



Department of
Military

TEMA



FEMA

Joint Incident Communications Plan #13

DR-4594-TN Winter Storm

DR-4601-TN

**Severe Storm, Tornadoes
and Flooding**

09/17/2021 0700 CDT to 09/24/2021 0700 CDT

FEMA Office

5107 Peter Taylor Park

Drive,

Brentwood, TN 37027

16S EE 18160 87752

FEMA ICS Form 205A Incident Telephone Communication Plan	FEMA Disaster Number: FEMA-4594/4601-DR-TN	2. Operational Period: 09/17/2021 0700 CDT to 09/24/2021 0700 CDT
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3. Contact List

Incident Facilities/Contacts

Incident Facilities	Facility Operational Hours	Phone Number	Additional Info
Tennessee Emergency Management Agency , 3041 Sidco Drive , Nashville , TN 37204 USNG: 16S EE 21910 94953	Monday: 0800 CDT - 1630 CDT Tuesday: 0800 CDT - 1630 CDT Wednesday: 0800 CDT - 1630 CDT Thursday: 0800 CDT - 1630 CDT Friday: 0800 CDT - 1630 CDT Saturday: Closed Sunday: Closed	Tennessee Emergency Management Agency State Watch Phone: 615-741-0001	State Watch phone number can be reached 24/7.
FEMA Office , 5107 Peter Taylor Park Drive , Brentwood , TN 37027 USNG: 16S EE 18160 87752	Monday: 0700 CDT - 1900 CDT Tuesday: 0700 CDT - 1900 CDT Wednesday: 0700 CDT - 1900 CDT Thursday: 0700 CDT - 1900 CDT Friday: 0700 CDT - 1900 CDT Saturday: Closed Sunday: Closed	Michael Mills Phone: 601-862-3306	

Command

Position	S t r a i t b e e	F E M A	O F A	Name	Phone	Work Email
State Coordinating Officer	X			Patrick Sheehan	615-741-4332	patrick.sheehan@tn.gov
Deputy State Coordinating Officer	X			Craig Hanrahan	615-969-6687	craig.hanrahan@tn.gov
Deputy State Coordinating Officer	X			Chris W. Johnson	615-969-6692	chris.w.johnson@tn.gov
TEMA Assistant Director for Preparedness	X			Matthew Heckard	615-939-0505	matthew.heckard@tn.gov
Federal Coordinating Officer		X		Myra M. Shird	202-740-2343	myra.shird@fema.dhs.gov
Deputy Federal Coordinating Officer		X		Alana Kuhn	202-718-3363	alana.kuhn@fema.dhs.gov

Interagency Recovery Coordination

Position	S t r a i t b e e	F E M A	O F A	Name	Phone	Work Email
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Command Staff

Position	S t r a i t b e e	F E M A	O F A	Name	Phone	Work Email
Chief Of Staff	X			Alex Pellom	615-939-0531	alex.pellom@tn.gov
Chief Of Staff		X		Patrice Haas	202-803-3839	patrice.haas@fema.dhs.gov
Executive Assistant	X			Sami Stockton	615-815-7733	sami.stockton@tn.gov
Executive Specialist		X		Jeffrey DeCatsye	256-454-5739	jeffrey.decatsye@fema.dhs.gov
Environmental Planning and Historic Preservation Advisor		X		Aaron Clark	202-316-6606	aaron.clark@fema.dhs.gov
Legal Advisor	X			Laura G. Scruggs	615-313-0762	laura.g.scruggs@tn.gov
Legal Advisor		X		Linda Litke	202-230-3778	linda.litke@fema.dhs.gov
Legal Advisor		X		Gary "Matt" Osborn	202-705-6173	gary.osborn@fema.dhs.gov

Security Manager		X		Steven Drake	207-350-1080	steven.drake@fema.dhs.gov
Safety Officer		X		Javier Torres	202-322-2515	javier.torres@fema.dhs.gov
Civil Rights Advisor		X		James E. Parker	202-212-3535	jamese.parker@fema.dhs.gov
DFTO Training Manager		X		Gerhard Esson	202-304-0921	gerhard.esson@fema.dhs.gov
Public Information Officer	X			Dean Flener	615-390-3842	dean.flener@tn.gov
External Affairs Officer		X		Roger Ingram	609-864-0054	roger.ingram@fema.dhs.gov
SBA Public Affairs Specialist			X	Janel S. Finley	202-945-7505	janel.finley@sba.gov
Assistant Public Information Officer	X			Maggie Hannan	615-970-2164	maggie.hannan@tn.gov
Joint Information Center Manager		X		Darrell Habisch	202-631-9354	darrell.habisch@fema.dhs.gov
Intergovernmental Affairs Specialist		X		Carolyn Robinson-Tucker	202-7062301	carolyn.robinson-tucker@fema.dhs.gov
Assistant EA Congressional Affairs Manager		X		Julie Barnes	337-207-3977	julie.barnes@fema.dhs.gov

Operations

Position	S T r a i t b e e	F E M A	O F A	Name	Phone	Work Email
Individual Assistance Branch Director	X			Alex D. Murillo	615-428-1328	alex.d.murillo@tn.gov
CS/HS Group Supervisor		X		Randy Kinder	832-776-7590	Randall.Kinder@fema.dhs.gov
Voluntary Agency Liaison Group Supervisor		X		Eric Nankervis	202-351-9206	eric.nankervis@fema.dhs.gov
SBA Officer In Charge			X	Martin McKinley	703-740-7164	martin.mckinley@sba.gov
Infrastructure Branch Director	X			Judy Huff	615-390-9001	judy.huff@tn.gov
Infrastructure Branch Director		X		Andrew Aucoin	202-322-6310	andrew.aucoin@fema.dhs.gov
Public Assistance Group Supervisor		X		Noah Keener	816-510-2968	noah.keener@fema.dhs.gov
Hazard Mitigation Branch Director	X			Doug Worden	615-238-1192	douglas.worden@tn.gov
Hazard Mitigation Branch Director		X		Robin Berzins	678-822-8516	robin.berzins@fema.dhs.gov
State NFIP Coordinator	X			Amy J. Miller	615-866-8342	amy.j.miller@tn.gov
Environmental Planning and Historic Preservation Advisor		X		Aaron Clark	202-316-6606	aaron.clark@fema.dhs.gov
Environmental Planning and Historic Preservation Manager		X		Bobby Logue	718-747-4527	bobby.logue@fema.dhs.gov

Logistics

Position	S T r a i t b e e	F E M A	O F A	Name	Phone	Work Email
Logistics Section Chief	X			Andrew Bates	865-209-5575	andrew.bates@tn.gov
Logistics Section Chief		X		Michael Mills	601-862-3306	michael.mills@fema.dhs.gov
Deputy Logistics Section Chief	X			Jordon Howard	615-289-0141	jordan.howard@tn.gov
IT Service Branch Director		X		Richard Millichamp	615-772-7769	richard.millichamp@fema.dhs.gov
Ordering Unit Leader		X		Paula Stiefel	510-325-6444	paula.stiefel@fema.dhs.gov

Planning

Position	S T r a i t b e e	F E M A	O F A	Name	Phone	Work Email
Planning Section Chief (Acting)	X			Matthew Heckhard	615-939-0505	matthew.heckhard@tn.gov
Planning Section Chief		X		Julie Schroeder	860-856-3833	julie.schroeder@fema.dhs.gov
Deputy Planning Section Chief	X			Lisa A. Taylor	615-626-0893	lisa.a.taylor@tn.gov
Deputy Planning Section Chief		X		Aaron Marshall	470-448-7792	aaron.marshall@fema.dhs.gov
Resources Unit Leader		X		Etaysha Roy	256-454-6532	etaysha.roy@fema.dhs.gov
Situation Unit Leader		X		Floyd A. Blackett	202-714-8632	floyd.blackett@fema.dhs.gov

Planning Support Unit Leader		X		Matthew Kelly	202-957-4151	matthew.kelly@fema.dhs.gov
Documentation Unit Leader		X		Kiara Jackson	256-282-8684	kiara.jackson@fema.dhs.gov

Finance & Administration

Position	S t r i t b e e	T r i b u t e	F E M A	O F A	Name	Phone	Work Email
Finance and Administration Section Chief			X		Bruce B. Smith	202-716-4183	bruce.b.smith@fema.dhs.gov
Deputy FA Section Chief (R 9/10 - 9/24)			X		Constance Lacy	225-910-5098	constance.lacy@fema.dhs.gov
Deputy FA Section Chief			X		Shari Verseman	202-368-1421	shari.verseman@fema.dhs.gov
Deputy FA Section Chief			X		Michael Vasquez	202-834-7994	michael.r.vasquez@fema.dhs.gov
Human Resource Unit Leader			X		Aidyl Montano-Rosario	202-436-1742	aidyl.montano-rosario@fema.dhs.gov
Spend Plan Coordinator			X		Paula K. Coston	860-856-3860	paula.k.coston@fema.dhs.gov

4. Prepared by: Pamela King, PLSP
Date/Time: 09/16/2021 1130 CDT

5. Reviewed by: Julie Schroeder, PSC
Date/Time: 09/16/2021 1155 CDT



State Coordinating Officer Patrick Sheehan (S)
Deputy State Coordinating Officer Craig Hanrahan (S)
Deputy State Coordinating Officer Chris W. Johnson (S)
TEMA Assistant Director of Preparedness Matthew Heckard (S)
Federal Coordinating Officer Myra M. Shird (F)
Deputy Federal Coordinating Officer Alana Kuhn (F)

Executive Assistant Sami Stockton (S)
Executive Specialist Jeffrey DeCatsye (F)

Chief of Staff Alex Pellom (S)
Chief of Staff Patrice Haas (F)
Security Manager Steven Drake (F)
Legal Advisor Laura G. Scruggs (S)
Legal Advisor Linda Litke (F)
Legal Advisor Gary "Matt" Osborn (F)
Civil Rights Advisor James E. Parker (F)
DFTO Training Manager Gerhard Esson (F)
Environmental Planning and Historic Preservation Advisor Aaron Clark (F)

Public Information Officer Dean Flener (S)
External Affairs Officer Roger Ingram (F)
Assistant Public Information Officer Maggie Hannan (S)
Joint Information Center Manager Darrell Habisch (F)
Intergovernmental Affairs Specialist Carolyn Robinson-Tucker (F)
Assistant EA Congressional Affairs Manager Julie Barnes (F)

Safety Officer Javier Torres (F)

Operations

See Operations
 Org Chart pg. 2

Logistics Section Chief
 Andrew Bates (S)
 Michael Mills (F)

Deputy Logistics Section Chief
 Jordan Howard (S)

Support Branch Director
 Greg Weavil (S)

Ground Support Unit Leader
 Sheldon Tennian (S)

IT Service Branch Director
 Richard Millichamp (F)

Ordering Unit Leader
 Paula Stiefel (F)

Accountable Property Manager
 Almida "Goldie" Venzen-Jones (F)

Planning Section Chief
 Matthew Heckard (S) (Acting)
 Julie Schroeder (F)

Deputy Planning Section Chief
 Lisa A Taylor (S)
 Aaron Marshall (F)

Resources Unit Leader
 Etaysha Roy (F)

Situation Unit Leader
 Floyd Blackett (F)

Planning Support Unit Leader
 Matthew Kelly (F)

Documentation Unit Leader
 Kiara Jackson (F)

Finance and Administration Section Chief
 Bruce B. Smith (F)
Deputy Finance and Administration Section Chief
 Constance Lacy (F) (r 09/10 – 09/24)
 Shari Verseman (F)
 Michael Vasquez (F)

Human Resource Unit Lead
 Aidyl Montano-Rosario (F)

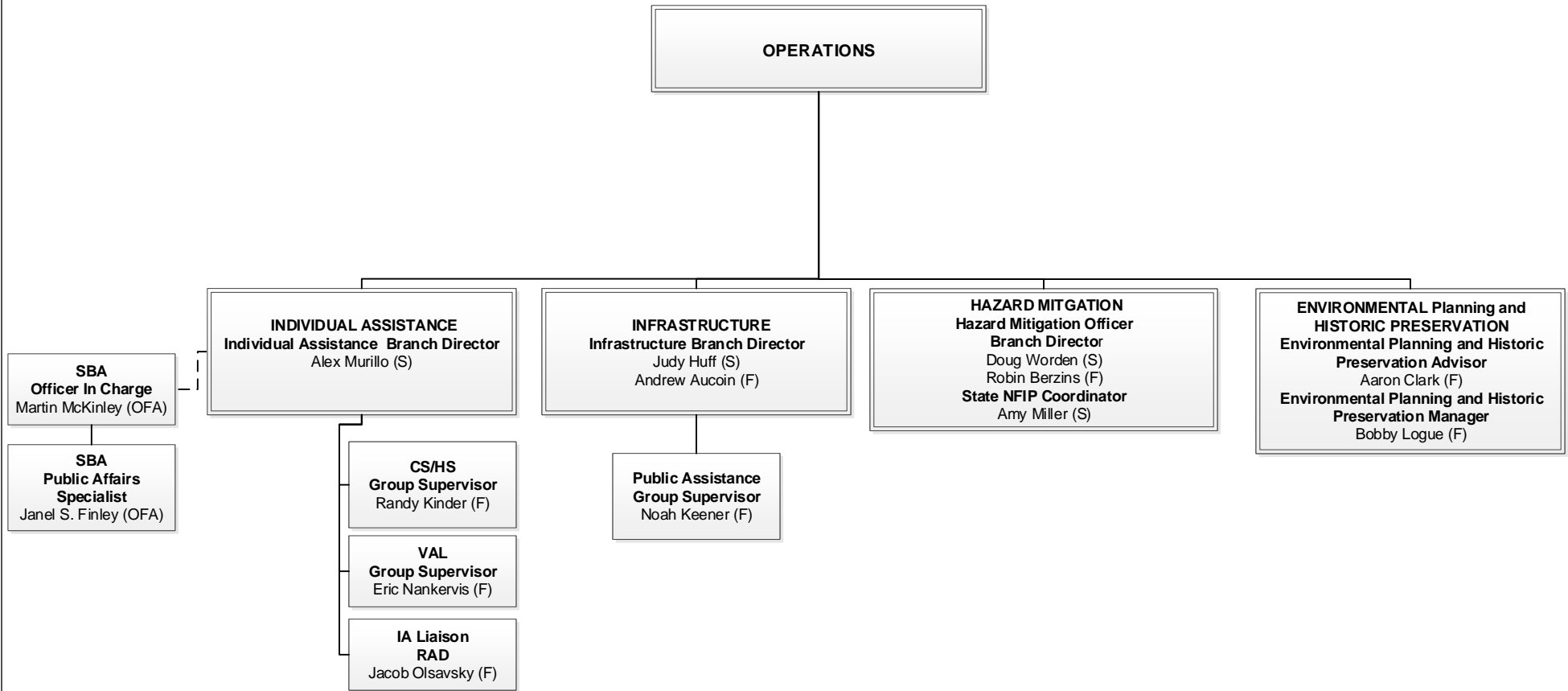
Spend Plan Coordinator
 Paula K. Coston (F)

**ICS 207
Operations Section Organization
Chart**

1. Incident Name
FEMA-4594-DR-TN Winter Storms
FEMA-4601-DR-TN Severe Storms, Tornadoes and Flooding

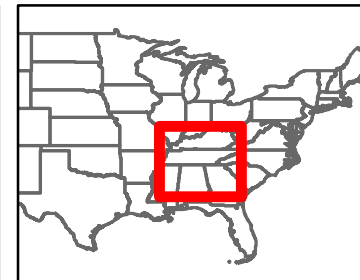
2. Date/Time Prepared
09/16/2021
1540 CDT

3. Operational Period Date/Time
0700 CDT 09/17/2021 to
0700 CDT 09/24/2021



FEMA-DR-4594-TN & FEMA-DR-4601-TN Designated Counties Map

Severe Storms, Severe Winter Storms, Tornadoes, and Flooding - FEMA-4601-DR Incident Period: March 25 to April 3, 2021 & FEMA-4594-DR Incident Period: April 11-19, 2021



Data Layer / Map Description:
Incident: Severe Storms, Severe Winter Storms, Tornadoes and Flooding

All areas in the State of Tennessee are eligible for assistance under the Hazard Mitigation Grant Program. Other: Additional designations may be at a later date if requested by the state and warranted by the results of further damage assessments.

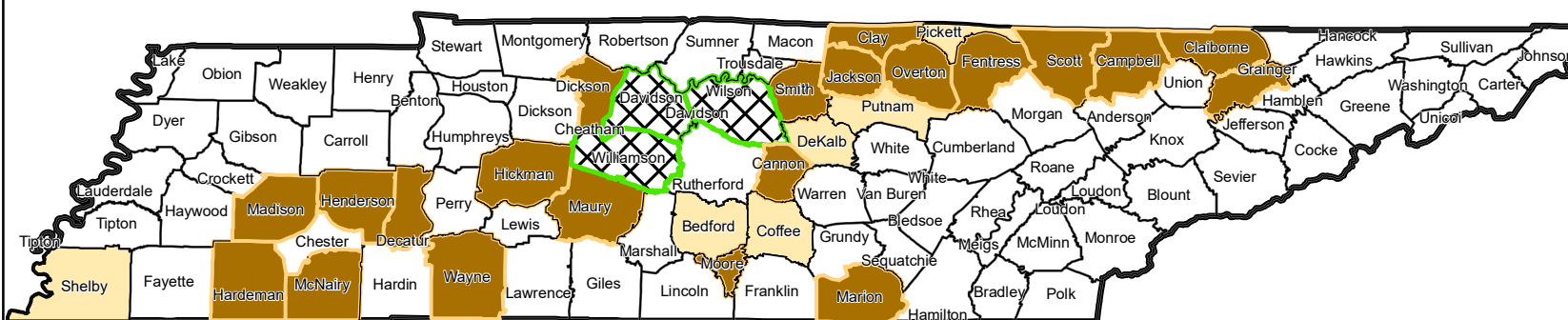
Designated Counties (DR-4601) Incident Period: 03/25-04/03

- No Designation (71)
- Individual Assistance and Public Assistance (Categories A - G) (3)
- Public Assistance (Categories A - G) (21)

Designated Counties (DR-4594) Incident Period: February 11-19

- Counties Not Requested (82)
- Public Assistance PA (13)

Data Sources:
FEMA, ESRI
Initial Declaration: 5/08/2021
Disaster Federal Registry Notice: 5/08/2021
Amendment 1: June 22, 2021



FEMA-4594-DR PA Designated Counties	
Bedford	Overton
Cannon	Pickett
Coffee	Putnam
Dekalb	Scott
Fentress	Shelby
Jackson	Smith
Moore	

FEMA-4601-DR PA Designated Counties			
Campbell	Decatur	Jackson	Overton
Cannon	Fentress	Madison	Scott
Cheatman	Grainger	Marion	Smith
Claiborne	Hardenman	Mauy	Wayne
Clay	Henderson	McNairy	Williamson
Davidson	Hickman	Moore	Wilson

FEMA-4601-DR IA Designated Counties		
Davidson	Williamson	Wilson



FEMA ICS FORM 206 MEDICAL PLAN		1. FEMA Disaster Number: FEMA-4594/4601-DR-TN		2. Description: Davidson County		
3. Operational Period: 09/17/2021 0700 CDT to 09/24/2021 0700 CDT						
4. Medical Aid Stations						
Name	Division	Locations	Phys	Para		
CareNow Urgent Care	Davidson County	3404 W End Avenue #101, Nashville TN 37203 (615) 866-4238 Closes at 8 PM	Yes	No		
TriState Medical Center	Davidson County	2300 Patterson Street, Nashville TN 37203 (615) 342-1000 closes 9 PM	Yes	No		
Care Now Urgent Care	Davidson County	280 Indian Lake Blvd Ste 140 Hendersonville, TN 37075 (615) 590-1440 Closes 8 PM	Yes	No		
5. Ambulance Services						
Name	Division	Address	Phone	Para	EMT	
Blue Shield EMS & TMT	Davidson County	443 Donelson Pike, Ste 103, Nashville TN 37214 USNG:16S EF 30011 00881	615-622-8686	Yes	Yes	
Emergency Medical Services	Davidson County		9-1-1	Yes	Yes	
6. Hospitals						
Name	Division	Address	Phone	Helipad	Trauma Center	Burn Center
Vanderbilt University Medical Center	Davidson County	1211 Medical Center Drive, Nashville TN 37232 USNG:16S EE 17977 99809	615-332-5000	Yes	Yes	Yes
VA Tennessee Valley Medical Center	Davidson County	1310 24th Avenue S, Nashville TN 37212 USNG:16S EE 17545 99595	615-327-4751	No	No	No
Ascension Saint Thomas Downtown	Davidson County	2000 Church Street, Nashville TN 37236 USNG:16S EF 17915 00981	615-284-5555	No	No	No
7. Medical Emergency Procedures						
<ul style="list-style-type: none"> - Report the emergency by first calling 9-1-1. - Assist the injured/ill person(s) and provide comfort. - If trained in First Aid and/or CPR/AED, you may offer medical assistance within your scope of training. - When a medical emergency involves blood/body fluids, do not touch fluids without personal protective equipment (PPE). - Do not attempt to move a person with suspected spinal injuries. - Report the emergency to your supervisor and the Safety Officer. 						
8. Prepared By: Javier Torres, Safety Officer Date & Time: 09/16/2021 0917 CDT			9. Reviewed by (Safety Officer): Javier Torres, Safety Officer Date & Time: 09/16/2021 0935 CDT			

FEMA ICS FORM 206 MEDICAL PLAN		1. FEMA Disaster Number: FEMA-4594/4601-DR-TN		2. Description: Knox County		
3. Operational Period: 09/17/2021 0700 CDT to 09/24/2021 0700 CDT						
4. Medical Aid Stations						
Name	Division	Locations	Phys	Para		
AFC Urgent Care - Fountain City	Knox County	5150 North Broadway St., Knoxville TN 37918 (865) 549-5111 Closes 7 PM	Yes	No		
Lakewood Urgent Care	Knox County	2461 University Commons Way, Knoxville, TN 37919 (865) 673-6603 Closes 7 PM	Yes	No		
5. Ambulance Services						
Name	Division	Address	Phone	Para	EMT	
MedicOne Medical Response	Knox County	2904A Tazwell Pike, Knoxville TN 37918 USNG:17S KV 36500 90514	865-686-7905	Yes	Yes	
Emergency Medical Services	Knox County		9-1-1	Yes	Yes	
6. Hospitals						
Name	Division	Address	Phone	Helipad	Trauma Center	Burn Center
UT Medical Center	Knox County	1924 Alcoa Highway, Knoxville TN 37920 USNG:17S KV 34179 81115	865-305-9900	Yes	Yes	No
Vanderbilt University Medical Center	Knox County	1211 Medical Center, Nashville TN 37232 USNG:16S EE 17977 99809	615-332-5000	Yes	Yes	Yes
Knox VA Outpatient	Knox County	8033 Ray Mears Blvd, Knoxville TN 37919 USNG:16S GE 66410 79469	865-545-4592	No	No	No
7. Medical Emergency Procedures						
<ul style="list-style-type: none"> - Report the emergency by first calling 9-1-1. - Assist the injured/ill person(s) and provide comfort. - If trained in First Aid and/or CPR/AED, you may offer medical assistance within your scope of training. - When a medical emergency involves blood/body fluids, do not touch fluids without personal protective equipment (PPE). - Do not attempt to move a person with suspected spinal injuries. - Report the emergency to your supervisor and the Safety Officer. 						
8. Prepared By: Javier Torres, Safety Officer Date & Time: 09/16/2021 0905 CDT			9. Reviewed by (Safety Officer): Javier Torres, Safety Officer Date & Time: 09/16/2021 0936 CDT			

FEMA ICS FORM 206 MEDICAL PLAN		1. FEMA Disaster Number: FEMA-4594/4601-DR-TN		2. Description: Williamson County		
3. Operational Period: 09/17/2021 0700 CDT to 09/24/2021 0700 CDT						
4. Medical Aid Stations						
Name	Division	Locations	Phys	Para		
IVX Health	Williamson	5111 Peter Taylor Park Dr, Ste 500; Brentwood TN 37027 (615) 510-6002 Closes 7 PM	Yes	No		
Physicians Urgent Care	Williamson County	155 Covey Drive Ste 100; Franklin TN 37067 (615) 472-1550 Closes 9 pm	Yes	No		
Care Now Urgent Care	Williamson County	2017 Mallory Lane, Franklin TN 37067 (615) 656-3239 Closes 8 PM	Yes	No		
Care Now Urgent Care	Williamson County	210 Franklin Road, #4B, Brentwood TN 37027 (615) 964-6160 Closes 8 PM	Yes	No		
Vanderbilt Health and Williamson Medical Center	Williamson County	940 Oldham Drive, Nolansville TN 37135 (615) 791-7373 Closes 7:30 PM	Yes	No		
5. Ambulance Services						
Name	Division	Address	Phone	Para	EMT	
Rural Metro Ambulance	Williamson County	3715 Vulcan Drive, Nashville TN 37211 USNG:16S EE 22818 94511	615-342-0022	Yes	Yes	
Emergency Medical Services	Williamson County		9-1-1	Yes	Yes	
6. Hospitals						
Name	Division	Address	Phone	Helipad	Trauma Center	Burn Center
Vanderbilt Health & Williamson Medical Center (Level 1 Trauma Center)	Williamson	134 Pewitt Dr, Ste 200; Brentwood TN 37027 USNG:16S EE 19187 87845	615-371-2481	Yes	Yes	Yes
Williamson Medical Center	Williamson County	4321 Carother Parkway, Lebanon TN 37067 USNG:16S EE 16506 74723	615-435-5000	No	No	No
University Medical Center	Williamson County	1411 Baddour Parkway, Lebanon TN 37087 USNG:16S EF 60370 08467	615-444-8262	Yes	No	No
Vanderbilt University Medical Center	Williamson County	1211 Medical Center Drive, Nashville TN 37232 USNG:16S EE 17977 99809	615-332-5000	Yes	Yes	Yes
VA Tennessee Valley Medical Center	Williamson County	1310 24th Avenue S, Nashville TN 37212 USNG:16S EE 17545 99595	615-327-4751	No	No	No
7. Medical Emergency Procedures						
<ul style="list-style-type: none"> - Report the emergency by first calling 9-1-1. - Assist the injured/ill person(s) and provide comfort. - If trained in First Aid and/or CPR/AED, you may offer medical assistance within your scope of training. - When a medical emergency involves blood/body fluids, do not touch fluids without personal protective equipment (PPE). - Do not attempt to move a person with suspected spinal injuries. - Report the emergency to your supervisor and the Safety Officer. 						
8. Prepared By: Javier Torres, Safety Officer Date & Time: 09/16/2021 1055 CDT			9. Reviewed by (Safety Officer): Javier Torres, Safety Officer Date & Time: 09/16/2021 0938 CDT			

FEMA ICS FORM 206 MEDICAL PLAN		1. FEMA Disaster Number: FEMA-4594/4601-DR-TN		2. Description: Wilson County		
3. Operational Period: 09/17/2021 0700 CDT to 09/24/2021 0700 CDT						
4. Medical Aid Stations						
Name	Division	Locations	Phys	Para		
Care Now Urgent Care	Wilson County	1705 W. Main St #211, Lebanon TN 37087 (615) 938-7171 Closes 8 PM	Yes	No		
Fast Pace Health Urgent Care	Wilson County	1128 N. Castle Heights Avenue, Lebanon TN 37087 (423) 352-4381 Closes 8 PM	Yes	No		
Fast Pace Health Urgent Care	Wilson County	9002 Sparta Pike, Watertown TN 37184 (615) 697-6836 Closes 8 PM	Yes	No		
Care Now Urgent Care	Wilson County	669 S. Mount Juliet Road, Mt Juliet TN 37122 (615)541-4545 Closes 8 PM	Yes	No		
Anycare 24	Wilson County	702 S. Cumberland St., Lebanon TN 37087 (615) 444-2121	Yes	No		
5. Ambulance Services						
Name	Division	Address	Phone	Para	EMT	
LifeCare Emergency Medical Services	Wilson County	325 W. Baddour Pkwy, Lebanon, TN 37083 USNG:16S EF 63182 07820	615-444-0083	Yes	Yes	
Emergency Medical Services	Wilson County		9-1-1	Yes	Yes	
6. Hospitals						
Name	Division	Address	Phone	Helipad	Trauma Center	Burn Center
Vanderbilt University Medical Center	Wilson County	1211 Medical Center Drive, Nashville TN 37232 USNG:16S EE 17977 99809	615-332-5000	Yes	Yes	Yes
Vanderbilt Wilson County Hospital	Wilson County	1401 W. Baddour Parkway, Lebanon TN 37087 USNG:16S EF 60490 08421	615-443-2550	No	No	No
TriStar Mt Juliet ER	Wilson County	100 Wilfong Parkway, Mt. Juliet TN 37122 USNG:16S EF 44949 04906	615-449-1000	No	No	No
Lebanon VA Medical Center	Wilson County	1700 South Lincoln Avenue, Lebanon, PA 17042 USNG:18T UK 80359 63590	717-272-6621	No	No	No
7. Medical Emergency Procedures						
<ul style="list-style-type: none"> - Report the emergency by first calling 9-1-1. - Assist the injured/ill person(s) and provide comfort. - If trained in First Aid and/or CPR/AED, you may offer medical assistance within your scope of training. - When a medical emergency involves blood/body fluids, do not touch fluids without personal protective equipment (PPE). - Do not attempt to move a person with suspected spinal injuries. - Report the emergency to your supervisor and the Safety Officer. 						
8. Prepared By: Javier Torres, Safety Officer Date & Time: 09/16/2021 0858 CDT			9. Reviewed by (Safety Officer): Javier Torres, Safety Officer Date & Time: 09/16/2021 0940 CDT			

**FEMA ICS FORM 230
INTERNAL DAILY MEETING
SCHEDULE**

1. FEMA Disaster Number:
FEMA-4594/4601-DR-TN

2. Date/Time Prepared:
09/08/2021 1000 CDT

3. Operational Period (Date/Time): 09/17/2021 0700 CDT to 09/24/2021 0700 CDT

Time / Time Zone	Meeting Name	Purpose / Attendees	Meeting Location
Thursday			
09:00 CDT	Command and General Staff Meeting	Review approved incident objectives. Provide, share important information and immediate direction. UCG, Command and General Staff, Situation Unit Leader, designated and invited guests.	ZoomGov

4. Prepared By:
Pamela King, PLSP

5. Reviewed By:
Julie Schroeder, PSC

GENERAL MESSAGE (FEMA ICS FORM 213)

TO: All Cadres

POSITION: All Hands

FROM: Javier Torres

POSITION: Safety Officer

SUBJECT: TN Safety Message

DATE/TIME: 09/08/2021 1240 CDT

MESSAGE:

TO TN Staff;
Safety Message

COVID -19 Is one hazard for staff at the Tennessee with cases rising from the new Delta Variant. Remember to protect yourself by wearing your mask, washing your hands frequently and social distancing. FEMA requires that all staff wear their mask regardless of vaccination status. Tennessee disaster staff are required to show their compliance with vaccination or testing on Monday and Friday. Remember it is each staff member's responsibility to remain in compliance and report that to their supervisors on Monday and Friday. Supervisors will report the compliance of the staff up the chain of command. Remember never email, text, or send you results to anyone in written form. Verification should be done by video or in person.

Accident and injury is another hazard for the Staff in Tennessee. If you have a traffic accident contact your supervisor as soon as you are able. Contact the safety office to start the SF-91 process. It is the staff members responsibility to ensure an SF-91 is completed for any damage to a rental car. You must notify the rental car company of the damage and include that report or report number in the SF-91 along with your rental agreement to safety. If you are injured you must notify your supervisor, safety, and HR as soon as possible.

Building safety is another hazard staff face daily. There is an OEP written for the IOF which safety can email to anyone needing a copy since we do not have a common drive where it can be posted. That said the assembly point for offices in the hotels is the sign in the parking lot. For those working remotely have plan to assemble and get accountability for all staff. A call down list is an excellent was to ensure accountability in the field. It is the supervisor's responsibility to get accountability and report it up the chain of command.

Snakes and insects are another hazard in Tennessee. TN has poisonous snakes across TN. The timberland rattle snake, the copperhead and the Cotton Mouth. Visit this site to learn more.
Copperhead | State of Tennessee, Wildlife Resources Agency (tn.gov)

Ticks are an insect that carry serious disease. These can be small and hard to see so check clothing if you have been in tall grass or weed. More information can be found at this site. Tick-borne Diseases (tn.gov)

Williamson County test their sirens every month on the first Saturday at 1300 CDT. Sirens lasting for one minute indicate the monthly testing protocol. A steady five minute tone indicates that the Outdoor Warning System has been activated to notify and warn personnel that an emergency exists. Upon hearing the siren, personnel should immediately tune to local television and radio to learn the specifics of the emergency and what actions should be taken.

Safety office

SIGNATURE: Javier Torres

POSITION: Safety Officer

REPLY:

DATE/TIME: 09/08/2021 1240 CDT

SIGNATURE/POSITION: Etaysha Roy, RESL