

APPENDIX B: CLEARINGHOUSE OPERATING PROCEDURES AND INSTRUCTIONS

Below are instructions for setting up stations (Part 1), explanations of the functions that need to be performed (Part 2), and guidance for field operations (Part 3). Clearinghouse setup, functions, and assignments are overseen and directed by the Clearinghouse Management.

Part 1: Set up for physical and hybrid Clearinghouse

Virtual/Hybrid Clearinghouse for preliminary meeting and that remote participants can use for attending meetings (assuming internet service)

- a. Lead Hazard committee director (with help from Logistics committee) sets up a virtual/hybrid meeting forum for hosting coordination calls, evening debriefings, and any other necessary meetings.
- b. Once a virtual meeting space is established, send link and meeting schedule out to Clearinghouse committee members and core partners.

Registration tables for scientists, engineers, and the media: 1–2 staff members (Logistics committee with help from other committees and core partners)

- a. Registration Table for Scientists and Engineers. Set up at entrance. Identify with a sign.
 - i. Log sheet for mandatory daily sign-in and sign-out and collection of following information:
 - Name
 - Organization
 - Associated Hazard committee/data collection type (earthquake, landslide, tsunami, volcano)
 - Purpose of field work
 - Location of field work
 - Others in your group?
 - Contact info: Cell #, email, Satellite phone #, radio
 - Departure time
 - Expected return time
 - ii. Provide Clearinghouse Contact Information so field researchers know who at the Clearinghouse to contact if they need assistance or have a question. Print this out and also list it on the Clearinghouse webpage.

Information Table and Field Investigation Forms: 1 staff member (Data and Logistics committees)

- a. Set up a table near the registration table. Identify with a sign.
 - i. Instructions for field investigators for data collection (printed versions of *Appendix C* of this plan).
 - ii. Field Safety Notes and Resources (Printed Versions of *Appendix E* of this plan).
- b. Distribute Field Investigation Forms (ENCOURAGE THEIR USE).
 - i. Have printed versions available if needed, but online survey is preferred.

- ii. Have a computer, tablet, and cell phone to show people how to access and use the online forms and assist if needed.
- c. Have a computer and monitor to show locations of previous day's damage updates (print-outs if possible).
- d. Distribute all press releases, weather reports, road closure info, reports on utilities availability, maps, fact sheets, and other useful info for field investigators.

Daily Briefing Area (Logistics committee to set up)

- Arrange space to accommodate about 100 people, depending on the event's impact, for daily discussions
- Chairs
- Podium or table
- Virtual/hybrid meeting capability (OWL or other camera/web conferencing/in person meeting technology)
- White board and markers
- Flip charts and large Post it pads on easels and markers
- Wall space for posting materials
- Projector and white wall or screen

Part 2: Functions

Provide Letters of Introduction and Passage: 1 staff member (Logistics committee or anyone available)

- a. Make letters of introduction available to field investigators as necessary. Equipment and supplies needed:
 - i. Letterhead (digital and printed)
 - ii. Computer
 - iii. Log of areas where access permissions have been granted, along with when, where, and who provided it.
- b. Assist with requests for permission from authorities for passage into restricted areas. Equipment and supplies needed:
 - i. Map of impacted area with land ownership/parcel information.
 - ii. Emergency management points of contact (for example, sheriff, emergency manager) (see the *Internal Appendix* for emergency manager contact information).

Data Collection, Upload, and Verification: 2–3 staff members (Data & IT Committee, Lead Hazard Committee, and EERI)

- a. Collect and disseminate information from previous day's data collection on damage surveys, Situation Reports, and fact sheets (Data & IT committee and Hazard committees). **Important to ensure daily situation reports get delivered to EMD and local EMs.**
- b. Enter the information into the database system (Data & IT committee).
- c. Moderate daily briefings (lead hazard committee with help from EERI and core partners).
- d. Take notes during evening proceedings & report to regional and (or) state EOC (lead hazard committee with help from core partners).
- e. Retrieve and present information for use by Clearinghouse participants.
- f. Prepare update for next day's field assignments (lead hazard committee with help from core partners).
- g. Immediately notify the regional and (or) state EOC and (or) ICS of findings relevant to emergency response (lead hazard committee and Clearinghouse Management).

Track Investigators and Data Collection: 1–3 staff members (Lead Hazard committee, Logistics committee, and Data & IT committee)

- a. Review updated check-in/check-out logs to see where people have been, are currently, and where we still need to go (Lead Hazard committee and Data & IT committee).
- b. Ensure that everyone has checked back in for the day.
- c. Review updated damage survey reports (Lead Hazard committee) and plan for future data collection based on places visited and reported/observed impacts.
- d. Review/plot locations of observed/not observed areas on map (Lead Hazard committee and Data & IT committee).
- e. Work with check-in/check-out to get priority areas and issues covered (Lead Hazard committee and Data & IT committee).
- f. Report at daily briefings (Lead Hazard committee).

Connection to Regional/State EOC: 1 liaison person (Clearinghouse Management)

- a. Establish and maintain connection and role (in person, virtual, phone) with the EOC(s).
- b. Funnel damage reports, situation reports, and assorted information as necessary and appropriate.

Connection to Other Organizations: 1 staff member (Clearinghouse Management with help from other committees and core partners)

- a. PNSN
- b. USGS
- c. NOAA (tsunami)
- d. Other State Geological Surveys (as necessary)
- e. PIOs and Clearinghouse website (Data & IT committee and Outreach committee)
- f. FEMA Regional Response Coordination Center

Keep Clearinghouse Running: 1 staff member (Logistics with help from other committees and core partners)

- a. Identify and procure needed supplies and equipment.
- b. Check-out and check-in equipment.
- c. Arrange for trash pick-up and cleaning.
- d. Help with purchasing food and water.
- e. Deal with security, access issues, and parking.

Finance/Administration: ½ time for one staff member (Clearinghouse Management and Logistics with help from other committees and core partners)

- a. Keep track of and approve expenditures/borrowings/gifts for WGS staff.
- b. Help coordinate and pay for costs associated with aerial or water reconnaissance as necessary.

Part 3: Field Operations

Organizational Responsibility

Each participating organization is responsible for the safety, coordination, and priority setting for their members. Visiting researchers are responsible for their own equipment, finances, lodging, and travel. There may be opportunities for shared travel and teaming up with WGS or other scientists but that will not be known ahead of time.

Field Participant Information

Participants in the field shall provide numbers/addresses (cell phone, satellite phones, emails) so that the Clearinghouse is able to contact them for safety. A summary of visitors' specialties and field investigation priorities will be helpful in field investigations and tracking.

Communication with the Clearinghouse

Safety of the field investigators is of the utmost importance. In order to strive for a safe data collection, we ask that participants in the field shall:

1. Check in with the Clearinghouse (at the physical location or virtually through the logistics committee) to communicate that you are going to the field and to share your planned itinerary before going into the field at the beginning of each day.
2. Check with the relevant Clearinghouse hazard director to ensure the area you are hoping to visit is accessible and that any emergency response efforts are finished or that we have permission to investigate there.
3. Contact the Clearinghouse as priorities or itineraries change.
4. Contact the Clearinghouse at least once daily with an update on observations, ideally at the evening debriefing. If there are important life safety observations that need to be addressed during the day please call 911 if necessary and (or) work with the lead hazard committee chair or management to notify the appropriate emergency management of the situation.
5. Check out with the Clearinghouse at the end of each day (at the physical location or virtually through the logistics committee).

Requesting Aerial and (or) Water Reconnaissance

For many geologic events it may be necessary to document damage via aerial and (or) water reconnaissance. With consideration of the event, the location of damage, the scale of damage, and the risk to geologists and the pilots/captains of the necessary vessels/aircraft, WGS reconnaissance requests will be handled by Clearinghouse Management during the event response with approval from the State Geologist. Requests for piloted aerial (plane or helicopter with or without geophysical tools) or UAS support will be coordinated with ICS as appropriate. Requests for water reconnaissance (motorboat, canoe, dive team, or other geophysical water equipment) will be coordinated with ICS, DNR, USGS, UW, and other agencies as appropriate.