

# GEORGIA EMERGENCY MANAGEMENT AGENCY

## FIELD REPORTING

### STANDARD OPERATING GUIDE (SOG)

First Edition



December 13, 2010

### 1.0 PURPOSE

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This document is consistent with and supports the Georgia Emergency Management Act of 1981, the National Response Framework, the Georgia Emergency Operations Plan and all applicable incident annexes, support annexes and associated plans.

The purpose of this document is to clarify the types of incidents / information to report and establish standard procedures for GEMA to receive incident / damage reports from the local jurisdictions across the State during the response phase of an incident or event.

### 2.0 SCOPE

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The GEMA Field Reporting Program is designed to establish a standardized method of collecting information during incidents when the State Operations Center (SOC) is not activated and during the response phase of an SOC activation. As the response phase of an activation concludes and recovery begins this operational reporting process transitions into a reporting process focused upon the data derived from the joint damage assessments conducted by the local jurisdictions, GEMA Public Assistance and FEMA Individual Assistance teams.

### 3.0 POLICY

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The reporting procedures described herein will be utilized to facilitate incident reporting from local jurisdictions to the SOC during routine emergency operations and during disasters when the SOC is activated.

These procedures are designed to standardize reporting processes and insure timely and accurate situational awareness is provided to key leaders throughout the State.

### 4.0 RESPONSIBILITIES

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**4.1 Local Emergency Management Agencies (EMA).** The local EMA provides initial and follow-up incident reporting through the GEMA Field Coordinator to the SOC using the GEMA Spot Report or the Post Incident Report. These reports include an incident summary, notification of injuries, fatalities, evacuations, sheltering operations, road / school closures, damage assessment and issues that may generate media interest. Additionally, the local EMA submits requests for assistance to the SOC when local capabilities are exceeded and provides final notification when the incident is resolved.

**4.2 GEMA Field Coordinators (FC).** The GEMA FCs function as liaisons between the SOC and the EMA Directors. During an event GEMA FCs work closely with affected EMAs to coordinate response, damage assessment and recovery operations. Field Coordinators are also responsible for insuring that field reports are submitted to the SOC in accordance with the timeframes established in this SOG.

### **4.3. Georgia State Operations Center (SOC).**

**4.3 A - SOC Director.** The SOC Director is responsible for the development and implementation of a program which provides statewide situational awareness during routine operations and SOC activations. The program is centered on open source information collected from news and weather services and from maintenance of a structured field reporting and analysis process. Once information is received and analyzed the SOC Director is responsible for course of action development and coordination of requests for assistance. Additionally, the SOC Director is responsible to insure the timely and accurate dissemination of situational awareness information to State agency and local jurisdiction partners.

**4.3 B - GEMA Communications Center.** The GEMA Communications Center functions as the State Warning Point (SWP). The SWP is operational 24 X 7 X 365 and maintains situational awareness by monitoring news and weather services and by receiving verbal and written reports from local jurisdictions throughout the State. During emergency events when the SOC is not activated the SWP forwards incident reports to the GEMA Operations Support Manager. During SOC activations these reports are sent to the SOC Planning Section Intel Unit. The SWP is also responsible for making a variety of notifications to state and local officials in accordance with established protocols.

**4.3 C - GEMA Operations Support Manager (Ops Spt Mgr).** The Ops Spt Mgr works closely with the SWP to maintain daily situational awareness of statewide weather conditions and developing emergency events. During events in which the SOC is not activated, the Ops Spt Mgr coordinates timely submission of incident reports, analyzes the data, make recommendations, coordinates requests for assistance and produces recurring Awareness Statements / Situation Reports that reflect an up-to-date, accurate and complete picture of the incident. During SOC activations the Ops Spt Mgr assumes duties as an SOC Operations Officer. In this role the Ops Spt Mgr continues to monitor reporting, however, responsibility for consolidation of reports and development of Situation Reports becomes a function of the GEMA SOC Planning Section.

**4.3 D - GEMA SOC Planning Section, Intel Unit .** When the SOC activates, the Intel Unit receives the incident / damage reports submitted by the local jurisdictions / Field Coordinators. Upon receipt of the reports the Intel Unit consolidates / analyzes the information, integrates this data into various products for maintenance of situational awareness and prepares daily Situation Reports. The Intel Unit is also responsible for the dissemination of the finished products in accordance with established protocols.

**4.3 E - GEMA SOC Logistics Section.** During activations, the SOC Logistics Section conducts daily conference calls with local jurisdictions to determine the requirements for food, water, ice, tarps and other commodities. This is a separate process from the Field Reporting Program described herein. For more information on the logistics reporting / requisition process refer to the County Logistics Standard Operating Guide found on the GEMA website ( [www.gema.ga.gov](http://www.gema.ga.gov) ) then follow the links Response / State Operations Center / Logistics).

**4.4. Emergency Support Function (ESF) Coordinator / State Agency Emergency Coordinators.** During SOC activations each ESF Coordinator submits situation updates via E-Team. These updates provide details of ongoing response activities relative to the particular ESF. The SOC Planning Section Intel Unit utilizes this information to publish a daily Situation Report. During periods when the SOC is not activated Agency Primary / Alternate Emergency Coordinators are requested to inform the SWP (1-800-TRY-GEMA) or the GEMA Ops Spt Mgr, (404) 635-7223, when responding to emergency events which may require additional resource support or which may create unusual media attention. These coordinators are also responsible for maintaining situational awareness of on-going events, conveying this awareness to senior leadership of their agency and coordinating efficient response to approved requests for assistance.

## **5.0 PROCEDURES**

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**5.1. Reportable Incidents.** There is no exact formula that specifies what should be reported to GEMA, however, the following list provides a framework of basic reportable criteria:

➤ Incidents Involving:

- Fatalities
- Injuries
- Severe Weather Events (Tornados, Flooding, Ice )
- Threats of Severe Weather Events
- Major Fires
- Major Flooding
- Ongoing Protective Actions (Sheltering, Evacuations, School Closures, Road Closures)
- Chemical, Biological, Radiological, Nuclear and Explosive Hazards
- Arrests with a Terrorism Nexus
- Terrorist or Potential Terrorist Events (bombings, white powder..)
- Issues or threats to critical state or local government buildings or services
- Issues or threats to large private sector employer(s) / business
- Items that may generate media interest

**5.2. Types of Reports.**

**5.2 A – GEMA Spot Report.** The GEMA Spot Report is used for initial incident reporting and for follow-up reporting during short-term localized incidents. The GEMA Spot Report is produced as a laminated quick reference card that can be carried on an EMA Director's identification lanyard or in his/her wallet.

<p><b>Georgia Emergency Management Agency</b></p> <p><b>SPOT REPORT</b></p> <p><b>Jurisdiction:</b></p> <p><b>Contact Name / # :</b></p> <p><b>Date / Time of Incident :</b></p> <p><b>Incident Location :</b></p> <p><b>Initial Summary of Damages:</b></p> <p><b># of Injuries :</b></p> <p><b># of Fatalities :</b></p> <p><b>Evacuations Ordered :</b></p> <p><b>Shelter(s) Opened :</b></p> <p><b>Shelter(s) Location :</b></p> <p><b>Shelter(s) Population :</b></p> <p><b>Road Closures :</b></p> <p><b>School Closures :</b></p> <p><b>Media Interest :</b></p>	<p><b>RESOURCE REQUEST</b></p> <p><b>Requesting Agency :</b></p> <p><b>Requestor Contact Info :</b></p> <p><b>Mission:</b></p> <p><b>What Is Being Requested :</b></p> <p><b>Quantity Requested :</b></p> <p><b>Address To Deliver Asset?</b></p> <p><b>Date / Time Asset Needed :</b></p> <p><b>Spot Report:</b> Use for initial incident notification. Update every 4 hours during response.</p> <p><b>Post Incident Report:</b> Use for reporting preliminary damage assesments during major incidents. Update every 12 hours.</p> <p><b>1-800-TRY-GEMA</b></p> <p><b>Commo@gema.ga.gov</b></p>
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**Figure 1 - Spot Report**

The GEMA Spot Report lists the basic elements of information that should be submitted during an initial incident report. Additional information may be submitted at the discretion of the EMA Director or Field Coordinator. The reverse side of the card contains minimum essential elements of information required when submitting a resource request.

Reports should be telephonically submitted to GEMA Communications (1-800-TRY-GEMA) initially upon incident occurrence with updates every four hours and upon termination of the event.

## Standard Operating Guide - GEMA Field Reporting Process

**5.2 B - GEMA Post Incident Report (PIR).** The Post Incident Report is a single page document designed for reporting initial and preliminary damage assessments following a natural or man-made disaster. This report forms the basis of the process for determining the scope of a disaster and identifying the potential level of a disaster declaration. Each affected county is responsible for submitting this report. While accurate reporting is important, it is understood that data reflected in initial and subsequent reports will change as the formal damage assessment process develops.

### POST INCIDENT REPORT

Name/Date of Event	Date/Time
City/County	Submitted by:

  

Individual Assistance (IA)						Un-insured
	Affected	Minor	Major	Destroyed	Total	Losses
Single Family						
Mobile Homes						
Multi-family						
<b>Totals</b>						

  

Unable to Assess		Total	
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<b>Business</b>					
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<b>Public Assistance (PA)</b>					
Public/Government Facilities					

  

<b>Non-Profits</b>					
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	Paved	Dirt	St. Route	Total
Number of Roads Closed				
Number of Bridges Affected				
Number of Culverts Affected				
Total Number of Road Miles Affected				

  

Percentage of County Assessed	
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Report in Percentages Damaged or Not in Service			
Police		Water	
Fire		Sewage	
EMS			Report as Days of Supply
Hospitals		Fuel	

  

<b>Pending Issues:</b>	

  

<b>Number of Families affected in</b>	<b>School System</b>
Multi-Family units	Open <input type="checkbox"/>
Total	Closed <input type="checkbox"/>
Un-insured	

  

<b>Shelters</b>	Red Cross	Good Samaritans
Number Open		
Number in Shelters		
Total in Shelters		

  

<b>Number of Customers without Power</b>			
Georgia Power			Total
EMCs / MEAGs			

  

<b>Number of Customers without Natural Gas</b>			
			Total

  

<b>Number of Customers without Phone Service</b>			
AT&T			Total
Privately Owned			
Cell Service			

  

Number Injuries	
Number Fatalities	
Number Evacuated	

**Figure 2 – Post Incident Report (PIR)**

The initial PIR should be submitted by the local EMA Director / Field Coordinator to GEMA Communications (by e-mail [commo@gema.ga.gov](mailto:commo@gema.ga.gov) or facsimile (404) 635-7205) as soon as practicable after the occurrence of an event.

**Updates to the report should be submitted daily at 6 AM and 6 PM or as close to this time as possible depending upon the situation in the local jurisdiction.**

## Standard Operating Guide - GEMA Field Reporting Process

During SOC activations the GEMA Communications Center will forward all PIRs immediately to the SOC Planning Section Intel Unit ([Intel@gema.ga.gov](mailto:Intel@gema.ga.gov)). The Intel Unit will input the County PIR into the Statewide Totals and Averages Excel Workbook maintained at the SOC Planning Desk. The Statewide totals page is shown in Figure 3. The workbook also contains worksheets that provide totals by GEMA Area.

Incident A: Statewide Totals & Averages by GEMA Area									
GEMA Area	Total Injuries	Total Fatalities	Number Evacuated	Shelters Opened	Total ARC Shelter Population	Total Good Samaritan Shelter Population	Total Georgia Power Customers without Power	Total EMC/WEAGs Customers without Power	Average Percentage of Area Accessed
1	0	0	0	0	0	0	0	0	0.00
2	0	0	0	0	0	0	0	0	0.00
3	0	0	0	0	0	0	0	0	0.00
4	0	0	0	0	0	0	0	0	0.00
5	0	0	0	0	0	0	0	0	0.00
6	0	0	0	0	0	0	0	0	0.00
7	0	0	0	0	0	0	0	0	0.00
8	0	0	0	0	0	0	0	0	0.00
<b>Statewide Totals</b>	0	0	0	0	0	0	0	0	0.00

  

Incident A: Statewide Housing Totals by Type and GEMA Area									
GEMA Area	Mobile Homes with Damages	Mobile Homes completely Destroyed	Total Impacted Mobile Homes	Single Family Homes Reporting Damages	Single Family Homes completely Destroyed	Total Impacted Single Family Homes	Multi-Family Homes Reporting Damages	Multi-Family Homes Completely Destroyed	Total Impacted Multi-Family Homes
1	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0
<b>Statewide Totals</b>	0	0	0	0	0	0	0	0	0

  

Incident A: Statewide Totals & Averages by GEMA Area									
GEMA Area	Businesses with Damages	Businesses Completely Destroyed	Total Impacted Businesses	Public/Government Facilities Reporting Damages	Public/Government Facilities Completely Destroyed	Total Impacted Public/Government Facilities	Road Closures	Bridges Affected	Culverts Affected
1	0	0	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0	0	0
3	0	0	0	0	0	0	0	0	0
4	0	0	0	0	0	0	0	0	0
5	0	0	0	0	0	0	0	0	0
6	0	0	0	0	0	0	0	0	0
7	0	0	0	0	0	0	0	0	0
8	0	0	0	0	0	0	0	0	0
<b>Statewide Totals</b>	0	0	0	0	0	0	0	0	0

**Figure 3 – Statewide Damage Totals Worksheet**

The PIR is used throughout the response phase of an event. As the transition to recovery occurs and the federal / state / local joint preliminary damage assessment (PDA) process begins the PIR is no longer utilized for reporting. Reporting requirements during the recovery phase are prescribed by the GEMA Public Assistance Division / ESF 14.

**5.2 C - GEMA Daily Situation Report (SITREP).** The SITREP is designed to provide accurate and timely information to emergency management and response personnel engaged in disaster operations within or on behalf of the State of Georgia. The SITREP reflects the scope of the event on a statewide basis and is an important tool in communicating situational awareness among local, state and federal jurisdictions.

Much of the information in the SITREP is derived from the data submitted in the PIRs. This includes fatalities, injuries, evacuation and shelter data, preliminary damage assessments, power outages and other critical information. In addition to the field reported data, the SITREP contains information received from ESF reports, extracts from the Incident Action Plan such as the status of operational period objectives / proposed objectives and data mined from a variety of open source reports.

The SITREP is published daily at 7 PM upon conclusion of the SITREP / IAP review and approval process. It is distributed electronically to local, state and federal government officials.

**The SITREP is not distributed to the media or the public and should not be released to them. Public Affairs representatives at all levels should develop separate press releases to provide to the media.**