based on the complexity of an incident, however it is anticipated that deployment rotations will be two weeks of work with a few days for personnel transition. For Headquarters EOC, rotations will be a minimum of two weeks.

If asked to deploy, what type of accommodations are there?

Accommodation will vary largely depending on the scale, complexity, and location of the incident.

Will I be working with people from my office/region?

You may be working with people from your region, however it is likely that you will also be working with people from another region, depending on the location of the incident.

Who will be doing field work?

People who are already trained for field work. It is therefore important to include applicable training/experience/expertise in the RSC database.

What determines where I'll be working and the type of work I do?

The location and type of work you do will depend on two factors 1) your background/training/skills/availability – information that will be available in the database and, 2) the needs of the response.

Who will I be working for?

Once activated, you will be working for the individual in charge of the section or response in which you are placed based on the Incident Command System. It is important to note that you are not working for your supervisor of record. The possibility that you may be reporting to an agency representative junior to you

Will anyone be working for me?

It is possible, based on your placement within the ICS organization that you will have members reporting to you.

Who will do my regular job while I am away?

Your supervisor will arrange any workload adjustments while you're deployed.

Who can I contact if there is a problem?

If a problem cannot be resolved in the field, you can always reach back to the problems or questions you have.

If I am feeling a bit overwhelmed by what I see or experience, is there someone I can talk with about this?

We have members of the Peer Support Team rotating through the site on a regular schedule. You may find it helpful to talk with a team member. The best way to reach a team member is through the Safety Officer. If your need is more immediate, you can reach the team's leader at 202-564-2527 (office) or 202-253-4177 (cell).

If required to travel, how do I make travel arrangements?

Travel information will be provided with the deployment package.

How are travel costs paid for?

Travel cost arrangements may be Regionally and or incident specific. The info will be part of deployment package.

Can I access PeoplePlus?

Access to PeoplePlus can be coordinated through the EOC.

Do I need any special identification?

You will need your EPA identification card only. As an RSC member you will be provided with some identification clothing.

When I return, do I have to go back to work the next day?

Yes, however, you have the option to use leave if you want to take the day off.

Can I be deployed multiple times for during one incident response?

Depending on the length of an incident response, it is possible that RSC members will have multiple rotations.

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EPA Response Support Corps (RSC) Database

*sign
up
now*

- [One Page - How to Sign Up for Headquarter Response Support Corp](#)
(36KB)

Basic Instructions and Data Element Descriptions

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I. Accessing the RSC Database

Access the RSC database by [clicking here](#) This link will launch the database Lotus Notes application.

II. Bookmarking the RSC Database

To bookmark the RSC database in Lotus Notes follow these steps:

1. Right Click on the database icon on your Lotus Workspace
2. Then select **Database**
3. Then select **Bookmarks**

III. Registering for the RSC

Follow these steps to register for the RSC:

1. At the Welcome screen, click **Main Page** at the top of the screen to enter
Note: The Welcome screen opens only the first time you access the data
2. Click on **Members & Training** from the list on the left side of the HQ RSC Main Page.
3. Click **Create New Member** from the list on the left side of the RSC Mem
4. Fill in all of the information in Sections 1 through 9. Important: Use the pic Name and Supervisor fields in Section 1 to select name from the director names in the Name and Supervisor fields).
5. When you have completed Sections 1-9, click on **Submit Supervisor No** the top of the screen. Your supervisor will automatically receive an e-mail him/her to acknowledge that you have registered for the RSC. Note: The to be in Edit mode in order for your supervisor to acknowledge your regist Section 10. Your supervisor may do any of the following to put the form in
 - Choose **Edit Document** from the **Actions** menu

- Press CTRL+E
- Double-click in any field on the open form

IV. RSC Data Elements

Field	Description
Section 1: EPA Contact Information	
*Name	Volunteer selects his/her name from EP Directory
Title	Volunteer's title
*AA/Region	Volunteer selects the applicable HQ office from the pick list
Organization Levels 1-4	Volunteer fills in all applicable organization levels below AA/Region according to his/her organization's structure (e.g., Division, Section)
Supervisor (Y/N)	Volunteer checks to indicate whether he/she is a supervisor
Gov't Cell Phone	Volunteer's government-issued cell phone number
Mail Code	Volunteer's office mail code
*Office Phone	Volunteer's office phone number
Pager	Volunteer's pager number
Division Director	Volunteer's Division Director

Field	Description
Associate Division Director(s)	Volunteer's Associate Division Director (one name may be listed)
*Supervisor	Volunteer selects his/her immediate supervisor from EPA's Domino Directory
*Supervisor Phone Number	Supervisor's phone number
Office Location (City)	Volunteer picks from the list the city where office is located or selects Other if their office is not listed
If Other, Please Specify	If Other is selected, volunteer types in the city their office is located
Section 2: Personal Contact Information	
*Name	Field is system generated
*Home Address	Volunteer's home address, city, state, and zip code (all required fields)
*Phone	Volunteer's preferred phone number for him/her away from the office
Personal Cell Phone	Volunteer's personal cell phone number
Personal E-mail	Volunteer's personal e-mail address
Comments	Volunteer may enter comments or instructions related to personal contact information
Emergency Contact Information	Name, relationship, and phone numbers of volunteer's emergency contact

Field	Description
Additional Emergency Contact Information	Name, relationship, and phone numbers additional emergency contact
Section 3: Current Health & Safety Certification	
Health & Safety Certification	Volunteer indicates whether he/she has required health and safety training and enters the dates trainings were completed
Other Relevant H&S Training	Volunteer enters dates for CPR, first aid training and may add up to three additional health and safety trainings
Section 4: Emergency Response Training	
RSC Required Training	Volunteer indicates whether he/she has required RSC training and enters the dates trainings were completed
Other Training	Volunteer enters dates for up to ten additional emergency response trainings not listed above
ICS Training	Volunteer indicates whether he/she has Incident Command System (ICS) training and enters the dates trainings were completed
Other ICS Training	Volunteer enters date for an additional ICS training not listed above
Section 5: Skills / Experience	
Comments	Volunteer may enter comments related to relevant professional skills and experience

Field	Description
Hazardous Materials and Disaster Response Field Experience	Volunteer checks all categories that apply and provide other experience not listed
Environmental Monitoring Experience	Volunteer checks all categories that apply
Section 6: Areas of Expertise	
Comments	Volunteer may enter comments related to relevant areas of expertise
Areas of Expertise	Volunteer checks all categories that apply: Analytical, Technical, Operational Support, Contracts/Finance
Foreign Language	Volunteer indicates foreign language skills and fluency (spoken and written)
Other Expertise Not Listed Above	Volunteer may enter comments related to relevant areas of expertise not listed above
Section 7: Specialized Teams	
Comments	Volunteer may enter comments related to relevant areas of expertise
Specialized Teams	Volunteer checks all special teams on which he or she has participated
Specialized Teams Not Listed Above	Volunteer may enter participation on any special teams not listed above
Section 8: Deployments	

Field	Description
Deployment Locations	Volunteer checks Yes or No boxes as a
Health Considerations for Deployments	Volunteer may enter information regarding immunizations and medical concerns/is:
Current Readiness Tools/Equipment	Volunteer checks boxes for tools, clothing, equipment that he/she possesses
Deployments Form (complete a separate form for each previous deployment)	
Disaster Event	Disaster event title (e.g., Hurricane Katrina)
Arrival Date	Date arrived at event
Departure Date	Date departed event
Location (City/State)	Volunteer enters location where he/she deployed during the event (city and state)
Response Section	Volunteer selects from list or enters a new Section
Assignment	Volunteer selects from list or enters a new Assignment
Demobilization Interview Date	Date of volunteer's demobilization interview
Comments	Volunteer may enter additional comments
EPA Contact Information	Field is system generated
Section 9: Employee Request and Responsibilities	

Field	Description
Agreement	Volunteer checks to indicate agreement responsibilities
Comments	Volunteer may enter additional comments
Section 10: Supervisor Notification	
Acknowledgement	Volunteer's supervisor checks to acknowledge he/she has been notified about the volunteer registration
Comments	Volunteer's supervisor may enter additional comments

*Indicates required field.

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