PRIMARY AGENCY:

Washington State Military Department
Emergency Management Division

SUPPORT AGENCIES:

Department of Licensing	Washington State Patrol
Department of Transportation	Department of Enterprise Services
Washington State National Guard	

INTRODUCTION

Purpose

The purpose of this appendix is to track and coordinate safe, secure, and timely movement of resources into or around the state and through affected jurisdictions following an emergency or disaster. The primary mission of movement coordination is to ensure that resources arrive as needed to supplement shortages throughout the impacted area and the movement of resources classified by the Commercial Vehicle Pass System as essential.

Scope

This appendix is applicable to all movement coordination operations in response to an emergency or disaster that may affect Washington State. Movement coordination is designed to route shipments of resources in a safe, secure and timely fashion. It requires effective partnerships between governmental organizations, and the private sector. This may include activation and staffing of the state Movement Coordination Center (MCC), any necessary Movement Control Points (MCPs), and law enforcement personnel required to support movement of resources. This appendix only concerns resources in transit within Washington State during an emergency or disaster-related incident. Organizations tasked with carrying out missions outlined in this appendix must be prepared to act with little or no warning and remain flexible in their response.

Policies

All participating agencies will operate under existing authorities and regulations.

SITUATION & ASSUMPTIONS

Situation

An emergency or disaster may severely damage and limit access to the resource infrastructure as it is known today. This appendix can be implemented when an event occurs that requires high volume logistics transportation moving into or within the State of Washington.

Assumptions

The following assumptions are preconditions to successful execution of this appendix:

- Sufficient numbers of essential personnel.

- Available and accessible facilities.

- Partners honor existing Memorandum of Agreement/Understanding; (MOA/MOUs).

- Sufficient transportation resources are available to serve distribution sites.

- State Emergency Operations Center (SEOC) will provide guidance through the Logistics Section Chief (LSC) to supported organizations.

- MCPs may be activated without an MCC.

  Note: Anywhere in this document where it states report to the MCC if it is not activated then reporting to the SEOC is required.

CONCEPT OF OPERATIONS

General

There are three levels of activation for movement coordination in this appendix:

- Level I – Low level activation due to affected infrastructure limiting use of roadways to emergency supply shipments designated by Commercial Vehicle Passes (CVPs). This does not require use of a standalone MCC but is dependent upon effective coordination between the Washington State Department of Transportation (WSDOT), Washington State Patrol (WSP), Washington National Guard, US Customs and Border Protection (when logistics transportation crosses the U.S.-Canada border), and the SEOC. Use of MCPs as defined in this plan is not necessary for this level of activation.

- Level II – Moderate activation making available limited security escort of sensitive supply shipments. This does not require use of a standalone MCC but is dependent upon effective coordination between the Washington State Department of Transportation (WSDOT), Washington State Patrol (WSP), Washington National Guard, US Customs and Border Protection (when logistics transportation crosses the U.S.-Canada border), and the SEOC. MCPs may be used as gathering points for shipments traveling into affected jurisdictions. Normal use of the CVP system applies at this level.

- Level III – Full activation including a standalone MCC, multiple MCPs located strategically along major routes leading into the disaster affected area, possible law enforcement established traffic control points/roadblocks, and escorted convoys of emergency supplies. Level III activation is warranted when there is, in the judgment of the Disaster Manager, a distinct and credible threat to the safety of resources transiting through and to disaster areas due to civil unrest, substantial damage to infrastructure, or other restrictions or hazards to movement. Effective operation of a MCC and MCPs is dependent upon effective coordination between the Washington State Department of Transportation (WSDOT), Washington State Patrol (WSP), Washington National Guard, US Customs and Border Protection (when logistics transportation crosses the U.S.-Canada border), and the SEOC. The basic process for Level III movement coordination is reflected in the following flow chart:
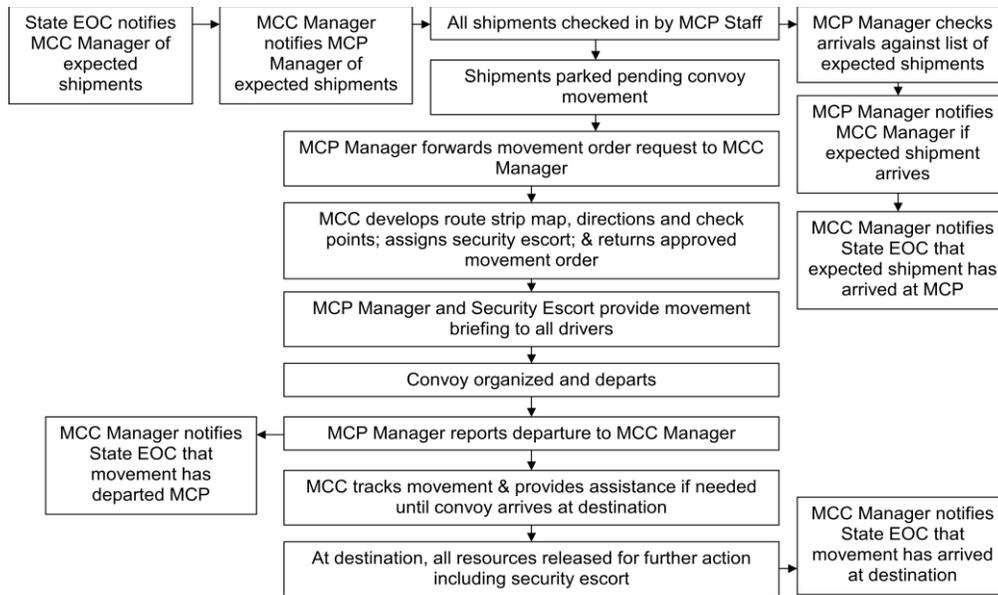
Figure 1 – Movement Coordination Flow Chart – Level III Activation

The level of activation for this appendix will be determined by the Disaster Manager upon notification of an impending or occurring major emergency or disaster in coordination with the SEOC Planning Section Chief, Logistics Section Chief, and representatives of the Department of Transportation and Washington State Patrol. Once the level is determined, the SEOC Logistics Section Chief or Planning Section Chief implements this appendix. Implementation of this appendix will initiate readiness in all agencies and organizations to provide support for movement coordination activities.

Movement coordination is necessary to get resources to destinations in a safe, timely, and organized fashion. A disaster incident could cause the need for numerous resource transports to enter the state of Washington. Use of the resources, processes, and procedures in this appendix would enable the SEOC to properly track, protect, and ensure the transports get to the right place at the right time. Actions will take place in three phases based on the movement coordination activation level:

- Phase I – Initial Response
  - o Identify threats and needs;
  - o Identify personnel/resources;
  - o Disseminate plan to all, especially transport companies;
  - o Activate MCC and designate the movement coordination area, if needed;
  - o Coordinate logistics and support of MCPs, if needed;
  - o Identify, set up and establish MCPs (initially self supporting) and TCPs/roadblocks as needed;
  - o Conduct communication checks; and
  - o Conduct movement coordination operations.

- Phase II – Continued Response
  - Continue movement coordination operations; and
  - Provide onsite resource support to MCPs.
- Phase III – Recovery
  - Reconcile tracking information between MCC and MCPs;
  - Account for all personnel;
  - Recover, clean and return all equipment;
  - Ensure financial documentation is recovered and any debts are paid or will be; and
  - Conduct After Action Review (AAR).

Decision Making Process

MCC Activation

The decision making process to activate a MCC is reflected in the following flow chart:
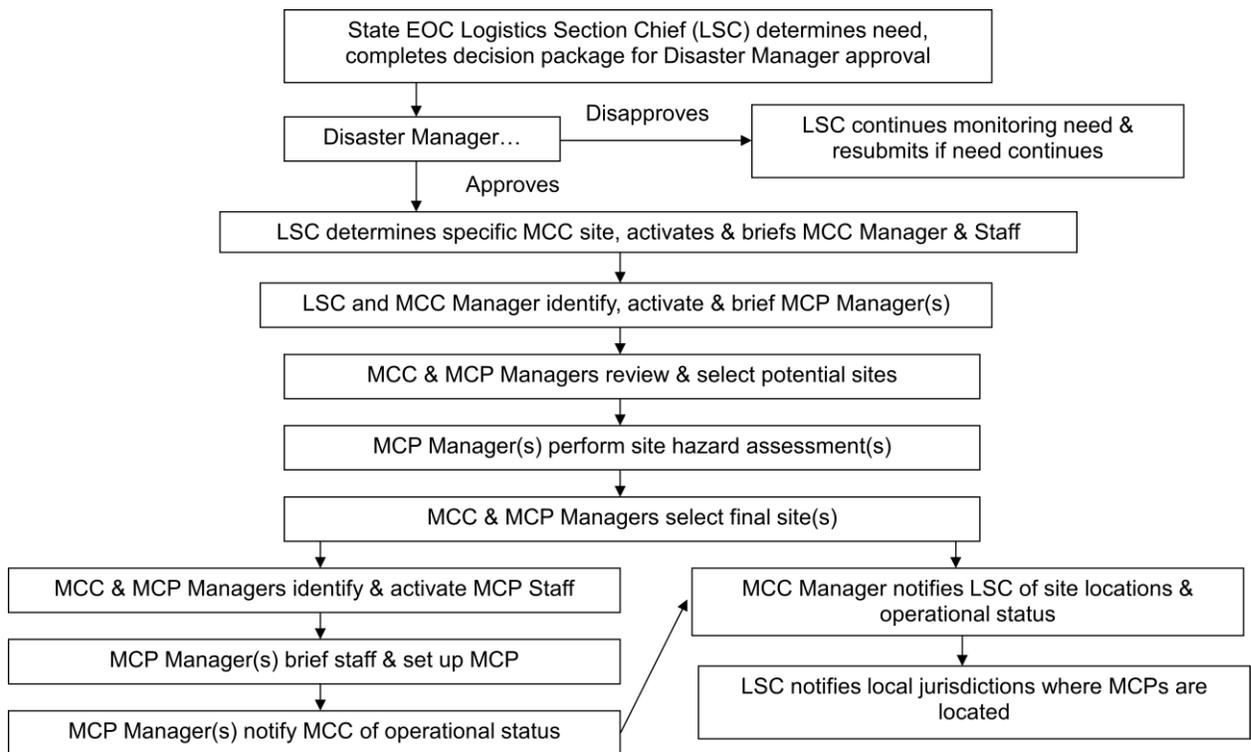

Figure 2 – MCC Activation Flow Chart

The authority for activating the MCC lies with the appointed Disaster Manager in coordination with the SEOC Logistics Section Chief, Planning Section Chief, WSDOT, and WSP. The SEOC Logistics Section prepares a decision package (template located on the N: Drive) for approval. Once approved, the SEOC Logistics Section coordinates mobilization and operation of the MCC with the National Guard Joint Operations Center, WSDOT, and the WSP. In the best of conditions, the State will require 24-hours to establish and implement

initial capability for the movement coordination process.

Demobilization

Demobilization planning begins upon activation of the MCC and MCPs. Non-essential equipment and personnel will be released to their points of origin when the mission no longer requires their use. If the mission requires replacement personnel for staff that must be demobilized due to recall back to their normal duties, the MCC Manager will request replacements through the Movement Coordination Unit Leader or the Planning Branch Manager at the SEOC Logistics Section.

The Planning Section Chief at the SEOC will determine the need to demobilize the MCC based on the restoration of transportation infrastructure and normal commercial traffic in affected jurisdictions, decrease in the need for security during movement, and/or reduction in incoming resource shipments in coordination with the EOC Disaster Manager.

Upon determination of demobilization, the Movement Coordination Unit Leader or the Planning Branch Manager at the SEOC Logistics Section will direct the MCC Manager to begin the demobilization process. An end date by which all activities and use of MCP sites will conclude will be determined. Any final site restoration or financial activities still remaining to be completed after the stated end date become the responsibility of the SEOC.

Movement Coordination Center

The MCC will be located on Camp Murray. When activated, the MCC is operational 24 hours a day and works closely with the Washington Military Department Logistics Operations Center (LOC) to maintain working knowledge of civilian and military movements throughout the state. The key capabilities and functions of the MCC as they relate to resource tracking are:

- Coordinate and track all incoming resource transports by using WebEOC, other designated computer systems, or manual systems when those are not available.

- Coordinate and determine the best routes for resource transport to desired drop off point.

- Determine if security escort is needed.

- Assign tracking missions to MCP and coordinate security missions with Law Enforcement Agencies.

- Close out all completed missions.

- Ensure MCPs have necessary logistical support.

- Ensure communications support to all MCPs.

Equipment

A list of equipment needed for MCC operation is included in Tab B. Requests for additional supplies and/or equipment for the MCC or MCP(s) are sent to the SEOC Logistics Section.

Communications

The priority order for communication with the MCC is: 1) via telephone, 2) email, 3) fax, and 4) two-way radio. Communication may be accomplished via courier if other systems are inoperable.

The MCC is responsible for communicating information regarding expected resource shipments to the MCPs and coordinate shipment information with the Emergency Support Function (ESF) or agency that placed the order. This includes informing transporters via ordering agencies and/or Ports of Entry to the state that drivers should refuel, eat, and rest prior to their arrival at a MCP.

The MCC will maintain active communication with WSDOT and WSP assets to ensure response to trouble calls during movement.

The MCC is responsible for communicating movement tracking information to the MCP, including:

- Trouble calls (these have priority).

- Incoming resource shipments.

- Movement checkpoints reporting.

- Movement arrival at release points.

Staffing, Roles and Responsibilities – the organization chart below outlines the minimum staffing of the MCC. A description of duties for each position is located in Tab B.
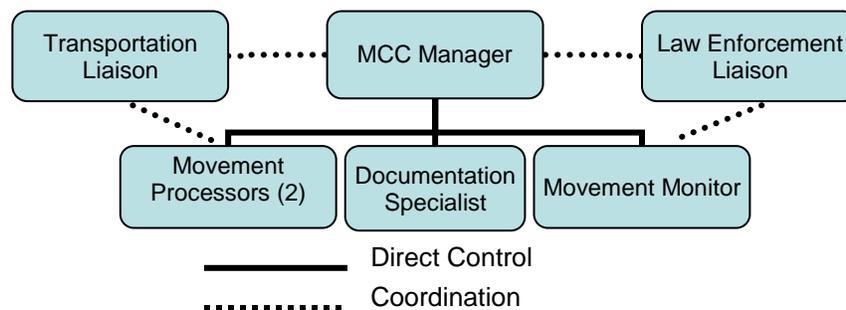
Figure 3 – MCC Minimum Staffing Chart

<u>MCC Responsibilities</u>

The MCC logs all significant activities on a real time basis by using WebEOC or manual activity log, if WebEOC is not available.

The MCC provides instructions, including MCP locations and incoming resource shipments, to ESFs or participating agencies and MCPs.

The information provided to the MCC will include at a minimum (log form included in Tab B):

- Order Number from vendor.

- Kind, type, and quantity of the resource transported.

- Type of transportation utilized including point of contact (POC) with name and 24-hour phone number for the transportation company (i.e., Landstar, etc.).

- Transportation identification (i.e., truck and trailer numbers).

- Route planned for transport to the MCP.

- Estimated time of arrival at the MCP.

- Identification of any truck transport assistance needed for air and water shipments.

- Destination of the resource (i.e., ordering jurisdiction, staging area, etc.).

- Identification of any specific off loading equipment required at the destination.

The MCC receives, logs, and compiles reports of all shipments arriving for further movement into and through the disaster affected area from the MCPs (report form included in Tab B) at specific times set by the MCC Manager. The MCC relays information on these shipments to the SEOC and ordering ESFs and agencies upon request.

The MCC sets convoy length limits (number of trucks) based on roadway conditions, safety of the areas through which the convoy will travel, and the capacity of individual MCPs.

The MCC coordinates convoy movements for all shipments moving into and through disaster affected areas from MCPs, including:

- Scheduling times for movement from MCPs.

- Coordinating security for movements.

- Developing primary and secondary routing for movement from MCPs or staging areas using mapping software or hard copy maps, including turn by turn directions.

The MCC coordinates and determines the safest and quickest primary and secondary routes for movements based on the most current information available on road closures, infrastructure damage, and areas of social unrest.

- Routes may change when information changes.

- The MCC provides immediate routing changes for vehicles already in route if it becomes apparent that original routing is no longer viable (i.e., rioting has broken out, a landslide has occurred, etc.).

- When escort vehicles in the field make a decision to change routing due to current conditions, the MCC records the routing change and notes conditions for future route planning.

The MCC approves all Movement Requests forwarded from the MCP (request form included in Tab C).

- Receives and logs movement requests.

- Assigns sequential movement control number.

- Reviews all information to ensure the request is complete, coordinating corrections with the MCP.

- Adds routing information for primary and secondary routes, checkpoint information (if needed), and any special instructions.

- Returns approved movement requests to MCP via available means of communication.

The MCC tracks movements into and through affected areas as follows:

- Receives calls from MCP upon movement departure, passing checkpoints, and arrival at release points when convoy movements are not able to communicate directly with the MCC.

- Logs movements using tracking form (included in Tab B).

- Uses satellite tracking systems and/or white board and wall maps to maintain current locations of movements.

- Receives trouble calls from MCP regarding law enforcement or vehicle problems.

Trouble calls require immediate and appropriate coordination by the MCC including:

- Mobile repair or refueling using the closest appropriate asset (detail needed from WSDOT).

- Providing an escort to the site of any breakdown containing sensitive resources to maintain shipment security.

- Dispatching of a replacement truck if mobile repair is not viable. The priority is to secure loads and complete resource movements before towing or repair is attempted.

- Dispatching of any needed additional security if riots or attempted pirating of shipments occur along the movement route.

Movement Control Points

Movement Control Points (MCPs) are sites at which inbound conveyances carrying supplies and equipment to destinations within affected areas are logged in, assigned to a convoy movement, and provided security escort (if needed) into the area.

State rest areas or other sites large enough may be used to fulfill needs unique to a particular event or incident including truck stops or weigh stations.

MCPs should meet the following criteria:

- Near a major highway or roadway.

- Two (2) or more acres of dedicated truck parking area – fenced recommended

- Separate ingress and egress

- An administrative area (could be tent or permanent building)

- Driver care center (covered shelter, water, restroom facilities, and information board)

- Overnight/break area for staff

Staffing, Roles and Responsibilities – while an MCP may operate with as few as two staff, the below organization chart outlines the optimum staffing of the MCP. A description of duties for each position is located in Tab C.
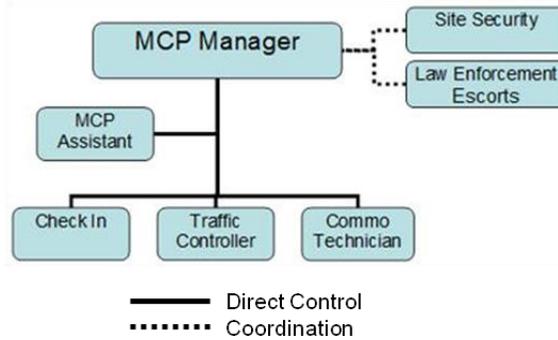
Figure 4 – MCP Staffing Chart

Initial staffing may be provided by DES or pre-trained teams from state agencies or the local jurisdiction. The Washington National Guard, within their capability, will provide personnel to staff positions at the MCPs to support MCP operations as necessary.

Equipment

The ideal MCP site would have office space, hard stand for parking, and fully functional infrastructure including electricity, lighting, phones, internet access and running water.   A list of equipment needed for optimum MCP operation is included in Tab C. All requests for supplies and/or equipment are sent to the MCC for fulfillment by the SEOC Logistics Section.

Communications

The priority order for communication between the MCP and MCC is via: 1) telephone, 2) email, 3) fax, and 4) two-way radio. Communication may be accomplished via courier if other systems are inoperable.

The MCP is responsible for communicating all movement information to the MCC, including:

• Trouble calls (these have priority).

• Incoming resource shipments.

• Movement departures from MCP.

The security escorts will check in via two way radio or cell phone with the MCC at established checkpoints along their assigned route. Security elements also maintain communication with vehicles in their convoy via pre-established Citizen Band (CB) channels or cell phone to keep them informed during transit.

MCPs maintain communication with security escorts via radio or cell phone to relate route changes or new information regarding route hazards while convoys are in route.

Family Radio Service/ General Mobile Radio Service (FRS/GMRS) radios are used for on-site coordination of activities as required. These radios are for official use only and excessive chatter or personal use is prohibited. The MCP Manager will work with other local users of radio frequencies to establish which channels will be used during MCP operation.

Emergency Permitting

With a Governor's emergency proclamation, a possible waiver of fees could be established for private freight vehicles transporting disaster relief commodities.

WSP will work with WSDOT to expedite processing of freight vehicles at Ports of Entry with necessary agreements for load permits. All size and weight criteria (found in RCW 46.44 and WAC 468-38) for the permitted transport of over legal vehicles/loads must be met.

Driver Care

MCPs may be located near truck stop facilities, but several potential sites will be remote. All MCP sites will include at least a covered area and sanitation facilities. Minimum sanitation services are portable restrooms and hand wash stations.

A driver information board, table, or binder or combination of all will be established at each MCP to provide information on nearby food, fuel, and medical aid locations, convoy departure schedules, disaster information and current conditions within the affected area, safety notices and primary points of contact at the MCP.

A shuttle service may be necessary so that drivers can obtain personal care services while waiting for their convoy departure time.

Convoy Organization

Convoys will be sent out on a regular schedule based on the amount of resource traffic seeking entrance to the affected area. The MCP manager may change the schedule as needed to ensure security during convoy movements.

Movement order of vehicles in convoys is as follows:

- Lead Security Escort Vehicle.

- Vehicles containing sensitive resources as designated by the SEOC Logistics Section Chief.

- Vehicles containing non-sensitive resources ordered by state agencies or local jurisdictions.

- Vehicles containing non-sensitive disaster resources not specifically ordered by state agencies or local jurisdictions, such as FEMA push packs.

- Rear Security Escort Vehicle

- Other vehicles that wish to join the convoy for security but are not directly affiliated with government response or recovery, such as local vendor shipments, will not be allowed to join the convoy. These vehicles will wait to proceed through the impacted area using the Commercial Vehicle Pass System.

Onward Movement

Onward movement includes departure from MCPs and travel via convoy to predetermined destinations. A Convoy Checklist is included in Tab C to assist with ensuring necessary details listed below are identified prior to departure.

Routing

Primary and secondary routing will be provided by WSDOT and WSP through the MCC as part of the Movement Order.

During convoy movement, the lead escort vehicle will be responsible for coordinating changes in routing with the MCC and/or MCP based on current road conditions. If communication with the MCC is not possible, the lead escort vehicle is authorized to plot necessary detours and contact the MCP and/or MCC as soon as possible to report actions taken.

Convoy Operations

Road speed during convoy movement is limited to the top speed of the slowest vehicle in the line. The rear escort will maintain communication with the lead escort vehicle during movement to address issues regarding speed, vehicles in the convoy dropping out, or emergencies.

Convoy tracking is accomplished by the MCC using the Movement Tracking Log and maps. Electronic tracking is used if available.

The lead escort vehicle contacts the MCC or MCP upon reaching each route checkpoint and provides a report on road conditions and convoy status. The rear escort vehicle will make contact with lead escort upon reaching the checkpoint to report that the entire convoy has passed the checkpoint.

Escorts maintain vigilance during movement for any potential problems. If an incident requires that the convoy stop in route, the lead escort guides the convoy as far to the right side of the roadway as possible, continuing in motion until all vehicles have been able to pull off. Once stopped, the rear escort remains at the rear of the convoy and parks in a way that allows them to see the entire line of vehicles up to the lead escort. Drivers remain in their vehicles unless instructed to exit.

Specific responses to incidents that may arise during movement include:

- Mechanical Trouble – A vehicle that must drop out of the convoy due to mechanical trouble, including running out of fuel, contacts the lead or rear escort and provides a complete report of the problem. If needed, the MCC coordinates dispatch of assistance to the disabled vehicle including mobile repair, refueling or replacement power units as appropriate. If necessary, drivers will coordinate overnight accommodations and food in compliance with their employer's established procedures.

- Accidents – Accidents, whether they involve a convoy participant or other traffic on the road, will be called in to the MCP which will coordinate dispatch of a law enforcement asset to investigate the incident. Accidents will be handled by law enforcement in accordance with their standard procedures. The unaffected vehicles in the convoy will continue to the point of destination after calling in the incident and the scene has been made safe.

- Unanticipated Route Barriers – When a barrier is encountered while traveling on the route established by the MCC, the lead or rear escort contacts the MCC and provides location and barrier information. The MCC is responsible for changing routing if necessary to allow the convoy to continue movement. If communication with the MCC is not possible, the lead escort vehicle is authorized to plot a detour to take the convoy onto the secondary route established by the MCC. Contact with the MCP and/or MCC is resumed as soon as possible to report the barrier type and location and actions taken.

- Attempted Hijacking or Commandeering – Attempted takeover of trucks will be handled by the lead and/or rear escort vehicle in accordance with their training and established law enforcement procedures. Any activity of this type is immediately called in to the MCP and/or MCC to include location and situation assessment. Direct communication with local or nearby law enforcement units is authorized in these cases.

If any vehicle not expected to drop out of the convoy is missing upon arrival at the release point, vehicle information will be reported to the MCC. The MCC will contact the ordering agency to determine if the vehicle arrived, the driver to determine any problems and then the vendor to determine if the driver called in with a problem. If these attempts are unsuccessful, the MCC will report the missing vehicle to law enforcement for follow up as investigation assets become available.

Communications

Internal and external convoy communication is accomplished via predetermined radio frequency or cell phone. CB channels for internal communication are included as part of the departure briefing.

Communication during movement is primarily between convoys and the MCC unless the situation requires an alternative as noted in Mobile Operations of this Appendix. If the MCP is contacted in lieu of the MCC, the MCP is responsible to relay any information from the convoy to the MCC.

The lead escort vehicle has primary responsibility for communication with the MCC and/or MCP, however, the rear escort assumes this responsibility should the lead escort be unable to accomplish this task.

Security

Security must be provided for movement coordination facilities and escort of sensitive supplies, equipment, and personnel from MCPs to designated destinations. The following assumptions are made regarding security operations:

- A Unified Incident Command Post (UICP) will be established;

- A Movement Coordination Center (MCC) will be established;

- Movement Control Point(s) (MCP) will be established,

- WSP will be tasked with multiple concurrent duties;

- City and County Officers will be tasked with multiple concurrent duties that may prevent them from actively providing security for resource shipments;

- Initial response by law enforcement officers in the affected area will be impacted by the incident; and

- There will be traffic chokepoints in the affected area(s).

Federal ESF-13 and Defense Support to Civil Authorities resources may be requested to supplement security operations by use of a Resource Request Form (RRF) initiated by the SEOC. Federal ESF-13 resources may also be tasked with security for federal resources in transit to the state.

U.S. Customs and Border Protection (CBP), Field Operations (FO), is responsible for ensuring the safe and secure movement of people and cargo through the nation's ports of entry.

Authorities

The statutory authority for the Washington State Patrol and their use of police powers is contained in RCW 43.43.030.

Federal ESF-13 and Defense Support to Civil Authorities resources operate under the statutory authority of their Department (USDOJ, USDHS, etc.). These guidelines can be found in various sections of the US Code, Combined Federal Rules, Presidential Directives, and Homeland Security Presidential Directives.

The statutory authority for Federal support via U.S. Customs and Border Protection is contained in 19 USC 1318(b)(2) and 19 USC 1322(b).

Staffing, Roles and Responsibilities

WSP Troopers, Deputy Sheriffs, City Police Officers, Federal Officers (Federal ESF-13 resources) and the National Guard (State ESF-20 resources) may be used to provide security for disaster relief supplies during movement or at MCPs. Details on staffing, roles and responsibilities for security related organizations are located in Tab E.

Equipment

Security personnel from all agencies are provided standard personal protective equipment, vehicles, and communications gear appropriate to fulfill their assigned tasks.

Communications

Communication between the MCC and CBP will be by telephone, fax, or email as noted in Tab E.

Communication between the MCC and the Law Enforcement Unified Incident Command Post (UICP) will be by telephone or specified radio frequency.

Communication between the MCC and the MCP will be through telephone, cell phone, radio, or any combination thereof.

Communication between convoy vehicle drivers and escorts will be through cell phone, CB radio, or through pre-arranged audio or visual signals.

Mobile Operations

Mobile operation includes any operation to assist or track a convoy while they are in route from the point of origin to their assigned destination. This includes recovery or repair of disabled convoy vehicles, refueling, or tracking the location of the convoy.

Tracking

Lead Vehicles call into the MCC or MCP at pre-designated checkpoints along the established route to provide a snapshot of their progress.

Electronic tracking of convoys while in route may be accomplished using WSDOT cameras and sensors, tracking devices in National Guard vehicles or commercial trucks, or via GPS tracking devices such as cell phones or transponders.

The WSP, National Guard, and Civil Air Patrol (CAP) have the capability to fly over designated routes to locate convoys and relay locations back to the MCC. This mode is especially important should communications with the convoy be interrupted. Should the convoy be overdue for a checkpoint contact and attempted contact is unsuccessful, an immediate Forward Looking Infrared (FLIR) fly over will be requested by the MCC Manager through the SEOC Logistics Section to visually ascertain the position and condition of the convoy.

Mobile Repair and Refueling

Mobile repair and refueling will be coordinated by the MCC (when activated) or SEOC Logistics Section on an as-needed basis using state contracted vendors when possible. Mobile repair of commercial trucks is accomplished in accordance with the commercial organization's existing standard operating procedures.

Due to the need for resources, should a tractor become disabled while in route, a replacement tractor must be obtained so the shipment can continue to its destination. Replacement tractors for disabled vehicles are requested through the MCC (when activated) or SEOC Logistics Section, which will coordinate with tractors owning or contracted company, state staging area or local contractors to dispatch an appropriate vehicle. If the driver requires an interchange agreement for the replacement tractor to haul their load, a generic version is provided in Tab C.

ORGANIZATION

A Level III movement coordination activation is organized as reflected in the following chart:

———— Direct Control
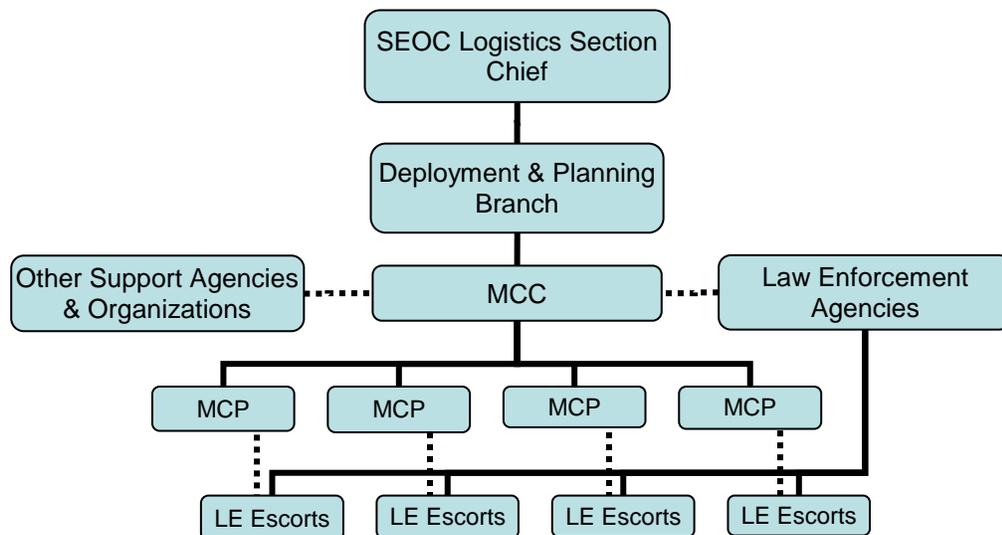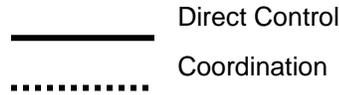
.... Coordination

Figure 5 – Organization Level III Movement Coordination

The SEOC will initiate coordination between the MCC and any inbound federal resources to ensure continuity between state and federal operations.

All resource requests received and processed through the SEOC **after a Level III activation of this appendix** will be reported to the MCC and tracked.

Responsibility for tracking inbound shipments at the MCC begins upon notification of a resource order and ends upon arrival at destination.

Staging Areas are equivalent to MCPs for departing resource movements. All movements from Staging Areas are subject to MCP reporting requirements.

During Level I and II activations, the SEOC will assume MCC coordination functions and Law Enforcement Traffic Control Points (TCPs)/Roadblocks take the place of MCPs.

RESPONSIBILITIES

Primary Agency

Washington Military Department, Emergency Management Division (EMD)

- Activate the SEOC to support emergency operations.

- Activate this appendix to support bulk resource shipments;

- Appoints a Disaster Manager with the authority to administer the Washington State response and/or recovery operations including the activation and conduct of the MCC and MCPs;

- Lead administration and coordination of MCC activation and operations;

- Establish and maintain statewide communications capabilities in support of operations;

- Assure the continuity of resources, technical, administrative, and material to support 24-hour operations for a protracted period;

- Establish and maintain an Emergency Public Information Program to disseminate information to the public and the news media regarding operations; and

- Facilitate reimbursement to Other State Agencies (OSAs) subject to a presidential disaster declaration or other funding sources.

Supporting Agencies

Department of Enterprise Services (DES)

- Provide initial staffing if necessary and

- Assist in obtaining resources and possible procurement.

Department of Licensing (DOL)

- Provide personnel to check in drivers and screen for potential cloned vehicles or driver issues; and

- Assist with issues related to licensing or truck registrations.

Department of Transportation

- Provide a Liaison Officer to the MCC operations/coordination cell;

- Provide personnel for the MCP Manager positions;

- Provide best transportation route information for resource transports;

- Provide information and status of seaport and airport conditions and limitations;

- Allow co-usage of WSDOT facilities (Ports of Entry, weigh stations, rest areas) for establishment of MCPs; and

- Allow use of Variable Message Systems as needed to facilitate and communicate movement needs.

Washington Military Department, National Guard (WNG)

- Provide a facility and equipment for the MCC;

- Provide personnel, as capabilities permit, for identified positions at MCC, MCPs and/or Staging Areas;

- Be prepared to provide resources to support/assist law enforcement agencies establish and/or maintain traffic control points/roadblocks as necessary;

- Be prepared to support law enforcement agencies conducting security escort operations for convoys; and

- Assure the continuity of resources, technical, administrative, and material to support 24-hour operations for a protracted period.

Washington State Patrol (WSP)

- Provide Liaison Officers to the MCC operations/coordination cell and forward deployed teams;

- Be prepared to establish traffic control points/roadblocks to restrict access to the disaster area as necessary;

- Be prepared to self-sustain forward deploying teams for the first 72 hours; and

- Mobilize personnel and equipment to provide security for transportation elements moving within the state.

TABS

Tab A – Activation Procedures, Templates and Forms
Tab B – MCC Procedures, Templates and Forms
Tab C – MCP Procedures, Templates and Forms
Tab D – Demobilization Procedures, Templates and Forms
Tab E – Law Enforcement Procedures, Templates and Forms
Tab F – Commercial Vehicle Pass System Instructions
Tab G – MCP Locations
Tab H – CBP Contact Information

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MCC MOBILIZATION

At the beginning of the incident, the SEOC Logistics Section Chief determines the need for movement coordination and completes the decision package (on N: Drive) in coordination with the Department of Transportation and Washington State Patrol for approval by the Disaster Manager to include an activation date.

Upon approval, the SEOC Logistics Section Chief coordinates with the SEOC Operations Section Chief to activate the MCC through the National Guard Joint Operations Center.

The MCC Manager will use the mobilization checklist provided in Tab A to ensure all activities are completed.

The Logistics Planning Branch Manager coordinates with the MCC Manager, WSDOT and WSP to identify appropriate liaison personnel to staff the MCC. The Movement Coordination Center Manager identifies appropriate staffing to fill other MCC positions, notifies pre-designated staff and/or coordinates for DES initial staffing to begin operations, and coordinates with the Logistics Planning Branch Manager to obtain additional personnel if necessary.

The **Logistics Planning Branch Manager** provides an initial briefing to the MCC Manager. A checklist for the initial briefing is included in Tab A. The briefing will include:

- Disaster situation update.

- MCP staffing, WSDOT, and WSP liaisons.

- Anticipated resource shipments.

- Anticipated route(s) with any known hazards and incidents.

- Expected duration of movement coordination operation.

- Safety concerns.

- Processes and procedures.

Based on mission requirements, the MCC will select sites for an appropriate number of MCPs along major transportation corridors. The MCC Manager will coordinate with the WSP and DOL to field initial MCP teams to selected sites. The MCC will inform the SEOC Logistics Planning Branch Manager of the number of teams needed and they will coordinate replacement staffing with the National Guard once operations are underway.

Local emergency management organizations will be notified by the SEOC Logistics Section of the pending activation of any Movement Control Points in their jurisdiction.

The MCC Manager provides the MCP mobilization checklist in Tab A and an initial briefing to all MCP Managers.

MCC MOBILIZATION CHECKLIST

☐ Report to SEOC Logistics Section Chief and receive initial activation briefing (MCC Manager).

☐ Identify and activate staff members as needed (MCC Manager/SEOC Logistics Section Chief or delegated staff).
- ☐ Transportation Liaison.
- ☐ Security Liaison.
- ☐ Movement Processors (2).
- ☐ Movement Monitor.
- ☐ Documentation Specialist.

☐ Identify and set up MCC facility (MCC Manager).
- ☐ Workstations for 7 staff.
- ☐ Communications infrastructure active and operational.

☐ Provide initial activation briefing to MCC staff (MCC Manager).
- ☐ Use initial activation briefing checklist.

☐ Ensure equipment and supplies are present and operational (All MCC Staff).
- ☐ Five workstations with computer and telephone access.
- ☐ All computer systems must include Microsoft Excel, Microsoft Word, Outlook, WebEOC access, and mapping and tracking software.
- ☐ Networked printer (color preferred), scanner, and copier (combo unit, if possible).
- ☐ Standalone fax machine.
- ☐ One scrolling white board or two basic whiteboards with dry erase markers.
- ☐ Washington State Atlas and maps.
- ☐ Office supplies.

☐ Identify MCP locations as needed (MCC Manager/Transportation & Security Liaisons).

☐ Identify and activate MCP Managers (MCC Manager/SEOC Logistics Section Chief or delegated staff).

☐ Provide initial activation briefing to MCP Managers (MCC Manager)
- ☐ Use initial activation briefing checklist.

☐ Identify and activate other MCP staff (MCC Manager/MCP Managers).

☐ Inform local jurisdiction emergency management agency(ies) of MCP location(s) (MCC Manager/SEOC Logistics Section Chief or delegated staff).

MCP MOBILIZATION

Each MCP Manager will work with the MCC Manager or SEOC Logistics Section Chief if MCC is not activated, to identify staff teams for initial MCP activation and operation. The MCP Manager is responsible for notification of team members and providing initial and daily briefings to staff.

The MCP Manager performs a pre-activation site safety assessment (checklist in Tab C) to determine final suitability of the site. If a site is determined unsuitable, the MCP Manager will work with the MCC Manager or SEOC Log Chief if MCC is not activated, to locate alternatives.

Once a site is selected, the MCP Manager develops the site layout and requests any equipment needed for operations through the MCC or SEOC Log Chief if MCC is not activated.

It is important for the MCP Manager to take pictures of the site to document the condition of the area and any existing facilities or infrastructure prior to setting up the MCP for operation.

Upon arrival of MCP staff, the MCP Manager provides an initial briefing using the initial briefing checklist in Tab A. The briefing will include:

- Disaster situation update.

- WSDOT and WSP liaisons.

- MCP staffing.

- Anticipated resource shipments.

- Anticipated Route(s) with any known routing hazards and incidents.

- Expected duration of movement coordination operation.

- Safety concerns.

- Processes and procedures.

Signage leading to the site and guiding drivers through the sites must be installed before the site can be considered operational. Ensure that adequate directional signage is installed to guide drivers to the check-in point, parking area(s), and exit.

The MCP Manager will notify the MCC or SEOC Log Chief if MCC is not activated, once the site has been set up and is ready to begin operation.

MCP MOBILIZATION CHECKLIST

☐ MCP Manager reports to MCC Manager or SEOC to receive initial activation briefing.

☐ Identify MCP location (MCP Manager/MCC Manager).

☐ Identify and activate staff members as needed (MCP Manager/MCC Manager/SEOC).
- ☐ MCP Assistant.
- ☐ Site Security.
- ☐ Check In Staff.
- ☐ Traffic Controller(s).
- ☐ Communications Technician.

☐ Provide initial activation briefing to MCP Staff (MCP Manager).
- ☐ Use initial activation briefing checklist.

☐ Perform initial assessment of site (MCP Manager/MCP Assistant).
- ☐ Site Hazard Assessment using provided checklist.
- ☐ Photograph/document site condition.

☐ Requisition equipment and supplies (MCP Manager/MCP Assistant).
- ☐ Communications equipment:
  - • Satellite / cell phone.
  - • Two-way radio - frequencies compatible with radio communication in security escort vehicles and MCC/SEOC.
- ☐ Internet capable computer with Microsoft Excel, Microsoft Word, Outlook, WebEOC access, and mapping and tracking software. WebEOC logins and email accounts will be established by SEOC IT personnel.
- ☐ Printer/scanner/copier combo unit and facsimile machine.
- ☐ Washington State atlas and maps.
- ☐ Office supplies.
- ☐ Sufficient port-a-potties with hand washing station.
- ☐ Traffic cones / safety barricades.
- ☐ Sufficient telescoping light sets with built-in generator.
- ☐ Signage as necessary to direct incoming shipments to the MCP and set up traffic flow into and out of the MCP site.
- ☐ One bulletin board (3'x4' minimum) and tripod.
- ☐ Sufficient dry chemical fire extinguisher(s).
- ☐ Minimum of eight reflective vests, light sticks, and flashlights for site staff.

☐ Set up site for operation (All MCP Staff).

☐ Inform MCC of operational status (MCP Manager).

INITIAL ACTIVATION BRIEFING CHECKLIST

☐ Situation Status
- ☐ Overall effects of disaster on transportation corridors
- ☐ Current ongoing activities in routing areas (civil unrest, etc.)

☐ Objectives and Priorities
- ☐ Security of incoming resources
- ☐ Any known resource need priorities

☐ Current Organization
- ☐ SEOC; identify Logistics Section Chief, (Logistics) Deployment & Planning Branch Director, Movement Coordination Unit Leader (if activated)
- ☐ MCC; identify MCC Manager, WSP/WSDOT Liaisons
- ☐ MCPs; identify MCP Managers (if known)

☐ Incident Facilities
- ☐ MCC; identify location
- ☐ MCP(s); identify initial location(s)
- ☐ Release Points status (Staging Areas, etc.)
- ☐ Support facilities (lodging, etc.)

☐ Resource Assignments
- ☐ Initial staff needs
- ☐ Site equipment acquisition (if applicable)

☐ Incident Communications Plan
- ☐ Office phone numbers
- ☐ Cell phone numbers
- ☐ Radio frequencies & call signs

☐ Resources Ordered and En route
- ☐ Currently anticipated disaster resource shipments
- ☐ Operational resources for site use (equipment/supplies/personnel)

☐ Processes and Procedures
- ☐ Review of Movement Coordination Plan
- ☐ WebEOC Logins
- ☐ Reporting Timeframes

☐ Transportation Concerns, Safety and Other Issues
- ☐ Safe MCP activation and operation
- ☐ Expected daily traffic by MCP

☐   Anticipated operation timeline

☐   Working with drivers and the public

☐   Working with ESFs and Ordering Agencies

POSITION CHECKLIST
MOVEMENT COORDINATION CENTER (MCC) MANAGER

MOBILIZATION PHASE

☐   Report to SEOC Logistics Section Chief and receive initial activation briefing.

☐   Review Incident Actin Plan (IAP), if available.

☐   Coordinate with SEOC Logistics Section Chief to identify and activate staff members as needed.
      ☐ Transportation Liaison.
      ☐ Security Liaison.
      ☐ Movement Processors (2 initially).
      ☐ Movement Monitor.
      ☐ Documentation Specialist.

☐   Coordinate with SEOC Logistics Section Chief to identify and set up MCC facility.
      ☐ Workstations for 7 staff.
      ☐ Communications infrastructure active and operational.

☐   Provide initial activation briefing to MCC staff.
      ☐ Use initial activation briefing checklist.

☐   Ensure equipment and supplies are present and operational.
      ☐ Five workstations with computer and telephone access.
      ☐ Each computer systems must include Microsoft Excel, Microsoft Word, Outlook, WebEOC access, and mapping and tracking software.
      ☐ Networked printer (color preferred), scanner, and copier (combo unit, if possible).
      ☐ Standalone fax machine.
      ☐ One scrolling white board or two basic whiteboards with dry erase markers.
      ☐ Washington State Atlas, maps, and office supplies.

☐   Coordinate with Transportation and Security liaisons to identify Movement Control Point (MCP) locations as needed.

☐   Coordinate with SEOC Logistics Section Chief to identify and activate MCP Managers.

☐   Provide initial activation briefing to MCP Managers.
      ☐ Use initial activation briefing checklist.

☐   Coordinate with MCP Managers to identify and activate MCP staff and equipment.

☐   Identify other needed staff and submit request to SEOC Logistics Section Chief.

OPERATIONS PHASE

☐ Manage MCC operations in compliance with processes and requirements established in the Movement Coordination Annex.

    ☐ Coordinate MCC activities with assigned liaisons.

    ☐ Maintain communication with SEOC and MCP Managers.

    ☐ Approve all movement requests from MCPs.

    ☐ Assign standard timelines for movement of convoys.

    ☐ Monitor MCPs and movement release points (normally a staging area) during movements.

    ☐ Coordinate fulfillment of staffing and logistics resource needs for MCC and MCPs.

    ☐ Monitor transportation system conditions such as road closures/outages due to damage and/or weather using SEOC and other resources.

    ☐ Ensure all staff are aware of any operational safety considerations.

    ☐ Maintain ongoing log of activities at the MCC using WebEOC or ICS Form 214.

☐ Maintain operational awareness and resolve issues as necessary.

☐ Update staffing pattern for day to day operations, ensuring staffing projections are accurate.

☐ Participate in situation briefings with SEOC Logistics Section Chief and provide situation briefing to MCC staff and MCP Managers at least daily.

    ☐ Use daily or shift change briefing checklist.

☐ Ensure proper position training is conducted as required.

☐ Provide operational updates, IAP input, and reports to SEOC Logistics Section Chief at requested times.

DEMOBILIZATION PHASE

☐ Inform MCC staff of demobilization timeline.

☐ Inform MCP Manager(s) of demobilization timeline.

☐ Ensure all documentation from Movement Coordination operations is consolidated and appropriately filed for delivery to the EOC:

    ☐ MCC staff and MCPs assemble electronic and hardcopy files and provide them to the MCC Documentation Specialist.

    ☐ The Documentation Specialist assembles all documentation from the operation and transfers it to the SEOC for final disposition and archiving.

        ☐ Lease or contract documents.

☐ Purchasing documentation with receipts.

☐ Movement/Check In logs and supporting documents.

☐ Movement requests.

☐ MCP site photographs.

☐ Daily reports and activity notes.

☐ Accident reports.

☐ Staff records.

☐ After Action Review (AAR) comments.

☐ Clean up and prepare facility and equipment for future operations.

☐ Return any borrowed equipment to owners.

☐ Request and consolidate After Action Review (AAR) comments from MCC staff and MCP Managers.

☐ Use AAR Template.

☐ Provide documentation and AAR input to SEOC Logistics Section Chief.

POSITION CHECKLIST
MOVEMENT PROCESSOR

MOBILIZATION PHASE

☐ Report to Movement Coordination Center (MCC) Manager and receive initial activation briefing.

☐ Review IAP.

☐ Coordinate with MCC Manager to ensure equipment and supplies are present and operational.

OPERATIONS PHASE

☐ Ensure operations follow processes and meet requirements established in the Movement Coordination Annex.

    ☐ Receive notification of personnel movements from state reception centers and/or resource orders from ESFs, local jurisdictions, or other ordering entities and notify MCPs.

    ☐ Instruct ordering entities to inform vendors that drivers need to eat and fuel up prior to reporting to MCPs.

    ☐ Inform WSDOT Liaison of any special permit needs (oversize/overweight).

    ☐ Notify Movement Monitor of incoming shipments.

    ☐ Assist with arranging truck transport, if needed, for disabled vehicles in coordination with Transportation Liaison and/or shipments arriving at port facilities via air or water.

    ☐ Receive and log reports of resource shipments arriving at MCP via telephone, fax, radio, WebEOC, or manual system.

    ☐ Receive Movement Requests and log from MCP(s) via telephone, fax, radio, WebEOC, or manual system.

    ☐ Verify routing accuracy with WSDOT Liaison.

    ☐ Provide approved movement requests to MCP(s) including written description of primary and secondary routes with strip maps if possible.

    ☐ Maintain ongoing log of activities at the MCC using ICS Form 214 and provide to MCC Manager for compilation – NOTE: It is especially important to note work done that is outside the scope of the duties listed for this position and document any challenges that occur during performance of listed duties.

☐ Maintain operational awareness and resolve issues as necessary.

☐ Provide operational updates and reports to MCC Manager at requested times.

DEMOBILIZATION PHASE

☐ Ensure all documentation generated by position activities is consolidated and provided to the Documentation Specialist.

☐   Clean up and prepare facility and equipment for future operations.

☐   Return any borrowed equipment to owners.

☐   Provide After Action Review (AAR) comments to MCC Manager.
         ☐ Use AAR Template.

POSITION CHECKLIST
MOVEMENT MONITOR

MOBILIZATION PHASE

☐ Report to Movement Coordination Center (MCC) Manager and receive initial activation briefing.

☐ Review IAP.

☐ Coordinate with MCC Manager to ensure equipment and supplies are present and operational.

OPERATIONS PHASE

☐ Ensure operations follow processes and meet requirements established in the Movement Coordination Annex.
   ☐ Track incoming order shipments, coordinating with Customs and Border Protection for international movements.
   ☐ Receive call from MCP when shipments arrive and movements depart for release points.
   ☐ Track shipment movements using input from WSDOT cameras and sensors, direct contact from movement escorts, information provided by flyovers or other reported sightings, or web based transponder tracking systems.
   ☐ Report trouble indicators to MCC Manager and Law Enforcement Liaison.
   ☐ Assist Law Enforcement Liaison with researching any trouble indicators.
   ☐ Notify release points of convoys en route.
   ☐ Notify MCC Manager when shipments arrive at release points.
   ☐ Maintain ongoing log of activities at the MCC using ICS Form 214 and provide to MCC Manager for compilation – NOTE: It is especially important to note work done that is outside the scope of the duties listed for this position and document any challenges that occur during performance of listed duties.

☐ Maintain operational awareness and resolve issues as necessary.

☐ Provide operational updates and reports to MCC Manager at requested times.

DEMOBILIZATION PHASE

☐ Ensure all documentation generated by position activities is consolidated and provided to the Documentation Specialist.

☐ Clean up and prepare facility and equipment for future operations.

☐ Return any borrowed equipment to owners.

☐ Provide After Action Review (AAR) comments to MCC Manager.
   ☐ Use AAR Template.

POSITION CHECKLIST
TRANSPORTATION LIAISON

MOBILIZATION PHASE

☐   Report to Movement Coordination Center (MCC) Manager and receive initial activation briefing.

☐   Review IAP.

☐   Coordinate with MCC Manager to ensure equipment and supplies are present and operational.

☐   Coordinate with MCC Manager to identify Movement Control Point (MCP) locations as needed.

OPERATIONS PHASE

☐   Ensure operations follow processes and meet requirements established in the Movement Coordination Annex.

   ☐ Track road closures, construction points, and road/bridge/tunnel capacities on potential routes.

   ☐ Audit routing for potential problems and adjust routes as needed.

   ☐ Communicate with field crews or other WSDOT representatives to ensure road status is current.

   ☐ Coordinate any necessary Special Hauling permits.

   ☐ Assist vendors and/or drivers with routing to appropriate MCPs.

   ☐ Coordinate necessary mobile repair or refueling operations with contractors or other sources.

   ☐ Maintain ongoing log of activities at the MCC using ICS Form 214 and provide to MCC Manager for compilation – NOTE: It is especially important to note work done that is outside the scope of the duties listed for this position and document any challenges that occur during performance of listed duties.

☐   Maintain operational awareness and resolve issues as necessary.

☐   Provide operational updates and reports to MCC Manager at requested times.

DEMOBILIZATION PHASE

☐   Ensure all documentation generated by position activities is consolidated and provided to the Documentation Specialist.

☐   Clean up and prepare facility and equipment for future operations.

☐   Return any borrowed equipment to owners.

☐   Provide After Action Review (AAR) comments to MCC Manager.
　　☐ Use AAR Template.

POSITION CHECKLIST
LAW ENFORCEMENT LIAISON

MOBILIZATION PHASE

☐ Report to Movement Coordination Center (MCC) Manager and receive initial activation briefing.

☐ Review IAP.

☐ Coordinate with MCC Manager to ensure equipment and supplies are present and operational.

☐ Coordinate with MCC Manager to provide site security for Movement Control Point (MCP) locations as needed.

OPERATIONS PHASE

☐ Ensure operations follow processes and meet requirements established in the Movement Coordination Annex.
  ☐ Coordinate security escort availability for shipments departing MCPs.
  ☐ Coordinate with Movement Monitor to watch for trouble indicators potentially requiring Law Enforcement response.
  ☐ Coordinate field response when needed.
  ☐ Assist the MCC Manager with dissemination of driver instructions to Ports of Entry for the state including information on MCP locations.
  ☐ Coordinate appropriate frequencies for use by security escorts for emergency use during convoy operations.
  ☐ Maintain ongoing log of activities at the MCC using ICS Form 214 and provide to MCC Manager for compilation – NOTE: It is especially important to note work done that is outside the scope of the duties listed for this position and document any challenges that occur during performance of listed duties.

☐ Maintain operational awareness and resolve issues as necessary.

☐ Provide operational updates and reports to MCC Manager at requested times.

DEMOBILIZATION PHASE

☐ Ensure all documentation generated by position activities is consolidated and provided to the Documentation Specialist.

☐ Clean up and prepare facility and equipment for future operations.

☐ Return any borrowed equipment to owners.

☐ Provide After Action Review (AAR) comments to MCC Manager.
  ☐ Use AAR Template.

POSITION CHECKLIST
DOCUMENTATION SPECIALIST

MOBILIZATION PHASE

☐   Report to Movement Coordination Center (MCC) Manager and receive initial activation briefing.

☐   Review IAP.

☐   Coordinate with MCC Manager to ensure equipment and supplies are present and operational.

OPERATIONS PHASE

☐   Ensure operations follow processes and meet requirements established in the Movement Coordination Annex.

       ☐ Track time and other expenses for later reimbursement.

       ☐ Assist MCP(s) and MCC staff with completion of Movement Requests, logs, and other forms as needed.

       ☐ Secure and organize all reports, logs, invoices and other documentation from the MCC and MCP(s).

       ☐ Maintain ongoing log of activities at the MCC using WebEOC or ICS Form 214 and provide to MCC Manager for compilation – NOTE: It is especially important to note work accomplished that is outside the scope of the duties listed for this position and document any challenges that occur during performance of listed duties.

☐   Obtain, copy and distribute updated IAPs after each operational period.

☐   Maintain operational awareness and resolve issues as necessary.

☐   Provide operational updates and reports to MCC Manager at requested times.

DEMOBILIZATION PHASE

☐   Ensure all documentation generated by position activities is consolidated and provided to the Documentation Specialist.

☐   Clean up and prepare facility and equipment for future operations.

☐   Return any borrowed equipment to owners.

☐   Provide After Action Review (AAR) comments to MCC Manager.

       ☐ Use AAR Template.

MCC EQUIPMENT LIST

The minimum equipment needed to effectively operate the MCC includes:

- Five workstations with computer and telephone access.

- Each computer system must include Microsoft Excel, Microsoft Word, Outlook, WebEOC access, and mapping and tracking software and CD-R capability.

- Networked printer (color preferred), scanner, and copier (combo unit, if possible).

- Standalone printer and facsimile machine.

- One scrolling white board or two basic whiteboards with dry erase markers.

- Washington State atlas and maps.

- Office supplies.

The below listed movement control forms are:
- The MCC Resource Enroute To MCP Tracking Log
- The MCC Movement Tracking Log
- The MCP Check In/Check out Form

MOVEMENT COORDINATION CENTER
RESOURCES ENROUTE TO MCP TRACKING LOG

Date/Time Request Received	Order #	Ordering Agency/ESF	Ordering Agency POC	Ordering Agency POC Phone	Type of Resource	Quantity	Type of Transportation (Air/Water/Ground)	Transportation Company	Transportation Company POC	Transportation Company POC Phone	Truck Number	Trailer Number	Route to MCP Established?	ETA at MCP (Date/Time)	Actual Arrival at MCP (Date/Time)	Resource Destination	Required MHE at Destination	Truck Transport Assistance Needed? (Air/Water shipments only)

Page Number

MOVEMENT COORDINATION CENTER
MOVEMENT TRACKING LOG

Date/Time of Call	Movement Order Number	Truck Number (single resource movement only)	Trailer Number (single resource movement only)	Truck Driver or Escort Name	Truck Driver or Escort Phone	Departure Location	Departure Date/Time	Destination or Check Point #	Destination POC	Destination Phone	ETA Date/Time	Arrival Date/Time	Notes

Page Number

MOVEMENT CONTROL POINT CHECK IN/CHECK OUT FORM

Date	Time	Truck License No.	Trailer License No.	Driver Name	Driver Cell or Radio Info	Transportation Company	Transportation Company POC	Transportation Company POC Phone	Resource Type	Quantity	Order # from Bill of Lading	Resource Destination	Movement Order #

Page Number

POSITION CHECKLIST
MOVEMENT CONTROL POINT (MCP) MANAGER

MOBILIZATION PHASE

☐   Report to Movement Coordination Center (MCC) Manager or SEOC and receive initial activation briefing.

☐   Review IAP, if available.

☐   Coordinate with MCC Manager to identify and assess assigned MCP site.
    ☐ Perform a pre-activation site safety assessment (checklist in Tab C).
    ☐ Develop the site layout plan identifying parking areas, ingress/egress, and safety zones.
    ☐ Take pictures of the site to document the condition of the area and any existing facilities or infrastructure prior to setting up the MCP for operation.

☐   Coordinate with MCC Manager to identify and activate staff members as needed.
    ☐ MCP Assistant (if needed – MCP Manager is responsible for completing Assistant duties if Assistant is not requested).
    ☐ Check In Staff (2 initially).
    ☐ Traffic Controller.
    ☐ Communications Technician.
    ☐ Site Security.

☐   Request equipment and supplies for site through MCC Manager.
    ☐ Communications equipment including cell/satellite phone, FRS/GMRS radios for staff, and radio for monitoring communications between security escorts and MCC.
    ☐ One field computer system with Microsoft Excel, Microsoft Word, Outlook, WebEOC access, and mapping and tracking software.
    ☐ Printer, scanner, and copier combo unit.
    ☐ Washington State Atlas, maps, and office supplies.
    ☐ Two port-a-potties with hand-washing stations.
    ☐ Traffic cones, safety barricades, and canopies as needed.
    ☐ Telescoping light set with built-in generator.
    ☐ VMS roadside sign and other signage necessary to direct incoming shipments to the MCP and set up traffic flow into and out of the site.
    ☐ One bulletin board (3'x4' minimum) and tripod.
    ☐ Minimum of four dry chemical fire extinguishers.
    ☐ Minimum of eight reflective vests, light sticks, and flashlights for staff.
    ☐ Four cases of bottled water as initial supply for staff.

☐   Provide initial activation briefing to MCP staff.
    ☐ Use initial activation briefing checklist.

☐   Oversee site setup in compliance with site layout plan.

OPERATIONS PHASE

☐ Manage MCP operations in compliance with processes and requirements established in the Movement Coordination Annex.

    ☐ Coordinate MCP activities with MCC including convoy departures.

    ☐ Maintain communication with MCC Manager.

    ☐ Plan convoy departure times so that number of vehicles per convoy is manageable.

    ☐ Ensure movement of convoys occurs as scheduled.

    ☐ Monitor movement of convoys for trouble via radio and/or electronic tracking systems and report trouble indicators to MCC Manager and on-site law enforcement staff.

    ☐ Monitor transportation system conditions such as road closures/outages due to damage and/or weather and provide information back to the MCC and/or SEOC.

    ☐ Prepare and forward requests for movement, routing, and security to MCC.

    ☐ Maintain ongoing log of activities at the MCC using WebEOC or ICS Form 214.

    ☐ Provide transportation briefing to all convoy participants prior to their departure from the MCP (See Convoy Briefing Checklist in Tab C).

    ☐ Issue strip maps to drivers and lead escort, brief all items on strip map including checkpoints.

    ☐ Identify convoy organization and vehicle assignments.

    ☐ Security of sensitive and classified items.

    ☐ Departure and arrival times.

    ☐ Weather forecast and actions during inclement weather.

☐ Maintain operational awareness and resolve issues as necessary.

☐ Update staffing pattern for day to day operations, ensuring staffing projections are accurate.

☐ Monitor/correct safety conditions at the MCP while it is operational.

☐ Ensure proper position training is conducted as required.

☐ Participate in situation briefings with MCC Manager and provide situation briefing to MCP staff at least daily.

    ☐ Use daily or shift change briefing checklist (Tab C).

☐ Review IAP each operational period and share information.

☐ Provide operational updates and reports to MCC Manager at requested times.

DEMOBILIZATION PHASE

☐ Inform MCP staff of demobilization timeline.

☐ Ensure all documentation from MCP operations is consolidated and appropriately filed for delivery to the MCC:

    ☐ Purchasing documentation with receipts.

    ☐ Movement requests and logs, check in logs, and supporting documents.

☐ MCP site photographs.

☐ Daily reports and activity notes.

☐ Accident reports.

☐ Staff records.

☐ After Action Review (AAR) comments.

☐ Clean up and prepare facility and equipment for future operations.

☐ Return any borrowed equipment to owners.

☐ Provide documentation and AAR input to MCC Manager.

POSITION CHECKLIST
MOVEMENT CONTROL POINT (MCP) ASSISTANT

MOBILIZATION PHASE

☐   Report to MCP Manager and receive initial activation briefing.

☐   Review IAP.

☐   Assist MCP Manager with requests for equipment and supplies for site.

☐   Assist with site setup in compliance with site layout plan.

OPERATIONS PHASE

☐   Ensure operations follow processes and meet requirements established in the Movement Coordination Annex.

  ☐ Receive notification of expected resource shipments from MCC and contact MCC when expected shipments arrive.

  ☐ Coordinate any special permit needs (oversize/overweight) with the MCC.

  ☐ Compile reports of resource shipments arriving at MCP and provide to MCC via telephone, fax, radio, WebEOC, or manual system.

  ☐ Complete and forward Movement Requests for assembled convoys to MCC via telephone, fax, radio, WebEOC, or manual system.

  ☐ Verify routing accuracy with MCC.

  ☐ Receive approved movement request and strip maps from MCC and provide to MCP Manager.

  ☐ Ensure escorts have accident report forms.

  ☐ Complete and monitor Convoy Movement Tracking Forms.

  ☐ Contact MCC as movements depart for release points.

  ☐ Maintain ongoing log of activities at the MCP using ICS Form 214 and provide to MCP Manager for compilation – NOTE: It is especially important to note work accomplished that is outside the scope of the duties listed for this position and document any challenges that occur during performance of listed duties.

☐   Maintain operational awareness and resolve issues as necessary.

☐   Maintain alertness to safety issues and report incidents to the MCP Manager.

☐   Provide operational updates and reports to MCP Manager at requested times.

DEMOBILIZATION PHASE

☐   Ensure all documentation generated by position activities is consolidated and provided to the MCP Manager.

☐   Clean up and prepare facility and equipment for future operations.

☐   Return any borrowed equipment to owners.

☐   Provide After Action Review (AAR) comments to the MCP Manager.

    ☐ Use AAR Template.

POSITION CHECKLIST
MOVEMENT CONTROL POINT (MCP) CHECK IN STAFF

MOBILIZATION PHASE

☐ Report to MCP Manager and receive initial activation briefing.

☐ Review IAP.

☐ Coordinate with MCP Manager to ensure equipment and supplies are present and operational.

☐ Assist Traffic Controllers with setting up parking and safety zones at the site and place signage as needed to direct traffic into and out of the site.

OPERATIONS PHASE

☐ Ensure operations follow processes and meet requirements established in the Movement Coordination Annex.
  ☐ Record arrival and departure of all resource shipments and notify MCP Assistant using check in/checkout form.
  ☐ Ensure drivers posses valid operator's permit for their vehicle and review load documents.
  ☐ Direct trucks to appropriate parking area.
  ☐ Assist drivers with directions to rest areas, food, or lodging.
  ☐ Report problems with vehicles, drivers, or facility to the MCP Manager.
  ☐ Maintain ongoing log of activities at the MCP using ICS Form 214 and provide to MCP Manager for compilation – NOTE: It is especially important to note work done that is outside the scope of the duties listed for this position and document any challenges that occur during performance of listed duties.

☐ Maintain operational awareness and resolve issues as necessary.

☐ Maintain alertness to safety issues and report incidents to the MCP Manager.

☐ Provide operational updates and reports to MCP Manager at requested times.

DEMOBILIZATION PHASE

☐ Ensure all documentation generated by position activities is consolidated and provided to the MCP Manager.

☐ Clean up and prepare facility and equipment for future operations.

☐ Return any borrowed equipment to owners.

☐ Provide After Action Review (AAR) comments to the MCP Manager.
  ☐ Use AAR Template.

CHECK IN PROCESS

Check In will collect the following information on each vehicle arriving using the MCP check in / checkout form:

- Date/Time of Arrival

- Truck License Number & Trailer License Number

- Driver Name

- Driver Cell Phone or Radio Call Sign & Frequency

- Resource(s) Type & Quantity

- Order Number from Bill of Lading

- Transportation Company POC, name and number

- Resource Destination

The form contains a column for convoy movement number; this should remain empty during check in.

Check In staff will perform an initial screening for potential falsified documents or licenses to assist with identifying cloned or illicit vehicles and individuals seeking to enter the disaster zone for purposes other than supporting response or recovery. Staff may use the Docutector web-based program licensed by Washington State Department of Licensing to assist with confirming unknown identification documents. Should a discrepancy be noted, staff should not attempt to confront the driver directly, but refer their information to site security for follow up.

Order numbers from arriving trucks will be compared with the list of anticipated orders and the MCC will be notified of arrival of anticipated ordered resources so they can notify the appropriate agencies of the transport status.

Busses transporting personnel from state reception centers will be checked in using the standard process, including verification or issuance of emergency placards, but not held at the MCP to participate in a convoy movement. Escort will be assigned immediately if needed and the transport will be checked out as a single resource shipment. If routing was previously provided by the MCC through the state reception center, a movement request to the MCC is not necessary. Driver and passengers will be afforded the opportunity to use sanitary facilities before convoy movement. The driver or designated group leader is responsible for passenger accountability while at the MCP.

POSITION CHECKLIST
MOVEMENT CONTROL POINT (MCP) TRAFFIC CONTROLLER

MOBILIZATION PHASE

☐   Report to MCP Manager and receive initial activation briefing.

☐   Review IAP.

☐   Coordinate with MCP Manager to ensure equipment and supplies are present and operational.

☐   Set up parking and safety zones at the site and place signage as needed to direct traffic into and out of the site as directed by the MCP Manager.

OPERATIONS PHASE

☐   Ensure operations follow processes and meet requirements established in the MCC Annex.

☐   Designate the appropriate parking spot for each arriving vehicle keeping in mind the convoy movement order as noted in section IV(d)4(f) of the base Appendix, Convoy Organization.

☐   Provide vehicle placards to trucks moving into disaster affected areas if not already provided.

☐   Assist drivers with directions to rest areas, food, or lodging.

☐   Report problems with vehicles, drivers, or facility to the MCP Manager.

☐   Maintain ongoing log of traffic controller activities at the MCP using ICS Form 214 and provide to MCP Manager for compilation

☐   **Complete convoy preparation requirements:**

☐   Confirm each vehicle's participation in the next convoy and record the convoy movement order # in the last column of the check in / checkout form for each participating vehicle.

☐   Advise drivers and assistant drivers to ensure they have 8 hours of rest in previous 12 hours.

☐   Verify vehicle fuel levels with drivers.

☐   Ensure vehicles carrying hazardous materials are properly documented and marked.

☐   Ensure safety equipment is present and serviceable.

☐   Instruct drivers to turn on headlights on low beam.

☐   Guide vehicles into appropriate movement order for convoy departure.

☐   Maintain alertness to safety/security issues and report incidents to the MCP Manager and Site Security.

☐   Provide operational updates and reports to MCP Manager at requested times.

DEMOBILIZATION PHASE

☐   Ensure all documentation generated by position activities is consolidated and provided to the MCP Manager.

☐   Clean up and prepare facility and equipment for future operations.

☐   Return any borrowed equipment to owners.

☐ Provide After Action Review (AAR) comments to the MCP Manager.

☐ Use AAR Template.

POSITION CHECKLIST
MOVEMENT CONTROL POINT (MCP) COMMUNICATIONS TECHNICIAN

MOBILIZATION PHASE

☐   Report to MCP Manager and receive initial activation briefing.

☐   Review IAP

☐   Coordinate with MCP Manager to ensure equipment and supplies are present and operational.

☐   Set up and test all communications equipment for the site:

    ☐ Establish and maintain wireless connectivity for internet and email access on the site.

    ☐ Determine and equip the system for verbal communication between the MCC and MCP site (landline phone if possible, cell phone, sat phone, radio, etc.) and train staff on the system equipment as needed.

    ☐ Provide and train staff on FRS/GMRS radios for on-site communication.

OPERATIONS PHASE

☐   Ensure operations follow processes and meet requirements established in the Movement Coordination Annex.

    ☐ Troubleshoot technical difficulties with computers and communications devices.

    ☐ Provide assistance with convoy radio communication and tracking tags (if any).

    ☐ Maintain ongoing log of activities at the MCP using ICS Form 214 and provide to MCP Manager for compilation – NOTE: It is especially important to note work done that is outside the scope of the duties listed for this position and document any challenges that occur during performance of listed duties.

☐   Maintain operational awareness and resolve issues as necessary.

☐   Maintain alertness to safety issues and report incidents to the MCP Manager.

☐   Provide operational updates and reports to MCP Manager at requested times.

DEMOBILIZATION PHASE

☐   Ensure all documentation generated by position activities is consolidated and provided to the MCP Manager.

☐   Clean up and prepare facility and equipment for future operations.

☐   Return any borrowed equipment to owners.

☐   Provide After Action Review (AAR) comments to the MCP Manager.

    ☐ Use AAR Template.

POSITION CHECKLIST
MOVEMENT CONTROL POINT (MCP) LAW ENFORCEMENT ESCORT

MOBILIZATION PHASE

☐   Report to MCP Manager and receive initial briefing on convoy movement.

☐   Perform initial communication checks with the rear escort vehicle, if assigned, MCP and MCC.

☐   Ensure completion of maintenance checks and/or equipment services and correct deficiencies for escort vehicle(s).

OPERATIONS PHASE

☐   Provide transportation briefing to all convoy participants prior to their departure from the MCP (See Convoy Briefing Checklist in Tab C).
  ☐ Convoy signal and communication procedures.
  ☐ Reporting procedures within convoy.
  ☐ Convoy speeds and vehicle intervals.
  ☐ Safety during movement and at halts.
  ☐ Procedures during halts (vehicle maintenance and security).
  ☐ Maintenance and recovery procedures.
  ☐ Accident and emergency procedures.

☐   Ensure convoy operations follow processes and meet requirements established in the Movement Coordination Annex.
  ☐ Provide security escort for shipments departing MCP.
  ☐ Monitor trouble indicators in transit for potential Law Enforcement response.
  ☐ Request additional field response units when needed.
  ☐ Maintain ongoing log of activities using ICS Form 214 and provide to Movement Coordination Center (MCC) Law Enforcement Liaison for compilation.

☐   Maintain operational and safety awareness and resolve issues as necessary.

☐   Provide operational updates and reports to MCC at checkpoints and release point.

DEMOBILIZATION PHASE

☐   Ensure all documentation generated by position activities is consolidated and provided to the Law Enforcement Liaison at the MCC.

☐   Provide After Action Review (AAR) comments to the Law Enforcement Liaison.
  ☐ Use AAR Template.

POSITION CHECKLIST
MOVEMENT CONTROL POINT (MCP) SITE SECURITY

MOBILIZATION PHASE

☐   Report to MCP Manager and receive initial activation briefing.

☐   Coordinate with MCP Manager to ensure equipment and supplies are present and operational.

☐   Review site layout for security issues and coordinate resolution with MCP Manager.
   ☐ Review site access and security.
   ☐ Coordinate with local law enforcement and establish policy and procedures for law enforcement support.

OPERATIONS PHASE

☐   Ensure operations follow processes and meet requirements established in the Movement Coordination Annex.
   ☐ Provide security for MCP and any resources currently on the site.
   ☐ Monitor trouble indicators on site for potential Law Enforcement response.
   ☐ Report security concerns to local law enforcement per agreed policy and procedures.
   ☐ Continually monitor for potential "cloned" vehicles, as defined in Section VIII of the Movement Coordination Appendix to the CEMP, seeking illicit access to disaster areas.
   ☐ Conducts spot checks of Driver's Licenses and vehicle logs while vehicles are at the MCP. Driver's traveling to port facilities must hold a Transportation Worker Identification Credential (TWIC).
   ☐ Maintain ongoing log of activities at the MCP using ICS Form 214 and provide to MCP Manager for compilation. It is especially important to note work done that is outside the scope of the duties listed for this position and document any challenges that occur during listed duties.

☐   Maintain operational awareness and resolve issues as necessary.

☐   Maintain alertness to safety issues and report incidents to the MCP Manager.

☐   Provide operational updates and reports to MCP Manager at requested times.

DEMOBILIZATION PHASE

☐   Ensure all documentation generated by position activities is consolidated and provided to the MCP Manager.

☐   Clean up and prepare any security equipment for future operations.

☐   Return any borrowed equipment to owners.

☐   Provide After Action Review (AAR) comments to the MCP Manager.
   ☐ Use AAR Template.

MCP EQUIPMENT LIST

The minimum equipment needed to effectively operate an MCP includes:

- Communications Equipment:
    - Satellite / Cell Phone.
    - Two-Way Radio - frequencies compatible with radio communication in security escort vehicles and MCC.

- One field computer with air card and Microsoft Excel, Microsoft Word, Outlook, WebEOC access, and mapping and tracking software. WebEOC logins and email accounts will be established by SEOC IT personnel.

- One field computer with air card and access to Docutector system for use by check in staff. (May be provided by Department of Licensing staff).

- One digital camera.

- Printer/scanner/copier combo unit.

- Washington State Atlas and maps.

- Office supplies.

- Sufficient amounts of port-a-potties with hand washing station.

- Traffic cones / safety barricades.

- Canopies as necessary to provide cover for staff and drivers.

- Sufficient telescoping light sets with built-in generator.

- Signage as necessary to direct incoming shipments and establish traffic flow into and out of the MCP site.

- One bulletin board (3'x4' minimum) and tripod.

- Minimum of four dry chemical fire extinguishers.

- Minimum of eight reflective vests, light sticks, and flashlights for site staff.

- Four cases of bottled water as initial supply for staff.

- One site fuel truck requested through MCC from SEOC Logistics Section Chief, if needed.

STAFF PERSONAL GEAR

This is a list of items that Movement Control Point staff may want to bring with them upon mobilization. It will vary with the individual and the logistical capability of the incident. This kit should be pre-assembled, with the exception of perishable items, so that deployment is not delayed.

- Two to three pair of Nomex pants or jeans.

- Two to three Nomex, flannel, or other appropriate work shirts.

- Baseball cap or other appropriate hat.

- Appropriate clothing for off-duty wear.

- Jacket appropriate for season and climate.

- Work boots or appropriate foot wear for outside work.

- Lightweight rain gear.

- Extra underclothing/socks.

- Sunglasses, sunscreen, chap stick.

- Medications (both prescription and over-counter).

- Identification.
    - Agency identification.
    - Valid driver's license.
    - Agency certification card.

- Toiletry items.

- Insect repellant.

- Small flashlight.

- Two or three bottles of water.

- Prepackaged snack bars.

- Leatherman or small pocket knife.

- Cash (ATMs may not be operational).

Additional Items for Consideration

- Electronic equipment.
    - Computer/Printer.

- Pillow.

- Alarm Clock, Watch.

- Flip flops for shower.

- Sleeping bag.

- Cot.

MOVEMENT CONTROL POINT ASSESSMENT
SITE HAZARD CHECKLIST

Site Information:			
MCP Name:	**Physical Address:**		**County**
Assessor Name:	**GPS Location:**		**Date of Visit:**

Potential Hazards:

Items Assessed:	Yes	No	N/A	Source / Remarks
GENERAL				
In a Floodplain				
Wetlands/Sensitive Area				
Landslide Potential				
Difficult or Uneven Terrain				
Security Threats				
Perimeter Hazards				
General Comments:				
FIRE				
Dry Grassland				
Forested Areas				
Abandoned/Dilapidated Buildings				
Sprinkler Equipped Buildings				
Fire Comments:				
ON SITE				
Hazardous Materials				
Debris				
Outside Lighting Missing				
Buildings in Poor Condition				
On Site Comments:				
INFRASTRUCTURE				
Overhead Lines				
Electric Service Not Grounded				
Underground Fuel Pipelines				
Hydrants (Potable/Nonpotable)				
Infrastructure Comments:				
TRANSPORTATION				
Traffic Flow Inadequate				
Landing Zone(s)				
100 Meter Square Area				
Surface is level, free of obstacles				
Watercraft Dock(s)				
Structurally adequate				
Minimum capacity of 5000 lbs				
Rail Spur(s)				
Free of rot or excessive rust				
Loading docks structurally sound				
Transportation Comments:				

MOVEMENT CONTROL POINT ASSESSMENT
SITE HAZARD CHECKLIST

Other Hazards Noted				
Recommendations				

MOVEMENT REQUEST FORM

Shaded areas to be completed by MCC only

Date and time of Request _____ / _____

From _____ (MCP #)
_____ (Location)
_____ (MCP Manager Name)
_____ (Phone #) xxx-xxx-xxxx
_____ (FAX #) xxx-xxx-xxxx
_____ (Email Address)

To **Movement Coordination Center**
Camp Murray, WA 98430 ____ (Location)
_____ (MCC Manager Name)
_____ (Phone #) xxx-xxx-xxxx
_____ (FAX #) xxx-xxx-xxxx
_____ (Email Address)

Movement Approval Number _____   As of: (Date/Time)   _____ / _____

Request movement of resources as follows:
Origin
Departure Date/Time _____ / _____ (Estimated)
Destination _____
Arrival Date/Time _____ / _____ (Estimated)
Additional Destinations?   **Yes**   **No**   How Many? _____   (List each additional destination and arrival date/time in Remarks section)
Escort Name _____ (Provided by MCC LE Liaison)
Escort Contact Number _____ (Provided by MCC LE Liaison)
Special Permits?   **Yes**   **No**   How Many? _____
Permit Information _____ (oversize/Overweight & Other Info)
Type of Movement _____ NOTE:
Truck ID Number _____ If Convoy, attach list of vehicles
Trailer ID Number _____ If Single Resource, complete remaining
Cargo _____ fields

You are directed to move using the following routes: **Attached requested route is approved**
Primary Route   Step 1
    Step 2
    Step 3
    Step 4

Alternate Route   Step 1
    Step 2
    Step 3
    Step 4

Strip Maps Attached   **Yes**   **No**
Approved Movement Requests should be provided to movement escorts prior to departure. Movement briefing will be provided to all participants. Movement departures must be called into the MCC.
Checkpoints Established?   **Yes**   **No**
Checkpoint 1
Checkpoint 2
Checkpoint 3

Remarks on back
Remarks (if any)
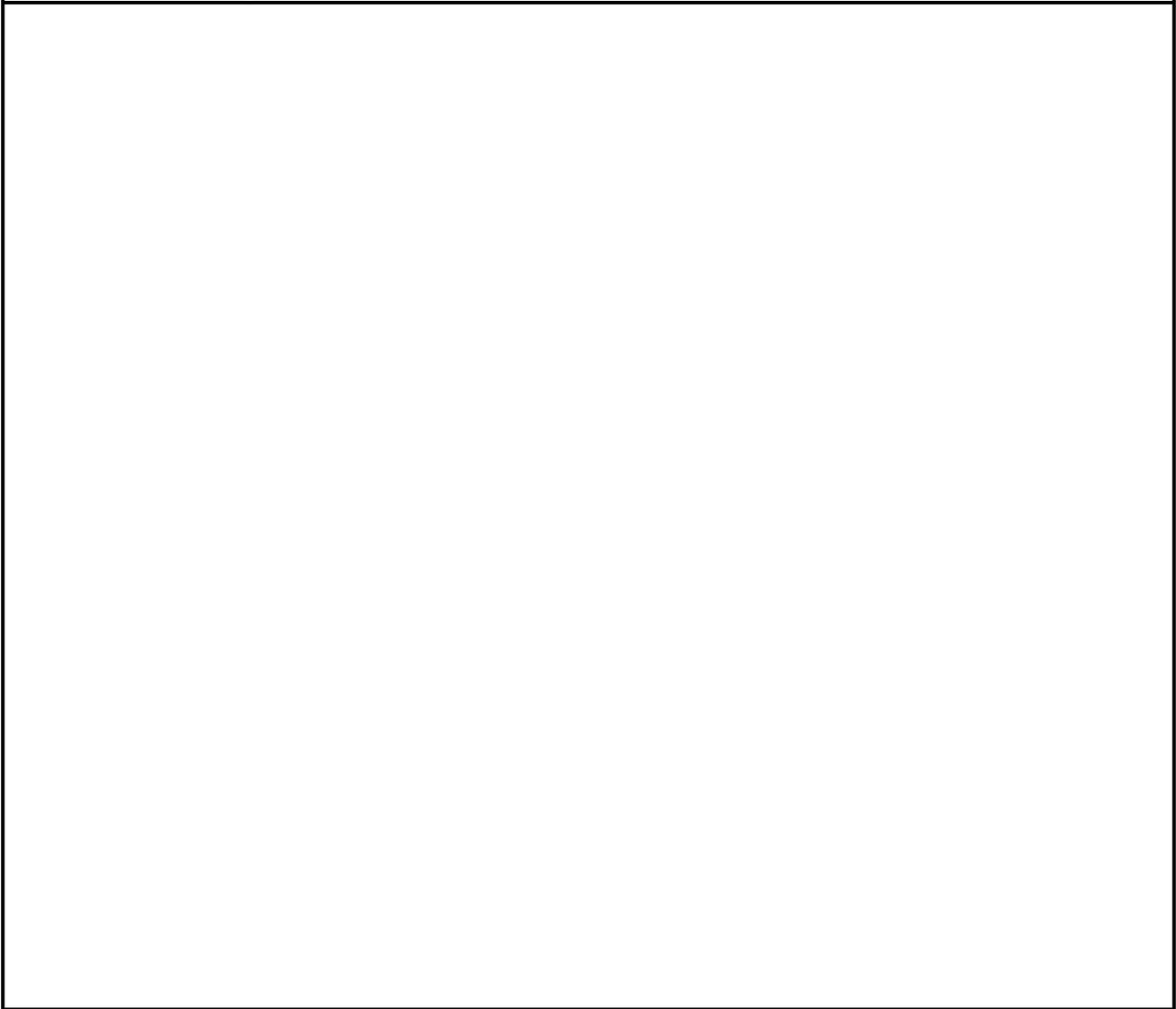
CONVOY CHECK LIST

Ensure that vehicles are ready to move.

☐ Perform maintenance checks and correct deficiencies for each escort vehicle (Lead Escort).

☐ Check vehicle fuel levels (Traffic Controllers).

☐ Vehicles carrying hazardous materials must be properly documented and marked and all convoy participants display vehicle passes (Traffic Controllers).

☐ Ensure vehicles are properly placed in convoy order (Traffic Controllers).

☐ Safety equipment present and serviceable (Traffic Controllers).

☐ Headlights on low beam (Traffic Controllers).

☐ Convoy Movement Number recorded on Check In/Check Out form for each participating truck (Traffic Controllers).

Ensure personnel are ready to move.

☐ Drivers posses valid operator's permit for their vehicle (Check In Staff).

☐ Drivers and assistant drivers have had 8 hours of rest in previous 12 hours (unless exemption has been issued by Governor) (Traffic Controllers).

Ensure the required documents are on hand.

☐ Approved Movement Request Form from MCC (MCP Assistant).

☐ Strip map detailing routes, start point, check points, release point, distances, major cities/towns, rests/halts, and general direction of North (MCP Manager).

☐ Forms for reporting accidents, etc (MCP Assistant).

☐ Phone numbers and radio frequencies for Movement Control Point/Movement Coordination Center support (MCP Manager/Lead Escort).

The lead escort vehicle starts out of the MCP at a slow pace to allow each of the convoy vehicles to follow. Traffic Controllers assist by directing each vehicle to enter the convoy in the desired order. Once the final vehicle is in place, the rear escort informs the lead escort that the convoy is in place and movement begins.

CONVOY BRIEFING CHECKLIST

☐   Issue strip maps to drivers and lead escort, brief all items on strip map (MCP Manager).

☐   Identify convoy organization and vehicle assignments (MCP Manager).

☐   Security of sensitive and classified items (MCP Manager).

☐   Departure and arrival times (MCP Manager).

☐   Weather forecast and actions during inclement weather (MCP Manager).

☐   Communication with Movement Control Points and Movement Coordination Center (MCP Manager).

☐   Convoy signal and communication procedures including contact numbers, frequencies, and alternate methods or channels (Lead Escort).

☐   Reporting procedures within convoy (Lead Escort).

☐   Convoy speeds and vehicle intervals (Lead Escort).

☐   Safety during movement and at halts (Lead Escort).

☐   Procedures during halts (vehicle maintenance and security) (Lead Escort).

☐   Maintenance and recovery procedures (Lead Escort).

☐   Accident and emergency procedures (Lead Escort).

☐   Roadblock or restricted access considerations (Lead Escort).

DAILY OR SHIFT CHANGE BRIEFING CHECKLIST

☐ Situation Status

   ☐ Ongoing activities in routing areas

   ☐ Roadway status

   ☐ Weather report

☐ Objectives and Priorities (Note Incident Action Plan)

☐ Current Organization

   ☐ EOC; identify key contacts

   ☐ MCC; identify key contacts

   ☐ Open MCPs; identify key contacts

☐ Resource Assignments

   ☐ Who will staff each active position

   ☐ Site equipment serviceability (if applicable)

☐ Resources Ordered and En route

   ☐ Anticipated disaster resource shipments

   ☐ Operational resources for site use (equipment/supplies/personnel)

☐ Incident Facilities

   ☐ Release Points status

   ☐ Support facilities (lodging, etc.)

☐ Incident Communications Plan

   ☐ Cell phone numbers

   ☐ Radio frequencies & call signs

☐ Incident Prognosis, Concerns and Other Issues

   ☐ Anticipated operation demobilization date (if any)

   ☐ Operational process adjustments needed

   ☐ Public interaction

MOTOR CARRIER
TRAILER INTERCHANGE AGREEMENT

This Motor Carrier Trailer Interchange Agreement (this "Agreement") dated as of the _____ day of
_____, 20_____ is entered into between _____ ("Company") and
_____ ("Carrier").

WITNESSETH:

WHEREAS, Company and Carrier are both federally licensed motor carriers authorized to transport general commodities between points in the United States; and

WHEREAS, the parties acknowledge that, from time to time, the needs of a mutual customer(s) and effective use of spotted trailers may require that trailers be interchanged at a point of origin for through movement from origin to destination.

NOW, THEREFORE, for and in consideration of the mutual covenants and agreements herein contained, the parties hereto agree as follows:

1.   Each trailer interchange shall commence when the power unit operated pursuant to the dominion and control of one of the parties hereto is hooked to the trailer of the other party at the point of origin and shall terminate when delivery is made at the warehouse facilities of various customers of Company or Carrier, or at any other point as specified by the parties.

2.   Company and Carrier each certifies that its trailer equipment is roadworthy and maintained in accordance with federal and state safety regulations. This warranty shall not relieve the other party hereto of the duty and obligation to inspect the trailer at time of interchange.

3.   This Agreement shall be construed to comply with the provisions of 49 C.F.R. §376.3l. The authorized party to this Agreement receiving trailer equipment for any through movement shall be considered the owner of the equipment for purposes of the leasing regulations and shall accept full liability for the safe operation of said equipment in furtherance of the movement to destination or the return of the equipment after the movement is completed.

4.   The authorized party to this Agreement receiving trailer equipment agrees to indemnify and hold the owner of the trailer equipment harmless from all liability to third parties, taxes and fines arising out of the operation of said trailer.

5.   Each party further warrants that any interchange trailers will be returned in good condition, ordinary wear and tear excepted. Another word? Accepted-or just reword the phrase

6.   This Agreement shall be interpreted under the laws of Washington State and shall continue from month to month until canceled in writing by either party upon thirty (30) days notice to the other at the address set forth below, or at such other addresses either party may designate to the other in writing. Any and all notices or any other communication provided for herein shall be given to the other party in writing by registered or certified mail.

7.   Nothing in this Agreement shall authorize either party to utilize the trailer equipment of the other

beyond the scope of the contemplated joint service without the express written consent of the other party.

Executed as of the date first above written.

COMPANY: _____   CARRIER: _____
                        (Company Name)   (Carrier Name)

By: _____   By: _____

Its: _____   Its: _____

Address: Address:

_____   _____

_____   _____

Attn: _____   Attn: _____

MCC DEMOBILIZATION

The MCC Manager will use the demobilization checklist in Tab D to ensure all demobilization processes are completed, including staff recognition.

Upon notification by the SEOC that the MCC is to be closed, the MCC Manager will speak with MCC staff and all MCP Managers to discuss timelines for demobilization, solicit After Action Review (AAR) comments, using the AAR template in Tab D, and determine expectations for site restoration.

The MCC Manager is responsible for ensuring all borrowed, rented, leased or contracted equipment is returned to the owner(s) upon demobilization of the MCC.

The MCC is responsible for assembling all documentation from the operation of the movement coordination process, including all MCPs, and transferring it to the SEOC for final disposition and archiving. Documentation includes at a minimum, any lease or contract documents, purchasing documentation with receipts, written agreements, check in logs and supporting documents, photographs, AAR comments, daily reports, equipment inspections, accident reports, staff records, and activity notes.

The MCC Manager will compile a summary report of movement coordination activities including final statistics on numbers of vehicles, convoys, and types of resources along with the information described previously. The report will also include any remaining coordination to be accomplished by the SEOC such as remaining site restoration needs or outstanding payments required.

MCC Demobilization Checklist

☐ Inform MCC staff, including off-duty shift workers, of demobilization timeline (MCC Manager).

☐ Inform MCP Manager(s) of demobilization timeline (MCC Manager).

☐ Inform local jurisdiction emergency management agency(ies) of MCP demobilization timeline (MCC Manager/SEOC Logistics Section Chief or delegated staff).

☐ Consolidate all documentation from MCC and MCP operations for delivery to the SEOC Logistics Section (Documentation Specialist).
   ☐ Movement Logs.
   ☐ Movement Requests.
   ☐ Activity Reports.

☐ Clean up and prepare facility and equipment for future operations (All MCC Staff).

☐ Return any borrowed equipment to owners (MCC Manager).

☐ Request and consolidate After Action Review (AAR) comments from MCC staff and MCP staff (MCC Manager).
   ☐ Use AAR Template.
   ☐ Recognition of staff for their efforts is important and encouraged.

☐ Provide final report and documentation to SEOC Logistics Section Chief (MCC Manager).

MCP DEMOBILIZATION

MCP Managers will use the demobilization checklist in Tab D to ensure all demobilization processes are completed, including staff recognition.

Upon notification by the MCC that the MCP is to be closed, the MCP Manager will speak with site staff to discuss timelines for demobilization, solicit After Action Review (AAR) comments using the AAR template in Tab D, and determine expectations for site restoration.

MCP Managers are responsible for ensuring all borrowed, rented, leased or contracted equipment is returned to the owner(s) upon demobilization of each MCP.

Upon demobilization, each MCP Manager reviews all alterations made to the site and determines repairs needed to restore the site back to the condition it was upon activation of the MCP. If assets cannot be brought back to original condition, this fact and the reasons for it will be reported to the MCC and reimbursement for the loss of these assets may need to be coordinated.

The MCP Manager is responsible for ensuring that photographs are taken of the site prior to final departure. Should site restoration activities exceed the time that the MCP Manager will be present, the SEOC is responsible for ensuring final photographic evidence of site restoration is obtained.

Each MCP assembles any hardcopy files and provides them to the MCC. Documentation includes at a minimum, any lease or contract documents, purchasing documentation with receipts, written agreements, check in logs and supporting documents, photographs, After Action Review (AAR) comments, daily reports, equipment inspections, accident reports, staff records, and activity notes.

MCP DEMOBILIZATION CHECKLIST

☐   Inform MCP Staff of demobilization timeline (MCP Manager).

☐   Consolidate all documentation from MCP operation for delivery to the MCC (MCP Assistant).

        ☐   Movement Logs.

        ☐   Movement Requests.

        ☐   Activity Reports.

☐   Clean up and prepare facility and equipment return to owners (All MCP Staff).

☐   Return any borrowed or leased equipment to owners (MCP Manager).

☐   Request and consolidate After Action Review (AAR) comments from MCP staff (MCP Manager).

        ☐   Use AAR Template.

        ☐   Recognition of staff for their efforts is important and encouraged.

☐   Perform departure assessment of site (MCP Manager/MCP Assistant).

        ☐   Photograph/document site condition.

☐   Provide documentation and AAR input to MCC (MCP Manager).

LOGISTICS AFTER ACTION REVIEW (AAR) TEMPLATE

All personnel are requested to provide comments to sustain or improve the processes and operation of their specific activity. Please use this form to submit your thoughts. Use the back if you need more space.

Name of Event	
Date(s) of Participation	
Position	
Location	

Please provide three items that should be sustained in future operations:

Please provide three items that need to be improved (be specific and provide your suggestions for improvements):

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WSP RESPONSIBILITIES AND PROCEDURES

Movement Coordination Center – The MCC should be staffed with one WSP Liaison of supervisory rank while the MCC is operational. The liaison should be relieved at 12 hour intervals initially and at 8 hour intervals if the deployment lasts over 72 hours. If the Security Liaison needs additional assistance in coordinating coverage, the Unified Incident Command Post (UICP) will be contacted for additional personnel.

- Security for escorting disaster relief supplies while in transit and at a MCP is coordinated through the WSP Security Liaison assigned to the Movement Coordination Center (MCC Security Liaison).

- The MCC Security Liaison forwards requests for personnel and resources to the UICP. Requests for personnel will be made a minimum of 12 hours in advance to allow for scheduling.

- The UICP is responsible for dispatching required personnel to the appropriate location by selecting Troopers, City Officers, or Deputies depending upon available resources.

- Once an officer is deployed to a location, the MCC Security Liaison is responsible for tracking the officer's location, work schedule, and planning for relief if necessary.

- Security escort officers should be directed to report to the desired MCP and check in with MCP staff upon their arrival.

Movement Control Point – Each MCP should initially be staffed with one police officer for physical security of the disaster relief items as they arrive. The officer should be relieved at 12 hour intervals initially and arrangements made for an eight hour relief schedule after 72 hours. The number of officers required to staff an MCP will be dependent on the current threat level as assessed by the officer assigned to the MCP. Requests for additional security at an MCP will be forwarded to the WSP Security Liaison attached to the MCC who will then contact the UICP.

Escort Officers – The number of officers required to escort trucks (if any) should be determined by the MCC Manager and the WSP Security Liaison using a tiered approach based on the type of material being transported, the perceived threat of theft, and urgency of need.

- MCP staff notifies the MCC Security Liaison of the escorts' arrival and relays routing, destination information, reporting instructions, and any other pertinent information from the MCC to the security escorts.

- Use of force in protecting disaster relief supplies shall be consistent with state law, training, and departmental procedures.

FEDERAL ESF-13 RESOURCES RESPONSIBILITIES AND PROCEDURES

The National Response Framework includes the authority and process for requesting federal support.

When a need for federal law enforcement assets is identified to supplement Movement Coordination activities, a Resource Request Form (RRF) is completed by the SEOC Logistics Section and forwarded to FEMA for approval and routing to the National Response Center ESF-13 Desk. All deployments of Federal ESF-13 assets are coordinated and tasked through the ESF-13 Desk.

The UICP requests additional federal Law Enforcement support for Movement Coordination activities via the Integrated Management Team.

Although under operational control of the MCC once assigned to support Movement Coordination activities, Federal law enforcement assets maintain their normal chain of command for personnel administration and accountability while tasked to support Movement Coordination.

CUSTOMS & BORDER PROTECTION
FIELD OPERATIONS (CBP-FO) RESPONSIBILITIES AND PROCEDURES

CBP-FO personnel are stationed at our ports of entry according to existing policy and associated protocols to ensure the safety of travelers, including during and following incidents of a significant natural or man-made disaster.

CBP-FO has several special emergency response teams trained to respond within 24 hours to locations requiring assistance. Emergency response teams may be dispatched by CBP-FO or the Seattle Field Office as appropriate. Within the Seattle Field Office territory, which encompasses the states of Washington, Montana, and North Dakota as well as the land border ports in Idaho and Minnesota, volunteer CBP Officers have been identified to respond to a given port of entry which has exceeded its own capacity to manage an incident.

During times of crisis, CBP-FO executive management is able to call upon the resources of two other CBP components, the Office of Border Patrol and the Air/Marine Office, as needed to ensure the safety and integrity of our nation's borders.

- The initial notification that a shipment(s) or teams are pending from Canada should be made to CBP's 7/24 Blaine Customs Area Security Center (CASC) office at 360-332-7611. If the initial notification call reaches another office within the Area Port of Blaine, the MCC should request to be transferred to the CASC. This guidance applies to all Washington land border ports of entry. The following information is provided via phone or fax:

    o Documents identifying the contents/articles being brought into the United States to support emergency response efforts.

    o U.S. port of entry.

    o Estimated time of arrival at port.

    o Driver/Passenger name.

    o Driver/Passenger date of birth.

    o Driver/Passenger citizenship.

    o Driver/Passenger Passport number.

    o Vehicle information, if available.

- Whenever feasible, the shipper should arrange with a Customs Broker at the port of entry for filing of entry information to expedite clearance and onward movement. The truck driver will present the commercial documents to the CBP Officer. The shipment may be sent through radiation detection and/or non-intrusive examination equipment.

- If there is sufficient time prior to arrival of the emergency responders or personnel from Canada, the below information on both the driver and all passengers is sent by the MCC via email or fax to the Seattle Field Office, attention Assistant Director Border Security (see Annex 3 for contact information):

    o Names.

    o Dates of birth.

    o Citizenship.

- o Passport numbers.

- If sufficient time does not exist, the driver and any passenger in the conveyance will be vetted at the port of arrival. Port Directors have significant discretion in processing of legitimate personnel and materials supporting emergency relief efforts.

- All travelers crossing U.S. borders are required effective June 31, 2009, to carry personal identification documents, such as a passport, Passport Card, Trusted Traveler Cards (NEXUS, SENTRI, or FAST), State or Provincial Enhanced Driver License, Enhanced Tribal Cards, Native American Tribal Photo Identification Card, Form I-872 American Indian Card, INAC Card. Alternatively, a traveler can carry two documents, one being a Government Issue Photo ID and a proof of Citizenship Document such as a US/Canadian Birth Certificate.

- In the event that advance notice cannot be provided and unless there is clear evidence that emergency supplies and/or responders are not entitled to admission into the United States, administrative processing, to include filing of entry documentation, will be accomplished after entry of the supplies, emergency responders and equipment.

COMMERCIAL VEHICLE PASSES

Keeping freight moving during major transportation disruptions is critical to supporting the state's economy and jobs, and to ensure citizens' essential needs are met. The Commercial Vehicle Pass (CVP) system supports freight movement by identifying and authorizing emergency, essential, and other goods for transit through affected areas. The passes are issued using a web-based system administered by the Washington State Department of Transportation.

During Level I and II activations of the movement coordination plan the CVP system contains three categories of passes as follows:

- Category A: Emergency supplies – Goods related to the preservation of life and disaster relief for the affected communities and the recovery of transportation, energy and other public services. The specific types of goods will be determined by the Washington State Emergency Operations Center (EOC) during the incident. A list of specific kinds of resources will be posted online at http://b2b.wsdot.wa.gov/CommercialVehicle/Detour/Priority/

- Category B: Essential supplies – Goods necessary for economic stability or recovery, or perishable goods such as healthcare supplies, food and water, fuel, livestock and feed for livestock, cash, empty trucks resupplying essential goods, and parcel trucks.

- Category C: All other goods – CVPs will be made available on a first-come, first-served basis as conditions, capacity, and safety of the road infrastructure permits.

CVPs issued during Phase I and II activations will be authorized in real-time based on the prioritized categories. Passes will be issued for a three-hour time window on a specific date, and vehicles arriving before or after that time period will not be allowed access to the detour. CVPs will only be valid for the date and time period indicated on the pass, and if conditions change and/or a safe detour is no longer available, they may be revoked.

Once a pass is authorized on-line and printed at the users' location, the commercial vehicle driver may proceed to the highway TCP/roadblock any time during the three-hour window on the date indicated on the CVP. The CVP will be affixed to the vehicle cab window and used to authorize entry onto restricted access roads/detours at TCPs/roadblocks.
Random spot checks will be administered at TCPs/roadblocks to enforce the system. If a commercial vehicle doesn't display a valid pass and arrives at a TCP/roadblock, they will be denied further access.

Instructions for obtaining CVPs as noted in Tab F of this plan are provided to vendors by ordering agencies and/or provided to drivers at Ports of Entry for the State of Washington. Additionally, if MCPs are activated, all drivers will be instructed to eat and fuel up prior to arriving at an MCP site. If an exemption for driver hours is not in effect, drivers must obtain adequate rest or have a second driver before arriving at the MCP. Commercial vehicles are not to park at the MCP for periods longer than necessary.

**Washington State
Department of Transportation**

Commercial Vehicle Services
PO Box 47367
Olympia WA 98504-7367

Move Date: 10-29-2009
Move Time   09:45 AM

Route 1
North

20090910-0002

Clay's Trucking
Company

A
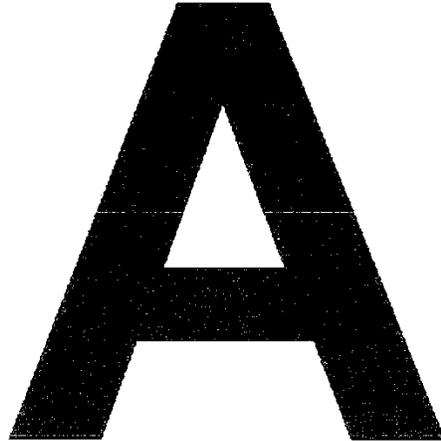
Lic: 12466 - WA

Contact: Clay Lundy   Phone: 555-555-5555

Cargo Items Valid for this Trip
Oxygen Medical Supplies

EOC Contact information and disclaimer noting that the pass does not guarantee travel. WSP, National Guard, or WSDOT may prohibit passholders from proceeding. Violation of the pass renders it invalid.

WSDOT PIT SITES
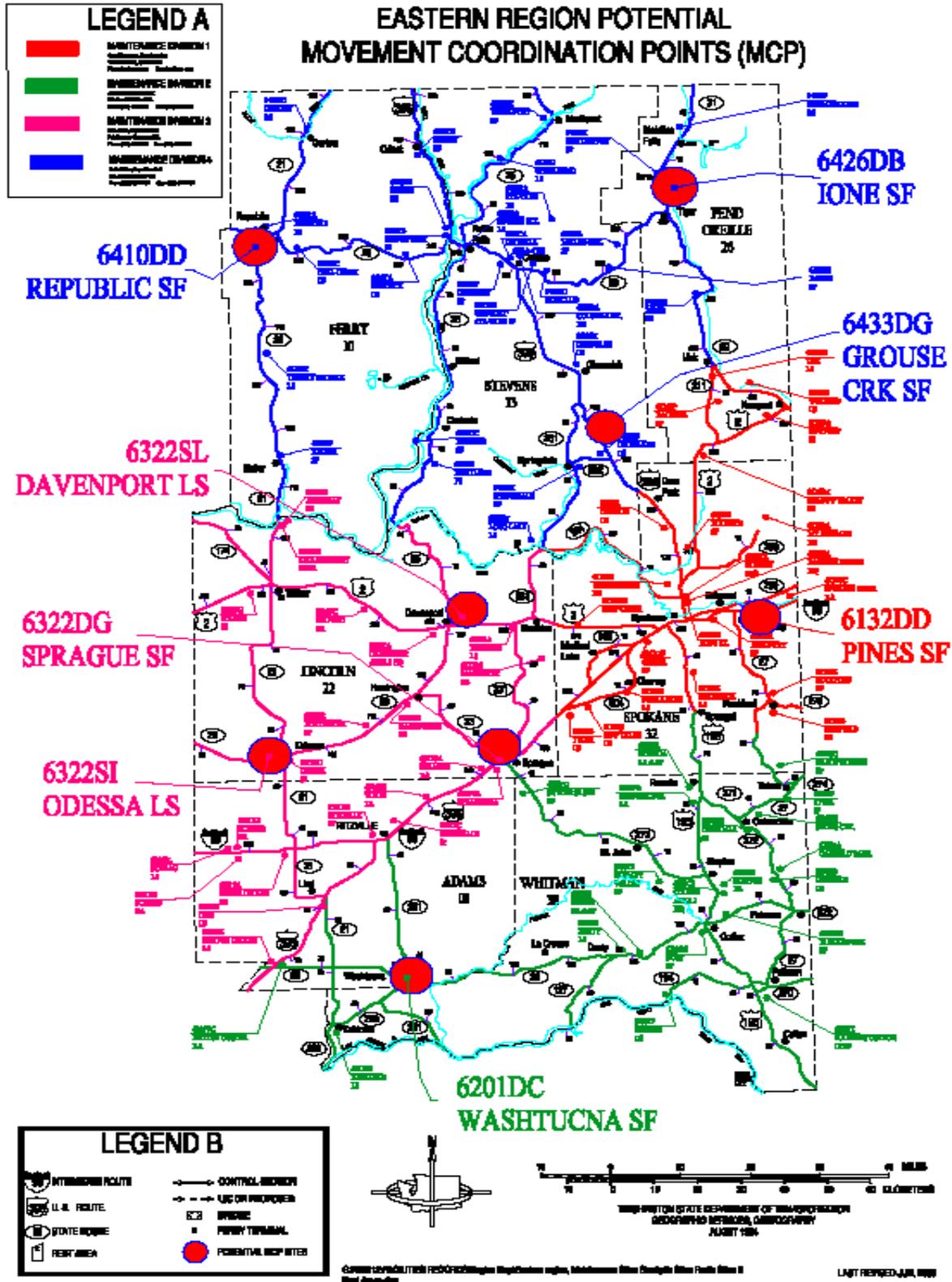
| EASTERN REGION POTENTIAL MCP SITES (WSDOT PIT SITES)										
SR	FACILITY	LOCATION	ACRES	INDOOR AREA	RESTROOM	OVERNIGHT	FENCED	SITE ENTRANCES	COMMO	EMERGENCY POWER
I-90	Pines Section Facility	I-90 & Pines (Exit 289) Spokane Lat 47.675243 Long -117.243226	2+	6- Vehicle bays	Unisex	Local Motels, tents or vehicle bays	Yes	2	DSL	Yes
I-90	Sprague Section Facility	SR23, MP 43.8 & I-90 Lat 47.309951 Long -117.973458	3+	6- Vehicle bays	Unisex	Local Motels, tents or vehicle bays	Yes	1	DSL	Yes
SR 28	Odessa Pit Site	SR 28, MP 92.65 Lat 47.328085 Long -118.713112	2+	2- Vehicle bays	No	Local Motels, tents or vehicle bays	No	1	None	No
SR 2	Davenport Pit Site	SR 2, MP 351.55 Lat 47.675432 Long -118.136391	2+	1- Vehicle bay	No	Local Motels, tents or vehicle bays	Yes	1	None	No
SR 21	Republic Section Facility	SR 21, MP 159.0 Lat 48.625805 Long -118.732664	2+	7- Vehicle bays	Unisex	Local Motels, tents or vehicle bays	Yes	1	Satellite	Yes
SR 31	Ione Section Facility	SR 31, MP 4.25 Lat 48.74421 Long -117.417744	2+	6- Vehicle bays	Unisex	Local Motels, tents or vehicle bays	Yes	1	Dial Up	Yes
SR 26	Washtucna Section Facility	SR 26, MP 82.9 Lat 46.758903 Long -118.308911	2	4- Vehicle bays	Unisex	Tents, vehicle bays or 28 miles to Ritzville	Yes	1	Dial Up	Yes
SR 395	Grouse Creek Section Facility	SR 395, MP 196.85 Lat 48.143677 Long -117.664545	2+	6- Vehicle bays	Unisex	Tents, vehicle bays or 11 miles to Chewelah	Yes	1	Satellite	Yes

WSDOT
Safety Rest Area Program
Site Features

	Type	Safety Rest Area	NB/SB/MD	State Route	Mile Post	Acreage	Power	Drinking Water	Truck Parking	Car Parking	Public Phone	24/7/365	Wi-Fi Infrastructure
1	C-1	Gee Creek	NB	I-5	11	27.20	■	■	22	47	■	■	■
2	C-1	Gee Creek	SB	I-5	12	17.45	■	■	11	81	■	■	■
3	C-1	Toutle River	NB	I-5	54	14.67	■	■	26	72	■	■	■
4	C-1	Toutle River	SB	I-5	54	15.05	■	■	25	68	■	■	■
5	C-1	Scatter Creek	NB	I-5	90	30.63	■	■	35	72	■	■	■
6	C-1	Maytown	SB	I-5	93	13.20	■	■	13	66	■	■	■
7	C-1	Sea-Tac	NB	I-5	140	7.32	■	■	17	61	■	■	■
8	C-1	Silver Lake	SB	I-5	188	11.80	■	■	14	40	■	■	■
9	C-1	Smokey Point	NB	I-5	207	13.12	■	■	11	54	■	■	■
10	C-1	Smokey Point	SB	I-5	207	14.96	■	■	12	23	■	■	■
11	C-1	Bow Hill	NB	I-5	238	14.98	■	■	12	42	■	■	■
12	C-1	Bow Hill	SB	I-5	238	13.74	■	■	11	41	■	■	■
13	C-2	Custer	NB	I-5	267	7.18	■	■	18	36	■	■	
14	C-2	Custer	SB	I-5	269	4.95	■	■	11	37	■	■	
15	C-1	Selah Creek	WB	I-82	22	40.00	■	■	11	24	■	■	■
16	C-2	Selah Creek	EB	I-82	24	40.00	■	■	12	21	■	■	■
17	C-1	Prosser	MD	I-82	80	3.86	■	■	7	30	■	■	■
18	C-3	Price Creek	EB	I-90	61	23.68			20	10		■	
19	C-1	Indian John Hill	EB	I-90	89	85.00	■	■	30	85	■	■	■
20	C-1	Indian John Hill	WB	I-90	89	38.57	■	■	20	47	■	■	■
21	C-2	Ryegrass	EB	I-90	125	25.00	■	■	12	37	■	■	■
22	C-2	Ryegrass	WB	I-90	126	12.00	■	■	12	50	■	■	■
23	C-2	Winchester	EB	I-90	161	21.75	■	■	12	27	■	■	■
24	C-2	Winchester	WB	I-90	161	8.95	■	■	12	27	■	■	■
25	C-2	Schrag	EB	I-90	198	15.00	■	■	17	32	■	■	
26	C-2	Schrag	WB	I-90	198	13.84	■	■	17	32	■	■	■
27	C-2	Sprague Lake	EB	I-90	241	14.18	■	■	20	44	■	■	
28	C-2	Sprague Lake	WB	I-90	242	10.78	■	■	13	46	■	■	
29	C-3	Iron Goat	MD	US-2	58	37.00			1	15			
30	C-2	Nason Creek	MD	US-2	81	5.79	■	■	18	27	■	■	
31	C-2	Telford	MD	US-2	238	11.00	■	■	9	25			
32	C-2	Horn School	MD	US-195	60	5.81	■	■	5	10	■	■	
33	C-2	Elma	EB	SR-8	2	12.44	■	■	37	46	■	■	■
34	C-2	Bevin Lake	MD	SR-12	126	3.45	■	■	4	8		■	
35	C-3	Alpowa Summit	EB	SR-12	413	0.82		■	4	8	■	■	
36	C-3	Alpowa Summit	WB	SR-12	413	0.82		■	4	8	■	■	
37	C-2	Chamberlain Lake	MD	SR-14	73	2.90	■	■	6	18	■	■	
38	C-2	Blue Lake	MD	SR-17	89	2.00	■	■	0	6			
39	C-2	Keller Ferry	MD	SR-21	106	6.56	■	■	0	18	■	■	
40	C-2	Vernita	MD	SR-24	43	15.62	■	■	6	20		■	
41	C-2	Hatton Coulee	NB	SR-26	61	8.95	■	■	9	25	■	■	■
42	C-3	Mader	MD	SR-26	118	3.40			0	10		■	
43	C-2	Quincy Valley	MD	SR-28	25	7.23	■	■	12	29	■	■	
44	C-2	Dismal Nitch	MD	SR-401	1	3.68	■	■	6	16	■	■	
45	C-2	Forest Learning Center	MD	SR-504	33	5.72	■	■	0	5	■	■	
46	C-2	Travelers Rest	MD	SR-906	1	0.89	■	■	0	10	■	■	

*Classification system is a guide and does not encompass all conditions at each site.

C-1	Class 1 SRA: All of Class 2, 3, & 4, 24/7/365 Operation, Traveler Information
C-2	Class 2 SRA: All of Class 3 & 4, Picnic Tables, Drinking Water, Vending Machines, Paved Parking, Commercial Truck & RV Parking (Optional), RV Dump Stations (Optional)
C-3	Class 3 SRA: All of Class 4, Vault Toilets
C-4	Class 4 SRA: ADA Accessible, Passenger Vehicle Parking, No Restrooms, (Typically Viewpoints)

WSDOT - Facilities Office   November 2008

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CBP PORT OF ENTRY CONTACT INFORMATION

Port	Address	Phone	Fax	Hours of Operations
Blaine, WA	9901 Pacific Highway	360-332-6500	360-332-1739	Hours: 24
Blaine, WA	Peace Arch	360-332-6500	360-332-1739	Hours: 24
Boundary, WA	4939 Hwy 25 N.	509-732-6215	509-732-8866	Hours: 0900-1700
Danville, WA	19130 Hwy 21 N.	509-779-4862	509-779-4114	Hours: 0800-2400
Ferry, WA	1377 Customs Rd.	509-779-4655	509-779-0505	Hours: 0900-1700
Frontier, WA	4939 Hwy 25 N.	509-732-6215	509-732-8866	Hours: 24
Laurier, WA	27017 Hwy 395 N., P.O. Box 40	509-684-0570	509-684-0571	Hours: 0800-2400
Lynden, WA	9949 Guide Meridian Rd.	360-354-2183	360-354-2706	Hours: 0800-2400
Metaline Falls, WA	HC2 Box 630, 26781 SR31	509-446-4421	509-446-2033	Hours: 0800-2400
Nighthawk, WA	197 Simikameen Rd.	509-476-2125	509-476-3799	Hours: 0900-1700
Oroville, WA	33643 Hwy 97	509-476-2955	509-476-2465	Hours: 24
Sumas, WA	103 Cherry Street; P.O. Box 100	360-988-2971	360-988-6300	Hours: 24

	24 hour large truck/heavy equipment processing
	24 hour passenger only clearance
	24 hour truck processing
	Other than 24 hour port of entry (primarily for personally occupied vehicles, although limited cargo is allowed

The most current contact information for CBP ports of entry may be viewed at:
http://www.cbp.gov/xp/cgov/toolbox/contacts/ports/wa/

SEATTLE FIELD OFFICE CONTACTS

Name*	Title	Phone	Fax
Amanda I. Bibler	Assistant Director, Border Security and Facilitation	206-553-6944 ext 641	206-553-1401
Debbie Engels	Border Security Coordinator	206-553-6944 ext 620	206-553-1401
Charlie Stemple	Program Manager, Immigration and Passenger Programs	206-553-6944 ext 630	206-553-1401
Mark Peterson	Management and Program Analyst	206-553-6944 ext 621	206-553-1401

As of December 31, 2008

*Note: Personnel turnover does occur. Individuals currently listed may have been replaced at time of call.