

## EOC Guidelines

### GENERAL GUIDELINES FOR SAR COORDINATION THROUGH THE VIRGINIA EMERGENCY OPERATIONS CENTER

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#### RESOURCE ALLOCATION

1. Initial requests for state resource assistance should originate from or be validated by the legal responsible agent.
2. Once a mission is in progress, requests for assistance from groups or agencies not already involved should be validated by the IC and routed through the VA EOC. Requests for additional assistance from groups already involved should be made directly to the group's dispatch officer. The dispatch officer should then advise the VA EOC that additional members of the group are responding.
3. A guideline for resource allocation is the closest appropriate resource should respond first, for both initial and supplemental response. In the event a second mission occurs while one is in progress, the same principle applies. If this involves pulling resources from the first mission, the relative urgency of the two missions and the impact on the first mission should be considered prior to transferring resources from one to the other.
4. In most cases, local resources should be utilized first, followed by in-state and out-of-state resources, in that order.
5. State resource groups should constantly be aware of their responsibility to maintain reserves whenever possible, both for relief for an existing mission and response to a second mission.

#### TRANSPORTATION

1. Routine transportation to and from SAR missions is the responsibility of the responding agency.
2. Air transportation is an extraordinary method used for extraordinary circumstances. Distance alone is not the determining criterion.
3. The VA EOC will attempt to assist with transportation for SAR resources in two situations. First, normal methods of transportation used by the group are not available or are inadequate and the group's participation in the mission is considered, by the VA EOC, to be essential. Second, circumstances require a more rapid transport of specific resources than would be possible using normal methods.

#### COMMUNICATIONS

1. The following communications guidelines are suggested in order to utilize the communications capability of the VA EOC in an efficient and appropriate manner and to prevent interference with other VA EOC functions.
2. Examples of appropriate traffic:
  - a. Resource arrival and departure notifications and enroute check-ins.
  - b. Mission updates and closing reports to the VA EOC. All such reports should be made by the IC or by his designee.

- c. Requests for resources or assistance. Requests must be specific and must have an authority line.
- d. Emergency traffic, et al.

3. Examples of inappropriate traffic:

- a. Routine intra-agency or inter-agency traffic.
- b. Traffic that is the function of the group's dispatch officer, such as travel information, mission updates to group members, requests for additional group resources, etc.
- c. Using the VA EOC as a message relay point.

4. It is the responsibility of the local responsible agent to provide telephone service to the mission base.

5. Phone patches through the VA EOC will be done only in cases where normal commercial service is impractical or impossible or where a three-way conversation involving the VA EOC is necessary.

#### SAR DUTY OFFICER

1. The SAR Duty Officer's primary responsibilities are to coordinate the state's response to a SAR incident, to provide technical assistance to the incident, as needed, and to serve as liaison between the state and the various SAR resources.

2. Routine resource requests and mission communications will be handled by the Duty Communications Officer with assistance from the SAR Duty Officer as needed. The SAR Duty Officer has overall responsibility for the mission and will be directly involved, as needed.

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