

WA-TERT



WA State TERT

Regional Coordinator Packet

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TERT Contact Information

1. TERT Contact Information:

WA-TERT State Coordinator:

Cory James - NORCOM

cjames@norcom.org

425.577.5583

425.577.5580 (NORCOM 24/7 Supervisor line)

WA-TERT State Committee Chair (State Coordinator Alternate):

Cory Ahrens - CJTC

cahrens@cjtc.state.wa.us

msspode@yahoo.com

206.835.7351

206.779.0760 (cell)

Regional Coordinator (NE Region):

Jay Atwood - Spokane Fire

jatwood@spokanecity.org

jdatwood@msn.com

509.532.8900 (Dispatch 24 hr.)

509.532.8901 (Office)

509.370.6337 (Work cell)

509.879.6080 (Personal cell)

509.893.2217 (Home)

Regional Coordinator (SE Region):

Stacey Garcia - Suncomm Yakima

Stacey.garcia@yakima.gov

staceymgarcia@gmail.com

509.575.3012 (Office)

509.901.9891 cell)

Regional Coordinator (NW Region):

Angee Iyall - Valley Comm

angeei@valleycom.org

angeei@comcast.net

253.372.1490 (VCC 24/7 Supervisor line)

206.755.7996 (cell)

Lena Grubb - Snopac

lgrubb@snopac911.us

lenagrubb@comcast.net

425.407.3930 (Snopac 24/7 Supervisor line)

206.369.8214 (cell)

Regional Coordinator (SW Region):

Karl Hatton - Jeffcom

khatton@jcpsn.us

360.385.3831 (Dispatch)

360.744.6279 (Work cell)

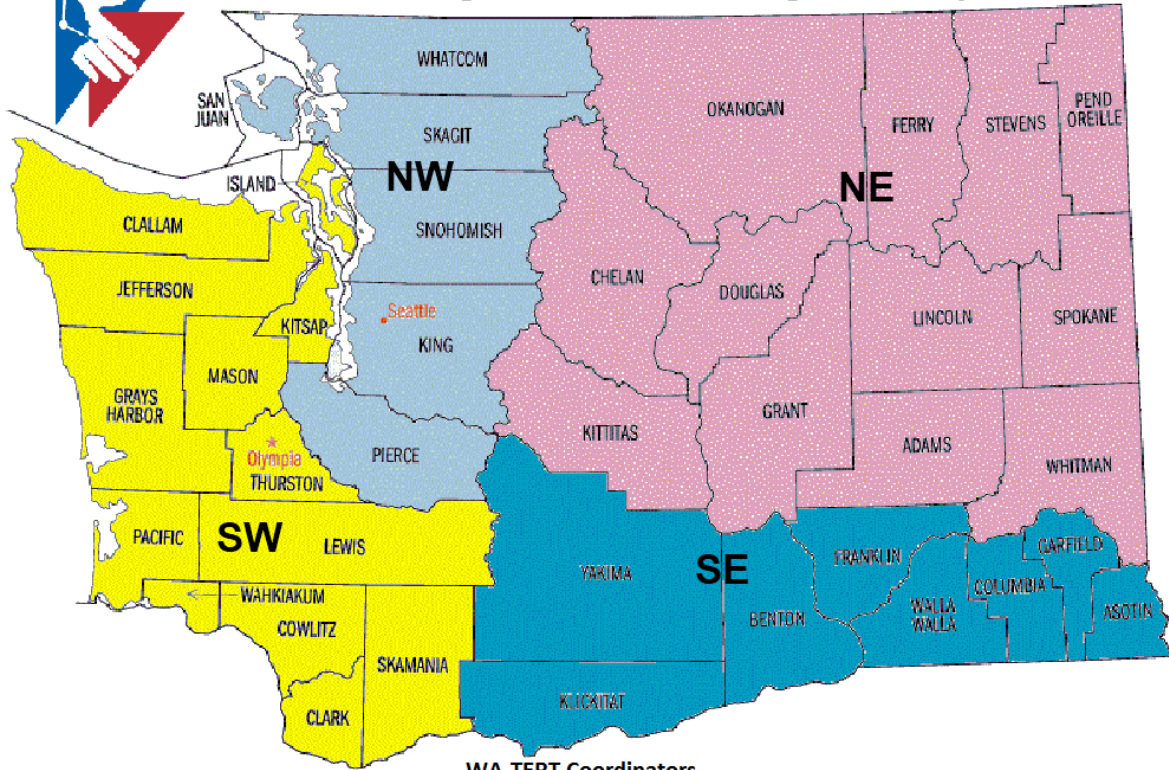
360.775.6632 (Personal cell)

360.681.2176 (Home)

**Website Information: WA APCO – information about TERT and TERT Forms: <http://www.apcowa.org/TERT.htm>
Our goal is to have all forms, TERT general info, and links to WA Emergency Management and their forms and agreements on the WA APCO/NENA website.**

We further, hope to have a secure, password protected web portal on the CJTC Telecommunicator Program website. This portal will be used for actual deployments and have a password issued for the event allowing only deployed members, TERT Coordinator, etc.. This site may contain information such as team member/leader cell phone numbers, rendezvous locations and directions, information from the scene of the disaster, and other sensitive information not for public viewing. Persons receiving the password to the portal will be expected to keep the password protected and not divulge it to anyone else for any purpose.

Washington State TERT Regional Map



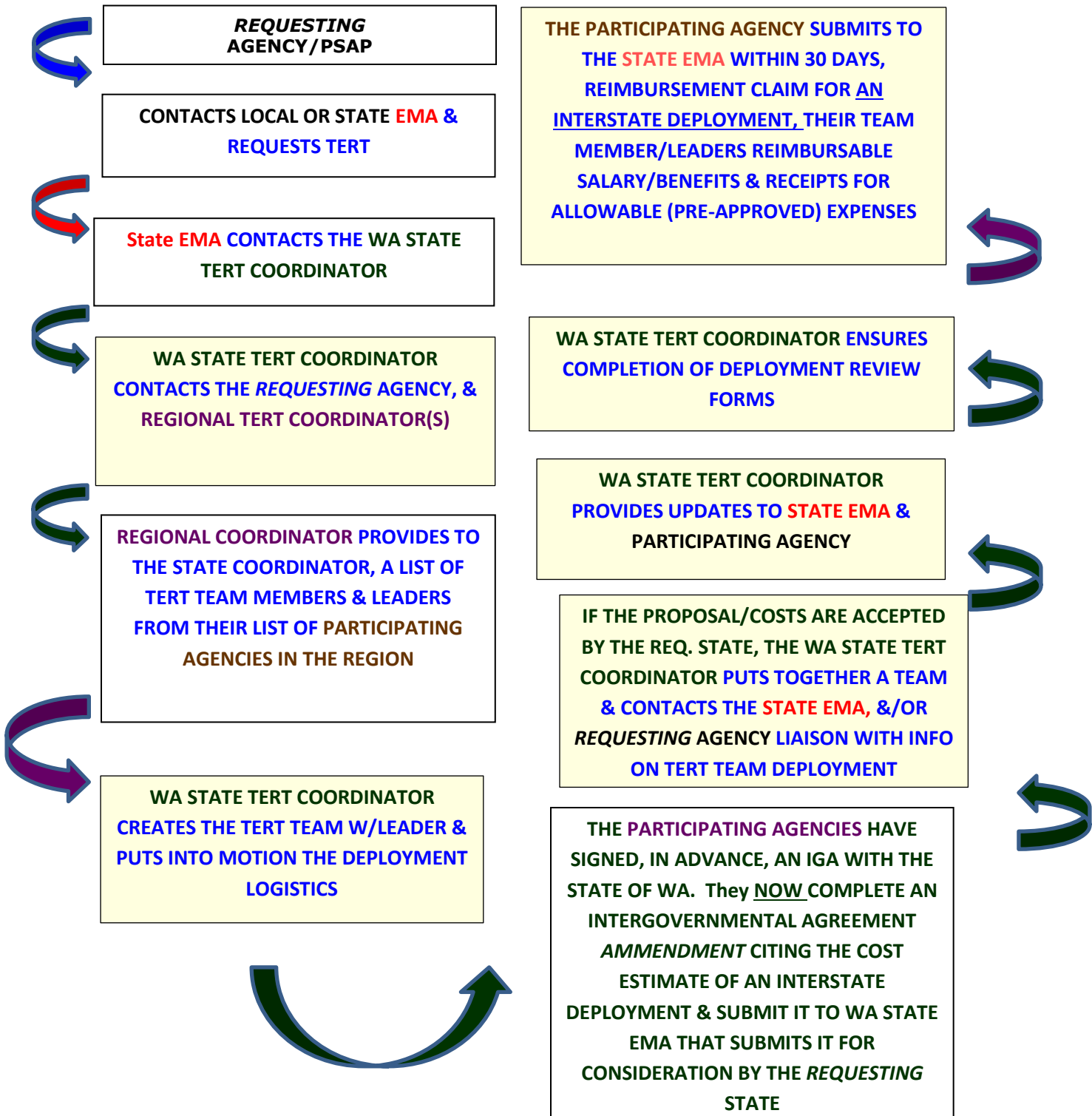
WA-TERT Coordinators

NW Region: Angee Iyall & Lena Grubb
SW Region: Karl Hatton

State Coordinator: Cory James

NE Region: Jay Atwood
SE Region: Stacey Garcia

TERT REQUEST/DEPLOYMENT FLOW CHART



TERT Regional Coordinator Qualification and Responsibilities

3. Regional Coordinator Qualifications

- 3.1 Must have excellent written, oral, and interpersonal communication skills and be able to work closely with the region's PSAP representatives and the State Coordinator
- 3.2 Must have the full support, in writing, of their agency in attending training, meetings, and have the time and resources to fulfill the requirements and duties of the position
- 3.3 Must be knowledgeable about all aspects of the deployment process and be able to assist the State Coordinator in any capacity as needed
- 3.4 Must have excellent organizational skills that will allow them to act as a conduit to the PSAPs in their region for data collection, training, updates, and policy changes
- 3.5 Must have the knowledge to serve as back-up to the State TERT Coordinator as needed. Regional Coordinators will serve as back-up to their two closest neighboring regions, also, as needed
- 3.6 Must be able follow a process to advise both the State Coordinator, and the backup Regional Coordinator(s) any time they are unavailable to fulfill their TERT duties
- 3.7 Will attend at least two TERT related (regional or State) meetings a year
 - 3.7.1 Training required:
 - Telecommunicator I – Basic Calltaker – current certification**
 - TERT Member**
 - TERT Leader**
 - IS-100.b Introduction to the Incident Command System (ICS 100)**
 - IS-144 Telecommunicator Emergency Response Taskforce (TERT) Basic Course**
 - IS-200.b ICS for Single Resource and Initial Action Incidents**
 - IS-700.A National Incident Management System (NIMS) An Introduction.**
 - IS-800.B National Response Framework, An Introduction**
 - IS-802 Emergency Support Functions (ESF) #2 - Communications**
- 3.8 Must have the capability of maintaining accurate lists of all deployable personnel in the region and any region for which the Regional Coordinator is a backup
- 3.9 Must create and maintain a method of 24-hour contact with all regional PSAPs as a way to put together deployable teams

TERT Regional Coordinator Qualification and Responsibilities

- 3.10 Create an Email group that includes PSAP contact persons for each PSAP in the region. Update this list quarterly.
- 3.11 Ensure that each PSAP in the region has an electronic copy of the WA State TERT Program Guide including all appendices, addendums and forms.
- 3.12 Meet with each PSAP director on a yearly basis to promote TERT, answer questions and assisting them in becoming a deployable agency.
- 3.13 Ensure that each PSAP in the region completes a basic PSAP pre-need survey.
- 3.14 Ensure that each PSAP that intends to have the capability of deploying out of state has entered into an IGA with the State and has completed all forms.
- 3.15 Maintain a spreadsheet that includes the names of each PSAP, 24 hour contact, and name/phone/email.
- 3.16 Maintain a spreadsheet that includes all active members/leader information
- 3.17 Be prepared to back up of the neighboring region and have access to their latest spreadsheets and contact information.
- 3.18 Appoint and train a back-up RC for the region.

TERT Deployment Checklist, Regional Coordinator

- Prior to a request, attempt to have all PSAPs in your region fill out a PSAP survey in advance**

For a TERT Request/Deployment:

- Request for TERT comes from the local or state Emergency Management Office. If the request goes through the local EMA, then they will notify the WA State Emergency Management Division which, in turn, will notify the WA State TERT Coordinator

If the request comes to the Regional Coordinator directly from a Regional PSAP, refer the PSAP to either their local EMA or the WA State TERT State Coordinator for the request

- The State Coordinator will notify the Washington State EMD and receive an activation number _____

- Assist the State Coordinator, if asked, in obtaining more information about the *Requesting Agency* and their situation or needs

- State TERT Coordinator will determine how many deployable resources are needed and make requests of Regional Coordinators to begin to compile teams to meet those needs

- If this is an out-of-state deployment ensure that all PARTICIPATING Agencies have an IGA and that IGA Amendments are complete and sent to the WA EMD and then advise the State TERT Coordinator

- Contact PARTICIPATING agencies in your region and request a list of immediately deployable Team Members or Leaders from each.

- Provide the list of deployable team members to the State Coordinator who will put together the team

- Assist the State Coordinator as requested with aspects of the deployment

- Coordinate communications between the deployed Team and home agencies

- Ensure completion of all Deployment Review forms

- Assist agencies, as needed, in application for reimbursement

