



Municipality of Anchorage

MEMORANDUM



DATE: February 23, 2009
TO: Red, White and Blue Team Members
FROM: Kevin Spillers, EOC Director
SUBJECT: EOC Red, White and Blue Team Participation

Emergency Operations Center (EOC) team members help the Municipality of Anchorage manage community disasters. Your participation is based upon your expressed interest in emergency management or because your skills closely match those required for specific positions in the EOC Situation Room.

TIME COMMITMENT

Long-term position assignments will require your commitment to participate in emergency management training and exercises. All training and exercises will be conducted during regular business hours. The EOC will reimburse any department that incurs overtime and/or backfill costs as a result of EOC training and exercises.

1. Attend Orientation

You will be sent an invitation to attend the next scheduled orientation.

2. Complete the following online courses:

- IS-100 Introduction to the Incident Command System (ICS) for Federal Disaster Workers. This 2-hour course is designed to give an introduction to the principles, common terminology, and position responsibilities when responding to an event using the Incident Command System.
- IS-200 Basic Incident Command System (ICS) for Federal Disaster Workers. This 2-hour course has been developed to compliment the IS-100 course and includes a disaster scenario thread through the course to describe common responsibilities associated with incident assignments.
- IS-700 National Incident Management System (NIMS) an Introduction. This 3-hour course introduces NIMS and takes approximately three hours to complete. It explains the purpose, principles, key component and benefits of NIMS.
- IS-800 National Response Plan (NRP) an Introduction. This 2-hour class specifies how the resources of the Federal Government will work in concert with State, local and tribal governments and the private sector to respond to Incidents of National Significance.

3. **Participate in EOC Exercises**

You will be given at least 30 days notice prior to an exercise being scheduled.

YOU MAY BE CALLED AT ANY TIME

Emergencies can happen at any time. Be prepared to respond to the EOC at any time, including during the workday, on the weekends, or in the middle of the night.

24-HOUR WORK

Remember that each team member should plan to work an 8-hour shift. As the EOC will likely be open on a 24-hour basis, your shift may include evening or early morning work. Your shift is determined by the time that the emergency begins and the EOC is activated. For example:

- **Red Team:** EOC activation – 8 hours after activation
- **White Team:** 8 to 16 hours after activation
- **Blue Team:** 16 to 24 hours after activation

Please note that in rare cases you may be asked to work beyond your regular eight-hour shift. Please remain flexible.

WHEN WE NEED YOU, WE'LL NEED YOU RIGHT AWAY

In an emergency, the most likely way for you to be contacted is by a phone call. Please make sure the EOC has your current contact numbers (work, home, cell, pager). Please try to keep your cell phone with you (and on) whenever practical. Email your information to stokoens@muni.org.

SUPPORT FROM THE MUNICIPAL MANAGER AND YOUR SUPERVISORS

Mike Abbott fully supports this plan and the required MOA staff participation. All training and exercise activities, including on-line classes, will occur during regular business hours. Your agreement to participate assumes that you will continue to perform all of your normal work-related tasks while participating in this program. If you believe that your participation in this program will prohibit you from completing your regular work-related tasks, please check with your supervisor before committing to participate.