



Field Operations Guide

ECHO Minnesota
November 3, 2010

FOR ACTIVATION DURING REGULAR BUSINESS HOURS
CALL ECHO
(651) 789-4342

OR

FOR ACTIVATION AFTER HOURS OR FOR PRIORITY SERVICE DURING
BUSINESS HOURS CALL STATE DUTY OFFICER
(800) 422-0798
(651) 649-5451

This plan may be inserted in the Emergency Operations Plans of the local governments, State Duty Officer, State of Minnesota government jurisdictions and agencies, non-profit and other organizations.

Field Operations Guide -- Promulgation and Implementation Statement

Pursuant to the authority delegated to the ECHO Executive Director by the ECHO Emergency Operations Plan dated November 3, 2010, the attached will serve as the current **ECHO Field Operations Guide (FOG)** for all emergency activations. This FOG will be effective until rescinded or superseded. All previous versions of this FOG are hereby rescinded.

This FOG is intended to be a summary of the Emergency Operations Plan (EOP). For additional information, please refer to that Plan. In case of any discrepancy, the EOP will control.

This FOG contains the following sections:

1. Cover Sheet;
2. This Promulgation and Implementation Statement;
3. Emergency Activation, Operations and Message Flow Charts;
4. ECHO Message Plan Form; and
5. ECHO ICS 213 General Message for ECHO Service Request.

Dated: 11.3.10

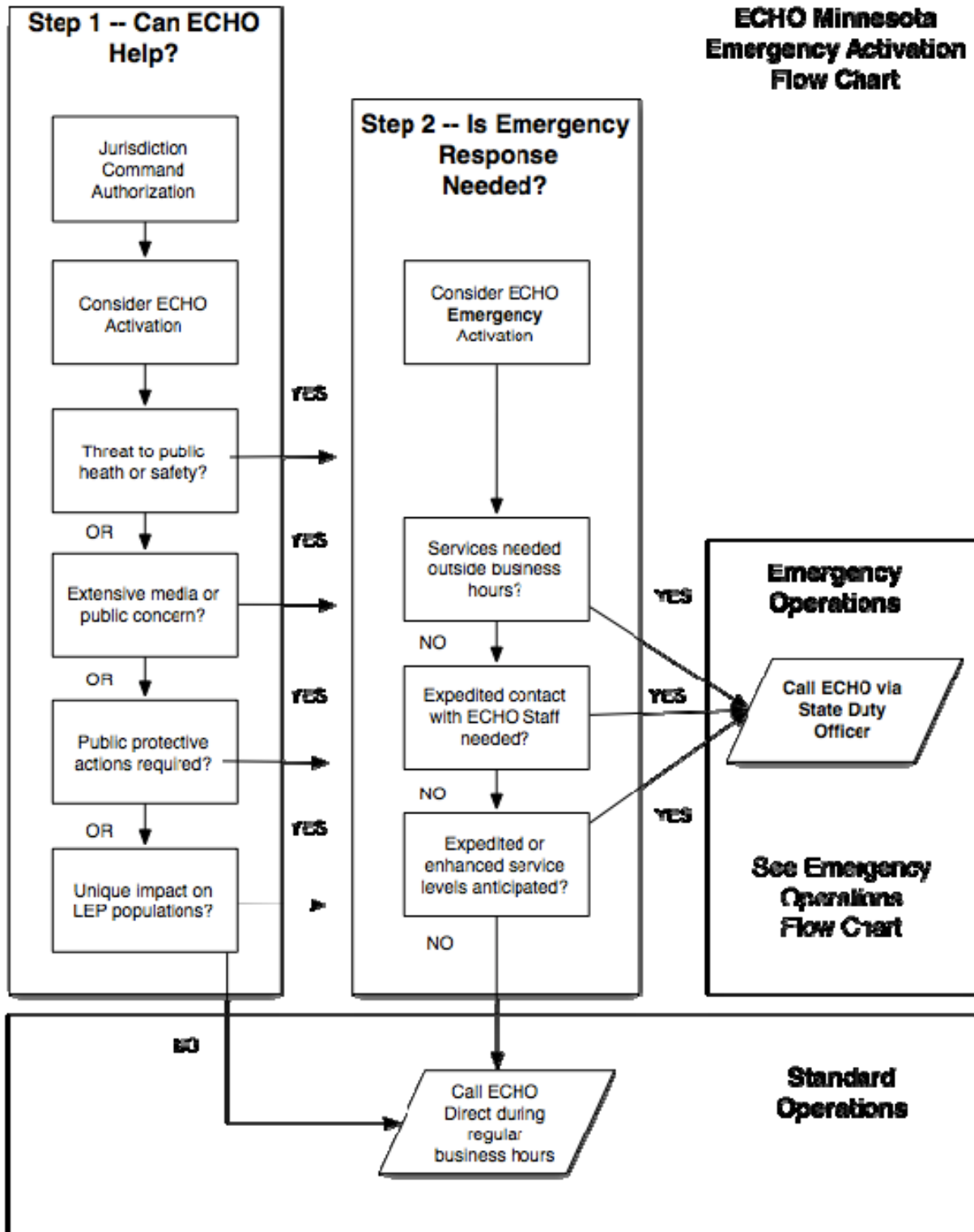
By: _____

ECHO MINNESOTA

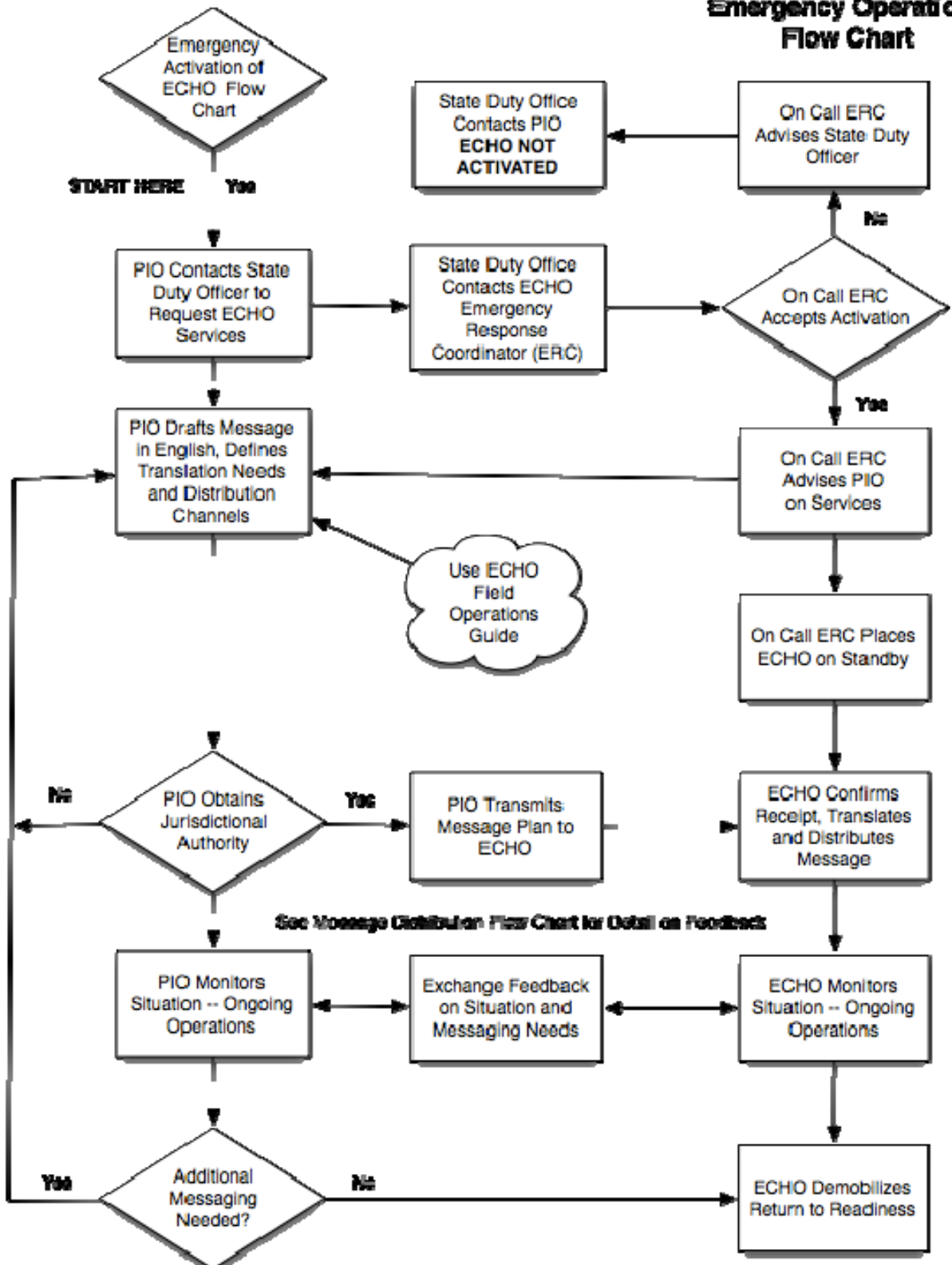


Its: Executive Director
Lillian McDonald

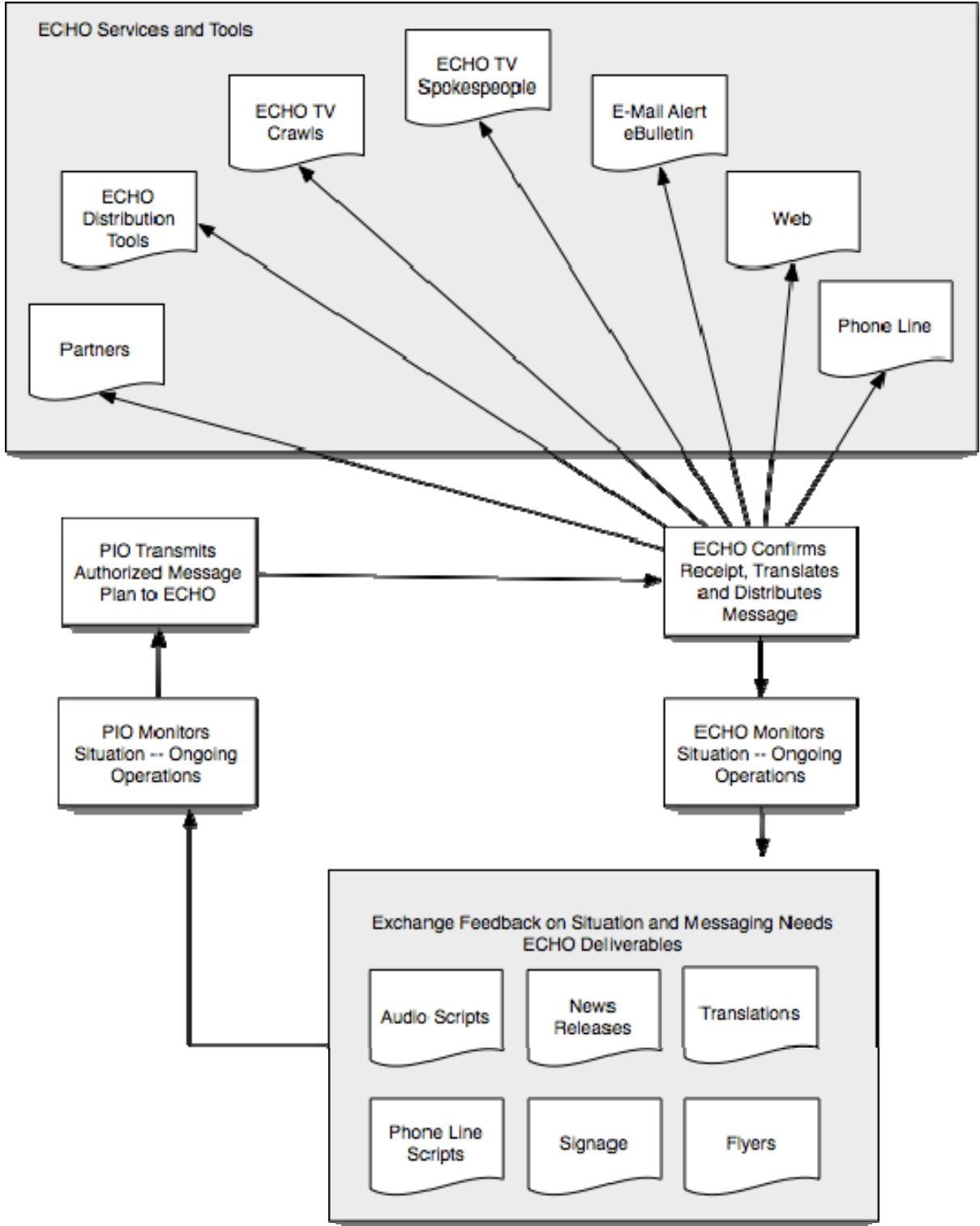
ECHO Minnesota Emergency Activation Flow Chart



ECHO Minnesota Emergency Operations Flow Chart



ECHO Minnesota Message Distribution and PIO/ECHO Feedback



Adopted November 3, 2010

ECHO Minnesota, 125 Charles Avenue, Saint Paul, MN 55103, (651) 789-4342, www.echominnesota.org

ECHO EMERGENCY MESSAGE PLAN

TO: ECHO MINNESOTA

FROM: Name: _____ Title: _____

ORG: _____

SUBJECT: Emergency Message Transmission and Distribution Request

INCIDENT: _____ DATE: _____ TIME: _____

1. GET READY

Obtain jurisdictional and/or incident command authority to activate ECHO.

Granted by: _____ Date: _____ Time: _____

2. CALL DUTY OFFICER

Call 800-422-0798 or 651-649-5451 and request ECHO Activation.

Completed by _____ Date: _____ Time: _____

3. CONTACT ECHO

The On Call ECHO Emergency Response Coordinator is:

Phone: _____ Phone: _____ Fax: _____

E-mail: _____

He/She called _____ Date: _____ Time: _____

4. PLAN MESSAGE

Follow jurisdictional and incident command processes to develop and approve the message for translation and release.

~
Attached is an approved ICS-213, ECHO ICS-213, or equivalent documenting the message or an approved pre-scripted, pre-translated message.

Content Approved by: _____ Date: _____ Time: _____

Translate attached message into:

~	Spanish	~	Vietnamese	~	Lao
~	Hmong	~	Russian	~	Oromo
~	Somali	~	Arabic	~	Khmer
~	ALL	~	Other (Specify) _____	.	

~
Pre-Translated -- No Translation Service Needed

Distribute via ECHO Channels:

- ~ ECHO toll free phone line (your message recorded on 888-883-8831).
- ~ ECHO Web (your message posted to www.echominnesota.org).
- ~ ECHO TV (On Camera Bi-lingual Spokesperson) – Twin Cities Public Televisions Minnesota channel 17 (Metro area) or participating public television stations statewide (refer to each region for information). Note: ECHO TV may only be activated during a regional or statewide emergency.
- ~ ECHO TV (Text Only Crawl) – Twin Cities Public Televisions Minnesota channel 17 (Metro area) or participating public television stations statewide (refer to each region for information). Note: ECHO TV may only be activated during a regional or statewide emergency.
- ~ ECHO e-Alerts or e-Bulletins – email pushed out to ECHO E-subscribers alerting them to check ECHO resources for information about your situation.
- ~ ECHO Partner Relay – email distribution to local partners agreeing to relay. ECHO media and information to targeted populations within their jurisdictions and methods (e.g., Mosques, Libraries, ELL schools, etc.).

Distribution schedule: _____

NOTE THAT IT MAY TAKE UP TO TWELVE HOURS TO PROCESS YOUR TRANSLATION REQUEST AND DISTRIBUTE IT THROUGH ECHO CHANNELS.

5. SEND THIS FORM AND ATTACHED MESSAGE TO ECHO

This Message Plan, including content, translation and distribution request approved by:

Name: _____ Title: _____ on Date: _____ Time: _____

This form and attached message sent to ECHO by _____

via _____ on Date: _____ Time: _____

Receipt Confirmed by _____ on Date: _____ Time: _____

**Maintain contact with your ECHO Emergency Response Coordinator for confirmation of transmission and ongoing message support.
 See ECHO Emergency Operations Plan for Further Details**

ECHO ICS 213

