

## **Mobile Joint Information Center**

### **A Guide for Needs Assessment/Components for Field Response Communication Activities**

### Background \_\_\_\_\_

The MJIC provides a portable and flexible communication alternative for potentially vulnerable fixed JIC facility in support of emergency public information functions. Additionally, both DOE Orders and the National Incident Management System require provisions for an alternate JIC.

### Purpose \_\_\_\_\_

The purpose of the MJIC Needs Assessment/Components Guide is to assist officials in determining mobile communication capabilities for incident response from an alternate JIC location.

### Introduction \_\_\_\_\_

The MJIC Needs Assessment/Components Guide was developed by Oak Ridge Institute for Science and Education Emergency Management Laboratory as an assessment tool to assist emergency management organizations in determining their mobile communication response capabilities. To implement this tool, a designated official from public information, the JIC staff and/or the technology jurisdiction will utilize the assessment/component guide to determine 1) the capabilities to conduct a communication response from an alternate location, and 2) determine if the organization has the equipment needed to fulfill the communication response activity.

Completing this assessment may provide insight for structuring a MJIC as well as determining the type and quantity of equipment needed for communication response activities.

### NOTE: \_\_\_\_\_

The assessment process and equipment listed on subsequent pages are suggestions only. Neither is endorsed by the Department of Energy nor the Department of Homeland Security.

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## MJIC Needs Assessment/Components Guide

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### Preliminary:

- Initial equipment set up
  - Software installed (Microsoft Office, anti-virus, etc.)
  - Pre-configurations set on equipment
  - Provisions for a secure wireless connection
- Has Field Operation Guide (FOG) been developed?
- Has JIC response personnel been trained on the use of equipment?
- Are training programs in place to maintain/demonstrate proficiency?

### Labeling:

- Have all individual pieces of equipment been labeled?
- Does all equipment identify functional positions/use?
- Is all equipment labeled to ensure easy connectivity?

### Packing:

- Does packing provide adequate damage protection?
- Is packing lockable and secure?
- Does packing allow for easy lifting and not exceed OSHA lifting guidelines?
- Does packing provide dust, debris, and water resistance?

### Storage:

- Has storage been identified?
  - Where?  
\_\_\_\_\_
- Does storage provide easy access to and ingress/egress with equipment?
- Is storage climate controlled and free of dust, debris, and moisture?
- Is storage secure with limited and locked access?

### Transport:

- Has transport been identified?
  - What?  
\_\_\_\_\_
- Has transporter(s) been identified?
  - Who?  
\_\_\_\_\_

- Is type of transport easily accessible?
- Does transport allow for ease of loading/unloading?

### Mobile JIC (MJIC) Facility:

- Is the MJIC Facility indoor?
  - What is the estimated square footage available for MJIC setup? \_\_\_\_\_
  - What is the number of power outlets? \_\_\_\_\_

- Is the MJIC Facility outdoor?
  - Is location secure, safe, and functional?
  - Are generators available to provide electricity?

- Is broadband internet access available (DSL, cable, data service, or LAN)?

- Is email available?

- Is cellular coverage available including cellular data service?

- Is lighting adequate for all functional positions?

- Are tables and chairs available for all functional positions?

- Is MJIC facility climate-controlled?

- Are restroom facilities available?

- Have provisions been made for handicap accessibility?

### **Setup:**

Have priorities been established?

Identify priorities in the following steps

- Unload
- Unpack
- Setup computers
- Connect wireless router and connect to broadband internet (DSL, cable, data service or LAN)
- Install wireless cards
- Connect keyboards and monitors
- Setup media monitoring station
- Setup fax and connect to 56K telephone line
- Turn on cell phones
- Conduct communications checks with Emergency Operation Centers and other facilities

### **Testing and Maintenance:**

Is there a program in place to routinely test and maintain equipment?

Is there a procedure in place for replenishing expendables?

**Mobile JIC Functional Equipment Requirements**

The following table can assist Emergency Public Information staff in defining equipment needs for the Mobile JIC

	<b>Computer</b>	<b>Printer</b>	<b>Fax/copier</b>	<b>TV</b>	<b>PDA</b>
<b>Spokesperson</b>					
<b>News writer</b>					
<b>Telephone Team</b>					
<b>Media Monitoring</b>					
<b>Media Liaison</b>					
<b>Admin</b>					

	<b>Web Access</b>	<b>E-mail</b>	<b>Cell phones</b>	<b>Digital camera</b>	<b>Digital Camcorder</b>
<b>Spokesperson</b>					
<b>News writer</b>					
<b>Telephone Team</b>					
<b>Media Monitoring</b>					
<b>Media Liaison</b>					
<b>Admin</b>					

## Mobile JIC Equipment Checklist

### General

- Canopy
- Packing cases 1 of 3
- Packing cases 2 of 3
- Packing cases 3 of 3
- Table 1 of 2
- Table 2 of 2
- Chair 1 of 4
- Chair 2 of 4
- Chair 3 of 4
- Chair 4 of 4

### Electronics (includes corresponding, labeled cables/cords)

- Laptop 1 of 5
- Laptop 2 of 5
- Laptop 3 of 5
- Laptop 4 of 5
- Laptop 5 of 5
- Microsoft Office XP
- Antivirus software
- Wireless router
- 5 wireless PC cards
- Wireless receiver
- Wireless transmitter
- Printer/fax /scanner
- TV/VCR 1 of 3
- TV/VCR 2 of 3
- TV/VCR 3 of 3
- Walkman AM/FM stereo cassette player/recorder 1 of 5

- Walkman AM/FM stereo cassette player/recorder 2 of 5
- Walkman AM/FM stereo cassette player/recorder 3 of 5
- Walkman AM/FM stereo cassette player/recorder 4 of 5
- Walkman AM/FM stereo cassette player/recorder 5 of 5
- Cell phone 1 of 6
- Cell phone 2 of 6
- Cell phone 3 of 6
- Cell phone 4 of 6
- Cell phone 5 of 6
- Cell phone 6 of 6
- PDA 1 of 6
- PDA 2 of 6
- PDA 3 of 6
- PDA 4 of 6
- PDA 5 of 6
- PDA 6 of 6
- Digital still camera
- Digital video camera
- Setup and operating instructions

### Supplies

- 3-10 outlet surge
- Batteries
- Video cassettes
- Secure digital cards
- Pens & pencils
- Paper
- Markers
- Masking tape