CITY OF TEHACHAPI

Volume One

EOC Guidebook and Section Checklists

JANUARY 2013

Disclaimer

The material presented in this publication has been written in accordance with federal and state guidelines to meet current industry standards. However, this plan cannot anticipate all possible emergency events and situations or emergency responses. Therefore, it should not be used without competent review, verification, and correction (where appropriate) by qualified emergency management professionals. It should be tested by the Emergency Operations Center (EOC) team after they have received appropriate emergency management training. Conditions will develop in operations where standard methods will not suffice and nothing in this manual shall be interpreted as an obstacle to the experience, initiative, and ingenuity of the officers in overcoming the complexities that exist under actual emergency conditions. Users of this plan assume all liability arising from the plan's use.

The Emergency Management Consultant's Emergency Operations Plan ©
Prepared for the City of Tehachapi

by:

Joseph R. Horton Jr.
Emergency Management Consultants

The City of Tehachapi Emergency Operations Plan (EOP) has been developed by Emergency Management Consultants (EMC Inc.) for use by the City of Tehachapi. The copyright of the City of Tehachapi EOP belongs solely to EMC Inc., however. The City of Tehachapi EOP may be updated or changed by authorized officials in the City of Tehachapi and copies may be made available to agencies and organizations that would normally provide support to the jurisdiction in the event of an emergency or disaster. The City of Tehachapi agrees not to provide copies of any portion of the EMC Inc. developed EOP, or related MSWord files to any other organization, jurisdiction, agency or individual to be used as a basis for developing their Emergency Operations Plan. Further the City of Tehachapi agrees to notify Emergency Management Consultants if any other jurisdiction, agency, organization or individual expresses interest in the developing an EOP using the Emergency Management Consultant's EOP as a basis to develop a new plan.

CITY OF TEHACHAPI
EOC GUIDEBOOK AND SECTION CHECKLISTS
TABLE OF CONTENTS

IMMEDIATE ACTION CHECKLIST ..... Yellow Tab
Immediate Action Checklist 1
EOC Activation Checklist 3
EOC Staffing Guide 7
EOC Organization Chart 8
Alert Lists 9
Exhibit 1 – Crisis Action Team 11
Exhibit 1 – Policy/Advisory Group 12
Exhibit 2 – Emergency Operations Center Staffing 13
Exhibit 3 – Pre-designated Incident Locations and Facilities 17
Exhibit 4 – Mutual Aid Coordinators 19
Exhibit 5 – Other Agencies 21

EVENT SPECIFIC CHECKLIST ..... Red Tab
Purpose 1
Major Emergency Events 1
Earthquake 3
River Flood 9
Severe Weather Storm 15
Wildland Fire 21
Neighborhood and Community Evacuation 27
Shelter in Place 33
Major Hazmat 39
Mass Casualty Incident 45
Mass Utility or Communications Disruption 51
Terrorism Annex 1

EXECUTIVE SUMMARY ..... White Tab
Organization of the City of Tehachapi Emergency Operations Plan 1
Volume One – EOC Guidebook and Section Checklists 1
Volume Two – City of Tehachapi NIMS Basic Plan 2

CHAPTER ONE – EOC ACTIVATION PROCEDURES ..... Green Tab
Purpose 1
Objectives 1
Concept of Operations 1
Crisis Action Team 2
Crisis Action Team Responsibilities 2
Crisis Action Team Basic Functions 2
Emergency Response Levels 3
Readiness and Routine Phase – Normal Operations 3
Level 1 - Minor Emergency – No EOC Activation Required 3
Level 2 - Moderate Emergency – Activation Should Be Considered 3
Level 3 - Major Emergency – Activation Required 3

Chart 1 – Response Levels and Incident Command 4
Chart 2 – EOC Emergency Response Team Guide 5
EOC Organization and Responsibilities 6
Deactivation of the Tehachapi Emergency Operations Center 6
Tehachapi EOC Organization Chart 6
Policy Advisory Group 6
Management Section 7
Operations Section 7
Planning Section 7
Logistics Section 8
Finance Section 8
Emergency Operations Center 9
EOC Locations and Descriptions 9
Primary EOC 9
Alternate EOC 9
EOC Procedures 10
EOC Set-up 10
Displays 10
EOC Maintenance 10
Shift Scheduling 10
Briefings and Conferences 10
EOC Set-Up Checklist 11
Primary EOC Diagram (Recommended EOC Layout) 13
Alternate EOC Diagram 15

CHAPTER TWO – EOC SECTION CHECKLISTS ....Blue Tab
SECTION CHECKLIST OVERVIEW 1
Concept of Operations 1
Checklist Organization 1

MANAGEMENT CHECKLISTS ....Yellow Tab
Purpose 1
Overview 1
Command and General Staff Overview 1
Director of Emergency Services 5
Public Information Officer 9
Legal Officer 13
Liaison Officer 17
Agency Representative(s) 21
Emergency Management Coordinator 25
Safety Officer 29
Security Officer 33
Policy Advisory Group 37

OPERATIONS SECTION CHECKLISTS ..... Red Tab
Purpose 1
Overview 1
Command and General Staff Overview 1
Operations Chief 5
Law Enforcement Unit Leader 9
Fire/Rescue Unit Leader 17
Public Works Unit Leader 25
Medical Unit Leader 29
Coroner Unit Leader 33

PLANS SECTION CHECKLISTS ..... White Tab
Purpose 1
Overview 1
Command and General Staff Overview 1
Planning Chief 5
Message Coordinator 9
Damage Assessment Unit Leader 13
Situation Status Unit Leader 17
Resource Status Unit Leader 21
Recovery Planning Unit Leader 25
Documentation Unit Leader 31

LOGISTICS SECTION CHECKLISTS ..... Green Tab
Purpose 1
Overview 1
Command and General Staff Overview 1
Logistics Chief 5
Services Branch Leader 9
Communications Unit Leader 13
Personnel Unit Leader 17
Care and Shelter Unit Leader 21
American Red Cross Agency Representative 25
Support Branch Leader 29
Supply Unit Leader 33
Facilities Unit Leader 39
Transportation Unit Leader 43
Base Area Manager 47

FINANCE SECTION CHECKLISTS ..... Blue Tab
Purpose 1
Overview 1
Command and General Staff Overview 1
Finance Chief 3
Cost Unit Leader 7
Time Unit Leader 11
Claims Unit Leader 15

EOC DOCUMENTATION ..... Yellow Tab
EOC Action Plans ..... TAB 1
After Action Report ..... TAB 2
Emergency Proclamations ..... TAB 3
Individual Log (ICS 214) ..... TAB 4
Logistics Request Form ..... TAB 5
EOC Maps ..... TAB 6
EOC Charts and Reports ..... TAB 7
Major Incident or Significant Information Report ..... TAB 8
Situation Status Reports ..... TAB 9
Continuity of Government ..... TAB 10
Emergency Public Information ..... TAB 11
Damage Assessment Procedures ..... TAB 12
Recovery ..... TAB 13

IMMEDIATE ACTION CHECKLIST

Pre EOC Activation
For use by City of Tehachapi Crisis Action Team

- ❑ **Mobilize members of the Tehachapi Crisis Action Team (CAT):**
  - City Manager
  - Police Chief
  - EOC Planning Section Chief
  - Department Head(s) of affected Department(s)
  - Emergency Management Coordinator

- ❑ **Possible locations for the Crisis Action Team Meeting include:**
  - Tehachapi City Hall – 115 S. Robinson St – PH 822-2200
  - Wastewater Treatment Plant – 700 Enterprise Way – 661-822-4078

- ❑ **City of Tehachapi EOC Activation Criteria – Should the EOC be activated?**
  This decision must be based on the emergency event or situation. Key factors that normally trigger the Tehachapi EOC activation include:
  - Emergency response resources beyond the jurisdiction's capabilities are required
  - An emergency of a long duration (12 hours or longer)
  - Major policy decisions must or may be required
  - A local or state of emergency will be declared
  - Activation of the EOC will be advantageous to the successful management of the emergency

EOC Locations

Primary	City Hall, 115 South Robinson St. Tehachapi, CA 93561
Alternate	Wastewater Treatment Plant – 700 Enterprise Way, Tehachapi, CA 93561

Note 1: In the event the primary EOC is unavailable or unusable due to emergency or disaster impacts, an Alternate EOC location has been designated to assume the roles and responsibilities of the Primary EOC. Notification will be made to the State Operations Center (SOC), local jurisdictions and responding agencies of transfer of operations to the Alternate EOC.

- ❑ **If the Tehachapi EOC activation IS WARRANTED – Complete the EOC ACTIVATION CHECKLIST on Page 3.**

- ❑ ***If the Tehachapi EOC activation IS NOT WARRANTED complete applicable Event Specific Checklist(s) in the RED TAB and turn over follow-on actions to appropriate Tehachapi management staff or department heads. Crisis Action Team response procedures are now completed. The Crisis Action Team may disband. No further action is required.***

- ❑ ***Additional meetings of the Crises Action Team may be conducted as the situation develops. Any member of the team can call for a meeting as necessary.***

PAGE LEFT INTENTIONALLY BLANK

EOC ACTIVATION CHECKLIST

- ❑ **Officials authorized to order immediate Tehachapi EOC activation:**

  - City Manager
  - Assistant City Manager
  - Police Chief

- ❑ **Determine appropriate EOC Activation Level.**

  Level I - Minor Emergency - No EOC Activation Required
  - A minor incident or hazardous materials spill which can be abated by the first responding personnel or response agency having jurisdiction.
  - The Tehachapi EOC **may be activated** with limited staffing to facilitate coordination or to provide information to employees and citizens of Tehachapi.

  Level II - Moderate Emergency - Activation Should Be Considered
  - If the incident escalates or is about to escalate to the point* where the coordination of the incident cannot be efficiently accomplished at the scene or at another location.
    ** Due to the number of departments or local jurisdiction response agencies involved and/or personnel or resources required.*

  Level III - Major Emergency - Activation Required
  - If the emergency situation(s) is of such magnitude that coordination of the response at the scene(s) or another location is not possible.
  - When Tehachapi's response capabilities are limited or insufficient to address a major emergency.

  Note: See the EOC STAFFING GUIDE on Page 7 to assist in determining the appropriate Tehachapi EOC Action Level and the EOC ORGANIZATION CHART on Page 8 to identify appropriate EOC staffing.

- ❑ **Direct the Tehachapi EOC team members to report immediately to the EOC. Refer to Exhibit 2 – Emergency Operations Center Staffing (Page 15 of this section)**

- ❑ **Notify Kern County and appropriate local districts/agencies that Tehachapi is in the process of EOC Activation. Identify and report Tehachapi's:**
  - Existing situation
  - Critical staffing needs
  - Critical resource needs
    - **Contact Info: Kern County Fire Department Office of Emergency Services**
    - **2601 Panorama Drive, Building B Bakersfield CA 93306**
    - (661) 873-2603 Office

- ❑ **Ensure appropriate jurisdiction agencies (law enforcement, fire/rescue, emergency medical services, etc.) are responding. Refer to Exhibit 5 – Mutual Aid Coordinators and Exhibit 6 – Other Agencies. (Pages 23 and 25 of this section)**

- ❑ **Direct Planning Section Chief to copy information from the Sample Action Plan Worksheets (generic Action Plan Worksheets are available for all major threats at the end of each Event Specific Checklist – Red Tab) to laminated Action Plan Worksheet for discussion, approval by the members of the Crisis Action Team. Lead Crisis Action Team members in discussion to adjust the generic Action Plan Worksheet to meet the specific situation.**

- ❑ **While the Planning Section Chief is copying information onto laminated Action Plan Worksheet pass out applicable Event Specific Checklist(s) in the VOLUME ONE IMMEDIATE ACTION AND EVENT SPECIFIC CHECKLIST, RED TAB – EVENT SPECIFIC CHECKLISTS to other members of Crisis Action Members for completion.**

- ❑ **Direct Planning Section Chief to lead discussion to adjust the Sample Action Plan Worksheet to meet specific emergency the city is responding to.**

- ❑ **After Event Specific Checklists have been completed and the Action Plan Worksheet has been formalized develop a presentation to give the members of the Tehachapi EOC response team. Assign Crisis Action Team (CAT) members to prepare and present the brief which covers the following topics:**

  1. **Situation overview:**
     Provide a description of the emergency situation. The situation overview should be presented by the senior official applicable to the emergency (Police Chief, Kern County Fire Official or Planning Section Chief). Report:
     - When did the emergency occur or is expected to occur?
     - What key facts are known about the emergency?

  2. **Emergency response actions underway:**
     Provide a brief description of emergency response actions underway or pending. The identification of emergency response actions underway should be presented by the senior official applicable to the emergency (Police Chief, Kern County Fire Official or Planning Section Chief) to the assembled EOC response team.

  3. **Time period of 1st Operational Period:**
     Identify the time period (shift beginning and end time) the Tehachapi EOC Team will be in the EOC for the 1st Operational Period. Presented by the Police Chief, Kern County Fire Official or Planning Section Chief).

4. **Identify the strategic Objective and Priorities for the 1st Operational Period:**
   Identify the strategic EOC Objectives and Priorities that the Tehachapi EOC Team will manage and coordinate during the 1st Operational Period. The EOC Objectives and Priorities will be presented by the Police Chief, Kern County Fire Official or Planning Section Chief. Additionally, identify the individual (Section Chief or Unit Leader) responsible for the management of each specific Objective and Priority to ensure that there is no question regarding who is responsible to accomplish each specific task identified on the Action Plan Worksheet.

- ❑ **Upon reporting to the EOC, brief the entire EOC Team <u>in the following sequence:</u>**
  - **Situation overview**
  - **Emergency response actions underway**
  - **Time period of 1st Operational Period**
  - **List of Objectives and Priorities for the 1st Operational Period from the Action Plan Worksheet**

- ❑ **Once the brief is complete, the Crisis Action Team disbands and relinquishes authority for the response to the Tehachapi EOC Emergency Response Team.**

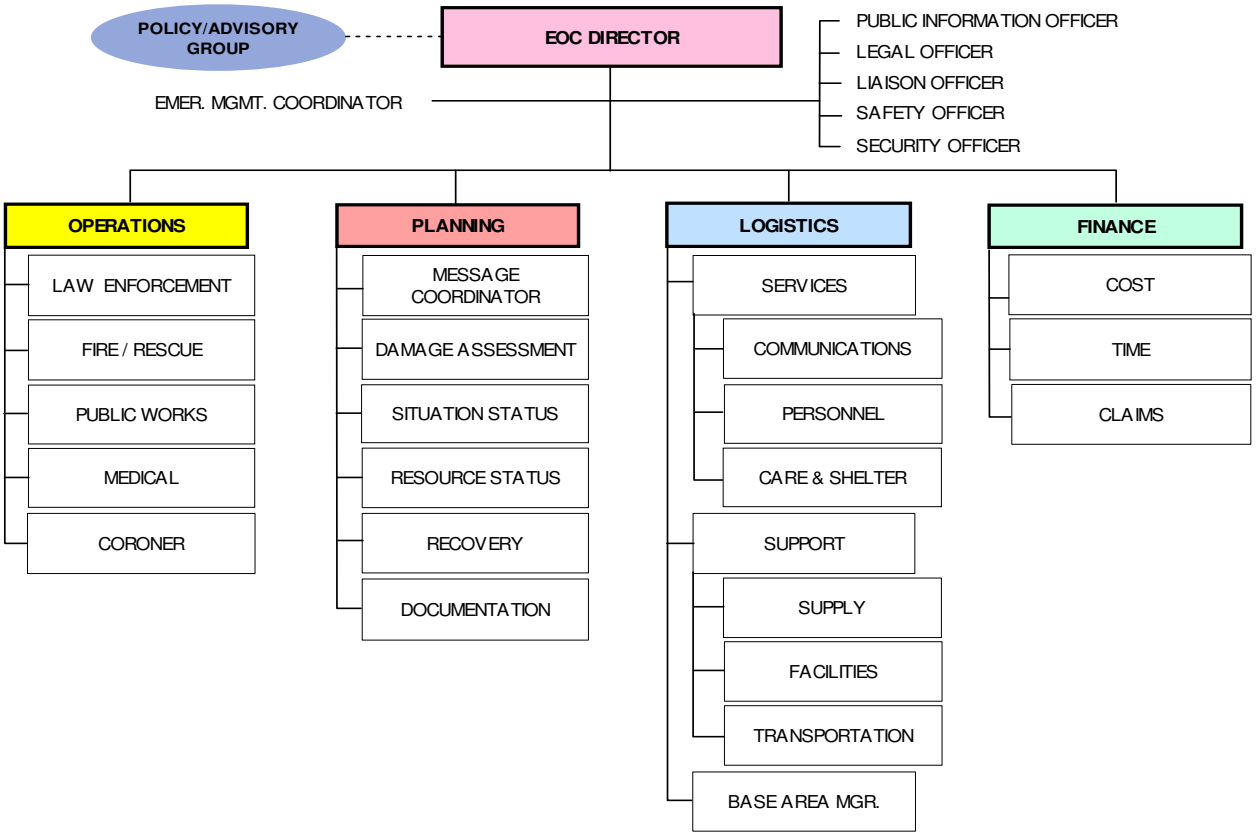
- ❑ **Reference: Key contacts and phone numbers are located in Annex A in the following exhibits:**
  Exhibit 1 - Crisis Action Team Member Alert Lists
  Exhibit 2 - Emergency Operations Center Staffing
  Exhibit 3 - Emergency Operation Centers Phone Numbers
  Exhibit 4 - Pre-designated Incident Locations and Facilities
  Exhibit 5 - City of Tehachapi Mutual Aid Coordinators
  Exhibit 6 - Other Agencies

PAGE LEFT INTENTIONALLY BLANK

EOC STAFFING GUIDE

Event/Situation	Activation Level	Minimum Staffing If Decision to Activate is made
Unusual occurrences with potential impacts on the health and safety of city employees, the public, city facilities and/or environment.	**Minor Emergency** **Level I**	• Notification of the applicable Department Head Police Chief, Kern County Fire Official or Public Works Director.) • Note: May be limited to partial or full Crisis Action Team activation. • Other designees as required. ***See Organization Chart – next page***
Severe Weather Report		
Major wind, rain or snow storm, etc.	**Moderate Emergency** **Level II**	Director of Emergency Services EOC Section Chiefs and Units as appropriate to situation ***See Organization Chart – next page***
Two or more large incidents involving two or more response agencies		
Wildfire affecting wildland/forested area or developed area		
Severe hazardous materials incident involving large-scale multi-agency action or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of city employees, the public, city facilities and/or environment.		
Major city or local emergency	**Major Emergency** **Level II**	All EOC positions ***See Organization Chart – next page***
Major wildland fire		
Major emergency situation with severe potential impacts on the health and safety of city employees, the public, city facilities and/or the environment.		

CITY OF TEHACHAPI
EOC ORGANIZATION CHART



ALERT LISTS

The Alert List Exhibits contain telephone numbers, pager assignments and radio call signs for key people who may need to be reached quickly in a major emergency. Key mutual aid agencies and organizations are also provided.

Exhibit 1 - Crisis Action Team Member Alert Lists
Exhibit 2 - Emergency Operations Center Staffing
Exhibit 3 - Pre-designated Incident Locations and Facilities
Exhibit 4 - City of Tehachapi Mutual Aid Coordinators
Exhibit 5 - Other Agencies

PLEASE SEND ANY ADDITIONS, CORRECTIONS OR COMMENTS TO:

Mr. Christopher Kirk
Assistant City Manager
115 South Robinson St
Tehachapi, CA 93561

661 822-2200 x 104

PAGE LEFT INTENTIONALLY BLANK

EXHIBIT – 2

EMERGENCY OPERATIONS CENTER STAFFING

All Sections Chiefs have been pre-designated. Other EOC staffers will be assigned from the attached contact list, based upon training and skill level.

MANAGEMENT SECTION

EOC Director – Greg Garrett, City Manager
Alternate EOC Director – Christopher Kirk, Assistant City Manager

OPERATIONS SECTION

Operations Section Chief – Jeff Kermode, Chief of Police
Alternate Operations Section Chief – Jon Curry, Utility Manager

PLANNING SECTION

Planning Section Chief – David James, Director of Community Development
Alternate Planning Section Chief – Jay Schlosser, City Engineer

LOGISTICS SECTION

Logistics Section Chief – Dennis Wahlstrom, Public Works Director
Alternate Logistics Section Chief – Tom Glasgow, Airport Manager

FINANCE SECTION

Finance Section Chief – Hannah Chung, Finance Director
Alternate Finance Section Chief – Daisy Wee, Account Technician

*All City employee contact information in the following table

PAGE LEFT INTENTIONALLY BLANK

EXHIBIT - 3

PRE-DESIGNATED INCIDENT LOCATIONS AND FACILTIES

Various types of operational locations and support facilities are established in the vicinity of an incident to accomplish a variety of purposes, such as decontamination, donated goods processing, mass care, and evacuation. The IC will direct the identification and location of facilities based on the requirements of the situation at hand. Typical pre-designated facilities include incident command posts, bases, camps, staging areas, mass casualty triage areas, and others, as required. [a]

[a] [a] 08 NIMSCAST METRIC II-A-2-f

PAGE LEFT INTENTIONALLY BLANK

EXHIBIT – 4

KERN MUTUAL AID COORDINATORS

Fire .....24 Hr Dispatch PH 661 861-2521
Law Enforcement.....24 Hr Dispatch PH 661 861-2521
Public Works.....24 Hr Dispatch PH 661 861-2521
OES .....24 Hr Dispatch PH 661 861-2521

NOTE: Dispatch provides the 24 hour point of contact for all mutual aid requests. Kern County OES will coordinate all non Law Enforcement and Fire Enforcement mutual aid requests.

Kern County Fire Department Office of Emergency Services
2601 Panorama Drive, Building B Bakersfield, CA 93306
Phone: 661-873-2602
Fax: 661-873-2699

PAGE LEFT INTENTIONALLY BLANK

EVENT SPECIFIC CHECKLISTS

TABLE OF CONTENTS

Purpose.....1
Major Emergency Events.....1
Earthquake.....1
River Flood.....1
Severe Weather Storm.....1
Wildland Fire.....1
Evacuation.....2
Shelter in Place.....2
Major Hazmat.....2
Weapons of Mass Destruction.....2
Mass-Casualty Incident (Aircraft, Bus, Train Accident etc.).....2
Earthquake.....3
Crisis Action Team.....3
After the EOC is Activated.....4
Management Section.....4
Operations Section.....5
Planning Section.....6
Logistics Section.....7
Finance Section.....8
Sample Earthquake Action Plan Worksheet.....No page number
River Flood.....9
Crisis Action Team.....9
After the EOC is Activated.....10
Management Section.....10
Operations Section.....10
Planning Section.....11
Logistics Section.....13
Finance Section.....14
Sample River Flood Action Plan Worksheet.....No page number
Severe Weather Storm.....15
Crisis Action Team.....15
After the EOC is Activated.....16
Management Section.....16
Operations Section.....16
Planning Section.....17
Logistics Section.....19
Finance Section.....20
Sample Severe Weather Storm Action Plan Worksheet.....No page number

Wildland Fire 21
Crisis Action Team 21
After the EOC is Activated 21
Management Section 21
Operations Section 22
Planning Section 23
Logistics Section 24
Finance Section 25
Sample Wildland Fire Action Plan Worksheet ....No page number
Evacuation 27
Crisis Action Team 27
After the EOC is Activated 28
Management Section 28
Operations Section 28
Planning Section 29
Logistics Section 30
Finance Section 31
Sample Neighborhood Evacuation Action Plan Worksheet ....No page number
Shelter in Place 33
Crisis Action Team 33
After the EOC is Activated 33
Management Section 33
Operations Section 34
Planning Section 35
Logistics Section 36
Finance Section 37
Note: No Shelter in Place Action Plan Worksheet (EOC Activation not required)
Major Hazmat 39
Crisis Action Team 39
After the EOC is Activated 39
Management Section 39
Operations Section 40
Planning Section 41
Logistics Section 43
Finance Section 44
Sample Major Hazmat Action Plan Worksheet ....No page number
Mass Casualty Incident (Aircraft, Bus, Train Accident etc.) 45
Crisis Action Team 45
After the EOC is Activated 45
Management Section 45
Operations Section 46
Planning Section 46
Logistics Section 48
Finance Section 49
Sample Mass Casualty Incident Action Plan Worksheet ....No page number

Mass Utility or Communications Disruption 51
Crisis Action Team 51
After the EOC is Activated 51
Management Section 51
Operations Section 52
Planning Section 53
Logistics Section 54
Finance Section 55
Sample Mass Casualty Incident Action Plan Worksheet .....No page number

Terrorism Annex .....No page number

PAGE LEFT INTENTIONALLY BLANK

EVENT SPECIFIC CHECKLISTS

PURPOSE

This section contains information relating to suggested items of concern to be completed by the Crisis Action Team or by the various Sections after EOC Activation. The Event Specific Checklists are not all encompassing and additional items may be required based on the situation or the specifics of the jurisdiction.

MAJOR EMERGENCY EVENTS

Earthquake

Earthquakes are considered the most serious emergency event most jurisdictions face and a number of significant fault systems threaten major population centers in the Western United States. Probably the most famous of these fault systems is the San Andreas Fault that runs from southern California north past the San Francisco area. Major earthquakes such as the Oct 18, 1989 Loma Prieta earthquake caused deaths and injuries, substantial property loss and disruption of services for an extended period.

River Flood

Every year flooding results in the loss of life and causes millions of dollars of damage to property. Except in the case of flash flooding, the onset of most floods is a relatively slow process with a buildup period of several days. This buildup period provides an opportunity for emergency responders to reduce the damage that the flooding will cause.

Severe Weather Storm

Severe weather storms can result in danger to the citizens and cause damage to property. In most cases the National Weather Services provides timely weather advisories or warnings to emergency response organizations and the public. These notifications include alerts and warnings for ice storms, blizzards, extreme cold and other weather events. For winter storms the National Weather Service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow which frequently reduces visibility to 0.25 miles or less.

Wildland Fire

Many jurisdictions along the peninsula border national forests or are located near heavily wooded areas or areas with thick brush. These jurisdictions face an increased threat of fire during summer months and dry periods.

Evacuation

Emergency mass evacuation of facilities (hospitals, long term care facilities, group homes, the jail or residential facilities) or other community areas may be required due to situations such as a major fire or explosion, a major hazardous materials spill, or a Terrorist/ Weapons of Mass Destruction (WMD) event. The use of mass evacuation as a viable safety measure is reserved by many jurisdictions for the most severe events (like a Hurricane Katrina level event) or for limited area evacuations. This is due to the complexity and problems associated with relocation of a large number of victims or victims that require special handling

Shelter in Place

Shelter-in-Place protection of the public has been adopted by many jurisdictions as a realistic measure to replace mass evacuations. Shelter-in-Place can be used in response to shootings, hostage situations, minor chemical spills or natural disasters where evacuation is not required.

Major Hazmat

Hazardous materials are stored in or near many jurisdictions in the Bay Area and are transported over most, if not all major highways. A major hazmat situation may present a severe danger to the jurisdiction's citizens and may trigger a Mass Evacuation or Shelter-in-Place response.

Mass-Casualty Incident (Aircraft, Bus, Train Accident etc.)

An accident involving an aircraft crash, bus or train accident can result in a large number of casualties or injured and activate the jurisdiction Multi-Casualty Plan.

Mass Utility or Communications Disruption

Many jurisdictions have experienced utility disruptions over the years most notably in the area of brown outs caused by either high energy demand or power generation or distribution failures. Additionally, utilities and communications networks are heavily dependent on software that controls the various systems. This software is vulnerable to cyber attack by disgruntled employees or terrorist organizations.

EARTHQUAKE (MAJOR)

Earthquakes are considered the most serious emergency event most jurisdictions face and a number of significant fault systems threaten major population centers in the Western United States. Probably the most famous of these fault systems is the San Andreas Fault that runs from southern California north past the San Francisco area. Major earthquakes such as the Oct 18, 1989 Loma Prieta earthquake caused deaths and injuries, substantial property loss and disruption of services for an extended period.

CRISIS ACTION TEAM

- ❒ Complete a quick life safety check and analysis of the situation and danger to employees and visitors in the jurisdiction buildings.
- ❒ Determine status of key facilities and essential equipment.
- ❒ If appropriate, follow evacuation protocol and move employees and visitors from jurisdiction buildings to open areas away from buildings.
- ❒ Confirm the primary or alternate EOC is structurally safe for operation.
- ❒ If appropriate, commence EOC activation and staff notification. A Level III EOC activation is recommended for most serious earthquake situations.
- ❒ Unless properly trained, do not re-enter buildings until Public Works employees or structural engineers have checked for possible structural damage, gas line leakage, and other utility disruptions.
- ❒ Have the PIO prepare a statement to broadcast on the Emergency Alert System (EAS) for the public. CAL EMA Region V, adjacent Counties, affected local Cities, agencies and districts as appropriate.
- ❒ Direct the Police Department, Fire Departments, Public Works, and Safety Risk Management personnel to conduct an initial damage assessment of jurisdiction buildings and provide report to the EOC.
- ❒ If required, request Fire Department and Urban Search and Rescue (USAR) response teams to perform searches and rescue victims in damaged jurisdiction buildings. The USAR Teams should check for gas, chemical, water or fuel leaks and shut off any leaking utilities.
- ❒ Request information relating to initial life safety threats from Public Safety Communications.

- ❒ Contact affected local Cities, agencies and districts to determine mutual aid needs.
- ❒ Complete the Immediate Action Checklist. If EOC activation is warranted effect notification of EOC Staff to report to the EOC. Complete Action Plan Worksheet.
- ❒ Upon notification that the EOC is operational, move to EOC. Provide staff with situation brief that includes identification of the 1st operational period end time and a detailed description of the Operational Period Objectives and Priorities.
- ❒ If EOC Activation is warranted use the Sample Action Plan Worksheet at the end of this event checklist to use as a starting point to develop the Objectives and Priorities that will be presented to the EOC Emergency Response Team Members by the Crisis Action Team. (See EOC Action Plan Worksheet Instruction on Page 9 of the Immediate Action Checklist Tab)

AFTER THE EOC IS ACTIVATED

MANAGEMENT SECTION

- ❒ Maintain contact with CAL EMA Region V, adjacent counties and affected adjacent Cities to confirm information on the situation. Coordinate mutual aid assistance as required.
- ❒ Consider establishment of Unified Command with affected adjacent Cities and Incident Command Posts as appropriate.
- ❒ Coordinate and provide support to the affected local Cities, agencies, districts and Incident Command Posts for response operations, building and road closures, evacuations, etc.
- ❒ Request County District Health information relating to status of area hospitals and EMS capability. Establish schedule for follow-on briefings.
- ❒ Consider need for evacuations and/or shelter operations. Ensure Operations, Planning and Logistics Section Chiefs are coordinating the care and shelter effort.
- ❒ Make contact with the County and affected adjacent Cities PIOs for sharing public information.
- ❒ Determine if recall of county employees is appropriate.

OPERATIONS SECTION

- ❒ Obtain operational status of public safety response staff and equipment for:
  - Law Enforcement
  - Fire/Rescue
  - Public Works
  - EMS
  - Public Health
  - Coroners Office
  - Lifeline utility systems
  - Medical systems and facilities

- ❒ Request and obtain a Initial Damage Assessment (Safety Survey) (Safety Assessment) from field responders through Public Safety Communications.

- ❒ Determine status of communications (capabilities and requirements). Direct the Communications Unit Leader in the Logistics Section to obtain additional communications equipment, radios, batteries etc. to support response operations.

- ❒ Coordinate mutual aid requests from affected Cities including:
  - Law Enforcement
  - Fire/Rescue
  - Public Works
  - EMS
  - Public Health
  - Coroners Office

- ❒ Determine status of key transportation corridors (highways, roads, streets). Coordinate with Section Chiefs to reopen key access road or to go around damaged areas.

- ❒ Coordinate response and service restoration with lifeline utility services.

- ❒ Monitor and report progress to the EOC Director and other Section Chiefs related to the status of meeting operational period Objectives and Priorities.

- ❒ Plan for extended operations. Ensure that adequate staffing (EOC and field) will be available for the next operational period.

- ❒ Coordinate closely with the Logistics Section for EOC and field support. Plan ahead to identify requirements to reduce short notice requests being sent to Logistics.

- ❒ Make contact with public transportation agencies to determine status and availability of transportation resources.

PLANNING SECTION

- ❒ Ensure that Major Incident or Significant Information reports from Operations Section (and other Sections) are being received, verified, analyzed, and displayed by the Situation Status Unit Leader. (See Tab 7 - Charts and Reports and Tab 8 - Major Incident or Significant Information Report)

- ❒ In close coordination with the EOC Director, establish and publish an EOC Action Plan meeting schedule. (See Tab 1 - EOC Action Plan)

- ❒ Obtain the Initial Damage Assessment (Safety Survey) information from Operations Section and/or Public Safety Communications. Commence planning for detailed Damage Assessment with emphasis on essential facility locations (hospitals, potential shelters, Police Department and fire stations, communications nodes, etc.) being inspected first. (See Tab 12 - Damage Assessment Procedures)

- ❒ Closely monitor and display essential and accurate information including:
  - Number Deaths
  - Number Injuries
  - Number Missing
  - Displaced Victims
  - Number of Victims in Shelters
  - Significant Weather
  - FEMA Category Damage Assessment Totals
  - Status of Hospitals
  - Severe, moderate and lightly damaged areas
  - Status of Airport
  - Status of Pre-hospital systems

  (See Tab 6 – EOC Maps and Tab 7 – EOC Charts and Reports)

- ❒ Monitor progress of meeting Operational Period Objectives and Priorities. Coordinate with appropriate Section Chief(s) for goals not being met. If new events or information requires adding or adjusting the established Objectives and Priorities ensure all Section Chiefs are briefed.

- ❒ Ensure Section Chiefs are aware of, and planning for, anticipated shelter operations for displaced residents and visitors. Also ensure that forecast weather conditions are factored into sheltering requirements.

- ❒ Coordinate with the EOC Director to establish a Recovery Task Force to commence planning for transition to long term recovery. Potential members of Recovery Task Force include representatives from the EOC Sections, Mayor and City Council, Planning Department, business leaders and City government.

- ❒ Coordinate with the EOC Director for information needed to justify the City Declaration of a State of Emergency.

- ❒ Ensure the Documentation Unit Leader has established a system to collect, collate, and maintain EOC documentation. If a State or Federal declaration has been established all EOC Documentation must be retained.

- ❒ Prepare to assemble the Preliminary Damage Assessment Survey Teams. Provide them with an inspection priority list. (See Tab 12 - Damage Assessment Procedures)

LOGISTICS SECTION

- ❒ Ensure the Logistics Section Unit Leaders are providing support to the EOC and to the field responders in a timely fashion.

- ❒ If sheltering operations occur, ensure the Care and Shelter Unit Leader is coordinating and managing shelter operations and in close concert with the American Red Cross (if available). Also ensure that the Care and Shelter Unit Leader is passing appropriate information to the Public Information Officer for dissemination to the public through local news media.

- ❒ In coordination with the Public Works Unit Leader in the Operations Section and local land fill operators, develop a plan to collect, transport and dispose of disaster related debris. Coordinate with the Public Information Officer for dissemination of refuse pick-up schedules to the public.

- ❒ Evaluate communications capabilities to manage emergency response. Coordinate repair or replacement of key communications capabilities that are inoperable. Coordinate with EOC Section Chiefs for additional communications required for immediate and long term operations.

- ❒ Make a determination relating to establishing a jurisdiction staging area to support mutual aid resources from outside jurisdictions. Assign a Staging Area Manager and coordinate the commencement of staging area operations.

- ❒ Coordinate with the Finance Chief to establish spending limits, accounting and payment procedures for the Logistics Section Unit Leaders. Ensure the limits and procedures are clearly understood and followed by all Logistics Section Unit Leaders.

- ❒ Coordinate with the American Red Cross for victim assistance and status of Volunteer Organizations Active in Disasters (VOAD) support.

FINANCE SECTION

- ❒ In close coordination with the EOC Director and the Logistics Section Chief, establish emergency response spending limits and procedures. Disseminate information to Finance Section Unit Leaders and Logistics Section Chief.

- ❒ Establish and maintain a Disaster Accounting System to track and record emergency response costs.

- ❒ If a federal declaration is possible, coordinate with EOC Section Chiefs and jurisdiction Departments specific procedures for tracking and reporting responder time sheets, services and supplies, material expended or requested and vehicle use.

- ❒ Review state and FEMA procedures for documenting and reporting disaster recovery financial information. Information relating to FEMA procedures and documentation can be found on the internet at www.fema.com.

- ❒ Coordinate with EOC Section Chiefs and jurisdiction departments to establish correct procedures for reporting emergency response related injuries and claims.

RIVER FLOOD

Every year flooding results in the loss of life and causes millions of dollars of damage to property. Except in the case of flash flooding, the onset of most floods is a relatively slow process with a buildup period of several days. This buildup period provides an opportunity for emergency responders to reduce the damage that the flooding will cause.

CRISIS ACTION TEAM

- ❒ Obtain weather forecast and river flood level predictions to commence response planning.
- ❒ Review flood plan maps to determine threat to City facilities and essential equipment and to the general public.
- ❒ Follow evacuation protocol and move employees and visitors from jurisdiction buildings and the general public from threatened areas to safe locations.
- ❒ Have the PIO prepare a statement to broadcast on the Emergency Alert System (EAS) for the public. Coordinate information with CAL EMA Region V adjacent Counties and affected local Cities, agencies and districts as appropriate.
- ❒ Contact affected local Cities, agencies and districts to coordinate mutual aid needs.
- ❒ If EOC Activation is warranted use the Sample Action Plan Worksheet at the end of this event checklist to use as a starting point to develop the Objectives and Priorities that will be presented to the EOC Emergency Response Team Members by the Crisis Action Team. (See EOC Action Plan Worksheet Instruction on Page 9 of the in the Immediate Action Checklist Tab)

AFTER THE EOC IS ACTIVATED

MANAGEMENT SECTION

❒ Maintain contact with CAL EMA Region V, adjacent counties and affected adjacent Cities to confirm information on the situation. Coordinate mutual aid assistance as required.

❒ Coordinate establishment of Unified Command with affected adjacent Cities and Incident Command Posts as appropriate.

❒ Coordinate and provide support to the affected local Cities, agencies, districts and Incident Command Posts for response operations, building and road closures, evacuations, etc.

❒ Request County District Health information relating to status of area hospitals and EMS capability. Establish schedule for follow-on briefings.

❒ Consider need for evacuations and/or shelter operations. Ensure Operations, Planning and Logistics Section Chiefs are coordinating the care and shelter effort.

❒ Determine if recall of City employees is appropriate.

OPERATIONS SECTION

❒ Obtain operational status of public safety response staff and equipment for:
- Law Enforcement
- Fire/Rescue
- Public Works
- EMS
- Public Health
- Coroners Office
- Lifeline utility systems
- Medical systems and facilities
- Water treatment facilities
- Sanitation department

❒ Request and obtain a Initial Damage Assessment (Safety Survey) from field responders through Public Safety Communications (flash flood situations). Coordinate more detailed and/or follow-on inspections with the Damage Assessment Unit in the Planning Section for slow river rise situations.

- ❒ Determine status of communications (capabilities and requirements). Direct the Communications Unit Leader in the Logistics Section to obtain additional communications equipment, radios, batteries etc. to support response operations.

- ❒ Coordinate mutual aid requests from affected Cities including:
  - Law Enforcement
  - Fire/Rescue
  - Public Works
  - EMS
  - Public Health
  - Coroners Office

- ❒ Determine status of key transportation corridors (highways, roads, streets). Coordinate with Section Chiefs to reopen key access road or to go around damaged areas.

- ❒ Coordinate response and service restoration with lifeline utility services, water treatment facilities and sewage plants.

- ❒ Monitor and report progress to the EOC Director and other Section Chiefs related to the status of meeting Operational Period Objectives and Priorities.

- ❒ Plan for extended operations. Ensure that adequate staffing (EOC and field) will be available for the next operational period.

- ❒ Coordinate closely with the Logistics Section for EOC and field support. Plan ahead to identify requirements to reduce short notice requests being sent to Logistics.

PLANNING SECTION

- ❒ Ensure that Major Incident or Significant Information Reports from all EOC Sections are being received, verified, analyzed, and displayed by the Situation Status Unit Leader. (See Tab 7 - Charts and Reports and Tab 8 - Major Incident or Significant Information Report)

- ❒ In close coordination with the EOC Director, establish and publish an EOC Action Plan meeting schedule. (See Tab 1 - EOC Action Plan)

- ❒ Obtain Initial Damage Assessment (Safety Survey) information from Operations Section and/or Public Safety Communications. Commence planning for detailed Damage Assessment with emphasis on essential facility locations (hospitals, potential shelters, Police Department and fire stations, communications nodes, etc.) being inspected first. (See Tab 12 -Damage Assessment Procedures)

- ❒ Closely monitor and display essential and accurate information including:
  - Number Deaths
  - Number Injuries
  - Number Missing
  - Displaced Victims
  - Number of Victims in Shelters
  - Significant Weather
  - FEMA Category Damage Assessment Totals
  - Status of Hospitals
  - Severe, moderate and lightly damaged areas
  - Status of Airport
  - Status of Pre-hospital systems

  (See Tab 6 – EOC Maps and Tab 7 – EOC Charts and Reports)

- ❒ Monitor progress of meeting Operational Period Objectives and Priorities. Coordinate with appropriate Section Chief(s) for goals not being met. If new events or information requires adding or adjusting the established Objectives and Priorities ensure all Section Chiefs are briefed.

- ❒ Ensure Section Chiefs are aware of, and planning for, anticipated shelter operations for displaced residents and visitors. Ensure that forecast weather conditions are factored into sheltering requirements.

- ❒ Coordinate with the EOC Director to establish a Recovery Task Force to commence planning for transition to long term recovery. Potential members of Recovery Task Force include representatives from the EOC Sections, Mayor and City Council, the Planning Department, business leaders and City government.

- ❒ Coordinate with the EOC Director for information needed to justify the jurisdiction Declaration of a State of Emergency.

- ❒ Ensure the Documentation Unit Leader has established a system to collect, collate, and maintain EOC documentation. If a State or Federal declaration has been established all EOC Documentation must be retained.

- ❒ Prepare to assemble the Preliminary Damage Assessment Survey Teams. Provide them with a inspection priority list. (See Tab 12 - Damage Assessment Procedures)

LOGISTICS SECTION

- ❒ Ensure Logistics Section Unit Leaders are providing support to both the EOC and field responders in a timely fashion.

- ❒ In coordination with the Public Works Unit Leader in the Operations Section and local land fill operators, develop a plan to collect, transport and dispose of disaster related debris. Coordinate with the Public Information Officer for dissemination of refuse pick-up schedules to the public.

- ❒ Evaluate communications capabilities to manage emergency response. Coordinate repair or replacement of key communications capabilities that are inoperable. Coordinate with Section Chiefs for additional communications required for immediate and long term operations.

- ❒ Make a determination relating to establishing a staging area to support mutual aid resources from outside jurisdictions. Assign a Staging Area Manager and coordinate the commencement of staging area operations.

- ❒ Coordinate with the Finance Chief to establish spending limits, accounting and payment procedures for the Logistics Unit Leaders. Ensure the limits and procedures are clearly understood and followed by all Logistics Unit Leaders.

- ❒ Coordinate with the American Red Cross for victim assistance and status of Volunteer Organizations Active in Disasters (VOAD) support.

FINANCE SECTION

- ❒ In close coordination with the EOC Director and the Logistics Section Chief, establish emergency response spending limits and procedures. Disseminate information to Finance Section Unit Leaders and Logistics Section Chief.

- ❒ Establish and maintain a Disaster Accounting System to track and record emergency response costs.

- ❒ If a State or Federal declaration is possible, coordinate with EOC Section Chiefs and jurisdiction Departments specific procedures for tracking and reporting responder time sheets, services and supplies, material and vehicles.

- ❒ Review state and FEMA procedures for documenting and reporting disaster recovery financial information. Information relating to FEMA procedures and documentation can be found on the internet at www.fema.com.

- ❒ Coordinate with EOC Section Chiefs and jurisdiction departments to establish correct procedures for reporting emergency response related injuries and claims.

SEVERE WEATHER STORM

Severe weather storms can result in danger to the citizens and cause damage to property. In most cases the National Weather Services provides timely weather advisories or warnings to emergency response organizations and the public. These notifications include alerts and warnings for ice storms, blizzards, extreme cold and other weather events. For winter storms the National Weather Service characterizes blizzards as combinations of winds in excess of 35 mph with considerable falling or blowing snow which frequently reduces visibility to 0.25 miles or less.

National Weather Service Notification Issuances
Outlook - for events possible to develop in the extended period (extended definition depends on the type of event)
Advisory - for events that are occurring or are forecast to develop in the short term (generally within the next 6 hours)
Watch - for the possibility of an event happening within the short term (generally refers to the next 6 to 12 hours)
Warning - the most serious issuance. For life threatening events occurring or forecast to develop within the short term (generally within the next 6 hours)
Statements (or Updates) - Issued as updates to the above products ff a weather "WATCH" is issued by the National Weather Service, the Police Department of Emergency Services Emergency Management Coordinator will monitor alerts and weather. He will advise the City Manager of the forecast and provide recommendations relating to convening the Emergency Management Board and/or EOC if a Weather "WARNING" is issued.

If a "WARNING" is issued by the National Weather Service the closing or curtailing of jurisdiction services may be appropriate based on the nature and severity of the storm and if there is sufficient time before the anticipated arrival of the storm. The City Manager may recommend City personnel to remain at their work sites if it would be dangerous to leave.

CRISIS ACTION TEAM

❒ Depending on the nature and severity of the storm department managers may be directed to:
- Have all jurisdiction building windows, blinds and drapes be closed
- Have everyone remain inside
- Notify employees and visitors in government buildings of the storm
- Evacuate areas that bear full force of wind
- Avoid enclosures with long roof spans

❒ If the storm continues beyond the regular shift change consider requesting personnel to remain inside until the danger passes.

- ❒ If EOC Activation is warranted use the Sample Action Plan Worksheet at the end of this event checklist to use as a starting point to develop the Objectives and Priorities that will be presented to the EOC Emergency Response Team Members by the Crisis Action Team. (See EOC Action Plan Worksheet Instruction on Page 9 of the in the Immediate Action Checklist Tab)

IF THERE IS NO ADVANCED WARNING:

- ❒ Take cover immediately in interior rooms or along an inside wall. Try to find a place away from large heavy objects, and windows.
- ❒ Open doors if possible.

AFTER THE EOC IS ACTIVATED

MANAGEMENT SECTION

- ❒ Maintain contact with CAL EMA Region V, adjacent counties and affected adjacent Cities to confirm information on the situation. Coordinate mutual aid assistance as required.
- ❒ Coordinate establishment of Unified Command with affected adjacent Cities and Incident Command Posts as appropriate.
- ❒ Consider need for evacuations and/or shelter operations. Ensure Operations, Planning and Logistics Section Chiefs are coordinating the care and shelter effort.
- ❒ Determine if recall of City employees is appropriate.

OPERATIONS SECTION

- ❒ Obtain operational status of public safety response staff and equipment for:
  - Law Enforcement
  - Fire/Rescue
  - Public Works
  - EMS
  - Public Health
  - Coroners Office
  - Lifeline utility systems
  - Medical systems and facilities

- ❒ Request and obtain a Initial Damage Assessment (Safety Survey) from field responders through Public Safety Communications.

- ❒ Determine status of communications (capabilities and requirements). Direct the Communications Unit Leader in the Logistics Section to obtain additional communications equipment, radios, batteries etc. to support response operations.

- ❒ Coordinate Mutual aid requests from affected Cities including:
  - Law Enforcement
  - Fire/Rescue
  - Public Works
  - EMS
  - Public Health
  - Coroners Office

- ❒ Determine status of key transportation corridors (highways, roads, streets). Coordinate with Section Chiefs to reopen key access road or to go around damaged areas.

- ❒ Coordinate response and service restoration with lifeline utility services.

- ❒ Monitor and report progress to the EOC Director and other Section Chiefs related to the status of meeting Operational Period Objectives and Priorities.

- ❒ Plan for extended operations. Ensure that adequate staffing (EOC and field) will be available for the next operational period.

- ❒ Coordinate closely with the Logistics Section for EOC and field support. Plan ahead to identify requirements to reduce short notice requests being sent to Logistics.

- ❒ Make contact with public transportation agencies to determine status and availability of transportation resources.

PLANNING SECTION

- ❒ Ensure that Major Incident or Significant Information Reports from all EOC Sections are being received, verified, analyzed, and displayed by the Situation Status Unit Leader. (See Tab 7 - Charts and Reports and Tab 8 - Major Incident or Significant Information Report)

- ❒ In close coordination with the EOC Director, establish and publish an EOC Action Plan meeting schedule. (See Tab - 1 Action Planning)

- ❒ Obtain Initial Damage Assessment (Safety Survey) information from Operations Section and/or Public Safety Communications. Commence planning for detailed Damage Assessment with emphasis on essential facility locations (hospitals, potential shelters, Police Department and fire stations, communications nodes, etc.) being inspected first. (See Tab 12 -Damage Assessment Procedures)

- ❒ Closely monitor and display essential and accurate information including:
  - Number Deaths
  - Number Injuries
  - Number Missing
  - Displaced Victims
  - Number of Victims in Shelters
  - Significant Weather
  - FEMA Category Damage Assessment Totals
  - Status of Hospitals
  - Severe, moderate and lightly damaged areas
  - Status of Airport
  - Status of Pre-hospital systems

  (See Tab 6 - EOC Maps and Tab 7 - EOC Charts and Reports)

- ❒ Monitor progress of meeting Operational Period Objectives and Priorities. Coordinate with appropriate Section Chief(s) for goals not being met. If new events or information requires adding or adjusting the established Objectives and Priorities ensure all Section Chiefs are briefed.

- ❒ Ensure Section Chiefs are aware of, and planning for, anticipated shelter operations for displaced residents and visitors. Ensure that forecast weather conditions are factored into sheltering requirements.

- ❒ Coordinate with the EOC Director to establish a Recovery Task Force to commence planning for transition to long term recovery. Potential members of Recovery Task Force include representatives from the EOC Sections, Mayor and City Council, the Planning Department, business leaders and City government.

- ❒ Coordinate with the EOC Director for information needed to justify the jurisdiction Declaration of a State of Emergency.

- ❒ Ensure the Documentation Unit Leader has established a system to collect, collate, and maintain EOC documentation. If a State or Federal declaration has been established all EOC Documentation must be retained.

- ❒ Prepare to assemble the Preliminary Damage Assessment Survey Teams. Provide them with a inspection priority list. (See Tab 12 - Damage Assessment Procedures)

LOGISTICS SECTION

- ❒ Ensure Logistics Section Unit Leaders are providing support to both the EOC and field responders in a timely fashion.

- ❒ If sheltering operations occur, ensure the Care and Shelter Unit Leader is coordinating and managing shelter operations and in close concert with the American Red Cross (if available). Also ensure that the Care and Shelter Unit Leader is passing appropriate information to the Public Information Officer for dissemination to the public through local news media.

- ❒ In coordination with the Public Works Unit Leader in the Operations Section and local land fill operators, develop a plan to collect, transport and dispose of disaster related debris. Coordinate with the Public Information Officer for dissemination of refuse pick-up schedules to the public.

- ❒ Evaluate communications capabilities to manage emergency response. Coordinate repair or replacement of key communications capabilities that are inoperable. Coordinate with Section Chiefs for additional communications required for immediate and long term operations.

- ❒ Make a determination relating to establishing a staging area to support mutual aid resources from outside jurisdictions. Assign a Staging Area Manager and coordinate the commencement of staging area operations.

- ❒ Coordinate with the Finance Chief to establish spending limits, accounting and payment procedures for the Logistics Unit Leaders. Ensure the limits and procedures are clearly understood and followed by all Logistics Unit Leaders.

- ❒ Coordinate with the American Red Cross for victim assistance and status of Volunteer Organizations Active in Disasters (VOAD) support.

FINANCE SECTION

- ❒ In close coordination with the EOC Director and the Logistics Section Chief, establish emergency response spending limits and procedures. Disseminate information to Finance Section Unit Leaders and Logistics Section Chief.

- ❒ Establish and maintain a Disaster Accounting System to track and record emergency response costs.

- ❒ If a State or Federal declaration is possible, coordinate with EOC Section Chiefs and jurisdiction Departments specific procedures for tracking and reporting responder time sheets, services and supplies, material and vehicles.

- ❒ Review state and FEMA procedures for documenting and reporting disaster recovery financial information. Information relating to FEMA procedures and documentation can be found on the internet at www.fema.com.

- ❒ Coordinate with EOC Section Chiefs and jurisdiction departments to establish correct procedures for reporting emergency response related injuries and claims.

WILDLAND FIRE

Many jurisdictions border national forests or are located near heavily wooded areas or areas with thick brush. These jurisdictions face an increased threat of fire during summer months and dry periods.

CRISIS ACTION TEAM

- ❒ Obtain situation status brief from Public Safety Communications (9-1-1) and/or responding fire department. Based on the severity of the situation consider activating the Crisis Action Team and/or the Emergency Operations Center.

- ❒ Have the PIO prepare a statement to broadcast on the Emergency Alert System (EAS) for the public. Coordinate information with CAL EMA Region V, adjacent Counties, affected local Cities, agencies and districts as appropriate.

- ❒ Contact affected local Cities, agencies and districts to determine mutual aid needs.

- ❒ Upon notification that the EOC is operational, move to EOC. Provide staff with situation brief that includes identification of the 1st operational period end time and a detailed description of the Operational Period Objectives and Priorities.

- ❒ If EOC Activation is warranted use the Sample Action Plan Worksheet at the end of this event checklist to use as a starting point to develop the Objectives and Priorities that will be presented to the EOC Emergency Response Team Members by the Crisis Action Team. (See EOC Action Plan Worksheet Instruction on Page 9 of the in the Immediate Action Checklist Tab)

AFTER THE EOC IS ACTIVATED

MANAGEMENT SECTION

- ❒ Maintain contact with CAL EMA Region V, adjacent counties and affected adjacent Cities to confirm information on the situation. Coordinate mutual aid assistance as required.

- ❒ Consider need for evacuations and/or shelter operations. Ensure Operations, Planning and Logistics Section Chiefs are coordinating the care and shelter effort.

- ❒ Determine if recall of City employees is appropriate.

OPERATIONS SECTION

- ❒ Obtain operational status of public safety response staff and equipment for:
  - Law Enforcement
  - Fire/Rescue
  - Public Works
  - EMS
  - Public Health
  - Coroners Office
  - Lifeline utility systems
  - Medical systems and facilities

- ❒ Request and obtain a Initial Damage Assessment (Safety Survey) from field responders through Public Safety Communications.

- ❒ Determine status of communications (capabilities and requirements). Direct the Communications Unit Leader in the Logistics Section to obtain additional communications equipment, radios, batteries etc. to support response operations.

- ❒ Coordinate Mutual aid requests from affected Cities including:
  - Law Enforcement
  - Fire/Rescue
  - Public Works
  - EMS
  - Public Health
  - Coroners Office

- ❒ Determine status of key transportation corridors (highways, roads, streets). Coordinate with Section Chiefs to reopen key access road or to go around damaged areas.

- ❒ Coordinate response and service restoration with lifeline utility services.

- ❒ Monitor and report progress to the EOC Director and other Section Chiefs related to the status of meeting Operational Period Objectives and Priorities.

- ❒ Plan for extended operations. Ensure that adequate staffing (EOC and field) will be available for the next operational period.

- ❒ Coordinate closely with the Logistics Section for EOC and field support. Plan ahead to identify requirements to reduce short notice requests being sent to Logistics.

- ❒ Make contact with public transportation agencies to determine status and availability of transportation resources.

PLANNING SECTION

❒ Ensure that Major Incident or Significant Information Reports from all EOC Sections are being received, verified, analyzed, and displayed by the Situation Status Unit Leader. (See Tab 7 - Charts and Reports and Tab 8 - Major Incident or Significant Information Report)

❒ In close coordination with the EOC Director, establish and publish an EOC Action Plan meeting schedule. (See Tab - 1 Action Planning)

❒ Obtain Initial Damage Assessment (Safety Survey) information from Operations Section and/or Public Safety Communications. Commence planning for detailed Damage Assessment with emphasis on essential facility locations (hospitals, potential shelters, Police Department and fire stations, communications nodes, etc.) being inspected first. (See Tab 12 - Damage Assessment Procedures)

❒ Closely monitor and display essential and accurate information including:
- Number Deaths
- Number Injuries
- Number Missing
- Displaced Victims
- Number of Victims in Shelters
- Significant Weather
- FEMA Category Damage Assessment Totals
- Status of Hospitals
- Severe, moderate and lightly damaged areas
- Status of Airport
- Status of Pre-hospital systems

(See Tab 6 - EOC Maps and Tab 7 - EOC Charts and Reports)

❒ Monitor progress of meeting Operational Period Objectives and Priorities. Coordinate with appropriate Section Chief(s) for goals not being met. If new events or information requires adding or adjusting the established Objectives and Priorities ensure all Section Chiefs are briefed.

❒ Ensure Section Chiefs are aware of, and planning for, anticipated shelter operations for displaced residents and visitors. Ensure that forecast weather conditions are factored into sheltering requirements.

❒ Coordinate with the EOC Director to establish a Recovery Task Force to commence planning for transition to long term recovery. Potential members of Recovery Task Force include representatives from the EOC Sections, Mayor and City Council, the Planning Department, business leaders and City government.

- ❒ Coordinate with the EOC Director for information needed to justify the jurisdiction Declaration of a State of Emergency.

- ❒ Ensure the Documentation Unit Leader has established a system to collect, collate, and maintain EOC documentation. If a State or Federal declaration has been established all EOC Documentation must be retained.

- ❒ Prepare to assemble the Preliminary Damage Assessment Survey Teams. Provide them with a inspection priority list. (See Tab 12 - Damage Assessment Procedures)

LOGISTICS SECTION

- ❒ Ensure Logistics Section Unit Leaders are providing support to both the EOC and field responders in a timely fashion.

- ❒ If sheltering operations occur, ensure the Care and Shelter Unit Leader is coordinating and managing shelter operations and in close concert with the American Red Cross (if available). Also ensure that the Care and Shelter Unit Leader is passing appropriate information to the Public Information Officer for dissemination to the public through local news media.

- ❒ In coordination with the Public Works Unit Leader in the Operations Section and local land fill operators, develop a plan to collect, transport and dispose of disaster related debris. Coordinate with the Public Information Officer for dissemination of refuse pick-up schedules to the public.

- ❒ Evaluate communications capabilities to manage emergency response. Coordinate repair or replacement of key communications capabilities that are inoperable. Coordinate with Section Chiefs for additional communications required for immediate and long term operations.

- ❒ Make a determination relating to establishing a staging area to support mutual aid resources from outside jurisdictions. Assign a Staging Area Manager and coordinate the commencement of staging area operations.

- ❒ Coordinate with the Finance Chief to establish spending limits, accounting and payment procedures for the Logistics Unit Leaders. Ensure the limits and procedures are clearly understood and followed by all Logistics Unit Leaders.

- ❒ Coordinate with the American Red Cross for victim assistance and status of Volunteer Organizations Active in Disasters (VOAD) support.

FINANCE SECTION

- ❒ In close coordination with the EOC Director and the Logistics Section Chief, establish emergency response spending limits and procedures. Disseminate information to Finance Section Unit Leaders and Logistics Section Chief.

- ❒ Establish and maintain a Disaster Accounting System to track and record emergency response costs.

- ❒ If a State or Federal declaration is possible, coordinate with EOC Section Chiefs and jurisdiction Departments specific procedures for tracking and reporting responder time sheets, services and supplies, material and vehicles.

- ❒ Review state and FEMA procedures for documenting and reporting disaster recovery financial information. Information relating to FEMA procedures and documentation can be found on the internet at www.fema.com.

- ❒ Coordinate with EOC Section Chiefs and jurisdiction departments to establish correct procedures for reporting emergency response related injuries and claims.

PAGE LEFT INTENTIONALLY BLANK

EVACUATION

Emergency mass evacuation of facilities (hospitals, long term care facilities, group homes, the jail or residential facilities) or other community areas may be required due to situations such as a major fire or explosion, a major hazardous materials spill, or a Terrorist/ Weapons of Mass Destruction (WMD) event. The use of mass evacuation as a viable safety measure is reserved by many jurisdictions for the most severe events (like a Hurricane Katrina level event) or for limited area evacuations. This is due to the complexity and problems associated with relocation of a large number of victims or victims that require special handling

CRISIS ACTION TEAM

- ❒ Obtain situation status brief from Public Safety Communications (9-1-1) and/or responding Police Department or fire department. Based on the severity of the situation consider activating the Crisis Action Team and/or the Emergency Operations Center.
- ❒ Determine status of City facilities and essential equipment.
- ❒ Have the PIO prepare a statement to broadcast on the Emergency Alert System (EAS) for the public. CAL EMA Region V, adjacent Counties, affected local Cities, agencies and districts as appropriate.
- ❒ Request information relating to initial life safety threats from Public Safety Communications.
- ❒ Contact affected local Cities, agencies and districts to determine mutual aid needs.
- ❒ If EOC Activation is warranted use the Sample Action Plan Worksheet at the end of this event checklist to use as a starting point to develop the Objectives and Priorities that will be presented to the EOC Emergency Response Team Members by the Crisis Action Team. (See EOC Action Plan Worksheet Instruction on Page 9 of the Immediate Action Checklist Tab)

AFTER THE EOC IS ACTIVATED

MANAGEMENT SECTION

❒ Maintain contact with CAL EMA Region V, adjacent counties and affected adjacent Cities to confirm information on the situation. Coordinate mutual aid assistance as required.

❒ Determine if recall of City employees is appropriate.

OPERATIONS SECTION

❒ Obtain operational status of public safety response staff and equipment for:
- Law Enforcement
- Fire/Rescue
- Public Works
- EMS
- Public Health
- Coroners Office
- Lifeline utility systems
- Medical systems and facilities

❒ Request and obtain a Initial Damage Assessment (Safety Survey) from field responders through Public Safety Communications.

❒ Determine status of communications (capabilities and requirements). Direct the Communications Unit Leader in the Logistics Section to obtain additional communications equipment, radios, batteries etc. to support response operations.

❒ Coordinate Mutual aid requests from affected Cities including:
- Law Enforcement
- Fire/Rescue
- Public Works
- EMS
- Public Health
- Coroners Office

❒ Determine status of key transportation corridors (highways, roads, streets). Coordinate with Section Chiefs to reopen key access road or to go around damaged areas.

❒ Coordinate response and service restoration with lifeline utility services.

- ❒ Monitor and report progress to the EOC Director and other Section Chiefs related to the status of meeting Operational Period Objectives and Priorities.

- ❒ Plan for extended operations. Ensure that adequate staffing (EOC and field) will be available for the next operational period.

- ❒ Coordinate closely with the Logistics Section for EOC and field support. Plan ahead to identify requirements to reduce short notice requests being sent to Logistics.

- ❒ Make contact with public transportation agencies to determine status and availability of transportation resources.

PLANNING SECTION

- ❒ Ensure that Major Incident or Significant Information Reports from all EOC Sections are being received, verified, analyzed, and displayed by the Situation Status Unit Leader. (See Tab 7 - Charts and Reports and Tab 8 - Major Incident or Significant Information Report)

- ❒ In close coordination with the EOC Director, establish and publish an EOC Action Plan meeting schedule. (See Tab - 1 Action Planning)

- ❒ Obtain Initial Damage Assessment (Safety Survey) information from Operations Section and/or Public Safety Communications. Commence planning for detailed Damage Assessment with emphasis on essential facility locations (hospitals, potential shelters, Police Department and fire stations, communications nodes, etc.) being inspected first. (See Tab 12 - Damage Assessment Procedures)

- ❒ Closely monitor and display essential and accurate information including:
  - Number Deaths
  - Number Injuries
  - Number Missing
  - Displaced Victims
  - Number of Victims in Shelters
  - Significant Weather
  - FEMA Category Damage Assessment Totals
  - Status of Hospitals
  - Severe, moderate and lightly damaged areas
  - Status of Airport
  - Status of Pre-hospital systems

  (See Tab 6 - EOC Maps and Tab 7 - EOC Charts and Reports)

- ❒ Monitor progress of meeting Operational Period Objectives and Priorities. Coordinate with appropriate Section Chief(s) for goals not being met. If new events or information requires adding or adjusting the established Objectives and Priorities ensure all Section Chiefs are briefed.

- ❒ Ensure Section Chiefs are aware of, and planning for, anticipated shelter operations for displaced residents and visitors. Ensure that forecast weather conditions are factored into sheltering requirements.

- ❒ Coordinate with the EOC Director to establish a Recovery Task Force to commence planning for transition to long term recovery. Potential members of Recovery Task Force include representatives from the EOC Sections, Mayor and City Council, the Planning Department, business leaders and City government.

- ❒ Coordinate with the EOC Director for information needed to justify the jurisdiction Declaration of a State of Emergency.

- ❒ Ensure the Documentation Unit Leader has established a system to collect, collate, and maintain EOC documentation. If a State or Federal declaration has been established all EOC Documentation must be retained.

- ❒ Prepare to assemble the Preliminary Damage Assessment Survey Teams. Provide them with a inspection priority list. (See Tab 12 - Damage Assessment Procedures)

LOGISTICS SECTION

- ❒ Ensure Logistics Section Unit Leaders are providing support to both the EOC and field responders in a timely fashion.

- ❒ If sheltering operations occur, ensure the Care and Shelter Unit Leader is coordinating and managing shelter operations and in close concert with the American Red Cross (if available). Also ensure that the Care and Shelter Unit Leader is passing appropriate information to the Public Information Officer for dissemination to the public through local news media.

- ❒ In coordination with the Public Works Unit Leader in the Operations Section and local land fill operators, develop a plan to collect, transport and dispose of disaster related debris. Coordinate with the Public Information Officer for dissemination of refuse pick-up schedules to the public.

- ❒ Evaluate communications capabilities to manage emergency response. Coordinate repair or replacement of key communications capabilities that are inoperable. Coordinate with Section Chiefs for additional communications required for immediate and long term operations.

- ❒ Make a determination relating to establishing a staging area to support mutual aid resources from outside jurisdictions. Assign a Staging Area Manager and coordinate the commencement of staging area operations.

- ❒ Coordinate with the Finance Chief to establish spending limits, accounting and payment procedures for the Logistics Unit Leaders. Ensure the limits and procedures are clearly understood and followed by all Logistics Unit Leaders.

- ❒ Coordinate with the American Red Cross for victim assistance and status of Volunteer Organizations Active in Disasters (VOAD) support.

FINANCE SECTION

- ❒ In close coordination with the EOC Director and the Logistics Section Chief, establish emergency response spending limits and procedures. Disseminate information to Finance Section Unit Leaders and Logistics Section Chief.

- ❒ Establish and maintain a Disaster Accounting System to track and record emergency response costs.

- ❒ If a State or Federal declaration is possible, coordinate with EOC Section Chiefs and jurisdiction Departments specific procedures for tracking and reporting responder time sheets, services and supplies, material and vehicles.

- ❒ Review state and FEMA procedures for documenting and reporting disaster recovery financial information. Information relating to FEMA procedures and documentation can be found on the internet at www.fema.com.

- ❒ Coordinate with EOC Section Chiefs and jurisdiction departments to establish correct procedures for reporting emergency response related injuries and claims.

PAGE LEFT INTENTIONALLY BLANK

SHELTER IN PLACE

Shelter-in-Place protection of the public has been adopted by many jurisdictions as a realistic measure to replace mass evacuations. Shelter-in-Place can be used in response to shootings, hostage situations, minor chemical spills or natural disasters where evacuation is not required.

CRISIS ACTION TEAM

- ❒ Obtain situation status brief from Public Safety Communications (9-1-1) and/or responding police department or fire department. Request information relating to initial life safety threats. Based on the severity of the situation consider activating the Crisis Action Team and/or the Emergency Operations Center.

- ❒ Have the PIO prepare a statement to broadcast on the Emergency Alert System (EAS) for the public. CAL EMA Region V, adjacent Counties, affected local Cities, agencies and districts as appropriate.

- ❒ Contact affected local Cities, agencies and districts to determine mutual aid needs.

- ❒ If EOC Activation is warranted use the Sample Action Plan Worksheet at the end of this event checklist to use as a starting point to develop the Objectives and Priorities that will be presented to the EOC Emergency Response Team Members by the Crisis Action Team. (See EOC Action Plan Worksheet Instruction on Page 9 of the Immediate Action Checklist Tab)

AFTER THE EOC IS ACTIVATED

MANAGEMENT SECTION

- ❒ Maintain contact with CAL EMA Region V, adjacent counties and affected adjacent Cities to confirm information on the situation. Coordinate mutual aid assistance as required.

- ❒ Determine if recall of City employees is appropriate.

OPERATIONS SECTION

- ❒ Obtain operational status of public safety response staff and equipment for:
  - Law Enforcement
  - Fire/Rescue
  - Public Works
  - EMS
  - Public Health
  - Coroners Office
  - Lifeline utility systems
  - Medical systems and facilities

- ❒ Request and obtain a Initial Damage Assessment (Safety Survey) from field responders through Public Safety Communications.

- ❒ Determine status of communications (capabilities and requirements). Direct the Communications Unit Leader in the Logistics Section to obtain additional communications equipment, radios, batteries etc. to support response operations.

- ❒ Coordinate Mutual aid requests from affected Cities including:
  - Law Enforcement
  - Fire/Rescue
  - Public Works
  - EMS
  - Public Health
  - Coroners Office

- ❒ Determine status of key transportation corridors (highways, roads, streets). Coordinate with Section Chiefs to reopen key access road or to go around damaged areas.

- ❒ Coordinate response and service restoration with lifeline utility services.

- ❒ Monitor and report progress to the EOC Director and other Section Chiefs related to the status of meeting Operational Period Objectives and Priorities.
- ❒ Plan for extended operations. Ensure that adequate staffing (EOC and field) will be available for the next operational period.

- ❒ Coordinate closely with the Logistics Section for EOC and field support. Plan ahead to identify requirements to reduce short notice requests being sent to Logistics.

- ❒ Make contact with public transportation agencies to determine status and availability of transportation resources.

PLANNING SECTION

- ❒ Ensure that Major Incident or Significant Information Reports from all EOC Sections are being received, verified, analyzed, and displayed by the Situation Status Unit Leader. (See Tab 7 - Charts and Reports and Tab 8 - Major Incident or Significant Information Report)

- ❒ In close coordination with the EOC Director, establish and publish an EOC Action Plan meeting schedule. (See Tab - 1 Action Planning)

- ❒ Obtain Initial Damage Assessment (Safety Survey) information from Operations Section and/or Public Safety Communications. Commence planning for detailed Damage Assessment with emphasis on essential facility locations (hospitals, potential shelters, Police Department and fire stations, communications nodes, etc.) being inspected first. (See Tab 12 - Damage Assessment Procedures)

- ❒ Closely monitor and display essential and accurate information including:
  - Number Deaths
  - Number Injuries
  - Number Missing
  - Displaced Victims
  - Number of Victims in Shelters
  - Significant Weather
  - FEMA Category Damage Assessment Totals
  - Status of Hospitals
  - Severe, moderate and lightly damaged areas
  - Status of Airport
  - Status of Pre-hospital systems

  (See Tab 6 - EOC Maps and Tab 7 - EOC Charts and Reports)

- ❒ Monitor progress of meeting Operational Period Objectives and Priorities. Coordinate with appropriate Section Chief(s) for goals not being met. If new events or information requires adding or adjusting the established Objectives and Priorities ensure all Section Chiefs are briefed.

- ❒ Ensure Section Chiefs are aware of, and planning for, anticipated shelter operations for displaced residents and visitors. Ensure that forecast weather conditions are factored into sheltering requirements.

- ❒ Coordinate with the EOC Director to establish a Recovery Task Force to commence planning for transition to long term recovery. Potential members of Recovery Task Force include representatives from the EOC Sections, Mayor and City Council, the Planning Department, business leaders and City government.

- ❒ Coordinate with the EOC Director for information needed to justify the jurisdiction Declaration of a State of Emergency.

- ❒ Ensure the Documentation Unit Leader has established a system to collect, collate, and maintain EOC documentation. If a State or Federal declaration has been established all EOC Documentation must be retained.

- ❒ Prepare to assemble the Preliminary Damage Assessment Survey Teams. Provide them with a inspection priority list. (See Tab 12 - Damage Assessment Procedures)

LOGISTICS SECTION

- ❒ Ensure Logistics Section Unit Leaders are providing support to both the EOC and field responders in a timely fashion.

- ❒ If sheltering operations occur, ensure the Care and Shelter Unit Leader is coordinating and managing shelter operations and in close concert with the American Red Cross (if available). Also ensure that the Care and Shelter Unit Leader is passing appropriate information to the Public Information Officer for dissemination to the public through local news media.

- ❒ In coordination with the Public Works Unit Leader in the Operations Section and local land fill operators, develop a plan to collect, transport and dispose of disaster related debris. Coordinate with the Public Information Officer for dissemination of refuse pick-up schedules to the public.

- ❒ Evaluate communications capabilities to manage emergency response. Coordinate repair or replacement of key communications capabilities that are inoperable. Coordinate with Section Chiefs for additional communications required for immediate and long term operations.

- ❒ Make a determination relating to establishing a staging area to support mutual aid resources from outside jurisdictions. Assign a Staging Area Manager and coordinate the commencement of staging area operations.

- ❒ Coordinate with the Finance Chief to establish spending limits, accounting and payment procedures for the Logistics Unit Leaders. Ensure the limits and procedures are clearly understood and followed by all Logistics Unit Leaders.

- ❒ Coordinate with the American Red Cross for victim assistance and status of Volunteer Organizations Active in Disasters (VOAD) support.

FINANCE SECTION

- ❒ In close coordination with the EOC Director and the Logistics Section Chief, establish emergency response spending limits and procedures. Disseminate information to Finance Section Unit Leaders and Logistics Section Chief.

- ❒ Establish and maintain a Disaster Accounting System to track and record emergency response costs.

- ❒ If a State or Federal declaration is possible, coordinate with EOC Section Chiefs and jurisdiction Departments specific procedures for tracking and reporting responder time sheets, services and supplies, material and vehicles.

- ❒ Review state and FEMA procedures for documenting and reporting disaster recovery financial information. Information relating to FEMA procedures and documentation can be found on the internet at www.fema.com.

- ❒ Coordinate with EOC Section Chiefs and jurisdiction departments to establish correct procedures for reporting emergency response related injuries and claims.

PAGE LEFT INTENTIONALLY BLANK

MAJOR HAZMAT

Hazardous materials are stored in or near many jurisdictions in the Bay Area and are transported over most, if not all major highways. A major hazmat situation may present a severe danger to the jurisdiction's citizens and may trigger a Mass Evacuation or Shelter-in-Place response.

CRISIS ACTION TEAM

- ❒ Obtain situation status brief from Public Safety Communications (9-1-1) and/or the responding fire department Incident Commander. Based on the severity of the situation consider activating the Crisis Action Team and/or the Emergency Operations Center.
- ❒ Determine status of City facilities and essential equipment.
- ❒ Have the PIO prepare a statement to broadcast on the Emergency Alert System (EAS) for the public. CAL EMA Region V, adjacent Counties, affected local Cities, agencies and districts as appropriate.
- ❒ Request information relating to initial life safety threats from Public Safety Communications and/or the County Medical Officer.
- ❒ Contact affected local Cities, agencies and districts to determine mutual aid needs.
- ❒ If EOC Activation is warranted use the Sample Action Plan Worksheet at the end of this event checklist to use as a starting point to develop the Objectives and Priorities that will be presented to the EOC Emergency Response Team Members by the Crisis Action Team. (See EOC Action Plan Worksheet Instruction on Page 9 of the Immediate Action Checklist Tab)

AFTER THE EOC IS ACTIVATED

MANAGEMENT SECTION

- ❒ Maintain contact with CAL EMA Region V, adjacent counties and affected adjacent Cities to confirm information on the situation. Coordinate mutual aid assistance as required.
- ❒ Determine if recall of City employees is appropriate.

OPERATIONS SECTION

❒ Obtain operational status of public safety response staff and equipment for:
- Law Enforcement
- Fire/Rescue
- Public Works
- EMS
- Public Health
- Coroners Office
- Lifeline utility systems
- Medical systems and facilities

❒ If evacuation of the building/area is required, do the following:.
- Always move crosswind to avoid fumes. Never move down wind
- Render first aid as necessary
- After the area has been evacuated, do not return until the fire department declares the area safe

❒ Coordinate with County Medical Officer regarding the handling of requests for information on the effects of the hazardous material.

❒ Ascertain if mandatory notifications including the California Office of Emergency Services or Federal agencies have been made. If not, make them.

❒ If an evacuation has been initiated, coordinate mutual aid to the Field Incident Commander to isolate area and deny entry into contaminated area.

❒ Request and obtain a situation assessment from field responders through Public Safety Communications.

❒ Coordinate Mutual aid requests from affected Cities including:
- Law Enforcement
- Fire/Rescue
- Public Works
- EMS
- Public Health
- Coroners Office

❒ Determine status of key transportation corridors (highways, roads, streets). Coordinate with Section Chiefs to reopen key access road or to go around damaged areas.

❒ Coordinate response and service restoration with lifeline utility services.

❒ Monitor and report progress to the EOC Director and other Section Chiefs related to the status of meeting Operational Period Objectives and Priorities.

- ❒ Plan for extended operations. Ensure that adequate staffing (EOC and field) will be available for the next operational period.

- ❒ Coordinate closely with the Logistics Section for EOC and field support. Plan ahead to identify requirements to reduce short notice requests being sent to Logistics.

- ❒ Make contact with public transportation agencies to determine status and availability of transportation resources.

PLANNING SECTION

- ❒ Ensure that Major Incident or Significant Information Reports from all EOC Sections are being received, verified, analyzed, and displayed by the Situation Status Unit Leader. (See Tab 7 - Charts and Reports and Tab 8 - Major Incident or Significant Information Report)

- ❒ In close coordination with the EOC Director, establish and publish an EOC Action Plan meeting schedule. (See Tab - 1 Action Planning)

- ❒ Obtain Initial Damage Assessment (Safety Survey) information from Operations Section and/or Public Safety Communications. Commence planning for detailed Damage Assessment with emphasis on essential facility locations (hospitals, potential shelters, Police Department and fire stations, communications nodes, etc.) being inspected first. (See Tab 12 - Damage Assessment Procedures)

- ❒ Closely monitor and display essential and accurate information including:
  - Number Deaths
  - Number Injuries
  - Number Missing
  - Displaced Victims
  - Number of Victims in Shelters
  - Significant Weather
  - FEMA Category Damage Assessment Totals
  - Status of Hospitals
  - Severe, moderate and lightly damaged areas
  - Status of Airport
  - Status of Pre-hospital systems

  (See Tab 6 - EOC Maps and Tab 7 - EOC Charts and Reports)

- ❒ Monitor progress of meeting Operational Period Objectives and Priorities. Coordinate with appropriate Section Chief(s) for goals not being met. If new events or information requires adding or adjusting the established Objectives and Priorities ensure all Section Chiefs are briefed.

- ❒ Ensure Section Chiefs are aware of, and planning for, anticipated shelter operations for displaced residents and visitors. Ensure that forecast weather conditions are factored into sheltering requirements.

- ❒ Coordinate with the EOC Director to establish a Recovery Task Force to commence planning for transition to long term recovery. Potential members of Recovery Task Force include representatives from the EOC Sections, Mayor and City Council, the Planning Department, business leaders and City government.

- ❒ Coordinate with the EOC Director for information needed to justify the jurisdiction Declaration of a State of Emergency.

- ❒ Ensure the Documentation Unit Leader has established a system to collect, collate, and maintain EOC documentation. If a State or Federal declaration has been established all EOC Documentation must be retained.

- ❒ Prepare to assemble the Preliminary Damage Assessment Survey Teams. Provide them with a inspection priority list. (See Tab 12 - Damage Assessment Procedures)

LOGISTICS SECTION

- ❒ Ensure Logistics Section Unit Leaders are providing support to both the EOC and field responders in a timely fashion.

- ❒ If sheltering operations occur, ensure the Care and Shelter Unit Leader is coordinating and managing shelter operations and in close concert with the American Red Cross (if available). Also ensure that the Care and Shelter Unit Leader is passing appropriate information to the Public Information Officer for dissemination to the public through local news media.

- ❒ In coordination with the Public Works Unit Leader in the Operations Section and local land fill operators, develop a plan to collect, transport and dispose of disaster related debris. Coordinate with the Public Information Officer for dissemination of refuse pick-up schedules to the public.

- ❒ Evaluate communications capabilities to manage emergency response. Coordinate repair or replacement of key communications capabilities that are inoperable. Coordinate with Section Chiefs for additional communications required for immediate and long term operations.

- ❒ Make a determination relating to establishing a staging area to support mutual aid resources from outside jurisdictions. Assign a Staging Area Manager and coordinate the commencement of staging area operations.

- ❒ Coordinate with the Finance Chief to establish spending limits, accounting and payment procedures for the Logistics Unit Leaders. Ensure the limits and procedures are clearly understood and followed by all Logistics Unit Leaders.

- ❒ Coordinate with the American Red Cross for victim assistance and status of Volunteer Organizations Active in Disasters (VOAD) support.

FINANCE SECTION

- ❒ In close coordination with the EOC Director and the Logistics Section Chief, establish emergency response spending limits and procedures. Disseminate information to Finance Section Unit Leaders and Logistics Section Chief.

- ❒ Establish and maintain a Disaster Accounting System to track and record emergency response costs.

- ❒ If a State or Federal declaration is possible, coordinate with EOC Section Chiefs and jurisdiction Departments specific procedures for tracking and reporting responder time sheets, services and supplies, material and vehicles.

- ❒ Review state and FEMA procedures for documenting and reporting disaster recovery financial information. Information relating to FEMA procedures and documentation can be found on the internet at www.fema.com.

- ❒ Coordinate with EOC Section Chiefs and jurisdiction departments to establish correct procedures for reporting emergency response related injuries and claims.

MASS CASUALTY INCIDENT
(AIRCRAFT, BUS, TRAIN ACCIDENT ETC.)

An accident involving an aircraft crash, bus or train accident can result in a large number of casualties or injured and activate the jurisdiction Multi-Casualty Plan.

CRISIS ACTION TEAM

- ❒ Obtain situation status brief from Public Safety Communications (9-1-1) and/or the responding fire department Incident Commander. Based on the severity of the situation consider activating the Crisis Action Team and/or the Emergency Operations Center.

- ❒ Coordinate with County Medical Officer to determine status of hospitals and capability to handle the influx of patients.

- ❒ Contact affected local Cities, agencies and districts to determine mutual aid needs.

- ❒ If EOC Activation is warranted use the Sample Action Plan Worksheet at the end of this event checklist to use as a starting point to develop the Objectives and Priorities that will be presented to the EOC Emergency Response Team Members by the Crisis Action Team. (See EOC Action Plan Worksheet Instruction on Page 9 of the Immediate Action Checklist Tab)

AFTER THE EOC IS ACTIVATED

MANAGEMENT SECTION

- ❒ Contact the affected jurisdiction EOC Director and/or responding Incident Commander to confirm information on the situation and coordinate mutual aid assistance that may be required.

- ❒ Consider need for evacuations and/or shelter operations. Ensure Operations, Planning and Logistics Section Chiefs are coordinating the care and shelter effort.

- ❒ Determine if recall of City employees is appropriate.

OPERATIONS SECTION

❒ Obtain operational status of public safety response staff and equipment for:
- Law Enforcement
- Fire/Rescue
- EMS

❒ Request and obtain a Initial Damage Assessment (Safety Survey) from field responders through Public Safety Communications.

❒ Coordinate mutual aid requests from affected Cities including:
- Law Enforcement
- Fire/Rescue
- EMS
- Public Works

❒ Determine status of key transportation corridors (highways, roads, streets). Coordinate with Section Chiefs to reopen key access road or to go around damaged areas.

❒ Monitor and report progress to the EOC Director and other Section Chiefs related to the status of meeting Operational Period Objectives and Priorities.

❒ Coordinate closely with the Logistics Section for EOC and field support. Plan ahead to identify requirements to reduce short notice requests being sent to Logistics.

PLANNING SECTION

❒ Ensure that Major Incident or Significant Information Reports from all EOC Sections are being received, verified, analyzed, and displayed by the Situation Status Unit Leader. (See Tab 7 - Charts and Reports and Tab 8 - Major Incident or Significant Information Report)

❒ In close coordination with the EOC Director, establish and publish an EOC Action Plan meeting schedule. (See Tab - 1 Action Planning)

❒ Obtain Initial Damage Assessment (Safety Survey) information from Operations Section and/or Public Safety Communications. Commence planning for detailed Damage Assessment with emphasis on essential facility locations (hospitals, potential shelters, Police Department and fire stations, communications nodes, etc.) being inspected first. (See Tab 12 - Damage Assessment Procedures)

- ❒ Closely monitor and display essential and accurate information including:
  - Number Deaths
  - Number Injuries
  - Number Missing
  - Displaced Victims
  - Number of Victims in Shelters
  - Significant Weather
  - FEMA Category Damage Assessment Totals
  - Status of Hospitals
  - Severe, moderate and lightly damaged areas
  - Status of Airport
  - Status of Pre-hospital systems

  (See Tab 6 - EOC Maps and Tab 7 - EOC Charts and Reports)

- ❒ Monitor progress of meeting Operational Period Objectives and Priorities. Coordinate with appropriate Section Chief(s) for goals not being met. If new events or information requires adding or adjusting the established Objectives and Priorities ensure all Section Chiefs are briefed.

- ❒ Ensure Section Chiefs are aware of, and planning for, anticipated shelter operations for displaced residents and visitors. Ensure that forecast weather conditions are factored into sheltering requirements.

- ❒ Coordinate with the EOC Director to establish a Recovery Task Force to commence planning for transition to long term recovery. Potential members of Recovery Task Force include representatives from the EOC Sections, Mayor and City Council, the Planning Department, business leaders and City government.

- ❒ Coordinate with the EOC Director for information needed to justify the jurisdiction Declaration of a State of Emergency.

- ❒ Ensure the Documentation Unit Leader has established a system to collect, collate, and maintain EOC documentation. If a State or Federal declaration has been established all EOC Documentation must be retained.

LOGISTICS SECTION

- ❒ Ensure Logistics Section Unit Leaders are providing support to both the EOC and field responders in a timely fashion.

- ❒ If sheltering operations occur, ensure the Care and Shelter Unit Leader is coordinating and managing shelter operations and in close concert with the American Red Cross (if available). Also ensure that the Care and Shelter Unit Leader is passing appropriate information to the Public Information Officer for dissemination to the public through local news media.

- ❒ Evaluate communications capabilities to manage emergency response. Coordinate repair or replacement of key communications capabilities that are inoperable. Coordinate with Section Chiefs for additional communications required for immediate and long term operations.

- ❒ Make a determination relating to establishing a staging area to support mutual aid resources from outside jurisdictions. Assign a Staging Area Manager and coordinate the commencement of staging area operations.

- ❒ Coordinate with the Finance Chief to establish spending limits, accounting and payment procedures for the Logistics Unit Leaders. Ensure the limits and procedures are clearly understood and followed by all Logistics Unit Leaders.

- ❒ Coordinate with the American Red Cross for victim assistance and status of Volunteer Organizations Active in Disasters (VOAD) support.

FINANCE SECTION

- ❒ In close coordination with the EOC Director and the Logistics Section Chief, establish emergency response spending limits and procedures. Disseminate information to Finance Section Unit Leaders and Logistics Section Chief.

- ❒ Establish and maintain a Disaster Accounting System to track and record emergency response costs.

- ❒ If a State or Federal declaration is possible, coordinate with EOC Section Chiefs and jurisdiction Departments specific procedures for tracking and reporting responder time sheets, services and supplies, material and vehicles.

- ❒ Review state and FEMA procedures for documenting and reporting disaster recovery financial information. Information relating to FEMA procedures and documentation can be found on the internet at www.fema.com.

- ❒ Coordinate with EOC Section Chiefs and jurisdiction departments to establish correct procedures for reporting emergency response related injuries and claims.

PAGE LEFT INTENTIONALLY BLANK

MASS UTILITY OR COMMUNICATIONS DISRUPTION

Many jurisdictions have experienced utility disruptions over the years most notably in the area of brown outs caused by either high energy demand or power generation or distribution failures. Additionally, utilities and communications networks are heavily dependent on software that controls the various systems. This software is vulnerable to cyber attack by disgruntled employees or terrorist organizations.

CRISIS ACTION TEAM

- ❒ Obtain situation status brief from the affected utility or Public Safety Communications on the extent of the utility or communications disruption. Based on the severity of the situation consider activating the Emergency Operations Center.

- ❒ Have the PIO prepare a statement to broadcast on the Emergency Alert System (EAS) for the public. Coordinate information with Cal-EMA Region V, adjacent Counties, affected local Cities, agencies and districts as appropriate.

- ❒ Contact affected local Cities, agencies and districts to determine mutual aid needs.

- ❒ Upon notification that the EOC is operational, move to EOC. Provide staff with situation brief that includes identification of the 1st operational period end time and a detailed description of the Operational Period Objectives and Priorities.

- ❒ If EOC Activation is warranted use the Sample Action Plan Worksheet at the end of this event checklist to use as a starting point to develop the Objectives and Priorities that will be presented to the EOC Emergency Response Team Members by the Crisis Action Team. (See EOC Action Plan Worksheet Instruction on Page 9 of the in the Immediate Action Checklist Tab)

AFTER THE EOC IS ACTIVATED

MANAGEMENT SECTION

- ❒ Maintain contact with Cal-EMA Region V, adjacent counties and affected adjacent Cities to confirm information on the situation. Coordinate mutual aid assistance as required.

- ❒ Consider need for evacuations and/or shelter operations. Ensure Operations, Planning and Logistics Section Chiefs are coordinating the care and shelter effort.

- ❒ Determine if recall of County employees is appropriate.

OPERATIONS SECTION

- ❒ Obtain operational status of public safety response staff and equipment for:
  - Law Enforcement
  - Fire/Rescue
  - Public Works
  - EMS
  - Public Health & Medical
  - Coroners Office
  - Lifeline utility systems
  - Medical systems and facilities

- ❒ Request and obtain an Initial Damage Assessment (Safety Survey) from field responders through Public Safety Communications.

- ❒ Determine status of communications (capabilities and requirements). Direct the Communications Unit Leader in the Logistics Section to obtain additional communications equipment, radios, batteries etc. to support response operations.

- ❒ Coordinate Mutual aid requests from affected Cities including:
  - Law Enforcement
  - Fire/Rescue
  - Public Works
  - EMS
  - Public Health & Medical
  - Coroners Office

- ❒ Coordinate response and service restoration with lifeline utility services with affected utility companies.

- ❒ Monitor and report progress to the EOC Director and other Section Chiefs related to the status of meeting Operational Period Objectives and Priorities.

- ❒ Plan for extended operations. Ensure that adequate staffing (EOC and field) will be available for the next operational period.

- ❒ Coordinate closely with the Logistics Section for EOC and field support. Plan ahead to identify requirements to reduce short notice requests being sent to Logistics.

PLANNING SECTION

❒ Ensure that Major Incident or Significant Information Reports from all EOC Sections are being received, verified, analyzed, and displayed by the Situation Status Unit Leader. (See Tab 7 - Charts and Reports and Tab 8 - Major Incident or Significant Information Report)

❒ In close coordination with the EOC Director, establish and publish an EOC Action Plan meeting schedule. (See Tab - 1 Action Planning)

❒ Obtain Initial Damage Assessment (Safety Survey) information from Operations Section and/or Public Safety Communications. Commence planning for detailed Damage Assessment with emphasis on essential facility locations (hospitals, potential shelters, Sheriff's Office and fire stations, communications nodes, etc.) being inspected first. (See Tab 12 - Damage Assessment Procedures)

❒ Closely monitor and display essential and accurate information including:
- Utility or Communications Disruption situation
- Number Deaths
- Number Injuries
- Number Missing
- Displaced Victims
- Number of Victims in Shelters
- Significant Weather
- FEMA Category Damage Assessment Totals
- Status of Hospitals
- Severe, moderate and lightly damaged areas
- Status of Airport
- Status of Pre-hospital systems

(See Tab 6 - EOC Maps and Tab 7 - EOC Charts and Reports)

❒ Monitor progress of meeting Operational Period Objectives and Priorities. Coordinate with appropriate Section Chief(s) for goals not being met. If new events or information requires adding or adjusting the established Objectives and Priorities ensure all Section Chiefs are briefed.

❒ Ensure Section Chiefs are aware of, and planning for, anticipated shelter operations for displaced residents and visitors. Ensure that forecast weather conditions are factored into sheltering requirements.

❒ Coordinate with the EOC Director to establish a Recovery Task Force to coordinate with the affected utility company and commence planning for transition to long term recovery. Potential members of Recovery Task Force include representatives from the EOC Sections, County Board of Supervisors, the Planning Department, business leaders and County government.

- ❒ Coordinate with the EOC Director for information needed to justify the jurisdiction Declaration of a State of Emergency.

- ❒ Ensure the Documentation Unit Leader has established a system to collect, collate, and maintain EOC documentation. If a State or Federal declaration has been established all EOC Documentation must be retained.

- ❒ Prepare to assemble the Preliminary Damage Assessment Survey Teams. Provide them with an inspection priority list. (See Tab 12 - Damage Assessment Procedures)

LOGISTICS SECTION

- ❒ Ensure Logistics Section Unit Leaders are providing support to both the EOC and field responders in a timely fashion.

- ❒ If sheltering operations occur, ensure the Care and Shelter Unit Leader is coordinating and managing shelter operations and in close concert with the American Red Cross (if available). Also ensure that the Care and Shelter Unit Leader is passing appropriate information to the Public Information Officer for dissemination to the public through local news media.

- ❒ Evaluate communications problems and available capabilities. Coordinate repair or replacement of key communications capabilities that are inoperable. Coordinate with Section Chiefs for additional communications required for immediate and long term operations.

- ❒ Make a determination relating to establishing a staging area to support mutual aid resources from outside jurisdictions. Assign a Staging Area Manager and coordinate the commencement of staging area operations.

- ❒ Coordinate with the Finance Chief to establish spending limits, accounting and payment procedures for the Logistics Unit Leaders. Ensure the limits and procedures are clearly understood and followed by all Logistics Unit Leaders.

- ❒ Coordinate with the American Red Cross for victim assistance and status of Volunteer Organizations Active in Disasters (VOAD) support.

FINANCE SECTION

- ❒ In close coordination with the EOC Director and the Logistics Section Chief, establish emergency response spending limits and procedures. Disseminate information to Finance Section Unit Leaders and Logistics Section Chief.

- ❒ Establish and maintain a Disaster Accounting System to track and record emergency response costs.

- ❒ If a State or Federal declaration is possible, coordinate with EOC Section Chiefs and jurisdiction Departments specific procedures for tracking and reporting responder time sheets, services and supplies, material and vehicles.

- ❒ Review state and FEMA procedures for documenting and reporting disaster recovery financial information. Information relating to FEMA procedures and documentation can be found on the internet at www.fema.com.

- ❒ Coordinate with EOC Section Chiefs and jurisdiction departments to establish correct procedures for reporting emergency response related injuries and claims.

PAGE LEFT INTENTINALLY BLANK

EXECUTIVE SUMMARY

ORGANIZATION OF THE CITY OF TEHACHAPI EMERGENCY OPERATIONS PLAN

The City of Tehachapi Emergency Operations Plan is composed of Volume One – EOC Guidebook and Section Checklists and Volume Two - NIMS Basic Plan and support Annexes.

VOLUME ONE - EOC GUIDEBOOK AND SECTION CHECKLISTS

- **Immediate Action Checklists**
  This section provides guidelines for the City of Tehachapi Crisis Action Team specifically relating to the activation of the Operational Area Emergency Operations Center (EOC). Annexes follow the Immediate Action Checklists that identify key contact information of the Crisis Action Team, the EOC Emergency Response Team, other agencies, organizations and/or individuals.

- **Event Specific Checklists**
  This section contains checklists for major threats or emergencies that could affect City of Tehachapi. The appropriate Checklist(s) should be completed by the Crisis Action Team at the onset of the emergency and by the various EOC Sections after EOC activation. This section also provides a Terrorism Annex.

- **Executive Summary**
  This section provides a short overview of the Emergency Operations Plan (EOP) and the locations of key components within the plan.

- **Chapter One - Emergency Operations Center (EOC) Activation Procedures**
  This chapter provides information on *Who, What, When, Where* and *How* to activate the City of Tehachapi Emergency Operations Center (EOC). Additional information is provided on the City of Tehachapi Crisis Action Team, basic NIMS / SEMS / ICS concepts and EOC organization and setup.

- **Chapter Two - Emergency Operations Center (EOC) Section Checklists**
  This chapter contains Emergency Operations Center Section specific information including Section overview information and individual EOC position checklists. Section Chiefs are responsible to ensure each member of their Section possesses and reads their individual checklist prior to commencing of response operations.

- **Chapter Three - Emergency Operations Center (EOC) Documentation**
  This chapter contains Emergency Operations Center documentation and instructions to manage key information within the EOC. Section Chiefs are responsible to ensure each member within their Section understand and use the documentation properly. The accurate completion of this documentation is essential for the timely dissemination of information within the EOC and to maximize cost recovery after the response is completed.

  Note: During the initial response, the completion of documentation is not more important than responding to save lives and property. However, as the initial response is completed and the operational tempo slows to an acceptable level, accurate completion of documentation should commence.

VOLUME TWO – CITY OF TEHACHAPI NIMS BASIC PLAN

- **Executive Summary**
  This section provides a short overview of the Emergency Operations Plan (EOP) and the locations of key components within the plan. Also included in this section is the Letter of Promulgation, the Record of Revisions, Signed Concurrence by Principal Department, and a Plan Distribution List.

- **Chapter One – Basic Plan**
  This chapter provides detailed information related to the plan background, purpose, mission, assumptions, concept of operations, emergency response phases, steps in activation of the plan, the Incident Command System (ICS), Standardized Emergency Management System (SEMS), National Incident Management System (NIMS) concepts and characteristics, mutual aid agreement information, training and exercise information, plan considerations, guidance for plan development, maintenance and approval, roles of the private sector, and finally local and state alerting and warning systems.

- **Chapter Two – Authorities and References**
  This chapter contains Federal, state, and city authorities that provide the legal basis for the City of Tehachapi Emergency Operations Plan and emergency response.

- **Chapter Three – Threat Summary and Assessments**
  This chapter provides a detailed list threat summaries and hazard analysis for the City of Tehachapi.

- **Chapter Four - Recovery**
  This chapter provides detailed information relating to Federal, state, and local recovery categories and procedures.

- **Appendices**
  Appendix A – Glossary of Terms
  Appendix B – Acronyms and Abbreviations
  Appendix C – Mutual Aid Agreements and Legal Documents
  Appendix D – Response Assets
  Appendix E – NIMSCAST and CPT 101, Version 2.0 Locations

CHAPTER ONE

EOC ACTIVATION PROCEDURES

PURPOSE

This chapter identifies the City of Tehachapi Emergency Operations Center (EOC) activation criteria and procedures. The most critical time in most emergency situations is the first hours of the event. Effective emergency response requires immediate action with the correct resources - personnel and equipment. Many emergency After Action Reports (AARs) identify early activation of key personnel and resources (at a larger than initial estimate) as a major factor in staying ahead of an emergency. In emergency response it is always easier to scale back than to catch up - and in emergency situations the inability to respond effectively on a timely basis can result in the loss of life and property. This chapter will assist the Tehachapi Director of Emergency Services to determine the applicable level of activation of the Emergency Operations Center (EOC) Response Team.

OBJECTIVES

The overriding objective in managing emergency operations is to ensure the effective direction of emergency resources involved in preparing for and responding to situations associated with natural disasters, man made technological incidents, or national defense emergencies. The specific objectives of the members of the Tehachapi Emergency Response Team are to facilitate:

- Facilitate response operations to facilitate life safety and protection of property.
- *Manage emergency response through the identification of specific and measurable "Objectives and Priorities" that are completed by the EOC Emergency Response Team during each Operational Period. These "Objectives and Priorities" should be formally identified in the verbal or written Incident Action Plan (EOC Action Plan).*[b]
- Coordination and liaison with appropriate local, state and federal governmental officials and private sector resources.
- Management of mutual aid to supplement local resources (agreements between agencies and/or jurisdictions in which they agree to assist one another by furnishing personnel and equipment upon request).
- Establishes response priorities through use of EOC Action Plans and/or Incident Action Plans.
- Collection, evaluation and dissemination of incident information, damage information and other essential data regarding the emergency event.
- Resumption of normal City of Tehachapi operations.

CONCEPT OF OPERATIONS

The Tehachapi Emergency Operations Center will operate under the following policies during a disaster/emergency as the situation dictates:

- All existing Tehachapi department emergency plans and operating procedures will be adhered to unless modified by the Tehachapi Director of Emergency Services.
- All on-duty personnel are expected to remain on duty until properly relieved of duty; off-duty personnel will be expected to return to work in accordance with the Tehachapi Standard Operating Procedures.

[b] 08 NIMSCAST METRIC 2.3

- Emergency response operational periods should be event driven and based on the tactical situation. The Director of Emergency Services may establish operational periods of twelve hour (or longer) for the response.

CRISIS ACTION TEAM

Depending on the nature of the emergency, the Crisis Action Team may meet at the City Manager's office, or other specified location, or confer by telephone to decide on EOC activation and/or manage the emergency response. Any member of the Crisis Action Team may call a meeting or initiate a conference call. The composition and activities of the Crisis Action Team will depend on the specific emergency circumstances and functions needed. Other city departments or assisting jurisdiction/agency representatives may be included in the Crisis Action Team discussions or meetings as needed. Standing members of the Tehachapi Crisis Action Team normally include the following officials:

- City Manager
- Police Chief
- EOC Planning Section Chief
- Department Head(s) of affected Department(s)
- Emergency Management Coordinator

Crisis Action Team Responsibilities

The Crisis Action Team is a group of the City of Tehachapi executive management, department and agency representatives that can be assembled to facilitate the process of situation evaluation, incident planning, EOC activation or field response at the earliest stages of an emergency. The Crisis Action Team should record their decisions. Possible options available to the Crisis Action Team include:

- A decision to do nothing.
- A decision to proceed with "watchful waiting" while being prepared to either meet again or mobilize the EOC in response to the situation.
- A decision to manage the emergency with members of the Crisis Action Team or through existing city departments.
- A decision to activate the Tehachapi EOC at the appropriate EOC activation level (Level I, II or III).

Crisis Action Team Basic Functions

The Crisis Action Team should complete the following tasks:

- Gather and evaluate information on the developing situations and emergency events.
- Decide on EOC activation and level of EOC activation.
- Develop initial situation status and damage assessment.
- Coordinate initial response actions.
- Effect notification of other jurisdictions or agencies as appropriate.
- Support and coordinate jurisdictional response, as needed, for incidents where the EOC is not activated.
- Establish priorities based on response objectives.
- Assist the City Manager as requested.

If the Tehachapi EOC is activated, the Crisis Action Team should develop a presentation to give the members of the EOC Emergency Response Team that covers:

- Situation overview.
- Emergency response actions underway.
- Time period of 1st Operational Period (time first period Emergency Response Team will be in EOC).
- List of Objectives and Priorities for the 1st Operational Period – See Action Plan Worksheet.

EMERGENCY RESPONSE LEVELS

The magnitude of the emergency will dictate the response level. Response levels are used to describe the type of event, extent of coordination or assistance needed, and degree of participation from city departments. Response levels are closely tied to the emergency proclamations issued by the Director of Emergency Services.

Readiness and Routine Phase - Normal Operations

On-going routine response by departments to daily emergency situations. Stand-by and activation procedures should be issued in advance of an anticipated or planned event.

Level I - Minor Emergency - No EOC Activation Required

A minor incident or hazardous materials/waste spill which can be abated by first responding personnel from the agency/department having jurisdiction and/or the members of the Crisis Action Team. The Tehachapi Emergency Operation Center is not normally activated.

Level II - Moderate Emergency - Activation Should Be Considered

A more serious emergency situation where normal day-to-day response procedures are inadequate or:

- If the incident escalates or is about to escalate to the point (due to the number of jurisdiction departments or agencies involved, or personnel and resources required) where the coordination of the incident is not efficiently accomplished at the scene or at another location.
- Any of the persons authorized to activate the Tehachapi EOC determines that coordination of the response/recovery would be enhanced by multi-department or multi-agency coordination in the EOC.
- When the level of requests for varied resources from the city are received from the local cities, or the state to respond outside the city and coordination of these requests are better facilitated at one central point.
- If incidents are of such magnitude that coordination of the response(s) at the scene(s) or another location is not possible (e.g., regional flooding, major earthquake, fire, HAZMAT incident requiring extensive decontamination or presenting evacuation/rescue problems, or other mass casualty incident).
- When the resources of Tehachapi to respond or recover from a disaster or other emergency are overwhelmed or are expected to be overwhelmed

Level III - Major Emergency - Activation Required

A major local or regional disaster wherein resources in or near the impacted area are overwhelmed and extensive state and/or federal resources are required. A declaration of emergency should be considered and is usually issued. The overall response and early recovery activities will be managed from the city EOC. Off-duty personnel will be recalled as required.

CHART 1

RESPONSE LEVELS AND INCIDENT COMMAND

Response Level	Incident Location	Tehachapi Emergency Operations Center (EOC)
Readiness and Routine Response	Routine response operations *	Routine staff activities
Level I Minor Emergency	Commanded by on-scene Incident Commander from the city emergency response organization (law enforcement, fire/rescue or EMS*)	Routine city staff activities or Crisis Action Team notification; operational control remains at the field Incident Command level
Level II Moderate Emergency	Significant emergency or multiple events commanded by Incident Commander(s)*	Tehachapi Crisis Action Team confer by telephone or report to the City Manager's office or the Tehachapi EOC; EOC Emergency Response Team activation based on tactical situation.**
Level III Major Emergency	Area-wide, emergency commanded by Law Enforcement, Fire Department, EMS, in coordination with Tehachapi and other local EOC(s)*	Full EOC activation. Tehachapi Director of Emergency Services and Section Emergency Response Team members report to EOC.**

*Each on-scene Incident Commander is clearly identified. When the Tehachapi EOC is activated, Incident Commanders must ensure that timely, accurate information on the incident is passed to the Operational Area and local city EOC(s).

**Fire, Law Enforcement, or Medical personnel use on-scene Incident Command System (ICS) at all response levels. The Tehachapi EOC Guidebook and Section Checklist are used to manage city-wide operations at the moderate and major emergency levels when the Tehachapi EOC is activated.

CHART 2

EOC EMERGENCY RESPONSE TEAM GUIDE

Event/Situation	Activation Level	Minimum Staffing If Decision to Activate is made
Unusual occurrences with potential impacts on the health and safety of Tehachapi employees, the public, facilities and/or environment	**Minor Emergency** **Level 1**	Notification of the City Manager or appropriate members of the Crisis Action Team ***Note: May be limited to partial or full Crisis Action Team activation.*** Other Designees as required.
Severe Weather Report		
Earthquake with damage or injuries reported	**Moderate Emergency** **Level II**	Tehachapi Director of Emergency Services Section Chiefs and Units as appropriate to situation
Major wind, rain or snow storm, etc.		
Two or more large incidents involving two or more response agencies		
Wildfire affecting wildland/ forested area or developed area		
Severe hazardous materials incident involving large-scale multi-agency action or possible large-scale evacuations		
Unusual occurrences with severe potential impacts on the health and safety of the Tehachapi employees, the public and/or the environment		
Major Tehachapi or local emergency	**Major Emergency** **Level III**	All Tehachapi EOC Emergency Response Team Members
Earthquake with damage or major wildland fire		
Major occurrences with severe potential impacts on the health and safety of Tehachapi employees, the public and/or the environment		

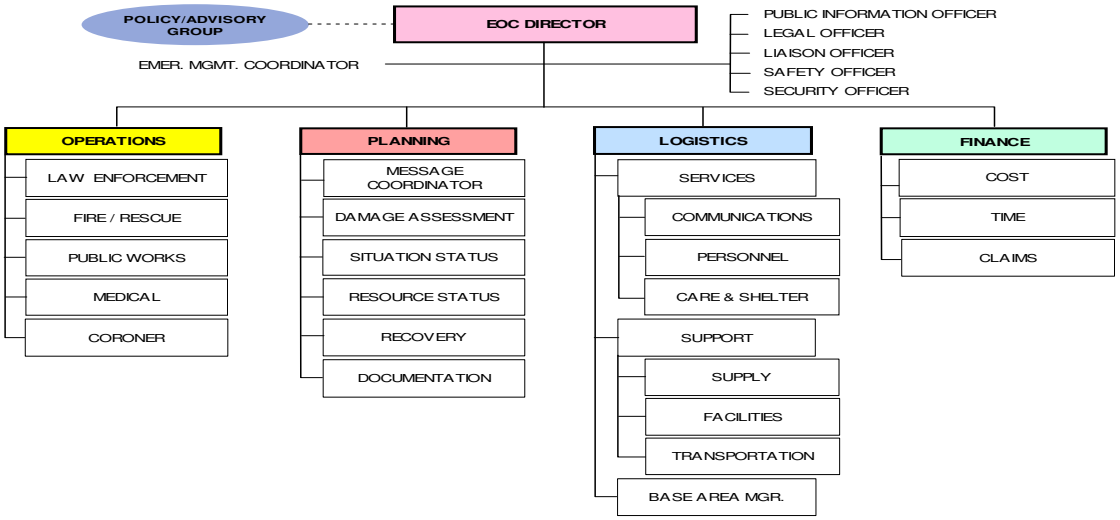
EOC ORGANIZATION AND RESPONSIBILITIES

The City of Tehachapi operates under the NIMS/SEMS emergency management structure discussed in detail in Volume Two, Chapter One, NIMS Emergency Operations Plan. The Tehachapi Emergency Operation Plan complies with the legal stipulations of the Federal Homeland Security Presidential Directive (HSPD-5) and State of California Code of Regulations, Title 19, Division 2. The basic NIMS/SEMS organization structure of Management, Operations, Planning/Intelligence, Logistics, and Finance/Administration Sections will be used to facilitate coordination with field Incident Commanders and their staffs. Throughout the Tehachapi EOP the terms Planning/Intelligence Section has been shortened to Planning Section and the Finance/Administration Section has been shortened to Finance Section. This has been done for brevity. The Tehachapi EOC organization may include representatives from special districts, volunteer agencies and private agencies with significant response roles.

DEACTIVATION OF THE CITY OF TEHACHAPI EMERGENCY OPERATIONS CENTER

Deactivation of the Tehachapi Emergency Operations Center shall be made by the EOC Director based on recommendations from the Command and General Staff. Deactivation should not occur until the emergency situation has subsided to the level where standard operating procedures and resources can effectively manage the event. A deactivation plan should be developed and implemented by the EOC Planning Section Chief with input from other EOC Section Chiefs. Each EOC Section Chief and Unit Leader should carefully follow their individual Deactivation Checklists.

TEHACHAPI EOC ORGANIZATION CHART



Policy Advisory Group

The Policy Advisory Group is made up of the City of Tehachapi elected officials (Mayor and Members of City Council). The Policy Advisory Group provides executive level policy relating to the emergency response, promotes and enhances multi-jurisdictional coordination, coordinates information, and makes requests to local city and state government. The Policy Advisory Group coordinates decisions and information directly with the Tehachapi Director of Emergency Services. Any Tehachapi EOC Emergency Response Team member may be requested to provide information to the Policy Advisory Group but should not join the group as a permanent member.

Management Section
The Management Section is responsible for overall management of the incident through the joint efforts of government agencies and private organizations. The City Manager, serving as the EOC Director, will either activate appropriate EOC Sections or ensure action is taken as needed. The City of Tehachapi Management Section may consist of the following staff:

EOC Director
Public Information Officer
Legal Officer
Liaison Officer
Safety Officer
Security Officer
Emergency Management Coordinator

Operations Section
The Operations Section is responsible for all activities focused on reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations through the implementation of the City of Tehachapi EOC Action Plan. The City of Tehachapi Operations Section may consist of the following Branches or Units:

Operations Section Chief
Law Enforcement Unit Leader
Fire/Rescue Unit Leader
Public Works Unit Leader
Medical Unit Leader Coroner Unit Leader

Planning Section
The Planning Section collects, evaluates, and disseminates incident situation and intelligence to the EOC Director of Unified Command and incident management personnel, prepares status reports, displays situation information, maintains status of resources assigned to the incident, and develops and documents the EOC Action Plan based on the guidance from the EOC Director or Unified Commander. The City of Tehachapi Planning Section may consist of the following Branches or Units:

Planning Section Chief
Message Coordinator
Damage Assessment Unit Leader
Situation Status Unit Leader
Resource Status Unit Leader
Recovery Unit Leader
Documentation Unit Leader

Logistics Section

The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources for off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology, as required. Note: Emergency Responder medical services, including inoculations will be managed by the Medical Unit in the Operations Section. The City of Tehachapi Logistics Section may consist of the following Branches and Units:

- Logistics Section Chief
- Services Branch Leader
  - Communications Unit Leader
  - Personnel Unit Leader
  - Care and Shelter Unit Leader
- Support Branch Leader
  - Supply Unit Leader
  - Facilities Unit Leader
  - Transportation Unit Leader
- Base Area Manager

Finance Section

The Finance Section is established when the agencies involved in incident management activities require(s) finance or other administrative support services. The City of Tehachapi Finance Section may consist of the following Units:

- Finance Section Chief
  - Cost Unit Leader
  - Time Unit Leader
  - Claims Unit Leader

EMERGENCY OPERATIONS CENTER (EOC)

EOCs may be permanent organizations and facilities or may be established to meet temporary, short-term needs. The physical size, staffing, and equipping of an EOC will depend on the size of the jurisdiction, resources available and anticipated incident management workload. EOCs may be organized and staffed in a variety of ways. Regardless of the specific organizational structure used EOCs should include the following core functions: coordination; communications; resource dispatch and tracking; and information collection, analysis, and dissemination.

An EOC provides a central location of authority and information, and allows for face-to-face coordination among personnel who manage the Tehachapi emergency response. The following functions are performed at Tehachapi's EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies/procedures.
- Collecting intelligence from and disseminating essential information to the various EOC Response Team members and adjacent cities and Kern County.
- Preparing intelligence summaries, situation reports, operational reports, EOC Action Plans and other reports as required.
- Maintaining general and specific maps, information display boards and other data pertaining to emergency operations.
- Analyzing and evaluate key data pertaining to emergency operations.
- Controlling and coordinating the operational and logistical support of Tehachapi resources committed to the emergency.
- Maintaining contact and coordinate with other local government EOC(s).
- Providing emergency information and instructions to Tehachapi employees, the public, making official releases to the news media and scheduling press conferences.

EOC LOCATIONS AND DESCRIPTIONS

Emergency Operations Centers (EOCs) should be activated in accordance with NIMS / SEMS and organized according to the five functions of Management, Operations, Planning/Intelligence, Logistics and Finance/Administration.

Primary EOC

The primary City of Tehachapi EOC is located at City Hall, 115 South Robinson St. Tehachapi, CA 93561. The Emergency Operations Center possesses backup electrical power.

Alternate EOC

The alternate EOC is located at 750 Enterprise Way, Tehachapi, CA 93561. The Alternate Emergency Operations Center possesses backup electrical power..

EOC PROCEDURES

EOCs may be permanent organizations and facilities or may be established to meet temporary, short-term needs. The physical size, staffing, and equipping of an EOC will depend on the size of the jurisdiction, resources available, and anticipated incident management workload. EOCs may be organized and Staffed in a variety of ways. Regardless of the specific organizational structure used, EOCs should include the following core functions: coordination; communications; resource dispatch and tracking; and information collection, analysis, and dissemination.[c]

EOC Set-up

The Tehachapi EOC set-up is the responsibility of the Emergency Services Coordinator. If representatives from the Fire Department are not available however, the first personnel arriving in the EOC should commence setup. See EOC Activation Checklists and EOC Diagrams at the end of this Section

Displays

One of the EOC's major purposes is the accumulation, verification and sharing of information to ensure a coordinated, timely response. To facilitate the display and tracking of key information, laminated status charts and maps are stored in the Jail conference room. Each Unit Leader is responsible for the accurate and timely display of information within their Unit. All display charts, white boards and materials such as colored markers and administrative supplies are also stored in the Coordinators Office. Each EOC Unit Leader is also responsible to determine specific display needs (such as underground utility maps or other department specific information) and maintain accurate and up-to-date information on the charts and maps.

EOC Maintenance

The City of Tehachapi Assistant City Manager is responsible for the operational readiness and maintenance of the primary and alternate City of Tehachapi EOCs.

Shift Scheduling

The Tehachapi Director of Emergency Services will establish the duration of operational periods. Based on the tactical situation, operational periods may be extended to 12-hour periods to meet response requirements. Relief shifts should arrive 30 minutes before the start of their shift so briefings can be conducted on what has occurred, what decisions have been reached, and what problems remain unaddressed.

Briefings and Conferences

Operational briefings for the Tehachapi Director of Emergency Services and Public Information Officer should be scheduled at 2 to 4 hour intervals. Briefings for the Policy Advisory Group should be scheduled on a 6 to 12 hour interval based on the situation. The Tehachapi EOC Action Planning meetings should be scheduled by the Planning Section Chief during each operational period. The Planning Section Chief is responsible for coordinating all briefings and planning meetings. EOC Section Chiefs will prepare summaries for briefings and meetings to include:

- Tehachapi solved problems.
- Major new problems during previous 6 hours.
- Assistance needed from other agencies and status of mutual aid.
- Information developed by Section that should be passed to other EOC Sections.

[c] 05 NIMSCAST II-B-2-a

EOC SET-UP CHECKLIST

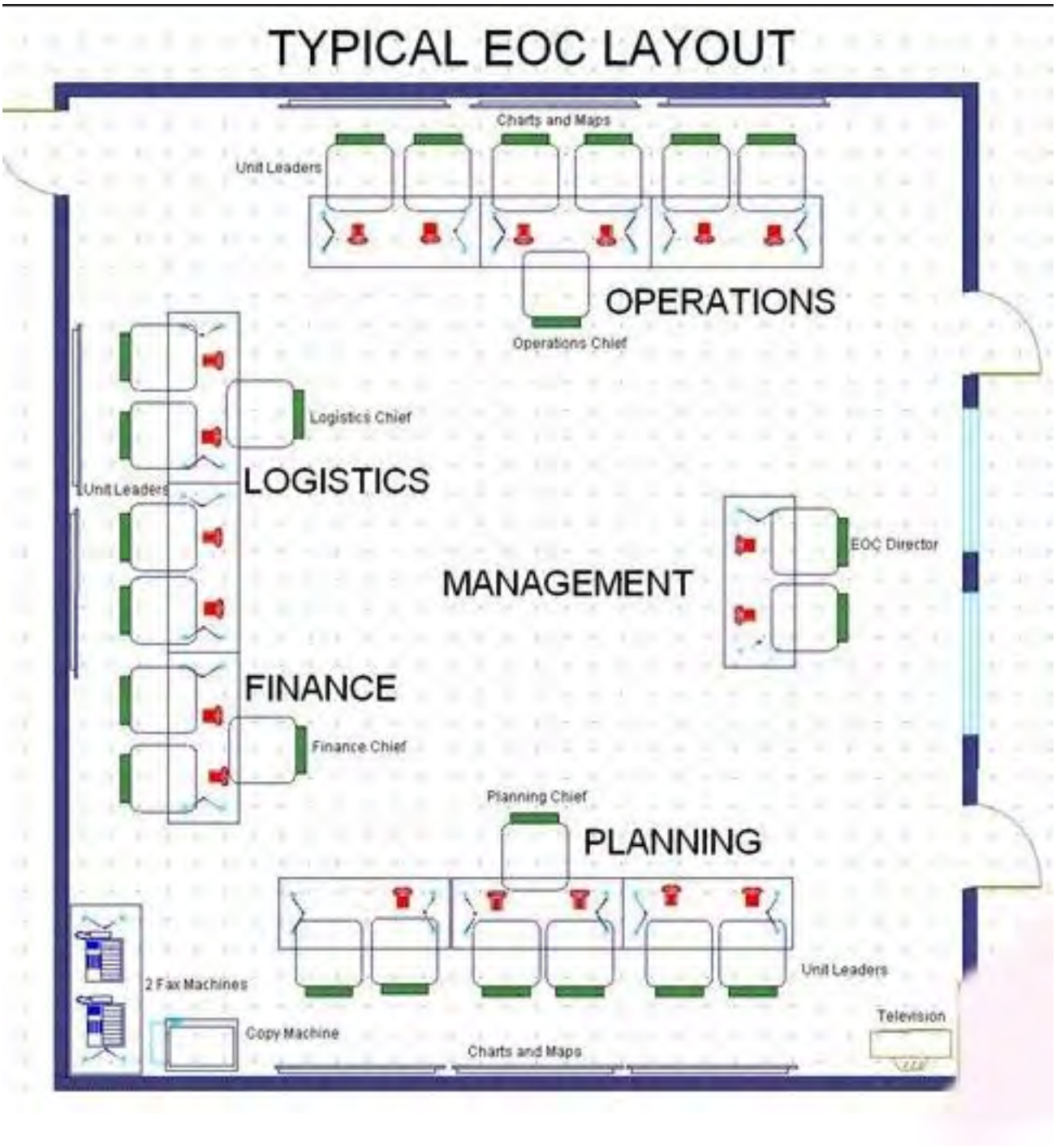
Action	Assigned Responsibility
1. Determine whether to activate EOC in consultation with the Crisis Action Team members	City Manager and Crisis Action Team Members
2. Determine EOC Activation level and assign responsibility to notify EOC staff	City Manager and Crisis Action Team Members
3. Set up EOC according to Sketches on Page 13 or 15	First Arrivals
4. Connect telephones/PCs/FAXs	Those present
5. Request briefing from Operations and/or Planning Section Situation Status Unit Leader	First Senior person on scene or Director of Emergency Services
6. Inform Kern County, other local jurisdictions and other supporting agencies that the Tehachapi EOC is operational and provide phone numbers	Director of Emergency Services Operations Section Chief Planning Section Chief
7. Mount appropriate charts, maps, and assign responsibility for data collection and display	Unit Leaders
8. Have appropriate supplies available for each EOC Section	Logistics Supply Unit Leader
9. Ensure EOC Checklists are passed out to Branch and Unit Leaders	Director of Emergency Services Section Chiefs
10. Inspect generator and fuel stocks and ensure that generator is checked regularly	Public Works Unit Leader

PAGE LEFT INTENTIONALLY BLANK

CITY OF TEHACHAPI

PRIMARY EOC

Recommended EOC Layout



PAGE LEFT INTENTIONALLY BLANK

CITY OF TEHACHAPI

ALTERNATE EOC DIAGRAM

PAGE LEFT INTENTIONALLY BLANK

CHAPTER TWO

EMERGENCY OPERATIONS CENTER SECTION CHECKLISTS

SECTION CHECKLIST OVERVIEW

The Section Checklists in this chapter of the City of Tehachapi Emergency Operations Plan provide a comprehensive set of individual position checklists for the EOC Emergency Response Team members.

Concept of Operations

Each EOC Section Chief is responsible for ensuring that each member of the section possesses and complies with their position checklist. The Section Chief will pass out the appropriate checklists to each EOC Emergency Response Team member at the beginning of each Operational Period. Emergency Response Team members will review their checklist prior to commencing work.

Checklist Organization

The Introduction at the beginning of each set of Section Checklists provides a short overview of the basic responsibilities of the EOC Section. The information provided in the EOC Section Introduction includes:

- Purpose
- Overview
- Section Staff Responsibilities

The individual checklists provide needed information including:

- EOC Organization Chart
- Primary and Alternate Staff assigned to the position
- Title of Supervising Agency/Individual
- Unit(s) Supervised
- Work Station
- Responsibilities
- Start-up Checklist
- General Operations Checklist
- Deactivation Checklist
- Reference Items

PAGE LEFT INTENTIONALLY BLANK

MANAGEMENT SECTION

TABLE OF CONTENTS

Purpose....1
Overview....1
Command and General Staff Overview....1
Management Section Staff....2
EOC Director....2
Public Information Officer....2
Legal Officer....2
Liaison Officer....3
Agency Representative(s)....3
Emergency Management Coordinator....3
Safety Officer....3
Policy Advisory Group....3
EOC Director....5
Responsibilities....5
Start-Up Checklist....6
General Operational Duties....7
Deactivation....8
Reference Items....8
Public Information Officer....9
Responsibilities....9
Start-Up Checklist....10
General Operational Duties....11
Deactivation....12
Reference Items....12
Legal Officer....13
Responsibilities....13
Start-Up Checklist....14
General Operational Duties....15
Deactivation....16
Reference Issues....16
Liaison Officer....17
Responsibilities....17
Start-Up Checklist....18
General Operational Duties....19
Deactivation....20
Reference Issues....20
Agency Representative(s)....21
Responsibilities....21
Start-Up Checklist....22
General Operational Duties....23
Deactivation....24
Reference Issues....24

Emergency Management Coordinator 25
Responsibilities 25
Start-Up Checklist 26
General Operational Duties 27
Deactivation 28
Reference Issues 28
Safety Officer 29
Responsibilities 29
Start-Up Checklist 30
General Operational Duties 31
Deactivation 32
Reference Issues 32
Security Officer 33
Responsibilities 33
Start-Up Checklist 34
General Operational Duties 35
Deactivation 36
Reference Issues 36
Policy/Advisory Group 37
Responsibilities 37
Start-Up Checklist 38

MANAGEMENT SECTION CHECKLISTS

PURPOSE

This section contains detailed information relating to the City of Tehachapi Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the Management Section. The EOC organization is based on the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS), and the Incident Command System (ICS). It is the responsibility of the EOC Director to ensure each Management Staff member possesses and reads their checklists prior to assuming their duties. The EOC Director should also ensure the Section Chiefs also direct their staff to do the same.

OVERVIEW

NIMS: Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the command function. (1) The Command Function. The command function may be conducted in two general ways: (a) Single Command IC. When an incident occurs within a single jurisdiction and there is no jurisdictional or functional agency overlap, a single IC should be designated with overall incident management responsibility by the appropriate jurisdictional authority. (In some cases in which incident management crosses jurisdictional and/or functional agency boundaries, a single IC may be designated if all parties agree to such an option.) Jurisdictions should consider predesignating ICs in their preparedness plans. The designated IC will develop the incident objectives on which subsequent incident action planning will be based. The IC will approve the Incident Action Plan (IAP) and all requests pertaining to the ordering and releasing of incident resources.[a]

Command and General Staff Overview

The NIMS/ICS organization has five major functions. These are: Management, Operations, Planning, Logistics, and Finance. (1) Management (Command in field ICS). These functional areas are divided into the Command and General Staff positions. In the Incident Command organization, the Command Staff consists of the EOC Director (or field Incident Commander) and various special staff positions which is responsible for the overall management of the incident.[b] *The special staff positions are specifically designated, report directly to the EOC Director (or field Incident Commander), and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and a Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s), or according to specific requirements established by the EOC Director (or field Incident Commander). The Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the Management function. (2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the NIMS/ICS including the Operations Section, Chief Planning Section, Chief Logistics Section Chief, and Finance Section Chief.*[c] Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the EOC Director.

[a] 05 NIMSCAST II-A-3-b-1-a
[b] 05 NIMSCAST II-A-3-b-2
[c] 05 NIMSCAST II-A-3-a

MANAGEMENT SECTION STAFF

The Management Section is headed by the EOC Director (Director of Emergency Services). The EOC Director's primary role is to manage and coordinate EOC operations. The City Manager will fill this position as the EOC Director during an emergency/disaster. The City Assistant Manager shall serve as First Alternate and the Police Chief shall serve as Second Alternate to the EOC Director. The EOC Emergency Response Team is made up of the EOC Director, the Management Section (Command Staff), General Staff (other Section Chiefs), and Unit Leaders. The General Staff provides advice to the EOC Director on policy matters. They also assist the EOC Director in the development of overall strategy and tactics to mitigate the incident and formulate rules, regulations, proclamations and orders. The Management Section includes certain staff functions required to support the management function:

- EOC Director
- Public Information Officer
- Legal Officer
- Safety Officer
- Liaison Officer
- Security Officer
- Emergency Management Coordinator

EOC Director

The EOC Director's primary role is to manage and coordinate EOC operations and is responsible for the overall City of Tehachapi emergency response.

Public Information Officer

The Public Information Officer (PIO) is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation, resources committed, and other matters of general interest for both internal and external consumption. The PIO may also perform a key public information-monitoring role.

After receiving a briefing from the EOC Director, the PIO may coordinate with other local jurisdictions to establish a Joint Information Center area for the media away from the EOC. The PIO will provide and coordinate news releases, answer questions the media may have, and arrange for tours or photo opportunities of the incident. The EOC Director must approve the release of all incident-related information.

Legal Officer

The Legal Officer, a member of the Command Staff, provides legal advice to the EOC Director and the Policy Advisory Group (Mayor and City Council) and members of the City of Tehachapi EOC. The Legal Officer also completes all proclamations for the EOC Director and Policy/Advisory Group ratifications. The Legal Officer manages all legal matters relative to the emergency.

Liaison Officer
The Liaison Officer, a member of the Command Staff, is the point of contact for Agency Representatives of other governmental agencies, nongovernmental organizations, and/or private entities. Agency Representatives from assisting or cooperating agencies and organizations should always coordinate through the Liaison Officer. Agency Representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations.

Agency Representative(s)
An Agency Representative is an individual assigned to an incident at the incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting agencies participation at the incident.

Emergency Management Coordinator
The Emergency Management Coordinator facilitates the overall functioning of the EOC, coordinates with other emergency management planning levels and agencies and serves as an advisor to the EOC Director.

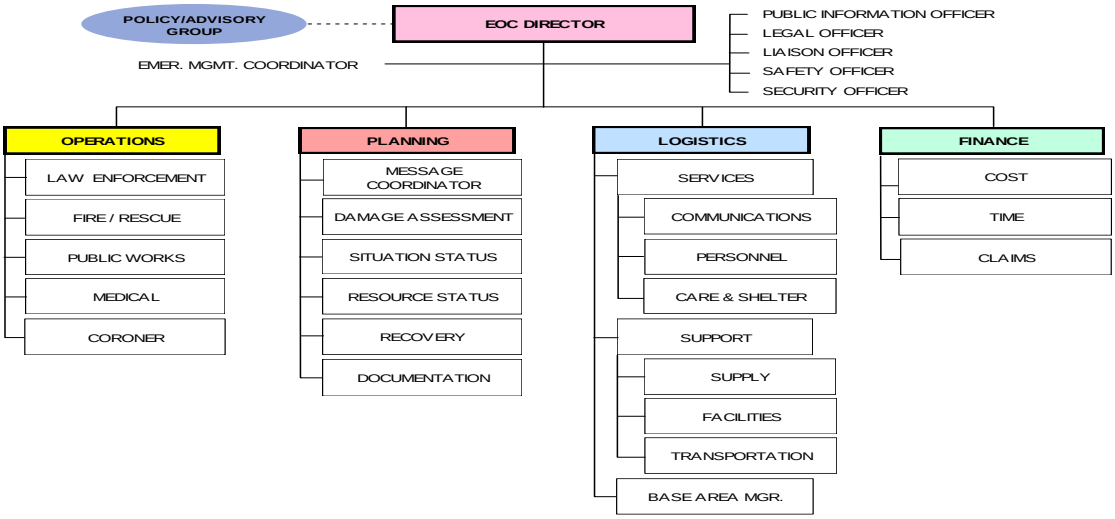
Safety Officer
The Safety Officer monitors incident operations and advises the EOC Director on all matters relating to operational safety, including the health and safety of emergency responder personnel. The ultimate responsibility for the safe conduct of incident management operations rests with the EOC Director and supervisors at all levels of incident management. The Safety Officer is, in turn, responsible to the EOC Director for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multi-agency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The Safety Officer has emergency authority to stop and/or prevent unsafe acts during incident operations.

Security Officer
The Security Officer, a member of the Command Staff, is responsible for the security of all EOC facilities and management of personnel access into the EOC.

Policy/Advisory Group
The Policy/Advisory Group consisting of the Mayor and City Council provide oversight and policy direction for emergency operations.

PAGE LEFT INTENTIONALLY BLANK

EOC DIRECTOR



Primary As Assigned in Immediate Action Checklist, Exhibit 2
First Alternate As Assigned in Immediate Action Checklist, Exhibit 2
Reports To Mayor and City Council
Supervises Public Information Officer
Legal Officer
Liaison Officer
Emergency Management C oordinator
Safety Officer
Security Officer
Operations Chief
Planning Chief
Logistics Chief
Finance Chief
Work Station EOC Management Section
Responsibilities

The Management Section is under the authority of the City Manager who assumes the title of EOC Director or Director of Emergency Services. The EOC Director's primary role is to manage and coordinate EOC operations and is responsible for the overall City of Tehachapi emergency response. Specific responsibilities include:

- Has overall incident management responsibility delegated by the appropriate jurisdictional authority. Develops the incident objectives to guide the incident planning process.
- Approves the EOC Action Plan and all requests pertaining to the ordering and releasing of incident resources.
- Supervising the Management Section and General Staff.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the EOC Director (Director of Emergency Services) by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.

- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.

- ❑ Acquire work materials and set up your work station.

- ❑ Clarify issues regarding assignment and authority.

- ❑ Coordinate staffing to support 24-hour operations (if required).

- ❑ Keep informed on the situation, response objectives, and priorities.

- ❑ Respond aggressively to the emergency but consider safety in all actions.

- ❑ Anticipate potential situation changes; develop options for response and staffing.

- ❑ Use face-to-face communications with other staff in the EOC whenever possible.

- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken, and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Determine which Management Section (Command Staff) positions are required and he is filled as soon as possible:
  - Public Information Officer
  - Legal Officer
  - Liaison Officer
  - Emergency Management Coordinator
  - Safety Officer
  - Security Officer

- ❑ Determine which EOC Sections are needed; assign Section Chiefs (General Staff) as appropriate and he is staffing their sections as required:
  - Operations Section Chief
  - Logistics Section Chief
  - Planning Section Chief
  - Finance Section Chief

- ❑ Brief the Command Staff (Management Section) and General Staff (Section Chiefs) and coordinate staff activity.

- ❑ Ensure planning meetings are conducted with Command and General Staff, other key staff and Agency Representatives. Direct the Planning Section Chief to follow EOC Action Plan procedures to establish organization Objectives and Priorities and develop the EOC Action Plan. (See Chapter Three, Tab 1 - EOC Action Plan)

- ❑ Approve and authorize implementation of EOC Action Plan.

- ❑ Monitor Command and General Staff activities to ensure all appropriate actions identified in the Action Plan Worksheet or EOC Action Plan is completed.

- ❑ Provide briefings and coordinate major policy decisions with the Policy/Advisory Group (Mayor and City Council).

- ❑ Approve requests for mutual aid resources.

- ❑ Authorize release of information by the PIO to the news media or other jurisdictions or agencies.

- ❑ Formally issue Emergency Proclamation for the jurisdiction and coordinate local government proclamations with other emergency response agencies, as appropriate. (See Tab 3 – Emergency Proclamations)

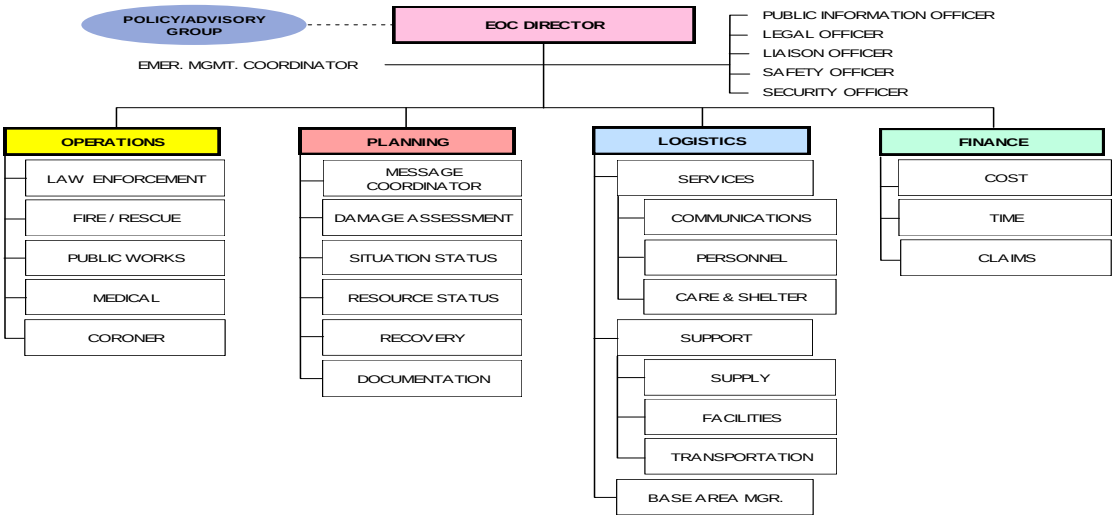
- ❑ Complete the Management Situation Status Report at the end of your shift (See Tab 9 - Situation Status Reports EOC Director Report). Brief your relief at shift change to ensure ongoing activities are identified and follow-up requirements are understood.

Deactivation

- ❑ Authorize demobilization of the City of Tehachapi EOC Sections and Units when they are no longer required.
- ❑ Notify Kern County, affected local cities and other appropriate organizations of the planned demobilization of the City of Tehachapi EOC as appropriate.
- ❑ Ensure any open actions will be completed after demobilization.
- ❑ Deactivate the City of Tehachapi EOC at the designated time.
- ❑ Proclaim termination of the emergency response and proceed with recovery operations.
- ❑ Direct the Command and General Staff to insure all required forms, reports, and other documentation are submitted to the Message Coordinator (Planning Section) prior to your departure.
- ❑ Direct the Command and General Staff to complete and turn in an After Action Report to the Planning Section Chief (See Tab 2 - After Action Report).
- ❑ Deactivate the EOC Director position and close out logs. Return vest and equipment to their original location.
- ❑ Clean up your work area before you leave.
- ❑ Leave a forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

PUBLIC INFORMATION OFFICER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by EOC Director
Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by EOC Director
Reports to EOC Director
Supervises Public Information Unit
Work Station EOC Management Section

Responsibilities

The Public Information Officer (PIO), a member of the Command Staff, *is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements. The PIO develops accurate and complete information on the incident's cause, size, and current situation; resources committed; and other matters of general interest for both internal and external consumption. The PIO may also perform a key public information-monitoring role*[d]*.and* is responsible for *supporting the Incident Command Structure* through the formulation and release of county-wide information about the incident to jurisdiction employees, news media, and other appropriate agencies or organizations. (Chapter Three, Tab 11) The PIO's duties include the following responsibilities:

- *Represent and advise the EOC Director on all public information matters relating to the management of the incident.*
- *Handle functions required to coordinate, clear with appropriate authorities, and disseminate accurate and timely information related to the incident, including handling media and public inquiries, emergency public information and warnings, rumor monitoring and response, and media monitoring.*
- *Coordinate public information at or near the incident site.*
- *Serve as the on-scene link to the Joint Information System (JIS).*
- *Serve as a field PIO with links to the Joint Information Center (JIC) during a large-scale operation.*[e]
- *Integrate key information into news briefs that cover needs of individuals with disabilities, access or functional needs, immigrants, limited English proficiency, and diverse racial and ethnic populations.*[f]

[d] 05 NIMSCAST II-A-3-b-2-a
[e] 05 NIMSCAST II-C-1-a
[f] CPG 101, Version 2

Note: Only one incident PIO should be designated. Assistants may be assigned from other agencies or departments involved. The Incident Commander must approve the release of all incident-related information.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Public Information Officer by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, EOC Director, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Arrange for necessary work space, materials, telephones, and staffing.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation, response objectives, and priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Obtain guidance from the EOC Director regarding the release of information.
- ❑ Ensure the EOC Director approves all releases of sensitive information.
- ❑ Coordinate public information activities with field-level Incident Commanders, their Public Information Officers, and other jurisdiction PIOs.
- ❑ Obtain copies of current Situation Status Reports and the City of Tehachapi EOC Action Plan to keep current on the situation and emergency response.
- ❑ Prepare an initial information summary as soon as possible after arrival.
- ❑ Consider establishing a Joint Information Center (JIC); coordinate with other jurisdictions as appropirate.
- ❑ Provide accurate information to the news media; post information in the EOC and other appropriate locations.
- ❑ Ensure a rumor control function is established and has a means of identifying false or erroneous information; develop a procedure to squelch such information.
- ❑ Attend EOC planning meetings to keep current on events and update information releases.
- ❑ Arrange for meetings between media and key incident personnel.
- ❑ Provide escort service to the media and VIP's - media personnel should not be brought into the EOC.
- ❑ Respond to special requests for information.
- ❑ At the beginning of each shift prepare a briefing sheet on information that can be released by EOC Staff to other agencies or the public.
- ❑ Ensure copies of all information released are filed and maintained.
- ❑ Provide copies of all information releases to the EOC Director.

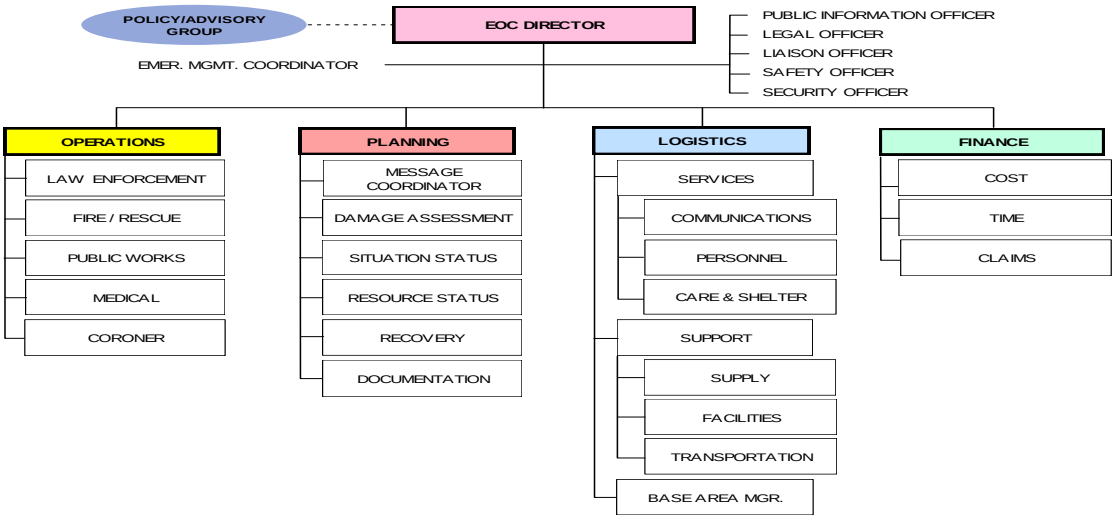
Note: See Tab 11 - Emergency Public Information for supporting documentation.

Deactivation

- ❑ Demobilize the Public Information Officer position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report (See Tab 2 – After Action Report).
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the EOC Director.
- ❑ Deactivate the Public Information Officer position and close out logs when authorized by the EOC Director. Return vest and equipment to their original location.
- ❑ Clean up your work area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

LEGAL OFFICER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by EOC Director

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by EOC Director

Reports To EOC Director

Supervises Legal Officer Unit

Work Station EOC Management Section

Responsibilities

The Legal Officer, a member of the Command Staff, provides legal advice to the EOC Director and the Policy Advisory Group (Mayor and City Council) and members of the City of Tehachapi EOC. The Legal Officer also completes all proclamations for the EOC Director and Policy/Advisory Group ratifications. Specific duties of the Legal Officer include:

- Providing legal counsel to the EOC Director, Policy Advisory Group and other staff as requested.
- Assisting the EOC Director in completion of emergency declarations and other legal documents. See Tab 3 Emergency Proclamations
- Maintaining legal information, records and reports relative to the emergency.
- Commencing legal proceedings as needed.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Legal Officer by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, EOC Director, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

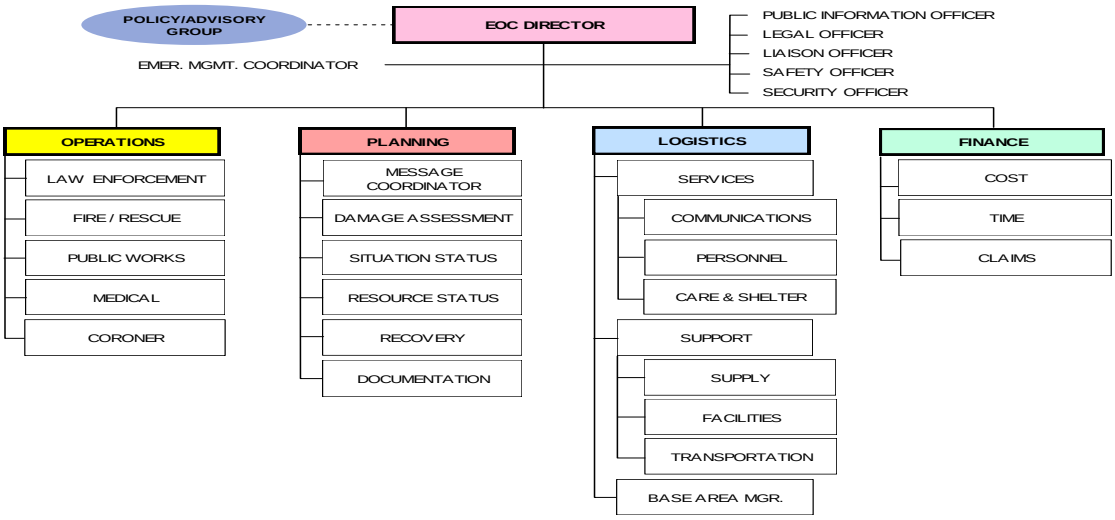
- ❒ Coordinate legal issues with other jurisdictions, special districts and other agencies as necessary.
- ❒ Draft and review declarations, emergency ordinances and other legal documents required by the EOC Director, Mayor and City Council.
- ❑ Develop rules, regulations, and laws required for the acquisition or control of critical resources.
- ❑ Develop emergency ordinances and regulations to provide a legal basis for evacuation or curfews.
- ❑ Consider what civil and criminal proceedings will be necessary to implement and enforce emergency actions.
- ❑ Advise the EOC Director, Mayor and City Council and EOC Staff on areas of legal responsibility and potential liabilities.
- ❑ Advise the EOC Director, Mayor and City Council, and EOC Staff of the legality and/or legal implications of contemplated emergency actions or policies.
- ❑ Prepare documents relative to mitigation of hazardous structures or conditions.

Deactivation

- ❑ Demobilize the Legal Officer position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Release Agency Representatives that are no longer required in the EOC when authorized by the EOC Director.
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the EOC Director.
- ❑ Deactivate the Legal Officer position and close out logs when authorized by the EOC Director. Return vest and equipment to their original locations
- ❑ Clean up your work area before you leave
- ❑ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

LIAISON OFFICER



Primary	As Assigned in Immediate Action Checklist, Exhibit 2 or by EOC Director
Alternate	As Assigned in Immediate Action Checklist, Exhibit 2 or by EOC Director
Reports To	EOC Director
Supervises	Agency Representatives
Work Station	EOC Management Section

Responsibilities

The Liaison Officer, a member of the Command Staff, *is the point of contact for representatives of other governmental agencies, nongovernmental organizations, and/or private entities. In either a single or UC structure, representatives from assisting or cooperating agencies and organizations coordinate through the LNO.*[g] Agency and/or organizational representatives assigned to an incident must have the authority to speak for their parent agencies and/or organizations on all matters, following appropriate consultations with their agency leadership. Assistants and personnel from other agencies or organizations (public or private) involved in incident management activities may be assigned to the LNO to facilitate coordination.. Specific responsibilities of the Liaison Officer include:

- Coordinating with Agency Representatives assigned to the EOC and handling requests from other agencies for sending liaison personnel to other EOC(s) (see Agency Representative Checklist)
- Functioning as a central location for incoming Agency Representatives or providing work space and arranging for support as necessary
- Interacting with other sections and units within the EOC to obtain information, assist in coordination, and ensure the proper flow of information
- Ensuring all developed guidelines, directives, actions plans and appropriate situation information are disseminated to Agency Representatives

Multi-Agency or Inter-agency coordination

Multi-agency or inter-agency coordination is defined as the collaborative participation of agencies and disciplines involved at any level of the NIMS/ICS organization. The goal is to facilitate decisions for overall emergency response activities including the sharing of critical resources and the prioritization of incidents.

[g] 05 NIMSCAST II-A-3-b-2-c

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Liaison Officer by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, EOC Director, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Determine if outside liaison is required with other agencies:
  - Local/county/state/federal agencies
  - Volunteer organizations
  - Private sector organizations
  - Utilities

- ❑ Serve as a point of contact for Agency Representatives reporting to the City of Tehachapi EOC; make sure they complete the following duties:
  - Signed into the EOC
  - Understand their assigned function
  - Know their work location
  - Understand the City of Tehachapi EOC organization and floor plan
  - Received and read their Agency Representative Checklist

- ❑ Brief the EOC Director on Agency Representatives working in the City of Tehachapi EOC.

- ❑ Brief Agency Representatives on current situation, priorities, and the City of Tehachapi EOC Action Plan.

- ❑ Request Agency Representatives contact their agency, determine level of activation of agency facilities, and obtain any intelligence or situation information that may be useful to the EOC staff.

- ❑ Compile list of Agency Representatives (agency, name, EOC phone) and make available to all City of Tehachapi Section Chiefs.

- ❑ Respond to requests from EOC staff for agency information; direct requesters to appropriate Agency Representatives.

- ❑ Provide periodic update briefings to Agency Representatives as necessary.

- ❑ Respond to requests from incident personnel for inter-organizational contacts.

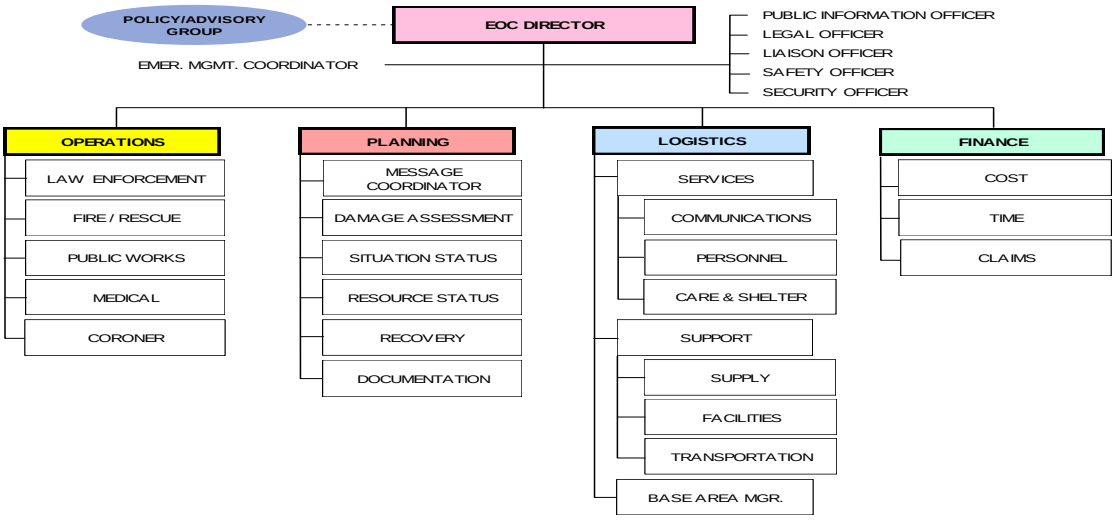
- ❑ Monitor incident operations to identify current or potential inter-organizational problems.

Deactivation

- ❑ Demobilize the Liaison Officer position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Release Agency Representatives that are no longer required in the EOC when authorized by the EOC Director.
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the EOC Director.
- ❑ Deactivate the Liaison Officer position and close out logs when authorized by the EOC Director. Return vest and equipment to their original location.
- ❑ Clean up your work area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

AGENCY REPRESENTATIVE(S)



Primary Representatives from affected local jurisdictions, special districts, utility company(s), and other agencies responding to the emergency
Reports to Liaison Officer
Supervises Agency Representative support personnel
Work Station Assigned by the Liaison Officer

Note: The Agency Representative position is not depicted on the EOC Organization Chart because the location of assignment is based on the organization the Agency Representative represents. An American Red Cross Agency Representative would probably be assigned to work in the Services Branch of the Logistics Section. A Building Engineer with Damage Assessment training would be assigned to the Planning Section etc.

Responsibilities
An Agency Representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting agencies participation at the incident. Agency Representatives report to the Liaison Officer if that position is filled, or to the EOC Director. Specific responsibilities include:

- Interacting with City of Tehachapi EOC staff to obtain information and assist with coordinating the response effort
- Ensuring appropriate city guidelines, directives, EOC Actions Plans, and situation information is disseminated to parent organizations

Possible Agency Representatives may include individuals from the following organizations:
- Affected local jurisdiction
- School districts
- Volunteer organizations
- Private sector organizations
- Utilities (not already represented)

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as a Agency Representative by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Liaison Officer, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

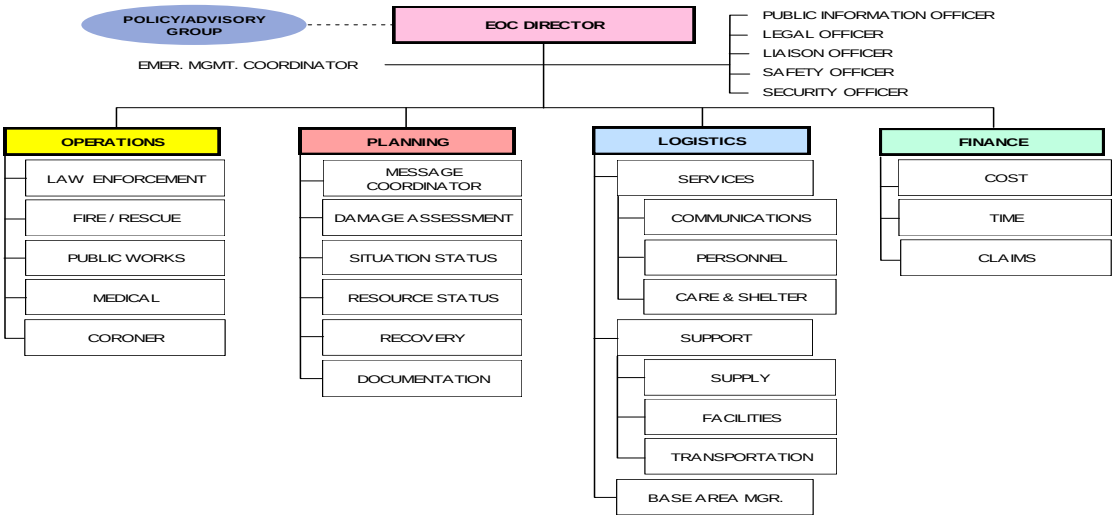
- ❑ Coordinate response operations between your parent organization and the City of Tehachapi emergency response team.
- ❑ Compile a list of parent organization EOC phone numbers and make available to all City of Tehachapi Section Chiefs.
- ❑ Effect timely and accurate information dissemination between your parent organization and City of Tehachapi EOC staff.
- ❑ Provide periodic update briefings on response coordination to both City of Tehachapi EOC staff and your parent organizations.
- ❑ Determine if any special reports or documents are required.
- ❑ Report and coordinate with your parent organization regarding dispatching and headquarters prearranged schedules or commitments.
- ❑ Confirm all parent organization equipment is properly accounted for and released prior to your departure.
- ❑ Ensure all required agency forms, reports, and documents are completed prior to your departure from the response; keep your parent organizations up-to-date on the current City of Tehachapi situation, priorities, and EOC Action Plan.
- ❑ Provide information to Situation Status Unit Leader (Planning Section) and other applicable Unit Leaders on parent organization situation and important information.
- ❑ Determine if there are any communication problems in contacting your parent organization or other key agencies; provide information to the Communications Unit Leader in the Logistics Section.

Deactivation

- ❑ Deactivate your assigned position and close out logs when authorized by the Liaison Officer or the EOC Director.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Liaison Officer or the EOC Director.
- ❑ When demobilization is approved by the EOC Director, contact your parent organization and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
- ❑ Deactivate the Agency Representative position and close out logs when authorized by the Liaison Officer or the EOC Director. Return vest and equipment to their original location.
- ❑ Clean up your work area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

EMERGENCY MANAGEMENT COORDINATOR



Primary As Assigned in Immediate Action Checklist, Exhibit 2

Alternate As Assigned in Immediate Action Checklist, Exhibit 2

Reports to EOC Director

Supervises N/A

Work Station EOC Management Section

Responsibilities

The Emergency Management Coordinator facilitates the overall functioning of the EOC, coordinates with other emergency management planning levels and agencies, and serves as an advisor to the EOC Director. Specific responsibilities include:

- Facilitating the functions of the City of Tehachapi EOC.
- Assisting and serving as an advisor to the EOC Director and General Staff to provide information and guidance related to the internal functions of the EOC, ensuring compliance with the City of Tehachapi Emergency Operations Plan and procedures.
- Assuming additional responsibilities as the Liaison Officer, or if a Liaison Officer is assigned, assisting him/her to ensure proper procedures are in place for supervising Agency Representatives.
- Assisting the PIO in conducting VIP/visitor tours of the incident or EOC. Media personnel should not be allowed in the EOC.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Emergency Management Coordinator by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, EOC Director, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

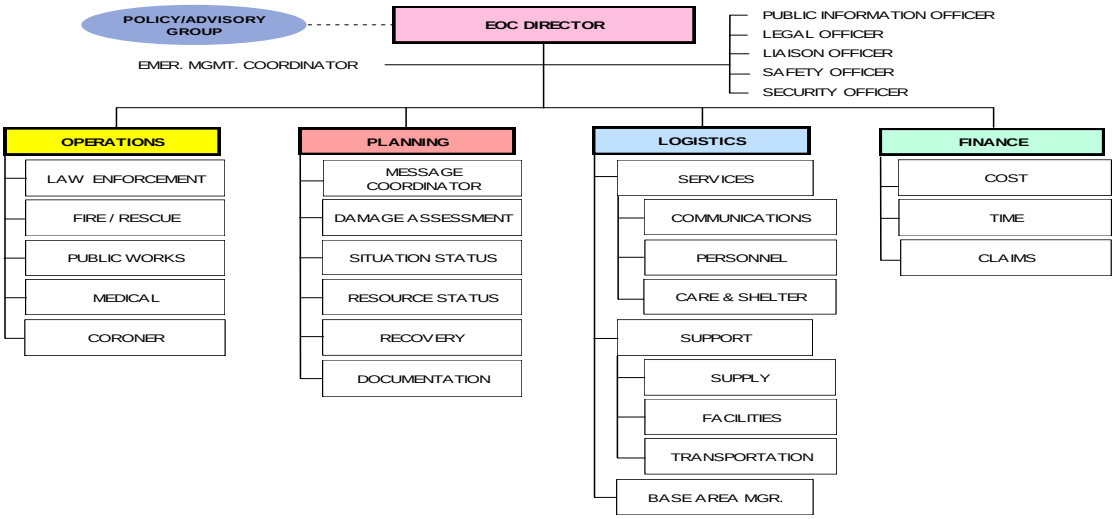
- ❑ Provide liaison with outside jurisdictions and internal City of Tehachapi departments.
- ❑ Provide information and advice to the EOC Director and EOC Staff.
- ❑ Maintain contact with Emergency Management Coordinator s of local jurisdictions.
- ❑ Serve temporarily as a Section Chief or as any member of the Command Staff if assigned by the EOC Director.
- ❑ Assist the EOC Director and the General Staff with the following to develop an overall strategy:
  - Assessing the situation and defining the problem
  - Establishing Objectives and Priorities
  - Determining the need for evacuation
  - Estimating the incident duration
  - Determining if there is a need to make an emergency declaration
  - Use of EOC Documentation
- ❑ Assist the Planning Section in the development, distribution, and execution of the City of Tehachapi EOC Action Plan.
- ❑ Ensure efficient operating procedures within the EOC; assist any function in addressing issues that might arise.
- ❑ Monitor performance of EOC personnel for signs of stress or under-performance; advise the EOC Director of condition(s).
- ❑ Facilitate periodic briefing sessions conducted by the EOC Director.
- ❑ Advise the EOC Director of any issues to be addressed and responsibilities to be assigned.
- ❑ Ensure all necessary communications have been established.
- ❑ Advise the EOC Director and Section Chiefs regarding shift change issues.

Deactivation

- ❑ Assist the Planning Chief in the preparation of the After Action Report; coordinate the review and approval of the report by the EOC Director.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the EOC Director.
- ❑ Deactivate the Emergency Management Coordinator position and close out logs when authorized by the EOC Director. Return vest and equipment to their original location.
- ❑ Clean up your work area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

SAFETY OFFICER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by EOC Director

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by EOC Director

Reports to EOC Director

Supervises N/A

Work Station EOC Management Section

Responsibilities

The Safety Officer, a member of the Command Staff, *monitors incident operations to ensure operational safety, including health and safety of emergency responder personnel.*[h]. The ultimate responsibility for the safe conduct of incident management operations rests with the EOC Director or Unified Command and supervisors at all levels of incident management. The SO is, in turn, responsible to the EOC Director for the set of systems and procedures necessary to ensure ongoing assessment of hazardous environments, coordination of multiagency safety efforts, and implementation of measures to promote emergency responder safety, as well as the general safety of incident operations. The SO has emergency authority to stop and/or prevent unsafe acts during incident operations. In a Unified Command structure, a single SO should be designated, in spite of the fact that multiple jurisdictions and/or functional agencies may be involved. The SO must also ensure the coordination of safety management functions and issues across jurisdictions, across functional agencies, and with private-sector and nongovernmental.

[h] 05 NIMSCAST II-A-3-b-2-b

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Safety Officer or by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, EOC Director, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

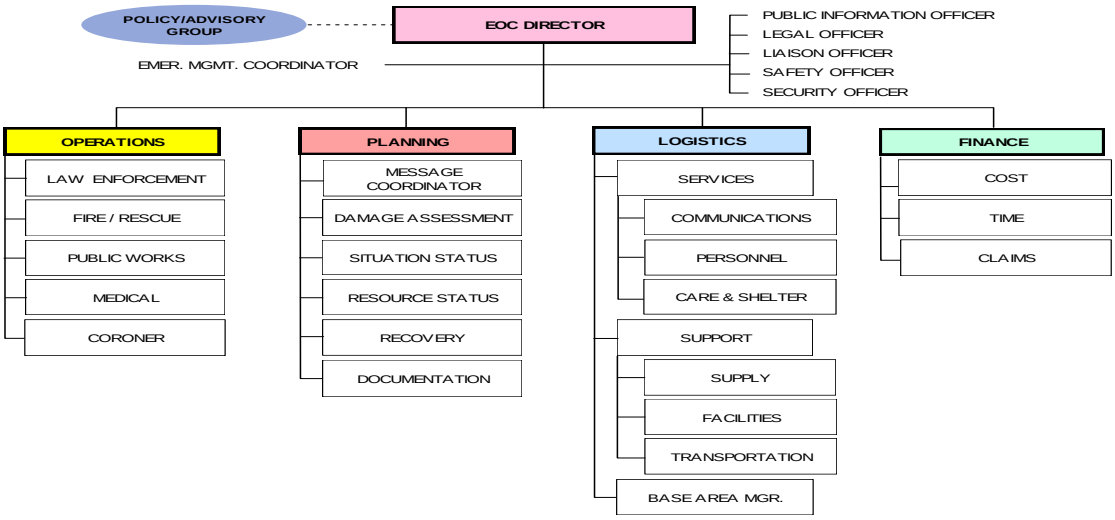
- ❑ Tour the entire EOC facility and evaluate conditions; advise the EOC Director of any conditions and actions which might result in liability (unsafe layout or equipment set-up, etc.)
- ❑ Document the EOC locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.
- ❑ Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- ❑ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- ❑ If the event which caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.
- ❑ Ensure the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.
- ❑ Keep the EOC Director advised of unsafe conditions; take action when necessary.
- ❑ Stop or prevent unsafe operations or procedures.
- ❑ Coordinate with the Finance Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Deactivation

- ❑ Demobilize the Safety Officer position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the EOC Director.
- ❑ Deactivate the Safety Officer position and close out logs when authorized by the EOC Director. Return vest and equipment to their original location.
- ❑ Clean up your work area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

SECURITY OFFICER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by EOC Director

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by EOC Director

Supervises N/A

Work Station EOC Management Section

Responsibilities

The Security Officer, a member of the Command Staff, is responsible for the security of all EOC facilities and management of personnel access into the EOC. Specific duties of the Security Officer normally include:

- Provide 24-hour security for the City of Tehachapi EOC.
- Control personnel access to the City of Tehachapi EOC in accordance with policies established by the Director of Emergency Services.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Security Officer or by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, EOC Director, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

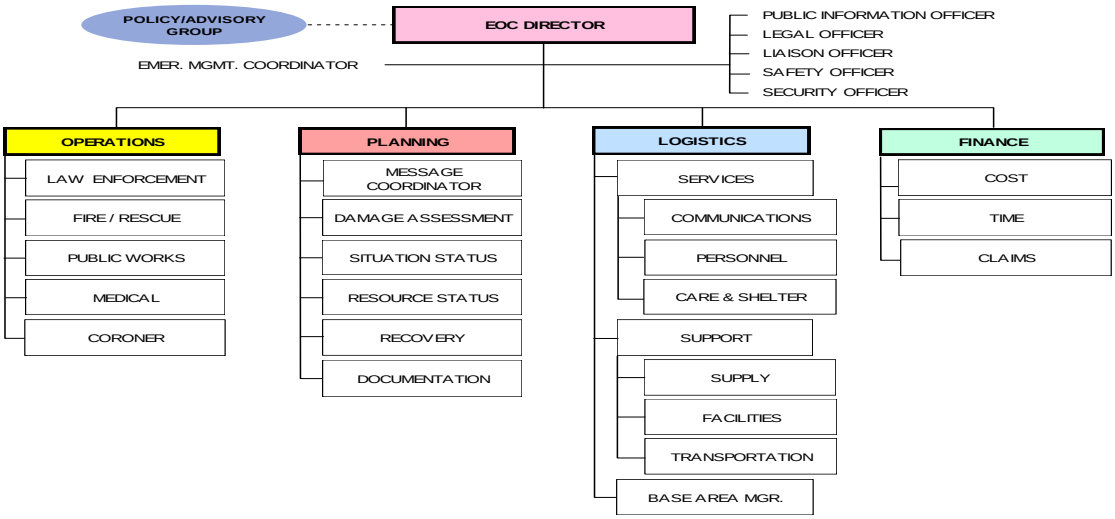
- ❑ Determine the current EOC security requirements and arrange for staffing as needed.
- ❑ Determine needs for special access to EOC facilities.
- ❑ Provide executive and V.I.P. security as appropriate and required.
- ❑ Provide security recommendations to EOC Director.
- ❑ Prepare and present security briefings for the EOC Director and General Staff as required.

Deactivation

- ❑ Demobilize the Security Officer position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the EOC Director.
- ❑ Deactivate the Security Officer position and close out logs when authorized by the EOC Director. Return vest and equipment to their original location.
- ❑ Clean up your work area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

POLICY/ADVISORY GROUP



Primary Mayor and City Council

Reports To Citizens of City of Tehachapi

Supervises EOC Director

Work Station City Council Chambers or other locations as determined by the EOC Director

NOTE: The EOC Director must ensure that information on major events, decisions, sensitive releases of information, and emergency response actions are coordinated with the Mayor and City Council.

Responsibilities

The Policy/Advisory Group consisting of the Mayor and City Council provide oversight and policy direction for emergency operations. Specific responsibilities include:

- Ratifying Declarations of State of Emergency and termination thereof.
- Establishing City of Tehachapi executive-level policies and fiscal management for emergency response operations and ensuring the EOC Director has clear guidance.
- Supporting and coordinating multi-agency disaster response efforts for City of Tehachapi emergency response operations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

General Operations Checklist

- ❑ Contact the City of Tehachapi EOC Director to receive a situation brief.
- ❑ Review and approve (in consultation with the City of Tehachapi EOC Director) emergency policies for managing the strategic aspects of the emergency.
- ❑ Review and approve (in consultation with the City of Tehachapi EOC Director) declarations of a state of emergency and the termination thereof.
- ❑ Oversee (in close coordination with the City of Tehachapi EOC Director) the release of sensitive statements or information.
- ❑ Refer all requests for emergency information to the City of Tehachapi Public Information Officer.
- ❑ Consider developing an emergency planning task force to discuss concerns and disseminate pre-event planning, response, and post-event recovery information to the public.
- ❑ Encourage post-event discussions to identify areas of improvement for City of Tehachapi emergency response operations.

Note: The Policy/Advisory Group members should refrain from direct involvement with the City of Tehachapi Emergency Operations Center (EOC) or field response activities. Policy/Advisory Group members will obtain information updates from the City of Tehachapi EOC Director or PIO only.

OPERATIONS SECTION

TABLE OF CONTENTS

Purpose....1
Overview....1
Command and General Staff Overview....1
Branches....1
Divisions and Groups....2
Resource Management....2
Operations Section Staff....2
Operations Section Chief....2
Law Enforcement Unit....3
Fire/Rescue Unit....3
Public Works Unit....3
Medical Unit....3
Coroner Unit....3
Operations Section Chief....5
Responsibilities....5
Start-Up Checklist....6
General Operational Duties....7
Deactivation....8
Reference Issues....8
Law Enforcement Unit Leader....9
Responsibilities....9
Start-Up Checklist....10
General Operational Duties....11
Law Enforcement Unit Task Checklists....12
Mobilization....12
Initial Response....12
Alerting/Warning the Public (In coordination with the Fire Department)....12
Evacuation....13
Security....14
Other....14
Additional Actions Response to Hazardous Materials Incidents....14
Additional Actions Response to a Flood....15
Deactivation....15
Reference Issues....15
Fire/Rescue Unit Leader....17
Responsibilities....17
Start-Up Checklist....18
General Operational Duties....19
Fire/Rescue Unit Task Checklists....19
Mobilization....19
Initial Response....20
Alerting/Warning the Public (In coordination with the Sheriff's Office and Local PD)....20
Evacuation....21
Security....21

Additional Actions Response to Hazardous Materials Incidents....22
Additional Actions Response to a Major Air Crash....22
Additional Actions Response to a Flood....22
Deactivation....23
Reference Issues....23
Public Works Unit Leader....25
Responsibilities....25
Start-Up Checklist....26
General Operational Duties....27
Deactivation....28
Reference Issues....28
Medical Unit Leader....29
Responsibilities....29
Start-Up Checklist....30
General Operational Duties....31
Deactivation....32
Reference Issues....32
Coroner Unit Leader....33
Responsibilities....33
Start-Up Checklist....34
General Operational Duties....35
Deactivation....36
Reference Issues....36

OPERATIONS SECTION CHECKLISTS

PURPOSE

This section contains detailed information relating to the City of Tehachapi Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the Operations Section. The EOC organization is based on the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). It is the responsibility of the Operations Section Chief to ensure each member of the Operations Section possesses and reads their checklists prior to assuming their duties.

OVERVIEW

The Operations Section is responsible for managing tactical operations at the incident site(s) directed toward reducing the immediate hazard, saving lives and property, establishing situation control, and restoring normal conditions. Various units may be established to confront an emergency which include but are not limited to the following elements:

- Law Enforcement Unit Leader
- Fire/Rescue Unit Leader
- Public Works Unit Leader
- Medical Unit Leader
- Coroner Unit Leader

Command and General Staff Overview

The NIMS/ICS organization has five major functions. These are: Management, Operations, Planning, Logistics, and Finance. (1) Management (Command in field ICS). These functional areas are divided into the Command and General Staff positions. In the Incident Command organization, the Command Staff consists of the EOC Director (or field Incident Commander) and various special staff positions. The special staff positions are specifically designated, report directly to the EOC Director (or field Incident Commander), and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and a Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s), or according to specific requirements established by the EOC Director (or field Incident Commander). The Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the Management function. (2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the NIMS/ICS including the Operations Section, Chief Planning Section, Chief Logistics Section Chief, and Finance Section Chief. [i]
Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the EOC Director.

Branches

Branches may be used to serve several purposes, and may be functional or geographic in nature. In general, branches are established when the number of divisions or groups exceeds the recommended span of control of one supervisor to three to seven subordinates for the

[i] 05 NIMSCASSTS II-A-3-a

Operations Section Chief (a ratio of 1:5 is normally recommended, or 1:8 to 1:10 for many larger-scale law enforcement operations).[j]

Divisions and Groups

Divisions and Groups may be established when the number of resources exceeds the manageable span of control of the EOC Director and the Operations Section Chief. Divisions are established to divide an incident into physical or geographical areas of operation. Groups are established to divide the incident into functional areas of operation. For certain types of incidents, for example, the EOC Director may assign intelligence-related activities to a functional group in the Operations Section. There also may be additional levels of supervision below the Division or Group level.[k]

Resource Management

Tactical Resource Management is the responsibility of Operations Section Unit Leaders. *Resources refer to the combination of tactical personnel and equipment required to enable incident management operations. Resources may be organized and managed in three different ways, depending on the requirements of the incident: (i) Single Resources. These are individual personnel and equipment items and the operators associated with them. (ii) Task Forces. A Task Force is any combination of resources assembled in support of a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader. (iii) Strike Teams. Strike Teams are a set number of resources of the same kind and type that have an established minimum number of personnel. The use of Strike Teams and Task Forces is encouraged, wherever possible, to optimize the use of resources, reduce the span of control over a large number of single resources, and reduce the complexity of incident management coordination and communications.*[l]

OPERATIONS SECTION STAFF

The Operations Section Chief is normally the senior official of the Department with primary responsibility for the overall response depending on the nature of the emergency (Police or Fire Chief, or the Director of Public Works). The Operations Section Chief also may be designated by the EOC Director. The Operations Section Chief determines, based on present and projected requirements, the need for establishing specific and/or specialized Branches, Divisions, Groups or Units. The Operations Section Chief may activate additional units as necessary to fulfill an expanded role.

Operations Section Chief

The Operations Section Chief is responsible to the EOC Director for the direct management of all incident-related operational activities. The Operations Section Chief will establish tactical objectives for each operational period with input from other Section Chiefs and Unit Leaders establishing their own supporting objectives. The Operations Section Chief may have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multi-jurisdictional incidents. An Operations Section Chief should be designated for each operational period and should have direct involvement in the preparation of the EOC Action Plan for the corresponding period of responsibility.

[j] 05 NIMSCAST II-A-3-c-1-b
[k] 05 NIMSCAST II-A-3-c-1-c
[l] 05 NIMSCAST II-A-3-c-1-d

Law Enforcement Unit Leader
The Law Enforcement Unit Leader is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring security is provided at incident facilities, ensuring access control to damaged areas, light search and rescue, and ordering and coordinating appropriate Law Enforcement mutual aid resources.

Fire/Rescue Unit Leader
The Fire/Rescue Unit Leader is responsible for coordinating personnel, equipment, and resources committed to the fire, field medical, hazardous materials, Urban Search and Rescue (USAR) elements of the incident, and ordering and coordinating appropriate Fire/Rescue mutual aid resources.

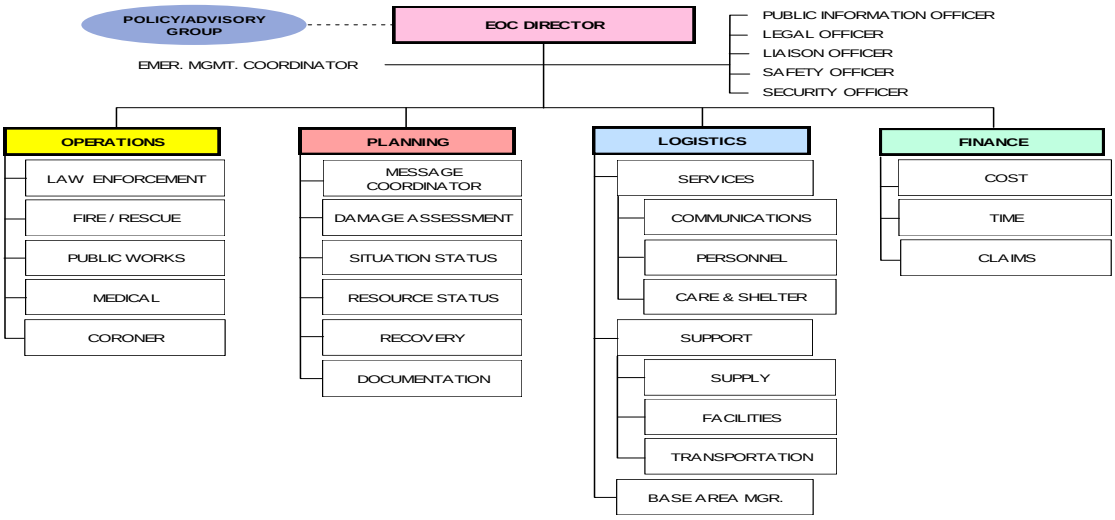
Public Works Unit Leader
The Public Works Unit Leader is responsible for providing construction equipment and operators to all EOC Sections as requested, emergency construction and repair to damaged roadways and utility systems, providing flood assistance such as sandbagging, rerouting waterways away from populated areas, river, creek or stream bed debris clearance and the coordination of Public Works mutual aid resources.

Medical Unit Leader
The Medical Unit (also referred to as the Disaster Medical Unit), if activated, is responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records

Coroner Unit Leader
The Coroner Unit Leader, if activated, will coordinate resources for collection, identification and disposition of deceased persons and human tissue.

PAGE LEFT INTENTIONALLY BLANK

OPERATIONS SECTION CHIEF



Primary As Assigned in Immediate Action Checklist, Exhibit 2
Alternate As Assigned in Immediate Action Checklist, Exhibit 2
Reports To EOC Director
Supervises Law Enforcement Unit Leader
Fire/Rescue Unit Leader
Public Works Unit Leader
Medical Unit Leader
Coroner Unit Leader
Work Station EOC Operations Section

Responsibilities

The Operations Section Chief, a member of the General Staff, *is responsible to the EOC Director or UC for the direct management of all incident-related operational activities, establishes tactical objectives for each operational period, is designated for each operational period and has direct involvement in the preparation of the EOC Action Plan for their operational period of responsibility.*[m] The Operations Section Chief will establish tactical objectives for each operational period with input from other Section Chiefs and Unit Leaders establishing their own supporting objectives. The Operations Section Chief may have one or more deputies assigned, with the assignment of deputies from other agencies encouraged in the case of multi-jurisdictional incidents. An Operations Section Chief should be designated for each operational period and should have direct involvement in the preparation of the EOC Action Plan for the corresponding period of responsibility. Specific responsibilities include:

- Ensure Operations Section Objectives and Priorities established in the City of Tehachapi Action Plan Worksheet or EOC Action Plan are carried out in a timely and effective manner.
- Establish the appropriate level of staffing within the Operations Section continuously monitoring the effectiveness of the organization and modifying as necessary to maintain optimum capability.
- Exercise overall responsibility for coordinating Unit activities within the Operations Section.
- *Ensure that Unit Leaders accomplish assigned mission and critical tasks using available resources within each operational period.*

[m] 05 NIMSCAST II-A-3-c-1-a

- *Ensure Unit Leaders integrate procedures into response operations that cover needs of individuals with disabilities, access or functional needs, immigrants, limited English proficiency, and diverse racial and ethnic populations.* [n]
- Ensure the Planning Section is provided with comprehensive and legible Major Incident or Significant Information Reports. (See Tab 8 - Major Incident or Significant Information Report)
- Conducting periodic operations briefings for the EOC Director as required.
- Supervising the Operations Section.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Operations Section Chief by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.

- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, EOC Director, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.

- ❑ Acquire work materials and set up your work station.

- ❑ Clarify issues regarding assignment and authority.

- ❑ Coordinate staffing to support 24-hour operations (if required).

- ❑ Keep informed on the situation and response Objectives and Priorities.

- ❑ Respond aggressively to the emergency but consider safety in all actions.

- ❑ Anticipate potential situation changes; develop options for response and staffing.

- ❑ Use face-to-face communications with other staff in the EOC whenever possible.

- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

[n] CPG 101, Version 2

General Operational Duties

- ❑ Provide periodic briefings of the tactical situation to the EOC Director and other Section Chiefs.

- ❑ Activate and supervise City of Tehachapi emergency response operations as required:
  - Law Enforcement Unit Leader
  - Fire/Rescue Unit Leader
  - Public Works Unit Leader
  - Medical Unit Leader
  - Coroner Unit Leader

- ❑ Develop the Operations Section portion of the EOC Action Plan to include the identification of strategic Objectives and Priorities for each operational period.

- ❑ Prepare work objectives for Operations Section staff based on the strategic jurisdiction Objectives and Priorities and ensure that they are met.

- ❑ Meet with other Section Chiefs to disseminate information and coordinate response efforts.

- ❑ Establish and implement procedures for each Operations Section Unit to support the response based on organizational Objectives and Priorities as established in the EOC Action Plan.

- ❑ Keep the Planning Section informed of incident intelligence and response operations.

- ❑ Determine operational needs and request additional resources; coordinate mutual aid resources with other jurisdictions or agencies.

- ❑ Manage the efficient release of tactical resources.

- ❑ Report information about special activities, events, and occurrences to the EOC Director and other Section Chiefs.

- ❑ Participate in all demobilization planning.

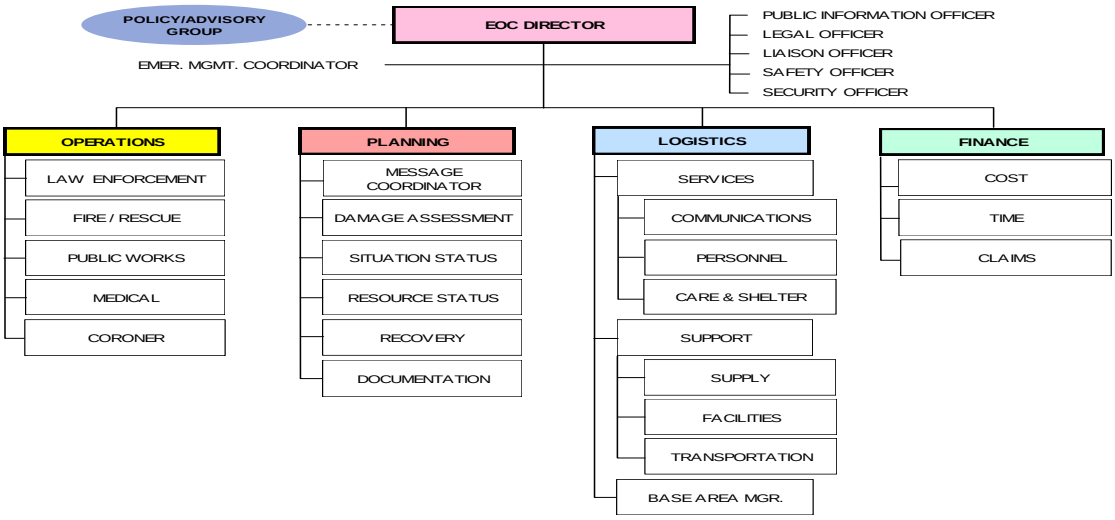
- ❑ Ensure Branch and Unit Leaders complete Major Incident or Significant Information Report for all major incidents properly and accurately. (See Tab – 8 Major Incident or Significant Information Report)

Deactivation

- ❑ Demobilize the Operations Section in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to EOC Director.
- ❑ Deactivate the Operations Section Chief position and close out logs when authorized by the EOC Director. Return vest and equipment to their original location.
- ❑ Clean up your work area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 – RECOVERY

LAW ENFORCEMENT UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Operations Section Chief

Supervises Law Enforcement Unit

Work Station EOC Operations Section

Responsibilities

The Law Enforcement Unit Leader is responsible for alerting and warning the public, coordinating evacuations, enforcing laws and emergency orders, establishing safe traffic routes, ensuring security is provided at incident facilities, ensuring access control to damaged areas, light search and rescue, and ordering and coordinating appropriate Law Enforcement mutual aid resources. Specific responsibilities include:

- Supporting movement and evacuation operations
- Coordinating law enforcement and traffic control operations
- Ensuring site security at incidents
- Implementing law enforcement mutual aid requests
- Completing and maintaining Situation Status Reports (In RIMS format if available or Law Enforcement Situation Report. See Tab 9 – Situation Reports, Law Enforcement Situation Reports) for major incidents requiring or potentially requiring city, county, state, and/or federal response
- Maintaining status of unassigned Law Enforcement resources
- Supervising the Law Enforcement Unit

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Law Enforcement Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Operations Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Ensure Unit position logs and other appropriate files are maintained.
- ❑ Maintain current status on Law Enforcement missions being conducted in the City of Tehachapi. Use the Law Enforcement Chart and Reports to display information and record key information. (See Tab 7 - Charts and Reports)
- ❑ Provide the Operations Section Chief and the Planning Section with an overall summary of Law Enforcement Unit operations periodically or as requested during the operational period.
- ❑ On a regular basis, complete and maintain the Law Enforcement Unit Status Report. (Use RIMS Forms if available or the Law Enforcement Situation Report)
- ❑ Refer all contacts with the media to the Public Information Officer.
- ❑ Determine need for Law Enforcement Mutual Aid.
- ❑ Ensure all fiscal and administrative requirements are coordinated through the Finance Section (notification of any emergency expenditures and daily time sheets).
- ❑ Prepare objectives for the Law Enforcement Unit for the subsequent operations period; provide them to the Operations Section Chief prior to each Action Planning Meeting (normally conducted approximately 3 - 4 hours prior to a shift change).
- ❑ Complete Law Enforcement Situation Reports as required. (See Tab 9 – Situation Status Reports, Law Situation Report)
- ❑ Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, objectives for the next operational period, and any other pertinent information.
- ❑ *Allocate available resources efficiently and track by status (e.g., assigned, out of service). This includes internal assets and those available through mutual aid or through existing state, regional or Federal assistance agreements.*
- ❑ *Integrate procedures into response operations that cover needs of individuals with disabilities, access or functional needs, immigrants, limited English proficiency, and diverse racial and ethnic populations.* [o]

[o] CPG 101, Version 2.0

Law Enforcement Unit Task Checklists
Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Security, Other, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding. (See Law Enforcement Task Specific Checklists)

Mobilization

- ❑ Ensure all on-duty Law Enforcement and Public Safety personnel have been alerted and notified of the current situation.
- ❑ Ensure all off-duty Law Enforcement and Public Safety personnel have been notified of call-back status in accordance with current department emergency procedures.
- ❑ Ensure Law Enforcement and Public Safety personnel have completed status checks on equipment, facilities and operational capabilities.
- ❑ Alter normal patrol procedures to accommodate the emergency situation.

Initial Response

- ❑ Ensure Law Enforcement field units complete the Initial Damage Assessment (Safety Assessment) survey of critical facilities. Report relevant information to the Damage Assessment Unit of the Planning Section.
- ❑ Keep the Operations Chief informed of the field situation and response efforts.
- ❑ Coordinate with the appropriate Units of the Logistics Section for supplies, equipment, personnel and transportation for field operations.
- ❑ Establish multi-purpose staging areas as required; coordinate locations and management of base area with the Logistics Chief and Resource Unit Leader in the Planning Section.
- ❑ Maintain contact with established Department Control Points and the Dispatch Center to coordinate resources and response operations.
- ❑ Direct Law Enforcement field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.).

Alerting/Warning the Public (In coordination with Fire Department[s]).

- ❑ Designate area to be warned and/or evacuated.
- ❑ Develop the warning/evacuation message; at a minimum, the message should include:
  - Nature of the emergency and exact threat to public
  - Threat areas
  - Time available for evacuation
  - Evacuation routes
  - Radio stations carrying instructions and details

- ❑ Coordinate all emergency warnings and messages with the Operations Chief, EOC Director and the PIO. Consider following these dissemination methods:
  - Notifying Police Units to use loudspeakers and sirens to announce warning messages
  - Determine if helicopters are available and/or appropriate for announcing warnings
  - Coordinate with the PIO for the transmission of warnings on cable TV, local radio stations, or local low power radio stations upon approval of the EOC Director
  - Coordinate with the EOC Operations Chief or affected local jurisdiction Emergency Management Coordinators for the transmission of warning on the Emergency Alerting System (EAS)
  - Utilize explorers, volunteers, reserves, and other city personnel as necessary to help with warnings; request through the Logistics Section

- ❑ Ensure dispatch notifies special facilities requiring warning and/or notification (i.e., hospitals, schools, government facilities, special industries, etc.).

- ❑ Warn all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
  - Using bilingual employees or the American Red Cross whenever possible
  - Translating all warnings, written and spoken, into appropriate languages
  - Contacting media outlets (radio/television) that serve the languages you need
  - Utilizing TDD machines and 9-1-1 translation services to contact the deaf and/or non-English speaking individuals
  - Using pre-identified lists of disabled and hearing impaired persons for individual contact

- ❑ Check vacated areas to ensure all people have received warnings.

Evacuation

- ❑ Implement the evacuation portion of the EOC Action Plan.

- ❑ Establish emergency traffic routes in coordination with the CHP and the Public Works Unit Leader.

- ❑ Coordinate with the Public Works Unit Leader and/or traffic engineering personnel to determine capacity and safety of evacuation routes and time to complete evacuation.

- ❑ Ensure evacuation routes do not pass through hazard zones.

- ❑ Identify alternate evacuation routes where necessary.

- ❑ Identify persons/facilities that have special evacuation requirements (i.e., disabled, hospitalized, elderly, institutionalized, incarcerated, etc.); check status and evacuate if necessary; coordinate with the Transportation Unit of the Logistics Section for transportation.

- ❑ Consider use of city vehicles if the threat is imminent; coordinate use of city vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section; encourage the use of private vehicles if possible.

- ❑ Establish evacuation assembly points.

- ❑ Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.
- ❑ Coordinate with the Care and Shelter Unit Leader in the Logistics Section to open evacuation centers.
- ❑ Place towing services on stand-by to assist disabled vehicles on evacuation routes.
- ❑ Monitor status of warning and evacuation processes.
- ❑ Coordinate with the Public Works Unit Leader to obtain necessary barricades and signs.

Security

- ❑ Enforce curfew and other emergency orders as identified in the EOC Action Plan.
- ❑ Request mutual aid through the Kern County Sheriff's Office Emergency Management Coordinator or the Mutual Aid Coordinator.
- ❑ Coordinate security in the affected areas to protect public and private property.
- ❑ Coordinate security for critical facilities and resources.
- ❑ Coordinate with the Public Works Unit for street closures and board-up of buildings.
- ❑ Coordinate law enforcement and crowd control services at mass care and evacuation centers.
- ❑ Provide information to the PIO on matters relative to public safety.
- ❑ Consider vehicle security and parking issues at incident facilities and coordinate security if necessary.
- ❑ Develop procedures for safe re-entry into evacuated areas.

Other

- ❑ Coordinate with appropriate animal care agencies and the Facilities and Supply Units of the Logistic Section; take required animal control measures as necessary.
- ❑ Manage the removal and disposition of the dead in affected local jurisdictions.

Additional Actions Response to Hazardous Materials Incidents

- ❑ Obtain information of situation from Incident Commander and provide law enforcement support as requested.
- ❑ Monitor weather conditions and wind direction; contact the Situation Status Unit of the Planning Section for updates; notify Incident Commander(s) of any significant weather or wind direction forecast changes.

- ❑ Assist with the needs at the Incident Command Post as requested.
- ❑ If requested, assist in efforts to identify spilled substances including locating shipping papers and placards and contacting California Cal-EMA, shipper, manufacturer, CHEMTREC, etc.

Additional Actions Response to a Flood

- ❑ Notify all Units in and near inundation areas of flood arrival time.
- ❑ Direct mobile Units to warn public to move to higher ground immediately; continue warning as long as needed.
- ❑ Coordinate with the PIO to notify radio stations to broadcast warnings.

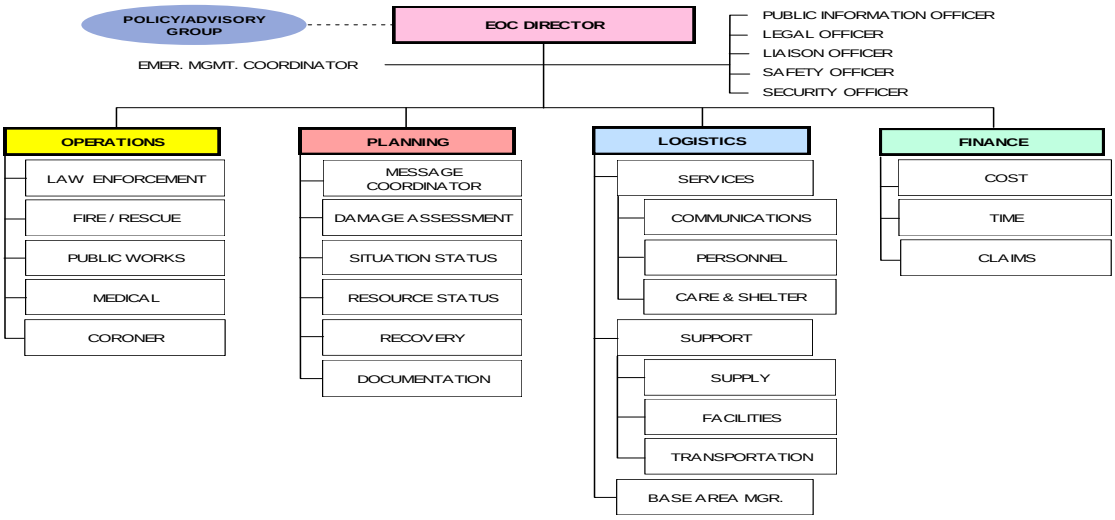
Deactivation

- ❑ Demobilize the Law Enforcement Unit in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Operations Section Chief.
- ❑ Deactivate the Law Enforcement Unit Leader position and close out logs when authorized by the Operations Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

PAGE LEFT INTENTIONALLY BLANK

FIRE/RESCUE UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Operations Section Chief

Supervises Fire/Rescue Unit

Work Station EOC Operations Section

Responsibilities

The Fire/Rescue Unit Leader is responsible for coordinating personnel, equipment, and resources committed to the fire, field medical, hazardous materials, Urban Search and Rescue (USAR) elements of the incident, and ordering and coordinating appropriate Fire/Rescue mutual aid resources. Specific responsibilities include:

- Coordinating fire, disaster medical, hazardous materials, and search and rescue operations.
- Coordinating the mobilization and transportation of all resources through the Logistics Section.
- Completing and maintaining Situation Status Reports (See Tab 9 – Situation Reports, Fire/Rescue Situation Reports) for major incidents requiring or potentially requiring city, county, state, and/or federal response.
- Completing and maintain status reports (in RIMS format if available or the Fire Situation Report) for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned Fire/Rescue resources in the City of Tehachapi.
- Implementing the objectives of the EOC Action Plan assigned to the Fire/Rescue Unit.
- Supervising the Fire/Rescue Unit.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Fire/Rescue Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Operations Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Maintain current status on Fire Rescue missions being conducted in the City of Tehachapi. Use the Fire/Rescue Chart and Reports to display information and record key information. (See Tab 7 - Charts and Reports)

- ❑ Provide the Operations Section Chief and the Planning Section with an overall summary of Fire/Rescue Unit operations periodically or as requested during the operational period.

- ❑ On a regular basis, complete and maintain the Fire/Rescue Unit Status Report on RIMS forms if available or the Fire/Rescue Situation Report.

- ❑ Refer all contacts with the media to the Public Information Officer.

- ❑ Ensure all fiscal and administrative requirements are coordinated through the Finance Section (notification of any emergency expenditures and daily time sheets).

- ❑ Prepare objectives for the Fire/Rescue Unit for the subsequent operations period; provide them to the Operations Section Chief prior to each Action Planning Meeting (normally conducted approximately 3 - 4 hours prior to a shift change).

- ❑ Complete periodic Fire/Rescue Situation Report. (See Tab 9 – Situation Status Reports, Fire Situation Report) Provide your relief with a briefing at shift change; inform him/her of all on going activities, objectives for the next operational period, and any other pertinent information.

- ❑ *Allocate available resources efficiently and track by status (e.g., assigned, out of service). This includes internal assets and those available through mutual aid or through existing state, regional or Federal assistance agreements.*

- ❑ *Integrate procedures into response operations that cover needs of individuals with disabilities, access or functional needs, immigrants, limited English proficiency, and diverse racial and ethnic populations.* [p]

Fire/Rescue Unit Leader Task Checklists
Operational Duties are organized into categories: Mobilization, Initial Response, Alerting/Warning, Evacuation, Other, and Additional Actions in Response to Hazardous Materials, Air Crash, or Flooding. See Fire/Rescue Task Checklists.

Mobilization

- ❑ Ensure all on-duty Fire/Rescue personnel have been alerted and notified of the current situation.

- ❑ Ensure all off-duty Fire/Rescue personnel have been notified of call-back status in accordance with current department emergency procedures.

- ❑ Ensure Fire/Rescue personnel have completed status checks on equipment, facilities, and operational capabilities.

[p] CPG 101, Version 2.0

Initial Response

- ❑ Ensure Fire/Rescue field units complete the Initial Damage Assessment (Safety Assessment) survey of critical facilities. Report relevant information to the Damage Assessment Unit of the Planning Section.

- ❑ Keep the Operations Chief informed of the field situation and response efforts.

- ❑ Coordinate with the appropriate Units of the Logistics Section for supplies, equipment, personnel, and transportation for field operations.

- ❑ Establish a multi-purpose staging area as required; coordinate location and management of base area with the Logistics Section Chief and Resource Unit Leader in the Planning Section.

- ❑ Maintain contact with established Department Control Points and the Dispatch Center to coordinate resources and response personnel.

- ❑ Direct field units to report pertinent information (casualties, damage observations, evacuating status, radiation levels, chemical exposure, etc.).

Alerting/Warning the Public (In coordination with the Sheriff's Office and local Police Department[s]).

- ❑ Designate area to be warned and/or evacuated.

- ❑ In coordination with the Law Enforcement Unit Leader develop the warning/evacuation message; at a minimum, the message should include:
  - Nature of the emergency and exact threat to public
  - Threat areas
  - Time available for evacuation
  - Evacuation routes
  - Radio stations carrying instructions and details

- ❑ Coordinate all emergency warnings and messages with the Operations Chief, EOC Director, and the PIO. Consider following these dissemination methods:
  - Notifying Sheriff's Office/Police Department Units to use loudspeakers and sirens to announce warning messages
  - Determining if helicopters are available and/or appropriate for announcing warnings
  - Coordinate with the PIO for the transmission of warnings on cable TV, local radio stations, or local low power radio stations upon approval of the EOC Director
  - Coordinate with the EOC Operations Chief or affected local jurisdiction Emergency Management Coordinators for the transmission of warning on the Emergency Alerting System (EAS)
  - Utilize explorers, volunteers, reserves, and other city personnel as necessary to help with warnings; request through the Logistics Section

- ❑ Ensure dispatch notifies special facilities requiring warning and/or notification (i.e., hospitals, schools, government facilities, special industries, etc.).

- ❑ Warn all non-English speaking and hearing impaired persons of the emergency situation/hazard by:
  - Using bilingual employees or the American Red Cross whenever possible
  - Translating all warnings, written and spoken, into appropriate languages
  - Contacting media outlets (radio/television) that serve the languages you need
  - Utilizing TDD machines and 9-1-1 translation services to contact the deaf and/or non-English speaking individuals
  - Using pre-identified lists of disabled and hearing impaired persons for individual contact

- ❑ Check vacated areas to ensure all people have received warnings.

Evacuation

- ❑ Coordinate with the Sheriff's Office or local jurisdiction Police Departments to implement the evacuation portion of the EOC Action Plan.

- ❑ Coordinate with the Sheriff's Office, CHP or local jurisdiction Police Departments to establish emergency traffic routes.

- ❑ Ensure evacuation routes do not pass through hazard zones.

- ❑ Identify alternate evacuation routes where necessary.

- ❑ Identify persons/facilities that have special evacuation requirements (i.e., disabled, hospitalized, elderly, institutionalized, incarcerated, etc.); check status and evacuate if necessary; coordinate with the Transportation Unit of the Logistics Section for transportation.

- ❑ Consider use of county vehicles if the threat is imminent; coordinate use of county vehicles (trucks, vans, etc.) with the Transportation Unit of the Logistics Section; encourage the use of private vehicles if possible.

- ❑ Coordinate the evacuation of hazardous areas with neighboring jurisdictions and other affected agencies.

- ❑ Coordinate with the Care and Shelter Unit in the Logistics Section to open evacuation centers.

- ❑ Monitor status of warning and evacuation processes.

Security

- ❑ Coordinate with the Sheriff's Office or local jurisdiction Police Departments to enforce curfew and other emergency orders as identified in the EOC Action Plan.

- ❑ Coordinate with the Sheriff's Office or local jurisdiction Police Departments to maintain security in the affected areas to protect public and private property.

- ❑ Coordinate with the Sheriff's Office or local jurisdiction Police Departments to maintain security for critical facilities and resources.

Additional Actions Response to Hazardous Materials Incidents

- ❑ Coordinate with the Sheriff's Office or local jurisdiction Police Departments to provide law enforcement support as required.

- ❑ Monitor weather conditions and wind direction; contact the Situation Status Unit of the Planning Section for updates; notify the Incident Commander of any significant weather or wind direction forecast changes.

- ❑ If requested, assist in efforts to identify spilled substances including locating shipping papers and placards and contacting California Cal-EMA, shipper, manufacturer, CHEMTREC, etc.

Additional Actions Response to a Major Air Crash

- ❑ If requested by the Incident Commander, notify the Federal Aviation Agency or appropriate military command.

- ❑ In coordination with the Operations Chief request temporary flight restrictions.

Additional Actions Response to River or Flash Flood

- ❑ Notify all field units in and near inundation areas of flood arrival time.

- ❑ Direct mobile units to warn public to move to higher ground immediately; continue warning as long as needed.

- ❑ Coordinate with the PIO to notify radio stations to broadcast warnings.

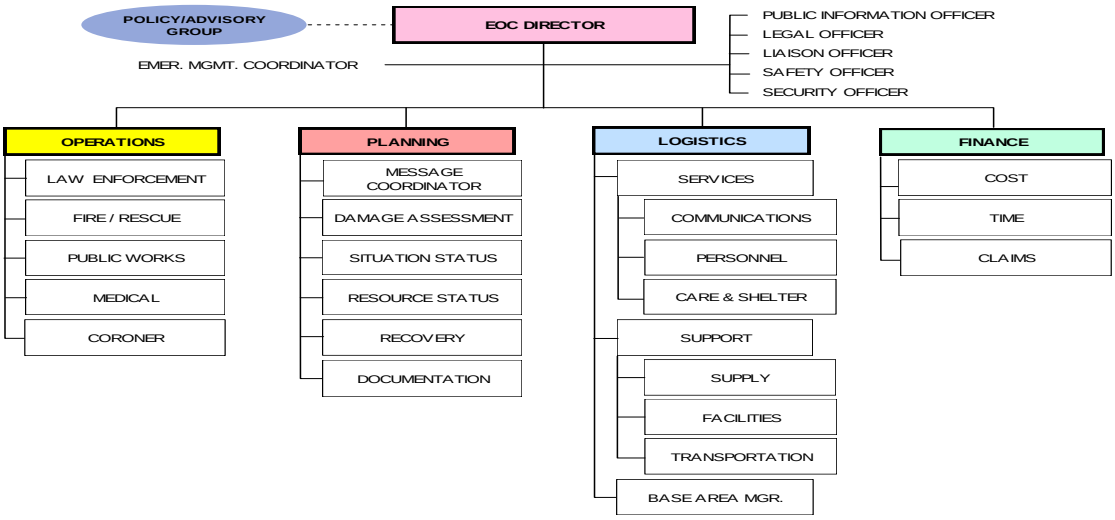
Deactivation

- ❑ Demobilize the Fire/Rescue Unit in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Operations Section Chief.
- ❑ Deactivate the Fire/Rescue Unit Leader position and close out logs when authorized by the Operations Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

PAGE LEFT INTENTIONALLY BLANK

PUBLIC WORKS UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Operations Section Chief

Supervises Public Works Unit

Work Station EOC Operations Section

Responsibilities

The Public Works Unit Leader is responsible for providing construction equipment and operators to all EOC Sections as requested, emergency construction and repair to damaged roadways and utility systems, providing flood assistance such as sandbagging, rerouting waterways away from populated areas, river, creek or stream bed debris clearance and the coordination of Public Works mutual aid resources. Specific responsibilities include:

- Assisting other Operation Section Units by providing construction equipment and operators as necessary
- Providing heavy equipment assistance to the Damage Assessment Unit as required
- Providing emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
- Completing and maintaining Situation Status Reports (See Tab 9 – Situation Reports, Public Works Situation Reports) for major incidents requiring or potentially requiring city, county, state, and/or federal response
- Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance
- Supervising the Public Works Unit

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Public Works Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Operations Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Ensure Public Works field units complete the Initial Damage Assessment (Safety Assessment) survey of critical facilities. Report relevant information to the Damage Assessment Unit of the Planning Section.

- ❑ In coordination with the Logistics Section ensure appropriate staff is available to assist other emergency responders with the operation of heavy equipment.

- ❑ Maintain current status on Public Works missions being conducted in the City of Tehachapi. Use the Public Works Chart and Reports to display information and record key information. (See Tab 7 - Charts and Reports).

- ❑ Ensure engineering staff are available to assist the Damage Assessment Unit in inspecting damaged structures and facilities.

- ❑ Provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration and build temporary emergency structures as required.

- ❑ Work closely with the Logistics Section to provide support and material as required.

- ❑ Refer all contacts with the media to the Public Information Officer.

- ❑ Prepare objectives for the Public Works Unit for the subsequent operations period; provide them to the Operations Section Chief prior to each Action Planning Meeting (normally conducted approximately 3 - 4 hours prior to a shift change).

- ❑ Complete a Public Works Situation Report. (See Tab 9 – Situation Status Reports, Public Works Situation Report). Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, objectives for the next operational period, and any other pertinent information.

- ❑ *Allocate available resources efficiently and track by status (e.g., assigned, out of service). This includes internal assets and those available through mutual aid or through existing state, regional or Federal assistance agreements.*

- ❑ *Integrate procedures into response operations that cover needs of individuals with disabilities, access or functional needs, immigrants, limited English proficiency, and diverse racial and ethnic populations.* [q]

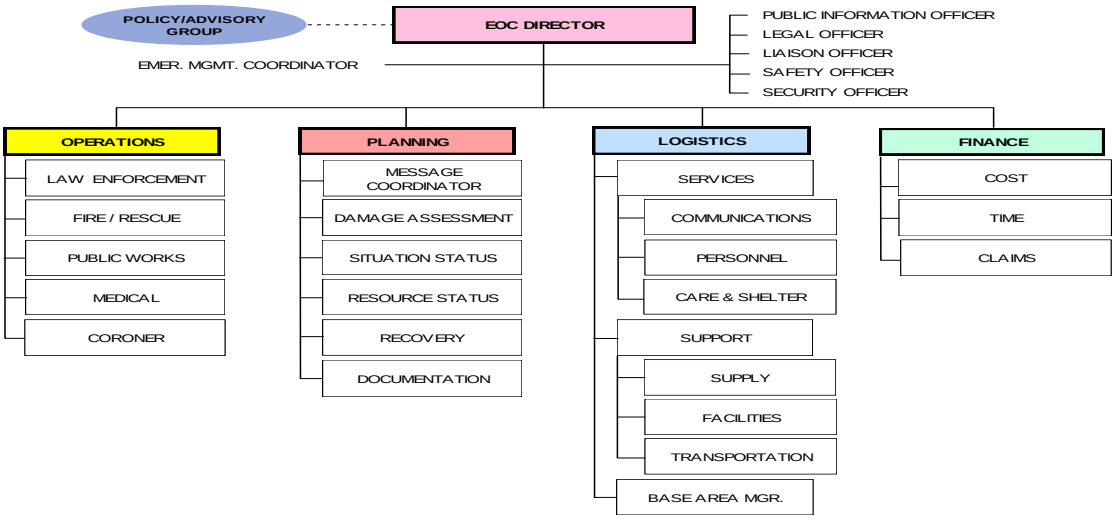
[q] CPG 101, Version 2.0

Deactivation

- ❑ Demobilize the Public Works Unit in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Operations Section Chief.
- ❑ Deactivate the Public Works Unit Leader position and close out logs when authorized by the Operations Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

MEDICAL UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Operations Section Chief

Supervises Medical Unit

Work Station EOC Operations Section

Responsibilities

The Medical Unit (also referred to as the Disaster Medical Unit), if activated, is responsible for the development of the Medical Plan, obtaining medical aid and transportation for injured and ill incident personnel, and preparation of reports and records. Specific responsibilities include:

- Ensuring all available disaster medical resources are identified and mobilized as required
- Providing assistance to Incident Command Posts and Department Operations Centers in establishing triage teams
- Determining the status of medical facilities within the affected area
- Coordinating the transportation of injured victims to appropriate medical facilities as required
- Supervising the Medical Unit

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Medical Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Operations Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Work closely with all Operations Section Unit Leaders to determine the scope of disaster medical assistance required.
- ❑ Determine the status and availability of medical mutual aid resources in the operational area including paramedics and ambulances.
- ❑ Maintain current status on Medical Unit missions being conducted in the City of Tehachapi. Use the Medical Chart and Reports to display information and record key information. (See Tab 7 - Charts and Reports)
- ❑ Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- ❑ Determine status and availability of specialized treatment such as burn centers.
- ❑ Assist the Fire/Rescue Unit Leader in providing triage for extricated victims.
- ❑ Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.
- ❑ Establish and maintain communication with the Operational Area EOC and determine status and availability of medical resources.
- ❑ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support disaster medical operations in the field.
- ❑ Prepare objectives for the Medical Unit for the subsequent operations period; provide them to the Operations Section Chief prior to each Action Planning Meeting (normally conducted approximately 3 - 4 hours prior to a shift change).
- ❑ Inform the Fire/Rescue Unit Leader of all significant events.
- ❑ Reinforce the use of proper documentation procedures for media contacts. This is particularly critical in emergency medical situations where statistical information is requested by the media.
- ❑ *Allocate available resources efficiently and track by status (e.g., assigned, out of service). This includes internal assets and those available through mutual aid or through existing state, regional or Federal assistance agreements.*
- ❑ *Integrate procedures into response operations that cover needs of individuals with disabilities, access or functional needs, immigrants, limited English proficiency, and diverse racial and ethnic populations.* [r]

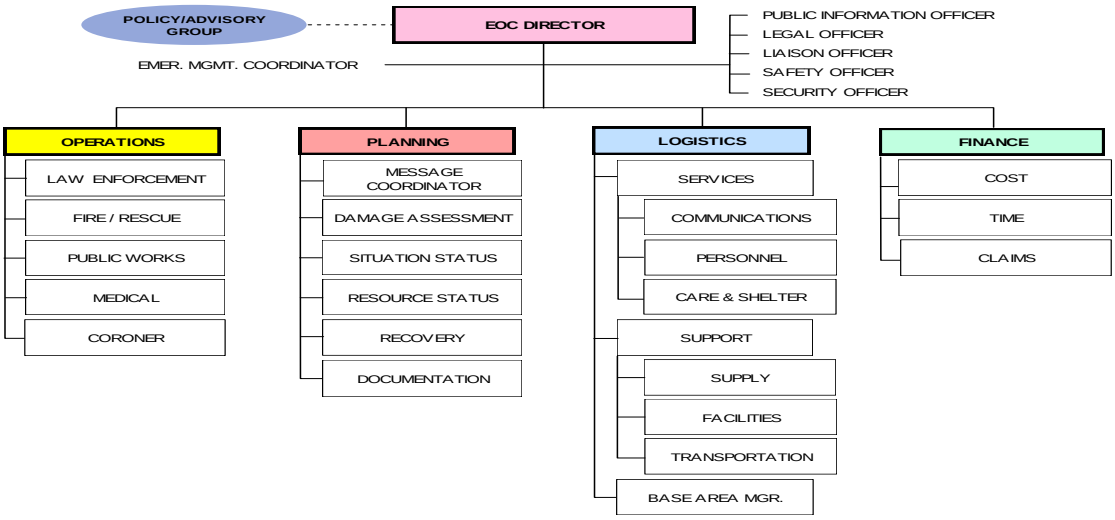
[r] CPG 101, Version 2.0

Deactivation

- ❑ Demobilize the Medical Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Operations Section Chief.
- ❑ Deactivate the Medical Unit Leader position and close out logs when authorized by the Operations Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

CORONER UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Operations Section Chief

Supervises Coroner Unit

Work Station EOC Operations Section

Responsibilities
The Coroner Unit will coordinate resources for the collection, identification and disposition of deceased persons and human tissue. Specific responsibilities include:

- Establishing and overseeing an interim system for managing fatalities resulting from the disaster/event
- Establishing and overseeing the operation of temporary morgue facilities and maintenance of detailed records of information relative to each fatality
- Supervising the Coroner Unit

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Coroner Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Operations Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Establish and maintain a position log and other appropriate records and files.
- ❑ Ensure human remains are transported from fatality collection points to temporary morgue(s).
- ❑ Ensure temporary morgue facilities are established in accordance with established protocol.
- ❑ Coordinate Mutual Aid as appropriate.
- ❑ Working with the Logistics Section, procure all necessary fatalities management equipment and supplies such as temporary cold storage facilities or vehicles, body bags, etc.
- ❑ Prepare objectives for the Coroner Unit for the subsequent operations period; provide them to the Operations Section Chief prior to each Action Planning Meeting (normally conducted approximately 3 - 4 hours prior to a shift change).
- ❑ *Allocate available resources efficiently and track by status (e.g., assigned, out of service). This includes internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements*[s]

[s] CPG 101, Version 2.0

Deactivation

- ❑ Demobilize the Coroner Unit in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Operations Section Chief.
- ❑ Deactivate the Coroner Unit Leader position and close out logs when authorized by the Operations Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

PLANNING SECTION

TABLE OF CONTENTS

Planning Section 1
Purpose 1
Overview 1
Command and General Staff Overview 1
Information and Intelligence 2
Information and Intelligence Function (organization) 2
Recovery Plans 3
Planning for Special Needs Population 3
Planning Section Staff 3
Planning Section Chief 3
Message Coordinator 4
Damage Assessment Unit Leader 4
Situation Status Unit Leader 4
Resource Status Unit Leader 4
Recovery Unit Leader 4
Documentation Unit Leader 4
Planning Section Chief 5
Responsibilities 5
Start-Up Checklist 6
General Operational Duties 7
Deactivation 8
Reference Issues 8
Message Coordinator 9
Responsibilities 9
Start-Up Checklist 10
General Operational Duties 11
Deactivation 12
Reference Issues 12
Damage Assessment Unit Leader 13
Responsibilities 13
Start-Up Checklist 14
General Operational Duties 15
Deactivation 16
Reference Issues 16
Situation Status Unit Leader 17
Responsibilities 17
Start-Up Checklist 18
General Operational Duties 19
Deactivation 20
Reference Issues 20
Resource Status Unit Leader 21
Responsibilities 21
Start-Up Checklist 22
General Operational Duties 23

Deactivation 24
Reference Issues....24
Recovery Unit Leader....25
Responsibilities....25
Start-Up Checklist....26
General Operational Duties....27
Recovery Checklist....27
Cleanup Operations....27
Relief and Assistance....28
Recovery Planning....28
Financial Recovery....28
Policy....29
Deactivation....29
Reference Issues....29
Documentation Unit Leader....31
Responsibilities....31
Start-Up Checklist....32
General Operational Duties....33
Deactivation....34
Reference Issues....34

PLANNING SECTION CHECKLIST

PURPOSE

This section contains detailed information relating to the City of Tehachapi Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the Planning Section. The EOC organization is based on the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). It is the responsibility of the Planning Section Chief to ensure each member of the Planning Section possesses and reads their checklists prior to assuming their duties.

OVERVIEW

The Planning Section is responsible for the collection, gathering, sharing, and managing incident-related information and intelligence relating to incident operation, to develop alternative tactical action plans, to conduct planning meetings and to prepare the EOC Action Plan for incidents which will require extended operational periods. The Planning Section is normally responsible for gathering and disseminating information and intelligence critical to the incident. The Planning Section is also responsible for developing and documenting the EOC Action Plan. The EOC Action Plan includes the overall incident objectives and strategies established by the EOC Director. In the case of Unified Command, the EOC Action Plan must adequately address the mission and policy needs of each jurisdictional agency, as well as interaction between jurisdictions, functional agencies, and private organizations. The EOC Action Plan also addresses tactical objectives and support activities required for one operational period, generally 12 to 24 hours. The EOC Action Plan also contains provisions for continuous incorporation of "lessons learned" as incident management activities progress.[t] An EOC Action Plan is especially important when:

- Resources from multiple agencies and/or jurisdictions are involved
- Multiple jurisdictions are involved
- The incident will effectively span several operational periods
- Changes in shifts of personnel and/or equipment are required; or there is a need to document actions and/or decisions.

COMMAND AND GENERAL STAFF OVERVIEW

The NIMS/ICS organization has five major functions. These are: Management, Operations, Planning, Logistics, and Finance. (1) Management (Command in field ICS). These functional areas are divided into the Command and General Staff positions. In the Incident Command organization, the Command Staff consists of the EOC Director (or field Incident Commander) and various special staff positions. The special staff positions are specifically designated, report directly to the EOC Director (or field Incident Commander), and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and a Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s), or according to specific requirements established by the EOC Director (or field Incident Commander). The Command Staff is responsible for overall management of the incident. This includes Command Staff

[t] 05 NIMSCAST II-A-3-c-2

assignments required to support the Management function. (2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the NIMS/ICS including the Operations Section, Chief Planning Section, Chief Logistics Section Chief, and Finance Section Chief. [u] Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the EOC Director.

Information and Intelligence Management

The analysis and sharing of information and intelligence are important elements of NIMS/ICS. In this context, intelligence includes not only national security or other types of classified information but also other operational information, such as risk assessments, medical intelligence (i.e., surveillance), weather information, geospatial data, structural designs, toxic contaminant levels, and utilities and public works data that may come from a variety of different sources. Traditionally, information and intelligence functions are located in the Planning Section. However, in exceptional situations, the IC may need to assign the information and intelligence functions to other parts of the ICS organization. In any case, information and intelligence must be appropriately analyzed and shared with personnel, designated by the EOC Director, who have proper clearance and a "need-to-know" to ensure that they support decision-making.[v]

Information and Intelligence Function (organization)

The analysis and sharing of information and intelligence are important elements of ICS. In this context, intelligence includes not only national security or other types of classified information but also other operational information, such as risk assessments, medical intelligence (i.e., surveillance), weather information, geospatial data, structural designs, toxic contaminant levels, and utilities and public works data, that may come from a variety of different sources. Traditionally, information and intelligence functions are located in the Planning Section. However, in exceptional situations, the IC may need to assign the information and intelligence functions to other parts of the ICS organization. In any case, information and intelligence must be appropriately analyzed and shared with personnel, designated by the IC, who have proper clearance and a "need-to-know" to ensure that they support decision-making.[w] *The intelligence and information function may be organized in one of the following ways: (a) Within the Command Staff. This option may be most appropriate in incidents with little need for tactical or classified intelligence and in which incident-related intelligence is provided by supporting Agency Representatives, through real-time, reach-back capabilities. (b) As a Unit within the Planning Section. This option may be most appropriate in an incident with some need for tactical intelligence and when no law enforcement entity is a member of the UC. (c) As a Branch within the Operations Section. This option may be most appropriate in incidents with a high need for tactical intelligence (particularly classified intelligence) and when law enforcement is a member of the UC. (d) As a Separate General Staff Section. This option may be most appropriate when an incident is heavily influenced by intelligence factors or when there is a need to manage and/or analyze a large volume of classified or highly sensitive intelligence or information. This option is particularly relevant to a terrorism incident, for which intelligence plays a crucial role throughout the incident life cycle. Regardless of how it is organized, the information and intelligence function is also responsible for developing, conducting, and managing information related security plans and operations as directed by the IC. These can include information security and operational. security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, sensitive law enforcement information, proprietary*

[u] 05 NIMSCASSTS II-A-3-a
[v] 05 NIMSCAST II-A-2-n
[w] 05 NIMSCASSTS II-A-3-c-5

and personal information, or export-controlled information) is handled in a way that not only safeguards the information but also ensures that it gets to those who need access to it so that they can effectively and safely conduct their missions. The information and intelligence function also has the responsibility for coordinating information and operational-security matters with public awareness activities that fall under the responsibility of the PIO, particularly where such public awareness activities may affect information or operations security.[x]

Recovery Plans

Recovery plans describe actions beyond rapid damage assessment and those necessary to provide immediate life support for victims. Long-term recovery planning involves identifying strategic priorities for restoration, improvement, and growth.[y]

Planning for Special Needs Populations

Ensure planning integrates the needs of the general population, children of all ages, individuals with disabilities and others with access and functional needs, immigrants, individuals with limited English proficiency, and diverse racial and ethnic populations.[z]

PLANNING SECTION STAFF

The Planning Section Chief will determine, based on present and projected requirements, the need for establishing specific and/or specialized units within the Planning Section. The following units may be established as the need arises:

- Message Coordinator
- Damage Assessment Unit
- Situation Status Unit
- Resource Status Unit
- Recovery Unit
- Documentation Unit

Planning Section Chief

The Planning Section Chief is responsible for overall supervision of collecting, verifying, analyzing, and displaying situation information; preparing periodic situation reports; preparing and distributing the City of Tehachapi EOC Action Plan and facilitating the action planning meeting; conducting advance planning activities; providing technical support services to the various EOC sections and units, and documenting and maintaining files on all EOC activities. Information is needed to:

- Understand the current situation
- Predict probable course of incident events
- Prepare alternative strategies for the incident

[x] 05 NIMSCASST II-A-3-c-5-a
[y] 05 NIMSCAST III-B-2-a-5
[z] CPG 101, Version 2.0

Message Coordinator
The Message Coordinator is responsible for reviewing all Major Incident or Significant Information Reports for accuracy and legibility, assigning Incident and Report numbers to the documents and to maintain the Master Major Incident or Significant Information Report Log. The Message Coordinator also coordinates the timely distribution of the Major Incident or Significant Information Reports to all Sections Chiefs.

Damage Assessment Unit Leader
The Damage Assessment Unit Leader is responsible for collecting, verifying, and displaying detailed City of Tehachapi damage assessment information on charts. The Damage Assessment Unit Leader also completes and distributes Damage Assessment Reports to the Planning Section Chief and other staff as required. Finally, the Damage Assessment Unit Leader is responsible for the collection and maintenance of damage assessment records essential for recovery operations.

Situation Status Unit Leader

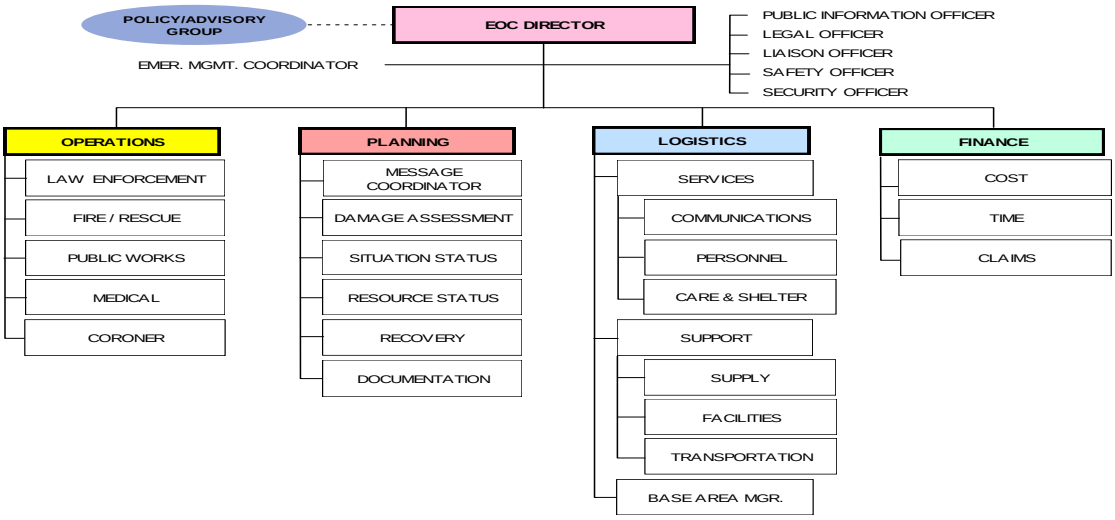
The Situation Status Unit Leader is responsible for the collection and processing of information on the current situation, prepares situation displays and situation summaries, develops maps and projections. The Situation Status Unit Leader is also responsible for gathering and disseminating information and intelligence used in the City of Tehachapi EOC Action Plan.

Resource Status Unit Leader
The Resource Status Unit is responsible for all check-in activity and for maintaining the status on all personnel and equipment resources assigned to the incident. The Resource Status Unit coordinates closely with the Operations Section (Law Enforcement, Fire/Rescue, Public Works, Medical and Coroner Unit Leaders) to determine resources currently in place and mutual aid resources needed and/or requested. The Resource Status Unit also coordinates with the Planning Section to effect integration of mutual aid resources information to the EOC Action Plan.

Recovery Unit Leader
The Recovery Unit Leader ensures the City of Tehachapi receives all emergency assistance and disaster recovery reimbursement for which it is eligible. The Recovery Unit Leader also coordinates all initial recovery operations and prepares the EOC organization for transition to a recovery operations organization.

Documentation Unit Leader
The Documentation Unit Leader establishes a system to collect, organize and maintain incident files for legal, analytical and historical purposes.

PLANNING SECTION CHIEF



Primary As Assigned in Immediate Action Checklist, Exhibit 2

Alternate As Assigned in Immediate Action Checklist, Exhibit 2

Reports To EOC Director

Supervises Message Coordinator
Damage Assessment Unit Leader
Situation Status Unit Leader
Resource Status Unit Leader
Recovery Unit Leader
Documentation Unit Leader

Work Station EOC Planning Section

Responsibilities

The Planning Section Chief, a member of the General Staff, is responsible for overall supervision of collecting, verifying, analyzing, and displaying situation information; preparing periodic situation reports; preparing and distributing the City of Tehachapi EOC Action Plan and facilitating the action planning meeting; conducting advance planning activities; providing technical support services to the various EOC sections and units, and documenting and maintaining files on all EOC activities. Specific responsibilities include:

- Collecting, analyzing, and displaying situation information
- Preparing periodic Situation Reports
- Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting
- Conducting advanced planning activities
- Providing technical support services to the various EOC Sections and Units
- Documenting and maintaining files on all EOC activities
- Supervising the Planning Section

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Planning Section Chief by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, EOC Director, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Obtain a briefing from the EOC Director.

- ❑ Activate and supervise City of Tehachapi Planning Section emergency response operations including:
  - Message Coordinator
  - Damage Assessment Unit Leader
  - Situation Status Unit Leader
  - Resource Status Unit Leader
  - Recovery Unit Leader
  - Documentation Unit Leader

- ❑ Ensure the Situation Status Unit Leader maintains current information on the EOC Charts and Maps and provides periodic Situation Status Reports as needed.

- ❑ Work with the other Section Chiefs to ensure Major Incident or Significant Information Reports and various Situation Status Reports are completed in a timely manner and forwarded to the Message Coordinator and management personnel as required.

- ❑ Ensure a comprehensive Planning Section Situation Status Report is completed and distributed to EOC Section Chiefs prior to the end of each operational period or as needed.

- ❑ Ensure the Planning Section Incident Chart and other displays are kept current by Planning Section Unit Leaders and posted information is accurate and legible.

- ❑ Assist the Public Information Officer with access to all key information that may be relevant for media dissemination.

- ❑ Conduct periodic briefings with the Planning Section staff and work to reach consensus among staff on section objectives for upcoming operational periods.

- ❑ Schedule and facilitate the Action Planning Meeting at least three to four hours before the end of each operational period. (See Tab 1 - EOC Action Plan)

- ❑ Coordinate with each EOC Section to see that the Objectives and Priorities for the next operational period are identified in preparation for the EOC Action Plan meeting.

- ❑ Working with the Situation Status Unit Leader, ensure the EOC Action Plan is completed, printed and ready for distribution prior to the start of the next operational period.

- ❑ Work closely with each unit within the Planning Section to ensure the Section Objectives and Priorities defined in the current EOC Action Plan are being addressed.

- ❑ Ensure all EOC Staff complete the Major Incident or Significant Information Report for all major incidents properly and accurately. (See Tab – 8 Major Incident or Significant Information Report)

- ❑ Coordinate with all Section Chiefs to ensure a well thought-out and efficient demobilization process.

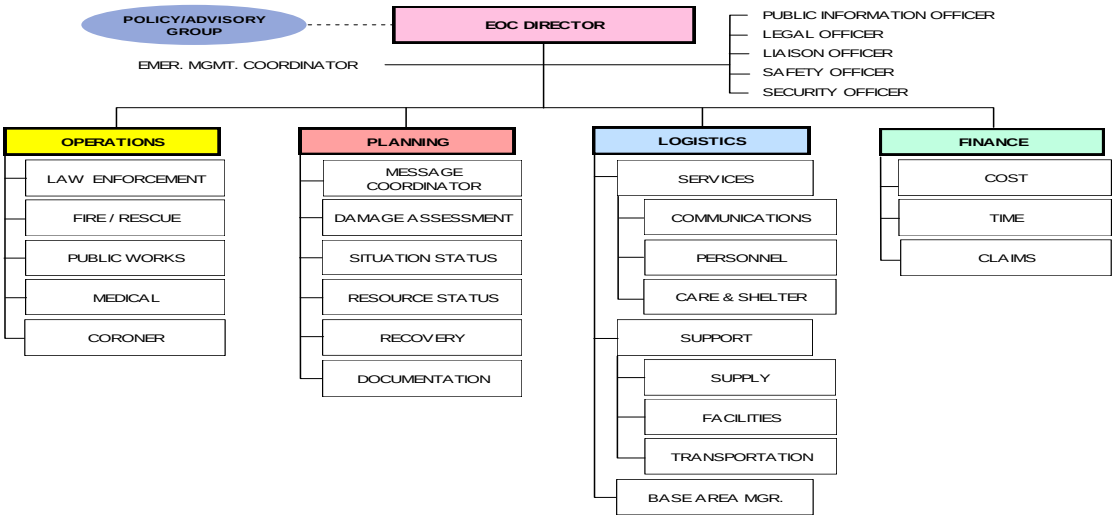
- ❑ Ensure all EOC Documentation is turn in to the Documentation Unit Leader prior to demobilization.

Deactivation

- ❑ Demobilize the Planning Section in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader by all EOC Section staff prior to their release and departure.
- ❑ Determine from the EOC Director the need for an After Action Report; if required, coordinate development of the document with the Section Chiefs. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the EOC Director.
- ❑ Deactivate the Planning Section Chief position and close out logs when authorized by the EOC Director. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

MESSAGE COORDINATOR



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Planning Section Chief

Supervises Message Coordinator Unit

Work Station EOC Planning Section

Responsibilities

The Message Coordinator is responsible for reviewing all Major Incident or Significant Information Reports for accuracy and legibility, assigning Incident and Report numbers to the documents and to maintain the Master Major Incident or Significant Information Report Log. The Message Coordinator also coordinates the timely distribution of the Major Incident or Significant Information Reports to all Sections Chiefs. Specific responsibilities include:

- Reviewing all Major Incident or Significant Information Reports for accuracy and legibility and assigning incident and report numbers to the documentation
- Coordinating the timely distribution of Major Incident or Significant Information Reports to all Sections Chiefs Major incident(s) or significant event(s)
- Maintaining accurate and complete Major Incident or Significant Information Reports Master Log; providing copies to the Section Chiefs on a continuing basis

IMPORTANT NOTE: Carefully review instructions in Tab 8 - Major Incident or Significant Information Reports to ensure Incident and Report Numbers are listed correctly.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Message Coordinator by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from the Planning Section Chief relevant to identification of the Initial Incident Number assigned and receive specific guidance to establish the Major Information and Significant Information Report system. (See Tab 8 - Major Information and Significant Information Report)
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate with the Logistics Section Personnel Unit Leader for staffing of a "Runner" to effect collection and distribution of the Major Incident or Significant Information Reports.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Set up and maintain the Major Incident or Significant Information Report review process and distribution system. (See Tab 8 - Major Incident or Significant Information Report)

- ❑ Provide instruction in completion and distribution of the Major Incident or Significant Information Report to EOC staff.

- ❑ Confirm all Major Incident or Significant Information Reports are legible and accurate; assign incident and report numbers; and use a "Runner" to distribute the reports in a timely manner to the Section Chiefs.

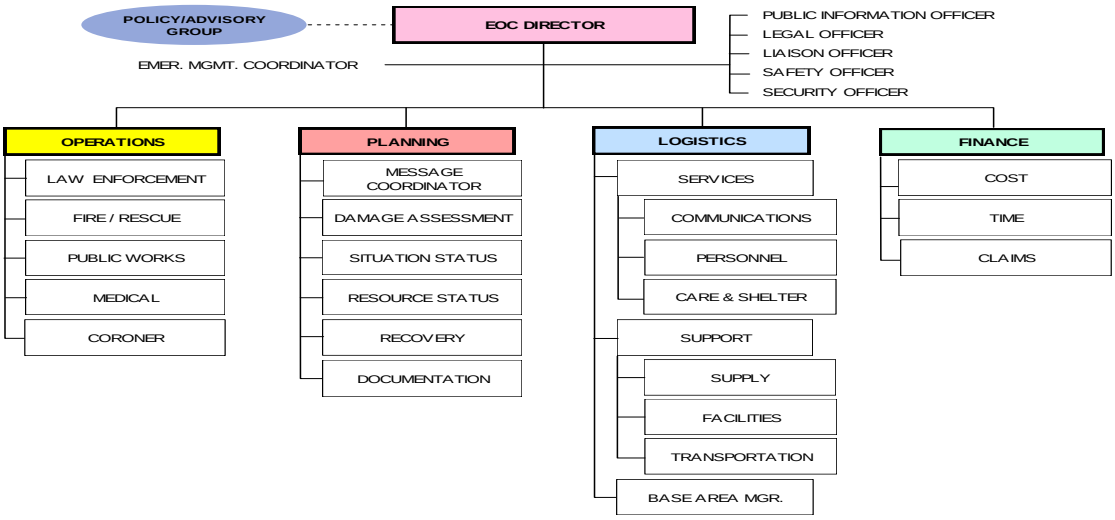
- ❑ Maintain an accurate Major Incident or Significant Information Reports Master Log; provide copies of the log to the Section Chiefs on a continuing basis (after completion of each next 5 Reports) to eliminate the requirements for the Chiefs to develop their own logs.

Deactivation

- ❑ Demobilize the Message Coordinator position in accordance with the EOC Action Plan .
- ❑ Ensure required forms and reports are completed, collected, organized, and stored in a safe location prior to your release and departure
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Planning Section Chief.
- ❑ Deactivate the Message Coordinator position and close out logs when authorized by the Planning Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

DAMAGE ASSESSMENT UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Planning Section Chief

Supervises Damage Assessment Unit

Work Station EOC Planning Section

Responsibilities

The Damage Assessment Unit Leader is responsible for collecting, verifying, and displaying detailed City of Tehachapi damage assessment information on charts. The Damage Assessment Unit Leader also completes and distributes Damage Assessment Reports to the Planning Section Chief and other staff as required. Finally, the Damage Assessment Unit Leader is responsible for the collection and maintenance of damage assessment records essential for recovery operations. Specific responsibilities include:

- Collecting damage/safety assessment information from the various units in the Operations Section
- Maintaining up-to-date, accurate Charts and Reports of City of Tehachapi damage assessment information for EOC staff use
- Providing detailed damage/safety assessment information to the Planning Section Chief and/or EOC Director
- Coordinating the establishment of Damage Assessment Teams to provide detailed information on the number and extent of damage to City of Tehachapi buildings and equipment (See TAB 12 - Damage Assessment Procedures)

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Damage Assessment Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Planning Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

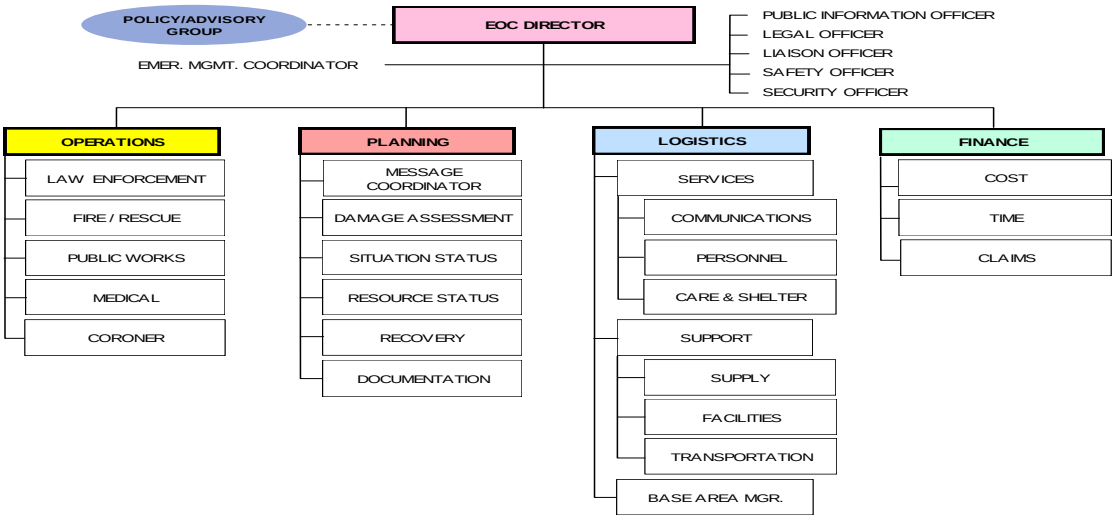
- ❑ Obtain damage/safety assessment information from the Law Enforcement Fire/Rescue Unit Leader, Public Works Unit Leader, and other unit leaders and field responders as necessary.
- ❑ Coordinate with the Planning Section and Operations Section Chiefs to establish Damage Assessment Teams to collect and report jurisdiction damage assessment information. (See TAB 12 - Damage Assessment Procedures)
- ❑ Prepare an analysis of damage assessment information from an Initial Damage Assessment and provide to the Planning Section Chief for review; post appropriate information on charts.
- ❑ Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- ❑ Prepare detailed damage/safety assessment information reports including number, location, and extent of damage to City of Tehachapi property; estimate the value of the losses and provide to the Planning Section Chief.
- ❑ Document structures requiring immediate destruction to ensure public safety; use inspection records, videos, photographs, etc.
- ❑ Clearly label status of each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.
- ❑ Display damage assessment information on EOC Charts and Reports; at the end of the emergency and submit Reports to the Documentation Coordinator.

Deactivation

- ❑ Demobilize the Damage Assessment Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Planning Section Chief.
- ❑ Deactivate the Damage Assessment Unit Leader position and close out logs when authorized by the Planning Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

SITUATION STATUS UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Planning Section Chief

Supervises Situation Status Unit

Work Station EOC Planning Section

Responsibilities

The Situation Status Unit Leader is responsible for the collection and processing of information on the current situation, prepares situation displays and situation summaries, develop maps and projections. The Situation Status Unit Leader will gather and disseminate information and intelligence used in the City of Tehachapi EOC Action Plan. Specific responsibilities include:

- Overseeing the collection, organization, and analysis of disaster situation information.
- Ensuring that information from all sources is validated prior to posting on status boards and maps.
- Confirming situation status reports are developed and disseminated to EOC staff and other agencies/jurisdictions as required.
- Assisting the Planning Section Chief with the development, printing and distribution of the EOC Action Plan. (See TAB 1 - EOC Action Plan)
- Ensuring all maps, status boards, and other displays contain current and accurate information

Incident Notification and Situation Reports

Incident notification takes place at all levels. Although notification and situation report data must be standardized, it must not prevent information unique to a reporting organization from being collected or disseminated. Standardized transmission of data in a common format (California utilizes RIMS) enables the passing of appropriate notification information to a national system that can handle data queries and information and intelligence assessments and analysis.[aa]

[aa] 05 NIMSCAST V-B-2-b-1

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Situation Status Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Planning Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Manage the collection, analysis, and display of disaster events on charts and maps; include the following information:
  - Location and nature of the disaster/emergency
  - Special hazards
  - Number of injured persons
  - Number of deceased persons
  - Road closures and disaster routes
  - Structural property damage (number, extent, and estimated dollar value)
  - Shelters (type, location and number of people that can be accommodated)

  (See Tab 6 - EOC Maps and Tab 7 - EOC Charts and Reports)

- ❑ Establish an authentication process to resolve conflicting event status reports.

- ❑ Meet with the Planning Section Chief to determine needs for the Action Planning meetings and briefings; ensure special information needs are met. (See Tab 1 – EOC Action Plan)

- ❑ Meet with the Public Information Officer (PIO) in the Management Section to determine best methods for exchanging key information and providing the PIO with current Situation Status Unit information.

- ❑ Identify potential problem areas relating to the emergency response; discuss possible response options with the Planning Section Chief.

- ❑ Confirm the Action Planning Meeting room is set up with appropriate equipment and materials (easels, markers, maps, SITSTAT Reports, etc.) before the meeting starts.

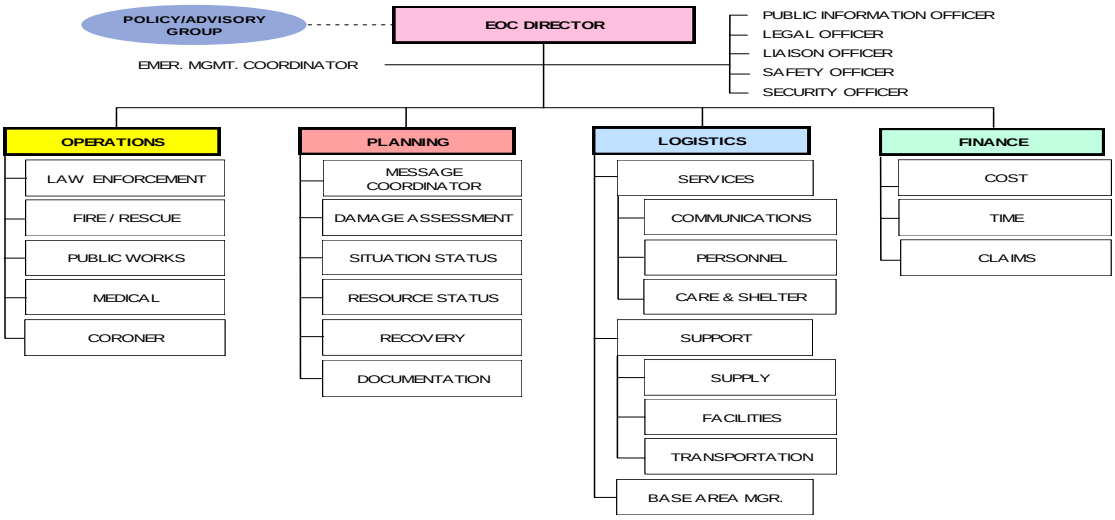
- ❑ Prepare a Planning Section Situation Status Report at the end of each operational period or when requested by the Planning Section Chief.

Deactivation

- ❑ Demobilize the Situation Status Unit Leader position in accordance with the EOC Action Plan .
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Planning Section Chief.
- ❑ Deactivate the Situation Status Unit Leader position and close out logs when authorized by the Planning Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

RESOURCE STATUS UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Planning Section Chief

Supervises Resource Status Unit

Work Station EOC Planning Section

Responsibilities

The Resource Status Unit is responsible for all check-in activity and for maintaining the status on all personnel and equipment resources assigned to the incident. The Resource Status Unit coordinates closely with the Operations Section (Law Enforcement, Fire/Rescue, Public Works, Medical and Coroner Unit Leaders) to determine resources currently in place and mutual aid resources needed and/or requested. The Resource Status Unit also coordinates with the Planning Section to effect integration of mutual aid resources information to the EOC Action Plan. Specific responsibilities include:

- Preparing and maintaining displays, charts, and lists which reflect the current status and location of controlled resources, transportation, and support personnel and equipment.
- Preparing and process resource status change information.
- Providing information to assist the Situation Status in strategy planning and briefing presentations.
- Providing a uniform method of identifying, acquiring, allocating, and tracking resources.
- Using effective mutual-aid and donor assistance and is enabled by the standardized classification of kinds and types of resources required to support the incident management organization.
- Using a credentialing system tied to uniform training and certification standards to ensure requested personnel resources are successfully integrated into ongoing incident operations.
- Including resources contributed by private sector and nongovernmental organizations.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Resource Status Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Planning Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

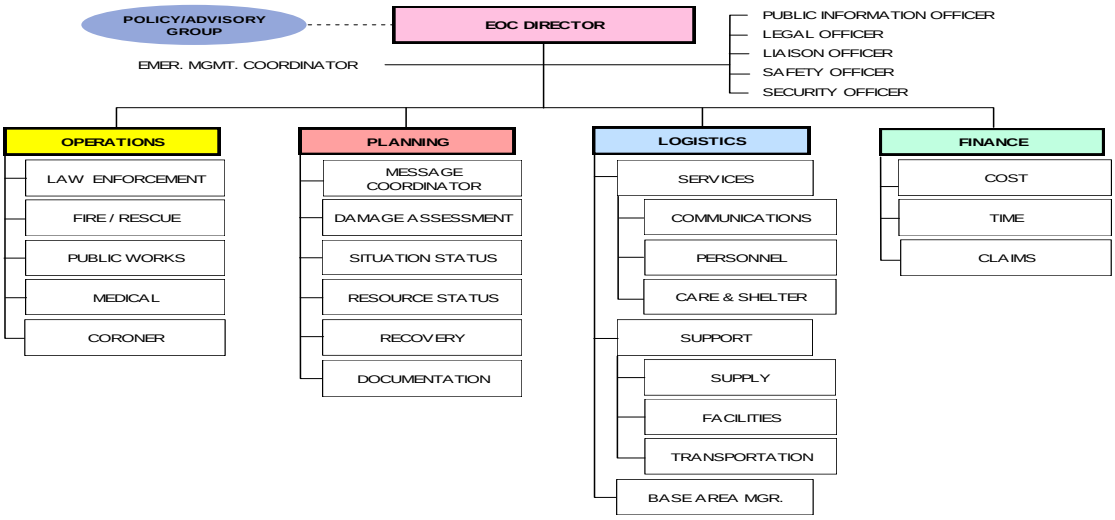
- ❑ Direct the collection, organization and display status of incident mutual aid resources to include allocation, deployment and staging areas.
- ❑ Coordinate with the Operations Section Unit Leaders and Base Area Manager (Logistics Section) to establish a check-in system for mutual aid resources at incident locations or the City of Tehachapi Base Area.
- ❑ Establish contact with the Base Area by telephone or through the Communications Center to maintain a up-to-date resource status information and to maintain a master roster of all mutual aid resources checked in at the Base Area.
- ❑ Provide current Resource Summary to the Situation Status Unit and the Operations Section as requested.
- ❑ Provide for an authentication system in case of conflicting mutual aid resources status reports.
- ❑ Provide a Mutual Aid Resource Overview and Summary to the Situation Status Unit of the Planning Section and written status reports on resources allocations to the Section Chiefs.
- ❑ Assist in strategy planning based on the evaluation of the resources allocation, mutual aid resources in route and projected resources shortfalls.
- ❑ Ensure available mutual aid resources are not overlooked by the Operations Section staff.
- ❑ In close coordination with the Planning and Operations Section Chiefs plan for identification and deployment of mutual aid resources; ensure deployment is identified as a part of the EOC Action Plan for the next operational period. (See Tab 1 - EOC Action Plan)
- ❑ Make recommendations to the Operations and Planning Section Chief of mutual aid resources that are not deployed or should be deactivated.

Deactivation

- ❑ Demobilize the Resource Status Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Planning Section Chief.
- ❑ Deactivate the Resource Status Unit Leader position and close out logs when authorized by the Planning Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

RECOVERY UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Planning Section Chief

Supervises Recovery Unit

Work Station EOC Planning Section

Responsibilities

The Recovery Unit Leader ensures the City of Tehachapi receives all emergency assistance and disaster recovery reimbursement for which it is eligible. The Recovery Unit Leader also coordinates all initial recovery operations and prepares the EOC organization for transition to a recovery operations organization. Specific responsibilities include:

- Reviewing applicable state and FEMA recovery funding programs to ensure the institution receives all emergency assistance and disaster recovery reimbursement for which it is eligible (See Tab 13 – Recovery and FEMA Home Page at www.FEMA.com)
- Confirming the institution is prepared to participate jointly with state, FEMA and non-profit organizations to expedite disaster assistance to individuals, families, businesses, public entities, and others as applicable
- Ensuring required and/or approved mitigation measures are carried out
- Taking advantage of disaster-caused opportunities to correct past construction or poor land-use practices while ensuring legal safeguards for the institution are observed
- Developing comprehensive Recovery Plans which describe actions beyond rapid damage assessment and those necessary to provide immediate life support for victims. Long-term recovery planning involves identifying strategic priorities for restoration, improvement, and growth.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Recovery Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Planning Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ In coordination with the Sheriff's Office Emergency Management Coordinator maintain contact with California Cal-EMA and FEMA sources for advice and assistance in obtaining maximum eligible funds for disaster costs.

- ❑ In coordination with the Damage Assessment Unit of the Planning Section, establish criteria for re-occupancy of "posted" buildings; posting includes as a minimum the categories of "Inspected," "Restricted Access," and "Unsafe". (See TAB 12 - Damage Assessment Procedures)

- ❑ In coordination with Damage Assessment Unit of the Planning Section and the Legal Officer in the Management Section, establish criteria for emergency demolition of buildings/structures that are considered to be an immediate and major danger to the population or adjacent structures; ensure homeowners' and business owners' rights are considered to the fullest extent and arrangements are made for appropriate hearings if at all possible.

- ❑ Ensure historical buildings considered for demolition follow the special review process.

- ❑ Develop a plan for initial recovery operations with the Planning Section Chief.

- ❑ Prepare a recommended EOC organization staffing list for transition to recovery operations

Recovery Checklist

Cleanup Operations

- ❑ In coordinate with the Law Enforcement and Public Works Unit Leaders in Operations, identify key routes for priority clearance in consultation with neighboring jurisdictions and California Department of Transportation (CalTrans).

- ❑ In coordination with Law Enforcement restrict access on emergency routes as necessary.

- ❑ Designate debris collection points and coordinate with the PIO to inform the public in consultation with neighboring jurisdictions.

- ❑ Coordinate with Public Works Unit Leader to clean debris from streets according to priorities established for restoring street network.

- ❑ In coordination with the jurisdiction Planning Department coordinate the abatement of hazardous structures.

Relief and Assistance

- ❑ In coordination with Sheriff's Office Emergency Management Coordinator and FEMA establish Disaster Application Centers or 1-800 phone centers; announce locations or contact numbers to the public.
- ❑ In coordination with Sheriff's Office Emergency Management Coordinator and FEMA expand and consolidate public .assistance programs as appropriate
- ❑ In coordination with Sheriff's Office Emergency Management Coordinator and FEMA expand medical, mental health clinic and outreach programs as appropriate.
- ❑ Establish City of Tehachapi procedures to document response and recovery costs.

Recovery Planning

- ❑ In close coordination with the Planning Section Chief and the EOC Director, coordinate establishment of the City of Tehachapi Recovery Task Force, if required.
- ❑ In coordination with the Public Works Unit Leader and Life Line Utility Agency Representative(s) monitor utility restoration priorities.
- ❑ In coordination with Public Works monitor road repair priorities.
- ❑ In coordination with the Recovery Task Force establish priorities for repairing and rebuilding public facilities and establish priorities for a housing recovery plan.
- ❑ In coordination with Sheriff's Office Emergency Management Coordinator and FEMA create a long-term employment recovery plan.
- ❑ In coordination with jurisdiction Planning Department review and revise land-use planning measures including zoning, building codes, fire codes, and any temporary codes.
- ❑ In coordination with jurisdiction Planning Department establish a Hazard Mitigation Team and ensure required mitigation studies are undertaken. (See Tab 13 – Recovery and FEMA homepage www.FEMA.com)

Financial Recovery

- ❑ Coordinate with the PIO to disseminate information relating to FEMA Individual Assistance programs.
- ❑ Prepare claims for federal assistance processing. (See Tab 13 – Recovery)

Policy

- ❑ Recommend appropriate short and long-term legislation to the EOC Director.
- ❑ Encourage community participation in all recovery and reconstruction decisions.
- ❑ Coordinate with the EOC Director to commemorate the event appropriately.

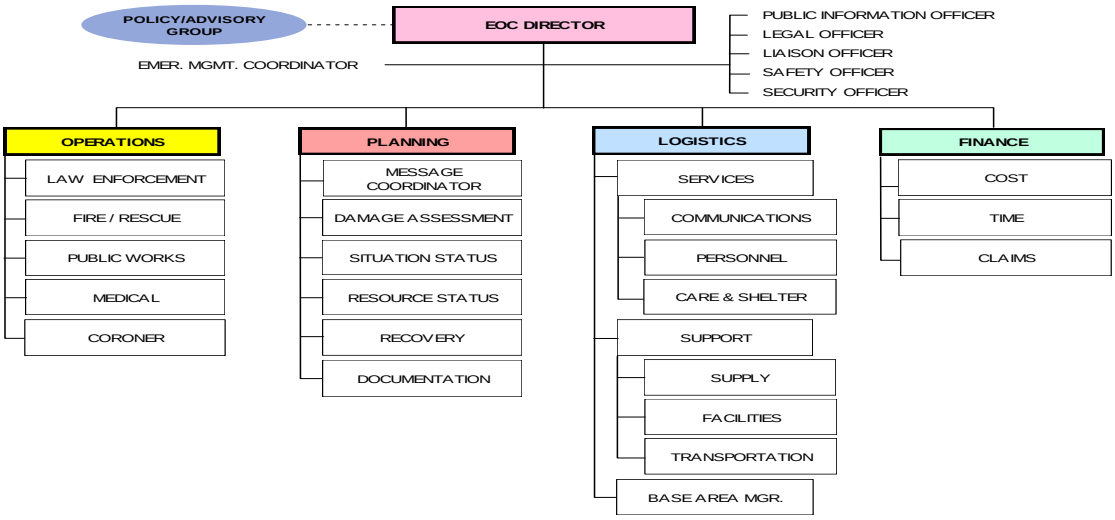
Deactivation

- ❑ Demobilize the Recovery Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure
.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Planning Section Chief.
- ❑ Deactivate the Recovery Unit Leader position and close out logs when authorized by the Planning Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 – RECOVERY

PAGE LEFT INTENTIONALLY BLANK

DOCUMENTATION UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Planning Section Chief

Supervises Documentation Unit

Work Station EOC Planning Section

Responsibilities

The Documentation Unit Leader establishes a system to collect, organize and maintain incident files for legal, analytical and historical purposes. Specific responsibilities include:

- Collecting, organizing and filing all completed event or disaster related forms and Reports, to include all EOC position logs, Major Incident and Significant Information Reports and Master Log, Situation Status Reports, EOC Action Plans and any other related information just prior to the end of each operational period
- Providing document reproduction (copy machine) services to EOC staff
- Distributing the EOC Situation Status Reports, EOC Action Plan and other documents as required.
- Maintaining a permanent electronic archive of all Situation Status Reports and EOC Action Plans associated with the event or disaster
- Assisting the Emergency Management Coordinator in the preparation and distribution of the After Action Report
- Supervising the Documentation Unit

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Documentation Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Planning Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Meet with the Planning Section Chief to determine what EOC materials should be maintained as official records. For a disaster that receives a Presidential Declaration all EOC documentation must be collected and retained.
- ❑ Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.
- ❑ Initiate and maintain a roster of all activated EOC positions to ensure position logs are accounted for and submitted to the Documentation Unit at the end of each shift.
- ❑ Reproduce and distribute the Situation Status Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
- ❑ Keep extra copies of reports and plans available for special distribution as required.
- ❑ Set up and maintain document reproduction services for the EOC.

Deactivation

- ❑ Demobilize the Documentation Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure all required forms and reports are completed and turned in to you by all staff prior to their release and departure from the EOC.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Planning Section Chief.
- ❑ Deactivate the Documentation Unit Leader position and close out logs when authorized by the Planning Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

LOGISTICS SECTION

TABLE OF CONTENTS

Logistics Section 1
Purpose 1
Overview 1
Command and General Staff Overview 1
Logistics Section Staff 1
Logistics Section Chief 2
Services Branch Leader 2
Communications Unit Leader 2
Personnel Unit Leader 2
Support Branch Leader 3
Supply Unit Leader 3
Facilities Unit Leader 3
Transportation Unit Leader 3
Base Area Manager 3
Logistics Section Chief 5
Responsibilities 5
Start-Up Checklist 6
General Operational Duties 7
Deactivation 8
Reference Issues 8
Services Branch Leader 9
Responsibilities 9
Start-Up Checklist 10
General Operational Duties 11
Deactivation 12
Reference Issues 12
Communications Unit Leader 13
Responsibilities 13
Start-Up Checklist 14
General Operational Duties 15
Deactivation 16
Reference Issues 16
Personnel Unit Leader 17
Responsibilities 17
Mobilizing Personnel Resources 18
Start-Up Checklist 18
General Operational Duties 19
Deactivation 20
Reference Issues 20

Care and Shelter Unit Leader 21
Responsibilities 21
Start-Up Checklist 22
General Operational Duties 23
Deactivation 24
Reference Issues 24
American Red Cross Agency Representative 25
Responsibilities 25
Start-Up Checklist 26
General Operational Duties 27
Deactivation 28
Reference Issues 28
Support Branch Leader 29
Responsibilities 29
Start-Up Checklist 30
General Operational Duties 31
Deactivation 32
Reference Issues 32
Supply Unit Leader 33
Responsibilities 33
Comprehensive Resource Management 33
Inventorying Resources 33
Categorizing Resources 34
Effective Management of Resources 34
Identifying Resources Requirement 34
Ordering and Acquiring Resources 34
Nonexpendable Resources 35
Expendable Resources 35
Start-Up Checklist 35
General Operational Duties 36
Deactivation 38
Reference Issues 38
Facilities Unit Leader 39
Responsibilities 39
Start-Up Checklist 40
General Operational Duties 41
Deactivation 42
Reference Issues 42
Transportation Unit Leader 43
Responsibilities 43
Start-Up Checklist 44
General Operational Duties 45
Deactivation 46
Reference Issues 46

Base Area Manager.....47
Responsibilities.....47
Start-Up Checklist.....48
General Operational Duties.....49
Deactivation.....50
Reference Issues.....50

PAGE LEFT INTENTIONALLY BLANK

LOGISTICS SECTION CHECKLISTS

PURPOSE

This section contains detailed information relating to the City of Tehachapi Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the Logistics Section. The EOC organization is based on the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). It is the responsibility of the Logistics Section Chief to ensure each member of the Logistics Section possesses and reads their checklists prior to assuming their duties.

OVERVIEW

The Logistics Section is responsible for all support requirements needed to facilitate effective and efficient incident management, including ordering resources from off-incident locations. It also provides facilities, transportation, supplies, equipment maintenance and fuel, food services, communications and information technology support, as required.[bb]

Command and General Staff Overview

The NIMS/ICS organization has five major functions. These are: Management, Operations, Planning, Logistics, and Finance. (1) Management (Command in field ICS). These functional areas are divided into the Command and General Staff positions. In the Incident Command organization, the Command Staff consists of the EOC Director (or field Incident Commander) and various special staff positions. The special staff positions are specifically designated, report directly to the EOC Director (or field Incident Commander), and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and a Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s), or according to specific requirements established by the EOC Director (or field Incident Commander). The Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the Management function. (2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the NIMS/ICS including the Operations Section, Chief Planning Section, Chief Logistics Section Chief, and Finance Section Chief. [cc] Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the EOC Director.

LOGISTICS SECTION STAFF

The Logistics Section Chief determines, based on present and projected requirements, the need for establishing specific and/or specialized units. The Logistics Section Chief may activate additional units as necessary to fulfill an expanded role. The following units may be established as the need arises:

- Services Branch Leader
  - Communications Unit Leader
  - Personnel Unit Leader
  - Care and Shelter Unit Leader

[bb] 05 NIMSCAST II-A-3-c-3
[cc] 05 NIMSCASSTS II-A-3-a

  - American Red Cross Unit Leader
- Support Branch Leader
  - Supply Unit Leader
  - Facilities Unit Leader
  - Transportation Unit Leader
- Base Area Manager

Logistics Section Chief
The Logistics Section Chief ensures the logistics function is carried out in support of the City of Tehachapi EOC and field responders. This function includes providing communication services and resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required. The Logistics Section Chief needs information to complete the following tasks:
- Understand the current situation
- Predict probable resource needs
- Prepare alternative strategies for procurement and resources management

Services Branch Leader
The Services Branch Leader is under the direction of the Logistics Section Chief and is responsible for managing the Communications and Personnel Unit Leaders in order to meet the logistics needs of the City of Tehachapi EOC and field level emergency response effort.

Communications Unit Leader
The Communications Unit Leader is responsible for developing plans for the effective use of incident communications equipment and facilities, installing and testing of communications equipment, supervision of the Incident Communications Center, distribution of communications equipment to incident personnel, and the maintenance and repair of communications equipment.

Personnel Unit Leader
The Personnel Unit Leader is responsible for coordinating and providing additional workers for the City of Tehachapi EOC and field operations and for managing responder issues, records, and requests. The Personnel Unit Leader <u>is not responsible</u> for requesting or supporting tactical mutual aid personnel (e.g., law enforcement and fire mutual aid requests). Tactical personnel and equipment resources procurement is pre-established through law enforcement and fire mutual aid procedures.

Care and Shelter Unit Leader
The Care and Shelter Unit Leader provides care and shelter requirements for the public as well as EOC and field responders and their dependents. In the event the severity of the emergency causes area-wide mass evacuations, the Care and Shelter Unit Leader shall coordinate with City of Tehachapi officials to ensure plans are in place to open and operate evacuation centers and mass care facilities until the American Red Cross (or other agency) assumes responsibility. Thereafter, the Care and Shelter Unit will work directly with the American Red Cross and any other volunteer services agencies providing shelter-related assistance to city specific disaster victims.

American Red Cross Representative
The American Red Cross Agency Representative is responsible for mass care operations, disaster welfare inquiry, family service and referral, and serves as the liaison between the American Red Cross Operations Director, other volunteer agencies and the City of Tehachapi Care and Shelter Unit Leader.

Support Branch Leader
The Support Branch Leader is under the direction of the Logistics Section Chief and is responsible for managing the Supply, Facilities and Transportation Unit Leaders in order to meet the logistics needs of the City of Tehachapi EOC and field level emergency response effort.

Supply Unit Leader
The Supply Unit Leader is responsible for ordering personnel, equipment, and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing nonexpendable supplies and equipment.

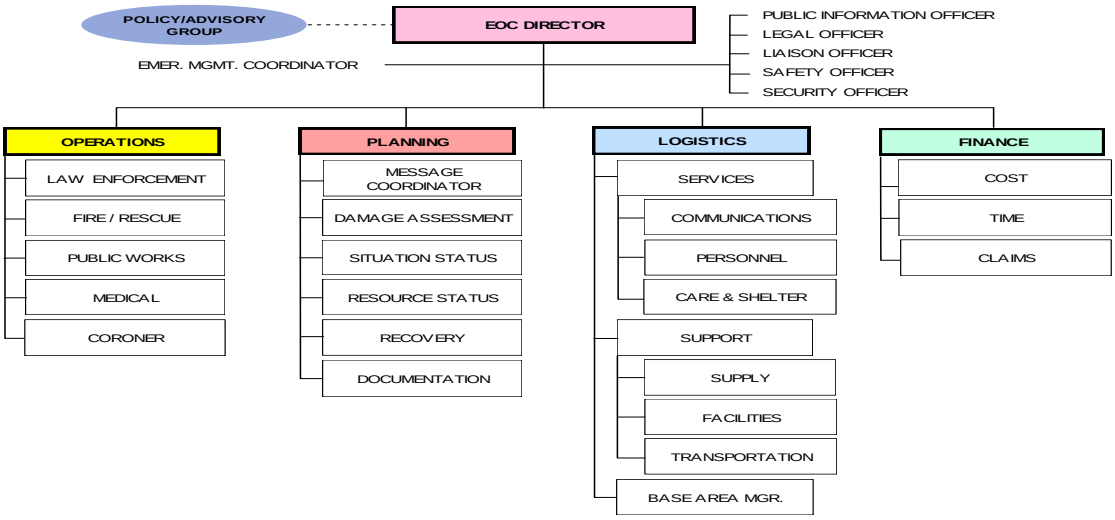
Facilities Unit Leader
The Facilities Unit is responsible for the layout and activation of incident facilities (e.g., Base, Camp(s), and Emergency Operations Center [EOC]). The Facilities Unit Leader provides sleeping and sanitation facilities for incident personnel and manages Base and Camp(s) operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service and general maintenance.

Transportation Unit Leader
The Transportation Unit Leader is responsible for the development and implementation of a Transportation Plan to support EOC operations and to arrange for the acquisition or use of required transportation resources.

Base Area Manager
The Base Area Manager is responsible for the City of Tehachapi staging area. The Base Area Manager is required to manage the check-in, staging, support, and check-out of City of Tehachapi and mutual aid resources. The manager must coordinate with the Operation and Planning Sections for the efficient utilization of resources and input to the EOC and Incident Action Plans.

PAGE LEFT INTENTIONALLY BLANK

LOGISTICS SECTION CHIEF



Primary As Assigned in Immediate Action Checklist, Exhibit 2
Alternate As Assigned in Immediate Action Checklist, Exhibit 2
Reports To EOC Director
Supervises Services Branch
Communications
Personnel
Care and Shelter Unit Leader
American Red Cross Agency Representative
Support Branch
Supply
Facilities
Transportation
Base Area Manager
Work Station EOC Logistics Section

Responsibilities

The Logistics Section Chief, a member of the General Staff, ensures the logistics function is carried out in support of the City of Tehachapi EOC and field responders. This function includes providing communication services and resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required. Specific responsibilities include:

- Establishing the appropriate level of Logistics Section staffing; monitoring the effectiveness of the organization and modifying as required
- Ensuring section Objectives and Priorities as stated in the City of Tehachapi EOC Action Plan are accomplished in a timely manner
- Coordinating closely with the Operations Section Chief to establish priorities for resource allocation
- Keeping the EOC Director informed of all significant issues relating to the Logistics Section
- Supervising the Logistics Section

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Logistics Section Chief by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, EOC Director, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Obtain briefings from the EOC Director and Operations Section Chief to determine Logistics Section priorities.

- ❑ Activate and supervise City of Tehachapi Logistics Section emergency response operations including
  - Services Branch Leader
    - Communications Unit Leader
    - Personnel Unit Leader
    - Care and Shelter Unit Leader
  - Support Branch Leader
    - Supply Unit Leader
    - Transportation Unit Leader
    - Facilities Unit Leader
  - Base Area Manager

- ❑ Assign work locations and preliminary work tasks to Logistics Section personnel.

- ❑ Assemble and brief Logistics Section Unit Leaders.

- ❑ Identify service and support requirements for planned and expected operations for both the EOC and field responders.

- ❑ Ensure Logistics Section staff establish and maintain appropriate records relating to supplies expended, equipment utilized, contract services acquired, and non-expendable equipment assigned.

- ❑ Participate in EOC Action Plan meetings and the preparation of the City of Tehachapi EOC Action Plan.

- ❑ Review the EOC Action Plan and prepare for EOC logistics needs for next operational period.

- ❑ Establish and implement the Logistics Section tasks in support of the City of Tehachapi EOC Action Plan Objectives and Priorities.

- ❑ Direct the Communications and Transportation Unit Leaders to publish incident communications and transportation plans respectively if required.

- ❑ Advise the EOC Director and other Section Chiefs on current service and support capabilities and any potential problems.

- ❑ Estimate future service and support requirements.

- ❑ Ensure general welfare and safety of Logistics Section personnel.

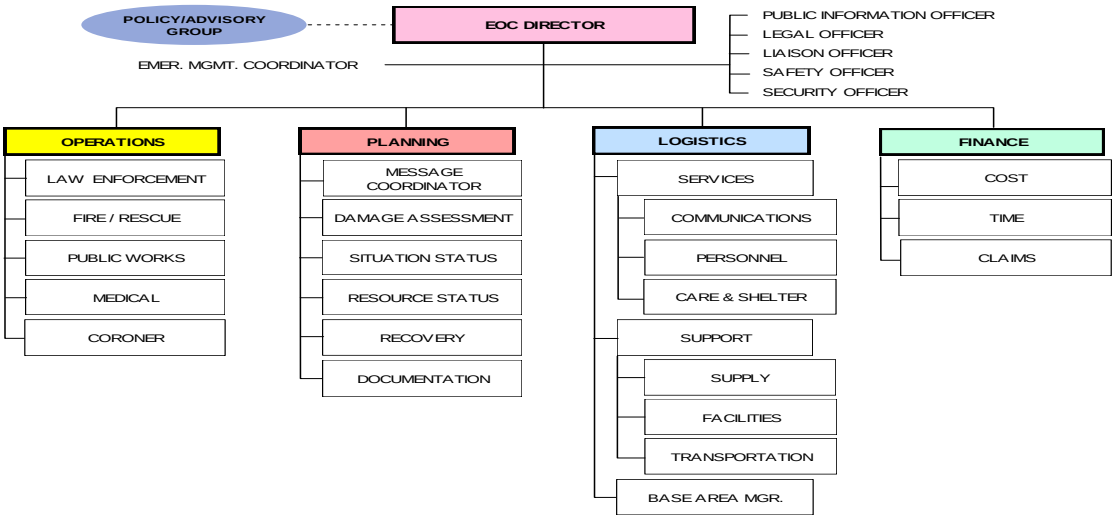
- ❑ Participate in all demobilization planning.

Deactivation

- ❑ Demobilize the Logistics Section in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the EOC Director.
- ❑ Deactivate the Logistics Section Chief position and close out logs when authorized by the EOC Director. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

SERVICES BRANCH LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Logistics Section Chief

Supervises Communications Unit Leader
Personnel Unit Leader
Care and Shelter Unit Leader
American Red Cross Agency Representative

Work Station EOC Logistics Section

Responsibilities
The Services Branch Leader is under the direction of the Logistics Section Chief and is responsible for managing the Communications and Personnel Unit Leaders in order to meet the logistics needs of the City of Tehachapi EOC and field level emergency response effort.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Services Branch Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Logistics Section Chief, key staff, etc). Assess the City of Tehachapi situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Obtain guidance from the Logistics Section Chief on purchasing authority and limits to manage Unit Leaders financial requests and expenditures; obtain approval from the Logistics Section Chief on expensive or unusual requests.

- ❑ Ensure incoming Services Branch personnel have read their checklists and have been briefed prior to their assuming their duties; briefings should include:
  - Current situation assessment
  - Identification of specific job responsibilities
  - Identification of co-workers within the job function and/or geographical assignment
  - Availability of communications
  - Location of work area
  - Identification of eating and sleeping arrangements as appropriate
  - Procedural instructions for obtaining additional supplies, services and personnel
  - Identification of operational period work shifts

- ❑ Inform the Logistics Section Chief when the Services Branch is fully operational.

- ❑ Develop Objectives and Priorities for the Services Branch operations in support of EOC and field operations; assign specific responsibilities to unit leaders to meet the Objectives and Priorities.

- ❑ Conduct periodic briefings for your Branch; he is aware of priorities.

- ❑ Monitor the Services Branch activities and adjust staffing and organization as appropriate to meet current needs.

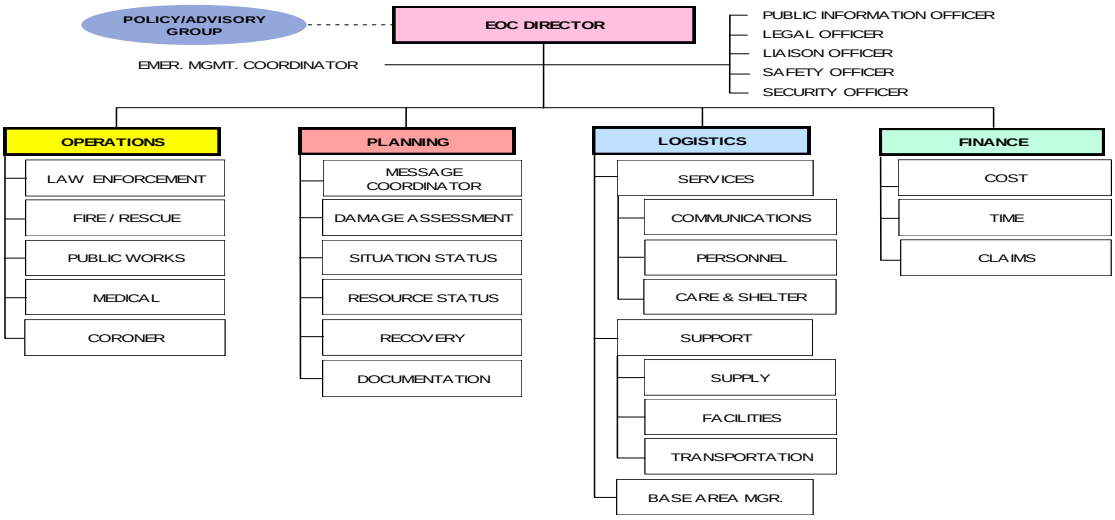
- ❑ Assist the Communications and Personnel Unit Leaders in solving problems beyond their authority or capability; notify the Logistics Section Chief of any requests that cannot be filled and request authority to forward unfilled request to the City of Tehachapi EOC for support.

Deactivation

- ❑ Demobilize the Services Branch Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate information to the Logistics Section Chief.
- ❑ Deactivate the Services Branch Unit Leaders and the Services Branch Leader position and close out logs when authorized by the Logistics Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

COMMUNICATIONS UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Services Branch Leader (In the absence of the Services Branch Leader report to the Logistics Chief)

Supervises Communications Unit

Work Station EOC Logistics Section

Responsibilities

The Communications Unit Leader is responsible for developing plans for the effective use of incident communications equipment and facilities, installing and testing of communications equipment, supervision of the Incident Communications Center, distribution of communications equipment to incident personnel, and the maintenance and repair of communications equipment. These responsibilities include the distribution of communications equipment to the City of Tehachapi EOC and field responders. Specific responsibilities include:

- Ensuring radio, telephone, and computer resources and services are provided to EOC staff as required
- Overseeing the installation of communications resources within the City of Tehachapi EOC. Ensure a communications link is established with the City of Tehachapi EOC
- Determining specific computer requirements for all EOC positions.
- Implementing RIMS if available, for internal information management to include message and e-mail systems
- Ensuring the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and adequate communications operators are available for 24-hour coverage
- Developing and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster
- Supervise the Communications Unit

Integrated Communications
Incident communications are facilitated through the development and use of a common Communications Plan and interoperable communications processes and architectures. This integrated approach links operational and support units of the various agencies involved and is necessary to maintain communications connectivity and discipline and enable common situational awareness and integration. Preparedness planning must address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications. [dd] [eeff].

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Communications Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Logistics Section Chief, key staff, etc). Assess the City of Tehachapi situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

[dd] 05 NIMSCAST II-A-2-h
[ee] 05 NIMSCAST V-B-1-b
[ff] 08 NIMSCAST 2.6

General Operational Duties

- ❑ Obtain a briefing from the Services Branch Leader relative to communications requirements.
- ❑ Provide input to the Logistics Section Chief on your unit's procedures for meeting the Objectives and Priorities of the EOC Action Plan that relate to communications.
- ❑ Advise the Logistics Section Chief on communications capabilities and limitations.
- ❑ Set up, test, and maintain the EOC telephone system, radios, and/or cell phones to meet the needs of the emergency response.
- ❑ Develop and distribute to Section Chiefs and field responders a communications plan which identifies City of Tehachapi EOC phone numbers, radio frequencies, and cell phone numbers.
- ❑ Establish and maintain a chain-of-custody record system for all communications-related non-expendable equipment (e.g., cell phones, radios, etc.).
- ❑ Establish and maintain a maintenance program to ensure communications equipment is maintained in peak operational readiness.
- ❑ Establish and maintain a battery charging and maintenance system to ensure radio equipment is not compromised due to lack of power.
- ❑ Provide technical information as required on:
  - Adequacy of communications systems currently in operation
  - Geographic limitation on communications systems
  - Equipment capabilities
  - Amount and types of equipment available
  - Anticipated problems in the use of communications equipment
- ❑ Develop and distribute a communications plan identifying all systems in use and listing specific phone numbers and frequencies assigned.
- ❑ Recover and store equipment from relieved/released units and field responders upon demobilization.

Integrated Communications

Incident communications are facilitated through the development and use of a common Communications Plan and interoperable communications processes and architectures. This integrated approach links the operational and support units of the various agencies involved and is necessary to maintain communications connectivity and discipline and enable common situational awareness and integration. **Preparedness planning must address the equipment, systems, and protocols necessary to achieve integrated voice and data incident management communications.**

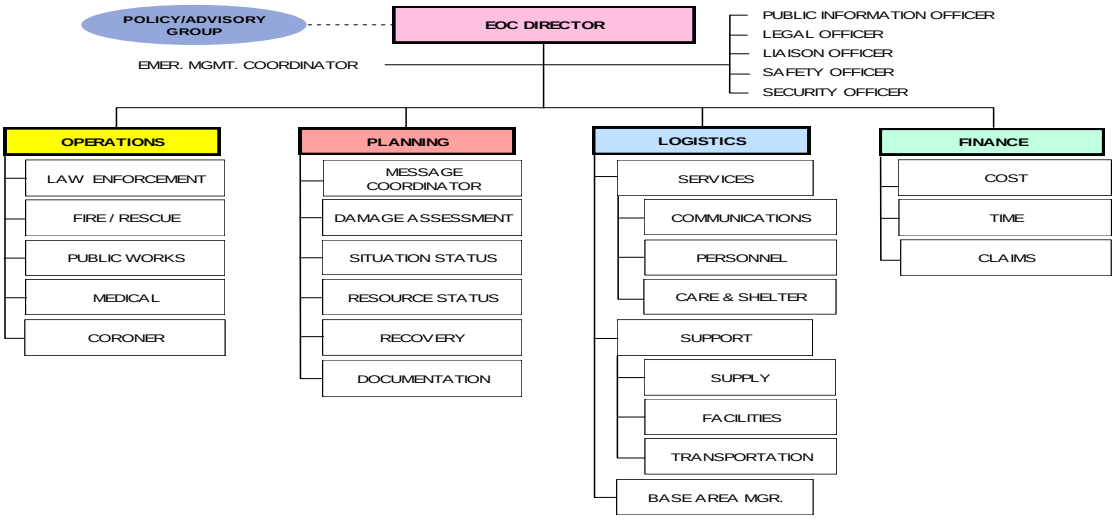
Incident Communications
Incident Communications will follow the standards called for under the ICS. The EOC Director and IC manages communications at the EOC or an incident, using a common communications plan and an incident-based communications center established solely for use by the command, tactical, and support resources assigned to the incident. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS/ICS, for communications.

Deactivation

- ❑ Demobilize the Communications Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate information to the Logistics Section Chief.
- ❑ Deactivate the Communications Unit Leader position and close out logs when authorized by the Logistics Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

PERSONNEL UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Services Branch Leader (In the absence of the Services Branch Leader report to the Logistics Chief)

Supervises Personnel Unit

Work Station EOC Logistics Section

Responsibilities

The Personnel Unit Leader is responsible for coordinating and providing additional workers for the City of Tehachapi EOC and field operations and for managing responder issues, records, and requests. The Personnel Unit Leader is not responsible for requesting or supporting tactical mutual aid personnel (e.g., law enforcement and fire mutual aid requests). Tactical personnel and equipment resources procurement is pre-established through law enforcement and fire mutual aid procedures. Specific responsibilities include:

- Coordinating all personnel support requests from the EOC functional elements or from the field.
- Identifying sources and maintaining an inventory of personnel support resources; requesting personnel resources from those agencies as needed.
- Assigning personnel within the EOC as needs are identified.
- Coordinating volunteer support with city and/or county EOC Personnel Unit Leaders. Ensure all volunteers are formally sworn in (with documentation) to ensure coverage under the California Workers Compensation program.
- Establishing and maintaining duty rosters of City of Tehachapi responders for each operational period.

Mobilizing Personnel Resources

Incident personnel begin mobilizing when notified through established channels. At the time of notification, they are given the date, time, and place of departure; mode of transportation to the incident; estimated date and time of arrival; reporting location (address, contact name, and phone number); anticipated incident assignment; anticipated duration of deployment; resource order number; incident number; and applicable cost and funding codes. The resource tracking and mobilization processes are directly linked. When resources arrive on scene, they must formally check in. This starts the on-scene, in-processing and validates the order requirements. Notification that the resource has arrived is sent back through the system. For resource managers, the mobilization process may include equipping, training, and/or inoculating personnel; designating assembly points that have facilities suitable for logistical support; and obtaining transportation to deliver resources to the incident most quickly, in line with priorities and budgets. EOCs and Incident Management Teams (IMTs) take direction from standard interagency mobilization guidelines at the national, regional, State, local, and tribal levels. Managers should plan and prepare for the demobilization process well in advance; often at the same time they begin the resource mobilization process. Early planning for demobilization facilitates accountability and makes transportation of resources as efficient, costs as low, and delivery as fast as possible.[gg]

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Personnel Unit Leader by putting on your EOC vest and printing your name on the EOC Organization Chart. All EOC personnel should be checking in with you; print their names on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Logistics Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.

[gg] 05 NIMSCAST IV-B-6

- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Post and maintain the EOC Organization Chart with names of all current EOC response staff.

- ❑ Receive and process all incoming requests for personnel support; identify number of personnel, special qualifications or training, location where needed, and person to report to upon arrival; secure an estimated time of arrival for relay back to the requesting agency.

- ❑ Develop a system for tracking EOC and field responders and volunteers; establish and maintain sign in/out logs to facilitate accurate records of personnel used in the response effort.

- ❑ Maintain information regarding:
  - Personnel/volunteers processed
  - Personnel/volunteers allocated and assigned by agency/location
  - Personnel/volunteers on standby
  - Special personnel requests by category not filled

- ❑ Develop a plan for communicating with those agencies with personnel resources capable of meeting special needs.

- ❑ Obtain health/medical personnel (e.g., nurses' aides, paramedics, Red Cross personnel, and other trained volunteers) in coordination with the Medical Unit (Operations Section) to meet first aid and medical needs.

- ❑ Request technical expert resources (e.g., hazardous materials, environmental impact, structural analysis, geotechnical information, etc.) not available at the City of Tehachapi through mutual aid channels or the city and/or county Emergency Management Coordinators.

- ❑ *Allocate available resources efficiently and track by status (e.g., assigned, out of service). This includes internal assets and those available through mutual aid or through existing state, regional or Federal assistance agreements.*

- ❑ *Integrate procedures into response operations that cover needs of individuals with disabilities, access or functional needs, immigrants, limited English proficiency, and diverse racial and ethnic populations.* [hh]

[hh] CPG 101, Version 2.0

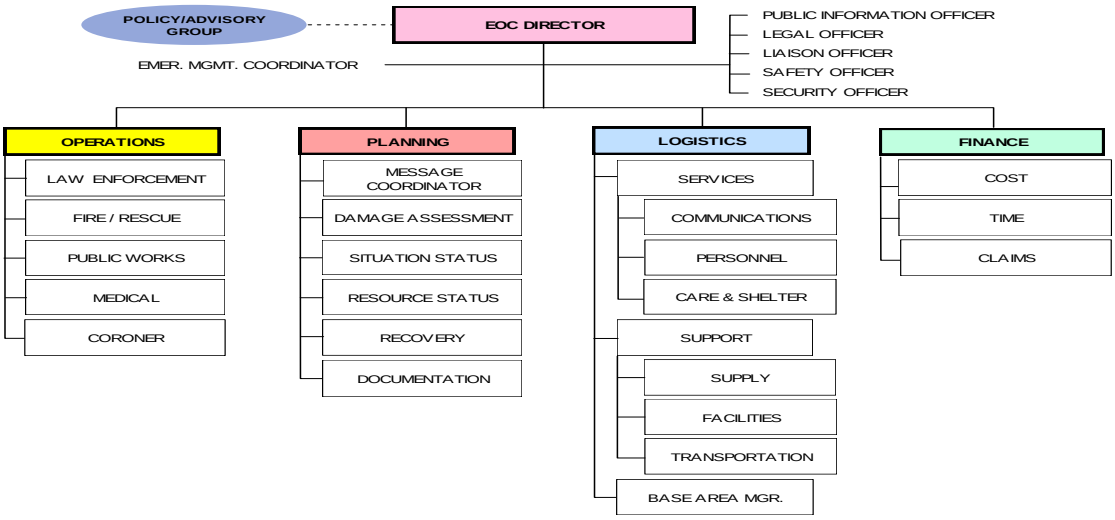
- ❑ Coordinate staffing and work schedules with the Time Unit Leader in the Finance Section.

Deactivation

- ❑ Demobilize the Personnel Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate information to the Logistics Section Chief.
- ❑ Deactivate the Personnel Unit Leader position and close out logs when authorized by the Logistics Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 – RECOVERY

CARE AND SHELTER UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Logistics Section Chief

Supervises Care and Shelter Unit

Work Station EOC Logistics Section

Responsibilities

The Care and Shelter Unit Leader provides care and shelter requirements for the public as well as EOC and field responders and their dependents. In the event the severity of the emergency causes area-wide mass evacuations, the Care and Shelter Unit Leader shall coordinate with City of Tehachapi officials to ensure plans are in place to open and operate evacuation centers and mass care facilities until the American Red Cross (or other agency) assumes responsibility. Thereafter, the Care and Shelter Unit will work directly with the American Red Cross and any other volunteer services agencies providing shelter-related assistance to city specific disaster victims.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Care and Shelter Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Logistics Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

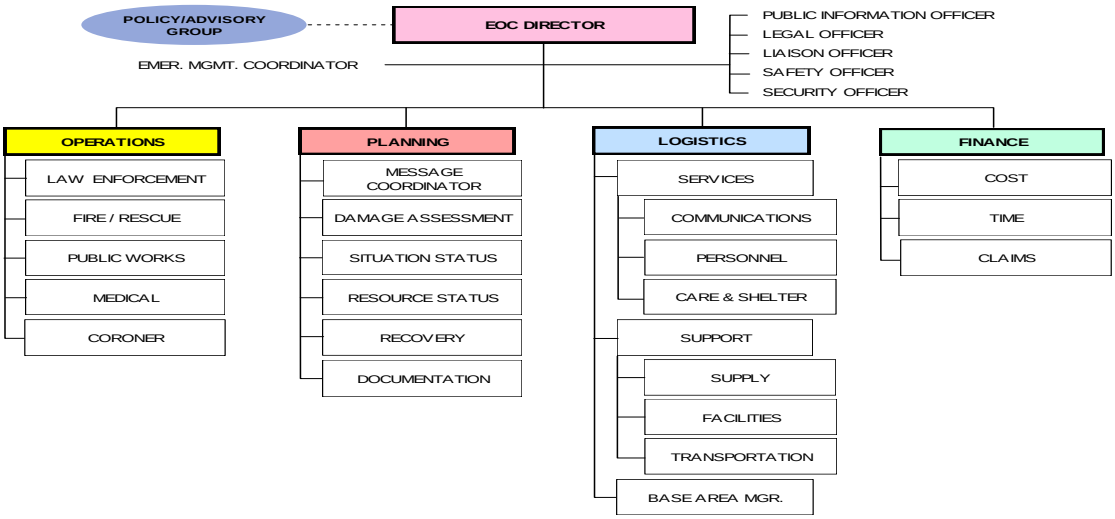
- ❑ Determine the need for an evacuation center or mass care shelter.
- ❑ Provide care and shelter support (including food, water, and shelter for extended operations) for victims of the emergency.
- ❑ Coordinate with City of Tehachapi to contact the local chapter of the American Red Cross (ARC) and request an ARC liaison for the City of Tehachapi EOC if mass evacuations are required and sheltering needs exceed City of Tehachapi resources.
- ❑ Establish procedures to coordinate with the ARC Agency Representative if that individual is assigned to City of Tehachapi EOC. Note: The ARC Agency Representative is located in the Services Branch of the Logistics Section.
- ❑ Ensure a qualified city building and safety official has inspected the shelter site prior to occupancy following an earthquake and after each significant aftershock.
- ❑ Confirm shelter management teams are organized and facilities meet all health, safety, and Americans with Disabilities Act standards before occupancy.
- ❑ Coordinate with the Communications Unit Leader to provide communications where needed to link mass care facilities with the EOC and other key points-of-contact.
- ❑ Coordinate with City of Tehachapi for the care of shelter residents' animals (American Red Cross regulations prohibit admitting to shelters any animals other than seeing-eye dogs).
- ❑ Coordinate with the Transportation Unit Leader (Logistics Section) for transportation of shelter managers and shelter victims.
- ❑ Coordinate with the Food Unit Leader (Logistics Section) for food requirements that cannot be met by the ARC for shelter victims.
- ❑ Ensure shelter managers provide activity reports to the EOC at the end of each operational period; reports should include requests for delivery of equipment and supplies, jurisdiction expenditures, damage to facilities, and number of persons sheltered.

Deactivation

- ❑ Demobilize the Care and Shelter Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate information to the Operations Section Chief.
- ❑ Deactivate the Care & Shelter Unit Leader position and close out logs when authorized by the Operations Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

AMERICAN RED CROSS AGENCY REPRESENTATIVE



Primary American Red Cross Representative

Reports To Services Branch Leader (In the absence of the Services Branch Leader report to the Logistics Chief)

Supervises ARC Support Personnel as Assigned

Work Station EOC Logistics Section

Note: This checklist is provided in the event the American Red Cross sends a representative to the City of Tehachapi EOC to manage Care and Shelter efforts within the jurisdiction.

Responsibilities

The American Red Cross Agency Representative is responsible for mass care operations, disaster welfare inquiry, family service and referral, and serves as the liaison between the American Red Cross Operations Director, other volunteer agencies and the City of Tehachapi Care and Shelter Unit Leader.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the American Red Cross Agency Representative by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Logistics Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Serve as a liaison between the City of Tehachapi EOC and the ARC Operations Director for evacuation, relocation, or shelter-in-place of any mass care facilities threatened by any hazardous condition.

- ❑ Serve as a liaison between the City of Tehachapi EOC and ARC PIO for public information regarding evacuation centers.

- ❑ Report ARC care and shelter activities (e.g., staffing, registration, number of clients, pertinent evacuee information, etc.) to the City of Tehachapi Care and Shelter Unit Leader and to the ARC Operations Director.

- ❑ Serve as a liaison between the City of Tehachapi Personnel Unit (Logistics Section) and the ARC Operations Director; contact volunteer agencies and the City of Tehachapi staff for assistance with mass care functions including basic first aid, shelter and feeding, and sanitation.

- ❑ Receive ARC shelter managers' periodic activity reports that should include: requests for equipment and supplies; damages; casualties; and number and status of persons sheltered.

- ❑ Serve as a liaison between the ARC Operations Director and the Supply Unit Leader (Logistics Section) to ensure adequate food supplies, equipment, and other resources for mass care facilities.

- ❑ Work with the City of Tehachapi Communications Unit Leader (Logistics Section) to provide communications as needed to link mass care facilities, the EOC, and other key facilities.

- ❑ Coordinate with the Transportation Unit Leader (Logistics Section) to provide transportation for shelter operations.

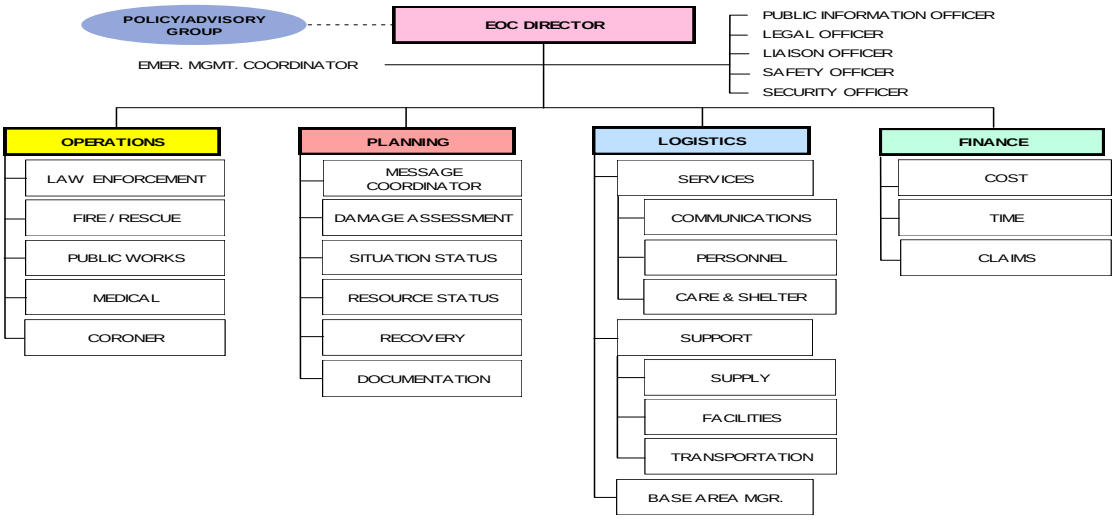
- ❑ Report as needed to City of Tehachapi EOC Section Chiefs (e.g., Management, Operations, Logistics) on the status of opening, relocating, and/or closing of shelter operations; coordinate this information with adjacent communities as appropriate.

Deactivation

- ❑ Coordinate demobilization of mass care and/or sheltering operations.
- ❑ Demobilize the American Red Cross Agency Representative position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Care and Shelter Unit Leader and/or the Logistics Section Chief.
- ❑ Deactivate the American Red Cross Agency Representative position and close out logs when authorized by the Logistics Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

SUPPORT BRANCH LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Logistics Section Chief

Supervises Supply Unit Leader
Facilities Unit Leader
Transportation Unit Leader

Work Station EOC Logistics Section

Responsibilities
The Support Branch Leader is under the direction of the Logistics Section Chief and is responsible for managing the Supply, Facilities and Transportation Unit Leaders in order to meet the logistics needs of the City of Tehachapi EOC and field level emergency response effort.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Support Branch Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Logistics Section Chief, key staff, etc). Assess the City of Tehachapi situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Obtain guidance from the Logistics Section Chief on purchasing authority and limits to manage Unit Leaders financial requests and expenditures; obtain approval from the Logistics Section Chief on expensive or unusual requests.

- ❑ Ensure incoming Support Branch personnel have read their checklists and have been briefed prior to their assuming their duties; briefings should include:
    - Current situation assessment
    - Identification of specific job responsibilities
    - Identification of co-workers within the job function and/or geographical assignment
    - Availability of communications
    - Location of work area
    - Identification of eating and sleeping arrangements as appropriate
    - Procedural instructions for obtaining additional supplies, services and personnel
    - Identification of operational period work shifts

- ❑ Inform the Logistics Section Chief when the Support Branch is fully operational.

- ❑ Develop Objectives and Priorities for the Support Branch operations in support of EOC and field operations; assign specific responsibilities to unit leaders to meet the Objectives and Priorities.

- ❑ Conduct periodic briefings for your Branch; he is aware of priorities.

- ❑ Monitor the Support Branch activities and adjust staffing and organization as appropriate to meet current needs.

- ❑ Assist Supply, Facilities and Transportation Unit Leaders in solving problems beyond their authority/capability; notify the Logistics Section Chief of any requests that cannot be filled and request authority to forward unfilled request to the City of Tehachapi EOC for support.

- ❑ *Allocate available resources efficiently and track by status (e.g., assigned, out of service). This includes internal assets and those available through mutual aid or through existing state, regional or Federal assistance agreements.*

- ❑ *Integrate procedures into response operations that cover needs of individuals with disabilities, access or functional needs, immigrants, limited English proficiency, and diverse racial and ethnic populations.* [ii]

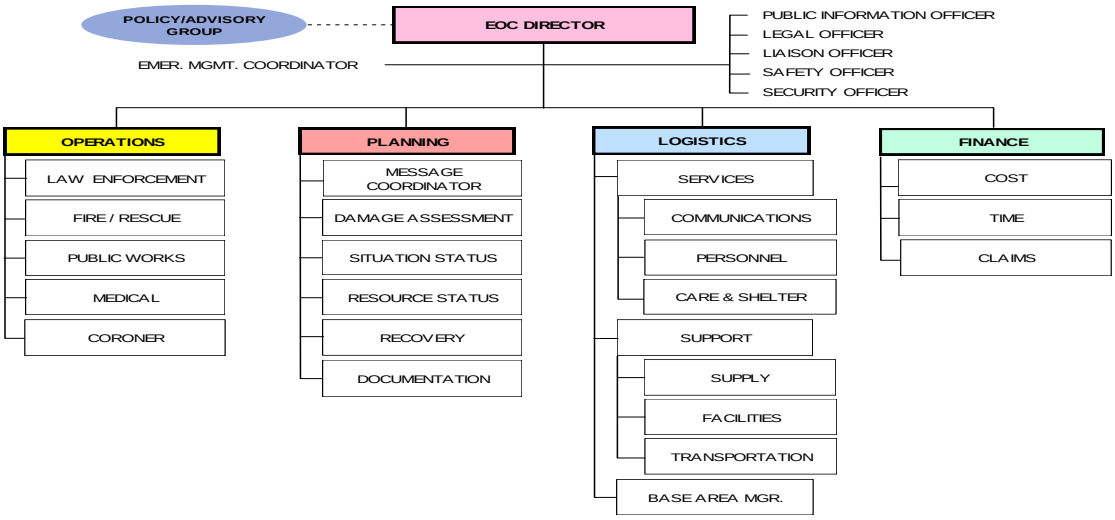
[ii] CPG 101, Version 2.0

Deactivation

- ❑ Demobilize the Support Branch Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate information to the Logistics Section Chief.
- ❑ Deactivate the Support Branch Unit Leaders and the Support Branch Leader position and close out logs when authorized by the Logistics Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 – RECOVERY

SUPPLY UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief
Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief
Reports To Support Branch Leader (In the absence of the Support Branch Leader report to the Logistics Chief)
Supervises Supply Unit
Work Station EOC Logistics Section
Responsibilities

The Supply Unit Leader is responsible for ordering personnel, equipment, and supplies; receiving and storing all supplies for the incident; maintaining an inventory of supplies; and servicing nonexpendable supplies and equipment. Specific responsibilities include:

- Coordinating payment actions with the Finance Section
- Coordinating delivery of supplies and material as required
- Overseeing procurement and allocation of supplies and material not normally provided through mutual aid channels

Comprehensive Resource Management

Maintaining an accurate and up-to-date picture of resource utilization is a critical component of domestic incident management. Resource Management includes processes for categorizing, ordering, dispatching, tracking, and recovering resources. Its also includes processes for reimbursement for resources, as appropriate[jj].

Inventorying Resources

A key aspect of the inventorying process is determining whether or not the primary-use organization needs to warehouse items prior to an incident. Resource managers make this decision by considering the urgency of the need, whether there are sufficient quantities of required items on hand, and/or whether they can be produced quickly enough to meet demand. Another important part of the process is managing inventories with shelf life or special maintenance considerations. Resource managers must build sufficient funding into their budgets for periodic replenishments, preventive maintenance, and capital improvements.[kk]

[jj] 05 NIMSCAST II-A-2-g
[kk] 05 NIMSCAST IV-B-3

Categorizing Resources

Resources should be categorized by size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within jurisdictions, across jurisdictions, and between governmental and nongovernmental entities more efficient and ensures that ICs receive resources appropriate to their needs.[ll]

Effective Management of Resources

Resource managers should use validated practices to perform key resource management tasks systematically and efficiently. Examples include the following: (1) Acquisition Procedures used to obtain resources to support operational requirements. Preparedness organizations develop tools and related standardized processes to support acquisition activities. Examples include mission tasking, contracting, drawing from existing stocks, and making small purchases. (2) Management Information Systems used to collect, update, and process data; truck resources; and display their readiness status.

These tools enhance information flow and provide real time data in a fast-paced environment where different jurisdictions and functional agencies managing different aspects of the incident life cycle must coordinate their efforts. Examples include geographical information systems (GISs), resource tracking systems, transportation tracking systems, inventory management systems, and reporting systems. (3) Ordering, Mobilization, Dispatching, and Demobilization Protocols. Used to request resources, prioritize requests, activate and dispatch resources to incidents, and return resources to normal status. Preparedness organizations develop standard protocols, for use within their jurisdictions. Examples include tracking systems that identify the location and status of mobilized or dispatched resources and procedures to "demobilize" resources and return them to their original locations and status.[mm]

Identifying Resource Requirements

Resource managers identify, refine, and validate resource requirements throughout the incident life cycle. This process involves accurately identifying (1) what and how much is needed, (2) where and when it is needed, and (3) who will be receiving or using it. Resources to be identified in this way include supplies, equipment, facilities, and incident management personnel and/or emergency response teams. If a requestor is unable to describe an item by resource type or classification system, resource managers provide technical advice to enable the requirements to be defined and translated into a specification. Because resource availability and requirements will constantly change as the incident evolves, all entities participating in an operation must coordinate closely in this process. Coordination begins at the earliest possible point in the incident life cycle.[nn]

Ordering and Acquiring Resources

Requests for items that the field Incident Commander cannot obtain locally are submitted through the local EOC or multi-agency coordinating entity using standardized resource-ordering procedures. If the servicing EOC is unable to fill the order locally, the order is forwarded to the next level—generally an adjacent local, State, regional EOC, or multi-agency coordination entity.[oo]

[ll] 05 NIMSCASST IV-A-2-d
[mm] 05 NIMSCAST IV-A-2-e
[nn] 05 NIMSCAST IV-B-4
[oo] 05 NIMSCAST IV-B-5

Nonexpendable Resources
These are fully accounted for at the incident site and again when they are returned to the unit that issued them. The issuing unit then restores the resources to fully functional capability and readies them for the next mobilization. Broken and/or lost items should be replaced through the Supply Unit, by the organization with invoicing responsibility for the incident, or as defined in pre-incident agreements.[pp]

Expendable Resources
These are also filly accounted for. Restocking occurs at the point from which a resource was issued. The incident management organization bears the costs of expendable resources, as authorized in preplanned financial agreements concluded by preparedness organizations. Returned resources that are not in restorable condition--whether expendable or nonexpendable--must be declared as excess according to established regulations and policies of the controlling entity. Waste management is of special note in the process of recovering resources. Resources that require special handling and disposition (e.g., biological waste and contaminated supplies, debris, and equipment) are dealt with according to established regulations and policies.[qq]

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Supply Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Logistics Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.

[pp] 05 NIMSCAST IV-B-8-a
[qq] 05 NIMSCAST IV-B-8-b

- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Meet and coordinate activities with the Logistics and/or Finance Section Chief(s) to determine purchasing authority.

- ❑ Review, verify, and process requests for resources from other EOC Sections.

- ❑ Maintain information regarding
  - Resources readily available
  - Logistics requests
  - Status of shipments
  - Priority resource requirements
  - Shortfalls

- ❑ Coordinate with other EOC Sections regarding use of the Logistics Request Form. (See Tab 5 - Logistics Request Form)

- ❑ Determine if resources are available from the County stocks, mutual aid sources, or other sources; arrange for delivery if available.

- ❑ Coordinate with the Cost Unit Leader (Finance Section) to issue purchase orders for supplies or services and to establish appropriate payment procedures.

- ❑ Arrange for delivery of procured resources and confirm requestors' receipt of resources.

- ❑ Identify to the Logistics Section Chief any significant resource request(s) which cannot be met through local action (or exceeded purchasing authority); if possible, suggest alternative methods to solve the problem.

- ❑ Establish contact with the Care and Shelter Unit Leader and/or American Red Cross representatives(s) and discuss status of food and potable water resources with regard to mass care shelters and mass feeding locations; coordinate actions as required.

- ❑ Coordinate with the Care and Shelter Unit Leader to establish a plan for feeding operations for the City of Tehachapi EOC and field responders.

- ❑ Review Major Incident and Significant Information Reports and Situation Status Reports as they are received; determine/anticipate support requirements; verify information where questions exist.

- ❑ Establish and maintain a documentation and record-tracking system of disaster-related requests for expenditures of equipment, supplies, etc; establish and maintain a chain-of-custody record system for all non-expendable equipment.

- ❑ Coordinate with the Transportation Unit Leader for distribution of water, food, other consumables and essential supplies to all disaster operation facilities including mass care shelters or other locations.

- ❑ *In accordance with the underlying concepts of resource management establish and maintain a uniform method of identifying, acquiring, allocating, and tracking resources*

- ❑ *Establish and maintain a standardized classification system to manage mutual-aid and donor assistance resources*[rr]

- ❑ *Establish and maintain an efficient system for categorizing resources by size, capacity, skill, and other key characteristics.* [ss]

- ❑ *Allocate available resources efficiently and track by status (e.g., assigned, out of service). This includes internal assets and those available through mutual aid or through existing state, regional or Federal assistance agreements.*

- ❑ *Integrate procedures into response operations that cover needs of individuals with disabilities, access or functional needs, immigrants, limited English proficiency, and diverse racial and ethnic populations.* [tt]

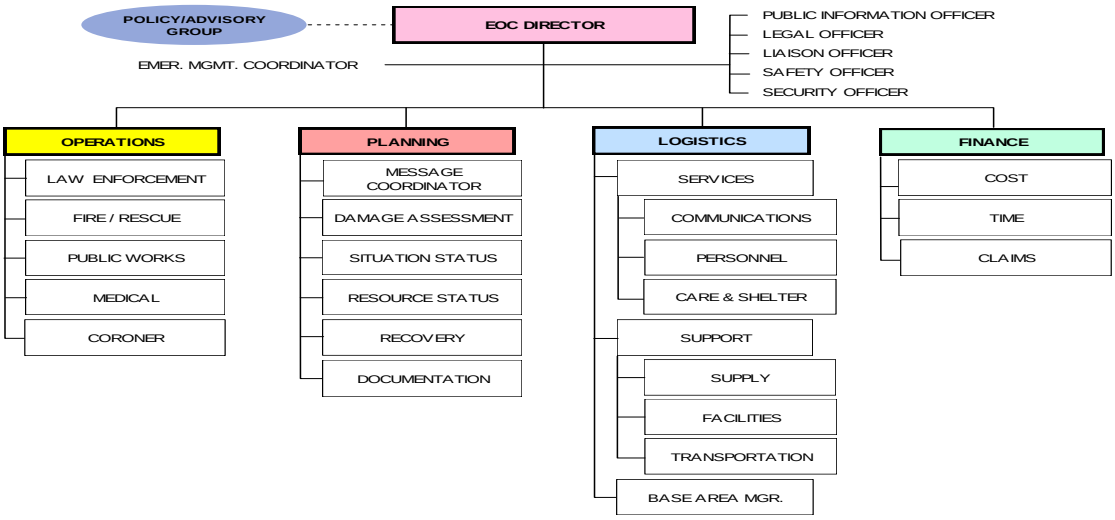
[rr] 05 NIMSCAST IV-A-1
[ss] 05 NIMSCAST IV-A-2-c
[tt] CPG 101, Version 2.0

Deactivation

- ❑ Demobilize the Supply Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Logistics Section Chief.
- ❑ Deactivate the Supply Unit Leader position and close out logs when authorized by the Logistics Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 – RECOVERY

FACILITIES UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Support Branch Leader (In the absence of the Support Branch Leader report to the Logistics Chief)

Supervises Facilities Unit

Work Station EOC Logistics Section

Responsibilities

The Facilities Unit is responsible for the layout and activation of incident facilities (e.g., Base, Camp(s), and Emergency Operations Center (EOC)). The Facilities Unit Leader provides sleeping and sanitation facilities for incident personnel and manages Base and Camp(s) operations. Each facility (Base, Camp) is assigned a manager who reports to the Facilities Unit Leader and is responsible for managing the operation of the facility. The basic functions or activities of the Base and Camp Managers are to provide security service and general maintenance.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Facilities Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Logistics Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Obtain briefing from the Support Branch Leader and/or Logistics Section Chief.
- ❑ Provide input to the Support Branch Leader and/or Logistics Section Chief on how the Facilities Unit will meet Objectives and Priorities of the EOC Action Plan.
- ❑ Keep the Support Branch Leader and/or Logistics Section Chief advised of the Facilities Unit status and activity and on any problem areas that require solutions.
- ❑ Provide facilities for sheltering essential workers, employees' families, and volunteers.
- ❑ Maintain information in the unit regarding:
  - Facilities opened and operating
  - Facility managers/phone number
  - Supplies and equipment at the various locations
  - Specific operations and capabilities of each location
- ❑ As the requirement for emergency-use facilities is identified, coordinate the acquisition of required space to include any use permits, agreements, or restrictions.
- ❑ In coordination with the Operations Section, coordinate requirement for facilities for disaster response and recovery operations (base areas, shelters, Disaster Assistance Centers (DACs).
- ❑ Identify and coordinate facility communications requirements to the Communications Unit Leader.
- ❑ Identify facility related equipment, material, and supply needs to the Supply Unit Leader.
- ❑ Provide facility personnel needs to the Personnel Unit Leader.
- ❑ Submit transportation requirements to the Transportation Unit Leader; coordinate evacuation schedules and identify locations involved.
- ❑ Identify and coordinate facility security requirements to the Law Enforcement Unit in the Operations Section.
- ❑ Monitor the actions at each facility and provide additional support requested in accordance with established Objectives and Priorities.
- ❑ Account for personnel, equipment, supplies, and materials provided to each facility.
- ❑ Coordinate the receipt of incoming resources for facilities.
- ❑ Ensure operational capabilities are maintained at facilities.
- ❑ Ensure sanitation, health and custodial needs at mass care and other facilities (e.g., toilets, showers, etc.) are met.

- ❑ Coordinate with the Supply and Transportation Unit Leaders for the procurement and distribution of utilities, fuel, water, food, other consumables, and essential supplies to all disaster operation facilities.

- ❑ Ensure access and other related assistance for residential care and special-needs persons are provided in facilities.

- ❑ Coordinate with the Society of Prevention of Cruelty to Animals (or other animal protection agencies) to provide or coordinate facilities for animal boarding if required.

- ❑ Coordinate water resources for consumption, sanitation, and firefighting at all facilities.

- ❑ Maintain back-up power in the EOC and other essential facilities.

Deactivation

- ❑ Demobilize the Facilities Unit Leader in accordance with the EOC Action Plan.

- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.

- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)

- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate information to the Logistics Section Chief.

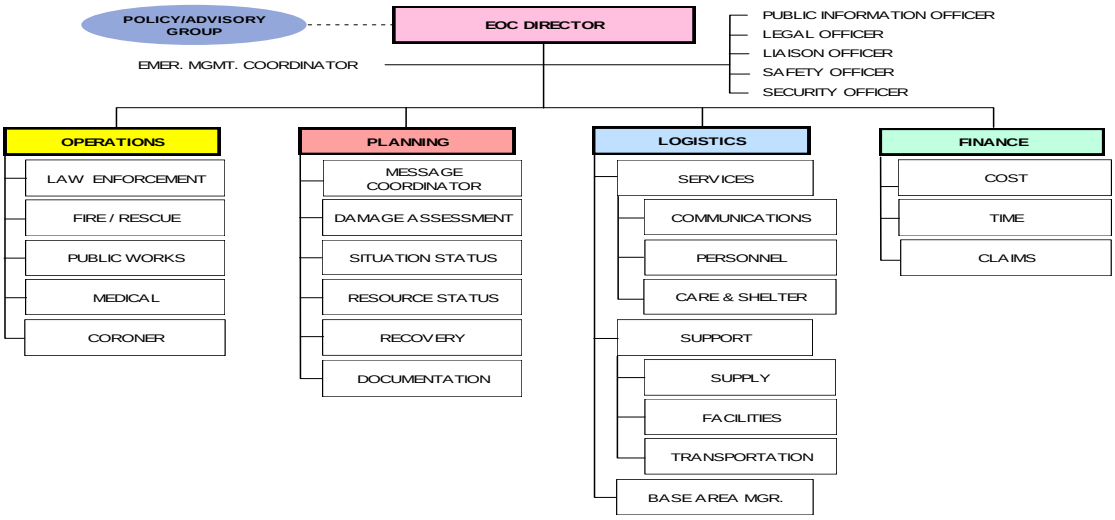
- ❑ Deactivate the Facilities Unit Leader position and close out logs when authorized by the Logistics Section Chief. Return vest and equipment to their original location.

- ❑ Clean up your area before you leave.

- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

TRANSPORTATION UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Support Branch Leader (In the absence of the Support Branch Leader report to the Logistics Chief)

Supervises Transportation Unit

Work Station EOC Logistics Section

Responsibilities

The Transportation Unit Leader is responsible for the development and implementation of a Transportation Plan to support EOC operations and to arrange for the acquisition or use of required transportation resources. Specific responsibilities include:

- In coordination with the Public Works Unit Leader in the Operations Section and the Situation Status Unit in the Planning Section develop a Transportation Plan to support EOC operations
- Arranging for the acquisition or use of required transportation resources
- Supervising the Transportation Unit

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Transportation Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Logistics Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Obtain a briefing from the Support Branch Leader relative to transportation requirements.
- ❑ Provide input to the Logistics Section Chief regarding procedures your unit will use to meet the Objectives and Priorities related to transportation requirements in the EOC Action Plan.
- ❑ Advise the Logistics Section Chief on transportation capabilities and limitations.
- ❑ Establish appropriate transportation support (equipment and drivers) with City of Tehachapi EOC and field responders.
- ❑ Coordinate transportation requirements and scheduling with the local school districts and/or City of Tehachapi.
- ❑ Coordinate transportation scheduling information with EOC Section Chiefs.
- ❑ Develop and distribute a Transportation Plan which identifies transportation assets and schedules.
- ❑ *Allocate available resources efficiently and track by status (e.g., assigned, out of service). This includes internal assets and those available through mutual aid or through existing state, regional or Federal assistance agreements.*
- ❑ *Integrate procedures into response operations that cover needs of individuals with disabilities, access or functional needs, immigrants, limited English proficiency, and diverse racial and ethnic populations.* [uu]

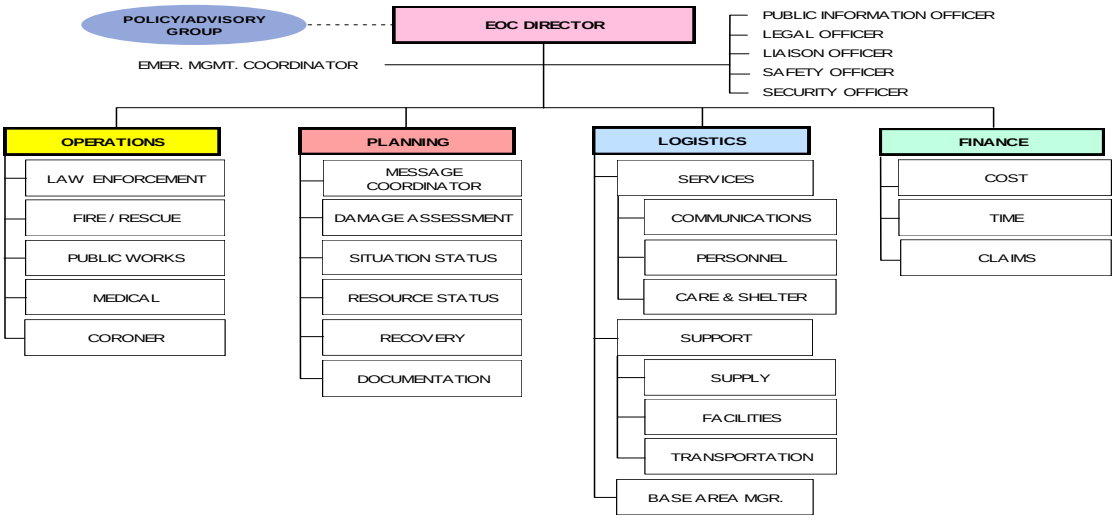
[uu] CPG 101, Version 2.0

Deactivation

- ❑ Demobilize the Transportation Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate information to the Logistics Section Chief.
- ❑ Deactivate the Transportation Unit Leader position and close out logs when authorized by the Logistics Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

BASE AREA MANAGER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Report To Logistics Section Chief

Supervise Base Area Unit

Work Station EOC Logistics Section and Base Area

Responsibilities

The Base Area Manager is responsible for the City of Tehachapi staging area. The Base Area Manager is required to manage the check-in, staging, support, and check-out for City of Tehachapi mutual aid resources. The manager must coordinate with the Operation and Planning Sections for the efficient utilization of resources and input to the EOC Action Plan and field Incident Action Plans.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Base Area Manager by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Logistics Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Develop a plan for the Base Area operations in support of field operations as requested.
- ❑ Proceed to Base Area and establish an efficient Base Area layout to support expected operations.
- ❑ Designate Base Area(s); coordinate requirements and locations with Field Incident Commanders and the EOC Operations Unit Leaders (include fixed wing and helicopter operations if required).
- ❑ Keep up to date on the situation and resources associated with Base Area operations.
- ❑ Keep the Logistics Section Chief advised of your status and activity and on any problem areas that require solutions.
- ❑ Provide periodic Situation Status Reports to the Logistics Section Chief for updating information to the EOC staff.
- ❑ Conduct periodic briefings for Base Area Unit personnel; he is aware of EOC Action Plan Objectives and Priorities.
- ❑ Monitor the Base Area Unit activities and adjust staffing and organization as appropriate to meet current needs.
- ❑ Determine and coordinate any support needs for equipment, feeding, sanitation, and security of responders and staff at the Base Area.
- ❑ Establish check-in and check-out functions to monitor available resources.
- ❑ Establish procedures for notification of resource arrivals, deployments, and departures to the Operations Section and the Resource Unit Leader in the Planning Section.
- ❑ Post areas for identification and traffic control within the Base Area.
- ❑ Respond to requests for resource assignments.
- ❑ *Allocate available resources efficiently and track by status (e.g., assigned, out of service). This includes internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements*[vv]
- ❑ Obtain and issue receipts for radio equipment and other supplies received and distributed at the Base Area.
- ❑ Maintain the Base Area in an orderly condition.

[vv] CPG 101, Version 2.0

Deactivation

- ❑ Demobilize the Base Area Manager position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate information to the Logistics Section Chief.
- ❑ Deactivate the Base Area Manager position and close out logs when authorized by the Logistics Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

FINANCE SECTION

TABLE OF CONTENTS

Finance Section 1
Purpose 1
Overview 1
Command and Staff Overview 1
Finance Section Staff 2
Finance Section Chief 2
Cost Unit 2
Time Unit 2
Claims Unit 2
Finance Chief 3
Responsibilities 3
Start-Up Checklist 4
General Operational Duties 5
Deactivation 6
Reference Issues 6
Cost Unit Leader 7
Responsibilities 7
Start-Up Checklist 8
General Operational Duties 9
Deactivation 10
Reference Issues 10
Time Unit Leader 11
Responsibilities 11
Start-Up Checklist 12
General Operational Duties 13
Deactivation 14
Reference Issues 14
Claims Unit Leader 15
Responsibilities 15
Start-Up Checklist 16
General Operational Duties 17
Deactivation 18
Reference Issues 18

PAGE LEFT INTENTIONALLY BLANK

FINANCE SECTION CHECKLISTS

PURPOSE

This section contains detailed information relating to the City of Tehachapi Emergency Operations Center (EOC), assigns specific responsibilities, and provides checklists for each member of the Finance Section. The EOC organization is based on the National Incident Management System (NIMS), the Standardized Emergency Management System (SEMS) and the Incident Command System (ICS). It is the responsibility of the Finance Section Chief to ensure each member of the Finance Section possesses and reads their checklists prior to assuming their duties.

OVERVIEW

A Finance/Administration Section is established when the agency(s) involved in incident management activities require(s) finance and other administrative support services.[ww] The Finance Section responsibilities include the coordination of payment for emergency supplies and services, maintenance of disaster expenditure financial records, and tracking of response staff time sheets. The Finance Section also assists the Supply Unit Leader in (Logistics Section) in negotiating and administering vendor, supply, and service contracts or formal agreements.

The extent of the disaster/emergency determines which units within the Finance Section are mobilized. In a low-level emergency, only part of the section may be mobilized. In an area-wide disaster in which local, state, and/or federal declarations are issued (or if significant emergency response funds are expended), the entire Finance Section should be mobilized.

Command and General Staff Overview

The NIMS/ICS organization has five major functions. These are: Management, Operations, Planning, Logistics, and Finance. (1) Management (Command in field ICS). These functional areas are divided into the Command and General Staff positions. In the Incident Command organization, the Command Staff consists of the EOC Director (or field Incident Commander) and various special staff positions. The special staff positions are specifically designated, report directly to the EOC Director (or field Incident Commander), and are assigned responsibility for key activities that are not a part of the ICS General Staff functional elements. These positions may include the Public Information Officer (PIO), Safety Officer (SO), and a Liaison Officer. Additional positions may be required, depending on the nature, scope, complexity, and location(s), or according to specific requirements established by the EOC Director (or field Incident Commander). The Command Staff is responsible for overall management of the incident. This includes Command Staff assignments required to support the Management function. (2) General Staff. The General Staff comprises incident management personnel who represent the major functional elements of the NIMS/ICS including the Operations Section, Chief Planning Section, Chief Logistics Section Chief, and Finance Section Chief. [xx] Command Staff and General Staff must continually interact and share vital information and estimates of the current and future situation and develop recommended courses of action for consideration by the EOC Director.

[ww] 05 NIMSCASTS II-A-3-c-4
[xx] 05 NIMSCASTS II-A-3-a

FINANCE SECTION STAFF

The Finance Section Chief determines, based on present and projected requirements, the need for establishing the various units. The Cost, Time and Claims Units are established as the need arises. The Finance Section Chief activates additional units to fulfill an expanded role if necessary.

Finance Section Chief

The Finance Section Chief, a member of the General Staff, oversees all financial management and cost analysis aspects of the incident and supervises members of the Finance Section. Financial procedures and expenditures are closely coordinated with the EOC Director and the Logistics Section Chief.

Cost Unit

The Cost Unit Leader is responsible for administering payment, gathering all financial documentation pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures.

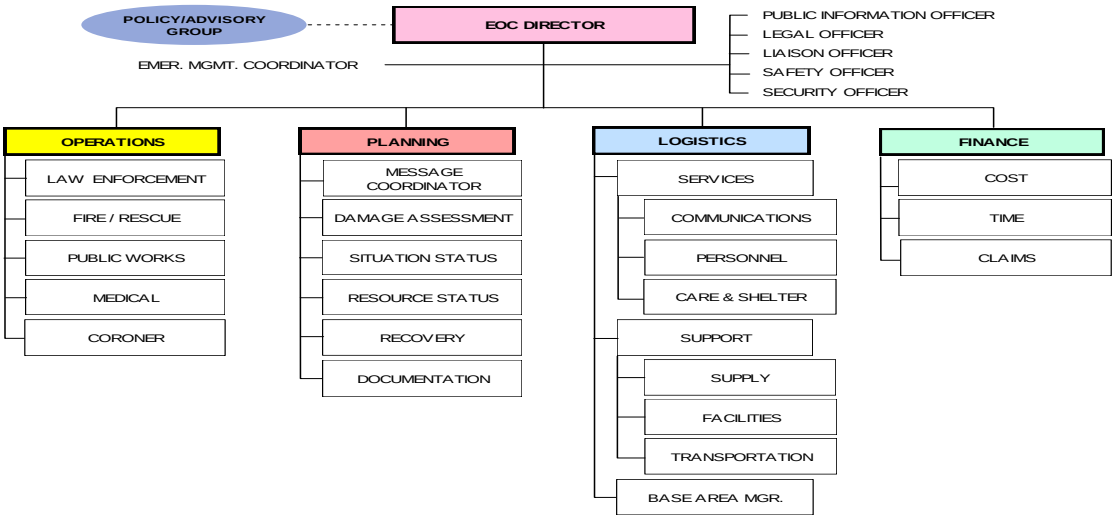
Time Unit

The Time Unit Leader is responsible for equipment and personnel time recording. The Timer Unit Leader tracks hours worked by the City of Tehachapi EOC and field responders, contract labor and volunteers for the response. The Time Unit Leader ensures daily personnel time recording documents are prepared and maintained in compliance with city time management policy.

Claims Unit

The Claims Unit is responsible for financial managing the investigation and compensation for physical injuries and property damage claims involving City of Tehachapi arising from an emergency or disaster. This includes completing all forms required by state worker's compensation programs and local agencies, and maintaining a file of injuries and illnesses associated with the incident. Additionally, the unit will provide investigative support of claims and coordinate with the Finance Chief for the issuance of checks upon settlement of claims.

FINANCE SECTION CHIEF



Primary As Assigned in Immediate Action Checklist, Exhibit 2

Alternate As Assigned in Immediate Action Checklist, Exhibit 2

Reports To EOC Director

Supervises Cost Unit
Time Unit
Claims Unit

Work Station EOC Finance Section

Responsibilities

The Finance Section Chief, a member of the General Staff, oversees all financial management and cost analysis aspects of the incident and supervises members of the Finance Section. Financial procedures and expenditures are closely coordinated with the EOC Director and the Logistics Section Chief. Specific responsibilities include:

- Confirming all financial records are maintained throughout the event or disaster
- Ensuring on-duty time is recorded for all jurisdiction emergency response personnel
- Determining expenditure limits for the response in close coordination with the EOC Director
- Advising the Logistics Section Chief and the Supply Unit Leader regarding expense limitations
- Establishing and maintaining a disaster accounting system to support EOC and field operations
- Ensuring all financial recovery documentation is accurately maintained on appropriate forms for later submission to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Finance Chief by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, EOC Director, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Activate and supervise the City of Tehachapi Finance Section emergency response operations including:
  - Cost Unit Leader
  - Time Unit Leader
  - Claims Unit Leader

- ❑ Identify and order supplies and support needs for the Finance Section through the Supply Unit Leader in the Logistics Section.

- ❑ Establish and implement the Finance Section Objectives and Priorities in support of the City of Tehachapi EOC Action Plan.

- ❑ Provide input in all Action Planning Meetings on financial and cost analysis matters.

- ❑ Ensure all obligation documents initiated for the incident are properly prepared and copies are maintained.

- ❑ Ensure payments to suppliers and vendors are paid on time.

- ❑ Keep the EOC Director aware on an on-going basis of the current fiscal situation and other related matters.

- ❑ Ensure the Time Unit tracks and records all City of Tehachapi response staff time.

- ❑ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.

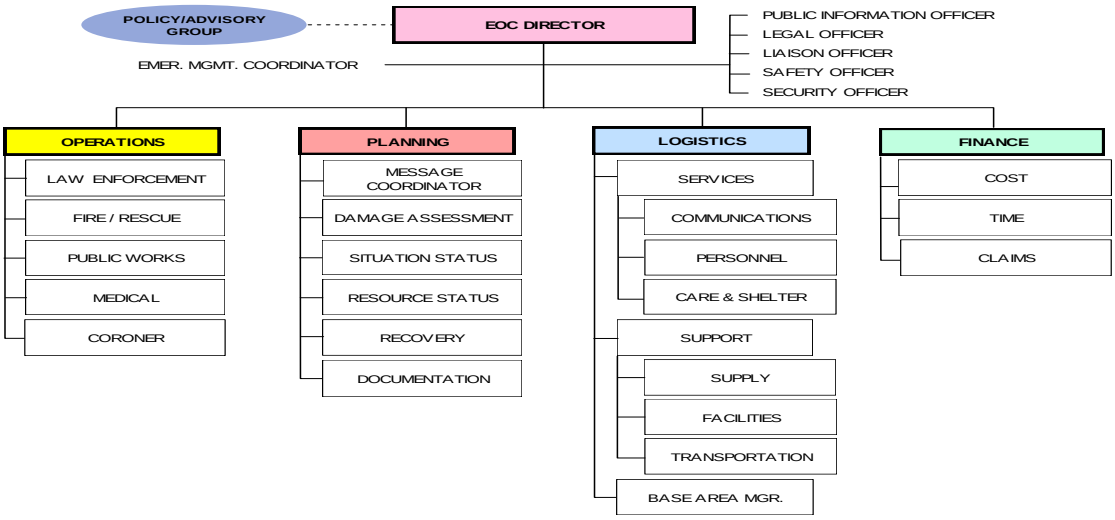
- ❑ Work with the Logistics Section Chief to ensure the Supply Unit coordinates purchase orders and contracts with the Cost Unit Leader.

Deactivation

- ❑ Demobilize the Finance Section in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the EOC Director.
- ❑ Deactivate the Finance Section Chief position and close out logs when authorized by the EOC Director. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

COST UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Finance Section Chief

Supervises Cost Unit

Work Station EOC Finance Section

Responsibilities

The Cost Unit Leader is responsible for administering payment, gathering all financial documentation pertaining to purchases, vendor contracts, leases, fiscal agreements, and tracking expenditures. Accurate and timely documentation is essential for financial recovery. Specific responsibilities include:

- Establishing and maintaining a disaster accounting system to support EOC and field operations
- Coordinating with the Logistics Chief to implement and maintain the use of purchase orders (or other instruments of payment) for services and supplies
- Ensuring timely completion of contracts not addressed by existing approved-vendor lists
- Working with the Supply Unit and the Finance Section Chief on all matters where established purchase order limits may be exceeded

Reimbursement

Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities. Reimbursement processes also play an important role in establishing and maintaining the readiness of resources. Processes and procedures must be in place to ensure that resource providers are reimbursed in a timely manner. These must include mechanisms for collecting bills, validating costs against the scope of the work, ensuring that proper authorities are involved, and accessing reimbursement programs, such as the Public Assistance Program and the Emergency Relief Program. [yy]

[yy] 05 NIMSCAST IV-B-9

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Cost Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Finance Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

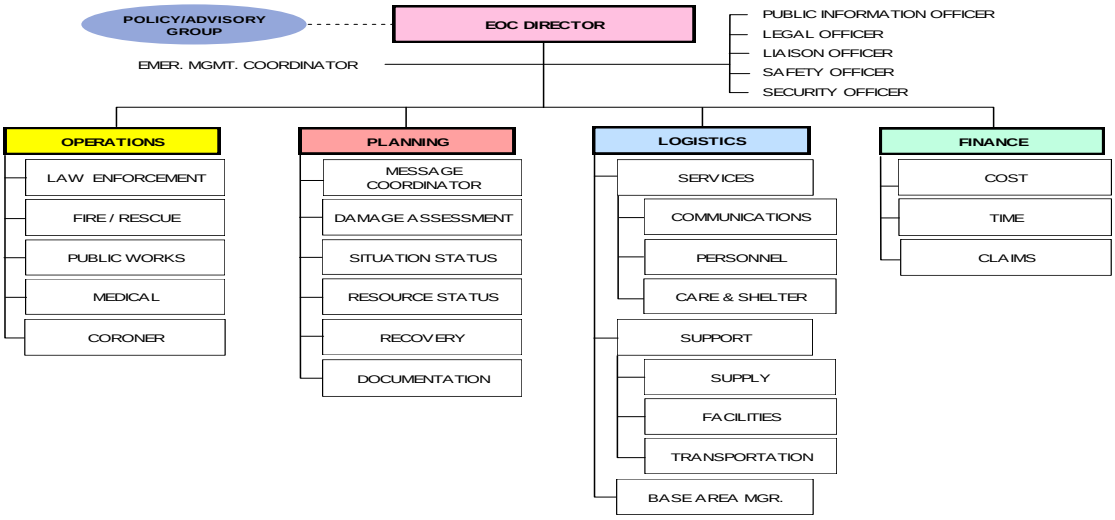
- ❑ Obtain a briefing from the Finance Section Chief to clearly establish spending limit authorities and procedures.
- ❑ Establish and disseminate information relating to contracting for services in coordination with the Finance Section Chief.
- ❑ Coordinate payment procedures with the Finance Section Chief and the Supply Unit Leader (Logistics Section).
- ❑ Develop and maintain a disaster accounting system to keep accurate records of all financial expenditures.
- ❑ Prepare incident cost summaries for each operational period (or as directed) and provide to the Finance Section Chief.
- ❑ Provide input to the Finance Section Chief on the procedures your unit will use to meet the Objectives and Priorities of the City of Tehachapi EOC Action Plan.
- ❑ Make recommendations for cost savings to Finance Section Chief.
- ❑ Ensure all cost documents are accurately prepared and maintained.
- ❑ Complete all records prior to demobilization.
- ❑ Ensure all financial documents and records are turned over to the Documentation Unit Leader upon demobilization.

Deactivation

- ❑ Demobilize the Cost Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Finance Section Chief.
- ❑ Deactivate the Cost Unit Leader position and close out logs when authorized by the Finance Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

TIME UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Finance Section Chief

Supervises Time Unit

Work Station EOC Finance Section

Responsibilities

The Time Unit Leader is responsible for equipment and personnel time recording. The Timer Unit Leader tracks hours worked by the City of Tehachapi EOC and field responders, contract labor and volunteers for the response. The Time Unit Leader ensures daily personnel time recording documents are prepared and maintained in compliance with city time management policy. Specific responsibilities include:

- Tracking, recording, and reporting all on-duty time for City of Tehachapi staff, contract personnel and volunteers working during the emergency or disaster
- Confirming personnel time records, travel expense claims, and other related forms are prepared and submitted to the budget and payroll office

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Time Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Finance Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Determine specific requirements for the time recording function.
- ❑ Coordinate time tracking with the Personnel Unit (Logistics Section).
- ❑ Initiate, gather, and/or update time reports from all personnel (including volunteers) assigned to each shift; ensure time records are accurate and prepared in compliance with City of Tehachapi personnel policies.
- ❑ Obtain personnel rosters from the Personnel Unit Leader; rosters must include all EOC personnel, field responders and volunteers.
- ❑ *Allocate available resources efficiently and track by status (e.g., assigned, out of service). This includes internal assets and those available through mutual aid or through existing state, regional, or Federal assistance agreements*[zz]
- ❑ Provide instructions for jurisdiction departments to ensure time sheets and travel expense claims are completed properly and signed by each employee prior to submission.
- ❑ Keep the Finance Section Chief informed of significant issues affecting the Time Unit.

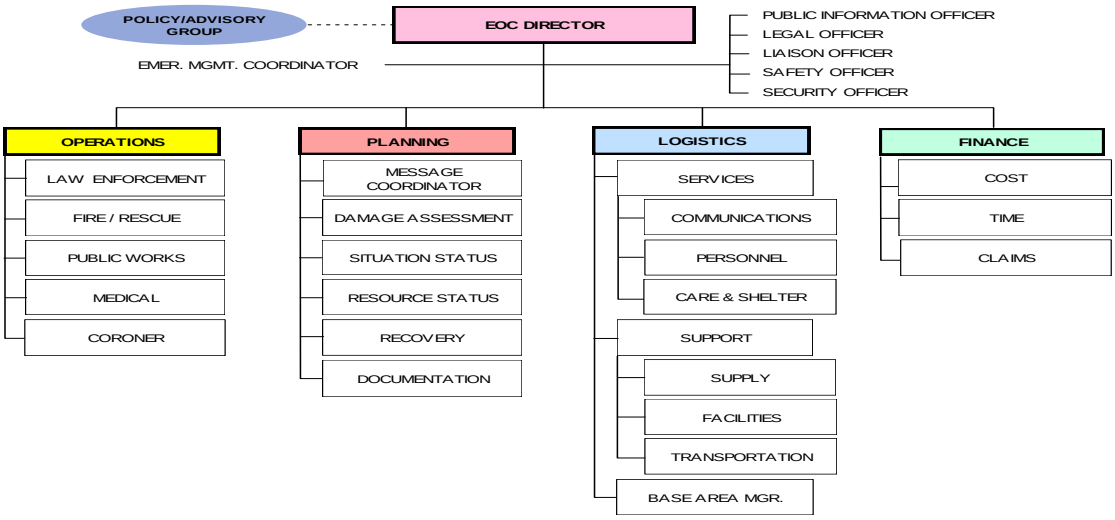
[zz] CPG 101, Version 2.0

Deactivation

- ❑ Demobilize the Time Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Finance Section Chief.
- ❑ Deactivate the Time Unit Leader position and close out logs when authorized by the Finance Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

CLAIMS UNIT LEADER



Primary As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Alternate As Assigned in Immediate Action Checklist, Exhibit 2 or by Section Chief

Reports To Finance Section Chief

Supervises Claims Unit

Work Station EOC Finance Section

Responsibilities

The Claims Unit is responsible for financial managing the investigation and compensation for physical injuries and property damage claims involving City of Tehachapi arising from an emergency or disaster. This includes completing all forms required by state worker's compensation programs and local agencies, and maintaining a file of injuries and illnesses associated with the incident. Additionally, the unit will provide investigative support of claims and coordinate with the Finance Chief for the issuance of checks upon settlement of claims.

READ ENTIRE CHECKLIST AT START-UP AND AT BEGINNING OF EACH SHIFT

Start-Up Checklist

- ❑ Identify yourself as the Claims Unit Leader by putting on your EOC vest; check-in at the Personnel Unit (Logistics Section) and print your name on the EOC Organization Chart.
- ❑ Obtain a briefing from available sources (Law Enforcement or Fire/Rescue Incident Commander, Finance Section Chief, key staff, etc). Assess the situation and formulate appropriate response Objectives and Priorities.
- ❑ Acquire work materials and set up your work station.
- ❑ Clarify issues regarding assignment and authority.
- ❑ Coordinate staffing to support 24-hour operations (if required).
- ❑ Keep informed on the situation and response Objectives and Priorities.
- ❑ Respond aggressively to the emergency but consider safety in all actions.
- ❑ Anticipate potential situation changes; develop options for response and staffing.
- ❑ Use face-to-face communications with other staff in the EOC whenever possible.
- ❑ Open and maintain a chronological personal log (See Tab 4 - Individual Log - ICS Form 214). Accurately document the following data:
  - Time on duty and assignments
  - Decisions, actions taken and justification
  - Names and phone numbers of key contacts
  - Requests filled or denied
  - Other important information

Note: Accurate documentation is required to maintain a legal record of events and for possible reimbursement by the California Office of Emergency Services and FEMA.

General Operational Duties

- ❑ Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- ❑ Investigate all injury and damage claims as soon as possible.
- ❑ Prepare appropriate forms for all verifiable injury claims and forward them to the California Worker's Compensation office within the required time-frame consistent with established policy and procedures.
- ❑ Coordinate with the Safety Officer regarding the mitigation of hazards.
- ❑ Keep the Finance Chief informed of significant issues affecting the Claims Unit.

Deactivation

- ❑ Demobilize the Claims Unit Leader position in accordance with the EOC Action Plan.
- ❑ Ensure required forms and reports are completed and turned in to the Documentation Unit Leader (Planning Section) prior to your release and departure.
- ❑ Be prepared to provide input to the After Action Report. (See Tab 2 - After Action Report)
- ❑ Determine if follow-up to your assignment might be required before you leave. Communicate the information to the Finance Section Chief.
- ❑ Deactivate the Claims Unit Leader position and close out logs when authorized by the Finance Section Chief. Return vest and equipment to their original location.
- ❑ Clean up your area before you leave.
- ❑ Leave forwarding phone number where you can be reached.

Reference Items - Chapter Three
TAB 1 - EOC ACTION PLAN
TAB 2 - AFTER ACTION REPORT
TAB 3 - EMERGENCY PROCLAMATONS
TAB 4 - INDIVIDUAL LOG (ICS 214)
TAB 5 - LOGISTICS REQUEST FORM
TAB 6 - EOC MAPS
TAB 7 - EOC CHARTS AND REPORTS
TAB 8 - MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT
TAB 9 - SITUATION STATUS REPORTS
TAB 10 - CONTINUITY OF GOVERNMENT
TAB 11 - EMERGENCY PUBLIC INFORMATION
TAB 12 - DAMAGE ASSESSMENT PROCEDURES
TAB 13 - RECOVERY

VOLUME ONE, CHAPTER THREE
EMERGENCY OPERATIONS CENTER DOCUMENTATION
TABLE OF CONTENTS

EOC Action Plans ..... TAB 1
- Action Plan Overview
- Importance of written EOC and Incident Action Plans
- Operational Periods
- Management by Objectives
- Objectives are Measurable
- Essential Elements in the Written Action Plan
- Responsibilities for Action Planning
- Sequence and Summary of Activities by Section
- The Action Plan Meeting
- Operational Period Turnover brief and Transfer of Command
- Action Plan Worksheet Instructions
- Sample Action Plan Worksheet
- Blank EOC Action Plan

After Action Report ..... TAB 2
- Introduction
- Use of After Action Reports
- After Action Report Process
- Local Government and State Agency Report Process
- Assign Responsibility for after action report
- Initiate the Documentation Process
- Data Gathering Methods
- After Action Report Preparation
- Cal-EMA After Action Report Process
- Assign Team and Team Leader
- Develop the Work Plan
- Identify and Contact Key Agencies
- Initial Data Gathering
- Conducting a Workshop
- OES After Action Report Preparation
- Sample After Action Report Outline

Emergency Proclamations ..... TAB 3
- Overview
- Request for Concurrence of a Local Emergency
- Requesting Governor's Proclamation of a State of Emergency
- Governor's State of Emergency
- Presidential Emergency Declaration
- Sequence of Events requesting Presidential Emergency Declaration

Exhibits and Sample Declarations
Exhibit 1 – Supplementary Justification: State Damage Assessment Request for an Emergency Declaration
Exhibit 2 – Proclamation of Local Emergency (By Mayor and City Council)
Exhibit 3 – Proclamation of Local Emergency (By Director of Emergency Services)
Exhibit 4 – Proclamation Ratifying Local Emergency Proclaimed by the Director of Emergency Services
Exhibit 5 – Resolution for Continuance of Local Emergency
Exhibit 6 – Proclamation Termination of Local Emergency
Exhibit 7 – Proclamation of a Local Health Emergency by the County Health Officer

Individual Log (ICS 214) ..... TAB 4
Individual Log (ICS 214) Overview
Blank Individual Log (ICS 214)

Logistics Request Form ..... TAB 5
Logistics Request Form Overview
Completing the Logistics Request Form
Blank three part Logistics Request Form

EOC Maps ..... TAB 6
EOC Map Overview

EOC Charts and Reports ..... TAB 7
EOC Charts and Reports Overview
EOC Chart
EOC Reports
Blank EOC Charts

Major Incident or Significant Information Report ..... TAB 8
Major Incident or Significant Information Report Overview
Major Incident or Significant Information Report Instructions
Message Center Coordinator Instructions
Major Incident or Significant Information Report Distribution
Logging Report in Message Coordinator Master Log and Section Chief's Log
Major Incident or Significant Information Report Flow Chart
Blank Major Incident or Significant Information Report

Situation Status Reports ..... TAB 9
Situation Status Reports Overview
Exhibit 1 – Planning Section Situation Report
Exhibit 2 – Management Section Situation Report
Exhibit 3 – Law Enforcement Fire/Rescue Situation Report
Exhibit 4 – Fire/Rescue Situation Report
Exhibit 5 – Disaster Summary Outline

Continuity of Government .....TAB 10
Overview
Lines of Succession
Reconstruction of the Governing Body

Emergency Public Information .....TAB 11
Emergency Public Information Overview
Communications
Emergency Public Information Priorities
Lifesaving/Health Preservation Instructions
Emergency Status Information
Other Useful Information
Media Access Rights – Ground Access
Air Access
Exhibit 1 – Emergency Public Information Staff
Exhibit 2 – FAA Part 91, Subpart B – Flight Rules

Damage Assessment Procedures.....TAB 12
Damage Assessment Overview
Objectives
Preliminary Safety Survey
Disaster Survey Team
Exhibit 1 – Preliminary Safety Survey Form
Exhibit 2 – ATC-20 Detailed Evaluation Safety Assessment Form

Recovery.....TAB 13
Assumptions
Purpose
Explanation of Terms
Definitions
Concept of Operations
Damage Assessment
Damage Assessment Teams
Post-Declaration Emergency Programs
Other Assistance
References

PAGE LEFT INTENTIONALLY BLANK

TAB 1

EOC ACTION PLAN

EOC ACTION PLAN OVERVIEW

The action planning process is an essential tool used by jurisdictions in managing major emergency situations. The action planning process is a key element to ensure that the entire organization will be focused and acting as a unified, coordinated body. There must be a clear understanding of the objectives, the time frame (operational period) of the next shift and the EOC Section and individual unit leader tasks to complete the overall organizational objectives and priorities. In NIMS the term Incident Action Plan (IAP) is the norm. In the Tehachapi EOC the Term EOC Action Plan is utilized at the EOC level and the term Incident Action Plan is used at the field level. *EOC Action Plans and Incident Action Plans provide a coherent means of communicating the overall incident objectives in the contexts of both operational and support activities.*[a]

Importance of Written EOC and Incident Action Plans

An Incident Action Plan is defined as a plan that contains general management objectives reflecting the overall incident strategy and specific action plans for the next operational period.[b] Written EOC and Incident Action Plans are significant tools and provide vital information:

- *Designation of measurable objectives. Objectives identified in the Incident Action Plan should be clearly defined, quantifiable and measurable. Section Chiefs should ensure Unit Leaders assigned to complete the objectives are completing them in a timely manner.*
- *Designation of Command and General Staff positions. All appropriate EOC positions should be assigned and filled for each Operational Period.*
- *Manageable Span of Control. The optimum Span of Control for a manager is between three and seven individuals. Section Chiefs should not manage more than seven individuals during emergency operations.*
- *Clear Chain of Command. All EOC staff should know who they report to and should follow that chain of command for information or decision flow.*
- *ICS form 205 Communications Plan to ensure a Common Communications Plan that can be used by all participants*[c]
- Use of plain language. Since non tactical personnel fill a number of EOC roles the use of plain language should be followed to reduce confusion.[d]

Note: The EOC Action Plan relates to the Strategic jurisdiction level plan. The Incident Action Plan is completed by the tactical Incident Commander (Fire Battalion Chief, Law Enforcement Incident Commander) located in the field.

Operational Periods

An Operational Period can be of various lengths of time but are usually no longer than 24 hours. The length of the operational period is based on a number of issues:

- Length of time needed to achieve tactical objectives

[a] 05 NIMSCAST II-A-2-d
[b] 08 NIMSCAST METRIC 2.3
[c] 08 NIMSCAST METRIC 2.4
[d] 08 NIMSCAST METRIC 2.5

- Availability of fresh resources
- Future involvement of additional resources
- Environmental considerations (e.g., light, weather)
- Safety considerations

Most jurisdictions strive to adjust to 12 hour Operational Periods once the 1st Operational Period is completed. The 1st Operational Period should extend through the essential life safety issues if at all possible. Also, the 12 hour operational periods should conform to day or night operations, i.e., 6AM to 6PM and from 6PM to 6AM.

Management by Objectives

Management by objectives represents an approach that is communicated throughout the entire ICS organization. This approach includes the following:

- *Establishing overreaching objectives*
- *Developing and issuing assignments, plans, procedures and protocols*
- *Establishing specific, measurable objectives to ensure fulfillment of incident management goals*
- *Incident Management objectives-setting begins at the top and is communicated throughout the entire organization*
- *Documenting results to measurable performance and facilitating corrective action*[e]

Objectives that are Measurable

EOC Action Plans identify Measurable Objectives. Measurable objectives ensure fulfillment of incident management goals. Objective setting begins at the top and is communicated throughout the entire organization.[f]

For full effectiveness, incident objectives must be:

- Specific and state what's to be accomplished.
- *Measurable and include a standard and timeframe.* [g]
- Attainable and reasonable.
- In accordance with the EOC Director's authorities.
- Evaluated to determine effectiveness of strategies and tactics.
- Identifies success criteria and desired end-state. [h]

Essential Elements in the Written Action Plan

For an Action Plan to be effective it must include a number of essential elements. These elements are listed below:

- List of Objectives - statement of expected achievement(s); objectives must be attainable, measurable, and flexible. This information is listed on the Action Plan Worksheet and page 1 of the EOC Action Plan.
- Organization - elements of the ICS organization that will be active and in place for the next operational period. This information is listed by staff name on the 2nd page of the EOC Action Plan in the ICS organization Chart.

[e] 05 NIMSCAST II-A-2-c
[f] 05 NIMSCAST II-A-1-f
[g] CPG 101, Version 2.0
[h] CPG 101, Version 2.0

- Tactics and Assignments - the tactics and operations for achieving the objectives; tactics normally are set by the Operations Section; resource support and acquisition of necessary personnel and materials are accomplished by the Logistics and Finance Sections. This information is listed on pages 3 and 4 of the EOC Action Plan.
- Supporting Material - includes maps, weather information, special information, the communications plan, medical plan, and any other special data. A copy of the Action Plan should be added at the end of the EOC Action Plan and additional pages may be added.

Responsibilities for Action Planning

The Planning Section Chief is responsible for scheduling and leading the action planning meeting when ever the EOC is activated and follow-on shifts are required. The EOC Action Plan (or Incident Action Plan) is developed by the Planning Section Chief and is approved by the EOC Director. A single individual, the Operations Section Chief, directs the actual implementation of the EOC Action Plan. The Operations Section Chief will normally come from the agency (or department) with the greatest jurisdictional involvement in the incident. Unified Command (EOC Director and the General Staff and other jurisdictions or agencies) will agree on the designation of the Operations Section Chief. The Planning Section Chief also has the responsibility for providing an appropriate number of copies of the draft and final EOC Action Plan for distribution.[i]

Sequence of Activities in the Action Planning Process

1. The Planning Section Chief schedules the Action Planning meeting approximately 2 – 3 hours prior to the shift change. The meeting should be conducted in a quiet room away from the EOC. All Command and General staff members must be in attendance. Copies of the current Action Plan Worksheet and a 2nd blank Action Plan Worksheet are taped to the wall in the meeting room.
2. The Planning Section Chief will present a verbal brief to the Command and General Staff of the current situation by covering the status of response to meet the objectives listed on the current operational period Action Plan Worksheet.
3. The Operations, Planning, Logistics, and Finance Section Chiefs brief the Command and General Staff on their present situations based on the current Action Plan Worksheet.
4. Using the 2nd (blank) Action Plan Worksheet the Planning Section Chief commences the identification of the specific objectives for the next operational period. Each of the participants provide input. Refer to EOC Action Plan Worksheet at end of this section.
5. Once the action planning meeting is complete the Planning Section transcribes the final Objectives and Priorities from the Action Plan Worksheet to the EOC Action Plan.
6. The completed 1st page and blank pages 2, 3 and 4 of the EOC Action are given to each Section Chief. Based on the objectives and priorities listed on page 1, replacement staff names are identified by each Section Chief on their page 2 and appropriate specific responsibilities for each Unit Leader to meet the objectives and priorities are listed in the appropriate section block. If for some reason it is determined that one of the objectives and priorities listed on page 1 of the EOC Action Plan cannot be met, either the objective and priority must be changed or additional resources identified to allow completion of the task. When each Section Chief completes the review process with their staff the completed documents are returned to the Planning Section Chief
7. The Planning Section Chief then combines the information into a master final document. The Planning Section Chief reviews the document to ensure that it is a workable plan. The final EOC Action Plan is presented to the EOC Director for his/her review and signature.

[i] 05 NIMSCAST II-A-3-b-1-b-iii

8. The Planning Section Chief provides copies of the final EOC Action Plan to the next operational period Section Chiefs at the beginning of the turnover brief. He uses the Action Planning worksheet to brief the Objectives and Priorities for the next operational period. Additional information is provided by the previous operational period EOC Director and Section Chief as needed to clarify or add information provided by the Planning Section Chief.
9. The previous EOC Section Chiefs and unit leaders sit down with their replacements and address tactical actions for the problems identified in the EOC Action Plan - based on the objectives and priorities. Each unit leader must discuss specific plans or tasks to meet the objectives and priorities. Agency Representatives should address their support to the overall objectives of the jurisdiction while keeping in mind that they will also employ the same process for their own organizational objectives.
10. The Operations Section determines the strategic tactical actions necessary to protect life and property.
11. The Planning section continues to capture the information necessary to produce reliable and current situation status reports, project future needs and outcomes, facilitate the action planning process and meetings, and finally, to maintain a document record of the emergency and response efforts.
12. The Logistics Section determines their requirements for obtaining the needed personnel, supplies, and materials to support the Operations Section in the pursuit of the organizational objectives.
13. The Finance Section determines their requirements for paying, documenting, and recovering the funds for personnel, supplies, and materials to support the Operations Section in the pursuit of the organizational objectives.
14. The Policy/Advisory Group (if available) should be provided a copy of the EOC Action Plan.

The Action Plan Meeting

This meeting is critical and there may be a tendency for these meetings to last longer than necessary unless they are kept on track and with focus. The Planning Section Chief will be responsible for running the action planning meeting. There are some important tenants for this meeting:

- All participants must come prepared
- Strong leadership must be evident
- Agency representatives must be able to commit resources for their agencies
- Cell phones off, pagers on vibrate only, no interruptions
- The current and a blank Action Plan Worksheet must be posted and ready for use

Operational Period Turnover brief and Transfer of Command

Approximately 30 minutes prior to a shift change a formal briefing by the outgoing EOC Emergency Response Team should be conducted for the EOC Emergency Response Team. This formal brief provides and foundation for the incoming Emergency Response Team and establishes the transfer of command. *The command function must be clearly established from the beginning of incident operations. The agency with primary jurisdictional authority over the incident designates the individual at the scene (or at the jurisdiction EOC) responsible for establishing command. When command is transferred, the process must include a briefing that captures all essential information for continuing safe and efficient operations.*[j] Accordingly the briefing process will be conducted as follows:

[j] 05 NIMSCAST II-A-2-i

1. **Situation overview:**
   Provide a description of the emergency situation. The situation overview should be presented by the senior official applicable to the emergency (Police or Fire Chief or Public Works Director). Report:
   - When the emergency occurred or is expected to occur.
   - What are the key facts known about the emergency.
   - Where has the emergency occurred or expected to occur.

2. **Emergency response actions underway:**
   Provide a brief description of emergency response actions underway or pending. The identification of emergency response actions underway should be presented by the senior official applicable to the emergency (Police or Fire Chief or Public Works Director) to the assembled EOC response team.

3. **Time period of Operational Period:**
   Identify the time period (shift beginning and end time) the Tehachapi EOC Team will be in the EOC. Presented by the EOC Director or Planning Section Chief.

4. **Identify the strategic Objective and Priorities for the 1st Operational Period:**
   Identify the strategic EOC Objectives and Priorities that the Tehachapi EOC Team will manage and coordinate during the 1st Operational Period. The EOC Objectives and Priorities will be presented by the senior official applicable to the emergency (Police or Fire Chief or Public Works Director) or the Planning Section Chief. Additionally, identify the individual (Section Chief or Unit Leader) responsible for the management of each specific Objective and Priority to ensure that there is no question regarding who is responsible to accomplish the specific tasks.

ACTION PLAN WORKSHEET INSTRUCTIONS

❑ **Assignment of Facilitator**

Assign a facilitator to lead the discussion of the Crisis Action Team to finalize the Objectives and Priorities for the 1st Operational Period. The Action Plan Worksheet must be completed within a 30 minute time frame.

❑ **Place Action Plan Worksheet Chart on the CAT meeting room wall**

Tape a blank Action Plan Worksheet Chart on the wall so that all the members of the Crisis Action Team can clearly see it and the facilitator can print information (legibly) on the chart.

See Sample Action Plan Worksheet – Next Page

ACTION PLAN WORKSHEET:

❑ **Identify the Operational Period Number, Beginning and Ending Times**

- **Operational Period Number:** 1st for the first Operational Period. Then numbers go in sequence
- **Beginning Time:** The time of the emergency event* or the time the EOC was activated if the EOC is planning for a possible future emergency event.
  ** If the emergency event already occurred*
- **Ending Time:** The time that you want to effect a shift change to a new EOC Team. *Note: If possible, extend the 1st Operational Period through the completion of critical life safety measures.*

❑ **Identify Strategic Objectives and Priorities**

Ensure that the Objectives and Priorities are strategic in nature. Note: Tactical or field level decisions are made by the field Incident Commanders only.

❑ **Identify the EOC level response Strategies, Resources and EOC Manager**

- Identify the Strategy for each Objective and Priority.
- Identify the Resources and EOC Manager * responsible for completion of the strategy.
  ** Section Chief and/or Unit Leaders to carry out the strategy.*

Example EOC Action Plan for Earthquake Scenario

Objectives and Priorities	Strategy	Resources and EOC Manager
LIFE SAFETY		
Identify and respond to life threatening situations	Complete safety assessment & respond appropriately	Law Enforcement, Fire/Rescue and Public Works ULs

Facilitator: Recommend that the Crisis Action Team members DO NOT attempt to identify the detailed steps to complete the strategies. The detailed steps will be completed by the assigned resources. See Action Plan Worksheet example.

Operational Period # 2

From: 6:00 PM To: 6:00 AM

ACTION PLAN WORKSHEET

FORM: EOCAPWorkpge

OBJECTIVES AND PRIORITIES	STRATEGY	RESOURCES & EOC MGR.
LIFE SAFETY		
Identify and respond to new life threatening situations	Complete safety assessment & respond appropriately	Law Enforcement, Fire/Rescue and Public Works ULs
Protect responders and public from threat of aftershocks	Provide management supervision of responders and utilize public announcements to ensure public awareness	All city management personne PIO in coordination with County PIO
PROTECTION OF PROPERTY		
Protect city property from possible looting	Develop and conduct security plan	Law Enforcement UL supported by Mutual Aid
PROTECTION OF ENVIRONMENT		
Monitor jurisdiction for additional hazardous material spills due to aftershocks	Complete continued safety assessments & coordinate with Fire Mutual Aid Coordinator for Hazmat Team response as appropriate	Fire/Rescue UL in coordination with Fire Mutual Aid Coordinator & Hazmat Team
OTHER ISSUES		
Maintain Care and Shelter Operations for 1,000 victims	Coordinate with ARC to establish shelter(s) adjacent to most heavily damaged areas	Care & Shelter UL supported by all EOC Sections
Damage Assessment of city infrastructure	Develop Damage Assessment Plan for implementation tomorrow	Damage Assessment UL
News releases for mass media and local residents	Coordinate with county PIOs for area wide news release	PIO with EOC Director's review and approval
Extended operations of EOC and field responders	Conduct plan for conducting extended operations	Planning Chief with support from other Section Chiefs

PAGE LEFT INTENTIONALLY BLANK

TAB 2

AFTER ACTION REPORT

I. Introduction

The completion of After Action Report is a part of the required SEMS reporting process. The Emergency Services Act, Section 8607 (f) mandates that the California Emergency Management Agency (Cal-EMA) in cooperation with involved state and local agencies, complete an After Action Report within 120 days after each declared disaster.

Section 2450 (a) of the SEMS Regulations states that ...."Any city, city and county, or county declaring a local emergency for which the governor proclaims a state of emergency, and any state agency responding to that emergency shall complete and transmit an After Action Report to Cal-EMA within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j).

II. Use of After Action Reports

After Action Report are made available to all interested public safety and emergency management organizations and serve the following important functions:

- A source for documentation of response activities
- Identification of problems/successes during emergency operations
- Analysis of the effectiveness of the components of the SEMS
- Describe and define a plan of action for implementing improvements

The SEMS approach to the use of After Action Reports emphasizes the improvement of emergency management at all levels. The After Action Report provides a vehicle for not only documenting system improvements, but also can, if desired, provide a work plan for how these improvements can be implemented.

It may be useful to coordinate the after-action report process when multiple agencies/jurisdictions are involved in the same emergency. Jurisdictions are encouraged to work together in the development of After Action Reports when appropriate and feasible. For example, an operational area may take the lead in coordinating the development of an After Action Report which involves several jurisdictions. If appropriate, jurisdictional reports may become part of an overall operational area report.

III. After Action Report Process

Suggested processes for developing After Action Reports for local governments, state agencies, and for Cal-EMA are described below.

A. Local Government and State Agency Report Process

1. Assign Responsibility for After Action Report

This assignment should be initiated as early as possible during the response phase of any emergency which will require an After Action Report. Ideally, the person assigned should have a background in the planning function, be familiar with emergency organization functions, and have an understanding of SEMS.

At both the field and EOC levels in SEMS the responsibility for initiating the After Action Report process should be assigned to the Documentation Unit within the Planning/Intelligence Function.

At the completion of the emergency period, and after the field ICS and EOC level organizations have been deactivated, the responsibility for the continuance of the After Action Report process should be assigned elsewhere within the organization. In many organizations, the same personnel may actually be assigned to the After Action Report function to provide continuity.

While it may appear to be a luxury to assign a person to this duty early in an emergency, it actually permits several key things to occur.

- It emphasizes the importance of documentation.
- It allows for early identification of possible system improvements and possible on the-spot improvements.
- It allows data to be compiled before too much time has elapsed and participants have returned to their normal duties.

Early assignment also allows for establishment of timelines and expedites the actual preparation of the After Action Report.

2. Initiate the Documentation Process

Documentation actions should be initiated in the early stages of an emergency. Although it may be tempting to forgo documentation during the emergency response, adequate documentation:

- Is essential to operational decision-making
- May have future legal ramifications
- May have implications for reimbursement eligibility

Depending upon the situation, different types of documentation comprise the source documents or "data base" for the After Action Report. Documentation should not be restricted to those reports or forms used exclusively by the planning function, but should include materials from the entire emergency organization. Ideally, key components of this data base, such as time-keeping procedures, would be identified as part of pre-event planning and would then be used during an actual event.

There are many types of documentation. Some recommended types include:

- Action plans developed to support operational period activities
- Forms used in the SEMS field level Incident Command Systems
- Unit activity logs and journals
- OASIS forms and locally developed "feeder" forms/reports that support the OASIS forms
- Written messages
- Function and position checklists
- Public information and media reports
- FEMA-developed forms
- Other forms or documentation

3. Data Gathering Methods

Aside from reliance on documentation developed during emergency operations, there are other methods for gathering information. Among these methods are:

- Exit interview or critique forms distributed and completed as personnel rotate out of a function.
- Critiques performed at various time frames after an operation. Some critiques may be conducted immediately after an event and may be fairly informal in approach. Others may be conducted substantially later and may employ more formal, carefully structured workshops.
- Surveys distributed to individuals and organizations after the fact which can be used either for direct input to the After Action Report or as a basis for workshop discussions.
- After Action Report research teams, whose function is to gather information, and perhaps, write the applicable portions of the After Action Report.

There are many approaches to structuring and organizing data compilation. Some questions to consider are:

- What is the purpose of the critique or survey?
- Who is the survey's audience?
- Have all key "players" been included in the workshop?
- Does the survey/workshop process permit identification of internal, agency specific improvements?
- Does the survey/workshop process permit identification of external improvements? Improvements involving the SEMS levels?
- Are SEMS functions (planning, logistics, etc.) being assessed?
- Does the critique/survey format mesh with the After Action Report format?
- Does the research team understand its assignment and tasks?

4. After Action Report Preparation

A four step process to prepare the After Action Report for local governments and state agencies is recommended:

1 Compile the results of surveys, critiques, and workshops and sort the information according to the areas covered in the attached sample After Action Report.

2 Review, analyze and sort documentation according to the areas covered in the attached sample After Action Report or another format as appropriate to the organization.

3. Prepare After Action Report drafts and distribute for review and approval to participating agencies, advisory boards, political bodies, and other appropriate interested parties.

4. Prepare final After Action Report and forward it to the city, operational area, Cal-EMA Region, or Headquarters as appropriate.

B. State CAL-EMA After Action Report Process

To facilitate timely completion of the After Action Report and to provide assistance for state and local agencies with reporting requirements, Cal-EMA may employ various methods. Holding a workshop is one way Cal-EMA could receive the 90 day report required by Section 2450 (a). If held, these workshops will include representatives of agencies directly involved with response and recovery activities, and those agencies providing support. Cal-EMA may incorporate surveys and/or interviews as additional data gathering methodology for the After Action s.

1. Assign Team and Team Leader

The first activity will be the assignment of a team and team leader for Cal-EMA's After Action Report. Assignments will be initiated as early as possible. Persons assigned will be familiar with SEMS functions and emergency operations.

2. Development of Work Plan

The team will then develop a detailed work plan. The work plan will include the following:

- Scope of Work
- Work Schedule with Milestones
- Resource Needs

3. Identify and Contact Key Agencies

Once the work plan is completed, the Cal-EMA team will need to identify and contact primary responding agencies. Agencies providing a secondary or support role (sometimes called cooperating agencies) will also need to be identified and contacted.

4. Initial Data Gathering

After identifying and contacting the primary and secondary agencies, a survey may be prepared and distributed to those agencies. This will be an incident-oriented survey. When the initial data gathering process has been completed, interviews may also be conducted.

5. Conducting a Workshop

The next step in the process is conducting a workshop. The workshop attendees will include key representatives of involved emergency response agencies. These representatives should be able to address each of the SEMS functions. The workshop will concentrate on fact finding and discovery of pertinent information related to the emergency response and recovery activities. This will be a facilitated process that will assist with data gathering. Also, it will provide a forum for the airing of concerns. Objective information on "what went right" and "what did not" will be encouraged during the workshop.

6. Cal-EMA After Action Report Preparation

Following the conclusion of the workshop, team members will begin preparing Cal-EMA's After Action Report. Team members will use a four step process:

1. Compile the results of the survey, interviews and workshop and sort the information according to the specific areas covered in the After Action Report.
2. Review, analyze and sort documentation according to the areas covered in the After Action Report. The main purpose for analyzing the data is to verify and support comments and conclusions reached by participants and team members.
3. Prepare After Action Report drafts and distribute for review and approval to the appropriate parties (e.g. primary responders).
4. Prepare final After Action Report and forward it to the interested parties.

IV. Sample After Action Report Outline

The following is an example of one way to structure an After Action Report. Other options are possible. The format of the report should fit the situation, and there is no requirement to force the report into a single structured format.

Executive Summary - Principal Recommendations

1. Introduction and Background

- 1.1 Type/location of event (Describe and attach maps if available)
- 1.2 Chronological Summary (Provide description and list items such as key evacuations, areas destroyed, etc.)
- 1.3 Date/Time and content of Proclamations/Declarations

2. Discussion of Response at Designated SEMS Levels

Cover the levels appropriate to the jurisdiction and situation. Include:
Summary of response
Conclusions
Recommendations (will be summarized at the end)

- 2.1 Field Response Level
  - Command
  - Operations (includes Air Operations)
  - Planning/Intelligence
  - Logistics (includes Communications)
- 2.2 Local Government Level
  - Emergency Operations Center (EOC)
  - Department Operations Center (DOC)
  - Special Districts
  - Other local government support
  - Volunteer agencies etc.
  - (Note: For each item above, discuss Management, Operations, Planning/Intelligence, Logistics, Finance/Administration, and multi or interagency coordination as appropriate.)
- 2.3 Interaction with the Operational Area (discuss as appropriate)
- 2.4 Interaction with the Regional Level
  - Regional EOC (REOC)
  - Other State Agencies (if not part of REOC)
- 2.5 Interaction with State above Regional Level (discuss as appropriate)
- 2.6 Interaction with Federal Agencies (discuss as appropriate)

3. Interacting Systems, Agencies and Programs

- 3.1 Mutual Aid Systems (Law Enforcement, Fire and Rescue, Medical and others if used)
- 3.2 Cooperating Agencies
  - Utilities (telephone, electric, gas etc.)
  - American Red Cross
  - Salvation Army
  - Others (as appropriate)
- 3.3 Telecommunications and Information Processing
  - Field Level
  - Local Government
  - Operational Area
  - Interface with Region
  - Interface with State

3.4 Media Interactions

4. Training Needs (Consider all levels)

5. Recovery Activities to Date

6. Summary of Principal Recommendations

7. References

Maps
Charts
Bibliography
Other Items (as appropriate)

Action Plan for Improvements

(This section of the report can be done separately or included as appropriate.)
It should describe for each of the principal recommendations:

Description of actions to be taken
Assignments
Associated costs and budget
Timetable for completion
Follow up responsibility

Corrective Action and Mitigation Plans

Corrective action plans are designed to implement procedures that are based on lessons learned from actual incidents or from training and exercises. Mitigation plans describe activities that can be taken prior to, during, r after an incident to reduce or eliminate risks to persons or lessen the actual or potential effects or consequences of an incident. Tehachapi will complete Corrective Action Plans and Mitigation Plans that meet NIMSCAST requirements. [k]

[k] NIMSCAST III-B-2-a-4

TAB 3

EMERGENCY PROCLAMATIONS

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency and (3) State of War Emergency. Emergency proclamations expand the emergency powers and authorities of the state and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to the affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdictions and local government, they are not a prerequisite for rendering mutual aid and assistance under existing agreements or requesting assistance from the American Red Cross (ARC).

Local Emergency Proclamation: A local governing body or designee may proclaim a Local Emergency if there is extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city where the declaring entity is overwhelmed and unable to abate an existing or potential emergency and requires resources from other unaffected political subdivisions and jurisdictions.

A Local Emergency provides local governing bodies with expanded emergency police powers and authorities, which include:

- Authorization to promulgate and suspend local orders and regulations necessary to provide for the protection of life and property.
- Authority to acquire or commandeer supplies and equipment for public use.
- Power to conduct and perform emergency response activities under emergency conditions with broadened immunities from legal liability for performance or failure of performance.

Cal-EMA Notification: When conditions and time allow, the local governing body, or designee, drafts and signs a Local Emergency Proclamation. The local EOC advises the OA EOC of the proclamation and, in turn, the OA EOC advises the Cal-EMA Regional Administrator.

Request for Cal-EMA Secretary's Concurrence: Local governments can request cost reimbursement from the state for certain disaster-related costs under the California Disaster Assistance Act (CDAA) following the proclamation of a Local Emergency.

Request for the Governor to Proclaim a State of Emergency: When emergency conditions exceed, or have the potential to exceed, local resources and capabilities, local government may request state assistance under the California Emergency Services Act (ESA). The formal request may be included in the original emergency proclamation or as a separate document. The request must be received within ten days of the event.

Initial Damage Estimate: The request should include a copy of the proclamation document and an Initial Damage Estimate (IDE) that estimates the severity and extent of the damage caused by the emergency. An IDE may not be required for sudden emergencies with widespread impacts, emergencies of significant magnitude, or during fast moving emergencies where immediate response assistance is necessary.

Analysis of Request: The request and the IDE are reviewed by the Cal-EMA Region and a recommendation is made to the Governor through the Secretary of Cal-EMA.

Proclamation of a State of Emergency: The Governor proclaims a State of Emergency based on the formal request from the local governing body and the recommendation of Cal-EMA. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power, as deemed necessary, vested in the State Constitution and the laws of California within the designated area.
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested.
- Can direct all state agencies to utilize and employ personnel, equipment and facilities for the performance of any and all activities designed to prevent or alleviate actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any services in order to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities.

Governor's Proclamation Without a Local Request: A request from the local governing body is not always necessary for the Governor to proclaim a State of Emergency. The Governor can proclaim a State of Emergency if the safety of persons and property in California are threatened by conditions of extreme peril or if the emergency conditions are beyond the emergency response capacity and capabilities of the local authorities.

Proclamation of a State of War Emergency: In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

State Request for a Presidential Declaration: When it is clear that State capabilities will be exceeded, the Governor can request Federal assistance, including assistance under the **Robert T. Stafford Disaster Relief and Emergency Assistance Act** (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to State and local governments, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential emergency or major disaster declarations.

Preliminary Damage Assessment: Upon submission of the request, FEMA coordinates with the state to conduct a Preliminary Damage Assessment (PDA) and determine if the incident is of sufficient severity to require federal assistance under the Stafford Act. This process could take a few days to a week depending on the magnitude of the incident. FEMA uses the results of the PDA to determine if the situation is beyond the combined capabilities of the state and local resources and to verify the need for supplemental federal assistance. The PDA also identifies any unmet needs that may require immediate attention. Similar to the IDE, the PDA may not be required if immediate response assistance is necessary.

Federal Analysis of the State's Request: The FEMA Administrator assesses the situation and the request and makes a recommendation to the President through the Federal Department of Homeland Security on a course of action. The decision to approve the request is based on such factors as the amount and type of damage, the potential needs of the affected jurisdiction and the state, availability of state and local government resources, the extent and type of insurance in effect, recent disaster history and the state's hazard mitigation history.

Federal Declarations without a PDA: If the incident is so severe that the damage is overwhelming and immediately apparent, the President may declare a major disaster immediately without waiting for the PDA process described above.

Declaration of Emergency or Major Disaster: The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 USC §5121 et seq.), thereby providing federal government resources to support the states' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

Definition of Local Emergency:
"The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake... or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat…" *Section 8558(c), Chapter 7 of Division 1 of Title 2 of the Government Code*

Issued by:
- Governing body of city, county, or city and county, or
- An official designated by an adopted local ordinance (e.g., police/fire chief, director of emergency services)

Purpose:
- Authorizes the undertaking of extraordinary police powers
- Provides limited immunity for emergency actions of public employees and governing bodies
- Authorizes the issuance of orders and regulations to protect life and property (e.g., curfews)
- Activates pre-established local emergency provisions such as special purchasing and contracting
- Prerequisite for requesting a Governor's Proclamation of a State of Emergency and/or a Presidential Declaration of an Emergency or Major Disaster. *

Please Note: *A local emergency proclamation and/or Governor's Proclamation is not a prerequisite for mutual aid assistance, Red Cross assistance, the federal Fire Management Assistance Grant Program, or disaster loan programs designated by the Small Business Administration, or the U.S. Department of Agriculture.

Deadlines:

- **Issuance:** Within 10 days of the occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDAA).
- **Ratification:** If issued by official designated by ordinance, must be ratified by governing body within 7 days.
- **Renewal:** Reviewed at regularly scheduled board/council meetings until terminated. Reviewed every 14 days for governing bodies that meet weekly until terminated. No review to exceed 21 days from last review.
- **Termination:** When conditions warranting proclamation have ended.

Notification Process:

- Local governments should notify the Operational Area (OA) and provide a copy of the local emergency proclamation as soon as possible.
- OA shall notify their state Cal-EMA Region and provide a copy of the proclamation as soon as possible.
- Cal-EMA Region will notify the Cal-EMA Director and Deputy Directors; and shall be the primary contact between the Cal-EMA Director, OA and the local jurisdiction for updates on any requests for assistance.
- Cal-EMA Director will respond in writing to the local government concerning the status of any requests for assistance included within the local proclamation or accompanying letter.

Levels of Disaster Assistance

Director's Concurrence:

Purpose: The CDAA authorizes the Cal-EMA Director, at his discretion, to provide financial assistance to repair and restore damaged public facilities and infrastructure.

Deadline: State Cal-EMA must receive request from local government within 10 days of incident.

Supporting Information Required: Local Emergency Proclamation, Initial Damage Estimate (IDE) prepared in the Response Information Management System (RIMS), and a request from the City Mayor, City Manager or City Council.

Governor's Proclamation:

Purpose: Provides Governor with powers authorized by the Emergency Services Act; authorizes Cal-EMA Director to provide financial relief for emergency actions and restoration of public facilities and infrastructure; prerequisite when requesting federal declaration of a major disaster or emergency.

Deadline: State Cal-EMA must receive request from local government within 10 days of incident.

Supporting Information Required: Local Emergency Proclamation, IDE prepared in RIMS, and a request from the City Mayor, City Manager or City Council.

.

Presidential Declaration of an Emergency:

Purpose: Supports response activities of the federal, state and local government. Authorizes federal agencies to provide "essential" assistance including debris removal, temporary housing and the distribution of medicine, food, and other consumable supplies.

Deadline: Governor must request on behalf of local government within 5 days after the need for federal emergency assistance is apparent.

Supporting Information Required: All of the supporting information required above and, a Governor's Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state's emergency plan, information describing the

state and local efforts, identification of the specific type and extent of federal emergency assistance needed.

Presidential Declaration of a Major Disaster:

Purpose: Supports response and recovery activities of the federal, state, and local government and disaster relief organizations. Authorizes implementation of some or all federal recovery programs including public assistance, individual assistance and hazard mitigation.

Deadline: Governor must request federal declaration of a major disaster within 30 days of incident.

Supporting Information Required: All of the supporting information required above and, a Governor's Proclamation, certification by the Governor that the effective response is beyond the capability of the state, confirmation that the Governor has executed the state's emergency plan, and identification of the specific type and extent of federal aid required.

Federal/State Disaster Assistance that require a local emergency Proclamation

Local Government: Individuals and Families:

- Reimbursement of extraordinary emergency costs
- Housing assistance such as home repairs and temporary (e.g., police overtime, debris removal, sandbagging) lodging/rental assistance
- Funds to repair damaged public facilities
- Personal property, medical/dental expenses (e.g., buildings, roads, equipment, utilities)
- Disaster unemployment benefits
- Hazard Mitigation
- Crisis Counseling

Exhibits and Sample Declarations

Exhibit 1 – Supplementary Justification: State Damage Assessment Request for an Emergency Declaration
Exhibit 2 – Proclamation of Local Emergency (By Mayor and City Council)
Exhibit 3 – Proclamation of Local Emergency (By Director of Emergency Services)
Exhibit 4 – Proclamation Ratifying Local Emergency Proclaimed by the Director of Emergency Services
Exhibit 5 – Resolution for Continuance of Local Emergency
Exhibit 6 – Proclamation Termination of Local Emergency

PAGE LEFT INTENTIONALLY BLANK

EXHIBIT 1

SUPPLEMENTARY JUSTIFICATION:
STATE DAMAGE ASSESSMENT
REQUEST FOR AN EMERGENCY DECLARATION

IMPACTS

General
Describe conditions within the area affected by the incident. Describe the population of the affected area (urban or rural, lower, middle, or upper income level), average family income or per capita income in the affected area, and the concentration of damages. Describe the way affected manufacturing and servicing businesses fit into the general economy of the area and significant changes resulting from the damages caused by the incident. Also, furnish any additional information, such as insurance, on the impact of this incident to the general economy of the area.

Individuals
Provide a statement describing the general and significant impacts to individuals, families, and businesses caused by the incident and which are considered beyond local and state capabilities to cope without federal assistance. Discuss factors and circumstances, which would give an insight into the requirements for supplementary federal assistance. (To be provided only when individual assistance is requested, or when specifically requested by the Regional Director)

State and Local Governments
Provide a statement describing the general and significant impacts of damage caused by the incident and which are considered beyond state and local capabilities to cope without federal assistance. Discuss factors, which would give an insight into the requirements of the affected area for supplementary federal assistance. This would show impacts on families or communities isolated as a result of the incident, interruptions of essential services and actual or potential problems to public health and safety. (To be provided only when public assistance is requested, or when specifically requested by the Regional Director)

AVAILABLE RESOURCES AND CAPABILITIES

State
Indicate if and when a state emergency has been declared and whether the state emergency plan has been implemented. Indicate the specific assistance provided, such as number of personnel and equipment, state departments involved, and days of utilization, for which no federal reimbursement will be claimed.

Local
Provide breakdown by affected county and by other potential applicants, tabulating the specific resources or capabilities which have been or will be committed to coping with the specific emergency conditions for which supplementary federal assistance will not be required (i.e., numbers of personnel and equipment, local departments involved and days of utilization).

SUPPLEMENTAL FEDERAL ASSISTANCE REQUIRED

Public Law 93-288
Provide appropriate additional details to clarify or explain the type and extent of Federal assistance requested specifically by the governor in his request.

Other Federal Assistance
By supplementary notes, provide appropriate information to describe only the nature and extent of other supplemental federal assistance requested or required. Indicate how and why a presidential declaration is needed to make such assistance available.

EXHIBIT 2

CITY OF TEHACHAPI

PROCLAMATION OF LOCAL EMERGENCY

(By Mayor and City Council)
(Page 1 of 2)

WHEREAS, Ordinance No. _____ of the City of Tehachapi empowers the Mayor and City Council to proclaim the existence or threatened existence of a Local Emergency when said jurisdiction is affected, or is likely to be affected, by a public calamity; and

WHEREAS, said Mayor and City Council has been requested by the Director of Emergency Services of said county to proclaim the existence of a Local Emergency therein; and

WHEREAS, said Mayor and City Council does hereby find that conditions of extreme peril to the safety of persons and property have arisen within said county, caused by _____ _____**(**fire, flood, storm, epidemic, earthquake, drought, etc.) commencing on or about _____ __.m. on the _____ day of _____; and

WHEREAS, the Mayor and City Council does find that the aforesaid conditions of extreme peril does warrant and necessitate the Proclamation of the existence of a Local Emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED by the Mayor and City Council of the City of Tehachapi that a Local Emergency exists throughout said county and that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the Mayor and City Council.

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Local Emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this county shall be those prescribed by state law, charter, ordinances, and resolutions of this jurisdiction approved by the Mayor and City Council.

IT IS FURTHER PROCLAIMED AND REQUESTED that the Governor of the State of California find and proclaim the City of Tehachapi to be in a State of Emergency and that he/she request a Presidential Declaration of Emergency for Tehachapi.

CITY OF TEHACHAPI

PROCLAMATION OF LOCAL EMERGENCY
(By Mayor and City Council)
(Page 2 of 2)

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services and the _____ are hereby designated as the authorized representatives of the City of Tehachapi for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

IT IS FURTHER ORDERED that a copy of the Proclamation of Local Emergency be forwarded to the City of Tehachapi, for forwarding to the State Director of the Governor's Emergency Management Agency with a request that;

1. The State Director finds the Proclamation of Local Emergency acceptable in accordance with provisions of the Natural Disaster Assistance Act; and that

2. The State Director forwards this Proclamation and requests for a State Proclamation and Presidential Declaration of Emergency to the Governor of California for consideration and action.

PASSED AND ADOPTED by the Mayor and City Council of the City of Tehachapi, State of California, this _____ day of _____, 200__, by the following vote:

Ayes:
Noes:
Absent:

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the minutes of the Mayor and City Council.

Clerk of the Mayor and City Council

Date: _____ By_____

EXHIBIT 3

CITY OF TEHACHAPI

PROCLAMATION OF LOCAL EMERGENCY

(by Director of Emergency Services)
(Page 1 of 2)

WHEREAS, Ordinance No. _____ of the City of Tehachapi empowers the Director of Emergency Services to proclaim the existence or threatened existence of a Local Emergency when said county is affected, or likely to be affected, by a public calamity and the Mayor and City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Tehachapi does hereby find that conditions of extreme peril to the safety of persons and property have arisen within said county, caused by_____(fire, storm, epidemic, riot, earthquake, or other cause) commencing on or about _____ m. on the _____ day of _____, 200___; and

WHEREAS, the Mayor and City Council of the City of Tehachapi is not in session and cannot immediately be called into session; and

WHEREAS, this Proclamation of Local Emergency will be ratified by the Mayor and City Council within seven days of being issued.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED by the Director of Emergency Services for the City of Tehachapi that a Local Emergency exists throughout said county and that said Local Emergency shall be deemed to continue to exist until its termination is proclaimed by the Mayor and City Council.

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said Local Emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this county shall be those prescribed by state law, charter, ordinances, and resolutions of this jurisdiction and by the Operational Area Emergency Plan as approved by the Mayor and City Council.

IT IS FURTHER PROCLAIMED AND REQUESTED that the Governor of the State of California find and proclaim the City of Tehachapi to be in a State of Emergency and that he/she request a Presidential Declaration of Emergency for Tehachapi.

CITY OF TEHACHAPI

PROCLAMATION OF LOCAL EMERGENCY
(by Director of Emergency Services)
(Page 2 of 2)

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Services and the _____ area hereby designated as the authorized representatives of the City of Tehachapi for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

IT IS FURTHER ORDERED that a copy of this Proclamation of Local Emergency be forwarded to the City of Tehachapi, for forwarding to the State Director of the Governor's Emergency Management Agency with a request that;

1. The State Director finds the Proclamation of Local Emergency acceptable in accordance with provisions of the Natural Disaster Assistance Act; and that

2. The State Director forwards this Proclamation, and request for a State Proclamation and Presidential Declaration of Emergency, to the Governor of California for consideration and action.

PASSED AND ADOPTED by the Director of Emergency Services for the City of Tehachapi, State of California, this _____ day of _____, 200___.

_____
Director of Emergency

CITY OF TEHACHAPI

PROCLAMATION
RATIFYING LOCAL EMERGENCY
PROCLAIMED BY THE
DIRECTOR OF EMERGENCY SERVICES

(Page 1 of 2)

WHEREAS, Ordinance No. _____ of the City of Tehachapi empowers the Director of Emergency Services to proclaim the existence, or threatened existence, of a Local Emergency when said County is affected, or likely to be affected, by a public calamity and the Mayor and City Council is not in session subject to ratification by the Mayor and City Council within seven days; and

WHEREAS, such Proclamation entitles the Director of Emergency Services, and the emergency organization of this County, to all the powers, functions, and duties prescribed by state law, charter, ordinances, and resolutions of this jurisdiction and by the Operational Area Emergency Plan during the existence of said Local Emergency; and

WHEREAS, conditions of extreme peril to the safety of persons and property did arise within this County caused by _____ _____(fire, flood, storm, epidemic, riot, earthquake, or other cause), commencing on the _____ day of _____, 200___; and

WHEREAS, the Proclamation requested the Governor of the State of California to find and proclaim the City of Tehachapi to be in a State of Emergency and that he/she request a Presidential Declaration of Emergency for Tehachapi; and

WHEREAS, said Proclamation designated _____as the authorized representatives of the City of Tehachapi for the purpose of receipt, processing, and coordination of all inquires and requirements necessary to obtain available state and federal assistance; and

WHEREAS, the Mayor and City Council does hereby find that the aforesaid conditions of extreme peril did warrant and necessitate the Proclamation of Local Emergency and request for State Proclamation and Presidential Declaration of Emergency.

CITY OF TEHACHAPI

PROCLAMATION
RATIFYING LOCAL EMERGENCY
PROCLAIMED BY THE
DIRECTOR OF EMERGENCY SERVICES
(Page 2 of 2)

NOW, THEREFORE, BE IT RESOLVED AND PROCLAMED that the Proclamation of Local Emergency and request for a State Proclamation and Presidential Declaration of Emergency for City of Tehachapi issued by the Director of Emergency Services on _____, 200____ is hereby ratified and confirmed

PASSED AND ADOPTED by the Mayor and City Council of the City of Tehachapi, State of California, this _____ day of _____, 200___, by the following vote:

Ayes:
Noes:
Absent:

I hereby certify that the foregoing is a full, true and correct copy of the Original entered din the minutes of the Mayor and City Council.

Clerk of the Mayor and City Council

Date: _____ by:_____

EXHIBIT 5

CITY OF TEHACHAPI

RESOLUTION FOR _____
CONTINUANCE OF LOCAL EMERGENCY

(Page 1 of 2)

WHEREAS, Ordinance No. ____ of the City of Tehachapi empowers the Mayor and City Council to proclaim the existence, or threatened existence of a Local Emergency when said jurisdiction is affected, or is likely to be affected, by a public calamity; and

WHEREAS, the Mayor and City Council did find that conditions of extreme peril to the safety of persons and property, caused by _____ (fire, flood, storm, epidemic, earthquake, drought, etc.) did arise within said County, commencing on the ____ day of _____, 200___; and

WHEREAS, the Mayor and City Council did proclaim/ratify the existence of a Local Emergency within said jurisdiction on the ____ day of _____, 200___ and requested the Governor of California proclaim the City of Tehachapi to be in a state of emergency; and further requested that the Governor request a Presidential Declaration; and

WHEREAS, Government Code, Section 8630, requires that Proclamations of Local Emergency must be reaffirmed by the governing bode of the effected jurisdiction every 14 days during the time the Local Emergency remains in effect; and

NOW, THEREBORE, BE IT RESOLVED that the Mayor and City Council of the City of Tehachapi proclaim that the Local Emergency which first began on the ____ day of _____, 200____ continues to exist.

BE IT FURTHER RESOLVED that the Mayor and City Council of the City of Tehachapi hereby issues this _____ Resolution of Continuance of Local Emergency reaffirming the continuation of the local emergency.

BE IT FURHER RESOLVED that said Local Emergency shall continue to exist for an additional 14 days unless terminated earlier by this Mayor and City Council.

IT IS FURHTER ORDERED that a copy of this Proclamation of Continuance be forwarded to the City of Tehachapi and to the State Director of the Governor's Emergency Management Agency.

CITY OF TEHACHAPI

RESOLUTION FOR _____
CONTINUANCE OF LOCAL EMERGENCY
(Page 2 of 2)

PASSED AND ADOPTED by the Mayor and City Council of the City of Tehachapi, State of California, this ____ day of _____, 200__, by the following vote:

Ayes:
Noes:
Absent:

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the minutes of the Mayor and City Council.

Clerk of the Mayor and City Council

Date: _____ by:_____

EXHIBIT 6

CITY OF TEHACHAPI

PROCLAMATION
TERMINATION OF LOCAL EMERGENCY

(Page 1 of 2)

WHEREAS, the Mayor and City Council of the City of Tehachapi found that conditions of extreme peril to the safety of persons and property have arisen within said County caused by _____
(fire, flood, storm, epidemic, earthquake, drought, etc.) commencing on _____, 200___; and

WHEREAS, the Mayor and City Council issued/ratified a Proclamation of Local Emergency on _____, 200___, and

WHEREAS, the conditions of extreme peril caused by the emergency are now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of said County.

NOW, THEREFORE, IT IS PROCLAIMED AND ORDERED, by the Mayor and City Council of the City of Tehachapi, State of California, that said Proclamation of Local Emergency issued/ratified on _____, 200___, is hereby terminated.

IT IS FURTHER PROCLAIMED AND ORDERED that the emergency powers, functions, and duties of the Director of Emergency Services and the emergency organization of this County authorized by said Proclamation of Local Emergency and as prescribed by state law, charter, ordinances, and resolutions of this jurisdiction, are terminated.

IT IS FURTHER ORDERED that a copy of this Proclamation of Termination of Local Emergency be forwarded to the City of Tehachapi and to the State Director of the Governor's Emergency Management Agency.

CITY OF TEHACHAPI

PROCLAMATION
TERMINATION OF LOCAL EMERGENCY
(Page 2 of 2)

PASSED AND ADOPTED by the Mayor and City Council of the City of Tehachapi, State of California, this _____ day of _____, 200___, by the following vote:

Ayes:
Noes:
Absent:

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the minutes of the Mayor and City Council.

Clerk of the Mayor and City Council

Date: _____ by_____

TAB 4

INDIVIDUAL LOG (ICS 214)

INDIVIDUAL LOG (ICS 214) OVERVIEW

The EOC Unit Log (ICS 214) is utilized by each EOC Response Team Member to record miscellaneous information that should be retained but does not reach the level of Major Incident or Significant Information (information that should be reported to each of the EOC Section Chiefs). Precise information is essential to meet requirements for reimbursement by California, Office of Emergency Services (Cal-EMA) and FEMA. Accurately document the following data:

- Time on duty and assignments
- Decisions, actions taken and justification
- Names and phone numbers of key contacts
- Requests filled or denied
- Other important information

PAGE LEFT INTENTIONALLY BLANK

TAB 5

LOGISTICS REQUEST FORM

LOGISTICS REQUEST FORM OVERVIEW

The Logistics Request Form may be used to request assistance (other than law enforcement or fire which utilizes their own mutual aid request channels) in a disaster - personnel, equipment, supplies, or facilities. The document is used for tracking logistics requests within an EOC or as a tool to make requests between jurisdictions. Requests for resources should not be forwarded to other jurisdictions until it has been determined that the requested items/personnel/equipment cannot be obtained within the original jurisdiction. It is the Logistics Section Chief's responsibility to ensure all local options to fill the request have been exhausted prior to forwarding the request to another jurisdiction.

The Logistics Request Form can be transmitted between jurisdictions by FAX or if telephone lines are unusable, by ARES or RACES.

COMPLETING THE LOGISTICS REQUEST FORM

Priority Block
Ensure that priority of the request is indicated: Life Threatening, Urgent or Non-urgent. This will ensure the request receives the appropriate attention.

Completed by Requesting Unit Leader (U. L.) Block
Completed by the requester to identify the Incident Number (if assigned).

Completed by the Logistics Section Block
Completed by the Logistics Section Point of Contact for the logistics request to identify the Local Request #. These blocks can be used to help track the request when a large number of requests have been received or are anticipated.

Date:
Print the Date Time of the completion of the Logistics Request Form.

Time:
Print the Time of the completion of the Logistics Request Form.

Requesting Agency/Depart:
Print the name of the agency/department requesting the "goods and services".

Requester Name:
Print the name of the individual who originally requested the resources.

Requester Phone Number:
Print the phone number of the individual who originally requested the resources. If the individual used a radio provide the frequency number.

EOC Point of Contact:
Print the name and EOC Position of the individual who is completing this document.

When Needed:
Identify the time/date of requested delivery of the resources requested.

Purpose of Need of Resource:
What is the resource going to be used for? Important information to the receiver of the request, especially if substitutions have to be made. Also check Box Emergency Response or Debris Removal (as appropriate)

Est. Use Duration: (if applicable)
How long will the resource be needed (if applicable). Important information if the resource will be used to fill other tasks.

Location of use/Best Access:
Where the goods and services are to be delivered. Also identify best access route if known.

Deliver to:
Name of individual to whom the resources are to be delivered.

Phone # (delivery location):
Phone number of the individual to whom the resources are to be delivered.

Charge cost to:
Identify agency responsible to pay for services or supplies (if known).

Approved by Section Chief (Name):
The requesting Section Chief should approve all logistics requests for resources.

Logistics Section Point of Contact:
The Logistics Section Point of Contact should be either the Logistics Section Chief or Unit Leader who will process the request.

Misc. Info:
Complete this block to assist in the delivery of the resources. This is especially important if normal routes are closed due to flooding, etc.

Number:
Identify quantity of item(s) requested.

Description:
Identify name of item requested.

FOLLOW-UP INFORMATION – Pages 2 and 3 of the NCR Form
(Filled out by the Logistics Section Personnel Filling Request)

Request Received Date:
Identify the Date that the request was received by the Logistics Section.

Request Received Time:
Identify the Time that the request was received by the Logistics Section.
Check appropriate AM PM Block.

Action Taken (check appropriate block):
Check appropriate Filled or Rejected block. If rejected contact the requester and explain why and recommend alternate resources to fill the need.

Forwarded to (agency):
Identify the name of the agency accepting responsibility of filling the request.

Contact:
Identify the name of the individual at the agency who will be filling the request.

Phone #:
Identify the phone number of the name of the individual at the agency who will be filling the request.

Fax:
Identify the FAX number (if known) of the name of the individual at the agency who will be filling the request.

Method of delivery:
Identify the method of delivery of the resources.

Estimated arrival:
Identify the estimated time of delivery of the resources. Check appropriate AM or PM Block.

Cost:
Identify the total cost of the resources requested.

Remarks:
Identify additional important information as appropriate.

Notified Requester of order status by (check appropriate block):
Check the appropriate block relating to how you notified the requester of the status of the request.

Time:
Identify time notification made to requester and check appropriate AM or PM box.

DELIVERY CONFIRMATION
(Filled out by Logistics Personnel Filling Request)

Delivery Date:
Identify the Date that the resources were delivered.

Delivery Time:
Identify the Date/Time that the resources were delivered.

Verified by:
Identify the name of the individual who can verify the resources were delivered.

Remarks:
Identify important remarks as appropriate.

Cost Tracking:
Identify cost tracking information as appropriate.

Priority: Check One
Life Threatening [X]
Urgent [ ]
Non-urgent [ ]

LOGISTICS REQUEST FORM
Requesting Unit Leader Copy

Completed by Requesting U.L.
Local Incident #: 1

Completed by Log. Section
Mission Control #: 1

Date: Nov 19, 2004 Time: 09:45 A.M. [X] P.M. [ ] Req. Agency/Dept. Sample College Police Dept Requester Name: Lt. Green
Requester Phone #: 844-9865 EOC Point-of-Contact: Law Enforcement UL Tom Price When Needed: ASAP
Purpose on Need of Resource: Control Access to Tonopah North Dorm Emergency Response [X] Debris Removal [ ]
Est. Use duration (if applicable): Unknown Location of use/Best Access: Sycamore to 1st Street then to parking lot
Deliver to: Field Incident Command Post - Lt. Green Phone # (delivery location): 844-9865 Charge cost to: Emergency Response
Approved by Section Chief (Name): Ops Chief Jim Patterson Logistics Section Point-of-Contact: Purchasing/Supply UL Kim Jones
Misc. Information:

NUMBER	DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED
15	Traffic Control Barricades

LOGISTICS REQUEST NCR FORM OVERVIEW

The Logistics Request NCR Form may be used to request resources (other than Law Enforcement or Fire which utilizes their own mutual aid request channels) including personnel, equipment, supplies or facilities. The document is used for tracking logistics requests within the EOC or as a tool to make requests between jurisdictions. Requests for resources should not be forwarded to another jurisdiction until it has been determined that the requested items/personnel/equipment cannot be obtained within the requesting jurisdiction. It is the Logistics Section Chief's responsibility to ensure that all local options to fill the request have been exhausted prior to forwarding the request to another jurisdiction.

COMPLETING THE LOGISTICS REQUEST NCR FORM

The first page of the Logistics Request Form should be completed by the individual requesting the resources. Remember to complete each blank and press hard to ensure that the information is legible on the second and third pages of the NCR form. The individual requesting the resources should retain the first page for their records. Pass the second and third pages to the Logistics Section Chief or Supply Unit Leader for action. It is recommended that you discuss the resource request with the Logistics Section Chief or Supply Unit Leader to ensure full understanding of the request.

REQUESTING UNIT LEADER COPY

EMC Inc. LogReqForm1 ©

Priority: Check One
Life Threatening [X]
Urgent [ ]
Non-urgent [ ]

LOGISTICS REQUEST FORM
Logistics Section Copy

Completed by Requesting U.L.
Local Incident #: 1

Completed by Log. Section
Mission Control #: 1

Date: Nov 19, 2004 Time: 09:45 A.M. [X] P.M. [ ] Req. Agency/Dept. Sample College Police Dept Requester Name: Lt. Green
Requester Phone #: 844-9865 EOC Point-of-Contact: Law Enforcement UL Tom Price When Needed: ASAP
Purpose on Need of Resource: Control Access to Tonopah North Dorm Emergency Response [X] Debris Removal [ ]
Est. Use duration (if applicable): Unknown Location of use/Best Access: Sicamore to 1st Street then to parking lot
Deliver to: Field Incident Command Post - Lt Green Phone # (delivery location): 844-9865 Charge cost to: Emergency Response
Approved by Section Chief (Name): Ops Chief Jim Patterson Logistics Section Point-of-Contact: Purchasing/Supply UL Kim Jones
Misc. Information:

NUMBER	DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED
15	Barricades

Request Received Date: Nov 19, 2004 Time 09:50 A.M. [X] P.M. [ ] Action Taken (Check One): Filled [X] Rejected [ ]
Forwarded to (agency): Sample City PW Dept. Contact: Ronny Carson Phone #: 333-2575 FAX
Method of delivery: Sample City PW Dept. Estimate arrival: 10:30 A.M. [X] P.M. [ ] Cost: $120
Remarks:
Notified requester of order by (check one): Phone Call [X] Copy [ ] Date: Nov 19, 2004 Time: 10:00 A.M. [X] P.M. [ ]

DELIVERY CONFIRMATION
(Filled out by Logistics Section Personnel Filling Request

Delivery Date: Nov 19, 2004 Time 10:45 A.M. [X] P.M. [ ] Verified by: Lt. Green
Remarks: Great Job - please pass our thanks to Sample City Public Works - Ronny Carson
Cost tracking: Finance Cost UL Pat Smith will coordinate payment to Sample City Public Works

LOGISTICS SECTION COPY EMC Inc. LogReqForm 2

Priority: Check One
Life Threatening [X]
Urgent [ ]
Non-urgent [ ]

LOGISTICS REQUEST FORM
Finance Section Copy

Completed by Requesting U.L.
Local Incident #: 1

Completed by Log. Section
Mission Control #: 1

Date: Nov 19, 2004 Time: 09:45 A.M. [X] P.M. [ ] Req. Agency/Dept. Sample College Police Dept Requester Name: Lt. Green
Requester Phone #: 844-9865 EOC Point-of-Contact: Law Enforcement UL Tom Price When Needed: ASAP
Purpose on Need of Resource: Control Access to Tonopah North Dorm Emergency Response [X] Debris Removal [ ]
Est. Use duration (if applicable): Unknown Location of use/Best Access: Sycamore to 1st Street then to parking lot
Deliver to: Field Incident Command Post - Lt Green Phone # (delivery location): 844-9865 Charge cost to: Emergency Response
Approved by Section Chief (Name): Ops Chief Jim Patterson Logistics Section Point-of-Contact: Purchasing/Supply UL Kim Jones
Misc. Information:

NUMBER	DESCRIPTION OF SUPPLIES OR SERVICES REQUIRED
15	Traffic Control Barricades

Request Received Date: Nov 19, 2004 Time 09:50 A.M. [X] P.M. [ ] Action Taken (Check One): Filled [X] Rejected [ ]
Forwarded to (agency): Sample City PW Dept. Contact: Ronny Carson Phone #: 333-2575 FAX
Method of delivery: Sample City PW Dept. Estimate arrival: 10:30 A.M. [X] P.M. [ ] Cost: $120
Remarks:
Notified requester of order by (check one): Phone Call [X] Copy [ ] Date: Nov 19, 2004 Time: 10:00 A.M. [X] P.M. [ ]

DELIVERY CONFIRMATION
(Filled out by Logistics Section Personnel Filling Request

Delivery Date: Nov 19, 2004 Time 10:45 A.M. [X] P.M. [ ] Verified by: Lt. Green
Remarks: Great Job - please pass our thanks to Sample City Public Works - Ronny Carson.
Cost tracking: Finance Cost UL Pat Smith will coordinate payment to Sample City Public Works - Paid 20 Nov Check #34567

FINANCE SECTION COPY EMC Inc. LogReqForm3 ©

PAGE LEFT INTENTIONALLY BLANK

TAB 6

EOC MAPS

EOC MAP OVERVIEW

The maps placed on the EOC walls provide a tool to graphically identify the location of the "Active Incidents", essential facilities or resources, open or closed routes (roads) and other significant depictions to assist responders to visualize the tactical situation. Maps should be maintained in the Operations, Planning and Logistics Sections and may also be utilized in Management and Finance Sections.

* Note the Post It Notes on the Map indicating the Incident Number that coincides with the Incident Numbers listed on the Plan Section – Incident Chart next to the map. The goal is to provide a list of active working incidents and a visual presentation of the locations of the incidents on the map. Additional information such a locations of Care and Shelter Operations, closed roads etc. can also be added to the map. Multiple color Post-It notes may aid in visualizing incidents and resources.

PAGE LEFT INTENTIONALLY BLANK

TAB 7

EOC CHARTS AND REPORTS

EOC CHARTS AND REPORTS OVERVIEW

EOC laminated Charts that are taped to the EOC walls are used to provide a visual written list of "Active Incidents." The information on the Chart is erased when the event has been closed. The EOC Report is a document (piece of paper) that duplicates the information on the Chart but is not erased when the event has been closed. Note: Digital pictures of the map may be useful in providing information for the Report. The Report provides a permanent record of the event.

EOC Charts

The 24x36 inch laminated charts placed on the EOC walls provide a tool to identify the location of "Active Incidents". EOC charts should be maintained in the Operations, Planning and Logistics Sections. Active incidents depictions on the EOC chart should coincide with the information depicted on the Section "Map".

The correct depiction of a three alarm fire at 123 Main Street which was called in at 10:45 AM on May 19 would be as shown below:

EOC OPERATIONS SECTION FIRE/RESCUE INCIDENT CHART				
INC NUM	DATE/TIME OF REPORT	DESCRIPTION	LOCATION	IC/LEAD AGENCY
1	May 19/10:45 AM	3 Alarm Fire	Chemistry Dept.	Deployed Unit 11 Btln Chf Jones

Note 1: The Incident Number is provided by the documentation coordinator located in the Planning Section and the incident commander would be provided by dispatch or through direct contact with the incident commander by phone or radio.

Note 2: If law enforcement and public works units have responded to incident "1" appropriate information should be placed on their unit charts also.

The relevant information should be depicted on the Operations Section fire map and on the Planning Section map. The information should be large enough to enable an individual to read from approximately 10 feet away. The information can be placed on the chart by a dry-erase marker. DO NOT USE A PERMANENT MARKER. When the response is over (fire out and units redeployed) the information should be removed from both the map and the chart. Remember the charts and maps track "Active Incidents" only.

SAMPLE EOC PLANS SECTION INCIDENT CHART

EOC Reports

A document titled an INCIDENT REPORT is used to retain a master record of ALL the "Incidents" the unit responded to during the operational period. The INCIDENT REPORT looks similar to the INCIDENT CHART but is a piece of paper on the desk. One additional difference is it also has a place to identify the number of the document located on the bottom left corner of the page. When the "Incident" is over the information is NOT removed from the INCIDENT REPORT. This document becomes a permanent record of responses and is useful for tracking all the Incidents and must be retained and turned over to the Documentation Unit Leader at the end of each Operational Period.

EOC OPERATIONS SECTION FIRE/RESCUE INCIDENT REPORT				
INC NUM	DATE/TIME OF REPORT	DESCRIPTION	LOCATION	IC/LEAD AGENCY
1	May 19/10:45 AM	3 Alarm Fire	Chemistry Dept.	Deployed Unit 11 Btln Chf Jones
2	May 19/11:35 AM	1 Alarm Fire	365 First St.	Btln Chf Smith

Page 1 of 1

TAB 8

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

MAJOR INCIDENT OR SIGNIFICANT INFORMATION OVERVIEW

Information will reach the EOC through many different channels: public safety communications, telephone, government radio, amateur radio, commercial broadcasts, runners, etc. One of the primary functions of the EOC is to collect, analyze, and disseminate important information relating to major incidents or important information - to facilitate a coordinated response from the five EOC sections. Major incidents or significant events are those occurrences that require the deployment of jurisdiction resources and require tracking for response management or cost recovery purposes.

The following EOC Major Incident or Significant Information Report should to be used by the staff to establish consistent incident numbers and to disseminate incident information throughout the EOC relating to major incidents or significant information. To reduce the amount of EOC documentation, the Major Incident or Significant Information Report should not be used for passing non-essential information. Also, the Major Incident or Significant Information Report should not be used for requesting supplies or equipment - use the Logistics Request Form.

Major Incident or Significant Information Report Receipt Instructions

Priority: Check appropriate block	Check the appropriate box to assign the priority of the report on the top line of the report. Priority classifications are as follows: • Life Threatening – lives endangered, immediate response required • Urgent – timely operational response required • Non-Urgent – routine data and logistics form
Report # 1,2,3,4,5 etc.	**DO NOT FILL IN THIS BLOCK.** The report number will be provided by the Message Coordinator in the Plans Section.
Incident #	**DO NOT FILL IN THIS BLOCK.** The incident number will be provided by the Message Coordinator in the Plans Section if it applies to a new incident.
Date	Print the date of receipt of form in the date block at the top of the report.
Time	Print the time of receipt of the report in the time block. Use military time or include the terms AM or PM to clearly identify the correct time.
Name of person completing this report	Print the name of the individual who received the information and filled out the report.
EOC Position of person completing this report	Print the EOC position of individual who filled out the report.

EOC Phone No.	Print the phone number of the individual who filled out the report.
Information Source Name	Print the name of the individual who provided the information.
Agency	Print the agency of the individual who provided the information.
Information Source Phone No.	Print the phone number of the individual who provided the information.
Fax No.	Print the Fax number of the individual who provided the information (if available).
Gov't Radio Freq.	Print the Government Radio Frequency of the individual who provided the information (if the information was received over the government radio).
Other Radio Freq.	Print the Radio Frequency of the individual who provided the information (if the information was received over another source radio).
Comp. Description of Major Incident or Significant Information	Print the text of the information in this block. Ensure that the information is complete, and clearly legible on all five copies of the report. After completing this section of the report, place the document in the section outgoing message basket for pickup by the message runner. **DO NOT WRITE ANYTHING BELOW THIS SECTION UNTIL AFTER THE REPORT IS RECEIVED BY THE PLANNING SECTION AND RETURNED TO THE SECTION CHIEF.** (NOTE: If the document reports a life or property threatening situation, take immediate action to coordinate with the appropriate Unit Leader to respond to the situation.)
Initial Action Taken by Individual who received Information	Print information relating to initial actions taken by the individual who completed the blocks above. This information will assist other EOC staff to know what actions have been completed by the EOC Section taking initial action.

Message Center Coordinator Instructions

Review each Major Incident or Significant Information Report to ensure that it is complete and legible. If a report does not meet these requirements return the message for correction to the person who completed the message.

Report # 1,2,3,4,5 etc.	Assign report number to incoming reports in order received. The report numbers are similar to a check book check numbering system. Each report receives the next sequential number.
Incident #	If the document reports a new incident (requiring response or tracking by any EOC Section), assign the next sequential Incident Number. If the report provides additional information on a previously reported incident, assign the initial incident number. Therefore, if you had four separate reports concerning a fire at 123 Main Street, they would all have the same incident number, but different report numbers.

Major Incident or Significant Information Report Distribution
The Message Runners will make four additional copies of the report on the copy machine and distribute a copy of the report to each of the five Section Chiefs.

Section Chief Instructions
Review of Report - No Action Required
Upon receipt of the report from the Message Coordinator runner, the Section Chief will review the report. If the nature of the report has no impact or requirement for the Section then the Chief will write NAR (No Action Required) in the Comprehensive Description of Action taken by EOC Section Chiefs or EOC Section Unit Leaders. If action is required the Section Chief will verbally assign tasks to the appropriate Unit Leaders in the EOC Section. The individual Unit Leaders will record the actions they took (as directed by the Section Chief) in the bottom half (or back) of the document. When all action is complete within the Section the Section Chief marks the appropriate block he/she manages (Management, Operations, Planning, Logistics, Finance) and marks the Action Complete Block and then places the document on the left side of the Section Log. The report should then be placed in the Section Log in Report order. The # 1 Report on the bottom, # 2 next, then # 3 etc. A copy of the Master Log sequence document that is placed on the right side of the log can be obtained from the Message Coordinator thus eliminating the requirement for the Section Chiefs to complete the log.

Comprehensive Description of Action Assigned by EOC Section Chiefs and taken by EOC Unit Leaders	This section is completed by the Unit Leader and describes the action taken in response to the information and direction from the Section Chief. The Unit Leader should coordinate the response with other Sections as appropriate. When the action is complete and appropriate remarks are documented, the Section Chief will place the report in the Section Major Incident or Significant Log. The Section Logs will be given to the Message Coordinator in the Planning Section upon completion of the emergency.

Logging Report in Message Coordinator Master Log and Section Chief's Log
Establish and maintain a Major Incident or Significant Information Report Log to capture key information for future reference. The Major Incident or Significant Information Report Log should be brief and only provide enough information to identify the main point of the report. The Message Coordinator should complete this document. After completing about 5 report numbers have message runner make five copies of log and give a copy to each of the Section Chiefs who also must maintain a log of Major Incident or Significant Information Report log. This will eliminate the requirement for each chief to duplicate the effort.

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT LOG

REPORT #	INCIDENT #	TIME	NOTES
1	2	08:47 AM	CASUALTIES REPORTED IN COLLAPSE OF ADMINISTRATION BLDG. ASSISTANCE REQUESTED.
2	2	09:02 AM	FIELD INCIDENT COMMANDER REQUESTS ASSISTANCE TO ESTABLISH TRIAGE AREA ADJACENT TO ADMINISTRATION BLDG.
3	1	09:07 AM	INFORMATION RECEIVED THAT COUNTY MANAGER HAS DECLARED A STATE OF EMERGNCY DUE TO EARTHQUAKE
4	3	09:10 AM	FIRE REPORTED IN CHEMISTRY BUILDING
5	4	09:13 AM	PEOPLE REPORTED TRAPPED IN ELEVATOR IN AUDITORIUM
6			
7			

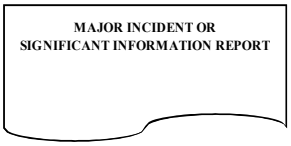
NOTE: INCIDENT # 1 ALWAYS RELATES TO THE TRIGGERING EVENT, I.E., AN EARTHQUAKE, EXPLOSION, AIRCRAFT CRASH ETC. IN EVENTS SUCH AS AN AIRCRAFT CRASH ALL INCIDENT NUMBERS WILL BE THE SAME “1” BECAUSE YOU ONLY HAVE ONE INCIDENT. IN AN EVENT SUCH AS AN EARTHQUAKE YOU CAN HAVE MULTIPLE INCIDENT NUMBERS IN ADDITION TO THE INITIAL TRIGGERING EVENT (EARTHQUAKE). THIS IS BECAUSE YOU WOULD HAVE INCIDENTS IN SEPARATE LOCATIONS MANAGED BY SEPARATE INCIDENT COMMANDERS. ACCORDINGLY YOU WILL NEED TO TRACK RESOURCES AND COSTS TO EACH SEPARATE INCIDENT LOCATION.

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT FLOW CHART

MAJOR INCIDENT OR SIGNIFICANT INFORMATION RECEIVED
BY SECTION CHIEF OR UNIT LEADER

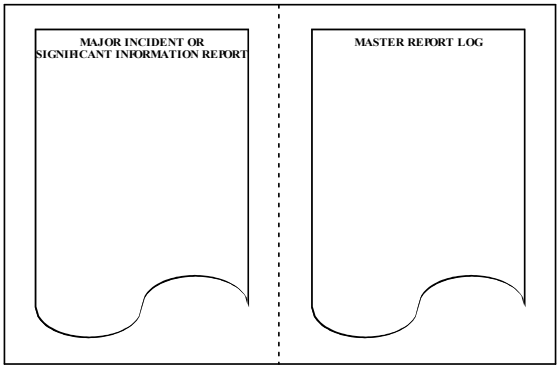
Step 1

AFTER TAKING ACTION, COMPLETE TOP HALF OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT. COMPLETE ALL BLOCKS EXCEPT INCIDENT NUMBER AND REPORT NUMBER (TOP RIGHT CORNER). WHEN REPORT HAS BEEN COMPLETED PLACE DOCUMENT IN SECTION OUT BASKET



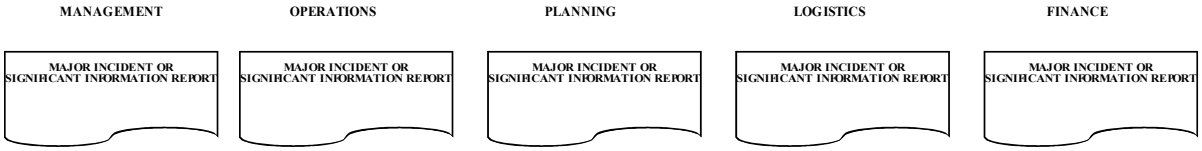
Step 2

A MESSAGE RUNNER WILL PICK UP REPORT AND TAKE IT TO THE MESSAGE COORDINATOR (IN PLANING SECTION). THE MESSAGE COORDINATOR WILL RECORD THE INCIDENT NUMBER AND REPORT NUMBER (TOP RIGHT CORNER). THE MESSAGE COORDINATOR WILL THEN LOG REPORT IN THE MASTER MESSAGE LOG BY RECORDING THE REPORT NUMBER (1, 2, 3, 4 etc.) AND INCIDENT NUMBERS PLUS A BRIEF DESCRIPTION OF INCIDENT OR INFORMATION ON THE REPORT LOG. AFTER LOGGING IN ABOUT 5 REPORTS MAKE 5 COPIES OF THE LOG AND HAVE RUNNER GIVE A COPY TO EACH SECTION CHIEF SO THAT THEY DO NOT HAVE TO MAKE THE LOGS THEMSELVES. THE MESSAGE COORDINATOR AND EACH SECTION CHIEF LOG SHOULD RESEMBLE THE SAMPLE BELOW.



Step 3

THE MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT WILL BE GIVEN BACK TO THE RUNNER WHO WILL TAKE REPORT TO COPY MACHINE AND MAKE FIVE COPIES. THE ORIGINAL COPY IS RETURNED TO THE MESSAGE COORDINATOR TO BE PLACED IN THE MASTER LOG. THE OTHER COPIES ARE PLACED IN SECTION CHIEF IN BASKETS



Step 4

EACH SECTION CHIEF WILL READ REPORT AND VERBALLY ASSIGN TASKS (AS REQUIRED) TO UNIT LEADERS. IF NO ACTION IS REQUIRED THE SECTION CHIEF RECORDS "NAR" (NO ACTION REQUIRED) IN BOTTOM HALF OF REPORT. IF ACTION IS REQUIRED UNIT LEADERS RECORD DESCRIPTION OF ACTIONS THEY COMPLETED IN BOTTOM HALF OF REPORT. THE BACK OF THE REPORT MAY ALSO BE USED TO RECORD INFORMATION. THE REPORT IS THEN GIVEN BACK TO THE SECTION CHIEF FOR FINAL REVIEW AND PLACEMENT INTO SECTION LOG. IF COORDINATION IS REQUIRED FROM OTHER SECTIONS, THE SECTION CHIEF OR UNIT LEADER VERBALLY COMPLETES THIS ACTION. NO ADDITIONAL COPIES OF THE REPORT ARE MADE.

PAGE LEFT INTENTIONALLY BLANK

Priority: Check One

Life-Threatening ☒

Urgent ☐

Non-Urgent ☐

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

Use this document to identify **Major Incidents** that require response / tracking from multiple EOC Sections or to rapidly disseminate **Important Information** throughout the EOC. **DO NOT** use this document to request Logistics Section resources (personnel, supplies, or equipment). Please **write legibly** - others must be able to read info.

BE SURE TO COMPLETE ALL APPROPRIATE BLOCKS BELOW

This block completed by the Message Coordinator in the Planning Section only

Report # ____
1,2,3,4,5 etc.

Incident # ____

Date: Nov 19, 2004 Time: 09:35 AM Name of person completing this report: Jim Linardos

EOC position of person completing report: Law Enforcement Unit Leader EOC Phone Number: 832-1219

Information Source Name: Lt Jeff Green Information Source Agency: Sample College PD

Information Source Phone No: 844-9865 FAX: ____ Gov't Radio (Freq. ____) Other (Freq. ____)

COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION

Things are still chaotic down here. The fire is still going with a lot of smoke. I have word that the evacuations of the Beam Engineering Hall and the Dinning Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department and EMS on the west side of the Dinning Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION

Coordinating with other Operations Section Unit Leaders, Planning Section and Logistics Section Chiefs to provide support.

-- Individual completing information above MUST NOT write below this line --

After completion of document to this point place in Section Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chief's In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read their copy and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

COMPREHENSIVE DESCRIPTION OF ACTION TAKEN BY UNIT LEADERS AS DIRECTED BY THE SECTION CHIEF (Completed by individual Unit Leaders)

After all Unit Leaders have recorded actions taken on the bottom half (or back) place the completed report on the left side of the Section Log. Write a short description of event on right page of Log. Also check the appropriate block for the Section below and the Action Complete.

ACTION COMPLETE ☐

☐ - MANAGEMENT ☐ - OPERATIONS ☐ - PLANS ☐ - LOGISTICS ☐ - FINANCE

Priority: Check One

Life-Threatening ☒

Urgent ☐

Non-Urgent ☐

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

Use this document to identify **Major Incidents** that require response / tracking from multiple EOC Sections or to rapidly disseminate **Important Information** throughout the EOC. **DO NOT** use this document to request Logistics Section resources (personnel, supplies, or equipment). Please **write legibly** - others must be able to read info.

BE SURE TO COMPLETE ALL APPROPRIATE BLOCKS BELOW

This block completed by the Message Coordinator in the Planning Section only

Report # 1
1,2,3,4,5 etc.

Incident # 1

Date: Nov 19, 2004 Time: 09:35 AM Name of person completing this report: Jim Linardos

EOC position of person completing report: Law Enforcement Unit Leader EOC Phone Number: 832-1219

Information Source Name: Lt Jeff Green Information Source Agency: Sample College PD

Information Source Phone No: 844-9865 FAX: _____ Gov't Radio (Freq. _____) Other (Freq. _____)

COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION

Things are still chaotic down here. The fire is still going with a lot of smoke. I have word that the evacuations of the Beam Engineering Hall and the Dinning Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department and EMS on the west side of the Dinning Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION

Coordinating with other Operations Section Unit Leaders, Planning Section and Logistics Section Chiefs to provide support.

-- Individual completing information above MUST NOT write below this line --

After completion of document to this point place in Section Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chief's In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read their copy and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

COMPREHENSIVE DESCRIPTION OF ACTION TAKEN BY UNIT LEADERS AS DIRECTED BY THE SECTION CHIEF (Completed by individual Unit Leader)

PIO - Commenced planning for press release. Coordinating release with the EOC Director, city and county as appropriate.

Will have all releases approved by the Sample College President prior to release.

After all Unit Leaders have recorded actions taken on the bottom half (or back) place the completed report on the left side of the Section Log. Write a short description of event on right page of Log. Also check the appropriate block for the Section below and the Action Complete.

ACTION COMPLETE ☒

☒ - MANAGEMENT ☐ - OPERATIONS ☐ - PLANS ☐ - LOGISTICS ☐ - FINANCE

Priority: Check One

Life-Threatening ☒

Urgent ☐

Non-Urgent ☐

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

Use this document to identify **Major Incidents** that require response / tracking from multiple EOC Sections or to rapidly disseminate **Important Information** throughout the EOC. **DO NOT** use this document to request Logistics Section resources (personnel, supplies, or equipment). Please **write legibly** - others must be able to read info.

BE SURE TO COMPLETE ALL APPROPRIATE BLOCKS BELOW

This block completed by the Message Coordinator in the Planning Section only

Report # 1
1,2,3,4,5 etc.

Incident # 1

Date: Nov 19, 2004 Time: 09:35 AM Name of person completing this report: Jim Linardos

EOC position of person completing report: Law Enforcement Unit Leader EOC Phone Number: 832-1219

Information Source Name: Lt Jeff Green Information Source Agency: Sample College PD

Information Source Phone No: 844-9865 FAX: _____ Gov't Radio (Freq. _____) Other (Freq. _____)

COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION

Things are still chaotic down here. The fire is still going with a lot of smoke. I have word that the evacuations of the Beam Engineering Hall and the Dinning Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department and EMS on the west side of the Dinning Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION

Coordinating with other Operations Section Unit Leaders, Planning Section and Logistics Section Chiefs to provide support.

-- Individual completing information above MUST NOT write below this line --

After completion of document to this point place in Section Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chief's In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read their copy and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

COMPREHENSIVE DESCRIPTION OF ACTION TAKEN BY UNIT LEADERS AS DIRECTED BY THE SECTION CHIEF (Completed by individual Unit Leader)

Law UL - Working with Fire IC on scene to coordinate security of scene and search and rescue operations when fire is out.

First Aid / Medical UL - Establishing a First Aid Station adjacent to Tonopah North. Will coordinate with EMS for transport of victims to hospitals.

Student Coordination UL - Commencing development of list of all students status, safe, killed, injured etc.

Parent Coordination UL - Commencing plan to provide information to families of students. Will coordinate with Operations Chief and EOC Director relating to procedures of coordinating with the County Coroner for the notification of deaths and injuries.

After all Unit Leaders have recorded actions taken on the bottom half (or back) place the completed report on the left side of the Section Log. Write a short description of event on right page of Log. Also check the appropriate block for the Section below and the Action Complete.

ACTION COMPLETE ☒

☐ - MANAGEMENT ☒ - OPERATIONS ☐ - PLANS ☐ - LOGISTICS ☐ - FINANCE

Priority: Check One

Life-Threatening ☒

Urgent ☐

Non-Urgent ☐

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

Use this document to identify **Major Incidents** that require response / tracking from multiple EOC Sections or to rapidly disseminate **Important Information** throughout the EOC. **DO NOT** use this document to request Logistics Section resources (personnel, supplies, or equipment). Please **write legibly** - others must be able to read info.

BE SURE TO COMPLETE ALL APPROPRIATE BLOCKS BELOW

This block completed by the Message Coordinator in the Planning Section only

Report # 1
1,2,3,4,5 etc.

Incident # 1

Date: Nov 19, 2004 Time: 09:35 AM Name of person completing this report: Jim Linardos

EOC position of person completing report: Law Enforcement Unit Leader EOC Phone Number: 832-1219

Information Source Name: Lt Jeff Green Information Source Agency: Sample College PD

Information Source Phone No: 844-9865 FAX: _____ Gov't Radio (Freq. _____) Other (Freq. _____)

COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION

Things are still chaotic down here. The fire is still going with a lot of smoke. I have word that the evacuations of the Beam Engineering Hall and the Dinning Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department and EMS on the west side of the Dinning Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION

Coordinating with other Operations Section Unit Leaders, Planning Section and Logistics Section Chiefs to provide support.

-- Individual completing information above MUST NOT write below this line --

After completion of document to this point place in Section Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chief's In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read their copy and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

COMPREHENSIVE DESCRIPTION OF ACTION TAKEN BY UNIT LEADERS AS DIRECTED BY THE SECTION CHIEF (Completed by individual Unit Leaders)

SITSTAT UL - Incident information placed on EOC Charts and Maps

Damage Assessment UL - Helping SITSTAT UL track information relating to deaths, injuries and missing.

Message Coordinator - Setting up Major Incident and Significant Event Report System

Recovery UL - Gathering information to develop plan for Recovery Operations

After all Unit Leaders have recorded actions taken on the bottom half (or back) place the completed report on the left side of the Section Log. Write a short description of event on right page of Log. Also check the appropriate block for the Section below and the Action Complete.

ACTION COMPLETE ☒

☐ - MANAGEMENT ☐ - OPERATIONS ☒ - PLANS ☐ - LOGISTICS ☐ - FINANCE

Priority: Check One

Life-Threatening ☒

Urgent ☐

Non-Urgent ☐

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

Use this document to identify **Major Incidents** that require response / tracking from multiple EOC Sections or to rapidly disseminate **Important Information** throughout the EOC. **DO NOT** use this document to request Logistics Section resources (personnel, supplies, or equipment). Please **write legibly** - others must be able to read info.

BE SURE TO COMPLETE ALL APPROPRIATE BLOCKS BELOW

This block completed by the Message Coordinator in the Planning Section only

Report # 1
1,2,3,4,5 etc.

Incident # 1

Date: Nov 19, 2004 Time: 09:35 AM Name of person completing this report: Jim Linardos

EOC position of person completing report: Law Enforcement Unit Leader EOC Phone Number: 832-1219

Information Source Name: Lt Jeff Green Information Source Agency: Sample College PD

Information Source Phone No: 844-9865 FAX: _____ Gov't Radio (Freq. _____) Other (Freq. _____)

COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION

Things are still chaotic down here. The fire is still going with a lot of smoke. I have word that the evacuations of the Beam Engineering Hall and the Dinning Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department and EMS on the west side of the Dinning Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION

Coordinating with other Operations Section Unit Leaders, Planning Section and Logistics Section Chiefs to provide support.

-- Individual completing information above MUST NOT write below this line --

After completion of document to this point place in Section Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chief's In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read their copy and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

COMPREHENSIVE DESCRIPTION OF ACTION TAKEN BY UNIT LEADERS AS DIRECTED BY THE SECTION CHIEF (Completed by individual Unit Leaders)

Purchasing/Supply UL - Will coordinate any misc. supplies needed for EOC and field operations

Communications/Transportation UL - Will coordinate any communications and transportation requirements needed for response

Personnel UL - Will coordinate any personnel requirements needed for response

Care and Shelter UL - Establishing shelter location for students, faculty and staff remaining on campus

After all Unit Leaders have recorded actions taken on the bottom half (or back) place the completed report on the left side of the Section Log. Write a short description of event on right page of Log. Also check the appropriate block for the Section below and the Action Complete.

ACTION COMPLETE ☒

☐ - MANAGEMENT ☐ - OPERATIONS ☐ - PLANS ☒ - LOGISTICS ☐ - FINANCE

Priority: Check One

Life-Threatening ☒

Urgent ☐

Non-Urgent ☐

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT

Use this document to identify **Major Incidents** that require response / tracking from multiple EOC Sections or to rapidly disseminate **Important Information** throughout the EOC. **DO NOT** use this document to request Logistics Section resources (personnel, supplies, or equipment). Please **write legibly** - others must be able to read info.

BE SURE TO COMPLETE ALL APPROPRIATE BLOCKS BELOW

This block completed by the Message Coordinator in the Planning Section only

Report # 1
1,2,3,4,5 etc.

Incident # 1

Date: Nov 19, 2004 Time: 09:35 AM Name of person completing this report: Jim Linardos

EOC position of person completing report: Law Enforcement Unit Leader EOC Phone Number: 832-1219

Information Source Name: Lt Jeff Green Information Source Agency: Sample College PD

Information Source Phone No: 844-9865 FAX: _____ Gov't Radio (Freq. _____) Other (Freq. _____)

COMPREHENSIVE DESCRIPTION OF MAJOR INCIDENT OR SIGNIFICANT INFORMATION

Things are still chaotic down here. The fire is still going with a lot of smoke. I have word that the evacuations of the Beam Engineering Hall and the Dinning Commons building have been completed. We have established a Unified Incident Command with Sample County Fire Department, Sample City Metropolitan Police Department and EMS on the west side of the Dinning Commons Bldg. Our first goal is to get the fire out then figure out what we want to do next based on what we find.

INITIAL ACTION TAKEN BY INDIVIDUAL WHO RECEIVED INFORMATION

Coordinating with other Operations Section Unit Leaders, Planning Section and Logistics Section Chiefs to provide support.

-- Individual completing information above MUST NOT write below this line --

After completion of document to this point place in Section Out-Basket. A runner will pick up report and deliver it to the Message Coordinator (Planning Section) who will assign the Incident and Report Number. Five additional copies will be produced and then placed in each Section Chief's In-Basket. The original report is returned to the Message Coordinator. Each Section Chief will read their copy and verbally assign action (as required) to Unit Leaders. Unit Leaders will then record description of action taken in bottom half (or back) of report and return document to Section Chief. The report is then logged into the individual Section Log and placed on the left side of the log.

COMPREHENSIVE DESCRIPTION OF ACTION TAKEN BY UNIT LEADERS AS DIRECTED BY THE SECTION CHIEF (Completed by individual Unit Leaders)

Cost UL - Coordinating with Logistics Section Supply UL for any costs associated with response

Time UL - Coordinating with Section Chiefs to develop a list of responders and time on duty

After all Unit Leaders have recorded actions taken on the bottom half (or back) place the completed report on the left side of the Section Log. Write a short description of event on right page of Log. Also check the appropriate block for the Section below and the Action Complete.

ACTION COMPLETE ☒

☐ - MANAGEMENT ☐ - OPERATIONS ☐ - PLANS ☐ - LOGISTICS ☒ - FINANCE

MAJOR INCIDENT OR SIGNIFICANT INFORMATION REPORT LOG

REPORT #	INCIDENT #	TIME	NOTES
1	1	9:35 AM	First situation update from IC about Beam Engineering Hall and the Dinning Commons
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			

PAGE LEFT INTENTIONALLY BLANK

TAB 9

SITUATION STATUS REPORTS

SITUATION STATUS REPORTS OVERVIEW

Situation Status Reports should be completed by Section Chiefs and Unit Leaders to provide a record of the events and existing situation of their respective section/unit. The Situation Status Report can be used to fill the following tasks:

- Fill-in-the-blank document completed on an "as required" basis to formalize a written report of the existing situation
- End-of-shift Situation Report for replacement Section Chief Unit Leader
- Situation Report for jurisdiction-to-jurisdiction updating

Situation Status Reports should, at the minimum, be completed at the end of each Operational Period (work shift) to capture key information and to provide a starting point for the replacement Section Chief/Unit Leader. Providing a comprehensive and accurate report is essential. Situation Status Reports (like all other important EOC documents) are retained and must be turned over to the Documentation Unit Leader when the Section Chiefs/Unit Leaders no longer need them.

Exhibit 1 - Planning Section Situation Report

Exhibit 2 - Management Section Situation Report

Exhibit 3 - Law Enforcement Situation Report

Exhibit 4 - Fire/Rescue Situation Report

Exhibit 5 - Disaster Summary Outline

PAGE LEFT INTENTIONALLY BLANK

TAB 10

CONTINUITY OF GOVERNMENT

Overview

A major disaster could result in the death or injury of key government officials, the partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government.

Government at all levels is responsible for providing continuity of effective leadership and authority, direction of emergency operations and management of recovery operations. To this end, it is particularly essential that the Jurisdiction continue to function as government entities. The California Government Code and the Constitution of California provide the authority for state and local government to reconstitute itself in the event incumbents are unable to serve.

Lines of Succession

Section 8638, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code requires the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of officers who head departments responsible for maintaining law and order, or for furnishing public services relating to health and safety. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body including standby officers are unavailable to serve. The standby officers shall have the same authority and powers as the regular officers or department heads. The succession list for the Jurisdiction is provided on the following page.

Reconstitution of the Governing Body

Section 8635 et seq., Article 15, Chapter 7, Division 1, Title 2 of the California Government Code establishes a method for reconstituting the governing body. It authorizes that, should all members, including all standbys, be unavailable, temporary officers shall be appointed by the Chairman of the Board of the county in which the political subdivision is located or by the Chairman of the Board of any other county within 150 miles.

Section 8642 of Article 15 authorizes local governing bodies to convene as soon as possible whenever a state of emergency or local emergency exists and at a place not necessarily within the political subdivision. Under Article 15, the duties of a governing body during emergencies include ascertaining the damage to the jurisdiction and its personnel and property, reconstituting itself and any subdivisions, and performing functions in preserving law and order and furnishing local services.

In the City of Tehachapi, the City Clerk is responsible for the preservation and protection of vital records. Each department within the City will identify, maintain, and protect its vital records. Vital records are defined as those records that are essential to the rights and interests of individuals, governments, corporations and other entities, including vital statistics, land and tax records, license registers, articles of incorporation, and historical information. Vital records also include those records essential for emergency response and recovery operations, including utility system maps, emergency supply and equipment locations, emergency operations plans and procedures, and personnel rosters.

These vital records will be essential to the re-establishment of normal Jurisdiction government functions, serving to protect the rights and interests of government. These rights and interests may

include the constitutions, charters, statutes, ordinances, court records, official proceedings and financial records of the jurisdiction.

Vital records of Jurisdiction are routinely stored at 108 Pinon Street, Tehachapi, CA 93561, by the City Clerk.

Notification of any successor changes shall be made through the established chain of command.

TAB 11

EMERGENCY PUBLIC INFORMATION

EMERGENCY PUBLIC INFORMATION OVERVIEW

Information dissemination in emergency situations is critical, not only for the responders and support personnel but for the City of Tehachapi staff and the public. The need for accurate timely information will occur as a result of the following situations:

- The City of Tehachapi staff and general public will demand information about the emergency situation and instructions on proper survival/response actions.
- The media will demand information about the emergency. The local media, particularly radio, will perform an essential role in providing emergency instructions and status information to the public. Depending on the severity of the emergency, or the media's conception of the severity of the emergency, regional and national media will also demand information and may play a role in reassuring (or alerting) distant relatives of disaster victims.
- Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio/television stations without emergency power may also be off the air.
- Demand for information will be overwhelming if sufficient staff is not provided and if staff is not trained.

This enclosure describes the City of Tehachapi Emergency Public Information (EPI) organization and outlines procedures for:

- The rapid dissemination of accurate instructions and information to the public during periods of emergency
- Response to media inquiries and calls from the public
- Establishment of a media center near the Emergency Operating Center (EOC) for use by representatives of the print and electronic media
- Establishment of an on-scene public information team at the site of an incident

The City of Tehachapi PIO emergency public information organization will coordinate with the affected local city PIO's. The organization may be divided into four elements:

- Emergency Information/Rumor Control Section
- Non-Emergency Information/Visitor Control Section
- On-Scene Public Information Team
- Administrative Support Section

The PIO Supports the Incident Command

Under the ICS, the Public Information Officer (PIO) is a key staff member supporting the Incident Command structure. The PIO represents and advises the Incident Command (EOC Director) on all public information matters relating to the management of the incident. The PIO handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring, and other functions required to coordinate, clear with appropriate authorities, and disseminate accurate and timely information related to the incident, particularly regarding information on public health and safety and protection. The PIO is also responsible for coordinating public information at or near the incident site and serving as the on-scene link to the Joint Information System (JIS). In a large-scale operation, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC), which is typically collocated with the Federal, regional, State, local, or tribal EOC tasked with primary incident coordination responsibilities. The JIS provides the mechanism for integrating public information activities among JICs, across jurisdictions, and with private-sector and nongovernmental organizations.[l]

Coordination and Integration

Public information functions must be coordinated and integrated across jurisdictions and across functional agencies; among Federal, State, local, and tribal partners; and with private sector and nongovernmental organizations.[m]

A major goal of the Public Information Officer will be to develop systems, tools, and processes to present consistent and accurate information to incident managers at all levels (e.g., common operating picture).n

Public Information System

The establishment of a system approach to the management and dissemination of information. A Public Information System may include the establishment of a Joint Information System (JIS) and/or a Joint Information Center (JIC). The overriding consideration for expanding the existing information management system of the jurisdiction to a formal JIS/JIC would be the size of the incident and establishment of a MACS organization in which other agencies and/or the state joins the response effort. A Public Information System should facilitate the gathering, verification, coordination and dissemination of critical emergency information, crisis information, public affairs, and other important information.o

The JIS provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis. It includes the plans, protocols, and structures used to provide information to the public during incident operations, and encompasses all public information operations related to an incident, including all Federal, State, local, tribal and private organization PIOs, staff and JICs established to support an incident. Key elements include the following: interagency coordination and integration; developing and delivering coordinated messages; support for decision-makers; and flexibility, modularity, and adaptability.[p]

[l] 05 NIMSCAST II-C-1-a
[m] 05 NIMSCAST II-C-1-b
[n] 08 NIMSCAST METRIC 7.2
[o] 08 NIMSCAST METRIC 2.10 & 2.11
[p] 05 NIMSCAST II-C-2-a

Joint Information Center
A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public affairs functions. It is important for the JIC have the most current and accurate information regarding incident management activities at all times. The JIC provides the organizational structure for coordinating and disseminating official information. JICs may be established at each level of incident management, as required.[q]

Networks
Indications and warnings, incident notifications and public communications, and the critical information that constitute a common operating picture are disseminated through a combination of networks used by E0Cs. Notifications are made to the appropriate jurisdictional levels and to private-sector and nongovernmental organizations through the mechanisms defined in emergency operations and incident action plans at all levels of government.[r]

Technology Use
Agencies must plan in advance for the effective and efficient use of information management technologies (e.g., computers and networks) to tie together all command, tactical, and support units involved in incident management and to enable these entities to share information critical to mission execution and the cataloguing of required corrective actions.[s]

Public Information Officer Responsibilities:

- Rapidly release emergency instructions and information to the public through all available means.
- Receive all calls coming into the Emergency Operating Center (EOC) over the public access lines. Respond to those from the public and the media and relay calls to other EOC staff as appropriate.
- Obtain periodic situation updates from EOC staff members and maintain section status boards and maps. Make situation reports and provide hard copy of news releases to the EOC Director and Section Chiefs.
- Monitor broadcast and print media to ensure accurate and complete information. Contact media to correct errors.
- Track all rumors by address in order to target individual communities to insure accurate and complete information. Contact media to correct errors.
- Prepare news releases as requested by the Lead Public Information Officer.
- Update recorded telephone messages or the City of Tehachapi website hourly or as situation changes.

Communications

The City of Tehachapi PIO will rely on commercial telephone for disseminating information to the media and responding to direct public inquiry. The PIO should ensure that sufficient telephone circuits are installed in the emergency information/rumor control section to handle incoming calls.

[q] 05 NIMSCAST II-C-2-b
[r] 05 NIMSCAST V-B-2-a-3
[s] 05 NIMSCAST V-B-2-a-4

The PIO should arrange for at least one unlisted, outgoing line (not in rotary) for his/her exclusive use during disasters. (The PIO may choose instead to request that the telephone company institute line load control, i.e., switch certain lines to outgoing only during disasters.) The telephone/fax machine will be used to coordinate with PIOs in other affected jurisdictions and at other government levels.

Should telephones be out of service or unavailable (as will be the case of the on-scene PIO team), ham radio operators may be used for communicating EPI messages. Provisions for this support should be made in advance and a list of trained and registered operators maintained.

The Emergency Digital Information System (EDIS) will also be used as a backup for normal communications with the media.

The Sheriff's Office Emergency Management Coordinator may activate, or request activation of, local EAS stations following established EAS procedures or the Chief of Police may conduct an emergency notification through the City's Code Red emergency notification system.

Emergency Public Information Priorities
Lifesaving/Health Preservation Instructions

- What to do (and why)
- What not to do (and why)
- Information (for parents) on status and actions of schools (if in session)
- Hazardous/contaminated/congested areas to avoid
- Curfews
- Road, bridge, freeway overpass, and dam conditions, and alternate routes to take
- Evacuation routes, instructions, arrangements for persons without transportation
- Location of mass care/medical/coroner facilities, food, safe water
- Status of hospitals
- First aid information
- Fire fighting instructions
- Emergency telephone number (otherwise request people not to use the telephone)
- Instructions/precautions about utility use, sanitation, turning off utilities
- Essential services available - hospitals, grocery stores, banks, pharmacies, etc.
- Weather hazards (if appropriate)
- Law Enforcement instructions - coordinate with the Operations Section Chief relating to both EOC and field incident security requirements

Emergency Status Information
Additional information the public should know include items such as:

- Media and public hotline numbers
- Description of the emergency situation including number of deaths and injuries, property damage, persons displaced
- Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, flood/fire fighting, etc.)
- Any of the above priority 1 information in summary form on a "nice to know" rather than "vital to know and act upon" basis
- Status of local and Governor's Proclamation, Presidential Declaration
- Where people should call/report to volunteer

- How people in other areas can obtain information about relatives/ friends in the disaster area (coordinate with Red Cross on release of this information)
- How disaster victims can locate family members
- Specific emergency relating information for disabled persons

Other Useful Information

Usually this type of information will be released in the post-emergency period because of lack of time and other priorities:

- State/federal assistance available
- Disaster Application Center opening dates/times
- Historical events of this nature
- Charts/photographs/statistics from past events
- Human interest stories/Acts of heroism
- Historical value of property damaged/destroyed
- Prominence of those killed/injured

Modes of Dissemination of Information

Local commercial radio is the most rapid means of communicating emergency information to the public. However, EPI may need to be disseminated in a number of ways including:

- Code Red Emergency Notification System
- Local News Wire Services
- Regional commercial radio stations whose signals reach the stricken area (if local stations are off the air)
- Television stations (including cable)
- Newspapers
- Special EPI supplements to newspapers
- Leaflets distributed by volunteers
- Public safety loudspeakers
- Personal contact
- Email/school web sites

Exhibit 1 - California Emergency Alert System

PAGE LEFT INTENTIONALLY BLANK

EXHIBIT 1

CALIFORNIA EMERGENCY ALERT SYSTEM

California Emergency Alert System
The EAS is only for WARNING of an imminent threat to life or property. The Emergency Alert System (EAS) replaced the 1963 Emergency Broadcast System on January 1, 1997 --- the same time the New Year's Floods hit California. Cable television industry participation followed later. Some major features of the EAS include the ability for stations to automatically rebroadcast a warning without human intervention and a clear text warning for TV. Participation in the EAS by the nation's broadcasters is voluntary EXCEPT in the event of a National emergency, i.e., the only EAS message they MUST carry is the warning of a National emergency by or for the White House. Besides the never-used White House or Federal activation of the EAS, there are three primary participants in the EAS:

- The broadcasters (AM, FM, and TV stations and the CATV industry).
- The National Weather Service for weather-related warnings.
- State and local emergency management agencies for civil emergencies.

Emergency Digital Information Service (EDIS)
The Emergency Digital Information Service voluntarily supplements the Emergency Alert System (EAS). Typical EDIS messages are WARNINGS and WATCHES from the National Weather Service, any WARNING and EAS ACTIVATION REQUESTED message from an office of emergency services, earthquake reports from the USGS, emergency public information (EPI) and announcements from any authorized source. In short, the EDIS is effective because it (a) always goes to a stand-alone printer that (b) usually displays only "hard news". EDIS was jointly created by the San Francisco Bay Area television industry and the State Office of Emergency Services telecommunications division as the result of the 1989 Loma Prieta earthquake.

The primary clients of EDIS are TV stations. The digital messages can program their character generators to provide clear text on the screen with the minimum of TV station staff labor, i.e., no one has to re-type the messages. The secondary clients of the EDIS are offices of emergency services, radio broadcast stations, newspapers, news bureaus, fire and police stations, volunteers in government service, public safety communications centers, communications centers serving the hearing impaired, security firms, corporations, private individuals and others. The EDIS, in a "demonstration" or "beta test" mode since its inception, is not funded by any government. State Cal-EMA telecommunications and broadcast participants have worked together on a voluntary basis and with second-hand transmitters and hardware. All that is required to receive EDIS transmissions in real time are three items that can be acquired for $200 to $500: a radio receiver, a digital terminal node controller, and a printer. A computer is not required. State Cal-EMA provides installation and operating instructions. The areas served by EDIS as of March l997 were the San Francisco Bay area, the central valley from about Chico to Merced, the greater Los Angeles area, and the San Diego area. Expansion plans were implemented in July l999. County OES agencies can and should access the EDIS whenever they activate the Emergency Alert System (EAS) so that their message can be promptly delivered to every TV station within range of an EDIS transmitter. Access to the EDIS by State and authorized local government officials is done by any computer with a telephone modem or via the OASIS satellite system. The more information provided the media reduces the number of call-ins to agencies that can often ill afford the time and the telephone congestion. The EDIS has proven to have a positive affect in this regard.

The State Office of Emergency Services actively promotes the use of the EDIS by the local emergency services offices uploading messages and the primary and secondary clients who download those messages.

TAB 12

DAMAGE ASSESSMENT PROCEDURES

DAMAGE ASSESSMENT OVERVIEW

The phrase "Damage Assessment" is used to describe several distinct activities conducted at different times and for different purposes after disaster impact.

Objectives
The objectives of Damage Assessment are:

- To determine nature/extent of damage for proper prioritization and resource allocation
- To provide information during or after an emergency or disaster detailing the location, extent (major or minor and dollar estimate when available) of damage
- To provide information to determine priorities and requirements for deployment of resources and personnel in an affected area
- To determine need and types of federal/state assistance
- To document and support requests for assistance

Preliminary Safety Survey
Damage assessment is critical in the early stages of a major emergency or disaster in order to know where resources are most needed and to document the need for an emergency declaration to secure outside assistance. The City of Tehachapi Damage Assessment Unit Leader will coordinate the completion of a Preliminary Safety Survey.

Disaster Survey Teams
The City of Tehachapi Damage Assessment Unit Leader has the responsibility for organizing, calling up, and directing City of Tehachapi Disaster Survey Team for disasters that affect a number of City buildings, businesses and public structures. City of Tehachapi Planning Department personnel should be key members in these Disaster Survey Teams. The Damage Assessment Unit Leader is responsible for providing copies of damage assessment summary reports developed by the Disaster Survey Teams to the Planning Section Chief and/or EOC Director.

While in the field, all Disaster Survey Team members should wear clearly identifiable uniforms, vests, or the like and carry identification so they are easily distinguishable as being on official business.

The Disaster Survey Team members should complete a reasonably detailed initial survey of the damage area within 10 hours of the onset of a response phase of an emergency operation. The initial survey shall be followed by a more complete survey completed within 72 hours following the event.

Exhibits
Exhibit 1 – Preliminary Safety Survey Form
Exhibit 2 – ATC-20 Detailed Evaluation Safety Assessment Form

PAGE LEFT INTENTIONALLY BLANK

DATE:_____ TIME:_

CITY OF TEHACHAPI
PRELIMINARY SAFETY SURVEY

NAME:_____
PHONE:_____

DESCRIPTION OF DAMAGE	DMGED	DESTR	URGNT	EST. VALUE	NOTES

PRELIMINARY SAFETY SURVEY

This form is used to record and report the preliminary damage assessment.

DATE/TIME	Identify Date and Time form completed.
NAME / PHONE	Identify Name and Phone Number of individual completing or responsible for form.
DESCRIPTION OF DAMAGE	Identify extent of damage.
DAMAGED	Check block if property is damaged. Check if less than 75% of structure affected, loss of utilities, or other impact.
DESTROYED	Check block if property is destroyed. More than 75% of structure affected.
URGENT	Check block if URGENT Operations Section attention is required at location.
ESTIMATED VALUE	Provide Cost Estimate if you can reasonably determine.
NOTES	Can the facility still operate (even at reduced capacity)?

ATC-20 Detailed Evaluation Safety Assessment Form

Inspection

Inspector ID: _____ Inspection date: _____

Affiliation: _____ Inspection time: _____ ☐ AM ☐ PM

Areas inspected: ☐ Exterior only ☐ Exterior and interior

Final Posting

from page 2

☐ Inspected
☐ Restricted Use
☐ Unsafe

Building Description

Building name: _____

Address: _____

_____

Building contact/phone: _____

Number of stories: _____

"Footprint area" (square feet): _____

Number of residential units: _____

Type of Construction

☐ Wood frame
☐ Steel frame
☐ Tilt-up concrete
☐ Concrete frame
☐ Concrete shear wall
☐ Unreinforced masonry
☐ Reinforced masonry
☐ Other: _____

Primary Occupancy

☐ Dwelling
☐ Other residential
☐ Public assembly
☐ Emergency services
☐ Commercial
☐ Offices
☐ Industrial
☐ Other: _____
☐ Government
☐ Historic
☐ School

Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
Overall hazards:				
Collapse or partial collapse	☐	☐	☐	_____
Building or story leaning	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Structural hazards:				
Foundations	☐	☐	☐	_____
Roofs, floors (vertical loads)	☐	☐	☐	_____
Columns, pilasters, corbels	☐	☐	☐	_____
Diaphragms, horizontal bracing	☐	☐	☐	_____
Walls, vertical bracing	☐	☐	☐	_____
Precast connections	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Nonstructural hazards:				
Parapets, ornamentation	☐	☐	☐	_____
Cladding, glazing	☐	☐	☐	_____
Ceilings, light fixtures	☐	☐	☐	_____
Interior walls, partitions	☐	☐	☐	_____
Elevators	☐	☐	☐	_____
Stairs, exits	☐	☐	☐	_____
Electric, gas	☐	☐	☐	_____
Other_____	☐	☐	☐	_____
Geotechnical hazards:				
Slope failure, debris	☐	☐	☐	_____
Ground movement, fissures	☐	☐	☐	_____
Other_____	☐	☐	☐	_____

Continue on page 2

ATC-20 Detailed Evaluation Safety Assessment Form Page 2

Building name: _____ Inspector ID: _____

Sketch (optional)
Provide a sketch of the building or damaged portions. Indicate damage points.

Estimated Building Damage
If requested by the jurisdiction, estimate building damage (repair cost ÷ replacement cost, excluding contents).

- ☐ None
- ☐ 0–1%
- ☐ 1–10%
- ☐ 10–30%
- ☐ 30–60%
- ☐ 60–100%
- ☐ 100%

Posting
If there is an existing posting from a previous evaluation, check the appropriate box.

Previous posting: ☐ INSPECTED ☐ RESTRICTED USE ☐ UNSAFE Inspector ID: _____ Date:_____

If necessary, revise the posting based on the new evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Local *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Indicate the current posting below and at the top of page one.

☐ **INSPECTED** (Green placard) ☐ **RESTRICTED USE** (Yellow placard) ☐ **UNSAFE** (Red placard)

Record any use and entry restrictions exactly as written on placard: _____

Further Actions Check the boxes below only if further actions are needed.

☐ Barricades needed in the following areas: _____

☐ Engineering Evaluation recommended: ☐ Structural ☐ Geotechnical ☐ Other: _____

☐ Other recommendations: _____

Comments: _____

TAB 13

RECOVERY

RECOVERY OVERVIEW

City of Tehachapi is at risk from a number of hazards that have the potential for causing extensive property damage. In the event that such damage occurs, planned damage assessment and recovery procedures are essential for returning the community to normal after a major emergency or disaster.

The Stafford Act authorizes federal disaster assistance to individuals and to governmental entities in the aftermath of a major emergency or disaster and outlines the types of assistance that may be made available. The majority of federal disaster assistance programs are administered by state agencies.

Federal assistance is governed by the Stafford Act and 44 CFR, part 206.

Assumptions

- Adopting and enforcing land use regulations can reduce much of the structural damage which would otherwise result from a disaster.
- We must be prepared to deal with a major emergency or disaster until outside help arrives.
- Timely and accurate damage assessment to private and public property forms the basis for requesting state and federal assistance for citizens (Individual Assistance or IA) and for repairs to infrastructure (Public Assistance or PA) and should be a vital concern to local officials following a disaster.
- State and federal assistance may be requested to assist citizens or government entities. State assistance is typically in the form of operational support such as equipment, manpower, or technical assistance. Federal assistance, if approved, will generally be in the form of financial reimbursement and will require considerable paperwork and take some time to deliver.
- Volunteer organizations will be available to assist citizens in meeting some basic needs, but they cannot provide all needed assistance.

Damage assessment and recovery operations may commence while some emergency response activities are still underway.

Purpose

The purpose of this Tab is to define the operational concepts, organizational arrangements, responsibilities, and procedures to accomplish the tasks required for the local government and its citizens and businesses to recover from a major emergency or disaster.

Explanation of Terms

- CFR Code of Federal Regulations
- DFO Disaster Field Office
- DRC Disaster Recovery Center
- DSO Disaster Summary Outline
- EMC Emergency Management Coordinator
- FEMA Federal Emergency Management Agency
- JIC Joint Information Center
- IA Individual Assistance
- OEM Office of Emergency Management
- PA Public Assistance
- PDA Preliminary Damage Assessment
- PIO Public Information Officer
- PW Project Worksheet
- RLO Regional Liaison Officer
- SBA Small Business Administration
- SOP Standard Operating Procedure

Definitions

Individual Assistance - Financial or housing assistance provided to citizens or businesses that suffer losses in a disaster. The housing assistance is only for citizens.

Public Assistance - Financial assistance to repair facilities and infrastructure provided to governments, public institutions, and certain private non-profit agencies that provide essential services of a governmental nature.

Stafford Act - The Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Primary and Secondary Agents - The individuals who will be representing the jurisdiction in the grant process.

Project Worksheet - A FEMA document that lists the specifications of an approved PA project.

Concept of Operations

Our disaster recovery program will be conducted in five steps:

Pre-Emergency Preparedness - Prior to an emergency, recovery plans and procedures plus training of individuals who will manage recovery operations must be completed.

Initial Damage Assessment - An initial damage assessment is required to support our request for state and federal assistance. This assessment will be conducted as soon as possible, often while some emergency response activities are still underway. Local damage assessment teams will carry out the initial assessment under the direction of the Damage Assessment Unit Leader of the Planning Section. During this phase, the County/City Manager of a jurisdiction adhering to this plan should declare a local state of disaster. As such, a declaration allows local officials to invoke emergency powers to deal with the disaster and is required to obtain state and federal disaster recovery assistance.

Requesting Assistance - State and federal disaster assistance must be requested in a letter to the Governor, which must be accompanied by a Disaster Summary Outline (DSO) reporting the results of the initial damage assessment and the local disaster declaration. Based on the information contained in the DSO and other information, the Governor may issue a state disaster declaration for the affected area and may request the President issue a federal disaster declaration.

Short Term Recovery Activities - Prior to a federal disaster or major emergency declaration, state disaster response and recovery assistance, which typically consists of equipment, personnel, and technical assistance, may be deployed as soon as it is requested through the Office of Emergency Management. During the initial stages of recovery, state agencies and volunteer groups may assist disaster victims with basic needs such as temporary shelter, food, and clothing. A local donations management program may be activated to distribute donated goods and funds to disaster victims and assign volunteer workers to assist victims and local government.

Post-Declaration Recovery Programs - Recovery programs authorized by the Stafford Act and other statutes begin when the President issues a disaster or major emergency declaration or other types of disaster declarations are issued.

Damage Assessment

An extensive detailed damage assessment is the basis of most recovery programs at the state and federal levels. The County, with the assistance of the cities adhering to this plan, is responsible for compiling the necessary information regarding the loss of life, injuries, and property damage. Appraised value information should be obtained from the County Planning Department.

The Damage Assessment Unit Leader will manage the damage assessment function by organizing, training, and employing a Damage Assessment Team composed of local personnel.

Damage Assessment Teams

There will be two types of damage assessment teams. PA teams will survey damage to government property and private non-profit organizations. IA teams will assess impact on citizens and businesses. Each team will have a designated team leader who will compile and report team findings to the Damage Assessment Unit Leader.

PA Team

This team will assess damage to publicly owned property. Damage will be reported in terms of dollars and impacts in the following categories:

- Emergency services
- Debris removal and disposal
- Roadways and bridges
- Water control facilities
- Buildings, equipment, and vehicles
- Publicly owned utilities
- Parks and recreational facilities

IA Team

This team will survey damage to homes and businesses.

- Homes - The Site Assessment - Housing Losses of the DSO form, included in Appendix 1 to this provides a matrix used to report the following information:1.

  1. Damage to homes will be categorized by:

     - Type of housing unit: single family, mobile homes, multi-family units.

     - Type of damage: destroyed, major damage, minor damage, affected.

  2. For each type of housing unit, an estimate of average percent of units covered by insurance must be provided

- Businesses - The Site Assessment - Business Losses section of the DSO (see Appendix 1) should be used to report business damages to the state officials.

In addition to the information on the DSO, the following should also be obtained using the Site Assessment-Business Losses form. The following information will be needed should our jurisdiction not qualify for FEMA assistance.

1. Business name and address
2. Owner's name and phone number
3. Type of business
4. Estimated dollar loss
5. Amount of anticipated insurance
6. Value of business
7. Fair replacement value of contents, structure or land
8. Number of employees
9. Number of employees for which unemployment insurance is carried
10. Estimated number of days out of operation
11. Percent of uninsured loss

Requests for Assistance

Requests for assistance should be forwarded to the county and/or state within 10 days of the disaster to allow state officials adequate time to prepare the necessary documentation required for a declaration. The County/City Manager should:

- Prepare a letter to the Governor requesting assistance (samples are included in the *Disaster Recovery Manual*) and attach:

  1. A DSO for incorporated areas of the county, if such areas suffered damage.
  2. A consolidated DSO reflecting data from all cities and unincorporated areas that suffered damage.
  3. A disaster declaration for the county if unincorporated areas suffered damage. See guidance on preparing a disaster declaration.
  4. All letters from mayors with their attached DSOs and disaster declarations.

- Forward the foregoing to the county and/or Cal-EMA. Fax a copy of the package and send the original documents by mail.

- Cal-EMA will review the information submitted, coordinate with the Governor's Office regarding the request, and maintain contact with the County/City Manager as the request is processed.

If local damages appear to exceed the state and local capability to recover, Cal-EMA will contact the FEMA regional office and arrange for federal, state, and local personnel to conduct an Initial Damage Assessment. If the results of that assessment confirm the severity of the disaster is beyond state and local capabilities and federal assistance appears warranted, the Governor will forward a request for assistance to the President through FEMA.

Post-Declaration Emergency Programs

Presidential Declaration

When a federal disaster declaration is issued, federal recovery programs are initiated, state and federal recovery staffs are deployed and recovery facilities are established. A DFO staffed by state and federal personnel will normally be established in the vicinity of the disaster area to administer recovery programs. One or more DRCs staffed by state and federal agency personnel may be established to assist disaster victims in obtaining assistance. Mobile DRCs may also be employed.

Individual Assistance

- The FEMA Teleregistration System is activated so disaster victims may register by phone for federal disaster assistance.
- Federal, state, and local personnel conduct follow-up damage assessments.
- State and federal Outreach programs for disaster victims are initiated.
- Individual assistance activities for citizens and businesses may continue for months.

Public Assistance

- Public assistance is provided to repair or rebuild public facilities affected by a disaster including buildings, state or local roads and bridges, water supply and sewage treatment, flood control systems, airports, and publicly-owned electric utilities. Public assistance is also available to repair or rebuild schools and public recreation facilities.
- As reconstructing infrastructure may require demolition and site cleanup, design and engineering work, the letting of bids, and a lengthy construction period, public assistance programs typically continue over a period of years.
- Virtually all federal public assistance program are on a cost share basis. The federal government picks up a large percentage of the costs, but local government must cover the remainder. Hence, it is particularly important to maintain complete and accurate records of local response and recovery expenses.

Other Assistance

SBA Assistance

If the emergency situation does not meet the criteria for a Presidential disaster declaration, assistance in the form of loans may be available from the SBA. Limited assistance may also be available from several state programs.

Agricultural Declarations

The Governor is authorized to make agricultural disaster declarations for weather-related crop losses. When such declarations are made, farmers and ranchers become eligible for an emergency loan program.

Recovery Document Procedures

Why Document Disaster Costs

- Federal funding may be available
- State funding may be available
- It is good business
- Can be a planning tool
- Single Audit Act (PL 98-502 as amended)

Two Ways to Complete Work

- By Force Account
- By Contract

Who Documents Cost?

- Central Record Keeper - Appointed in advance, trained on procedures and forms (computer version or manual version)
- Field Responders - Supervisors trained on procedures and forms (manual version)

Recording in the Field

- Work disaster related
- Separate record for each work site
- Employees working two or more sites
- Equipment working two or more sites

Project Worksheets

- Jurisdiction may write
- FEMA/State may write or assist
- Approval - Several weeks

From the Get Go

- Start record keeping
- Separate files for each work site (3 damaged streets - 3 files)
- Develop scope of work
- Develop project worksheet
- Project approval
- Combine files as needed

Donated Resources

Volunteer Labor - Record the same as paid employees. There is no reimbursement for volunteer labor but credit possible to offset Non-Federal cost share. Valued at same rate as paid workers for similar work.

Donated Equipment - Record the same as Force equipment. There is no reimbursement for donated equipment but credit possible to offset Non-Federal cost share. Value determined by FEMA Equipment Rates.

Donated Materials - Record the same as purchased materials. There is no reimbursement for donated materials but credit possible to offset Non-Federal cost share. Value at current commercial rate. Materials donated by Federal Agencies are not eligible.

Force Account Labor

- Permanent and temporary
- Reassigned employees
- Must be on payroll
- Document for each work site individually
- Only disaster related work
- Overtime - use established jurisdiction policies and practices

Pay Records – Use Force Account Labor Summary Record

- Identify Pay Period
- Employee Name
- Job Classification
- Number of hours per day
- Total hours per pay period
- Rate of Pay - Regular and overtime
- Total earning

Force Account Benefits

- Often Overlooked - Calculate in advance
- FICA
- Retirement
- Health Insurance
- Life & Disability Insurance
- Worker's Compensation
- Unemployment Insurance

Fringe Benefits Calculation

- Normal Year - (52 weeks x 5 workdays x 8 hours/day = 2080)
- Basic Hourly Rate - (Yearly salary / 2080 = hourly rate)
- Vacation / sick leave time - (# days x 8 / 2080 = percent)

Other Fringe Benefits

- Retirement - Percentage matched by employer
- Social Security & Unemployment Insurance
- Insurance - Varies by employer
- Worker's Compensation - Varies by employer

Force Account Equipment

- Equipment owned
- Only actual operating time eligible
- Standby time not eligible
- Operator time on labor record
- Separate records for each work site
- Schedule of Equipment Rates at www.fema.gov/r-n-r/fin_eq_rates.htm

Rented Equipment

- Only actual operating time eligible
- Standby time not eligible
- Indicate if rate with or without operator
- Without operator - operator on labor record
- Separate records for each site

Rental Invoice

- Type of equipment
- Date and hours used
- Rate per hour
- With or without operator
- Total cost
- Vendor name
- Invoice number

Materials and Supplies

- Take from stock - Invoice of original purchase or replacement purchase invoice
- Purchased - Purchase invoice
- Document use for each work site

Contract Work

- Scope of Work to be done
- Contract bid advertisement
- List of bidders
- Contract bids
- Proof work to lowest bidder

Low Bid Not Accepted

- Document why bid not acceptable
- Award to next lowest bidder to meet terms

Contracts Not Reimbursable

- Dates on documents within the allowable time period
- Dates agree with project and final inspection dates

General Document Requirements

- Dates on documents within the allowable time period
- Dates agree with project and final inspection dates

Cost Overruns

- Large Projects - Case by case basis
- Small Projects - related to total net
- Report to state EMA – ASAP
- Alternate projects require FEMA approval

References

- Public Assistance Policy Digest (FEMA 321, October 1998)
- Public Assistance Guide (FEMA 322, October 1999)
- 44CFR, Part 206, Subparts C and G-L
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (P.L. 93-288)
- www@fema.gov

PAGE LEFT INTENTIONALLY BLANK