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Emergency Management	Emergency Plan Implementing Procedures	For Additional Info: <a href="http://EDMS">http://EDMS</a>	Effective Date: 01/22/14
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Manual: 16E – Emergency Management – Emergency Plan  
Implementing Procedures

**USE TYPE 3**

Change Number: 340624

\*The current revision can be verified on EDMS.

## 1. PURPOSE AND SCOPE

This procedure provides instructions for documenting and displaying significant information using the emergency Information Management System (IMS).

In emergency management, the decision making process is based on accurate and timely information. The emergency IMS is a multidimensional system for communicating significant information within and between emergency response facilities. The system consists of WebEOC™ (web-based displays) status boards, time stamps, and message forms (Form 150.07, “ICP ECC Message Form,”).

## 2. INITIATING CONDITION

An emergency action manager activates an Emergency Control Center (ECC).

## 3. RESPONSIBILITIES

**3.1 ERO Members:** ERO members are responsible for ensuring all significant information is disseminated to other ERO members by completing and giving message forms (Form 150.07, “ICP ECC Message Form,”) to information management personnel for processing.

**3.2 Information Management Coordinator (IMC):** The IMC is responsible for picking up message forms from message originators, processing message forms, tracking mission/task assignment status, and periodically printing and distributing WebEOC status board information.

## 4. INSTRUCTIONS

### 4.1 Initiating a Message Form

4.1.1 **ERO Member:** Complete Form 150.07 as follows:

4.1.1.1 Complete the Message Type section as follows:

4.1.1.1.1 To document a significant event, check the “Significant Event (Status Board)” box.

4.1.1.1.2 To request that an individual or organization take action, check the “Task Assignment” box

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and record the estimated time due in the space provided.

4.1.1.2 Complete the From section as follows:

4.1.1.2.1 Check the appropriate box to identify the message originator

4.1.1.3 Complete the To section by checking the appropriate box(es) to identify the message addressee(s).

4.1.1.4 Complete the Message section as follows:

4.1.1.4.1 Record the message text in the message box, keeping the message as concise as possible and including the time(s) of any significant event(s) in the message.

**4.2 Processing a Message Form**

4.2.1 **IMC**: Pick up the message form from the message originator, if necessary.

4.2.2 **IMC**: Process the message form as follows:

4.2.2.1 Review the message for clarity.

4.2.2.2 Time stamp the message form in the gray shaded area.

4.2.2.3 If the “Significant Event (Status Board)” box is checked and WebEOC is operating, perform the following:

4.2.2.3.1 Enter the message into WebEOC using the INL Significant Events status board.

4.2.2.4 If the “Significant Event (Status Board)” box is checked and WebEOC is not operating, record the message on the electronic whiteboard.

4.2.2.4.1 Contact Information Technology Support and report the problem.

4.2.2.5 If the “Task Assignment” box is checked and WebEOC is operating, enter the message into WebEOC using the Mission/Task status board.

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- 4.2.2.6 If the “Task Assignment” box is checked and WebEOC is not operating, use a manual system (see Appendix A for an example) and document the following information:
- A. Date and event
  - B. Time stamped on the message form as the message number
  - C. Function and name of the message originator
  - D. Function and name of the person assigned the task
  - E. Brief description of the task assignment
  - F. Time task assignment is completed and action taken.
- 4.2.2.7 Retain the original message form.

**4.3 Completing and Reviewing Task Assignments**

- 4.3.1 For completion of a task assignment, perform the following:
- 4.3.1.1 **ERO Member**: When the task assignment is completed, perform the following:
    - 4.3.1.1.1 Check the “Task Completed” box and record the original message number of the message responded to in the space provided.
    - 4.3.1.1.2 Give the message form to the IMC for processing.
  - 4.3.1.2 **IMC**: On receipt of the message form, enter the time the task assignment was completed and action taken into WebEOC using the Mission/Task status board or manual system, as applicable.
- 4.3.2 **IMC**: Periodically review outstanding task assignments and follow up with message originators and addressees, as necessary.

**NOTE:** *Posting a hard copy of the WebEOC status board information gives emergency responders a complete sequence of the events as opposed to just the most recent information displayed on the WebEOC status boards.*

**4.4 Distributing WebEOC Status Board Information**

- 4.4.1 **IMC**: Periodically distribute hard copies of WebEOC status board information as follows:

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- 4.4.1.1 Print a hard copy of the Significant Event and Mission/Task WebEOC status boards.
- 4.4.1.2 If the WebEOC is not operating, periodically produce a hard copy of the electronic white board once it has been completed.
- 4.4.1.3 Make sufficient copies of the hard copy of the WebEOC status boards and distribute to emergency response personnel.

**4.5 Displaying Plume Models**

- 4.5.1 **IMC:** Display plume models from the INL EOC assessment team as requested.
  - 4.5.1.1 Ensure the plume model has the correct date and time

**5. RECORDS**

Form 150.07, “ICP ECC Message Form”

**6. APPENDICES**

Appendix A, Message Task Assignment Log

