USDA FOREST SERVICE
SHAWNEE NATIONAL FOREST
MURPHYSBORO WORKCENTER &
ILLINOIS INTERAGENCY
COORDINATION CENTER
FIRE – APRIL 17, 2019 @ 0038

Crews battle early morning fire at forest service office in Murphysboro

BY   MARSHA HELLER AND KAYLIE ROSS | APRIL 17, 2019 AT 1:19 PM CDT - UPDATED APRIL 17 AT 8:25 PM

MURPHYSBORO, IL (KFVS) - MURPHYSBORO FIREFIGHTERS RESPONDED TO A FIRE AT A FOREST SERVICE OFFICE EARLY ON WEDNESDAY, APRIL 17.

ACCORDING TO MURPHYSBORO FIRE CHIEF STEVE MCBRIDE, A PASSERBY REPORTED SEEING FLAMES COMING FROM THE ROOF OF THE SHAWNEE NATIONAL FOREST WORK CENTER APPROXIMATELY 12:30 A.M.

WHEN CREWS ARRIVED ON THE SCENE, CHIEF MCBRIDE SAID FLAMES COULD BE SEEN COMING OUT OF THE ROOF OF THE BUILDING.

MCBRIDE SAID IT WAS A SMALL ELECTRICAL FIRE THAT CLIMBED INTO THE SECOND FLOOR THROUGH THE WALLS.

CREWS SPENT THE NEXT THREE HOURS PUTTING OUT THE FIRE.

IT TOOK CREWS 30 MINUTES TO GET THE FIRE UNDER CONTROL.

INITIALLY, HEAVY SMOKE INSIDE THE BUILDING MADE IT DIFFICULT FOR FIREFIGHTERS TO TRACK DOWN THE SOURCE OF THE FIRE. CREWS QUICKLY AND SAFELY ATTACKED THE SOURCE TO KEEP THE FLAMES FROM SPREADING.

CHIEF MCBRIDE SAID THIS WAS "GOOD, AGGRESSIVE FIREFIGHTING."

NO INJURIES WERE REPORTED.

THE BUILDING HAS MODERATE DAMAGE AND CAN NOT BE USED AT THIS TIME.

CHIEF MCBRIDE SAYS THE DAMAGE IS FIXABLE.

WHILE BATTLING THE FIRE, CREWS WERE ABLE TO MOVE COMPUTERS AND OTHER ELECTRONICS IN THE DISPATCH CENTER TO ANOTHER AREA OF THE FOREST OFFICE. CREWS USED A SPECIAL SALVAGE COVER TO PROTECT THE EQUIPMENT FROM WATER AND SMOKE DAMAGE.

PERSONNEL WITH THE JACKSON COUNTY EMERGENCY MANAGEMENT, CARBONDALE FIRE DEPARTMENT, JACKSON COUNTY AMBULANCE SERVICE, AND MURPHYSBORO POLICE ALSO RESPONDED TO THE FIRE

CREWS WITH THE MURPHYSBORO, POMONA, SOMERSET FIRE PROTECTION DISTRICT PROVIDED MUTUAL AID AT THE MURPHYSBORO FIRE DEPARTMENT.

WWW.KFVS12.COM

- **0150 – On Call dispatcher notified of fire in our office**

- **0210 – On Call dispatcher arrived, does walk through with Fire Chief & retrieves our COOP Kit**

- **0230 – FMO arrives at office**

- **0330 - Voicemail and text message on my work phone reference fire at my office from the FMO. (phone on silent from earlier days meeting)**

- **0653- Listened to Voicemail from FMO – immediately left the house for the office.**

- **0710 – Tried to call EACC – no open yet**

- **0711 – Message left for Radio Tech**

- **0715 & 0718 – Tried to reach MI-MIDC (no answer)**

- **0720- I contacted HMF FMO Chris Peterson – advised of our situation and see if he could contact his Radio Tech and have him call me.**

- **0725 (approx.) – I arrived at Murphysboro Work Center/ILC**

MURPHYSBORO FIRE DEPARTMENT FACEBOOK PAGE

OUTSIDE THE BUILDING

THIS IS WHAT I FOUND INSIDE IL-ILC

CONFERENCE ROOM

CEILING IN DISPATCH

WOMAN'S BATHROOM

ORIGIN AREA WAS DETERMINED TO BE NEAR THE WIRING AND CONVERTER BOX (110 – 12V) FOR OUR SECURITY SYSTEM

- **0747 – Called MO-MOCC to notify them of our situation and inquire if they would be willing to take over radio communications for ILC**

- **0927 – 2nd message left for our Radio Tech**

- **0929 – Received call from the Radio Tech from MI-MIDC, advised that all radio techs are in WI on training**

- **Forest Engineers came to the office to inspect damage and start the process of where do we go from here?**

- **April 18th** – Working with Radio Techs and MO-MOCC we were able to get our radio communications transferred over to MOCC

- **1033 – I sent a SHF wide email that MO-MOCC (Rolla Dispatch) will be taking over radio communications for all SHF radio traffic.**

- **Moved all equipment and office supplies out of ILC to the back of the Murphysboro Workstation**

- April 23rd – Met with the regional structural engineer on site to determine the extent of the damage.

- ½ the building determined to be structurally sound

- It was determined that ALL employees should be out of the building (structurally weakened over the west end & toxic smell from burnt plastic, paint, insulation and smoke)

- April 24-26 - Numerous phone calls and discussions on "where should the employees from Murphysboro go? Ultimately decided to rent an Mobile Office Trailer.

- I had to do most all of the cost comparisons, GSA look-ups and paperwork.

- May 3rd – The Mobile Office Rental contact was submitted to JMO Modular for a 12x50 Mobile Office Trailer.

May 6th – 8th Mobile Office Trailer was delivered and set-up, electrical contractor was brought in to supply power to the mobile office and phone & internet lines were ran to the mobile office by our Radio Tech. (phone lines not working at this point)

‣ <u>May 9th</u> – IL-ILC back in <u>radio</u> service

‣ <u>May 8th – June 11th</u> – Numerous "tickets" opened to have our phone lines hooked-up, several visits from our Radio Tech working on the phones (June 4th desk phones fixed), a visit from Frontier Phone Company to trace/repair lines.

‣ <u>June 12th</u> – SHF & EACC emailed stating that IL-ILC were 100% back up and working.

- **May 15th** – Received verbal confirmation that the funding for repairs had been approved.

- **May 25th** – Received an email confirmation that funding for repairs has been allocated to the SHF.

- **June 12th** – SHF Engineer Tech visited the office to do a walk through to capture the needed repairs for the "Scope of Work" part of the contract.

- **July 2nd** – Contract package was completed and submitted to IAS

- **July 25th** – Contract Specialist sent RFQ to 8A Contractor

- **Aug. 1st** – Contractor & Sub-Contractor done a "Pre-Bid meeting" to view the damage of the building. Contracts due back to Contrast Specialist by the end of the month

- **Aug. 27th** - Was advised that the bid for repair came in under/at the allocated amount however the "Options" was over. Renegotiate/as RO for more funds

- **Sept. 10th** – ALL funding had been approved

- **Oct. 21st –** Contractor arrived and started our repairs! Estimated time to be moved back in our office "between Thanksgiving and Christmas"

CONTINUITY OF OPERATIONS PLANNING (COOP)

Continuity of Operations planning is a federal initiative to encourage people and departments to plan to address how critical operations will continue under a broad range of circumstances. COOP is important as a good business practice and because the planning fosters recovery and survival in and after emergency situations.

A COOP plan addresses emergencies from an all-hazards approach. A continuity of operations plan establishes policy and guidance ensuring that critical functions continue and that personnel and resources are relocated to an alternate facility in case of emergencies.

The plan should develop procedures for:
* Alerting, notifying, activating and deploying employees
* Identify critical business functions
* Establish an alternate facility
* Roster personnel with authority and knowledge of functions

THE COOP PLANNING TEAM

Creating a continuity of operations plan is a <u>guided process</u> and a <u>team effort</u> which will draw on your understanding of department operations with Senior Management's expertise in preparing for contingencies

➢ Senior Management
➢ Department COOP Coordinator/Point-of-Contact
➢ The COOP Planning Team

<u>Senior Management</u> ensures that the agency is capable of carrying out each respective function related to COOP. They oversee:

▸ Planning for continuity of operations

▸ Activating a COOP plan

▸ Restarting regular operations

Agency leaders may delegate many of their responsibilities, but overall accountability remains within their leadership.

The COOP Coordinator/POC serves as the agency's manager for all COOP activities. The Coordinator manages all activities to ensure the agency can perform its critical functions during an emergency.

An effective COOP Planning team requires a mix of organization professionals and includes members from all levels of management and staff. It also consists of members from various divisions of the organization, including those not directly related to the mission, such as human resources. Team members should act as COOP coordinators for their respective functions, elements or divisions.

Emergency Management is not responsible for developing continuity of operations plans for individual schools, colleges, or departments, though it does coordinate COOP activities across the University and provide guidance to organizations. Emergency Management:

▸ drafts policies, procedures and projects necessary to implement COOP plans

▸ provides contingency-planning expertise to colleges, schools or departments as needed

▸ coordinates financial forecasting and reporting for COOP-related funding

▸ monitors and reports the current state of COOP capability across the University

▸ coordinates with external organizations

▸ integrates operation continuity with the overall emergency management program

Things to Consider

▶ **How will plans be implemented, especially when there is no advanced warning?**

▶ **What is necessary to sustain and maintain operations for time periods of up to 30 days? (FEMA recommended time frame)**

▶ **What types of training, testing, and exercises are necessary for personnel, systems, processes, and procedures to ensure the department is ready?**

Each Continuity of Operations Plan should include information about:

- The department's mission statement

- Critical business functions, prioritized

- Recovery locations

- A department organization chart

- Continuity of authority

- Essential staff, including their contact information

- External resources

- Critical department records

- Computer inventory

- Necessary office supplies and furniture

- Software and IT needs

- Necessary communication tools

WRITING THE PLAN

Illinois Interagency Coordination Center
Continuation of Operations Plan (COOP)

February 2019

Continuity of Operations Plan
Template for Federal Departments
and Agencies
April 2013

[Department/Agency Name]
[Month Day, Year]

[Department/Agency Name]
[Street Address]
[City, State Zip Code]

[Insert Federal Department/Agency Symbol]

https://www.fema.gov/media-library-data/5c4896dd74fd2b18bc900e60935debe9/COOP_Planning_Template.pdf

BIG QUESTIONS TO ASK

- **When – Reasons for going into COOP**
  - **Disaster (natural or man-made)**
  - **Facility issues (water, plumbing, broken AC/heat, etc.)**
  - **Building fire**
- **Where - Think about locations to set up operations – FEMA says w/in 12hrs**
  - **Other Agency Offices / Cooperators office**
  - **Hotel**
  - **Mobile Office**
- **What - What do will you need to keep operations running smoothly?**
  - **This list can and will be quite in depth**
- **How long**
  - **FEMA training/guidance states "Capable of sustaining operations for at least 30 days."**

# THINGS TO INCLUDE IN YOUR COOP KIT

- COOP items in their own <u>marked</u> container(s)
- Laptop Computer(s) - 1 for each person in our office
  - Bag ready w/ power cord, mouse, card reader
  - Life Cycle Refresh Program (agency computer replacement)
  - SmartSource
- Thumb/External Drive(s)
  - ALL Forms used in dispatch
  - ALL guides used in dispatch
  - Contact lists
  - Service & Supply Plan
- Maps of coverage/dispatch area
  - Rolled up in a tube style container (water tight)
- General office products
- Paper versions of forms
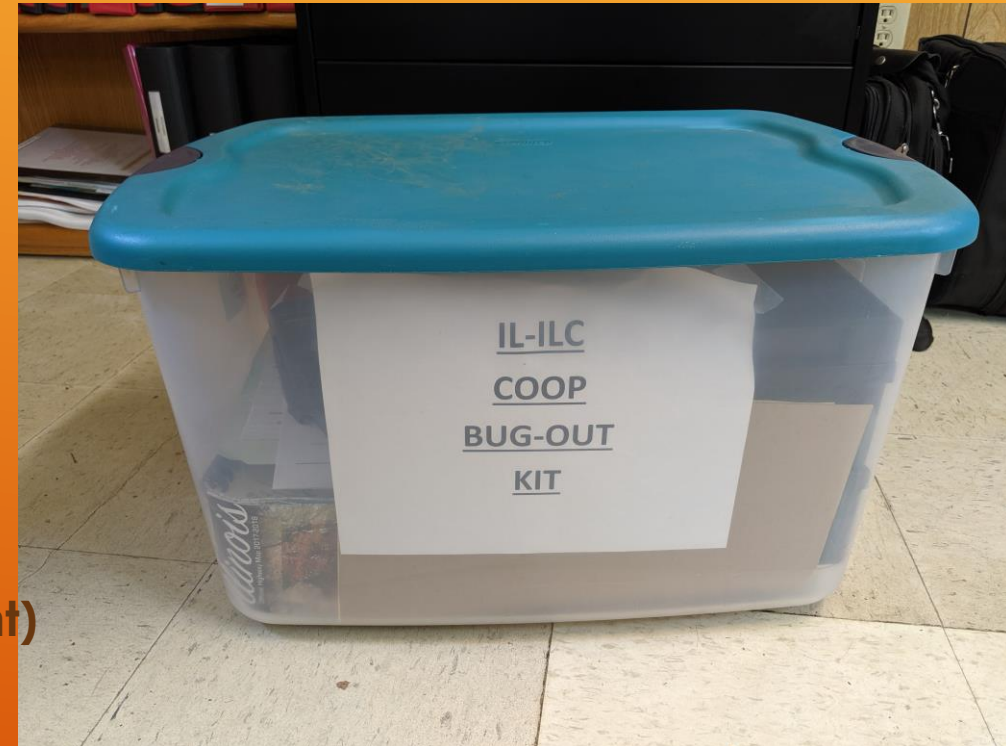
THINGS TO INCLUDE IN YOUR COOP KIT – CONT.

- Desk type printer w/ extra ink
- Desk type fax machine
  - ALL Forms used in dispatch
  - ALL guides used in dispatch
  - Contact lists
  - Service & Supply Plan
- MiFi – cell phone hotspot
- Set of keys for ALL buildings/Doors/Vehicles
- 50-100' data lines x 3
- Personalized for your office
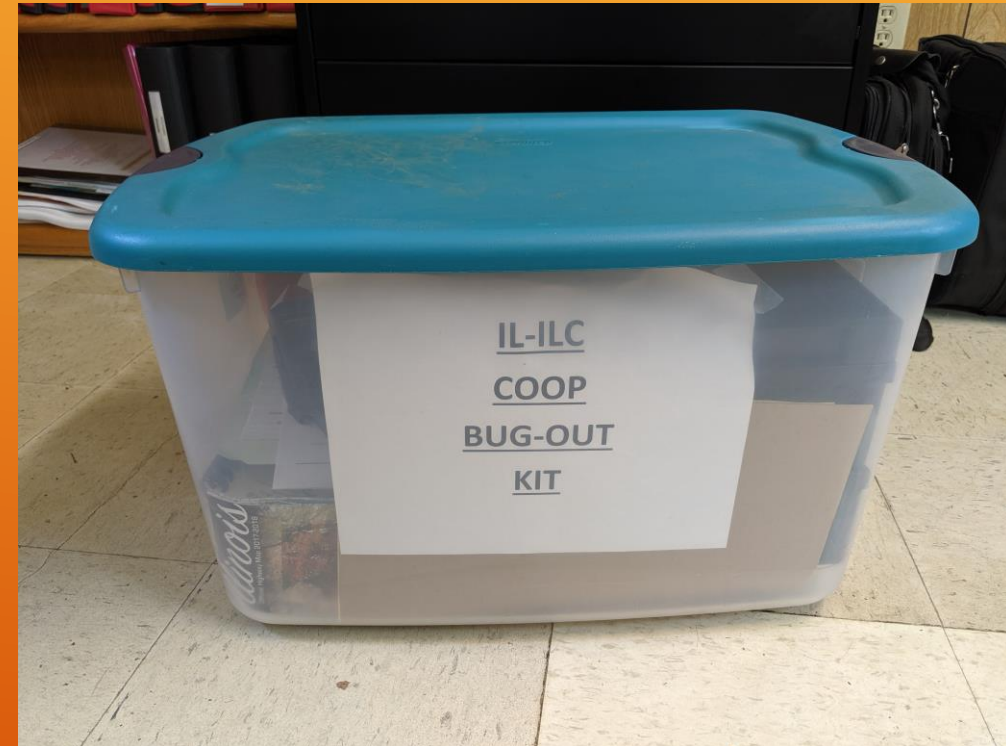
SERVICE & SUPPLY PLAN
THINGS TO THINK ABOUT

GSA Vendors in your area

- ▶ **Mobile Office Trailers**
- ▶ **Printers/copier/Fax**
- ▶ **Storage units (portable)**

Local companies can be used but MUST:

- ▶ **Have a DUNS number**
- ▶ **Registered in SAM (System for Award Management)**
- ▶ **Create an account in IPP (Invoice Processing Platform)**

Ask your local IBA, Contract Specialist or Engineer help

SOMETHING TO THINK ABOUT:

- **Kits could end up being heavy & have several pieces**
  - **Computers / External Hard Drives**
  - **Maps (Map Tubes)**
  - **Totes (watertight?)**
- **Place them near doors**
- **Have multiple kits (where to keep them?)**
  - **House 1 kit Off-Site?**
- **Off site COOP Agency location(s)**
  - **Have pre-wired for radios**
- **Agreements in place with neighboring dispatch centers to cover**
  - **Radio's pre-programmed**
  - **ROSS/IROC access given**
- **Fire Proof filing cabinet**
  - **House 1 kit off site?**

FIREPROOF FILE CABINET

With all the PII that we have now in our dispatch centers, is this something we should have in our offices?

➢ **Training Folders**

➢ **AD Paperwork**

They can be expensive