

## Instructions for Using the Web-Based Comment Form To Provide Feedback on the Draft ESF#6 SOP Operational Draft

**Title:** National Response Coordination Center (NRCC) Individual Assistance/ Emergency Support Function #6 (IA/ESF#6) Standard Operating Procedure (SOP) Operational Draft

**Date Published:** October 22, 2007

**Abstract:** The site (<http://secure.commentworks.com/FEMA-ESF6-SOPDraft/>) contains an OPERATIONAL DRAFT of the Individual Assistance/Emergency Support Function #6 (IA/ESF#6) Standard Operating Procedure (SOP), published October 22, 2007. This document provides the SOP for the IA/ESF#6 Branch staffing the National Response Coordination Center (NRCC) when it is activated in response to disasters and emergencies.

**Comment Period:** All comments must be submitted by November 9, 2007, to be considered.

**Instructions:** No changes can be made to the PDF; rather, we ask that you submit your feedback on each section of the document through this Web site. You may want to print the document first and review it in its entirety. When you are ready to provide your comments, fill in the contact information below (all of the fields are required) and click "Continue." The next page will allow you to review individual sections of the document and provide your feedback on each specific section.

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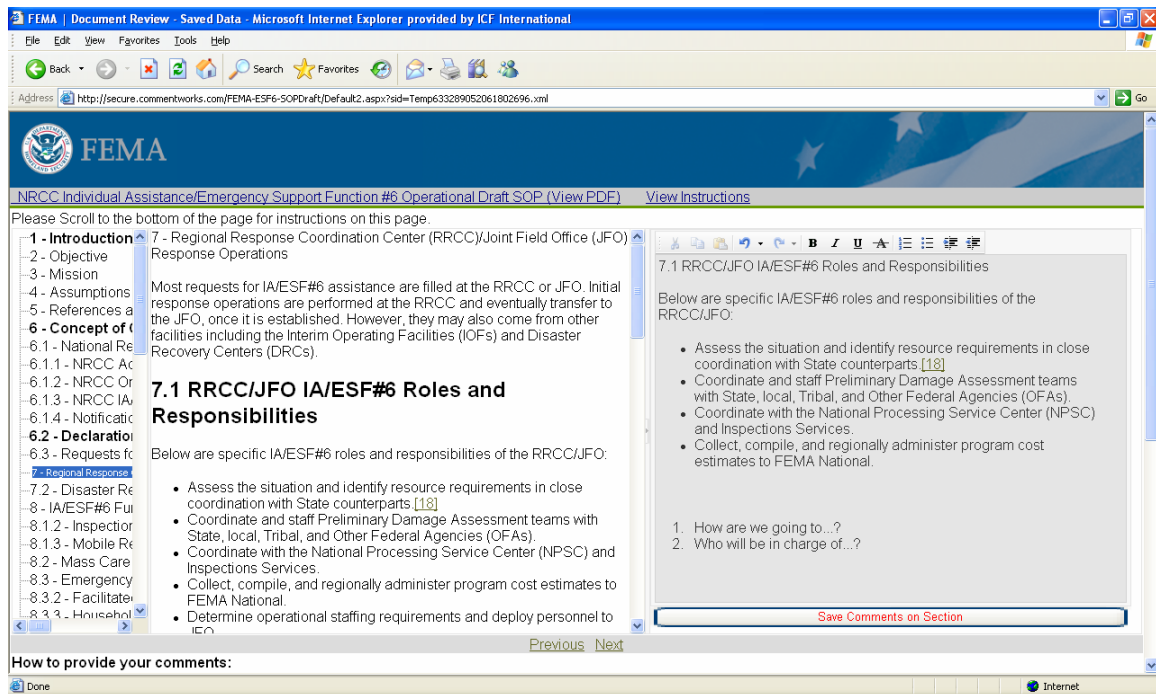
### How to provide your comments:

1. Select the section on which you would like to comment from the table of contents in the **left** panel.
2. Review the text from the selected SOP section in the **middle** panel.
3. Type your comments directly into the space provided in the **right** panel and click "SAVE comments on Section" BEFORE you move on to the next section. **VERY**

**IMPORTANT:** you must save your comments as you complete each section or they will be lost.

4. Select a new section from the left panel and continue providing feedback. Section titles on which you have already commented will appear in **bold** in the left panel.

NOTE: If you cannot finish entering your comments in one sitting, **bookmark this page in your browser**. The site will retain a draft of everything you enter until you are ready to submit it. When you are ready to continue, reopen your browser and select the bookmark to retrieve and continue entering your feedback. You only need to bookmark this page once.



**When finished entering all comments,**

5. Click “Next” at the bottom of the page to review your comments prior to submitting them.

6. Click “Previous” if you want to review/modify the contact information you provided previously

**How to submit your comments:**

1. Review your feedback in its entirety to confirm that this is what you want to submit.
2. Click "Previous" to modify your comments prior to submitting your feedback.
3. Click "Submit" to send your comments.