

## NRCC FAQ's

Who has the overall responsibility for the NRCC Operations? [NRCC Director](#)

Who decides the hours of operations? [FEMA Director](#)

Who publishes the NRCC schedule and how? [ESF-5 distributes as email message and posts it.](#)

Who determines when the NRCC will increase or decrease in size? [FEMA Director](#)

Who needs to sign in at the in-processing desk? [All NRCC workers](#)

Do most NRCC members need to make contact with the field? [Yes, with your counterpart](#)

How do I find my work station? [In-Processing, NRCC Ops Guide, T:\drive seating](#)

Who attends Planning Meetings? [Section Chiefs, Branch Chiefs, ESFs](#)

Who prepares input into the Function Plan? [All Sections](#)

Who assembles the Functional Plan? [Info & Planning Section](#)

How does the plan get distributed? [Hard-copy in mail boxes](#)

If I need a Stafford Act or National Response Plan, where do I get them? [Ask Admin](#)

If I need pencils where do I get them? [Ask Admin](#)

Who is responsible to think about what might be needed at the disaster? [Everyone](#)

If I think I need a mission assignment, who do I see? [Action Tracker](#)

Where is the Action Tracker in the NRCC? [Operations Section](#)

If my computer isn't working correctly, whom do I call? [H-E-L-P](#)

If the media want a report, whom do I contact? [Public Affairs](#)

Who knows what ESFs are coming? [Personnel Branch Chief, if not NRCC](#)

How do I sign on to my computer? [Look at the sticker on the monitor](#)

How do I find telephone numbers for the NRCC? [NRCC Ops Guide, Appendix A](#); or [t\drive](#)

How do I get telephone numbers for the field units? [Look for displays on columns](#)

Who orders commodities? [Logistics Section](#)

Who tracks the status of the order? [Logistics Section resource tracking](#)

Who tracks what is being sent to the disaster area? [Log Section for items, MCC for shipments](#)

Who uses the TPFDL? [Ops Section, Logistics Section, & MCC](#)

How do I get a copy of the latest SITREP? ["Situation Reports" on cc:mail Bulletin Board](#)

How do I send additional copies of the SITREP? [Forward e-mail; if not, ask Info & Planning](#)

Where is the coffee pot? [The Kitchen](#)

Do we shut down for lunch? [No](#)

Where is the stress counselor? [For full-scale operations, available in building](#)

Can I get my cc:mail from my FEMA office while in the NRCC? [Call H-E-L-P](#)

If I want to share files with my group members where should I store them? [Q:\drive](#)