# Massachusetts Emergency Management Agency
# Rapid Impact Assessment Coordination Plan
## October 2026

# Table of Contents


1.0 INTRODUCTION ..... 4
1.1 Purpose ..... 4
1.2 Scope and Applicability ..... 4
2.0 SITUATION AND PLANNING ASSUMPTIONS ..... 4
2.1 Situation ..... 4
2.2 Planning Assumptions ..... 5
3.0 CONCEPT OF COORDINATION ..... 5
3.1 General ..... 5
3.2 Community Lifeline Impacts ..... 5
3.3 Impact Assessment Methods ..... 6
3.3.1 Self-Reporting ..... 6
3.3.2 Flyovers ..... 6
3.3.3 Windshield Survey ..... 7
3.3.4 Geographic Information Systems (GIS) ..... 7
3.4 Plan Activation ..... 7
3.5 Direction and Control ..... 8
3.5.1 Notification ..... 8
3.6 Organization ..... 8
3.7 Rapid Impact Assessment (RIA) ..... 10
3.7.1 Rapid Impact Assessment Teams ..... 10
3.7.2 RIAT Direction and Control ..... 11
4.0 ROLES AND RESPONSIBILITIES ..... 11
4.1 Local Roles and Responsibilities ..... 11
4.2 RIAT Roles and Responsibilities ..... 11
4.2.1 RIAT Leader ..... 11
4.2.2 RIAT Personnel ..... 12
4.2.3 Impact Assessment Group Supervisor Group Supervisor ..... 12
4.3 State and Supporting Agency Roles and Responsibilities ..... 13
4.3.1 Primary Agency - Massachusetts Emergency Management Agency (MEMA) ..... 13
4.3.2 All Supporting Agencies ..... 13
4.3.3 Support Personnel ..... 14

4.3.4 Massachusetts Department of Transportation (MassDOT) ..... 14
4.3.5 Department of Conservation and Recreation (DCR) ..... 14
4.3.6 American Red Cross (ARC) ..... 14
4.3.7 Civil Air Patrol (CAP) ..... 14
4.3.8 Office of Coastal Zone Management (CZM) ..... 14
4.3.9 Department of Environmental Protection (DEP) ..... 14
4.3.10 Massachusetts State Police (MSP) ..... 14
4.3.11 Massachusetts National Guard (MANG) ..... 14
5.0 COMMUNICATION ..... 15
5.1 Interoperability ..... 15
6.0 ADMINISTRATION, FINANCE AND LOGISTICS ..... 15
6.1 Plan Maintenance ..... 15
6.2 Expenditures and Reimbursements ..... 15
6.3 Exercise and Incident Reviews ..... 15
7.0 AUTHORITIES AND REFERENCES ..... 15
7.1 Federal ..... 15
7.2 State ..... 16
APPENDIX A: COMMUNITY LIFELINES ..... 17
APPENDIX B: SEOC ACTIVATION TRIGGERS ..... 19
APPENDIX C: SEOC RIA ORGANIZATIONAL STRUCTURE ..... 21
APPENDIX D: RAPID IMPACT ASSESMENT GROUP ACTIVATION CHECKLIST ..... 22
APPENDIX E: RAPID IMPACT ASSESSMENT GROUP ROLES & RESPONSIBILITES ..... 24
APPENDIX F: RAPID IMPACT SURVEY FORM ..... 26

# 1.0 INTRODUCTION

## 1.1 Purpose

The Rapid Impact Assessment Coordination Plan provides a framework for a coordinated effort by state agencies, cities and towns, and non-governmental agencies to assess impacts to critical infrastructure, public/private property, and the environment during and after an incident. Accurate and timely impact assessments will assist decision makers in prioritizing response activities and allocating resources immediately after an incident. They also provide an estimate of financial losses due to the incident, and support requests for federal declarations such as Stafford Act or Small Business Administration disaster declarations.

## 1.2 Scope and Applicability

This plan is applicable to all agencies and organizations with a role in supporting response and recovery activities related to damage assessment in Massachusetts. The Massachusetts Emergency Management Agency (MEMA) and other state agencies and organizations will use this plan to establish impact assessment criteria/information needs, improve impact assessment situational awareness, and unity of effort across agencies, and support response and recovery efforts.

A Rapid Impact Assessment (RIA) provides fast, high level situational awareness within the first thirty-six hours after an incident. A RIA is performed during the response phase of an incident to understand overall impacts and immediate needs. In addition to providing situational awareness, the RIA helps establish operational priorities. When a RIA is performed it may be too soon to see long term damage and follow up surveys are performed to quantify the extent and assess cost of the damage during the recovery phase. Local communities may perceive multiple surveys, but each assessment serves a separate purpose during the response and recovery phases of an incident.

# 2.0 SITUATION AND PLANNING ASSUMPTIONS

## 2.1 Situation

The Commonwealth faces diverse natural, technological, and human caused hazards, all of which may threaten life and damage critical infrastructure, property, and the environment. Regardless of the type of incident, effective response and recovery require timely, accurate assessment of impacts on population, property, infrastructure, and the environment, including documentation of financial losses.

## 2.2 Planning Assumptions

- Incidents may cause significant disruption to transportation and communications infrastructure in impacted areas.
- Impact assessment activities may be initiated as soon as possible after an incident occurs.
- Local communities may self-report events which may trigger the MEMA Director to activate this Plan.
- Impact assessment activities may take place with or without the State Emergency Operations Center being activated.
- Agencies with impact assessment responsibilities have developed internal plans and procedures detailing agency roles and responsibilities.

# 3.0 CONCEPT OF COORDINATION

## 3.1 General

Impact assessments may be required for a variety of disaster situations based on the size and scope of the incident and the impacts on a community's population, critical infrastructure, or environment.

## 3.2 Community Lifeline Impacts

When conducting impact assessments, this plan will follow Community Lifelines guidelines. Lifelines reframe incident information to provide decision-makers with impact statements and summarize the root causes of disruptions to lifeline services.

In Massachusetts, Community Lifelines are based on the SEOC's Operational Branches: Critical Infrastructure Branch; Human Services Branch; Operations Support Branch; and Emergency Services Branch.

i. Each Community Lifeline is composed of multiple components that help define the services that make up that lifeline. Components represent the general scope of services for a lifeline.
ii. For Rapid Impact Assessments, the administrative blue lifeline color is used to facilitate alignment of the assessment information with the SEOC's operational branch structure.

iii. The red, yellow, green, and grey lifeline status indicators are omitted to facilitate completing assessments quickly. The color status information is captured through other situational awareness products.
iv. Additional information on Community Lifelines and their criteria can be found in Appendix A of this plan.

## 3.3 Impact Assessment Methods

Efficient impact assessments require an understanding of the different methods that can be used to collect impact information. While the information that is gathered to assess the impacts of a disaster is relatively simple and does not change, a one-dimensional approach to collection may increase the time required to assess impacts or limit the quality of information developed.

The assessment methods used will directly affect staffing and timeline requirements, so care should be taken to select methods that can most efficiently deliver information needed to support the damage assessment and potential disaster declarations processes. This requires emergency managers to employ methods that balance speed with quality, and to constantly consider information that can be used to verify or validate the ground-level information being obtained.

When evaluating what methods will be used to assess impacts, emergency managers should consider the information and timeline requirements and options available. Often, a phased approach that leverages the utility of various methodologies will be used to quickly assess and then impact information.

Different types of incidents may require different approaches and timelines. While disasters like fires, tornadoes, and hurricanes often produce readily visible damage that can quickly be assessed using windshield assessments, flyovers, or geospatial analysis, other disasters like basement flooding may require more time and resource intensive assessments.

### 3.3.1 Self-Reporting

Self-reporting, using one or more intake systems like WebEOC Situational Awareness Log, reports in broadcast media, or reports by members of the public posted on social media, are used to quickly develop initial level of impact and may be helpful in identifying impacts on the Community Lifelines.

### 3.3.2 Flyovers

Flyover surveys are an efficient way to assess impacts and are used to collect information when impacts are visible from the air, when rapid assessments are required, and/or when damage is remote or not easily accessed. Flyovers may be used in

disasters where impacts are obvious, for initial assessments where information will be confirmed with ground-level assessments, or when large areas must be surveyed quickly. Various organizations may perform fly overs or provide survey information including but not limited to Civil Air Patrol, MassDOT Aeronautics, NASA, U.S. Coast Guard, MassGIS, and Mass Army National Guard.

Documentation provided should include consistent naming conventions especially when referencing geographic information. Teams should use latitude/ longitude from the center point to be compatible with US NOTAM OFFICE FORMAT (ddmmssN/ddmmssW).

### 3.3.3 Windshield Survey

Windshield surveys are an efficient way to quickly assess and validate impacts on Community Lifelines when impacts are visible from the road. Windshield surveys can also facilitate allocation of scarce resources and identify potential debris removal needs. Assessment teams should take photographs during windshield surveys to document impacts using the same naming and geographic location conventions as flyovers.

### 3.3.4 Geographic Information Systems (GIS)

Geographic Information Systems (GIS) play an important role throughout the impact assessment process. Geospatial analysis uses existing and post event satellite or fly-over imagery and data to assess damage and is typically used to expedite impact assessments when more traditional methods will unnecessarily protract the time required to assess impacts on Community Lifelines. GIS can be used to describe damage, perform analysis, and illustrate impact. These tools can greatly improve the efficiency and effectiveness of impact assessments; however, the capacity must be developed prior to a disaster.

GIS datasets can be a great asset, giving emergency managers the ability to analyze impacts against information available from other sources (e.g. critical infrastructure networks, hazards, demographic information, and historic damage). GIS Datasets should use the same naming and geographic location conventions as flyovers.

## 3.4 Plan Activation

The MEMA Director/designee activates this plan when there is an actual or potential need to plan for and conduct state supported impact assessments based on high volume of resource requests for assessments or detailed Initial Damage Assessments (IDA) are needed to pursue Stafford Act Declarations. The Deputy Operations Section Chief (ESFs) will activate an Impact Assessment Group Supervisor within the

Operations Section once the MEMA/SEOC Director determines there is a need to coordinate an impact assessment above the local jurisdiction level.

## 3.5 Direction and Control

For smaller events, Regional Managers coordinate with local jurisdictions to conduct windshield surveys. Local Coordinators and local officials use the ArcGIS Online (AGOL) Damage Collection Dashboard to support field data collection and identify the most affected areas. For these lower-impact incidents, data collection is informal and leverages the broader statewide emergency management community.

For larger events, a tiered escalation process is used to transition to a formal rapid impact assessment. Triggers for escalating the assessment process—including activation of the SEOC—are outlined in Appendix B, SEOC ACTIVATION TRIGGERS.

### 3.5.1 Notification

Once the MEMA Director/designee has determined a potential need to carry out formal impact assessments, MEMA will notify the points of contact for each responsible agency under this plan to report to the SEOC for coordination and implementation of damage assessment.

- Responsible agency representatives from notified agencies will report to the SEOC as requested. Each agency supporting this plan is responsible for securing sufficient staff on a continuous basis to carry out activities tasked to their agency.
- Activated agencies may differ from disaster to disaster based on the type of incident and its demands.
- Activated agencies will notify their staff and contacts to identify available resources and, if needed, place them on standby.

The MEMA Regional Manager(s) will coordinate with local jurisdictions to offer RIAT(s). If the local jurisdiction agrees to participate, the Regional Manager will provide RIAT composition and contact information for the RIAT Leader. Local jurisdictions will provide the local jurisdictional point of contact and rendezvous location(s) within the community.

## 3.6 Organization

When the SEOC is activated the Impact Assessment Group will operate from the SEOC under the direction of the Deputy Operations Section Chief (ESFs) to support impact assessment activities. The main functions of this group is to:

- Develop an incident assessment plan, form and staff RIATs, assign missions, and coordinate the deployment of RIATs.

- Gather, track, record, and process assessment information from responders and local officials deployed in the field.
- Prioritize and fulfill resource requests to support RIAT missions.
- Provide pertinent information regarding impact assessment activities and needs to the Deputy Operations Section Chief (ESFs).
- Provide the Planning and Recovery Sections with situational awareness information.

The Deputy Operations Section Chief for ESFs will designate a MEMA representative to serve as the Impact Assessment Group Supervisor. The Group Supervisor will report directly to the Deputy Operations Sections Chief for ESFs, with indirect reports to the Planning and Recovery Sections for situational awareness information, and will provide direction to, and work in conjunction with, liaisons from all other assigned support agencies that make up the Group. Designated support agency representatives should have experience with data collection and analysis, extensive knowledge of the resources and capabilities of their respective agencies and have access to the appropriate authority for committing such resources to support damage assessment activities during the incident.

The composition of the Impact Assessment Group is flexible and may change based on the nature and needs of the incident. The group is comprised of a Group Supervisor, Data Collection/Analysis Technical Specialists, and a Damage Assessment Field Support Liaison.

i. Data Collection Team
   The Data Collection Team is comprised of personnel with training and experience in the collection, analysis, and synthesis of damage assessment related information from various sources, to include information from responders in the field. The Data Collection Team ensures situational awareness and provides the RIA Group Supervisor with any significant information related to RIA activities, issues, or findings.

ii. RIAT Field Support Cell
   The RIAT Field Support Cell will work to ensure that agency representatives and equipment supporting the RIAT mission are working efficiently and effectively throughout the RIA process. The RIAT Field Support Cell works closely with deployed teams or other assets to ensure they have the tools they need to effectively conduct RIAs.

When the SEOC is not activated, Regional Managers coordinate with local jurisdictions through local coordinators.

## 3.7 Rapid Impact Assessment (RIA)

A Rapid Impact Assessment (RIA) is a fast, high-level survey of an affected area—by ground, air, or both—conducted immediately after an incident to give decision makers quick, accurate situational awareness. It is coordinated with local officials and reflects local conditions and capabilities.

RIA gathers broad information such as estimated injuries, fatalities, displaced residents, disruptions to Community Lifelines, including damage to homes, businesses, critical infrastructure, and the environment. It does not include detailed structural inspections, street level surveys, or detailed financial loss information. Whenever possible, local personnel collect the information; state support is only needed when local capacity is exceeded. Results are rapidly uploaded to the SEOC through an online GIS tool so impacts can be viewed in real time and used to determine whether more detailed assessments—such as Initial Damage Assessments or Preliminary Damage Assessments—are required.

### 3.7.1 Rapid Impact Assessment Teams

Rapid Impact Assessment Teams (RIATs) are deployable disaster assessment teams formed by the Impact Assessment Group to provide quick estimates of disaster impacts. RIATs consist of trained personnel with damage assessment experience and are organized based on incident needs, available expertise, and the affected community's ability to receive them.

RIATs typically include personnel from MEMA, ESF 1(Transportation), ESF 3(Public Works and Engineering), ESF 10(Hazardous Materials), ESF 13(Public Safety and Security), and ESF 16(Military Support), with additional state, local, or private sector specialists added as needed. Each team includes a Team Leader and subject matter experts in areas such as building assessment, infrastructure, transportation, engineering, environmental assessment, public health, or agriculture.

The SEOC Impact Assessment Group Supervisor, consulting with the Deputy Operations Section Chief (ESFs), determines whether to activate RIATs and sets their mission, composition, assembly point, deployment timing, and assignment locations. Before deployment, the Impact Assessment Group develops a RIAT Deployment Plan—approved by the SEOC Director.

The RIAT Deployment Plan outlines:

- Team numbers
- Composition
- Mission tasks
- Assembly locations

- Deployment timing
- Team leader contacts
- Required resources (vehicles, radios, PPE, safety plan)

Once approved, the Deputy Operations Section Chief (ESFs) notifies ESFs and the Impact Assessment Group Supervisor, who then briefs each RIAT Leader and provides the deployment plan. RIAT Leaders assemble their teams at the designated staging area.

#### 3.7.2 RIAT Direction and Control

The Operations Section Chief coordinates with MEMA Regional Managers to ensure impacted communities' Emergency Management Directors are notified of RIAT missions and expected arrival times. Upon arrival, the RIAT Leader establishes contact with the local jurisdiction to coordinate Rapid Impact Assessment activities.

RIATs operate under the direction of the Impact Assessment Group Supervisor, who reports to the Deputy Operations Section Chief (ESFs). In the field, RIAT Leaders oversee team operations, prioritize assessment areas, collect and analyze impact information, ensure complete reporting, and transmit results to the SEOC via provided tools.

# 4.0 ROLES AND RESPONSIBILITIES

## 4.1 Local Roles and Responsibilities

- Furnish information about damages and impacts within their communities to MEMA as either rapid impact self-reports or through the RIAT process.
- Participate in RIAT teams, as requested or as able.

## 4.2 RIAT Roles and Responsibilities

### 4.2.1 RIAT Leader

- Communicate and coordinate with the local EMD or other local points of contract on RIAT activities.
- Maintain communication with the SEOC Impact Assessment Group Supervisor via designated and appropriate communications pathways.
- Obtain information on essential assessment needs that are beyond the capability of the local government.

- Maintain a chronology of events. The chronology should contain dates, times and a brief description of significant events.
- Supervise and provide direction to RIAT team members.
- Ensure RIAT team safety.
- Ensure RIATs have appropriate PPE and other resources needed to carry out their assignments.
- Ensure the return of any issued equipment.
- Submit the Rapid Impact Assessment Summary Report through the Impact Assessment Group Supervisor to the Deputy Operations Section Chief (ESFs).
- Provide regular updates on ongoing rapid impact assessment needs to the SEOC Impact Assessment Group Supervisor.
- Provide situational awareness information for reports and/or statements to the SEOC Planning Section.

### 4.2.2 RIAT Personnel

- Report to the RIAT Leader for briefing prior to deployment.
- As directed by the RIAT Leader, conduct assessments for assigned area(s) (e.g. public facilities and infrastructure, private homes and businesses, agriculture, public health, schools, the environment, etc.) and document findings using the appropriate MEMA tool.
- Communicate any potential issues (short and long term), and immediate and long-term resource needs to the RIAT Leader, as needed.

### 4.2.3 Impact Assessment Group Supervisor Group Supervisor

- Develop a RIAT deployment plan for all impacted areas that are to be assessed. Submit the deployment plan to the Deputy Operations Sections Chief (ESFs) for review and approval.
- As additional information becomes available, update and amend the plan to ensure that RIATs are deployed to those localities and regions that have been significantly impacted and have the greatest needs.
- As needed, coordinate with ESFs regarding resources needed to support RIA activities.
- Serve as the point of contact for local communities that have been assigned RIATs.
- As needed, participate in impact assessment related meetings and teleconference calls.
- Incorporate impact assessment related information into AARs.

- Provide regular updates on ongoing RIA activities and needs to the Deputy Operations Section Chief (ESFs).
- Maintain communication with each RIAT Leader.
- Coordinate with RIAT Leaders regarding the resources needed to support RIA activities.
- Review Rapid Impact Assessment reports and identify any critical issues.
- Compile/analyze information from completed Rapid Impact Assessment Forms and/or electronic submissions and utilize this information to develop a Rapid Impact Assessment Summary Report.
- Ensure the safe return of RIATs from their assigned missions.
- As needed, coordinate mobilization and pre-positioning of RIATs and their resources as directed by the Deputy Operations Section Chief (ESFs).
- Maintain communications with the Operations Section, RIAT Leaders, and the Recovery Section Chief at the SEOC. Obtain status reports and keep the Deputy Operations Section Chief (ESFs) apprised of the progress of assigned tasks.
- Develop capabilities and protocols for RIATs.
- Ensure that training and equipment for RIATs remains consistent with established standards and best practices.
- Ensure proper training with developed data collection tools, to be used to complete RIAs.

## 4.3 State and Supporting Agency Roles and Responsibilities

### 4.3.1 Primary Agency - Massachusetts Emergency Management Agency (MEMA)

- Maintain up to date, 24-hour emergency contact information for agencies/organizations with damage assessment responsibilities and capabilities.

### 4.3.2 All Supporting Agencies

- Participate in appropriate training and exercise opportunities to test and validate the plan.
- Develop and maintain internal agency plans, procedures, resource directories, and emergency contact lists.
- Pre-designate staff to support this plan and SEOC operations.
- All supporting agencies should be prepared to provide personnel, equipment, and resources to support RIATs as requested, and able.

### 4.3.3 Support Personnel

- The following agencies will provide support personnel to staff RIATs:
    - Massachusetts Department of Transportation (MassDOT)
    - Office of Public Safety Inspections (OPSI)
    - Department of Conservation and Recreation (DCR)
    - American Red Cross (ARC)
    - Department of Environmental Protection (DEP)

### 4.3.4 Massachusetts Department of Transportation (MassDOT)

- As requested, provide subject matter experts to assist with assessment of roads, bridges, and other related infrastructure.
- Facilitate access to impacted areas by clearing roadways.

### 4.3.5 Department of Conservation and Recreation (DCR)

- Facilitate access to impacted areas by clearing roadways.

### 4.3.6 American Red Cross (ARC)

- Share damage assessment information captured through RC Collect application as appropriate.

### 4.3.7 Civil Air Patrol (CAP)

- As requested, conduct flyovers of impacted areas.

### 4.3.8 Office of Coastal Zone Management (CZM)

- Activate Coastal Storm Damage Assessment Teams during coastal storm events predicted to have moderate to major impacts to coastlines.
- Receive and enter reports regarding damage to coastlines including buildings, infrastructure, docks, piers, and natural resources into MyCoast and WebEOC.

### 4.3.9 Department of Environmental Protection (DEP)

- DEP remains the lead agency in Debris Management and heavily involved in other operational roles.
- Support RIATs based on personnel capability and availability.

### 4.3.10 Massachusetts State Police (MSP)

- As requested, provide security for deployed RIATs.
- As requested, conduct flyovers of impacted areas.

### 4.3.11 Massachusetts National Guard (MANG)

- As requested, assist with transportation and security of RIATs.
- Support data collection in the field, based on personnel capability and availability of just-in-time training.
- As requested, conduct flyovers of impacted areas.

# 5.0 COMMUNICATION

## 5.1 Interoperability

The Rapid Impact Assessment Group Supervisor will coordinate with ESF 2 (Communications) to develop a RIAT Communications Plan to manage communications during RIA missions, and to ensure that all participating agencies and deployed personnel are supported by interoperable communications systems. While in the field, RIAT personnel are required to maintain communications with their respective team members and team leader. RIAT Leaders are required to maintain communications with the SEOC Impact Assessment Group.

# 6.0 ADMINISTRATION, FINANCE AND LOGISTICS

## 6.1 Plan Maintenance

This plan will be reviewed in accordance with policy, by participating agencies and organizations in a manner conforming to the review and maintenance guidelines contained in the State CEMP Base Plan. The MEMA Planning Unit will provide project management support for the review process.

## 6.2 Expenditures and Reimbursements

Individual agencies and organizations will be responsible for tracking costs incurred and maintain associated supporting documentation for possible federal disaster reimbursement.

## 6.3 Exercise and Incident Reviews

An emergency deployment exercise will be conducted in accordance with policy to demonstrate damage assessment capabilities, ability to deploy in a timely manner, and to identify any shortcomings. Deployment of damage assessment capabilities during an actual event will meet this exercise requirement.

# 7.0 AUTHORITIES AND REFERENCES

## 7.1 Federal

- The Federal Civil Defense Act of 1950 (Public Law 920, 81st U.S. Congress) as amended by Public Law 96-342 (September 1980).

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 100-707, which amended the Disaster Relief Recovery Act, Public Law 93-288.
- National Response Framework, 4th Edition, October 28, 2019.
- National Disaster Recovery Framework, 3rd Edition, December 10, 2024.
- FEMA Preliminary Damage Assessment Guide, July 2025.
- Homeland Security Act of 2002 (Public Law 107-296) as amended by Public Law 119-4 March 15, 2025.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents.
- Homeland Security Presidential Directive 8, National Preparedness.
- Post-Katrina Emergency Reform Act of 2006.
- Public Law 104-321, Joint resolution granting the consent of Congress to the Emergency Management Assistance Compact.

## 7.2 State

- Comprehensive Emergency Management Plan, Massachusetts Emergency Management Agency, February 2019.
- Massachusetts Disaster Recovery Plan, Massachusetts Emergency Management Agency, January 2019.

# APPENDIX A: COMMUNITY LIFELINES

| Branch | Subcomponents | | |
|---|---|---|---|
|  Emergency Services |  Firefighting Firefighting |  Public Safety/ Security |  Search and Rescue Search and Rescue |
|  Critical Infrastructure |  Transportation Transportation  Water Systems |  Communication Communication  Energy Energy |  Public Works/ Engineering Public Works/Engineering  Cyber Security Cyber Security |
|  Health and Human Services |  Mass Care Mass Care |  Volunteers/ Donations Volunteers/Donation  Animals/ Agriculture Animals /Agriculture |  Health/ Medical Health/Medical |
|  Operations Support |  Business/ Industry Business /Industry |  Hazardous Materials Hazardous Materials |  Military Military |

A lifeline enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security.

For Rapid Impact Assessments, the administrative blue lifeline color is used to facilitate alignment of the assessment information with the SEOC's operational branch structure.

The red, yellow, green, and grey lifeline status indicators are omitted to facilitate completing assessments quickly. The color status information is captured through other situational awareness products.

# APPENDIX B: SEOC ACTIVATION TRIGGERS

## B.1 SEOC/REOC Activation Triggers

- **Steady State Operations**- Regional Offices addressing jurisdictional concerns and may leverage the existing ArcGIS Online Damage Collection Tool. Operations Section Chief monitoring situation. No triggers met. This Plan is not activated. SEOC is not activated/REOC may or may not be activated.

  NOTE: ArcGIS OnLine (AGOL)Damage Collection Tool can be accessed from:
  https://www.arcgis.com/apps/dashboards/3e495970f27f445e81e55f6bb0f0c658
  https://survey123.arcgis.com/share/5c2fac51f90649978b2c7077437887e4?portalUrl=https://memamaps.maps.arcgis.com
- **Partial Activation**- RIA Coordination Plan activated RIA Group Supervisor activated to monitor situation and begin pre-work. One or fewer operational or resource escalation triggers met. SEOC may or may not be activated REOC(s) may or may not be activated.
- **Full Activation**- Full RIA Group Activated. Two or more operational/resource triggers met, or one policy/impact trigger met. SEOC and REOC(s) activated RIAT(s) Activated.

## B.2 RIAT Escalation Triggers

### Operational Triggers

- **Local/Regional Capacity Exceeded** — One or more municipalities requesting support to manage the assessment.
- **Multiple Jurisdictions Affected** — Impacts span multiple MEMA regions or cross regional boundaries.
- **Complex Multi-Agency Coordination Required** — Incident requires complex coordination or sustained interagency coordination.
- **Significant Disruptions to Critical Functions** — Transportation, communications, public safety, or public health systems are degraded preventing local team's ability to conduct assessments.

### Resource Triggers

- **High Volume of State Resource Requests** — Municipalities submit numerous or complex WebEOC mission requests.
- **Critical Infrastructure Impacts** — Widespread power outages, transportation system failures, or communications degradation prevent local team's ability to conduct assessments.

- **Specialized Capabilities Needed** — Technical expertise resources required beyond local capacity or scarce resource needed.

**Impact Triggers**

- **Large-Scale or Widespread Damage** — Early assessments indicate significant impacts to homes, businesses, or public infrastructure.
- **High-Consequence Events** — Natural or man-made incidents involving significant infrastructure or environmental impact.

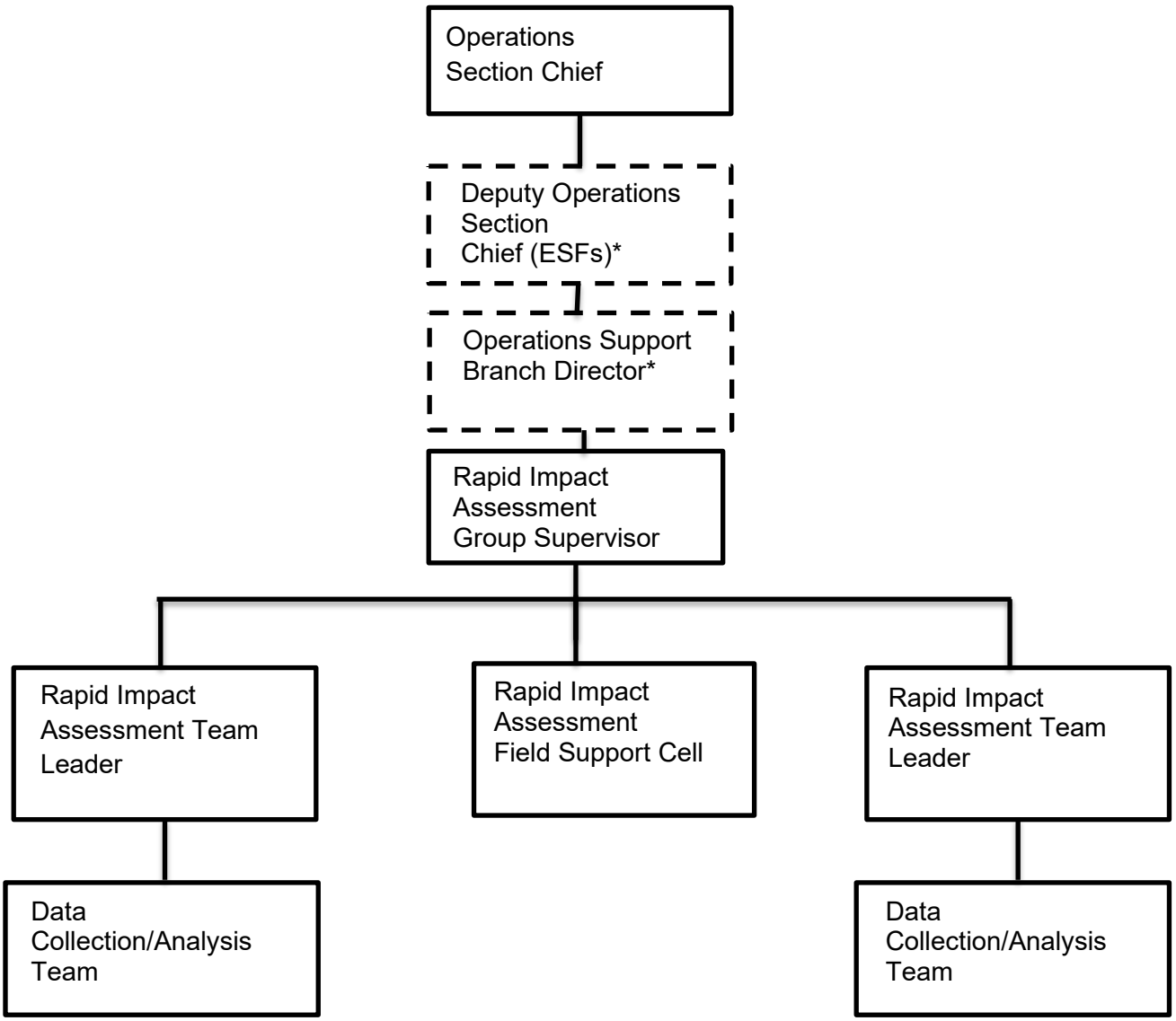
**Policy & Executive Triggers**

- **Potential for State of Emergency Declaration** — Conditions indicate that a gubernatorial declaration may be required.
- **Potential for Federal Disaster Declaration** — Impacts may meet Stafford Act thresholds.
- **High Public Visibility or Political Sensitivity** — Events require unified messaging, JIC activation, or executive-level coordination.

### B.3 Activation Decision Authority

The decision to escalate or activate the SEOC is made by SEOC Director/designee based on the triggers outlined above and situational awareness available at the time.

# APPENDIX C: SEOC RIA ORGANIZATIONAL STRUCTURE




*Dotted line indicates the position may or may not be activated based on the scope of the event.

# APPENDIX D: RAPID IMPACT ASSESMENT GROUP ACTIVATION CHECKLIST

**Purpose:** Ensure the RIA Group can deploy timely, collect actionable data, and feed the Situation Unit for the Common Operational Picture.

### 1. Activation Decision

- Confirm incident type, scale, and need for rapid assessment
- Determine priority sectors or jurisdictions
- Notify Planning Section Chief that RIA is activating
- Request mapping support (GIS)
- Identify safety concerns (downed wires, flooding, hazmat, debris)

### 2. Assign RIA Group Leadership

- Appoint RIA Group Supervisor
- Appoint Deputy Supervisor (if needed)
- Assign Data/Intel Coordinator
- Assign Comms Coordinator
- Assign Group Safety Officer (recommended for storms, wildfire, HAZMAT)

### 3. Assemble Assessment Teams

- Determine number of teams needed
- Assign Team Leaders
- Assign personnel (2–4 per team)
- Identify specialized teams (if needed, and not limited to):
    - Drone/UAS Team
    - Infrastructure Assessment Team
    - Human Impact Team
    - Damage Recon Team

### 4. Briefing & Objectives

- Provide incident overview
- Define assessment priorities
- Provide sector assignments
- Review safety hazards
- Confirm communications plan
- Confirm reporting tool format (mobile app, form, radio, photos)

### 5. Equipment & Logistics Check

- Radios, spare batteries, channel assignments via ESF-2
- Maps / digital mapping tools
- Mobile data collection tools
- PPE (helmets, vests, gloves, boots)
- Flashlights, chargers, fuel

- Vehicle assignments
- Drone batteries & permissions (if applicable)

**6. Deployment**

- Teams check in with Comms Coordinator
- Teams deploy to assigned sectors
- Group Supervisor confirms deployment with Operations
- Data/Intel Coordinator prepares to receive incoming reports

**7. Data Intake & Validation**

- Receive reports from teams
- Validate completeness and accuracy
- Tag critical findings for immediate escalation
- Push validated data to Situation Unit
- Update Common Operational Picture (COP)

**8. Operational Updates**

- Group Supervisor provides updates to Operations Section Chief
- Identify areas requiring additional resources
- Recommend changes to priorities or sectors
- Coordinate with PIO for public-safe messaging (after validation)

**9. Demobilization**

- Confirm accountability of all teams
- Collect and turn in equipment
- Submit final data to Situation Unit
- Conduct quick hotwash
- Prepare recommendations for next operational period (if applicable)

# APPENDIX E: RAPID IMPACT ASSESSMENT GROUP ROLES & RESPONSIBILITES

**1. RIA Group Supervisor**

**Leads all rapid assessment operations.**

Responsibilities:

- Set priorities with Operations Section Chief
- Assign teams and sectors
- Maintain accountability and safety
- Coordinate with Situation Unit
- Provide updates for the COP
- Escalate critical findings immediately

**2. Deputy RIA Group Supervisor** (If filled)

**Supports the Supervisor and manages internal coordination.**

Responsibilities:

- Manage team rotation and logistics
- Assist with comms and tracking
- Step in when Supervisor is unavailable

**3. Data/Intel Coordinator (Field Support Cell)**

**Manages all incoming data and ensures accuracy.**

Responsibilities:

- Receive and validate field reports
- Push data to Situation Unit
- Maintain running impact summary
- Flag critical issues for Operations
- Coordinate with GIS for mapping

**4. Communications Coordinator**

**Ensures reliable communication between teams and the Group.**

Responsibilities:

- Assign radio channels

- Track team check-ins
- Maintain comms log
- Coordinate with Communications Unit (Logistics)

**5. Group Safety Officer**

**Ensures safe operations in hazardous environments.**

Responsibilities:

- Identify hazards (wires, debris, flooding, hazmat)
- Approve team deployment areas
- Monitor weather and environmental conditions
- Enforce PPE requirements

**6. Assessment Team Leader**

**Leads a field team conducting rapid assessments.**

Responsibilities:

- Direct team tasks
- Ensure safety and accountability
- Collect and submit data
- Communicate findings to Group

**7. Assessment Team Members**

**Conduct field observations and data collection.**

Responsibilities:

- Perform windshield and on-foot assessments
- Take photos and document impacts
- Identify life-safety issues
- Report findings promptly

# APPENDIX F: RAPID IMPACT SURVEY FORM

The Rapid Impact Assessment Survey Form was developed to be utilized as a “windshield” style survey, performed 8-12 hours post impact, when possible, by a deployed Rapid Impact Assessment Team (RIAT).