

**Appendix A**  
**Site Survey Form**

## **Appendix A – Site Survey Form**

Because FEMIS encompasses different functionality than IBS and EMIS, some site-specific information that is essential for FEMIS was not present electronically. This type of information was obtained during the database kickoff meetings held at each site. The Site Survey form, designed by Innovative Emergency Management, Inc. (IEM) and PNNL, was used to gather this information. The surveys were tailored for each site.

An example of a Site Survey is included to indicate the types of information needed for FEMIS. This example is for the Umatilla site in Oregon.

# Umatilla Site FEMIS Database Survey: Priority 1 Data, *Umatilla Chemical Depot*

## INTRODUCTION

The Federal Emergency Management Information System (FEMIS) is under development by Battelle Memorial Institute, Pacific Northwest National Laboratory (PNNL). The system's purpose is to serve as the automation system in support of the Chemical Stockpile Emergency Preparedness Program (CSEPP).

The government is preparing to field FEMIS v1.2 at the Umatilla, OR site. For FEMIS to work properly at the Umatilla site, the software must have site-specific geographical data. IEM has been tasked by the government to populate a FEMIS database for the Umatilla site.

To start this task, IEM is hosting a Umatilla FEMIS database meeting at PNNL facilities on July 9, 1996. The meeting will be attended by representatives from the Umatilla jurisdictions and from PNNL. Meeting participants will generate a list of requested data for the FEMIS database. The final data list will be included in the *Umatilla FEMIS Database Meeting: After-Action Report*, to be distributed July 12.

In that report, the requested data will be ranked according to a set of priorities:

- Priority 1: These data are *required* data and must be present in the database for FEMIS to operate.
- Priority 2: These data are supporting data that are not needed for FEMIS to operate, but are *critical* to planning and response in FEMIS, and are *easy* to gather and maintain.
- Priority 3: These data are supporting data that are not needed for FEMIS to operate, and are *critical* to planning and response in FEMIS, but are *difficult* to gather or maintain.
- Priority 4: These data are supporting data that are not needed for FEMIS to operate, and are *not critical* to planning and response in FEMIS, but are *easy* to gather and maintain.
- Priority 5: These data are supporting data that are not needed for FEMIS to operate, and are *not critical* to planning and response in FEMIS, and are *difficult* to gather or maintain.

To facilitate the gathering of Priority 1 data, IEM is distributing this survey to all Umatilla jurisdictions. The survey results are needed as soon as possible, but no later than July 26, 1996, to expedite fielding of the FEMIS database. A survey for gathering data at Priority 2-5 will be provided later, based on guidance from the CSEPP Core Team.

## How to Use This Survey

**Please answer the questions in this survey as completely as possible.**

When done, please return the survey to IEM by mail or fax. Send the survey to the attention of Todd Pierce at the following address.

Dr. Todd M. Pierce  
IEM, Inc.  
7423 Picardy Avenue, Suite E  
Baton Rouge, LA 70808  
504/767-8191 (phone)  
504/767-8122 (fax)



If you need help answering any of the survey questions, please contact Todd Pierce at the same address.



***PLEASE BEGIN SURVEY ON THE NEXT PAGE.***



## EOC INFORMATION

**Please review the following information about your Emergency Operating Center. This information will be used to identify your FEMIS database. Please correct any erroneous information.**

1. EOC Agency Name: **Umatilla Chemical Depot**
2. EOC Code: **UMCD (for UMatilla Chemical Depot)**  
(4 letters maximum)

**Please review the following information about your EOC response functions. This information will be used to group tasks by function in an electronic plan in FEMIS. Please correct any erroneous information.**

3. Listed below are the emergency support functions for response that are currently in FEMIS. Please review the list and perform the following actions:

- A. Delete any unneeded functions by drawing a line through the function in column A, *FUNCTION*.
- B. Edit a function by drawing a line through the function and writing the new function next to the old one in column B, *EDIT FUNCTION*.
- C. List any new functions by writing them in column C, *NEW FUNCTIONS*.

A. FUNCTION	B. EDIT FUNCTION	C. NEW FUNCTIONS
Alert Notification		
Communications		
Damage Assessment		
Direction Control		
Energy		
EOC Activation		
Evacuation		
Firefighting		
Food		
Hazard Analysis		
Hazardous Materials		
Health and Medical Services		
Information and Planning		
Law Enforcement		
Mass Care		
Public Information		
Public Works and Engineering		
Resource Support		
Sheltering		
Transportation		
Urban Search and Rescue		



## EMERGENCY PLANNING ZONES

Please answer the following question about your Emergency Planning Zones. This information will be used when you make a Protective Action Decision in FEMIS.

4. Which Emergency Planning Zones (EPZs) are your EOC responsible for? In other words, what are the EPZs for which your EOC can make a Protective Action Decision (PAD)? Please list them below.

EMERGENCY PLANNING ZONES FOR YOUR EOC	



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## EOC POSITIONS

**Please review the following information about your EOC positions. This information will be used when creating the FEMIS personnel database. Please correct any erroneous information.**

5. Listed below are the EOC positions currently in FEMIS. Please review the list and perform the following actions:

- A. Delete any unneeded positions by drawing a line through the position in column A, *EOC POSITION*.
- B. Edit a position by drawing a line through the position and writing the new position next to the old one in column B, *EDIT EOC POSITION*.
- C. Add any new positions by writing them in column C, *NEW EOC POSITION*.

A. EOC POSITION	B. EDIT EOC POSITION	C. NEW EOC POSITION
Accounting Personnel		
Administration Clerk		
Administration Officer		
Agriculture Department Representative		
Ammunition Branch Representative		
Assistant EOC Coordinator/Director		
Automation System Manager		
Auditor		
Chemical Accident or Incident Control Officer		
Casualty Coordinator		
Chemical Changehouse Operator		
Chart Control Operator		
Chemical Lab Representative		
Chemical Operations Director		
Chief Plotter		
City Government Representative		
Civil Defense Director		
Claims Officer		
Communications Coordinator		
Communications Representative		
Command Post Officer		
Community Affairs Representative		
Chemical Containment Team Representative		
County Government Representative		
CSEPP Coordinator		
Deputy Director of Operations		
Depot Commander		
Department of Environmental Quality Representative		
Director of Operations		



A. EOC POSITION	B. EDIT EOC POSITION	C. NEW EOC POSITION
Dispatcher		
Department of Natural Resources Representative		
Emergency Aid Organization Representative		
Emergency Medical Personnel		
Emergency Team Captain		

A. EOC POSITION	B. EDIT EOC POSITION	C. NEW EOC POSITION
EMIS System Manager		
Engineering Assistant		
Environmental Branch Representative		
EOC Coordinator		
EOC Coordinator/Director		
EOC Operations Officer		
Environmental Protection Agency Representative		
Equipment Coordinator		
Evacuation Coordinator		
Exercise Controller		
Exercise Evaluator		
Explosive Ordnance Disposal Representative		
Facilities Coordinator		
Federal Emergency Management Agency Representative		
Fire Protection/Prevention Representative		
Governor's Representative		
Hazard Analyst/Modeler		
Hazard Plotter		
Health Department Representative		
Human Resource Coordinator		
Information Systems Command Representative		
Information Coordinator/Manager		
Insurance Commission Representative		
Inventory Management Representative		
Initial Response Force (IRF) Commander		
Law Enforcement Representative		
Legal Counselor		
Legal Officer		
Logistics Director/Officer		
Medical Facility Representative		
Message Controller		
Military Affairs Representative		
Monitoring Team Coordinator		
National Guard Coordinator		



A. EOC POSITION	B. EDIT EOC POSITION	C. NEW EOC POSITION
On-Scene Coordinator (OSC)		
Operations Analyst		
Operations Officer		
Personnel Coordinator		
Planner		
Production and Planning Control Representative		
Plotter		
Post Sergeant Major		

A. EOC POSITION	B. EDIT EOC POSITION	C. NEW EOC POSITION
Public Information/Public Affairs Officer		
Public Information Coordinator		
Public Safety Representative		
Public Works/Infrastructure Representative		
Quality Assurance Representative		
Radio Operator		
Recorder		
Records Section Representative		
Report Coordinator		
Resource Coordinator		
Resource Management Officer		
Safety Representative		
Sampling Specialist		
School Superintendent		
Security Guard		
Security/Intelligence Officer		
Shelter Coordinator		
Social Services Representative		
Special Population Coordinator		
Service Response Force Commander (SRF)		
State Coordinating Officer		
State Emergency Management Director		
State Emergency Management Liaison		
Storage Section Representative		
Surety Officer		
Training Officer		
Transportation/Highway Department Representative		



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## RESOURCE CATEGORIES

**Please review the following information about resource categories. This information will be used when creating the FEMIS resource database. Please correct any erroneous information.**

6. Listed below are the resource categories currently in FEMIS. Please review the list and perform the following actions:

- A. Delete any unneeded categories by drawing a line through the position in column A, *RESOURCE CATEGORY*.
- B. Edit a category by drawing a line through the category and writing the new category next to the old one in column B, *EDIT RESOURCE CATEGORY*.
- C. Add any new categories by writing them in column C, *NEW RESOURCE CATEGORY*.

<b>A. RESOURCE CATEGORY</b>	<b>B. EDIT RESOURCE CATEGORY</b>	<b>C. NEW RESOURCE CATEGORY</b>
Barricades		
Cars		
Communication Equipment		
Construction Equipment		
Dry Goods		
Emergency Equipment		
First Aid Supplies		
Food		
Generators		
Hand Tools		
Heavy Equipment		
Lights		
Medical Equipment		
Office Machines		
Paving Equipment		
People		
Power Tools		
Prefabricated Buildings		
Rescue Squad		
Scales		
Siren-Non-rotating		
Siren-Rotating		
Transport Vehicles		
Trucks		
Water		
Weapons		



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## ACCIDENT CATEGORIES

**Please answer the following question about your accident categories. This information will be used when creating the FEMIS map database.**

7. Please list below the accident categories for your site. For each category, please indicate the range of downwind No Effects distances (for example, from 0 km to 2 km, or 2 km to 6 km). Add more categories if needed.

Category I	Downwind No Effects distance from _____ km to _____ km
Category II	Downwind No Effects distance from _____ km to _____ km
Category III	Downwind No Effects distance from _____ km to _____ km
Category IV	Downwind No Effects distance from _____ km to _____ km
Category V	Downwind No Effects distance from _____ km to _____ km
Category ____	Downwind No Effects distance from _____ km to _____ km
Category ____	Downwind No Effects distance from _____ km to _____ km

## FACILITIES

**Please answer the following question about your facilities. This information will be used when creating the FEMIS facilities database.**

8. Use the attached Table 1 to list basic information about facilities you would like to have in your FEMIS facilities database. For the Priority 1 data, IEM needs only the following information:

- A. Facility Name
- B. Facility Address
- C. Latitude and Longitude (if known)
- D. EPZ Containing the Facility

You may also provide this information electronically in a word processor or spreadsheet format, if desired.

If you have more facilities than can fit in Table 1, please make extra copies of Table 1.

Further facility information would be gathered as Priority 2 data.

## CONTACT INFORMATION

**Please provide the requested contact information.**

9. Name of Person Who Completed This Survey:

\_\_\_\_\_

10. Phone # of Person Who Completed This Survey:

\_\_\_\_\_





***YOU HAVE NOW COMPLETED THIS SURVEY.  
THANK YOU FOR YOUR TIME.***

