City of Beaumont

Emergency Operations Plan (EOP)

FORWARD

Date 10/02/2021

Enclosed is the revised City of Beaumont Emergency Operations Plan (EOP). This plan is designed as a reference and guidance document, and is the foundation for response and recovery operations for the City of Beaumont and is meant to coordinate with the Riverside County Operational Area EOP and EOC to facilitate effective response to any emergency.

This plan establishes the emergency organization, assigns tasks, and specifies policies and general procedures during both response and recovery. It also provides for coordination with the County as the OA Lead Agency. This plan includes the critical elements of the Standardized Emergency Management System, the National Incident Management System, the Incident Command System, and the National Response Framework.

This Emergency Operations Plan can be used to coordinate localized emergencies as well as catastrophic disasters. The plan will be reviewed and exercised periodically and revised as necessary to meet changing conditions.

The City of Beaumont gives full support to this plan and urges all officials, employees, and citizens, individually and collectively, to do their share in emergency preparedness, response, and recovery efforts.

This Emergency Operations Plan will become effective upon resolution with concurrence by signatures of the City of Beaumont leadership below.

Official Signatory

Copy of Resolution

The City of Beaumont will submit plans to Riverside County Emergency Management Department who will forward to California Governor's Office of Emergency Services (CAL OES) for review prior to being submitted to the Federal Emergency Management Agency (FEMA). In addition, we will wait to receive an "Approval Pending Adoption" letter from FEMA before taking the plan to our local governing bodies for adoption. Upon approval, the (Jurisdiction) will insert the signed resolution.

Plan Concurrence

As a designated official in an emergency management effort, and having reviewed this Emergency Operations Plan, I hereby sign this concurrence page to show my approval of the plan and its contents.

City of Beaumont

Department/TITLE	NAME	SIGNATURE
Administrative Services		
Animal Services		
Building and Safety		
City Manager		
City Attorney		
City Clerk		
Code Enforcement		
Community Development		
Economic Development		
Financial Services		
Fire		
Human Resources		
Library Services		
Media		
Parks & Community Services		
Planning		
Police		
Public Works		

Plan Development and Maintenance

Sergeant Christopher Ramos (OES Coordinator) is responsible for writing, reviewing, and updating of the EOP.

The updates will include new information such as changing of phone numbers and revisions of relevant standard operational procedures or organizational structure. A record of changes and revisions will be maintained. All changes to the plan will be distributed as shown on the plan distribution list. Revisions to the plan will be approved by the OES Director - Chief of Police, Sean Thuilliez.

Distribution List

This distribution list names the departments or agencies receiving copies of the City of Beaumont Emergency Operations Plan. The plan will be distributed in a printed version.

Department	#	Department	#
Administrative Services	1	Parks & Community Services	1
Animal Services	1	Planning	1
Building and Safety	1	Police	1
City Manager	1	Public Works	1
City Attorney	1		
City Clerk	1		
Code Enforcement	1		
Community Development	1		
Economic Development	1		
Financial Services	1		
Fire	1		
Human Resources	1		
Library Services	1		
Media / PIO	1		

Record of Revisions

The City of Beaumont OES Coordinator will maintain the official copy of the EOP and use the record of revisions table below to track changes to the EOP.

Change No.	Description	Change Date	Approved By

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BASE PLAN

Section 1.0 Administrative Features

1.1 Plan Format

The EOP consists of the Base Plan, Appendices, and Emergency Support Function Annexes:

- Base Plan includes:
    - Introduction and administrative features; concept of operations including the principles and methods used to carry out emergency operations; hazards and threats ranking; and recovery and mitigation operations
- Appendices may include:
    - Glossary; resources; contact lists; supporting documentation; EOC Operations; Department Emergency Operations
- Emergency Support Function Annexes:
    - Specific protocols complementary to the EOP used during specific emergency situations that require unique planning and coordination beyond the all hazards approach within the Basic Plan (example, floods)

1.2 Purpose and Scope

This Emergency Operations Plan (EOP) applies to the City of Beaumont. The EOP addresses the planned response to extraordinary situations associated with natural disasters and/or human caused incidents. The plan focuses on coordinating mutual aid and also provides an overview of the operational concepts relating to various emergency situations, identifies components of the emergency response, and describes the overall responsibilities of the OA for supporting OA Members in protecting life and property.

1.3 City of Beaumont / OA EOP Implementation

Activation of the City of Beaumont EOP occurs as a result of one of the following conditions:

- Upon the declaration of a Local Emergency by the Director of Emergency Services (City Manager), or by persons herein authorized to act in its stead
- When the Governor has proclaimed a State of Emergency affecting and including Riverside County, City of Beaumont
- Upon the existence of a State of War Emergency as defined in California Emergency Services Act (Chapter 7, Division 1, Title 2, California Government Code)
- When two or more cities within the Operational Area have declared a local emergency
- When the Operational Area is requesting resources from outside its boundaries, except those resources used for day-to-day operations through existing agreements or as provided for under the Master Mutual Aid Agreement
- When the Operational Area has received resource requests from outside its boundaries, except those resources used for day-to-day operations through existing agreements or as provided for under the Master Mutual Aid Agreement

1.4 Authorities and References

The following documents provide emergency authorities for conducting and/or supporting emergency operations:

Federal

- Homeland Security Presidential Directive (HSPD) 5, Management of Domestic Incidents issued February 28, 2003;
- Presidential Policy Directive (PPD) 8, National Preparedness issued March 30, 2011;
- U.S. Department of Homeland Security, National Incident Management System (NIMS)
- U.S. Department of Homeland Security, National Response Framework (NRF)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. §§ 5121, *et seq.*);
- National Fire Protection Association, Safer Act Grant; National Fire Protection Association Standard No. 1710, 2010
- Americans With Disabilities Act of 1990, 42 U.S.C. § 12101, *et seq.* (ADA)
- Post-Katrina Emergency Management Reform Act of 2006 (6 U.S.C. §§ 701, *et seq.*)
- The Pets Evacuation and Transportation Standards Act of 2006
- Flood Control and Coastal Emergency Act (33 U.S.C. § 701n);
- NRT-1, Hazardous Materials Emergency Planning Guide and NRT-1A Plan Review Guide (Environmental Protection Agency's National Response Team)
- National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321, *et seq.*)

State

- California Constitution;
- California Emergency Services Act (Government Code §§ 8550, *et seq.*);
- Standardized Emergency Management System (SEMS) Regulations (19 Cal. Code of Regulations §§ 2400, *et seq.* and Government Code § 8607);
- California State Emergency Plan
- California Natural Disaster Assistance Act (Government Code §§ 8680, *et*
- *seq.*);
- California State Private Nonprofit (PNP) Organizations Assistance Program, 2011
- California Hazardous Materials Incident Contingency Plan
- California Oil Spill Contingency Plan (Government Code §§ 8670.1, et seq.)
- California Health and Safety Code §§ 25115 and 25117; §§ 2550, *et seq.*; and §§ 25600 through 25610, dealing with hazardous materials
- Orders and Regulations selectively promulgated by the Governor during a State of Emergency
- Orders and Regulations promulgated by the Governor to take effect during a State of War
- California Master Mutual Aid Agreement
- Emergency Management Assistance Compact (Government Code §§ 179, *et seq.*)

County

- Riverside County, California, Code of Ordinances; Title 2 – Administration: Chapter 2.100 – Emergency Services
- Riverside County Emergency Services Ordinance 533.5; item 3.52 of 08/23/2005 (effective

9/22/2005)

- Resolution, adopting the California Master Mutual Aid Agreement, July 1958
- Resolution SLR-28, adopting Workmen's Compensation Benefits for Disaster Service Workers, June 8, 1988
- Resolution SLR-55, adopting the Emergency Operations Plan, November 15, 1988
- Resolution 95-205, adopting the Standardized Emergency Management System (SEMS), August 15, 1995
- Resolution 95-206, adopting the Operational Area Agreement, August 15, 1995
- Resolution 2006-051 adopting the National Incidental Management System (NIMS) within Riverside County on February 28, 2006.
- Resolution adopting the County of Riverside Multi-Jurisdictional Local Hazard Mitigation Plan, 2017
- Resolution 2006-052 adopting the revised Riverside County Emergency Operations Plan on February 28, 2006

City

- Chapter 2.28 – Beaumont Municipal Code – Ordinance 461 covering emergency services and mutual aid
- Resolution No. 1995-13 re: adopting SEMS, adopted March 13, 1995
- NIMS Resolution No. 2006-36 adopting National Incident Management System on June 6, 2006
- Resolution No. 1995-12 adopting the Operational Area Agreement, adopted March 13, 1995
- Riverside County Emergency Services Ordinance 533.5, adopted August 23, 2005, by the Riverside County Board of Supervisors.

1.5 Relationship to Other Plans and References

The City of Beaumont EOP is designed to establish the framework for implementation of the California Standardized Emergency Management System (SEMS) for the City of Beaumont, which is located within the Riverside County Operational Area (OA), and Mutual Aid Region VI as defined by the Governor's Office of Emergency Services (State OES). By extension, the plan will also implement the National Incident Management System (NIMS) which has been integrated into SEMS at the Governor's directive (Executive Order S-2-05). The plan is intended to facilitate multi-agency and multi-jurisdictional coordination, particularly between the City of Beaumont and Riverside County, special districts, and state agencies, in emergency operations. This is operational by design.

1.6 Standard Operating Procedures/Guidelines (SOPs/SOGs)

Departments within the City of Beaumont that have roles and responsibilities identified by the plan need to develop and maintain their own department and/or position-specific Standard Operating Procedures (SOPs), Standard Operating Guidelines (SOGs), or plans detailing personnel assignments, policies, notification rosters, resource lists, and specific steps for accomplishing the functions assigned in this EOP. Staff emergency response personnel should be acquainted with these SOPs/SOGs, and receive periodic training on the policies and procedures contained within the SOPs/SOGs in support of this EOP.

Section 2.0 Situation and Assumptions

2.1 General Description

The City of Beaumont was incorporated in November 1912. Founded at the turn of the twentieth century, Beaumont is proud of its rich history and rural charm. The town served as a welcome "stopping-off point" for early travelers making their way from the Mohave desert to Los Angeles, and later for Los Angeles residents eager to vacation in Palm Springs. Some, however, set down roots, drawn by the beautiful mountain vistas, clean, crisp air, and the abundance of cherry and apple orchards. Beaumont is proud of these early settlers and their families, many of whom continue to live and thrive in Beaumont.

2.2 Geography

The City of Beaumont is located in the westernmost portion of Riverside County and is bounded by Calimesa and unincorporated areas on the east, on the north by the unincorporated County areas (Cherry Valley), on the south by unincorporated County areas and the City of San Jacinto, and on the east by the City of Banning. The City is located in the San Gorgonio Pass, the only easterly link with the greater Los Angeles Metropolitan area. Beaumont is located approximately 70 miles northeast of Los Angeles, 21 miles northeast of Riverside, and 21 miles southeast of San Bernardino. The geographic area governed by the Beaumont General Plan includes the City's corporate boundaries as existed in 2012 and the City's established Sphere of Influence. Because there is considerable variation within the area governed by the General Plan, the larger Beaumont Planning Area has been subdivided into eight smaller planning areas:

    1 - Town Center Planning Area,
    2 - Oak Valley Planning Area,
    3 - North Beaumont Planning Area,
    4 - East Beaumont Planning Area,
    5 - 6th Street Corridor Planning Area,
    6 - Southeast Beaumont Planning Area,
    7 - Southwest Planning Area,
    8 - West Beaumont Planning Areas.

Figure 1 – City of Beaumont Boundaries Map

2.3 Hazard Analysis

The City of Beaumont has numerous hazard threats, the hazards include as much of Riverside County, including earthquake, flooding, and fires. In addition, there are three major routes (I-10, Hwy 60 and Hwy 79), and the railroad that goes directly through the middle of the City are capable of hauling hazardous materials. Another hazard that exists within the City and outlining areas is severe wind issues.

The City of Beaumont has experienced several different disasters over the last 10 years, including minor earthquakes, severe weather events (wind damage), wildfires and flood conditions.

The specific criteria and methodologies used to evaluate hazards or threats to the City of Beaumont are as follows.

The City of Beaumont in the last five years experienced (1) Federal declared disasters. (1) 2016 Winter Storms again brought tremendous amounts of rain causing major damage

to the City's infrastructure with road damage. Estimated $13,300.00 + in damage costs. It should be noted that in all of these disasters, the City, at the Direction of the City Manager activated the City's Emergency Operations Center (EOC) in accordance the State's Standard Emergency Management System (SEMS) and FEMA's National Incident Management System (NIMS).

Hazard	2017 Ranking for Potential Impact - City of Beaumont
Earthquake	1
Pandemic Flu	15
Wildland Fire	2
Electrical Failure	13
Emergent Disease/Contamination	19
Cyber Attack	12
Terrorist Event	18
Communications Failure	8
Flood	5
Civil Disorder	11
Drought	6
Nuclear/Radiological Incident	21
Extreme Weather	9
Transportation Failure	3
Dam Failure	23
Aqueduct	16
Tornado	22
Insect Infestation	17
Jail/Prison Event	10
Pipeline Disruption	7
Landslide	14
Hazardous Materials Incident	4
Water Supply Disruption/Contamination	20

*Severity Rating Table

2.4 Hazard Situation and Summaries

The City of Beaumont continues to seek to reduce loss of life, protection of the environment, protection of property, due to crime, fire, earthquake or other disasters or hazards or man-made disaster, promote city citizen awareness, and preparedness for personal response to emergencies or disaster situations. The City's Emergency Services Department manages a highly effective Community Emergency Response Team (CERT) training program and conducts emergency preparedness presentations to local private community organizations, service groups, and participates in the Beaumont Unified School District response program.

The City contracts with the Riverside County Fire Department for Fire services that includes hazardous materials response and has a working relationship with the County of Riverside's Environmental Health Agency.

The City's General Plan provides for a separate Safety Element identifying the City's policies relative to the mitigation or natural and man-manmade hazards as a means to improve the safety of its citizens. The Safety Element complies with the State of California's directive pertaining to noise and safety issues.

2.4.1 Earthquake Hazards

The City of Beaumont shares many of the hazards associated with earthquakes faults in Southern California that could impact the City. Earthquakes in southern California are most often the sudden slip on a fault resulting in ground shaking. They can also be caused by volcanic activity or sudden stress changes in the earth's crust. The San Andreas Fault and Banning fault zone lies several miles north of the City and the San Jacinto Fault located to the south of the City. The Banning fault zone interacts with or may be considered part of the San Andreas Fault zone and the San Gorgonio Pass fault zone. The City has experienced several minor earthquakes and ground movement incidents from various quakes including the Landers quake (7.2) in January 2001; the Chino Hills quake {5.4) in July 2008; the Whittier Narrows quake (5.9) in October 1987; and the Northridge quake in February 2001. (See Riverside County OA MJHMP Section 5.3.3 Pages 196-218).

Earthquakes is southern California are most often the sudden slip on a fault resulting in ground shaking. They can also be caused by volcanic activity or sudden stress changes in the earth's crust. Earthquakes occur less frequently than other hazards but account for the most deaths, injuries, and damage in the county as the greatest catastrophic disaster threat. The earthquake hazard for Riverside County comes primarily from three major faults that traverse the county: the San Andreas Fault, the Elsinore Fault, and the San Jacinto Fault. Proximity of earthquakes to populated areas and the time of day factor in to the number of deaths and property damage.

The San Andreas Fault passes 11 miles from the downtown area of the City of Riverside. The fault stretches from Northern California to the Mexican border, and is over 600 miles long. It has the potential for an 8.3 Moment Magnitude Scale (MMS) earthquake.

The San Jacinto Fault extends 125 miles from near El Centro to near San Bernardino intersecting freeways 10, 215, and 60. This fault has the potential for a 7.0 MMS earthquake.

The Elsinore Fault, though smaller than the San Jacinto Fault runs near the cities of Corona, Eastvale, Norco, Jurupa Valley, and south into Lake Elsinore. This fault has the potential for producing a 6.0 MMS earthquake.

The western portion of the county can expect strong to severe ground shaking generated by movement along these active faults. The cities most at risk for damage from close proximity to faults include Banning, Calimesa, Cathedral City, Coachella, Corona, Desert Hot Springs, Hemet, Indio, Lake Elsinore, Moreno Valley, Murrieta, Palm Springs, San Jacinto, and Temecula.

A moderate earthquake occurring in or near Riverside County could result in deaths, casualties, property damage, environmental damage, and disruption of normal government and community services and activities. The effects could be aggravated by collateral emergencies such as fires, flooding, hazardous material spills, utility disruptions, landslides, transportation emergencies, or dam failure. Aftershocks to major earthquakes could also be large enough to cause damage,

and must be part of planning.

Community needs would likely require emergency management mutual aid from other counties, states, or federal agencies plus coordinating support from volunteer and private agencies. Individuals should also plan to provide for themselves and their families in the aftermath of an earthquake.

The Alquist-Priolo Earthquake Fault Zoning Act (1972) and the Seismic Hazards Mapping Act (1990) create "Zones of Required Investigation" to minimize the loss of life and property posed by earthquake-triggered ground failures. Cities and counties affected by the zones regulate development "projects". Sellers of real property within a mapped hazard zone must disclose at the time of sale that the property lies within such a zone. Alquist-Priolo Earthquake Fault Zones have been designated by the California Division of Mines and Geology for the Elsinore, San Jacinto, and San Andreas fault zones in Riverside County. Fault line map shown below.
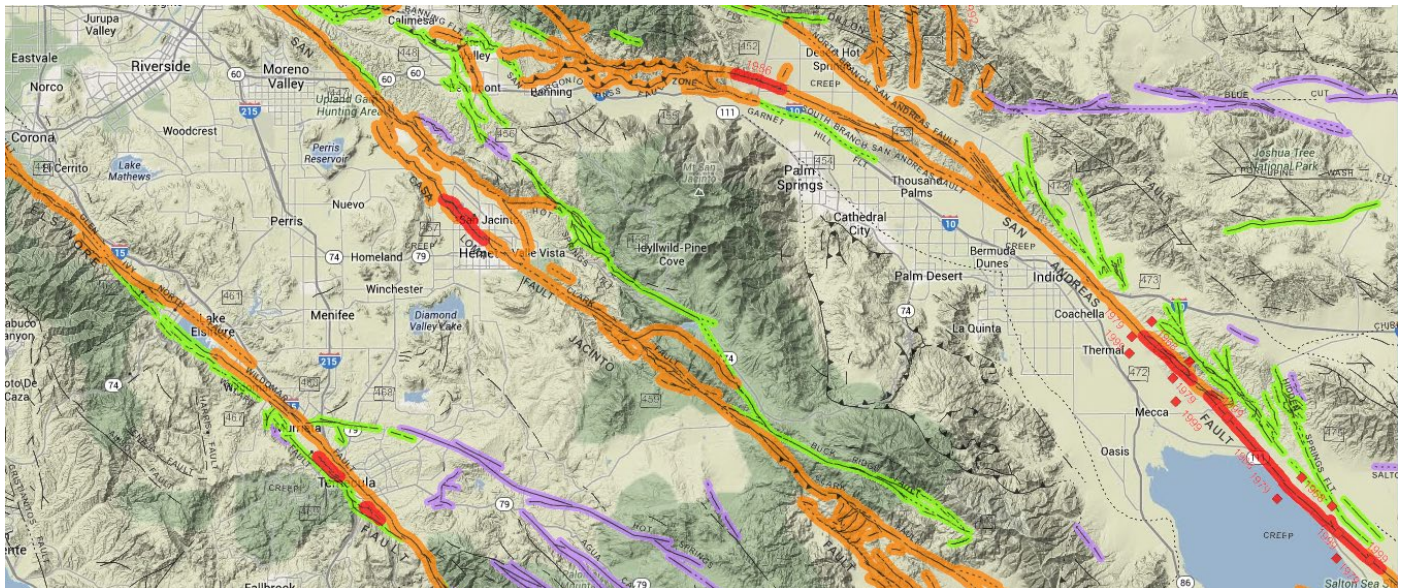
Figure 2 - Riverside County Earthquake Fault Lines Map

September 21, 2012 maps were released under the authority of the Alquist-Priolo Earthquake Fault Zoning (AP) Act state law designed to reduce the hazard from surface fault rupture during an earthquake. These maps include the Mecca, Mortmar, Orocopia Canyon, Salton, and Durmid Quandrangles. Earthquake Fault Zones are regulatory zones that encompass surface traces of active faults that have a potential for future surface fault rupture. There are publications related to geologic seismic hazards located at the following website: https://www.usgs.gov/centers/geohazards

Earthquake Mitigation
Comprehensive hazard mitigation programs include the identification and mapping of hazards, prudent planning, enforcement of building codes, and expedient retrofitting and rehabilitation of weak structures. These can significantly reduce the scope of an earthquake disaster. Senate Bill 547 addresses the identification and seismic upgrade of potentially hazardous buildings, including: unreinforced masonry, pre-1971 concrete tilt-ups, soft-stories, mobile homes, and pre-1940 homes.

Ground Failure

Ground failure induced by earthquake includes liquefaction, lurching, and differential settlement (sinkholes). Liquefaction occurs during earthquakes when water-saturated soils transform into a liquefied state in areas where the water table is less than 50 feet underground. Portions of Riverside County are susceptible to liquefaction during seismic activity as shown in the figure below.

Landslides/Debris Flows

Heavy rain can lead to many problems for the City of Beaumont. The City's Flood response procedures have pre-identified areas of concern. There are no dams located in or near the City, however there is a water pond located in northeast part of the city. This storage facility is the property of a local contractor and emergency response procedures have been worked out with them. The City is not located near Flood Plains, Dam's, Lake's, Controlled Flood Channels or uncontrolled Flood Channels or any reservoirs. (See Riverside County OA MJHMP Section 5.3.1 Pages 164-195).

2.4.2 Public Health Emergencies

In case of a public health emergency, the City of Beaumont will coordinate with the San Gorgonio Pass Memorial Hospital and the Riverside County Health Officer to mitigate the impact of the emergency on the public's health and safety.

Public health emergencies include communicable disease outbreaks, such as tuberculosis, hepatitis, and meningitis, as well as public health emergencies resulting from terrorism or natural disasters. Public health experts are always concerned about the risk of another pandemic where a disease spreads between species. The County Health Officer has the authority to proclaim a public health emergency and would lead the efforts throughout the Operational Area to eradicate a public health emergency.

The 20th century saw three global pandemic influenza outbreaks, the most notable of which was the 1918 Spanish influenza pandemic that was responsible for 20-40 million deaths throughout the world. The most recent pandemic, the 2009 H1N1 flu, first identified in Imperial and San Diego counties, killed more than 550 Californians, sent thousands more to hospitals, caused widespread fear and anxiety and the declaration of a public health emergency.

Riverside County EMD may establish Point of Dispensing sites in conjunction with the Riverside University Health System - Public Health, as part of the Strategic National Stockpile (SNS) plan. The sites would be established at large gathering facilities such as a community center or public school gymnasium. These sites would allow for the dispensing of medications to a large number of people for prophylaxis of asymptomatic individuals as well as treatment of symptomatic persons. Depending on the nature of such a disease, if 25% to 35% of the population became ill this would disrupt all aspects of society and severely affect the economy. EMD and RUHS-PH will work closely with local jurisdictions to ensure that:

- Planning efforts are consistent throughout the county;
- Official information will be provided to the jurisdictions in a timely manner;

- Pharmaceutical distribution planning, training and exercising is conducted;

In Riverside County, both medical (medications, vaccines) and non-medical (school dismissal, isolation and/or quarantine) countermeasures will be implemented as deemed appropriate to mitigate the impact of the emergency on the public's health and safety.

The County, at the direction of the Public Health Officer for Riverside County, will implement the procedures and protocols as recommended. To ensure consistent planning efforts, federal, state, and county public health agencies use the World Health Organization (WHO) pandemic phases to guide their planning efforts. These phases may be changed depending on the incident.

2.4.3 Wildland Fires

The City of Beaumont is located in the San Gorgonio Pass between the San Bernardino Mountains and the San Jacinto Mountains. Both mountain regions are heavily forested and routinely subject to forest fires. The forest fires that occur around the city limits create a significant fire risk to vulnerable areas within the City.

Fires result in death, injury, economic loss, and environmental loss. Woodlands and other natural vegetation can be destroyed resulting in a loss of wildlife habitat, scenic quality and recreational resources. Soil erosion, sedimentation of fisheries and reservoirs, and downstream flooding can also result.

Wildfires often result in power outages. These outages can affect an extensive geographic area. Critical facilities in the line of fire are of particular concern. Wildfires lead to flooding and erosion. If heavy rains follow a major fire, flash floods, erosion, landslides and mudflows can occur.

There are 15 fire stations that are potentially at risk from wildland fires. In the Idyllwild area, the San Jacinto Mountains are heavily forested and a high hazard area. There are fire stations and schools in high danger areas that cannot be relocated.

2.4.4 Electrical Failure and Utility Outages

Depending on the situation, the City of Beaumont Police Department (Dispatch Section) will send out an alert or notification to those areas not affected by the electrical failure or outages.

A utility failure of extended duration may become a major emergency. Such might be the case in an extended power outage, a disruption in natural gas delivery, or a loss of water supply. A short duration event involving a widespread loss of telephone service may also rise to the level of a major emergency if it involves the public's ability to access the 9-1-1 system. Depending on the type and extent of disruption and other conditions, such as weather, a utility failure can have a broad range of impacts. Persons with access and functional needs are at highest risk from utility disruptions, the whole community in the county would be significantly impacted by a widespread interruption of government, business, and private services.

It is important to recognize that different types of outages are possible so that plans may be made to handle them effectively. Electric power disruptions can be generally grouped into two categories: intentional and unintentional. Intentional disruptions include planned service for

maintenance or upgrading. Unintentional disruptions can be caused by an accident; malfunction or equipment failure and/or equipment overload or reduced capability; storms or weather related causes; wildfire that damages transmission lines; or intentional damage, including terrorism.

Utility failures of significant proportion typically arise from other hazard events such as floods or earthquakes, but may occur as standalone events. Immediate objectives would focus on repairs necessary to restore power to areas of greatest need. All critical facilities would require standby generating equipment and emergency fuel supplies.

2.4.5 Flooding

Heavy rain can lead to many problems for the City of Beaumont. The City's Flood response procedures have pre-identified areas of concern. There are no dams located in or near the City, however there is a water pond located in northeast part of the city. This storage facility is the property of a local contractor and emergency response procedures have been worked out with them. The City is not located near Flood Plains, Dam's, Lake's, Controlled Flood Channels or uncontrolled Flood Channels or any reservoirs. (See Riverside County OA MJHMP Section 5.3.1 Pages 164-195).

Flooding is a frequent natural hazard impacting Riverside County. Floods are generally classed as either slow-rise or flash floods. Slow-rise floods may be preceded by a warning time lasting from hours to days, or possibly weeks. Evacuation and sandbagging for a slow rise flood may lessen flood-related damage. Flash floods are characterized by extremely short warning times. Regardless of the type of flood, the cause is often the result of excessive rainfall either in the flood area or upstream reach. Floods may also occur from a dam failure. Flash flooding is a common problem in the Coachella Valley and the easterly portions of the county.

Flood effects on agriculture can be devastating, damaging crops, livestock, and dairy stock. In addition to the obvious impacts on animals and crops, flooding can have deleterious effects on soil and the ability to resume the agricultural activities affected once the flood waters recede.

Landslides caused by heavy precipitation send mudslides gushing down rain-sodden slopes. Most mudslides are localized in small gullies, threatening only those buildings in their direct path. They can burst out of the soil on almost any rain-saturated hill when rainfall is heavy enough.

Riverside County has several major river systems, dams, and reservoirs. Excessive rainfall can also stress these systems causing serious damage to property and potential loss of life. Rivers can overflow their banks, destroying bridges and washing out roads and highways during major flood events.

Dam Failure

The term "dam failure" encompasses a wide variety of circumstances. Situations that would constitute a dam failure vary widely, from developing problems to a partial or catastrophic collapse of the entire dam. Potential causes of a dam failure are numerous and can be attributed to deficiencies in the original design of the dam, the quality of construction, the

maintenance of the dam and operation of the appurtenances while the dam is in operation, and acts of nature including precipitation in excess of the design, flood, and damage from earthquakes. Water over-topping the dam crest is a common cause of failure in earth dams.

ARkStorm

The U.S. Geological Survey, Multi Hazards Demonstration Project scientists designed a hypothetical winter storm scenario called ARkStorm (AR for Atmospheric River and k for 1,000 years) that would strike the U.S. West Coast and be similar to the intense California winter storms of 1861 and 1862 that left the central valley of California impassible. The storm would produce precipitation that exceeds levels only experienced once every 500 to 1,000 years.

The scenario predicts extensive flooding, hurricane force winds, landslides, and damage to roads, highways, and homes would occur. Property damage would exceed $300 billion, mostly from flooding. Agricultural losses and other costs to repair lifelines, and repair damage from landslides, would cost another $100 billion. Lifelines refers to power, water, sewer, and natural gas infrastructure damage that may take weeks or months to restore. Flooding evacuation causing business interruption could cause $325 billion in lost revenue in addition to the $400 billion property repair costs, meaning that an ARkStorm could cost up to $725 billion.

The scenario determined the worst flooding would occur along the coastal areas of Orange County, Los Angeles County, San Diego, and the San Francisco Bay area. The Central Valley would experience hypothetical flooding 300 miles long and 20 or more miles wide. The scenario showed Riverside County to be in a high-wind region (75 mph and higher) with potential loss of transmission lines. Property losses in Riverside County are projected from flooding and wind, and also agricultural and livestock damages up to $22 million. The ARkStorm has public policy implications raising serious questions about the ability of existing federal, state, and local disaster planning to handle a disaster of this magnitude.

2.4.6 Transportation Hazards

The City of Beaumont is considered to be a quick stop for many travelers due to its centralized location from major cities like Palm Springs, Los Angeles, and San Diego. Interstate 10 and State Routes (SR) 60 and 79 are used every day by commuters, specially by commercial vehicles hauling/carrying hazardous materials.

A mass casualty transportation incident is defined as an incident of air, highway, or rail passenger travel that results in multiple deaths or injuries that require emergency management organization involvement. Transportation incidents can be caused by transportation of hazardous materials, earthquake, hazardous weather, or other hazardous conditions interrupting the flow of transportation and/or public safety.

Traffic density on Interstate 10, 15, and 215, and State Routes (SR) 91 and 60, freeways in the western part of the County is of particular concern. The population and economic growth in this area has caused increased demand on these networks.

Major rail transport lines through Riverside County include Union Pacific and the Burlington Northern Santa Fe (BNSF) Railway Companies. Rails, cars, supporting bridges, overpasses, and electrically-operated switching mechanisms are susceptible to damage. Union Pacific and

the BNSF Railway Companies lines enter the Coachella Valley from Imperial County along the eastern shore of the Salton Sea.

There are two major airports in Riverside County: March Air Reserve Base and Palm Springs International Airport. There are also numerous smaller municipal and commercial airports, and private air strips throughout the county. There are no airports and/or private air strips within the City of Beaumont.

2.4.7 Extreme Weather and Drought

Extreme Heat & Cold

Extreme heat can cause heat illness and death. Temperatures are regularly 110 degrees and as high as 122 degrees during the summer months in Riverside County / City of Beaumont. Freezing temperatures in the mid-20s' degrees occasionally occur during winter and can cause traffic concerns. City of Beaumont have designated and will activate a warming or cooling center as needed during times of excessive weather conditions.

Droughts

Droughts differ from typical emergency events such as floods or forest fires, in that they occur slowly over a multiyear period. Drought impacts increase with the length of a drought, as carry-over supplies in reservoirs are depleted and water levels in groundwater basins decline. Droughts can have long-term economic repercussions. Riverside County chronically experiences drought cycles. Drought causes stress on the County's ability to provide water to the community. In addition, drought conditions cause extensive weakening of trees in forested areas causing them to become highly vulnerable to disease and insect infestation which kills trees creating a severe fire hazard. Drought impact on the County's agricultural industry and home development can be monumental. This is a chronic problem for Riverside County and accounts for significant indirect costs and loss of property.

Windstorms

Extreme wind, such as the Santa Ana winds, may cause damage and increased fire activity. Riverside County / City of Beaumont is in the direct path of the ocean-bound Santa Ana winds. These winds primarily occur between October and February with December having the highest frequency of events. Wind speeds are typically north to east at 35 knots (40 mph) through and below passes and canyons with gusts to 50 knots (57 mph).

Tornadoes & Micro-bursts

Tornadoes are a rare phenomenon in most of California, with most tornado-like activity coming from micro-bursts. In Riverside County both tornadoes and micro-bursts have occurred in the past 10 years in the desert areas causing flooding and power outages.

2.4.8 Hazardous Materials Incident

Along with the potential for death and injuries from large-scale motor vehicles accidents there is potential for hazardous materials incidents or fires as numerous commercial transportation vehicles travel along the I-10 State Highway a major thoroughfare. The Union Pacific Railroad

that runs directly through the City is a commercial freight transportation system. Large quantities and numerous types of hazardous materials and transported through the City by rail on a daily basis. In the past 10 years there have been 5 major train derailments in close vicinity of the City. Although the City of Beaumont is not known for its agriculture, the railroad poses a threat delivering hazardous materials to the Coachella Valley (Approximately 18 miles east of the City).

A hazardous material is any substance that is flammable, combustible, corrosive, poisonous, toxic, explosive or radioactive. Hazardous materials require special care in handling and storage due to the harm they pose to public health, safety and the environment. Many government agencies inspect facilities that use or store hazardous materials to ensure they are in compliance with State and Federal regulations.

The County's location, with its rail and highway transportation routes, and various industries, has a growing potential for serious hazardous materials incidents. Interstates 10, 15, and 215, and State Routes 60 and 91, are all heavily traveled by trucks. Those trucks carry a wide variety of hazardous materials including, but not limited to, gasoline, rocket fuels, pesticides, and radioactive materials. The railroad lines traveling throughout the County also carry some extremely hazardous cargo. Fortunately, the railroads have a good safety record with regard to the transportation of hazardous materials. Traffic on railroads is not as prevalent as on truck routes in Riverside County, but poses a much greater problem when an accident is involved due to the volumes of hazardous materials being transported.

Besides the immediate effect of hazardous materials incidents on scene, there are also ancillary effects such as the impact on waterways and the evacuation of schools, business districts, and residential areas. All the HazMat response agencies in the county conduct HazMat exercises through the CHOG group (County Hazardous Operations Group).

The Environmental Protection and Oversight Division of the Department of Environmental Health have regulatory control over a number of hazardous materials, land use, and water systems. The County of Riverside, as well as the Cities of Corona and Riverside have been certified by the California Environmental Protection Agency as the Certified Unified Program Agency (CUPA) for implementing a hazardous materials program. The haulers and users of hazardous materials are listed with the County of Riverside Department of Environmental Health and are regulated and monitored under the auspices of the County of Riverside.

2.4.9 Insect Infestation

In case of insect infestation, the City of Beaumont will coordinate with San Gorgonio Pass Insect infestation occurs when an undesirable type of insect inhabits an area in a manner that causes serious harm to crops, livestock, poultry, wild land trees, plants, animals, or humans. Example insects include the Africanized Honey Bee, Bark Beetle, Gold-Spotted Oak Bore Beetle, Citrus Leafminer, Glassy-winged Sharpshooter, Gypsy Moth, Japanese Beetle, various Fruit Flies, Red Imported Fire Ant, Nemotode, Tropical Palm Scale, Asian Citrus Psyllid and Silverleaf Whitefly.

Riverside County has been a part of State disaster proclamation for an insect infestation in the past 20 years with thousands of trees on hundreds of thousands of acres were dying after being

weakened by drought and attacked by an infestation of insects. Dead trees over large areas of land can threaten human lives by aiding catastrophic wildfires, and may cause injury and property damage from falling trees.

Insect infestation can also cause the quarantine of agricultural stock, such as grapes and citrus to limit the movement of these crops, which requires inspection and certification of these commodities by the local Agricultural Commissioner prior to movement from the infested area. Riverside County climate is favorable to agriculture all year also makes it possible for insects to reproduce with little natural hindrance to their proliferation.

2.4.10 Domestic Security Threats

The City of Beaumont Police Department often conducts active shooter training with the Riverside County Sheriff Department and the San Bernardino County Sheriff Department. Due to the central location of the City of Beaumont within the county, the response time to render assistance during an active shooter/terrorism act is within minutes.

Domestic security threats encompass terrorism, civil unrest, and correctional facility incidents. Riverside County and its communities are home to business and government agencies, transportation infrastructure, tourist attractions, natural parks/historic sites, and cultural facilities which are vulnerable to terrorist attack. Terrorism is a continuing threat throughout the world. A variety of political, social, religious, cultural, and economic factors underlie terrorist activities. Terrorists typically target civilians to advance their agenda. The media interest generated by terrorist attacks makes this a high visibility threat.

Domestic Security Threats may cause mass casualties, extensive property damage, fires, flooding, and other ensuing hazards. Domestic Security Threats takes many forms, including:

- Active Shooter Event
- Chemical
- Cyber-terrorism
- Biological
- Radiological
- Nuclear
- Explosive

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active shooters use firearms(s) and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims.

A chemical attack would appear far more likely than either the use of nuclear or biological materials, largely due to the availability of many of the necessary precursor substances needed to construct chemical weapons.

Cyber-terrorism is the use of computer network tools to shut down critical government infrastructures such as energy, transportation, and government operations, or to coerce or intimidate a government or civilian population. The premise of cyber terrorism is that as nations

and critical infrastructure became more dependent on computer networks for their operation, new vulnerabilities are created. A form of cyber-terrorism can be carried out by computer viruses and worms.

Biological agents are infectious agent such as a bacteria or virus used to produce illness or death in people, animals, or plants and are extremely difficult to detect.

Radioactive materials could be put in a bomb to spread radiation to cause long lasting health issues and contaminate the target for a long period of time. Although the explosive device is easily recognized, radiation cannot be detected by human senses. There is the possibility that a terrorist organization may acquire the capability to create and detonate a nuclear bomb which would produce fallout affecting an area many times greater than that of the blast itself. This act would cause extreme devastation, long term health effects, and contamination of the blast area, as well as potential radiation in the water and food sources.

Explosive devices account for 86% of Domestic Terrorist incidents and 50% of worldwide terrorist attacks. Most conventional explosives are in the form of package bombs, car or truck bombs, suicide bombers, and backpack type bombs with electronic detonators, which are placed within the public setting to ensure mass casualties. Use of explosive devices remains the weapon of choice for terrorist activity. Incidents generating significant mass casualties make preparedness and the mechanisms for effective response essential.

Related activities include bomb threats which disrupt the normal operations of transit systems, government or corporate facilities. Primary locations likely to be targets include airports, mass transit targets, government facilities, and high population density locations, although so-called soft targets such as schools, local entertainment facilities, sporting events, and concerts are also targets.

Civil Unrest

Civil Unrest disrupts community affairs and threatens the public safety. Civil Unrest includes riots, mob violence, and any unlawful demonstration resulting in police intervention and arrests. Civil Unrest is generally associated with controversial political, judicial, and/or economic issues and events.

During a Civil Unrest incident that affects Riverside County, there are certain critical facilities within the County that may be more at risk than others. These critical facilities include venues for musical concerts and sporting events, facilities where legal and illegal demonstrations are held, and any other facilities with events that attract large numbers of people. All of these situations create significant traffic congestion and the potential for disruptive behavior. The overall risk of civil unrest in Riverside County may lead to fire, destruction of property, disruption of utilities power, injury to persons, and even loss of life.

Jails and Prison Incidents

There are numerous State of California Correctional Institutions and County correctional facilities in Riverside County. Law enforcement is tasked with maintaining order in the facilities and preventing inmates from escaping into the community.

There are numerous jail, detention, incarceration (adult & juvenile), and holding cell facilities in Riverside County. Some of the larger facilities include:

- Bautista Conservation Camp, Hemet
- California Rehabilitation Center, Norco
- Chuckawalla Valley State Prison, Blythe
- East County Detention Center, Indio
- Indio Juvenile Hall
- Ironwood State Prison, Blythe
- Larry D. Smith Correctional Facility, Banning
- Riverside Juvenile Hall
- Robert Presley Detention Center, Riverside
- Southwest Detention Center, Murrieta
- Southwest Juvenile Hall, Murrieta

Even though the following facilities are located in the County of San Bernardino, their proximity to Riverside County may impact the Riverside OA:

- California Institution for Men, Chino
- California Institution for Women, Chino
- Heman J. Stark Youth Correctional Facility, Chino
- Oak Glen Conservation Camp, Yucaipa

Assembly Bill 109 (2011) has shifted state prison populations back into the county jail populations as a way to stop state prison overcrowding.

2.4.11 Nuclear Incidents

Radioactive materials are routinely transported in California, whether the materials are for medical or industrial use, as well as wastes that have radioactive components. Many of the radioactive waste shipments come from research and cleanup efforts at national laboratories. Due to strict regulation of nuclear power plants in the United States, significant nuclear power incidents that can cause harm to the public have a low probability of occurrence, and none have occurred in California.

Planning includes an incident involving the San Onofre Nuclear Generating Station (SONGS), which has been shut down since January 2012, after a small radiation leak led to the discovery of unusual damage to hundreds of tubes that carry radioactive water. The plant is shutting down permanently due to problems with steam generators that were installed during an overhaul in 2010, after tests found some generator tubes were badly eroded and could possibly fail and release radiation into the air. Even though the plant may not be operating there may still be a threat due to the presence of the nuclear material in the decommissioning process, which will take up to 60 years to complete.

The possibility exists that a terrorist organization could acquire the capability of creating a small nuclear weapon. A single nuclear detonation in the United States would likely produce fallout affecting an area many times greater than that of the blast itself. A more likely scenario is the possibility that a terrorist will construct a dirty bomb to distribute radiological contaminated materials, which would have less of an effect than a nuclear bomb, but create a great terror effect on the population. A nuclear incident could also be initiated by a transportation

emergency, either accidentally or intentionally.

Effects of a nuclear incident could include contaminated water, air, and soil. In the event of a release of radiological materials, whether accidental or intentional, a comprehensive health risk assessment will be conducted and a report of the conclusions for the risk to the general population inside and outside of the affected area. The health risks will be related to an increase in risk for specific cancers for certain subsets of the population and for the people in the most contaminated locations.

Preliminary dose-estimation reports will be developed, typically by the World Health Organization and the United Nations Scientific Committee on the Effects of Atomic Radiation, to indicate whether future health effects due to the radiological exposure may be statistically detectable. Future studies would be conducted to determine if radioactive iodine-131, exceeding safety limits, was detected at key infrastructure providers, such as water plants, to determine the ability to control the spread of radioactive material into the nation's food sources.

The City of Corona has a gamma irradiation facility that uses Cobalt 60 radiation in the sterilization process to kill microorganisms on a variety of different products, but the gamma process does not create residuals or impart radioactivity in processed products.

2.4.12 Toxic Pollution

Exposure to toxic pollution can occur by breathing contaminated air, eating contaminated food products, drinking water contaminated by toxic pollutants, or touching and ingesting contaminated soil. Young children are especially vulnerable because they often ingest objects they place in their mouths or residue from items they have touched.

The County of Riverside General Plan, Air Quality Element addresses toxic pollution. The South Coast Air Quality Management District (AQMD) is the air pollution control agency for all of Orange County and the urban portions of Los Angeles, Riverside and San Bernardino counties, which is the region in the U.S. with the most smog. AQMD is committed to protecting the health of residents, while remaining sensitive to the needs of businesses within the region.

2.4.13 Pipeline and Aqueduct Incidents

Pipeline distribution systems transverse Riverside County including water, natural gas, and petroleum products which is common throughout the United States. Pipe failure can result in loss of life, injury, property damage, and environmental impacts. Causes of and contributors to pipeline failures include construction errors, material defects, internal and external corrosion, operational errors, control system malfunctions, outside force damage, subsidence, and seismic activity.

Pipe failure can result in loss of life, injury, property damage, and environmental impacts. Causes of and contributors to pipeline failures include construction errors, material defects, internal and external corrosion, operational errors, control system malfunctions, outside force damage, subsidence, and seismic activity. While the degree of damage county-wide for a given rupture may be minimal, there may be significant loss of life and property in the immediate area of the incident, depending on what kind of pipe ruptures and where the rupture occurs.

A major pipeline carrying natural gas parallels Interstate 10 and Highway 60 throughout the County. This pipeline brings gas into Southern California. Petroleum products are stored and distributed at many major areas throughout the County.

Major water conveyance systems consist of the Colorado River Aqueduct operated by Metropolitan Water District (MWD) of Southern California, the California Aqueduct operated by the State Department of Water Resources (DWR), and water distribution pipelines operated by MWD.

The City of Beaumont will coordinate with the Fire Department and the San Gorgonio Pass Medical Hospital in the event of a disaster involving the pipelines.

2.5 Planning Assumptions

This plan has been developed on the basis of several general assumptions as follows:

- SEMS requires the County Board of Supervisors to establish an OA to include all political subdivisions in the geographic area of the county which consists of the County, Cities, Special Districts, and School Districts. The OA is an intermediate level of the State emergency organization and provides coordination between and communication with the political subdivisions and the State;
- Riverside County government is an OA Member and a separate entity from the Operational Area. Although Riverside County personnel conduct the operations of the Operational Area, the roles and responsibilities of those individuals may be different whether they are acting under the auspices of the OA or Riverside County. For the sake of emergency planning and coordination at the OA Member-level, OA Members may consider the OA and County/OA EOCs as one in the same;
- All OA agencies have developed their emergency plans and/or operating procedures in accordance with this plan and have trained appropriate staff in their contents and use;
- All OA Members and political subdivisions of Riverside County will utilize SEMS and NIMS, as identified in this plan, during response and recovery operations;
- The resources of OA members within Riverside County will be made available to all OA Members to help mitigate the effects of disasters and emergencies in the area;
- Mutual Aid Agreements and Systems exist to support emergency response agencies of the OA. OA Members must exhaust their capabilities before requesting mutual aid assistance;
- The OA will commit the resources of OA Members to a reasonable degree before requesting mutual aid assistance from the regional or state levels.

Section 3.0 Concept of Operations

During an emergency in the City of Beaumont, operations are coordinated from the City's Emergency Operations Center (EOC). The EOC is the location that centralizes the collection and dissemination of information about the emergency and makes policy-level decisions about response and the allocation of resources. The following functions are performed in the City of Beaumont EOC:

- Analysis, evaluation, reporting, and assessment of all data pertaining to emergency operations.
- Coordinating emergency response operations.
- Receiving warning information from a variety of Government and private sources and issuing alerts and warnings to the public as required.
- Serving as the central point for providing emergency information and instructions to the public.
- Coordinating the operational and logistical support of City resources committed to the emergency.
- Maintaining contact and coordination with other local government EOC's and Riverside County EOC.
- Collecting information from, and disseminating information to other jurisdictions, State agencies, military, and Federal agencies.

3.1 Emergency Operations Center (EOC) Location

The Primary EOC location is at the Albert A. Chatigny Recreation Center (CRC) located at 1310 Oak Valley Parkway. The alternate EOC location is the Beaumont City Hall Facility located at 550 E 6th Street. The City's Office of Emergency Services (OES) is responsible for maintaining operations of each emergency facility ensuring it is always in a ready state of operation.

3.1 Phases of Emergency Management

Emergency management activities during peacetime and national security emergencies are often associated with the four federal emergency management phases indicated below, however, not every disaster necessarily includes all indicated phases. All departments of the City of Beaumont have responsibilities in all of the emergency phases.

3.1.1 Preparedness Phase

The preparedness phase involves activities that are undertaken in advance of an emergency or disaster to develop operational capabilities and effective responses to a disaster.

The City will place emphasis on the following activities:

- Training - of full-time and auxiliary emergency management personnel
- Conducting exercises - to ensure that all EOC and field personnel are prepared to respond effectively in the event of an incident requiring the activation of the EOC. Critical facilities undergo last minute preparations, additional staff and resources are brought in, and warning systems are utilized both to test and to let staff know what efforts are occurring.
- Emergency planning - to ensure that operating plans and their associated supporting documentation are current and accurate. City Emergency Services, in cooperation with other City departments and outside agencies, is responsible for ensuring that these planning documents are kept up-to-date. Disaster plans are reviewed to guide disaster response and increase available resources.
- Public awareness and education - to inform the public about the City's preparation and mitigation activities.   The development and presentation of community disaster awareness programs is a vital part of the Preparedness Phase. Public awareness and education create resiliency from the bottom up so our communities are less likely to need help if they can sustain themselves.   Community members can obtain disaster preparedness information at City hall or by linking to the Federal Emergency Management Agency website at: http://www.fema.gov., or the Riverside County Chapter of the American Red Cross at: http://www.riversidecounty.redcross.org/.   Disaster preparedness topics available at these websites include:

Earthquakes	Floods and Flash Floods
Hurricanes	Tornadoes
Wild land Fires	Winter Storms / Winter Driving
Winter Preparedness Safety Tips	Hazardous Materials
House and Building Fires	Radiological Accidents
Nuclear Power Plant Emergency	Terrorism
Thunderstorms and Lightning	Landslides and Mudflows
Extreme Heat/Cold Weather	

- Resource management - to ensure the availability of sufficient resources to cope with emergencies. City Emergency Services Coordinator (Liaison Officer) is responsible for the coordination and maintenance of emergency communications systems, warning systems, emergency equipment, and for ensuring that the Emergency Operations Center (EOC) is maintained in an operable condition.

- Identification of City Vital Records such as:
    - Building Permits
    - Business licenses
    - City employee records
    - Payroll and other financial records
    - Historical records
    - Minutes of City Council meetings, resolutions, and ordinances

- Identification of Critical Facilities such as:

- o Hospitals
- o Community Health Clinics and DHHS Offices
- o Nursing Homes, Domiciliary Care Facilities
- o Special Care, Mental Health Facilities,
- o Adult and/or Elderly Day Care
- o Group Homes and Group Day Care
- o Private Educational Institution
- o Public Swimming Pools
- o Hotels and/or Motels
- o Shopping Malls

- Updating the identification of hazards in the City. These hazards include natural, man-made, and technological.

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, the City of Beaumont will initiate actions to prepare for the incident. This may involve establishing a Management Watch, alerting appropriate departments and agencies, and in some instances alerting the public.

Events that may trigger Preparedness Phase activities include:

- o Issuance of a credible long-term earth-quake prediction by State OES
- o Receipt of a flood advisory or other special weather statement
- o Receipt of a potential dam failure advisory
- o Initiation of rolling blackout or other power failures
- o An unusual pattern of disease reporting
- o Notification of actual or threatened cyber events
- o Conditions conductive to wild land fires, such as the combination of high heat, strong winds, and low humidity
- o A potential major hazardous materials incident
- o A rapidly deteriorating international situation that could lead to an attack upon the United States
- o Information or circumstances indicating the potential for acts of terrorism, violence, or civil disturbance
- o A request by the Operational Area EOC for the City to activate their EOC at an appropriate level in support from the City.

If a threatening situation develops, the Director of Emergency Services (City Manager) will be

notified immediately. As necessary, the Emergency Operations Center (EOC) will be activated to the level determined by the Director of Emergency Services (City Manager) based on the recommendation from the City's Emergency Management Team or as suggested in the EOD Activation Guide. The various elements of the EOC will be activated at the direction of the Director of Emergency Services (City Manager), and SEMS/NIMS will be used.

Modes of Emergency Management:

Emergency operations are managed in one of three modes, depending on the magnitude of the incident or event.

- Decentralized Coordination and Direction – this mode of operation is similar to day-to-day operations and is used for emergency activities in which normal management procedures and local resources are adequate. The Emergency Operations Center (EOC) is not activated and inter-unit coordination is accomplished via established telephone and radio communications. The Incident Command System (ICS) will be used for on-scene activities. On-scene managers and responders usually report through established normal reporting systems.

- Centralized Coordination and Decentralized Direction - this mode of operation is used for emergency responses that require several functional units within the Plan to be activated. In these situations, key EOC personnel will meet to provide emergency coordination. The coordinating group meets at the EOC and establishes management organization in accordance with ICS and SEMS/NIMS. Incident commanders and on-site emergency services continue to report through established normal channels. Information is provided to the EOC through those normal channels (usually the dispatch facilities). Their activities can include, but are not necessarily limited to the following:

  - Establishing a City-wide situation assessment function
  - Establishing a City-wide public information function
  - Determining resource requirements and coordinating resource requests
  - Establishing and coordinating the logistical systems necessary to support emergency services.

- Centralized Coordination and Direction – this mode of operation is used when a major emergency or disaster renders the City unable to function effectively in either of the other modes. In this situation, the EOC is activated and all coordination and direction of activities are accomplished from the EOC. If the situation warrants, a "Local Emergency" may be proclaimed. Other Preparedness Phase activities may include the following:

  - Briefing of the Mayor and other key officials and /or associated employees of the City of Beaumont
  - Reviewing and updating of the City EOP, SOP's, and associated supporting documentation
  - Increasing public information efforts and warnings to threatened elements of the population
  - Accelerated training of permanent employees and volunteers
  - Inspecting critical facilities and equipment
  - Recruiting additional staff and Disaster Service Workers

- o Conducting precautionary evacuations in the potentially impacted area(s)
- o Mobilizing personnel and pre-positioning resources and equipment
- o Contacting state and federal agencies that may be involved in field activities
- o Testing warning and communications systems
- o Identifying the need for mutual aid and requesting such through appropriate channels (Section 3.12.3: Mutual Aid System)

3.1.1.1 Management Watch

The City of Beaumont Emergency Services Management Team will maintain surveillance of current events and recommend to the City Manager that Management Watch be initiated whenever:

- Forecast/existing weather or other natural phenomenon is of such intensity to indicate a need for added precaution or extra protective measures; and/or
- An incident in progress is causing distress or damages of a serious nature but not of a magnitude requiring an emergency declaration.
- The County EOC requests activation.

The Director of Emergency Services (City Manager) will direct initiation of Management Watch.

3.1.1.2 Management Watch Personnel

Management Watch may consist of responsible individuals from the following departments (as determined by the City Manager), with the authority to collect and display status information related to that agency's area of interest and to assure positive action toward protection of life and property:

- Public Works Department;
- Development Services Department;
- Beaumont Police Department; and
- Other departments as directed by the Director of Emergency Services.

3.1.1.3 Management Watch Termination

Termination of Management Watch may occur whenever:

- The situation subsides, and the City Manager directs a return to regular operations, or
- The situation intensifies to the degree that a local emergency is declared. Management Watch will then phase-out as the EOC Staff assumes control responsibility.

Management Watch Activation Triggers

When intense natural phenomenon exists or is forecasted and

When an incident is causing distress or serious damage but

3.1.2 Response Phases

The City of Beaumont's response to an emergency can be divided into three phases: Pre-Emergency, Emergency, Sustained Emergency. The terms imply that these aspects of response are chronological in nature. This is true in some instances; however, depending on the nature of the incident, all three phases can happen simultaneously. The system is intended to be flexible so that emergency personnel can engage in the appropriate actions as dictated by an incident's characteristics.

Pre-Emergency Response – When a disaster is inevitable, actions are precautionary and emphasize protection of life. Typical responses might be:

- Evacuation of threatened populations to safe areas
- Alerting populations and apprising them of safety measures to be implemented
- Notifying your organization leadership and partners
- Identifying and requesting mutual aid
- Requesting an emergency proclamation by local authorities

Emergency Response – During this phase, emphasis is placed on saving lives and property, controlling the situation, and minimizing the effects of the disaster. Immediate response is accomplished by the Director of Emergency Services through timely and effective deployment. One of the following conditions will apply during this phase:

- Situation can be controlled by our staff
- Actions to minimize threats (evacuation for example)
- Outside help is required
- The City of Beaumont Director of Emergency Services can provide aid locally or throughout the Operational Area

The Emergency Operations Logistics Officer will give priority to the following operations:

- Dissemination of accurate and timely emergency alert and warning to the public
- Situation analysis
- Resource allocation and control
- Evacuation and rescue operations
- Medical care operations
- Mass Care: reception, feeding, and shelter operations

- Access and perimeter control
- Public health operations
- Restoration of vital services and utilities
- Multi-agency coordination (county, state and federal)
- Prioritization of resource allocations
- Documenting expenditures
- Add others if applicable

When local resources are overwhelmed and additional resources are required, requests for mutual aid will be initiated through the County of Riverside Emergency Management Department Duty Officer OR the Riverside OA EOC (if activated). Fire and law enforcement agencies will request mutual aid directly through established mutual aid agreements. If required, the State of California, Governor's Office of Emergency Services (Cal OES) may be requested by Riverside County to coordinate where resources and supplies can be received, stockpiled, allocated, and dispatched to support operations in affected areas.

Depending on the severity of the emergency, the Riverside OA EOC may be activated to coordinate emergency activities for jurisdictions within the Riverside OA. An emergency may be proclaimed at city and/or county levels. Cal OES may request a gubernatorial proclamation of a State of Emergency. Should a State of Emergency be proclaimed, state agencies will, to the extent possible, respond to requests for assistance. These activities will be coordinated with Cal OES, who may also activate the State Operations Center (SOC) in Sacramento to support regions within the state, state agencies, and other entities in the affected areas, and to ensure the effectiveness of the state's emergency response. The State Southern Regional EOC (REOC) in Los Alamitos will support the Riverside OA EOC. If the Governor requests and receives a Presidential Declaration of an Emergency, or a Major Disaster under Public Law 93-288, he will appoint a State Coordinating Officer (SCO). Federal and State coordinating officers use the options in the strategic plan to make decisions regarding priorities and resources for recovery operations and to coordinate with other State and Federal agencies to leverage available resources and funding.

In the event the Southern REOC is overwhelmed or inoperable, the State and Federal governments form a Unified Coordination Group to consolidate incident-related operational elements of the REOC, SOC, and Incident Management Assistance Team (IMAT) at the Joint Field Office (JFO). Forming the Unified Coordination Group is a decisive concept of operations task that is aimed at achieving effective incident management. The Unified Coordination Group does not assume responsibility for field-level Incident Command activities but provides a structure for the command, control, and coordination of State and Federal resources not yet delivered to the Operational Areas, field-level Incident Command, or end users.

Sustained Emergency – In addition to continuing life and property protection operations, mass care, relocation, registration of displaced persons, and damage assessment operations will be initiated.

3.1.3 Recovery Phase

Recovery activities begin when the disaster or event begins and involves the restoration of services to the public and returning the affected area(s) to pre-emergency conditions. Recovery activities may be both short-term and long-term, ranging from restoration of essential utilities, such as water and power, to mitigation measures designed to prevent future occurrences of a given threat.

Recovery operations address the procedures for accessing Federal and state programs available for the City's damaged infrastructures, individual, business, and public assistance following a disaster. This phase also continues long after the disaster is over with the purpose of getting the community back to normal, recovering disaster response funding, and learning from the response to prepare and mitigate for future responses.

3.1.4 Mitigation Phase

Mitigation efforts occur both before and following disaster events. Post-disaster mitigation is part of the recovery process. Eliminating or reducing the impact of hazards which exist within the county and are a threat to life and property are part of the mitigation efforts. Hazard mitigation includes:
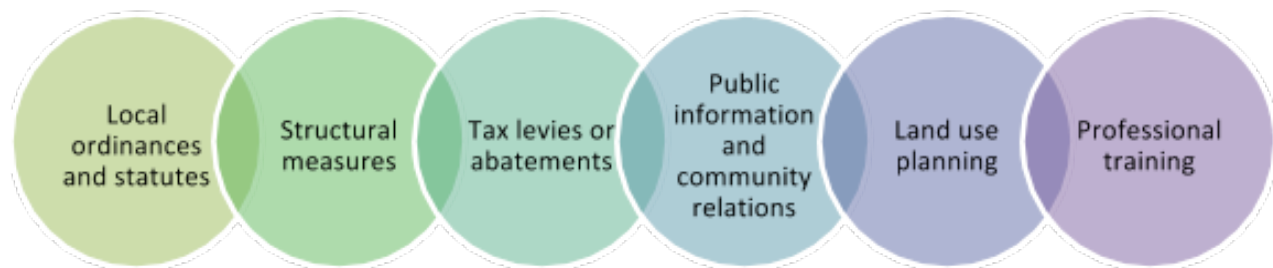
3.2 Presidential Policy Directive 8- the National Preparedness Goal

The Presidential Policy Directive 8 (September 2011) directed creation of the National Preparedness Goal by stating:

> "I hereby direct the development of a national preparedness goal that identifies the core capabilities necessary for preparedness and a national preparedness system to guide

activities that will enable the Nation to achieve the goal. The system will allow the Nation to track the progress of our ability to build and improve the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation."

The National Preparedness Goal which was published in 2011 and again in 2015 is:

"A secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk."

The National Preparedness Goal is meant to strengthen the security and resilience of the United States preparing for threats with the greatest risk to the Nation such as terrorism, cyber-attacks, pandemics, and catastrophic natural disasters. National preparedness is a shared responsibility between governments, the private and nonprofit sectors, and individual citizens. Key elements of the National Preparedness Goal include:

- 5 Mission Areas (prevention, protection, mitigation, response, recovery)
- 32 Core Capabilities
- Strategic National Risk Assessment Scenarios
- Concept of the "whole community"

3.3 National Incident Management System (NIMS)

Homeland Security Presidential Directive-5 (HSPD-5) established the National Incident Management System (NIMS), integrating best practices into a consistent, flexible and adjustable nationwide approach for emergency management. Using NIMS, Federal, State, local and tribal governments, and private sector and non-governmental organizations work together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity. Federal and State government agencies are required to use NIMS, while local government agencies and special districts must use NIMS in order to be eligible for federal funding for emergency and disaster preparedness activities.

3.4 Standardized Emergency Management System (SEMS)

SEMS is required by the California Emergency Services Act (Government Code Section 8607(a)) for managing multi-agency and multi-jurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. SEMS incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operational Area concept and multiagency or inter-agency coordination. State agencies are required to use SEMS and local government entities must use SEMS in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

What sets SEMS apart from ICS is that ICS applies to field operations and SEMS originated at the state level where coordinating multi-agency resources and working together in a coordinated effort for sharing of critical resources and the prioritization of incidents. Unified

command is what allows multiple agencies with responsibility for an incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, autonomy, responsibility, or accountability.

3.5 Incident Command System (ICS)

The Incident Command System (ICS) is a standardized, on-scene, all-hazards incident management approach that:

- Allows for the integration of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private
- Establishes common processes for planning and managing resources

ICS is used by all levels of government—Federal, State, tribal, and local—as well as by many nongovernmental organizations and the private sector. ICS is also applicable across disciplines. It is structured to facilitate activities in five major functional areas: Command, Operations, Planning/Intelligence, Logistics, and Finance/Administration. All of the functional areas may or may not be used depending on the needs of the incident.

3.6 SEMS Organizational Levels

Fully activated, SEMS consists of five organizational levels: field response, local government, operational areas, Cal OES Mutual Aid Regions, and State government.

3.6.1 Field Response (Level 1)

The field response level is where emergency response personnel and resources, under the command of an appropriate authority, carry out tactical decisions and activities in direct response to an incident or threat. The Incident Command System (ICS) and Unified Command are used to control and coordinate all field-level response activities either involving only a local response (only City of Beaumont resources) or when the response involves local and mutual aid resources. ICS provides a standard organizational structure to facilitate coordination of various response organizations for short-term or extended incidents. Departmental SOP's and operational plans describe the specifics of the implementation of ICS in the various City departments.

During a field response operation, the City EOC may or may not be activated, depending on the severity and type of incident. Generally, if day-to-day response activities can resolve an emergency situation, activation will remain at the field response level. There are five major management functions in ICS:
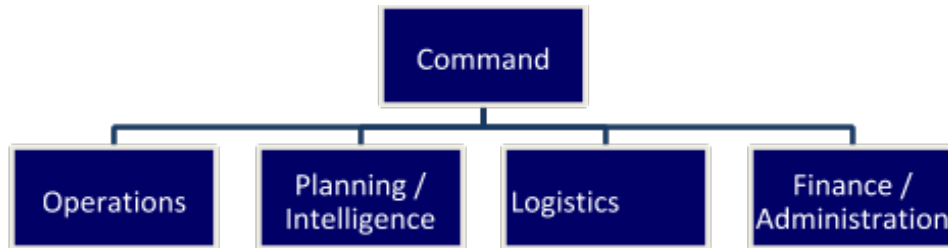
Requests for any resources or support that cannot be filled at the field level are requested through a Department Operations Center (DOC) or the City EOC and/or the County/OA EOC.

3.6.2 Local Government (Level 2)

A local government is one of the five levels of SEMS. The basic role of a local government is to manage and coordinate the overall emergency response and recovery activities within its jurisdiction. A local government under SEMS is defined as a city, county, city and county, school district, or special district.

3.6.3 Operational Area (Level 3)

The operational area is defined in the Emergency Services Act as an intermediate level of the state's emergency services organization consisting of a county and all political subdivisions within the county area. Political subdivisions include cities and special districts. There are 58 Operational Areas within the State representing each geographic county. The Riverside Operational Area has an agreement in place that defines roles and responsibilities, as well as jurisdictional authority in an emergency. The Riverside OA is comprised of all local government agencies within the boundaries of Riverside County, which includes all County of Riverside departments and agencies, all incorporated cities, Tribal Governments, and numerous school districts and special districts.

The operational area is responsible for:

- Managing and coordinating information, resources and priorities among local governments within the Riverside OA
- Serving as the coordination and communication link between the local governments within the operational area and the regional level
- Using multi-agency or inter-agency coordination to facilitate decisions for overall operational area level emergency response activities

The County of Riverside Emergency Management Department is the lead agency for the Riverside OA. All local, state and federal governments should cooperate in organizing an effective operational area, but the operational area authority and responsibility is not affected by the nonparticipation of any local government.

Activation of the OA EOC during a State of Emergency or a Local Emergency is required by SEMS regulations under the following conditions:

- A local government within the operational area has activated its EOC and requested activation of the OA EOC to support their emergency operations
- Two or more cities within the operational area have proclaimed a local emergency

- The county and one or more cities have proclaimed a local emergency
- A city, city and county, or county has requested a governor's proclamation of a state of emergency, as defined in the Government Code Section 8558(b)
- A state of emergency is proclaimed by the governor for the county or two or more cities within the operational area
- The OA is requesting resources from outside its boundaries. This does not include resources used in normal day-to-day operations that are obtained through existing mutual aid agreements
- The OA has received resource requests from outside its boundaries. This does not include resources used in normal day-to-day operations which are obtained through existing mutual aid agreements.

Riverside County Operational Area is responsible for coordinating with local governments and the field response level, and for providing mutual aid within their capabilities. Riverside County will comply with SEMS regulations in order to be eligible for state funding of response-related personnel costs and will:

- Use SEMS when a local emergency is declared or proclaimed, or the local government EOC is activated
- Establish coordination and communications with Incident Commander(s) either through DOCs to the EOC or directly to the EOC
- Use existing mutual aid systems for coordinating fire and law enforcement resources;
- Establish coordination and communications between City and Special District EOCs when activated, the Riverside OA EOC, and any state or local emergency response agency having jurisdiction at an incident within the county's boundaries
- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities

Operational Area Planning Committee

The County of Riverside Emergency Services Ordinance 533, Section 2.1, establishes the Operational Area Planning Committee (OAPC) by the Board of Supervisors. The OAPC has the responsibility to oversee the emergency management activities of the Riverside OA. Membership in the committee consists of representatives from certain designated county departments, all cities within Riverside County, and all special districts who have signed the OA Agreement. The OAPC has a set of by-laws governing membership, voting, and grant review and funding policies.

3.6.4 Region (Level 4)

The regional level manages and coordinates information and resources among operational areas. Cal OES has divided California into three Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions. Riverside County is in the Southern Administrative Region, and in Mutual Aid Region VI, which includes the counties of San Diego, Imperial, Riverside, San Bernardino, Inyo and Riverside. Region VI is managed through the Regional Emergency Operations Center (REOC) at the Cal OES Southern Region Office, 4671 Liberty Avenue, Building 283, Los Alamitos, CA. The REOC is managed and staffed by Cal OES personnel.

Cal OES Mutual Aid and Administrative Regions
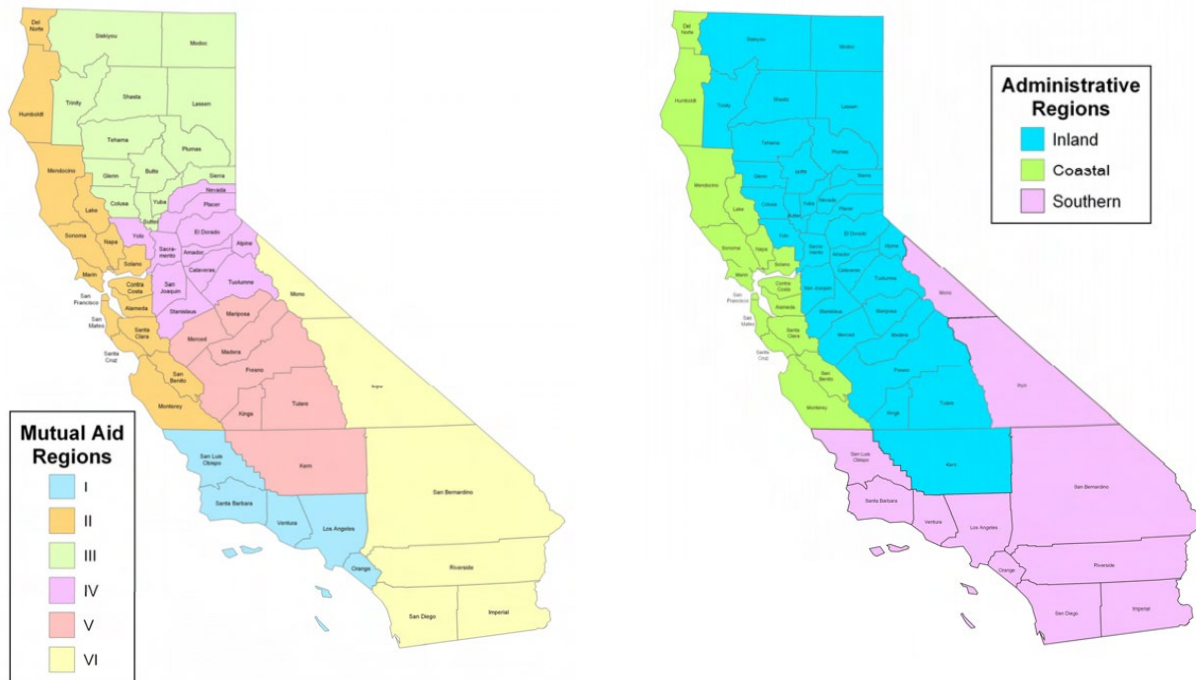
3.6.5 State (Level 5)

In response to the emergency needs and requests from local governments and operational areas, the state level manages state resources and coordinates mutual aid among the mutual aid regions and between the regional and state levels. The state level also serves as the coordination and communication link between the state and the federal disaster response system. The State Cal OES office is located at 3650 Schriever Avenue, Mather, CA 95655.

3.6.6 Federal Level

The Department of Homeland Security has designated the Federal Emergency Management Agency (FEMA) to serve as the main federal government contact during disasters and national security emergencies. In a disaster, different federal agencies may be involved in the response and recovery operations. Federal disaster assistance is organized under the concept of Emergency Support Functions as defined in the National Response Framework. All contact with FEMA and other federal agencies is made through the Operational Areas to the State during the response phase. During the recovery phase, cities, or special district may have direct contact with FEMA and other federal agencies. The FEMA Region IX Office is located at: 1111 Broadway, Suite 1200 Oakland, CA 94607.

3.7 SEMS Organization

SEMS regulations require local governments to provide for the five management functions as the basis for structuring the EOC organization. The City of Beaumont integrated the "Command" function with the EOC organizational structure for the purpose of command and control at the field level.

Command (Field Level): Responsible for directing, ordering, and /or controlling field resources by virtue of explicit legal, agency or delegated authority.

Management (EOC Level): Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations.

Operations (EOC Level): Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's EOC Action Plan.

Planning/Intelligence (EOC Level): Responsible for collecting, evaluating, and disseminating information; developing the EOC Action Plan and After-Action Report; and maintaining documentation.

Logistics (EOC Level): Responsible for providing facilities, services, personnel, equipment, and materials.

Finance/Administration (EOC Level): Responsible for financial activities and other administrative aspects.

3.7.1 EOC Activation Levels

The following tables represent example incidents of increasing severity that may lead to an OA EOC activation. There are many other types of incidents that could also require activation of the EOC.

Management Watch	Level 1	Level 2	Level 3
• Severe Weather Watches & Warnings • Flood Watches & Warning • Red Flag Events • Unusual Events or Incidents that exhibit the potetial escalate	• Incidents involving two or more County Departments • City request for OA activation • County DOC activations • Planned Event	• Moderate earthquake • Major wildfire affecting developed area • Severe Weather • Two or more incidents requiring two or more County departments	• Major countywide or regional emergency • Mulitple departments involved in response with heavy resource requirements • Major earthquake

3.7.2 Generic Responsibilities and Checklist

The following sub-sections contain checklists that maybe used by all positions in the EOC. Position-specific checklists are contained in the following sections describing the responsibilities for the individual positions.

3.7.2.1 Activation of EOC

The following activities must be performed by each EOC staff member upon activation of the EOC:

- Receive assignment and briefing from your immediate superior as designated by the attached EOC organization chart.
- Determine your personal operating location and set up as necessary.
- Report to the Director of Emergency Services, EOC Manager, your Section Chief, or your Branch Director as appropriate.
- Review this checklist and your specific position checklists. Put on your position identifier (vest or name tag).
- Open and maintain an Activity Log by documenting all actions and decisions. Turn Activity Log(s) into the Planning and Intelligence Chief when completed and/or at the end of shift.

3.7.2.2 Shift Startup

Each EOC staff member at the start of each shift must perform the following activities:

- Sign into the EOC on the EOC logbook.
- Put on your position identified (vest or name tag).
- Report to your Section Chief or Branch Director for any updates or assignments.
- Review relevant reports to get an updated assessment of the situation as it applies to your staff position.
- If applicable, receive a debriefing from the staff member that you are relieving.

3.7.2.3 On-going Activities

All EOC members should perform the following activities as part of their normal operations:

- Participate in all applicable Section and Branch meetings. Obtain copies of all EOC Action Plans.
- Document all actions and decisions on an activity log.
- Maintain all required records and documentation to support the After-Action Report and the history of the incident:

    - Messages received
    - Actions taken
    - Decision justification and documentation
    - Requests filled

- Refer all contacts with the media to the Public Information Officer.
- Work with your Supervisor and Section Chief if you require additional staffing for your function.
- Request additional resources as needed (computer, phone lines, fax, printer, etc.) through the appropriate Section Unit.
- Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to the appropriate Section Chief or Director of Emergency Services.

- Participate in a Critical Incident Stress Debriefing session when conducted.

3.7.2.4 Shift Completion

Each EOC staff member upon completion of their shift must perform the following activities:

- Ensure that your personnel and equipment time records and a record of expendable materials used are provided to the Time Keeping and Accounting/ Record-Keeping Branch of the Finance and Administration Section.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Thoroughly brief your relief on the current situation for your position. Ensure that in-progress activities are identified and follow-up requirements are known.
- Leave forwarding phone number where you can be reached.
- Ensure immediate Supervisor is aware of your shift completion.

3.7.2.5 Demobilization

The following activities must be performed by each EOC staff member upon notice that the EOC or his section of the EOC is being demobilized.

- Ensure that all required forms and reports are completed prior to your release and departure.
- Close out your activity logs and ensure that all relevant status boards are current.
- Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- Provide input to the After-Action Report as directed by your supervisor. Ensure staff cleans up work areas and returns facility to normal.
- Leave forwarding phone number where you can be reached.
- Determine what follow-up to your assignment might be required before you leave.
- Participate in a Critical Incident Stress Debriefing session and also ensure that all staff and volunteers attend one.

3.7.3 Policy Group

The Policy Group assists the Director of Emergency Services with the overall goals and objectives that would benefit the City during a disaster. Types of assistance include:

- Determining specific policy issues such as:
- Issues related to extended recovery;
- Curfew and evacuation orders;
- Price gouging issues;
- Preparing orders and directives to be presented to the Mayor and Beaumont City Council for ratification.

3.7.4 City Council - Responsibilities and Duties

Position Overview

Members of the City Council are policymakers with the authority to proclaim and/or ratify a declaration of a local emergency, approve emergency orders, and provide a point of contact for public input regarding the emergency and response and recovery efforts. Their responsibilities includes as follows:

- Adopt or declare emergency proclamations, resolutions and ordinances.
- Ratify the local emergency within seven days, whenever the DES (city manager) has proclaimed the local emergency.
- Review the need for continuing a local emergency every fourteen days until the local emergency is terminated.
- Obtain a briefing on the situation from the Director of Emergency Services or designee. Ensure that the Director of Emergency Services has clear policy direction.
- Participate in coordinated, periodic press conferences and news media interviews after briefings by Director of Emergency Services or designee.
- Support a multi-agency disaster response.
- Accompany VIPs and government officials on tours of the emergency/disaster area as appropriate.

Initial Actions

- Obtain a briefing from City Manager (Director of Emergency Services) or designee.
- Review position responsibilities.

Intermediate Actions

- Advise the Director of Emergency Services on how and where to contact you.
- Convene within 30 minutes, as requested by the Director of Emergency Services, to receive briefings, review and take action on emergency legislation or policy decisions.
- Call emergency meetings of the City Council to proclaim and/or ratify a local emergency and approve emergency orders as needed:
- A quorum of the City Council is needed to ratify a local proclamation. Emergency proclamations should be ratified within seven days.
- Approve extraordinary expenditure requirements as necessary

Extended Actions

- Review at least every 14 days the need for continuing the local emergency and proclaim the termination of the local emergency as conditions warrant.
- Consult with the Director of Emergency Services and department heads, to develop temporary emergency policies for managing the strategic aspects of the emergency.
- Maintain communications with citizens (by visiting various disaster sites, including public shelters) coordinate your activities with the public information officer.
- Coordinate with the Public Information Officer for Press Briefings.
- Consider developing an emergency planning task force with local business or trade association to discuss concerns and disseminate pre-event planning information and post-event recovery information.
- Consider developing a plan to provide "citizen and business aid" and identify a location which can be utilized for information and assistance to citizens and businesses impacted by the emergency. Encourage post-event discussions in the community to identify

perceived areas of improvements.

Demobilization

- Be prepared to provide input to the After-Action Report.
- Proclaim termination of the emergency and proceed with recovery operations.
- Do not terminate the local emergency proclamation until all recovery issues have been addressed.

3.7.5 City Attorney - Responsibilities and Duties

Position Overview

The City Attorney provides legal advice to the City Council and Director of Emergency Services during emergencies/disasters on the applicability of pertinent local, State and Federal regulations, emergency ordinances and other issues requiring the support of the City Attorney.

Responsibilities

- Review the applicable local, county, state and federal statutes, laws, regulations and ordinances pertaining to emergency services and disaster relief.
- Prepare proclamations, emergency ordinances and other legal documents required by the City Council and the Director of Emergency Services.
- Advise the City Council, Section Chiefs and the Director of Emergency Services on the legality and or legal implication of contemplated emergency actions.
- Develop the rules, regulations and laws required for the acquisition and or control of critical resources.
- Keep the Director of Emergency Services abreast of Legal Advisor's activities.
- Ensure Legal's interests are represented in the Policy Group discussions.
- Render assistance to the community as required.

Initial Actions

- Obtain a briefing from City Manager (Director of Emergency Services) or designee.
- Review position responsibilities.
- Clarify any issues regarding authority and assignment.
- Determine overall staff requirements and request support as required.
- Ensure all required legal documents are available in the EOC.
- Identify and list sources of potential liability and advise appropriate staff as to the means of minimizing the risks to the City, its staff and volunteers.
- Assist in the development of the Management Section's objectives in support of the EOC Action Plan as part of the Policy Group.

Intermediate Actions

- Maintain a log of actions, decisions and messages.
- Review applicable City ordinances.
- Review the Emergency Services Act provisions on Emergency Proclamations.
- Advise Director of Emergency Services on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal

requirements.

- Render legal opinions on matters of interest to the City as appropriate.
- Ensure that a declaration of local emergency is made within 7 days of the event.

Extended Actions

- Review at least every 14 days the need for continuing the local emergency and proclaim the termination of the local emergency as conditions warrant.
- Consult with the Director of Emergency Services and department heads, to develop temporary emergency policies for managing the strategic aspects of the emergency.
- Coordinate with Director of Emergency Services and City Council for review/extension of emergency proclamation at the next City Council meeting.

Demobilization

- Provide legal justification for mitigation measures.
- Leave contact numbers as to where you can be reached.
- Be prepared to provide input to the After-Action Report.
- Advise the City Council to Proclaim termination of the emergency and proceed with recovery operations.
- Do not terminate the local emergency proclamation until all recovery issues have been addressed.

3.7.6 Management Section Overview

The Management Section is responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations. Staff positions in the management Section include the following:

Director of Emergency Services

Responsible for overall management of the Emergency Operation Center's emergency management organization and has the authority for the commitment of personnel and equipment for any emergency in the incorporated area of the City as well as authorizing the commitment of resources to be provided outside of the City as requested by the Operational Area.

Assistant Director of Emergency Services (designated)

Works with the Director of Emergency Services and is responsible to Ensure the City's EOC is capable of being activated at all times and acts as Director of Emergency Services in their absence.

EOC Liaison Officer

Serves as the initial point-of-contact for outside agencies and jurisdictions. Responsible for representing the City and its response to the emergency to outside groups and agencies. Mutual Aid personnel report to the Liaison Officer for their assignments.

Safety/Security Officer

Responsible for controlling personnel access to and from the EOC and other facilities as determined in accordance with policies established by the Director of Emergency Services. Responsible to check-in staff and register personnel assigned to the EOC. Advisor to the Director of Emergency Services. Monitors all aspects of the emergency organization to ensure the safety of all personnel involved with response activities. Responsible for correcting unsafe operations and for working with all sections to protect the safety of all emergency workers in the field and EOC.

EOC Manager

Responsible for the City's EOC (physical set-up) and serves as an aide to the Director of Emergency Services. This position may serve as the City's Liaison to the Operational Area once it is established. Coordinates functional areas in the City's EOC in the identification of resources and/or response activities. Provides information on emergency management issues to the Director of Emergency Services.

Public Information Officer

Serves as the point of contact for the media and other organizations seeking information on the emergency. Responsible for developing and managing public information and media relations. Assists in developing emergency public information, news releases, and announcements. Plans and conducts news media briefings and assists with public relations and rumor control. Coordinates with the County EOC for the establishment of a Joint Information Center (JIC) as needed.

The Management Section is headed by the Director of Emergency Services or the designee. This Section establishes policies and makes decisions governing response priorities.

3.7.7 Director of Emergency Services (City Manager)

Position Title:	Director of Emergency Services
You report to:	The City Council
You supervise:	The EOC Liaison Officer, EOC Manager, Safety/Security Officer, PIO, Operations Chief, Planning and Intelligence Chief, Logistics Chief, and Finance and Administration Chief.

Position Overview

The Director of Emergency Services is responsible for overall management of the Emergency Operation Center and the City's emergency management organization. The City Manager, in his/her capacity of Director of Emergency Services assures that the EOC is staffed and operated at a level commensurate with the emergency. The City Manager or designee generally serves as the Director of Emergency Services as specified in the emergency plan. Within SEMS/NIMS structure, the Director of Emergency Services has overall responsibility for managing the City's emergency response and recovery efforts. This position is responsible for the overall management of the City's emergency management organization.

Responsibilities

- Approves all news releases, action plans, and public information releases.

- Coordinates with the Policy/Management Group and the City Council in the development of emergency policies and keeps them apprised of the situation.
- Ensures that contact has been established with the Operational Area (OA).

Initial Actions

- Upon notification of an emergency event in or near the City, or at the request of the Operational Area, ensures that the City's EOC is activated at the appropriate level.
- Upon arrival in the EOC, receive briefing from the EOC Manager or Emergency Management Program Staff.
- Direct the EOC Manager to activate Management Staff and Section Staff, as needed. These positions may include: Deputy Director of Emergency Services, EOC Liaison Officer, Safety/Security Officer, Public Information Officer (PIO),
- Operations Chief and Staff, Planning and Intelligence Chief and Staff, Logistics Chief and Staff, and the Finance and Administration Chief and Staff.
- Inform the City Council (via the Mayor) of the situation, emergency conditions, and response actions being taken or considered.
- Set objectives with the Section Chiefs and Management Group and provide recommendations to the Policy Group.

Intermediate Actions

- Conduct routine briefings with the Management Staff and Sections Chiefs to discuss status updates and available options. Topics to be considered are:
  - Command and coordination issues
  - Situation reporting problems/accuracy
  - Transportation issues, i.e., closed or dangerous routes, etc.
  - Possible search and rescue - heavy or light
  - Medical issues
  - Rumor control and public information
  - Emergency logistical support/mutual aid
  - Utility disruptions (including communication difficulties)
  - Evacuation possibilities
  - Personnel shortages
  - Liability Issues

- Set objectives and assign the Planning and Intelligence Chief to develop the Action Plan; approve the plan before dissemination to all EOC staff and if appropriate to field command posts.
- Direct the EOC Manager to develop a 24 hour staffing plan with each Section Chief and to work with Logistics to ensure the EOC has food, water, adequate sleeping facilities, trash removal services, etc.
- Consider the need to proclaim a LOCAL EMERGENCY; have the City Attorney, if available, draft the proclamation. If the City Attorney is not available, utilize one of the pre-scripted proclamations.
- Monitor staffing and resource requirements; direct staff to request additional materials/services through the Operational Area.
- Request representatives from appropriate County and State agencies, Special Districts and/or private volunteer organizations to send a representative to the City EOC to assist

in coordination of their efforts and the City's.

- If requested, send a City Liaison to the Operational Area EOC for coordination.
- Approve all news releases; establish parameters in which the PIO may develop information for releases; and arrange for the City Manager to be the City's spokesperson for all news conferences.

Extended Actions

- Discuss recovery/re-entry needs with the Section Chiefs.
- Ensure that the Finance and Administration Chief is tracking all costs associated with the emergency and is beginning the process to request State and Federal reimbursement.
- Develop a demobilization plan with all Section Chiefs.
- Ensure that all City EOC staff and volunteers participate in a Critical Incident Stress Debriefing session prior to leaving. Schedule a follow up Critical Incident Stress Debriefing(s) for all City staff, especially field and EOC responders.
- Coordinate with the Policy Group and Operations Section Chief if there are expected visits from political officials to view the disaster site.
- Direct staff to take actions to restore normal City operations as soon as practicable.

Demobilization

- Authorize demobilization of sections as necessary. Authorize Section Chiefs to demobilize branches, or units when they are no longer required.
- Notify Riverside County Operational Area, adjacent facilities, and other EOCs as necessary of planned time for EOC deactivation.
- Ensure that any open action items not yet completed will be taken care of after EOC deactivation.
- Confirm with Section Chiefs that all required forms or reports are completed prior to EOC deactivation.
- Be prepared to provide input to the After-Action Report.
- Deactivate the EOC and close out logs when the emergency situation no longer requires activation.
- Proclaim termination of the emergency and proceed with recovery operations.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.8 Assistant Director of Emergency Services (if designated)

Position Title: Assistant Director of Emergency Services
You report to: The Director of Emergency Services
You supervise: EOC Liaison, EOC Manager, PIO and Safety/Security Officer.

Position Overview

The Assistant Director of Emergency Services is responsible for overall management of the EOC when delegated by the Director of Emergency Services or in his absence; works with the Policy/Management Group; works with PIO; works with Section Chiefs to develop a demobilization plan when appropriate; works with EOC Manager to ensure a 24-hour staffing is developed.

Responsibilities

- Functions as Director of Emergency Services when delegated or in the absence of the Director of Emergency Services.
- Coordinates with the Policy/Management Group and the City Council for scheduled visits to local disaster sites as appropriate.
- Maintain open line of communication with PIO.
- Ensure demobilization plan is developed.
- Ensure appropriate 24-hour EOC staffing.

Initial Actions

- Upon notification of an emergency, order activation of the City's EOC if not already activated.
- Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- Review your specific position checklists.
- Report to your work area and put on your position identifier and start activity log. Determine your personal operating location and set up as necessary
- Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)
- Make frequent notes to capture information specifically related to major aspects of the event.
- Inform the Mayor/City Council/City Manager of the event, emergency conditions, and response actions taken or considered.

Intermediate Actions

- Participate in all applicable Section and Branch meetings and EOC briefings. Obtain copies of all APs.
- Maintain all required records and documentation to support the After-Action Report and the history of the event:
  - Messages received
  - Actions taken
  - Decision justification and documentation
  - Requests filled
  - APs as disseminated

- Refer all contacts with the media to the PIO.
- Work with your EOC supervisor and/or Section Chief if you require additional staffing for

your function.

- Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- Function/operate in a safe manner during your shift.
- Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.
- Ensure coordination with the OA and field command posts and brief Director of Emergency Services on field status.
- Set objectives with the Section Chiefs and recommendations from the Policy/Management Group and keep Director of Emergency Services apprised.
- Coordinate with PIO any planned news releases, on-camera interviews, and need for emergency public broadcasts for the public.
- Ensure EOC Manager has developed sufficient 24-hour EOC staffing.

Extended Actions

- Discuss recovery/re-entry needs with the Director of Emergency Services of Emergency Services and Section Chiefs.
- Document all actions and decisions on activity log.
- Ensure that reporting staff and volunteers participate in a Critical Event Stress Debriefing session prior to leaving EOC.
- Request all reporting staff to provide their activity logs to the Planning & Intelligence Section Chief at the end of each shift/on a routine basis.
- Follow-up with the Policy/Management Group on any scheduled visits or requests from political officials to view the disaster site(s).

Shift Completion

- Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.
- Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

- Authorize demobilization of reporting staff as directed by Director of Emergency Services of Emergency Services.
- Ensure that any open actions will be completed after EOC deactivation.
- Proclaim termination of the emergency and proceed with recovery operations
- Deactivate the EOC and close out logs when emergency event no longer requires activation.
- Ensure that all required forms and reports are completed prior to your release and departure.
- Close out your activity logs and ensure that all relevant status boards are current.

- Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.
- Leave forwarding phone number where you can be reached if different from the employee contact list.
- Provide input to the After-Action Report as directed by your EOC supervisor.
- Provide all activity logs to the Planning and Intelligence Chief upon departure.
- Ensure your EOC work location is in a ready status and return facility to normal.
- Ensure you sign out in EOC logbook.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.9 EOC Liaison Officer

Position Title: EOC Liaison Officer
You report to: Director of Emergency Services
You supervise: EOC Mutual Aid personnel

Position Overview

The Liaison Officer serves as the initial point-of-contact for outside agencies and jurisdictions, responsible for representing the City and its response to the emergency to outside groups and agencies. EOC Mutual Aid personnel report to the EOC Liaison Officer for their assignments.

Responsibilities

- Represent the City and its response to the emergency to outside groups and agencies.
- Provide assignments to EOC Mutual Aid personnel.

Initial Actions

- Receive assignment and briefing from the Director of Emergency Services.
- Establish a work area with other Support Staff members.
- Develop a telephone list of important numbers of outside agencies and levels of government. Ensure that outside agencies have your phone number.
- Establish communications links with the Operational Area (if needed), appropriate special districts, and the American Red Cross. Become familiar with EOC communications other than the telephone, e.g., radio, fax, and e-mail.
- Inform the Director of Emergency Services of any substantial changes in the situation with adjoining jurisdictions. Provide this information to all Section Chiefs.
- Coordinate with the PIO and rumor control staff to keep current.

Intermediate Actions

- Participate in all Section Chief and Support Staff briefings.
- Keep the Director of Emergency Services updated on activities and the situation in surrounding communities, as appropriate.
- Obtain a periodic status update from the Operational Area regarding the situation and resources. Provide this information to all Section Chiefs and the Director of Emergency Services.
- Coordinate with the PIO to obtain copies of all news releases.

Extended Actions

- Obtain copies of all EOC Action Plans.
- Continue communication with other jurisdictions, primarily the Operational Area during the demobilization period.
- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the EOC Liaison Officer position and close out logs when authorized by the Director of Emergency Services.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.10 EOC Manager

Position Title: EOC Manager
You report to: Director of Emergency Services
You supervise: N/A

Position Overview

Responsible for the City's EOC (physical set-up) and serves as an aide to the Director of Emergency Services. This position may serve as the City's Liaison to the Operational Area once it is established.

Responsibilities

- Provide guidance, supervision, and management of the EOC working environment and associated systems.

- Ensure information and communication support is in place and functioning.
- Manage the administrative function of operating an EOC and arrange for staffing of the EOC.
- Coordinate functional areas in the EOC in the identification of resources and/or response activities.
- Provide information on emergency management issues to the Director of Emergency Services.
- Working with the Safety/Security Officer, establish a system to credential all media representatives before allowing them into the Media Center.

Initial Actions

- Receive briefing from the Director of Emergency Services.
- Survey the EOC to assure that:
  - Telephones have been properly hooked up.
  - Radio Room is operational and staffed (if needed)
  - Security for the EOC has been established.
  - All persons in the EOC are either wearing their position identification vest or a badge issued upon entering the EOC.
  - All sections have located their operational kits and have proper materials to begin to work.
  - All sections and areas in and around the EOC are identified by appropriate signs.
  - Media Center has an operational TV set and a portable battery operated radio; security has been set up and all reporters have been issued proper press passes and telephones for County and media use.
  - Evaluate the EOC systems for adequacy (water, ventilation, sanitation, electrical, fuel, etc.).
  - Internal lines of communication are understood by all EOC staff.
  - Internal maps and EOC phone lists have been distributed.
- If not already done, begin or continue to notify designated EOC staff to report.

Intermediate Actions

- Keep the Director of Emergency Services informed of all activities and update the situation as it evolves.
- Participate in all briefings conducted by the Director of Emergency Services.
- Assist the Advanced Planning Branch Director in the distribution of the Emergency Action Plan.
- Coordinate with the Logistics Chief to ensure that the EOC has food, water, sleeping facilities, rest areas, and trash removal services.
- Monitor the EOC staff and assist any section or area which may be having difficulty in carrying out their assigned function.
- Develop an EOC staffing plan with each Section Chief and the Director of Emergency Services.
- Assure that those designated to work in the EOC for second shift or day two, etc., are notified.
- Assist the EOC Liaison Officer with coordination with the Operational Area and/or other agencies.

- Ensure that all necessary supplies (fax paper, copier paper, etc.) are available or have been requested through the Logistics Section.

Extended Actions

- Continue to monitor the flow of activity in the EOC, identify any issues in efficiency, and work with the appropriate staff to rectify the situation.
- Assist in coordination of demobilization activities.
- Continue to assist the public information function until no longer necessary.
- Assure that the EOC Liaison Officer has notified all governmental agencies and private volunteer agencies of the demobilization of the City's EOC.
- Assure that any follow-up activity or reports are assigned and being handled by the appropriate department and/or agency.
- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Close out logs when authorized by the Director of Emergency Services.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.11 Public Information Officer (PIO)

Position Title: Public Information Officer (PIO)
You report to: Director of Emergency Services
You supervise: Emergency public information staff

Position Overview

The PIO is specially trained to serve as the point of contact for the media and other organizations seeking information on the emergency response. The mission of this position is to inform the public, provide briefing materials to government officials, and manage the influx of media personnel.

Responsibilities

- Develop and manage public information and media relations.
- Assist in development of emergency public information, news releases, and announcements.

- Plan and conduct news media briefings and assisting with public relations.
- Ensure that all media information is cleared from one point and that it is as accurate as possible.
- Prevent conflicting reports from reaching the media and help to diffuse rumors.

Immediate Actions

- Receive assignment and briefing from the EOC staff.
- Activate the Emergency Public Information staff to assist with rumor control, field PIO, administrative support, and media/volunteer control.
- Establish a Media Center in the EOC. Assure that there are enough telephones, a television set, desks, and any other supplies or equipment which may be needed. Maintain Media Center status boards and update as appropriate.
- Prepare to monitor activities with the following topics needed to be covered for the public:
  - What to do (and why).
  - What NOT to do (and why).
  - Information (for parents) on status and actions of schools (if in session).
  - Closed, hazardous, contaminated, congested areas to avoid.
  - Curfews.
  - Road, bridge, freeway overpass, and dam conditions; alternate routes to take.
  - Evacuation – routes, instructions (including what to do if vehicle breaks down), arrangements for persons without transportation.
  - Location of mass care, medical, coroner, public safety facilities, food, and safe water.
  - Information/Instructions for families of missing persons (who to contact, etc.).
  - Status of hospitals.
  - First aid information.
  - Emergency phone numbers (otherwise, people should not use the phone); stress to out of area media that people should *not* telephone into the area. Lines must be kept open for emergency calls.
  - Instructions, precautions about utility use, sanitation, how to turn off utilities.
  - Essential services available – hospitals, medical centers, grocery stores, banks, pharmacies, etc.
  - Weather hazards (if appropriate).
  - Channels, Radio Frequencies to monitor for disaster information updates.
- Determine special needs populations (visual or hearing impaired; non-English speaking; elderly, etc.) and develop appropriate material for dissemination. Contact foreign language newspapers and/or radio/TV stations to broadcast alert and warning information to the special population groups.
- Release general survival/self-help information, as appropriate.
- Establish media and public hotlines (Rumor Control) and publish telephone number(s). Develop scripts for PIO/Rumor Control staff answering phones.
- Respond to media/public calls. Record telephone messages for media and public hot lines and update as the situation changes. Release hotline telephone numbers to the public.
- Request additional Emergency Public Information (EPI) staff from the Operational Area and/or arrange to use temporary hires, if necessary.

- Establish contact with the on-scene PIO to assure that there is a Media Control Point near the incident.
- Coordinate EPI and information releases with the OA PIO and other affected jurisdictions' PIOs as necessary and as time allows.
- Determine the status of local media outlets and telephone service.
- Gather information on the emergency situation and response actions; maintain EPI status boards and maps; monitor EOC status boards and resolve conflicts.
- Monitor commercial television and radio for information and rumor control.
- Review pre-scripted, general information for accuracy and appropriateness to situation.

Intermediate Actions

- Establish contact with Emergency Alert System (EAS) stations and place on stand- by.
- Attend all EOC/Section Chief briefings with the Director of Emergency Services.
- Develop periodic press releases and arrange for press conferences, as appropriate.
- Arrange for official spokesperson, media briefings/press conferences on a regular or as-needed basis.
- Announce briefing times.
- Arrange media tours/filming (one crew at a time) of EOC and interviews with EOC spokesperson, if such action will not hinder response efforts.
- Coordinate additional methods of distributing emergency instructions as required.
- Provide EPI in foreign languages as required.
- Make situation reports to the OA PIO at least three times each day and provide copies of all press releases.
- Develop procedures with the American Red Cross for release of information concerning the status of relatives/friends in the disaster area.
- Keep the Director of Emergency Services informed of all actions taken

Extended Actions

- Continue to release status information on request.
- Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media, as necessary.
- Accommodate state and federal information officers and assist them in releasing information on assistance programs.
- Gather all records kept during all phases of the emergency and prepare a chronological summary of all events, actions taken, inquiries made, and responses given.
- Collect newspaper clippings and TV videotapes, if available.
- Survey EPI staff, EOC staff, and local media for suggestions to improve EPI response procedures.
- Review EPI Plan and update as necessary.
- Participate in a Critical Incident Stress Debriefing session and ensure all PIO staff also attends.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Emergency Public Information Officer position and close out logs when authorized by the Director of Emergency Services.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.12 Safety Officer and/or Security Officer

Position Title: Safety Officer and/or Security Officer
You report to: Director of Emergency Services
You supervise: N/A

Position Overview

The Safety/Security Officer acts as an advisor to the EOC Director and the EOC Manager relating to safety and security issues in the EOC. As the Security Officer, this position is responsible for controlling personnel access to and from the Emergency Operations Center (EOC) and other facilities.

Responsibilities - Safety

- Watch over all aspects of the emergency organization to ensure the safety of all personnel involved, correcting unsafe operations.
- Monitor structural integrity, workspace set-up, activities, and entry authorization.

Responsibilities - Security Officer

- In accordance with policies established by the EOC Director, control personnel access to and from the EOC and other facilities.
- Check in staff and register personnel assigned to the EOC.
- Initial Actions
- Receive assignment and briefing from the EOC Director.
- Tour the entire EOC area and determine the scope of on-going operations.

Initial Actions - Safety

- Evaluate conditions and advise the EOC Director of any conditions and actions, which might result in liability, e.g., oversights, improper response actions, etc.
- Study the facility to learn the location of all fire extinguishers, fire hoses, and emergency manual pull stations.
- Be familiar with particularly hazardous conditions in the facility (including the parking lot and elevators); if necessary, work with the Public Works Branch Leader in the

Operations Section.

- Ensure safe working conditions for all personnel, both in the EOC and in the field.. Advise the EOC Director regarding safety issues.
- Ensure that all facilities used in support of EOC operations have safe operating conditions.
- Monitor all EOC and related facility activities to Ensure that they are being conducted in as safe a manner as possible under the circumstances that exist.
- Stop or modify all unsafe operations.
- If the event which caused the activation of the EOC is an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks, including safe entry to and exit from buildings.

Initial Actions - Security

- Determine operating location(s) and set-up as necessary.
- Determine what security requirements currently exist, and establish if additional staffing is needed.
- Determine needs for special communications (e.g., radios, cell phones, etc.). Make needs known to Information Systems and Communications Branch Directors in the Logistics Section.
- Provide EOC access control as required.
- As requested, provide special security for any critical facilities, supplies, or materials. Intermediate Actions - Safety
- Coordinate with Security to obtain assistance for any special safety requirements. Attend all EOC/Section Chief briefings with the EOC Director.
- Keep the EOC Director informed of all actions taken. Request additional Safety staff as necessary.
- Coordinate with Finance and Administration Section Chief on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

Intermediate Actions - Security

- Coordinate with Security to obtain assistance for any special safety requirements. Attend all EOC/Section Chief briefings with the EOC Director.
- Keep the EOC Director informed of all actions taken.
- Request additional Safety staff as necessary.
- Coordinate with Finance and Administration Section Chief on any personnel injury claims or records preparation as necessary for proper case evaluation and closure.

Extended Actions - Safety

- Continue to monitor safety conditions.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the EOC Director. Ensure staff is being provided rest periods and relief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.

- Thoroughly brief your relief at shift change.
- Participate in a Critical Incident Stress Debriefing session.

Extended Actions - Security

- Ensure all communications are copied to the Message Center.
- Continue to monitor safety conditions.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the EOC Director. Ensure staff is being provided rest periods and relief.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow up to your assignment might be required before you leave.
- Leave forwarding phone number where you can be reached.
- Thoroughly brief your relief at shift change.
- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure immediate EOC supervisor is aware that they are going off shift.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Safety/Security Officer position and close out logs when authorized by the EOC Director.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.13 Operations Section Overview

The Operations Section is responsible for coordination of all response elements applied to the incident. The Operations Section carries out the objectives of the EOC Action Plan and requests additional resources as needed.

The discipline assigned to the position of Operations Section Chief depends on the nature of the incident and the current situation. Examples of this would be during a civil unrest a law enforcement representative could be designated as Section Chief; during a major fire a fire representative could be designated as Section Chief; and during a flooding situation could a Public Works representative could be designated as Section Chief.

During Level III activation, the Operations Section will be organized into the following Branches:

- Fire and Rescue
- Law Enforcement
- Community Services
- Public Works

3.7.14 Operations Chief

Position Title: Operations Chief
You report to: Director of Emergency Services
You supervise: Fire and Rescue Branch Director, Law Enforcement Branch Director, Community Services Branch Director and Public Works Branch Director.

Position Overview

The Operations Chief is responsible for the management of all activities directly applicable to emergency response and coordination in support of all tactical operations and safety activities in the field. The Operations Chief participates in the development and execution of the Action Plan.

Responsibilities

- Ensure that the Operations Function is carried out, including coordination of activities for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of organization within the Section and continuously monitor the effectiveness of the organization and make adjustments as required.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Conduct periodic Operations briefings for the Director of Emergency Services, as required or requested.
- Conduct period briefings to the Director of Emergency Services and Management Staff

Initial Actions

- Receive assignment and briefing from the Director of Emergency Services.
- Determine other positions to be activated. Appoint Fire and Rescue, Law Enforcement, Community Services, Public Works, Utilities, and Schools Directors; distribute their position checklists and position identifiers.
- Establish the Operations Section work area in the EOC.
- Brief all Operations Section Branch Directors on current situation and develop the section's EOC Action Plan with emphasis on immediate projections of needs. Designate time for next briefing.
- Designate times for briefings and updates with the Planning and Intelligence Section Chief and all Operations Section Branch Directors to develop/update section's EOC Action Plan.
- Ensure that Fire and Rescue, Law Enforcement, Care and Shelter, Public Works, Utilities, and Schools Directors branches and units are adequately staffed and supplied.

- Coordinate with the Public Works Director to expedite the repair of critical building functions and inspections of areas/buildings, as appropriate.
- Ensure that Construction and Engineering, Debris Removal/Route Recovery, Flood Control, Heavy Rescue, and HazMat teams working in the field report the following information:

    - Collapsed/hazardous buildings
    - Fires
    - Downed power lines
    - Exposed broken gas mains/gas leaks
    - Street light outages
    - Any potential dangerous situations
    - Impassable streets

- Inform the Director of Emergency Services and the Planning and Intelligence Chief of the above information as it is received.
- Brief the Director of Emergency Services routinely on the status of the Operations Section.

Intermediate Actions

- Obtain regular status reports from Planning and Intelligence Section and/or command posts.
- Conduct Section briefings on a regular basis.
- Ensure that all Section staff receives a copy of any EOC Action Plans and are clear on established incident priorities.
- Routinely update other Section Chiefs and the Director of Emergency Services on all progress made in meeting incident priorities.
- Develop a Section staffing plan for extended activation.
- Develop projected staffing and equipment needs, in conjunction with the Planning and Intelligence Chief; and provide the information to the Logistics Section.

Extended Actions

- Ensure that all Section Branch Directors assist the Finance and Administration Chief by providing accurate personnel time records broken down in the following categories:

    - Department/Agency worker is from
    - Disaster/Incident Related Overtime
    - Contract Labor Hours
    - Location or incident worked on
    - Personnel benefit costs
    - Description of work performed

- Assist Section Branch Directors and Unit Leaders in tracking all incident actions, needs, staffing, and other issues.
- Assure that all communications are copied to the Message Center.
- When appropriate, develop a demobilization plan with the Planning and Intelligence Section.
- Ensure dissemination and implementation of the demobilization plan to all command posts.

- Develop Section debriefing report with Section staff and provide to Planning and Intelligence Section.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Director of Emergency Services.
- Provide for staff rest periods and relief.

Demobilization

- Authorize deactivation of organizational elements within your Section when they are no longer required.
- Ensure that any open actions are handled by your Section or transferred to other EOC elements as appropriate.
- Ensure that any required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Deactivate your Section and close out logs when authorized by the Director of Emergency Services.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.15 Fire and Rescue Branch Director

Position Title: Fire and Rescue Branch Director
You report to: Operations Chief
You supervise: Heavy Rescue Unit Leader*, Radiological Unit Leader and Hazardous Materials Unit Leader*.

* These positions may not be filled at the local EOC level, depending on the size and location of the incident. If not filled at the local level, these positions will be filled at the OA EOC level or in the field or in the field.

Position Overview

The Fire and Rescue Branch Director is responsible for ensuring the provision of fire protection and rescue services. The Fire and Rescue Branch Director is further responsible for coordinating fire and rescue mutual aid services when day-to-day mutual aid resources are exhausted.

Responsibilities

- Coordinate fire, hazardous materials, and urban search and rescue operations.
- Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintain status of

unassigned fire and rescue resources.

- Coordinate with the Law Enforcement Branch Director on Search and Rescue activities.
- Coordinate with the EMS lead on EMS and other medical activities.
- Implement the objectives of the EOC Action Plan assigned to the Fire and Rescue Branch.
- Prepare Branch Situation Report as requested.
- Assist and serve as an advisor to the Operations Section Chief as required.

Initial Actions

- Receive briefing with other Branch Directors from the Operations Section Chief.
- Determine the status of all Fire Department assets and operational activities.
- Determine if any of the following positions need to be activated within the Fire and Rescue Branch: Hazardous Materials Unit Leader, Heavy Rescue Unit Leader. If so, appoint needed unit leaders and distribute checklists and position identifiers.
- Identify the location of any field command posts and establish communications with them.
- Obtain necessary protective respiratory devices, clothing, equipment, and antidotes for personnel to perform assigned tasks in hazardous radiological and/or chemical environments.
- Determine Fire Department priorities: suppression, rescue, and/or medical. Work closely with the County of Riverside Health Services Agency.
- Monitor field activities and update the Operations Chief and the Planning and Intelligence Chief as situation changes.
- Develop Fire Department response priorities with the Operations Chief and Operations Section Branch Directors. Communicate priorities to the field command posts.
- Based upon established priorities and objectives, develop appropriate plans for redeployment of Fire Department assets in the field. Obtain approval of the Operations Section Chief and then communicate the plan to all Fire Department Field Incident Commanders.

Intermediate Actions

- Facilitate request(s) for fire mutual aid, as needed, through regular Fire Mutual Aid channels. Make sure the Operational Area is apprised of the requests.
- If there is a need for heavy rescue or hazardous materials spill response, activate those Unit Leaders within the Fire and Rescue Branch, and request appropriate teams (Heavy Rescue and/or HazMat) from the Riverside County Fire Department.
- Ensure that the Heavy Rescue and/or Hazardous Materials team(s) response activities are:
  - coordinated with established City objectives by assigning those technical team(s) to the appropriate field command post and
  - monitored by the appropriate Operations Section Chief and/or Branch Directors.
- Update the Operations Chief frequently.
- Participate in all EOC briefings and assist in setting objectives and priorities with the Advanced Planning Unit Leader.

Extended Actions

- As strategic objectives are met, prepare a demobilization plan for the area and staff involved. With the Planning and Intelligence Chief, identify other objectives, and discuss them in the next briefing.
- Monitor the field activities and provide information as needed and set by the emergency action plan.
- Monitor staff for signs of stress. Report concerns to the Operations Chief.
- Provide for staff relief and rest areas.
- Participate in development of the demobilization plan.
- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Fire and Rescue Branch and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.15.1 Hazardous Materials (HazMat) Unit Leader*

Position Title: Hazardous Materials (HazMat) Unit Leader*
You report to: Fire and Rescue Branch Director
You supervise: Your Team

* This positions may not be filled at the local EOC level, depending on the size and location of the incident. If not filled at the local level, these positions will be filled at the OA EOC level or in the field.

Position Overview

The Hazardous Materials (HazMat) Unit Leader is the point of contact for mutual aid Hazardous Materials Team(s) responding to the City.

Responsibilities

- Monitor HazMat response activities.
- Communicating the set EOC Action Plan and objectives.
- Ensure that appropriate public information notices are given if there is not a HazMat

Team available due to other situations through the County.

Initial Actions

- Receive briefing from the Fire and Rescue Branch Director.
- Identify City resources available to mitigate some or the entire situation.
- Request a Hazardous Material Team(s) through normal channels. If unable to fill request, contact the Operational Area.
- Obtain protective respiratory devices or clothing for response personnel as dictated by the situation.
- Identify the material involved and health ramifications, if not already done.
- Provide protective action activities to the PIO should a press release need to be made to the general public.
- Begin planning evacuation routes and identifying the staff necessary to evacuate the danger area.
- Coordinate with the American Red Cross for possible mass care and sheltering needs.
- Identify resources and staff necessary to perform any type of decontamination on individuals evacuated from the danger area.
- Notify the County Health Officer of the situation through the Operational Area.

Intermediate Actions

- Monitor the response activities through the appropriate field command post.
- Keep the Fire and Rescue Director updated on all situation changes and field activities.
- Assist the field team(s) in contacting the owner of the causative agent, if not already done.
- Notify all appropriate governmental agencies of the hazardous materials incident(s)

Extended Actions

- Ensure field units are relieved on a regular basis and a rest area is provided.
- Estimate the time the City might be able to release the responding Hazardous Materials Team(s) back to the Operational Area.
- Once the hazardous materials incident has been taken care of, prepare a debriefing report for the Fire and Rescue Branch Director.
- Participate in a Critical Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Hazardous Materials Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation

- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.15.2 Radiological Unit Leader*

Position Title: Radiological Unit Leader*
You report to: Fire and Rescue Branch Director
You supervise: Your Team

* This positions may not be filled at the local EOC level, depending on the size and location of the incident. If not filled at the local level, these positions will be filled at the OA EOC level or in the field.

Position Overview

The Radiological Unit Leader is responsible for ensuring that radiological monitoring is being conducted, when needed.

Responsibilities

- Inspects monitoring equipment and distributes it as needed.
- Coordinates monitoring results with County of Riverside Health Services, Environmental Health, and appropriate City EOC staff.

Initial Actions

- Receive briefing from the Fire and Rescue Branch Director with other branch staff.
- Determine the status (operability and location) of all radiological monitoring equipment in the City.
- Put all trained City radiological monitoring staff on stand-by. If no trained personnel available in the City, request assistance from the Operational Area.
- Determine area(s) for monitoring.
- Ensure that all field-monitoring teams have appropriate protective equipment and clothing.
- Issue appropriate protective equipment and dosimeters to all radiological monitoring staff. Develop a process to check radiation levels of all field monitors on a routine basis.
- Develop a deployment and reporting process for the radiological monitoring process.
- Obtain the approval of the Fire and Rescue Branch Director.
- Have a plan ready for disposition of any radioactive material found.

Intermediate Actions

- Receive ongoing reports from all field-monitoring sites. Report this information to the Fire and Rescue Branch Director (for transmittal to the County of Riverside Health Services Agency) or to the designated County of Riverside Radiological Officer.
- Provide the Fire and Rescue Branch Director frequent updates.
- Identify, in conjunction with the County of Riverside Health Services Agency, medical facilities with the capability to decontaminate radiological contaminated casualties.

- Ensure that appropriate field decontamination stations are operational, as needed.
- Coordinate with the County of Riverside Health Services Agency.
- Prepare, as necessary, for in-place sheltering.
- Coordinate with the Law Enforcement Director to establish evacuation routes and erect (with the assistance from Development Services Director), barriers to block passage into danger areas.
- Ensure that all field monitors are using appropriate techniques and receive adequate rest periods.
- Coordinate with other City EOC staff, as needed.
- Request additional radiological monitoring equipment or personnel from the Operational Area EOC.
- Advise of the need to upgrade shelter facilities during increased readiness period to reduce shelter deficits.

Extended Actions

- Maintain and actively review a log of all radiological field monitoring staff to include, but not limited to:
  - Name and regular work assignment or location.
  - Area assigned to monitor.
  - Record of personal dosimeter readings.
  - Record time exposed during monitoring activities.
- Keep the County of Riverside Health Services Agency advised of the status of monitoring activities.
- Provide all radiological monitoring staff with appropriate information about their exposure and follow up dosimeter checks as determined by the County of Riverside Health Officer.
- Ensure that all radiological monitoring staff attends a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Radiological Unit and close out logs when authorized by the Operations Section Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

  - EOC Activation
  - Shift Start-up
  - On-going Activities
  - Shift Completion
  - Demobilization

3.7.15.3 Heavy Rescue Unit Leader*

Position Title: Heavy Rescue Unit Leader*
You report to: Fire and Rescue Branch Director
You supervise: Your Team

* This positions may not be filled at the local EOC level, depending on the size and location of the incident. If not filled at the local level, these positions will be filled at the OA EOC level or in the field.

Position Overview

The Heavy Rescue Unit Leader provides City coordination with Heavy Rescue Team(s) in the City.

Responsibilities

Ensure that Heavy Rescue Team(s) are assigned according to objectives and priorities set by the City EOC in their emergency action plan.

Initial Actions

- Receive briefing from the Fire and Rescue Branch Director.
- Determine the area(s) requiring Heavy Search and Rescue effort. Prioritize them. Determine special equipment needs. Coordinate with the Fire Branch Director and the Operations Chief to establish a priority of rescues and assist in briefing the Director of Emergency Services.
- Request Heavy Rescue Team(s) and specialized equipment through normal channels or the Operational Area Fire and Rescue Coordinator.
- Assign responding Heavy Rescue Team(s) to appropriate area field command post. Notify the field command post of the Team's ETA and assignment.
- Develop "Rescue" status board identifying areas(s) to be searched, those in progress, results, and ETA to when the working site will be cleared.

Intermediate Actions

- Keep the Fire and Rescue Director updated on all changes in the situation.
- Participate in all Branch briefings.
- Monitor progress and discuss with the Fire and Rescue Branch Director the need to request additional help if there are multiple buildings to be searched. If approved, request additional resources from the Operational Area.
- Communicate frequently with either the assigned field command post or directly with team members, whichever method is the most appropriate.

Extended Actions

- Determine when it is appropriate to demobilize the Heavy Search and Rescue operations and develop an appropriate demobilization plan.
- Coordinate feeding and sleeping arrangements for the Heavy Rescue Team(s), if needed.
- Ensure that Heavy Rescue Team members are given appropriate rest periods and have an established rest area.
- Prepare a debriefing report on the Heavy Search and Rescue operations.

- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Heavy Rescue Unit and close out logs when authorized by the Operations Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.16 Law Enforcement Branch Director

Position Title: Law Enforcement Director
You report to: Operations Chief
You supervise: Evacuation & Re-entry Unit Leader, Traffic Control, Animal Control and Fatalities Management Unit Leader.

Position Overview

The Law Enforcement Branch Director coordinates warning information provision, evacuation procedures, traffic control, and public security and order; assists the Coroner's Office in the discharge of their duties; submits requests for mutual aid; and coordinates search and rescue teams.

Responsibilities

- Coordination of provision of warning information.
- Traffic management.
- Fatalities management.
- Facilities security.
- Coordinate Fatalities Management's activities
- Assist and serve as an advisor to the Operations Section Chief as required.

Initial Actions

- Receive assignment and briefing from the Operations Chief.
- Determine the status of all Law Enforcement assets and operational activities. Report status to the Operations Chief.
- Determine Law Enforcement objectives and communicate those to the Operations Chief.
- Establish EOC Action Plans to meet the needs of the mutual aid requests to protect life

and property, secure perimeters around risk areas or evacuated areas, and provide security for emergency workers, as needed.

- Determine when and how to alert and warn critical facilities of impending danger (e.g., hospitals, nursing homes, schools, major industries).
- Monitor all Law Enforcement activities.
- Prepare Branch Situation Report as requested.
- Participate in all Operations Section briefings.

Intermediate Actions

- Develop a staffing plan for a 24-hour operation.
- Monitor the situation and, if directed by the Operations Chief, begin development of evacuation plan and routes.
- Notify the Community Services Unit Leader of all evacuation plans. Work with the Community Services Branch Director to determine safe evacuation sites and/or shelter locations.

Extended Actions

- Ensure that all communications are copied to the Message Center.
- Keep the Operations Chief informed of all Law Enforcement activities.
- Coordinate as necessary with the Public Information Officer for the release of public protective actions, evacuations, etc.
- Begin demobilization as soon as practicable.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to the Operations Chief. Ensure all staff participates in a Critical Incident Stress Debriefing session.
- Provide for staff rest periods and relief.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Law Enforcement Branch and close out logs when authorized by the Operations Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.16.1 Evacuation & Re-entry Unit Leader

Position Title:	Evacuation & Re-entry Unit Leader
You report to:	Law Enforcement Branch Director
You supervise:	Your Team

Position Overview

The Evacuation & Re-entry Unit Leader is responsible for an orderly, systematic evacuation of City residents and visitors due to an extreme emergency.

Responsibilities

- Responsible for an orderly, systematic evacuation of City residents and visitors due to an extreme emergency.
- Ensure that all items under the Americans with Disabilities Act are covered for evacuations/movement operations.
- Ensure public safety for incarcerated evacuees
- Develop an evacuation and or re-entry plan

Initial Actions

- Receive briefing from the Law Enforcement Director.
- Establish the lead time needed prior to evacuation/re-entry.
- Develop an evacuation/re-entry plan with the following priorities in mind:
    - Public safety
    - Medical and health services
    - Delivery of essential provisions and other necessary resources

- Coordinate with the Public Works Branch, the Utilities Branch, the American Red Cross, Schools Branch, local transit company, and other necessary staff to develop a cohesive evacuation plan.
- Develop evacuation routes and request the Public Information Officer to begin drafting an evacuation notice for the public with specific instructions and routing information as well as information for evacuating special needs populations.
- Arrange with Public Works Director for barricades and inform them of where the barricades are to be placed.
- Ensure that the following occurs:
    - Provide appropriate evacuation/re-entry information to emergency responders.
    - Provide appropriate evacuation/re-entry information to the evacuees.
    - Arrange for transportation, if necessary.

- Provide security for evacuated areas and sheltering of evacuees.
- Arrange for evacuation of the elderly and infirm or others with special needs.
- Coordinate with the American Red Cross and Beaumont Unified School District regarding sheltering needs.
- Identify potential problem areas along evacuation/re-entry routes, i.e., weight restrictions, narrow bridges, road sections susceptible to secondary effects of an incident, etc.
- Estimate the number of people to be evacuated/re-enter and explain transportation policy (i.e., movement, control, use of public and private vehicles, etc).

- Make appropriate arrangements to transport emergency workers.
- Designate areas along movement routes where evacuees can obtain fuel, water, medical aid, vehicle maintenance, information, and comfort facilities.
- Identify areas for parking and vehicle security in reception areas.

Intermediate Actions

- Ensure that the Emergency Alert System (EAS) broadcasts the evacuation/re-entry order, transportation routes, assembly points for those needing transportation, and shelter sites.
- Coordinate with the Community Development Director, the American Red Cross and Logistics Section to ensure adequate supplies at all shelter and mass care sites.
- Ensure that all barricades are up and located as identified in the evacuation/re- entry plan developed for the incident.
- Notify all command posts and the Operational Area of the evacuation/re-entry.
- Deploy additional Law Enforcement Officers and/or Cadets to canvass the evacuation area to provide a verbal notification of evacuation for those who may not have heard the EAS announcements.

Extended Actions

- Keep the Law Enforcement Director updated on the situation and of any changes.
- As soon as practical and safe develop a re-entry plan with the Operations Chief, Community Services Branch Director, Logistics Chief, Law Enforcement Director, and the EOC Manager.
- Request the PIO to publish and arrange EAS broadcast for the re-entry order with route instructions.
- Arrange transportation for those without transportation, the elderly, and infirm.
- Prepare a debriefing report of the evacuation/re-entry and provide it to the Law Enforcement Director.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Evacuation & Re-entry Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

  - EOC Activation
  - Shift Start-up
  - On-going Activities
  - Shift Completion
  - Demobilization

3.7.16.2 Fatalities Management Unit Leader

Position Title: Fatalities Management Unit Leader
You report to: Law Enforcement Branch Director
You supervise: Your Team

Position Overview

The Fatalities Management Unit Leader serves as the City point of contact for the County of Riverside Sheriff/Coroner's Office and provides assistance with dealing with human remains until such time as the Coroner's Office can take over.

Responsibilities

- Point of contact for the County of Riverside Sheriff/Coroner's Office.
- Provides assistance with dealing with human remains until such time as the Coroner's Office can take over.

Initial Actions

- Receive briefing from the Law Enforcement Branch Director.
- Establish contact with each operational field command post to determine the number of deceased persons in each area.
- Establish contact with the County of Riverside Sheriff Coroner's Office to provide status reports on the number of fatalities and to coordinate activities until Coroner staff arrives.
- Ensure body bags and other necessary supplies and equipment are on hand for Coroner staff.
- Ensure temporary cold storage facilities or vehicles are procured.
- Establish Fatality Collection Areas (FCAs) to facilitate body recovery operations (Morgue or temporary morgue facilities).
- Coordinate transportation of remains to FCAs.
- Ensure that the Coroner's staff identifies remains and notify next of kin.

Intermediate Actions

- Participate in all Branch briefings.
- Keep the Law Enforcement Director updated on the status of Coroner's activities and FCAs.

Extended Actions

- Ensure security at each FCA.
- Keep the appropriate field command post informed as to the status and locations of FCAs.
- Prepare a demobilization plan as soon as the Coroner has sufficient staff to take over the function.
- Notify the Law Enforcement Director as to when the Coroner staff takes over the FCAs and what additional or continuing Law Enforcement assistance will be needed.
- Prepare a Coroner Operations debriefing report upon demobilization for the Law Enforcement Director.

- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Fatalities Management Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

  o EOC Activation
  o Shift Start-up
  o On-going Activities
  o Shift Completion
  o Demobilization

3.7.16.3 Traffic Control Unit Leader

Position Title: Traffic Control Unit Leader
You report to: Law Enforcement Branch Director
You supervise: Your Team

Position Overview

The Traffic Control Unit Leader is the EOC's liaison to the Police Department's Traffic Division.

Responsibilities

- Work with the Police Department's Traffic Division to help ensure the orderly flow of traffic following an emergency.
- Work with the Evacuation & Re-entry Unit Leader to help effect an orderly evacuation if an evacuation is required following an emergency.
- Ensure access control and safe movement of private and public vehicles following an emergency.

Initial Actions

- Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- Review your specific position checklists.
- Report to your work area and put on your position identifier and start activity log.
- Determine your personal operating location and set up as necessary
- Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)

- Make frequent notes to capture information specifically related to major aspects of the event.
- Coordinate with the Police Department's Traffic Division to help ensure the orderly flow of traffic following an emergency.
- Arrange with Public Works / Utilities Branch Director for barricades and inform them where the barricades are to be placed. Provide appropriate routing to emergency responders.
- Provide appropriate transportation policy (i.e., movement, control, use of public and private vehicles, etc.).
- Make appropriate arrangements to transport emergency workers.

Intermediate Actions

- Participate in all applicable Section and Branch meetings and EOC briefings.
- Obtain copies of all APs.
- Maintain all required records and documentation to support the After-Action Report and the history of the event:
    - Messages received
    - Actions taken
    - Decision justification and documentation
    - Requests filled
    - APs as disseminated
- Refer all contacts with the media to the PIO.
- Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- Function/operate in a safe manner during your shift.
- Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.
- Ensure that the EAS broadcasts transportation routes, assembly points for those needing transportation, and shelter sites.
- Ensure that all barricades are up and located as required.

Extended Actions

- Keep the Law Enforcement Branch Director updated on the event and of any changes.
- Request the PIO to publish and arrange EAS broadcasts with transportation routes.
- Participate in a Critical Event Stress Debriefing Session.

Shift Completion

- Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Ensure that all time sheets and any travel expense claims are completed properly and

signed by each employee prior to submitting them.

- Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.
- Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

- Deactivate the Traffic Control Unit and close out logs when authorized by the Operations Chief or the Director of Emergency Services.
- Ensure that all required forms or reports are completed prior to departure.
- Close out activity logs and ensure that all relevant status boards are current.
- Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.
- Leave forwarding phone number where you can be reached if different from the employee contact list.
- Provide input to the After-Action Report as directed by your EOC supervisor.
- Provide all activity logs to the Planning and Intelligence Chief upon departure.
- Ensure your EOC work location is in a ready status and return facility to normal.
- Ensure you sign out in EOC logbook.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.16.4 Animal Control Unit Leader

Position Title: Animal Control Unit Leader
You report to: Law Enforcement Branch Director
You supervise: Your Team

Position Overview

The Animal Control Unit Leader serves as the City's point of contact for local Animal Control and to ensure that animal control activities are coordinated throughout the City.

Responsibilities

- Coordinate animal control activities throughout the City.
- Control loose animals.
- Identify emergency animal shelters.
- Coordinate with County Animal Control for the use of REARS and additional County approved temporary animal shelters.

Initial Actions

- Receive briefing from the Operations Section Chief.
- Inform all field command posts that all stray animals or questions from the community about animals and pets should be referred to the City EOC.
- Obtain a status on the number and types of loose or homeless animals in the City.
- Identify potential emergency shelters by contacting volunteer animal rights organizations for assistance.
- Identify Veterinarians to be on call for animal emergencies.
- Obtain staff for each emergency animal shelter to be established from volunteer groups and the Logistics Section.

Intermediate Actions

- Monitor and facilitate the situation.
- Keep the Operations Chief and the Law Enforcement Director updated on the situation and any changes.
- Poll each established field command post for status of stray animals or other animal related issues on a periodic basis.
- Request the PIO to put out a news release identifying where individuals may take their animals or any strays that they may encounter.
- Request mutual aid assistance if necessary.

Extended Actions

- Update the Community Services Branch Director of current status of animal shelters and other anima; related activities.
- Ensure continued coordination between City and County Animal Services
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Animal Control Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.17 Community Services Branch Director

Position Title: Community Services Branch Director
You report to: Operations Chief
You supervise: Mass Care/Shelter Unit, Schools Unit, Medical/Health Unit

Position Overview

The Community Services Branch is responsible for, and coordinates with, Riverside County Operational Area and volunteer agencies to provide food, potable water, clothing, shelter, animal welfare, emotional support, and other basic necessities of persons impacted by a disaster. The Community Services Branch provides a central registration and inquiry service to reunite families and respond to outside welfare inquiries. The Unit assists the American Red Cross in the setup, operation, and takedown of any emergency shelters or mass care sites established due to the emergency.

Responsibilities

- Coordination with Riverside County Operational Area for shelters, evacuation centers, and animal shelters.
- Coordination with volunteer agencies
- Provision of central registration and inquiry service to reunite families and respond to outside welfare inquiries
- Coordination of the flow of information between the EOC and Care and Shelter facilities.
- Participate in the development of a Situation Report

Initial Actions

- Receive briefing from the Operations Section Chief.
- Determine the number of evacuees with special needs, such as the critically ill, handicapped, elderly, infirm, non-English speaking, and incarcerated persons. To the extent possible coordinate with the American Red Cross to designate space within shelters to house these types of individuals.
- Inventory the operational status of all facilities listed as shelter, including the following information:

    o Structural soundness
    o Utility services
    o Adequate sanitation facilities, including showers
    o Capacity for cooking, serving and dining areas and equipment
    o Housing capacity
    o Handicapped access

- If shelters are being opened, coordinate information with the American Red Cross and local School Districts; assist in providing staff and logistical support. May need to request appropriate representatives from these groups to send a liaison to the EOC.
- Identify and monitor any open shelters, evacuation centers, and animal shelters.
- Acquire from each open shelter on a routine basis an up-to-date list of all registered shelter or mass care occupants.

Intermediate Actions

- Participate in all branch briefings.

- Keep the Operations Section Chief apprised of the situation.
- Work with the PIO to develop appropriate shelter and mass care information to be released through the news media.
- Periodically poll all open shelters or mass care facilities to determine the number of individuals registered, the amount of available space, and any support needed (i.e., special dietary needs, medications, etc.).
- Coordinate with the Communications Director for alternative forms of communications to and from any open shelter or mass care site, as needed or requested from those areas.

Extended Actions

- Monitor all shelter and mass care operations to ensure there is adequate staffing, communications, supplies, etc.
- Assist the American Red Cross in demobilization of shelters, as necessary.
- Request the PIO to inform the press of all shelters or mass care areas being closed.
- Prepare a Community Services debriefing report.
- Participate in a Critical Incident Stress Debriefing Session.
- Demobilization
- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Community Services Branch and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

   - EOC Activation
   - Shift Start-up
   - On-going Activities
   - Shift Completion
   - Demobilization

3.7.17.1 Mass Care/Shelter Unit Leader

Position Title: Mass Care/Shelter Unit Leader
You report to: Community Services Branch Director
You supervise: Your Team

Position Overview

The Community Services Branch is responsible for, and coordinates with, Riverside County OA and volunteer agencies to provide food, potable water, clothing, shelter, animal welfare, emotional support, and other basic necessities of persons impacted by a disaster. The Community Services Branch provides a central registration and inquiry service to reunite families and respond to outside welfare inquiries. The Unit assists the American Red Cross in the setup, operation, and take-down of any emergency shelters or mass care sites established

due to the emergency.

Responsibilities

- Coordination with Riverside County OA.
- Coordination with volunteer agencies
- Provision of central registration and inquiry service to reunite families and respond to outside welfare inquiries
- Coordinate the flow of information between the EOC and Care & Shelter facilities
- Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act
- Ensure sufficient supply of food and water for shelter clients

Initial Actions

- Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- Review your specific position checklists.
- Report to your work area and put on your position identifier and start activity log.
- Determine your personal operating location and set up as necessary
- Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)
- Make frequent notes to capture information specifically related to major aspects of the event.
- Determine the number of evacuees with special needs, such as the critically ill, handicapped, elderly, infirm, non-English speaking, and incarcerated person. To the extent possible coordinate with the American Red Cross to designate space within shelters to house these individuals.
- Inventory the operational status of all facilities listed as shelter, including the following information:
  - Structural soundness (coordinate with Building & Safety personnel)
  - Utility services
  - Adequate sanitation facilities, including showers
  - Capacity for cooking, serving and dining areas and equipment
  - Housing capacity
  - Handicapped access
  - Assign appropriate City staff to coordinate opening of sites.
  - If shelters are being opened, coordinate information with the American Red Cross and Lake Elsinore Valley Unified School District; assist in providing staff and logistical support. May need to request appropriate representatives from these groups to send a liaison to the EOC.
  - Ensure sufficient food and eatery supply is available for shelter clients.
  - Identify and monitor any open shelters.
  - Acquire from each open shelter on a routine basis an up-to-date list of all registered shelter or mass care occupants.

Intermediate Actions

- Participate in all applicable Section and Branch meetings and EOC briefings.
- Obtain copies of all APs.
- Maintain all required records and documentation to support the After-Action Report and the history of the event:
    - Messages received
    - Actions taken
    - Decision justification and documentation
    - Requests filled
    - APs as disseminated
- Refer all contacts with the media to the PIO.
- Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- Function/operate in a safe manner during your shift.
- Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.
- Keep the Community Services Branch Director apprised of the event.
- Work with the PIO to develop appropriate shelter and mass care information to be released through the news media.
- Periodically poll all open shelters or mass care facilities to determine the number of individuals registered and any support needed (i.e., special dietary needs, medications, etc.).
- Coordinate with Technology and Communications Branch for alternative forms of communications to and from any open shelter or mass care site, as needed or requested from those areas.

Extended Actions

- Document all activities and decisions on an activity log.
- Monitor all shelter and mass care operations to ensure there is adequate staffing, communications, supplies, etc.
- Assist the American Red Cross in demobilization of shelters, as necessary.
- Request the PIO to inform the press of all shelters or mass care areas being closed.
- Prepare a Community Services debriefing report.
- Participate in a Critical Event Stress Debriefing Session.

Shift Completion

- Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Ensure that all time sheets and any travel expense claims are completed properly and signed by each employee prior to submitting them.

- Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.
- Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

- Deactivate the Community Services Branch and close out logs when authorized by the Operations Chief or the Director of Emergency Services.
- Ensure that all required forms or reports are completed prior to departure.
- Close out activity logs and ensure that all relevant status boards are current.
- Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.
- Leave forwarding phone number where you can be reached if different from the employee contact list.
- Provide input to the After-Action Report as directed by your EOC supervisor.
- Provide all activity logs to the Planning and Intelligence Chief upon departure.
- Ensure your EOC work location is in a ready status and return facility to normal.
- Ensure you sign out in EOC logbook.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.17.2 Schools Unit Leader

Position Title: Schools Unit Leader
You report to: Community Services Branch Director
You supervise: N/A

Position Overview

The Schools Unit Leader assists in the coordination of schools to be used as shelters during an emergency incident.

Responsibilities

- Coordinate the flow of information between the City's EOC and local school districts
- Provide statistical information regarding schools to the EOC.

Initial Actions

- Receive an initial briefing from the Operations Section Chief.
- Inventory schools for the following information:

- o Number of schools affected by the incident;
- o Name and address of school(s) affected by the incident;
- o Number of students/employees injured;
- o Number of fatalities;
- o Number of school(s) evacuated and location to which students and staff were evacuated;
- o Structural soundness;
- o Utility services (including communications);
- o When and if schools will be available for shelter facilities;
- o Number of buses available for transporting students (City, County, and/or vendor owned);
- o Adequate sanitation facilities, including showers;
- o Capacity of cooking areas, serving areas, dining areas, and equipment;
- o Housing capacity; and
- o Handicapped access.

- Provide the above information to the American Red Cross and the Situation Assessment Branch Director in the Planning and Intelligence Section.
- Determine the number of school buses (City, County, and/or vendor owned) available throughout the City. Request the OA to pole the surrounding areas to determine the number of school buses that can be used to assist with evacuations in the City.
- If shelters are being opened, coordinate information with the American Red Cross.
- Notify the Operations Chief of any health related issues identified at any school site (i.e., sewage leaks, etc.).
- Coordinate with the Construction and Engineering Unit Leader to ensure school locations are structurally safe and operational. If the emergency incident is an earthquake, ensure that the Construction and Engineering Unit Leader re- inspects shelter locations following all aftershocks.

Intermediate Actions

- Participate in all Operations Section briefings.
- Establish contact with the PIO to determine the process needed to get information to the general public regarding schools that are closed, schools that are open and informational instructions for families with children who were attending school at the time of the emergency (e.g., evacuation locations).
- Coordinate with the Communications Branch Director for alternative forms of communications to and from any open schools, as needed or requested from the schools.

Extended Actions

- Ensure that all communications are copied to the Message Center.
- Keep the Operations Chief updated and report any changes in the situation as soon as possible.
- Develop a demobilization plan for all active shelters with the American Red Cross.
- Prepare an After-Action Report and turn it in to the Operations Chief.
- Participate in a Critical Incident Stress Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Schools Branch and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.17.3 Medical/Health Unit Leader*

Position Title: Medical Health Unit Leader*
You report to: Community Services Branch Director
You supervise: N/A

* This position may be filled by a person in the EOC, or may be filled in the field or in the County/OA EOC.

Position Overview

The Medical/Health Unit Leader is responsible for assisting in the provision of medical, mental, and public health care for the residents and visitors of the City.

Responsibilities

- Provide accurate information on where individuals may receive appropriate medical care.
- Serve as liaison with the County Health Officer and Director of Mental Health.
- Assist in implementation of public health actions ordered.
- Monitor the EOC staff for cumulative stress.
- Coordinate with the PIO to inform the public of health precautions and to provide instructions for the public.
- Coordinate and prioritize requests from local responders.
- Obtains medical/health personnel, supplies, and equipment through mutual aid.

Initial Actions

- Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- Review your specific position checklists.

- Report to your work area, put on your position identifier, and start activity log.
- Determine your personal operating location and set up as necessary Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning and Intelligence Section Chief when completed and/or at the end of shift.
- As appropriate, assign Unit members the responsibility for coordinating the following activities:

    o Public Health
    o Emergency Medical Services
    o Mental Health

- Obtain an initial status on available medical services, including but not limited to:

    o Status of Hospitals and Medical Centers
    o Available Paramedics, Emergency Medical Technicians, Physicians, Medical Staff, etc.
    o Operational first aid stations or Urgent Care Clinics
    o Number and location of available ambulances

Intermediate Actions

- Participate in all applicable Section and Branch meetings and EOC briefings.
- Maintain all required records and documentation to support the After-Action Report and the history of the event:

    o Messages received
    o Actions taken
    o Decision justification and documentation
    o Requests filled

- Refer all contacts with the media to the PIO.
- Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- Function/operate in a safe manner during your shift.
- Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the EOC Director.
- Monitor and track the following issues and report to the Community Services Branch Director:

    o Water (potable)
    o Number and location of dead animals (coordinate with the Animal Services coordinator)
    o Coroner Operations (coordinate with the Fatalities Management Unit Leader)
    o Sanitation inspections of mass care facilities

- Coordinate with the American Red Cross and Salvation Army for trained volunteers to respond to identified locations to set up first aid stations. Arrange for the Logistics Section to have necessary supplies delivered to those sites.
- Continuously monitor the emergency response for public health issues (e.g., water not

potable, extra sanitary actions to be taken, etc.). Keep the County Health Officer informed of the event.

- Keep the Operations Section Chief updated on a regular basis.
- Provide the Community Services Branch Director with an overall summary of Medical/Health Unit operations periodically during the operations period or as requested.

Extended Actions

- Keep the Community Services Branch Director updated on the event and of any changes.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Event Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Ensure that all required forms or reports are completed prior to departure.
- Close out activity logs and ensure that all relevant status boards are current.
- Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.
- Leave forwarding phone number where you can be reached if different from the employee contact list.
- Provide input to the After-Action Report as directed by your EOC supervisor.
- Provide all activity logs to the Planning and Intelligence Section Chief upon departure.
- Ensure your EOC work location is in a ready status and return facility to normal.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.18 Public Works Branch Director

Position Title: Public Works Branch Director
You report to: Operations Chief
You supervise: Construction and Engineering Unit Leader, Debris Removal/Route Recovery Unit Leader, Flood Control Unit Leader and Utilities Unit Leader.

Position Overview

The Public Works Branch is responsible for coordinating City assets for public works, road repair, debris clearance, and flood control.

Responsibilities

- Responsible for coordinating City assets for public works, road repair, debris clearance, and flood control.

Initial Actions

- Receive briefing from the Operations Chief.
- Determine the extent of damage and the operational capacity of Public Works.
- Ensure undamaged equipment is accessible and clear of potential damage.
- Begin to determine the immediate status of City owned and leased buildings, roads, and department employees on duty for assignment.
- Determine the need to appoint other Branch Unit Leaders: Construction and Engineering, Debris Removal/Route Recovery, and Flood Control; distribute appropriate checklists and position identifiers, if available.
- Ensure that Construction and Engineering, Debris Removal/Route Recovery, and Flood Control Teams working in the field report back the following information:

    o Collapsed/hazardous buildings
    o Fires
    o Downed power lines
    o Exposed broken gas mains/gas leaks
    o Street light outages
    o Any potential dangerous situations

- Inform the Operations Chief of the above information as it is received.
- Determine the status of gas, electric, water, and telephone service.
- Develop immediate objectives and an EOC Action Plan to begin efforts to restore damaged areas.
- Identify current and future resource needs, and requisition material/service requirements through the Logistics Chief.
- Work with the Facility Inspection Director to ensure that buildings are inspected, tagged, and, if necessary, demolished to protect the safety of those in the area.
- Establish contact with the Eastern Municipal Water District for assistance in any coping with any sewage or other removal issues.
- Begin to mobilize personnel, equipment, and vehicles for deployment.

Intermediate Actions

- Establish contact with established field command posts to obtain a status report of critical facilities, sanitation facilities, and public buildings.
- Ensure branch activities are coordinated with other involved branches or sections and agencies.
- Request assistance from Law Enforcement or Fire and Rescue Branches as necessary.
- Keep the Operations Chief informed of the situation, and immediately report any new or changed information.
- Develop a plan for 24-hour operations. Contact off-shift employees to inform them of their emergency schedule.
- Ensure that the public works status is reported to the Operational Area.

- Request additional structural engineers from the Operational Area, if needed, using mutual aid if necessary.
- Monitor the status of public works field activities from all Branch Directors.

Extended Actions

- Document all activities and decisions on an activity log.
- Obtain debriefing reports from all Branch Directors and compile a complete debriefing report on the Public Works function.
- Participate in a Critical Incident Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Public Works Branch and close out logs when authorized by the Operations Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.18.1 Construction and Engineering Unit Leader

Position Title: Construction and Engineering Unit Leader
You report to: Public Works Branch Director
You supervise: N/A

Position Overview

The Construction and Engineering Unit Leader is responsible for ensuring all buildings and critical facilities are functional.

Responsibilities

- Coordinate with structural engineers for building assessments.
- Ensure unsafe areas and structures are clearly marked and the public informed.
- Supervise any construction and/or engineering projects to repair damaged buildings, streets, and critical facilities.
- Develop short, mid-, and long-term reconstruction priorities and plans.

Initial Actions

- Receive briefing from the Public Works Branch Director.

- Obtain status of:
    - Roadways
    - Public buildings
    - Critical facilities
- Identify what efforts are in progress to restore and/or repair damaged public buildings, roads, and utilities.
- Coordinate with the Public Works Director regarding any buildings which may require immediate demolition.
- Determine the structural safety of emergency operations facilities, public shelters, and reception and care centers in a post earthquake (or other devastated) environment.
- Determine the safety of evacuation routes (including airstrips and airports) in a post earthquake (or other devastated) environment.
- Develop a status report and provide to the Situation Assessment Director and the Public Works Director.
- Establish contact with Caltrans and County Roads.
- Identify and inventory City construction resources.
- Work with the Finance and Administration Section and Logistics Section to identify vendors to provide support to Beaumont construction and engineering needs.
- Develop an action plan to first identify, and then determine, how to mitigate further damage for the short term, and options for final disposition of damaged areas (i.e. restore, condemn, etc.).
- Coordinate with other Public Works Branch Directors to determine what construction and engineering resources are needed, if any.

Intermediate Actions
- Participate in all Branch briefings.
- Establish need for heavy equipment and request Logistics Section to assist in procurement.
- Keep the Public Works Director informed of status and update frequently.
- Provide cost estimates for any construction work being done or to be done to mitigate or restore damaged facilities and roads.
- Establish teams of construction and engineering staff (City and volunteer) and develop a plan for surveys and reports of on how to respond to their assigned area of damage.
- Develop a plan to assign construction and engineering assets based upon priorities set by the Director of Emergency Services and Section Chiefs in the most recent EOC Action Plan.

Extended Actions
- Keep the Operations Chief updated on the situation and of any changes.
- Determine the length of time extraordinary construction and engineering response and recovery activities will continue and what resources are needed.
- Work with the Public Works Director to develop a plan for long term construction activities. Provide costs to Finance and Administration Chief.
- Provide a summary of all construction and engineering activities and progress, every 24 hours to the Public Works Director.

- As soon as practicable, develop a demobilization plan to release any mutual aid resources, volunteers, and City staff in that order.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Construction and Engineering Unit and close out logs when authorized by the Operations Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

  o EOC Activation
  o Shift Start-up
  o On-going Activities
  o Shift Completion
  o Demobilization

3.7.18.2 Route Recovery Unit Leader

Position Title: Route Recovery Unit Leader
You report to: Public Works Branch Director
You supervise: Route Recovery Teams

Position Overview

The Route Recovery Unit Leader is responsible for the clearing of debris off roads after a major emergency, and coordinating with Law Enforcement regarding route information, clearance, and recovery.

Responsibilities

- Coordinate debris removal from roads with Debris Removal Unit Leader.
- Coordinate with Law Enforcement with respect to route information, clearance, and recovery.

Initial Actions

- Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- Review your specific position checklists.
- Report to your work area, put on your position identifier, and start activity log.
- Determine your personal operating location and set up as necessary
- Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning and Intelligence Section Chief when

completed and/or at the end of shift.)

- Obtain a status on all roads and streets within the OA from available sources, i.e., any open field command posts, Fire, Law Enforcement.
- Inventory the number of available staff to begin route recovery.
- Develop a plan of action and assign teams to perform route recovery operations.
- Coordinate closely with the Logistics Section Chief to obtain proper protective clothing (gloves, face masks, hard hats, or utility boots) as needed.

Intermediate Actions

- Participate in all applicable Section and Branch meetings and EOC briefings.
- Maintain all required records and documentation to support the After-Action Report and the history of the event:
    - Messages received
    - Actions taken
    - Decision justification and documentation
    - Requests filled

- Refer all contacts with the media to the PIO.
- Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- Function/operate in a safe manner during your shift.
- Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the EOC Director.
- Provide the PIO with information concerning routes and any recommended information regarding raw sewage (if there are line breaks), as needed.
- Monitor the field activities of debris removal and route recovery teams.
- Develop a staffing plan for 24-hour route recovery activities.

Extended Actions

- Identify the need for any heavy equipment, and coordinate the procurement with the Logistics Section. Ensure that any specialized equipment received has a qualified operator with it.
- Monitor progress of the route recovery on a regular basis.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Event Stress Debriefing Session.

Demobilization

- Deactivate the Route Recovery Unit and close out logs when authorized by the Operations Section Chief or the EOC Director.
- Ensure that all required forms or reports are completed prior to departure.
- Close out activity logs and ensure that all relevant status boards are current.
- Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing

session.

- Leave forwarding phone number where you can be reached if different from the employee contact list.
- Provide input to the After-Action Report as directed by your EOC supervisor.
- Provide all activity logs to the Planning and Intelligence Section Chief upon departure.
- Ensure your EOC work location is in a ready status and return facility to normal.

Supporting EOC Checklists

- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.18.3 Debris Removal Unit Leader

Position Title: Debris Removal Unit Leader
You report to: Public Works Branch Director
You supervise: Debris Removal Unit

Position Overview

The Debris Removal Unit Leader is responsible for the protection of the general public health and welfare through efficient management of the City's solid waste system.

Responsibilities

- Determine and coordinate waste removal disposal efforts being conducted throughout the OA.
- Consider all applicable Local, State, and Federal land use regulations when determining emergency disposal polices.
- Make recommendations on issues that need to be considered due to the amount of debris generated by the emergency.
- Determine if it is economically feasible to recover and recycle any debris materials.

Initial Actions

- Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- Review your specific position checklists.
- Report to your work area, put on your position identifier, and start activity log.
- Determine your personal operating location and set up as necessary
- Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning and Intelligence Section Chief when completed and/or at the end of shift.)
- Develop a plan on collection efforts being initiated throughout the Riverside County OA.
- Coordinate closely with the Logistics Section Chief to obtain proper protective clothing (gloves, face masks, hard hats, or utility boots) as needed.
- Establish contact with private agencies to develop a plan for debris pick-up during

response and recovery activities, obtain status of sewer systems and repair activities in progress, and status of residential and business refuse pick up services during the emergency.

Intermediate Actions

- Participate in all applicable Section and Branch meetings and EOC briefings.
- Maintain all required records and documentation to support the After-Action Report and the history of the event:
    - Messages received
    - Actions taken
    - Decision justification and documentation
    - Requests filled

- Refer all contacts with the media to the PIO.
- Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- Function/operate in a safe manner during your shift.
- Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the EOC Director.
- Provide the PIO with information on waste removal activities or issues concerning raw sewage.
- Monitor the field activities of debris removal teams.
- Request additional staffing to meet debris removal activities.

Extended Actions

- Identify the need for any heavy equipment, and coordinate the procurement with the Logistics Section. Ensure that any specialized equipment received has a qualified operator with it.
- Monitor progress of the debris removal on a regular basis.
- Coordinate waste disposal efforts with State and Federal regulatory agencies.
- Document all activities and decisions made on an activity log.
- Participate in a Critical Event Stress Debriefing Session.

Demobilization

- Deactivate the Debris Removal Unit and close out logs when authorized by the Operations Section Chief or the EOC Director.
- Ensure that all required forms or reports are completed prior to departure.
- Close out activity logs and ensure that all relevant status boards are current.
- Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.
- Leave forwarding phone number where you can be reached if different from the employee contact list.

- Provide input to the After-Action Report as directed by your EOC supervisor.
- Provide all activity logs to the Planning and Intelligence Section Chief upon departure.
- Ensure your EOC work location is in a ready status and return facility to normal.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.18.4 Flood Control Unit Leader*

Position Title: Flood Control Unit Leader
You report to: Public Works Branch Director
You supervise: N/A

* This position and its duties and responsibilities may be filled by the Riverside County Flood Control Agency. A representative may fill the position at the City's EOC or at the OA EOC.)

Position Overview

The Flood Control Unit Leader is responsible for conducting flood mitigation and flood fighting operations.

Responsibilities

- Coordinate with the Law Enforcement Branch Director for notification and evacuation measures.
- Coordinate with the Public Works Branch Director for debris clearance from affected waterways.
- Ensure surveys for potential breakage are conducted of all dams in the affected area.

Initial Actions

- Receive briefing from the Public Works Branch Director.
- Establish contact with County of Riverside Flood Control Department.
- Identify areas of known potential problems and begin monitoring these areas.
- Work with the Debris Removal Unit Leader to coordinate debris removal from affected waterways.
- Coordinate flood fighting operations with County Flood Control and the Fire Branch.
- Monitor water levels and keep the Operations Section Chief and Director of Emergency Services updated on a regular basis.
- Identify the need for any heavy equipment and coordinate the procurement with the Equipment and Transportation Branch Director in the Logistics Section. Ensure that any specialized equipment received has a qualified operator with it.
- Coordinate with the Evacuation Unit Leader to begin planning evacuation routes and identifying the staff necessary to evacuate the danger area.

- Coordinate with the Law Enforcement Director to establish evacuation routes and erect (with the assistance from Public Works Director), barriers to block passage to danger areas.

Intermediate Actions

- Keep the Public Works Branch Director and the Operations Section Chief informed of the situation, and immediately report any new or changed information.
- Work with the PIO to develop appropriate flood information to be released through the news media.
- Coordinate with the Community Services Branch Director and the American Red Cross for possible mass care and sheltering needs.
- Work with the Purchasing Branch Director to obtain any needed supplies and/or equipment (e.g., sand bags, water pumps, generators, etc.).
- Coordinate with the Operational Area providing information on current situation.
- Keep the Public Works Director updated as to activities and changes in the situation.
- Develop a staffing plan with the Personnel/Volunteer Director for 24-hour flood activities or as directed by the Public Works Branch Director.

Extended Actions

- Participate in a Critical Incident Debriefing session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Flood Control Unit and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.18.5 Utilities Unit Leader

Position Title: Utilities Unit Leader
You report to: Public Works Director Branch
You supervise: Your Team

Position Overview

The Utilities Unit Leader acts as the Liaison between private utility companies and the City.

Responsibilities

- Ensure the maintenance and restoration of:
    - Electric transmission lines, substations, and distribution systems.
    - Water transmission systems, distribution systems, storage units, and supply sources.
- Neutralize secondary threats resulting from the disaster.

Initial Actions

- Determine the status of gas, electric, water, and telephone service.
- Develop priorities and coordinate with utility companies (i.e., electrical, gas, water, etc.) for restoration of utilities to critical and essential facilities.
- Ensure that utilities teams working in the field report back the following information:
    - Collapsed/hazardous buildings
    - Fires
    - Downed power lines
    - Exposed broken gas mains/gas leaks
    - Street light outages
    - Any potentially dangerous situations
- Inform the Operations Chief of the above information as soon as it is received.
- Establish and maintain communications with the utility providers.

Intermediate Actions

- Keep the Operations Chief updated on the situation; report any changes as soon as possible.
- Ensure that each utility company is keeping you informed of the status of their utility, special problems, and their availability to respond.
- Advise the PIO of public utility status.
- Work with the utility companies to ensure that problems pertaining to the special needs of the elderly, handicapped, and those whose primary language is not English are being addressed.
- Coordinate supply requirements which cannot be met from assigned resources with the Logistics Chief.
- Coordinate transportation and equipment needs which cannot be met from assigned resources through Logistics Section.

Extended Actions

- Document all activities and decisions made on an activity log.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.

- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Utilities Branch and close out logs when authorized by the Operations Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.19 Planning and Intelligence Section Overview

The Planning and Intelligence Section's primary responsibility is to collect, evaluate, display and disseminate incident information and status of resources. This Section functions as the primary support for decision-making to the overall emergency organization. This Section also provides anticipatory appraisals and develops plans necessary to cope with changing field events.

During a disaster/emergency, the Planning and Intelligence Chief advises on various courses of action from their departmental level perspective. This Section is responsible for the development of the jurisdiction's Action Plans and Situation Reports. This Section also conducts and is responsible for completing the After- Action Report. This Section also develops the Recovery Plan for recovery and mitigation.

Responsibilities are to:
- Collect initial situation and safety/damage assessment information.
- Display situation and operational information in the Emergency Operations Center (EOC) using maps and visual aids.
- Disseminate intelligence information to the Director of Emergency Services, EOC Manager, Public Information Officer, and the EOC staff.
- Conduct mapping and recording operations.
- Prepare summary safety/damage assessment reports for dissemination to City departments, Riverside County departments and agencies, State OES, FEMA, and the Riverside County Operational Area (OA).
- Prepare required reports identifying the extent of damage and financial losses.
- Determine the City's post-event condition.
- Provide Planning and Intelligence support to other Sections. Ensure accurate recording and documentation of the incident. Prepare the City's EOC Action Plan.
- Prepare the City's After-Action Report.
- Prepare a post-disaster recovery plan.
- Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements.
- Acquire technical experts for special interest topics or special technical knowledge

subjects.

The Planning and Intelligence Section ensures that safety and damage assessment information is compiled, assembled, and reported in an expeditious manner. The Planning and Intelligence Section is also responsible for detailed recording (Communication and Documentation Unit) of the entire response effort and the preservation of these records during and following the disaster.

3.7.20 Planning and Intelligence Chief

Position Title: Planning and Intelligence Chief
You report to: Director of Emergency Services
You supervise: Advanced Planning Branch Director; Communications & Documentation Branch Director; Situation Assessment Branch Director; Recovery Planning Branch Director and Resource Tracking Branch Director.

Position Overview

The Planning and Intelligence Chief has the management responsibility for all planning activities relating to response, demobilization, and recovery operations. This position assists the Director of Emergency Services in the development of the EOC Action Plan.

Responsibilities

- Manage the Planning and Intelligence Section staff.
- Gather and analyze all situation data.
- Develop reports and recommend actions for the Director of Emergency Services and the EOC Manager for EOC Action Plans.
- Conducts planning meetings and prepare the action plan for each operational period.
- Report directly to the Director of Emergency Services and coordinate closely with other Section Chiefs, in particular the Operations Section Chief.

Initial Actions

- Check-in with the Director of Emergency Services to receive initial briefing on:
    - General situation
    - Immediate tasks for the section
    - Organization of EOC staff
    - Communications capabilities between the City and the Operational Area

- Contact the Logistics Section to advise them of your arrival; inquire about estimated times of arrival of requested staff not yet on site.
- Analyze the situation and determine the level of staffing:

    - Request a recorder from the Personnel/Volunteer Director, if position activated.
    - Assign Planning/Intelligence Section Directors as needed (Situation Assessment Director, Documentation Director, Advance Planning Director, Recovery Planning Director, Demobilization Director, and Technical Specialist).
    - Brief Directors after meeting with the Director of Emergency Services.

- Set up Planning/Intelligence Section Center work area in the EOC.

  - Determine communication capabilities and restrictions both for on- site and external communications (phone, fax, OASIS, e-mail, radio, etc.).
  - Check and fill equipment and supplies needs.

- Assist the Director of Emergency Services in conducting planning meetings to evaluate and/or re-evaluate the situation, objectives, priorities, operational period, assignments, and needed logistics. (The outcomes of these meetings are the basis for the emergency action plan).

Intermediate Actions

- Brief Director of Emergency Services and EOC staff on initial intelligence:

  - Nature and scope of incident/disaster.
  - Current and potential threats to life and property.
  - Recommended courses of action to mitigate immediate threats.
  - Meet frequently with the PIO to update status for news releases.

- Obtain briefings and updates as appropriate from Section Chiefs.
- Conduct periodic Planning and Intelligence Section meetings to:

  - Brief/update the emergency action plan
  - Assign tasks to appropriate sections/units
  - Identify critical issues/needs, shortfalls
  - Brief sections on previously assigned tasks
  - Prepare the initial situation report.

- Monitor resource usage to forecast shortfalls.
- Coordinate the EOC emergency action plan, publish and distribute copies to the Director of Emergency Services, all Sections Chiefs, and if necessary all division command posts.
- Develop possible incident objectives and priorities based on:

  - Public health and welfare
  - Emergency information or public instructions
  - Possible shortages of personnel or supplies
  - Identification of danger areas
  - Determination of needs

- Analyze all information to forecast any developments or trends.
- Collect projected activity reports from Section Chiefs and Planning/Intelligence Section Directors at appropriate intervals.
- Ensure that all requests are routed/documented through the Planning/Intelligence Section.
- Continue EOC situation briefings and action planning sessions as needed.
- Instruct Situation Assessment Director and staff to document/update status reports from all Section Chiefs and Directors for use in decision making and reference in post-disaster evaluation and recovery assistance applications.
- Monitor resource usage to forecast shortfalls.
- Ensure that all fiscal and administrative requirements are coordinated through the

Finance/Administration section:

- o Notification of any emergency expenditures
- o Daily time-sheets

Extended Actions

- Keep the Director of Emergency Services updated on the situation and of any changes.
- Review current priorities and policies from Planning/Intelligence Section Chief and Director of Emergency Services.
- Request Director of Emergency Services to authorize the deactivation of Section.
- Meet with agency representatives to determine:

    - o Agencies not requiring formal demobilization
    - o Personal rest and safety needs
    - o Coordination procedures with cooperating/assisting agencies

- When deactivation is approved, contact agencies and/or persons worked with and advise them of:

    - o When deactivation will take place
    - o Whom they should contact (include phone number) for the completion of ongoing actions or new requirements

- Coordinate with Director of Emergency Services and Section Chiefs to determine the need for an EOC Demobilization Plan. If the plan is deemed necessary, prepare a written demobilization action plan that will at a minimum address the following:

    - o Release plan strategies and general information
    - o Priorities for release
    - o Transfer of authorities/responsibilities/missions
    - o Completion and submittal of all required documentation

- Ensure that each Section has completed the following:

    - o Final reports
    - o Close-out of Section activity log
    - o Transfer of ongoing missions and/or actions to appropriate full-time staff for recovery operations

- Direct Section staff to attend the After-Action Review to be held after the EOC deactivation. Staff should be prepared to discuss:

    - o General overview of the operation
    - o General overview of EOC operation
    - o Procedures/concepts that worked well
    - o Procedures/concepts that need to be improved
    - o Ensure staff cleans up work areas and returns facility to normal.

- Observe all staff and volunteers for signs of stress and inappropriate behavior.
- Report concerns to the Director of Emergency Services.
- Provide for staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session and ensure that all Planning/Intelligence staff and volunteers attend one also.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Planning and Intelligence Chief position and close out logs when authorized by the Director of Emergency Services.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.21 Advanced Planning Branch Director

Position Title: Advanced Planning Branch Director
You report to: Planning and Intelligence Chief
You supervise: N/A

Position Overview

The Advanced Planning Branch Director is responsible for the development of the EOC Action Plan, based upon the objectives and priorities determined by the Director of Emergency Services and Section Chiefs.

Responsibilities

Forecast possible situation developments by focusing on potential response and recovery issues that might exist within the 36-to-72-hours following a current operational period.

Initial Actions

- Receive briefing from the Planning and Intelligence Chief with other Section staff.
- Gather information from the Situation Assessment Branch Director.
- Monitor the situation with the Planning and Intelligence Section.
- Develop possible incident objectives and priorities:

  - o Public Health and Welfare
  - o Emergency information or public instructions
  - o Possible shortages of personnel or supplies
  - o Identification of danger areas
  - o Determination of needs

- Develop an EOC Action Plan which includes the following based on the priorities and objectives approved by the Sections Chiefs and Director of Emergency Services:

- Planning period (time frame the EOC Action Plan covers)
- Clear objective(s)
- Goals
- Assets needed to be deployed to achieve objectives
- Mutual aid requested and when it is expected
- Length of shifts and/or when relief will be needed

- Obtain approval of the Director of Emergency Services of each EOC Action Plan and Status Report; distribute the EOC Action Plan and Status Report to ALL EOC staff and to any support agencies, off-site special districts involved in the incident, and any field command posts.

Intermediate Actions

- Keep the Planning and Intelligence Chief and Situation Assessment Director advised of changing information.
- Analyze all information to forecast any developments or trends.
- Monitor resource usage to forecast shortfalls.
- Keep in close communication with the Liaison Officer for clear view of information from other agencies and the Operational Area.
- Develop plan with Personnel and Volunteer Branch Director on 24 hour staffing of the EOC and all functions necessary to respond to and recover from the emergency.

Extended Actions

- Attend all section briefings.
- Keep the Planning/Intelligence Chief advised of all activities and decisions.
- Participate in the development of a demobilization plan.
- Ensure that the demobilization plan is communicated and/or distributed to all essential groups or agencies.
- Update information and forecasts as objectives are met and new ones are identified. Keep all others in the EOC advised.
- Participate in a Critical Incident Stress Debriefing Session.
- Assist in compiling the Planning/Intelligence Section post incident report.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Advanced Planning Branch and close out logs when authorized by the Planning and Intelligence Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities

- o Shift Completion
- o Demobilization

3.7.22 Documentation Branch Director

Position Title: Communications & Documentation Branch Director
You report to: Planning and Intelligence Chief
You supervise: N/A

Position Overview

The Documentation Branch Director maintains accurate up-to-date and complete incident files.

Responsibilities

- Assisting other Sections in setting up and maintaining documentation during a disaster.
- Maintain display boards of the current situation. Provide duplication services to EOC staff.
- File, maintain and store incident files and vital records for legal, analytical, and historical purposes.

Initial Actions

- Check in with the Planning and Intelligence Chief to receive initial briefing on:
    - o General situation
    - o Immediate tasks for the Section
    - o Organization of EOC staff
    - o Communication capabilities between the City and the Operational Area
    - o Receive position checklist and position identifier, if available.

- Establish situation/incident master file. At a minimum, the file should consist of:
    - o Copies of all fax logs
    - o Copies of all declarations and requests for declarations (Local, Gubernatorial and Presidential)
    - o City Flash Report
    - o City Situation Report(s)
    - o Copies of all Section and Branch activity logs
    - o Copies of all reports either submitted to or generated by the EOC
    - o Copies of all staff/organization charts
    - o Copies of phone rosters

- Prepare distribution list for EOC Action Plans. Make copies and distribute EOC Action Plans.
- Ensure all telephone, radio, and memo communiqués in the EOC are documented. Keep a copy of all phone messages.
- Use pre-established message forms for documentation of all EOC communiqués.
- Determine with the Planning and Intelligence Chief and Situation Assessment Branch Director appropriate information to be displayed on status boards.
- Receive and log all documentation relating to requests and response for personnel or supplies to the respective Section Chiefs and Directors, and Officers.

- Maintain an on-going activity log of all EOC activities, decisions, communications, and reports. Copies of news releases, public information notices, employee directives, Operational Area status summaries, etc., should be included.

Intermediate Actions

- After the action planning meetings, assist in the preparation of any written EOC Action Plans or procedures.
- Participate in periodic Planning and Intelligence Section meetings.
- Ensure copies of all documentation generated during the operation are submitted to the Planning/Intelligence Section.
- Brief relief at shift change time.

Extended Actions

- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Section Chief. Provide staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Documentation Branch and close out logs when authorized by the Planning and Intelligence Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.23 Situation Assessment Branch Director

You report to: Planning and Intelligence Chief
You supervise: The Intelligence Unit Leader, Facilities Inspection Unit Leader

Position Overview

This position is critical to alerting the Director of Emergency Services of potential problems affecting the Operational Area.

Responsibilities

- Collect, process, and organize situation information.
- Prepare situation summaries.

- Develop projections and forecasts for future events related to the incident.
- Prepares maps and intelligence information for use in the emergency action plan.
- Maintain a "reference library" of reports and other documents.

Initial Actions

- Check-in with the EOC Planning and Intelligence Chief to receive initial briefing on:
    - General situation
    - Immediate tasks for the Section
    - Organization of EOC staff
    - Communication capability between the City and the Operational Area

- Set-up section work area:
    - Post organization/seating chart
    - Post maps (either standard or computerized)
    - Set-up status boards (either on computer or white board)
    - Update phone rosters
    - Check and fill equipment and supply needs

- Determine with Section Chiefs and the Communication Branch Director appropriate information to be displayed on status boards.
- Prepare input to and facilitate in the emergency action planning session. The goal of the meeting is to cover the following topics:
    - Time period the plan covers
    - The mission priorities
    - Listing of objectives to be accomplished (should address the priorities and be measurable in some way)
    - Statement of strategy to achieve the objectives (identify whether there is more than one way to accomplish the objective, and which way is preferred)
    - Assignments necessary to implement strategy
    - Organizational elements to be activated to support the assignments (may also list organizational elements that will be deactivated during or at the end of the period)
    - Logistical or other technical support required

- Collect and forward to the Operational Area: LOCAL EMERGENCY DECLARATIONS, and requests for GOVERNOR'S PROCLAMATION and PRESIDENTIAL DECLARATIONS.
- Track all mutual aid requests and mutual aid received. Coordinate with the Liaison Officer and the Planning/Intelligence Chief.
- Maintain current status on information coming from division command posts and, if activated, the Operational Area:
    - Current information displayed on status boards
    - Current information displayed on maps

- Distribute current information to all Section Chiefs and Director of Emergency Services.

Intermediate Actions

- Maintain section logs and files.
- Refer all contacts with the media to the EOC Public Information Officer.
- Participate in periodic Planning and Intelligence Section meetings.
- Contact Operational Area Planning and Intelligence Section to establish the best methods for receiving and providing intelligence information. Additionally, set- up a schedule for information to be received in order to be put in the EOC situation report.
- Brief the Planning and Intelligence Chief on major problem areas that need immediate action.
- Contact Section Chiefs on essential elements of information as it becomes available; establish the best methods for receiving and providing intelligence information. Additionally, set-up a schedule for information to be received in order to be put in the EOC situation report.
- Keep the command posts informed of the overall situation.
- Maintain an open file of situation reports and major incident reports for review with other branches or agencies.
- Provide information to EOC Public Information Officer for use in developing media and other briefings.
- Brief relief staff at shift change time.

Extended Actions

- Keep the Director of Emergency Services and Planning and Intelligence Section Chief updated on the situation and of any changes.
- Coordinate all information received for After-Action Report.
- Assist transition into recovery operations/documentation.
- Maintain disaster operations files, records, and legal documents for proscribed retention period.
- Attend post disaster EOC debriefing.
- Ensure staff cleans up work areas and returns facility to normal.
- Observe all staff and volunteers for signs of stress and inappropriate behavior.
- Report concerns to Planning and Intelligence Section Chief.
- Provide staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Situation Assessment Branch and close out logs when authorized by the Planning and Intelligence Section Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation

- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.23.1 Intelligence Unit Leader

Position Title: Intelligence Unit Leader
You report to: Situation Assessment Branch Director
You supervise: N/A

Position Overview

The Intelligence Unit Leader gathers information from a variety of sources, analyzes and verifies information, and prepares and updates internal EOC information and map displays.

Responsibilities

- Collect, analyze, and display event information.
- Prepare periodic Event Reports.

Initial Actions

- Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.
- Review your specific position checklists.
- Report to your work area and put on your position identifier and start activity log.
- Determine your personal operating location and set up as necessary
- Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)
- Make frequent notes to capture information specifically related to major aspects of the event.
- Prepare the initial event report. Ensure the report is approved by the Situation Assessment Branch Director and the Director of Emergency Services prior to dissemination.

Intermediate Actions

- Participate in all applicable Section and Branch meetings and EOC briefings.
- Obtain copies of all APs.
- Maintain all required records and documentation to support the After-Action Report and the history of the event:
    - Messages received
    - Actions taken
    - Decision justification and documentation
    - Requests filled
    - APs as disseminated

- Refer all contacts with the media to the PIO.
- Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.
- Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.
- Function/operate in a safe manner during your shift.
- Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.
- Ensure that the Assessment Branch is maintaining current information for the event analysis report.
- Ensure that major events reports and status reports are completed by the Operations Section and are accessible by Planning & Intelligence.
- Ensure that an event analysis report is produced and distributed to the City's EOC Sections and the OA EOC at least once, prior to the end of the operational period.
- Ensure that all status boards and other displays are kept current and that posted information is organized and legible.
- Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.

Extended Actions

- Keep the Assessment Director and the Director of Emergency Services updated on the event and of any changes.
- Coordinate all information received for After-Action Report. Assist transition into recovery operations/documentation.
- Maintain disaster operations files, records, and legal documents for proscribed retention
- Attend post disaster EOC debriefing.
- Participate in a Critical Event Stress Debriefing Session.

Shift Completion

- Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.
- Ensure that all required forms or reports are completed prior to your release and departure.
- Ensure that all time sheets and any travel expense claims are completed properly and signed by each employee prior to submitting them.
- Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.
- Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

- Deactivate the Flood Control Unit and close out logs when authorized by the Operations Chief or the Director of Emergency Services.
- Ensure that all required forms or reports are completed prior to departure.
- Close out activity logs and ensure that all relevant status boards are current.

- Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.
- Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.
- Leave forwarding phone number where you can be reached if different from the employee contact list.
- Provide input to the After-Action Report as directed by your EOC supervisor.
- Provide all activity logs to the Planning and Intelligence Chief upon departure.
- Ensure your EOC work location is in a ready status and return facility to normal.
- Ensure you sign out in EOC logbook.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.23.2 Facility Inspection Unit

Position Title: Facility Inspection Unit
You report to: Situation Assessment Branch Director
You supervise: Your Team

Position Overview

The Facility Inspection unit is responsible for the inspection and occupancy classification of all public buildings, critical facilities, and private homes and businesses following a major emergency.

Responsibilities

- Inspect and classify public buildings, critical facilities, and private homes and businesses.
- Function as part of the Recovery Unit to return the impacted area to normal as soon as possible.

Initial Actions

- Receive a briefing from the Planning and Intelligence Chief with other Branch Directors.
- Develop a status by priority, of all reported damaged critical facilities, public buildings, and private homes and businesses, using a grid system to identify areas of damage in addition to individual occupancies.
- Inventory City staff qualified to perform building inspections. Organize teams and identify areas of priority inspection.
- Coordinate with the Personnel and Volunteer Director for any volunteer structural engineers they may have registered, if needed.
- Inform all building inspectors and structural engineers to document all damage found either by video tape, still photographs, audio tape, or written report. The optimal is video

tape. Coordinate the acquisition of video equipment, cameras, and associated supplies with the Logistics Section.

- Ensure that Facility Inspection Teams working in the field report back the following information:

    o Collapsed/hazardous buildings
    o Fires
    o Downed power lines
    o Exposed broken gas mains/gas leaks
    o Street light outages
    o Any potential dangerous situations

- Inform the Operations Chief of the above information as it is received.
- Request the Liaison Officer to contact the Operational Area Mutual Aid Coordinator for additional qualified building inspectors and/or structural engineers upon approval of the EOC Director and Planning and Intelligence Chief.

Intermediate Actions

- Keep the Public Works Director updated on the situation; report any changes as soon as possible.
- Ensure that all survey and intelligence data is provided to the EOC immediately upon arrival from the field.
- Develop a staffing plan for field building inspectors for the next few days. If inspectors are limited and the Operational Area is unable to immediately arrange for mutual aid, this plan should be developed using a priority system.
- Ensure that all building inspectors and structural engineers are tagging inspected buildings in a consistent manner.
- Monitor the progress of building inspections and report to the Public Works Director.
- Inform the Construction and Engineering Unit Leader of damaged buildings in need of repair.

Extended Actions

- Gather all damage documentation from field inspectors on a routing basis and provide it to the Planning/Intelligence Chief for permanent documentation.
- Coordinate with the Construction and Engineering Unit Leader and Law Enforcement Branch Director any demolition of damaged structures.
- Identify when volunteers and mutual aid resources may be released. Develop a plan to stage demobilization.
- Prepare a debriefing report on all facility inspections and actions when the situation becomes manageable.
- Participate in a Critical Incident Stress Debriefing Session and ensure that all building inspectors (City staff, volunteers, or mutual aid responders) participate also.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Facility Inspection Unit and close out logs when authorized by the Planning and Intelligence Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.24 Recovery Planning Branch Director

Position Title: Recovery Planning Branch Director
You report to: Planning and Intelligence Chief
You supervise: Technical Specialist

Position Overview

The Recovery Planning Branch Director is responsible for organizing and directing the Recovery Planning in the City. The Facility Inspection Unit Leader reports to the Recovery Planning Branch Director.

Responsibilities

- Form a Recovery Planning Team to assist the City in recovering from the incident, utilizing assigned representatives from each City Department affected by the incident.
- Coordinate with the Planning and Intelligence Chief and Director of Emergency Services the process of working with the City Manager and business and civic leaders to establish and implement a long-range plan for recovery for the City.
- Ensure that the OA is updated on the level and types of damage in the City.

Initial Actions

- Receive briefing from Planning and Intelligence Chief with other Section staff.
- Monitor situation status activities and determine the extent of damages to City operations.
- Implement recovery plan for City operations.
- Separate and prioritize tasks and assign to the appropriate department.
- Determine how the recovery operations will be financed.

Intermediate Actions

- Establish incident files relating to damage in the City.
- Make sure that photographs, videos, and written documentation of the damage has been recorded.
- Formulate a plan with City Departments to facilitate recovery of City Departments.

- Work with the business community to formulate a plan for recovery of business operations.
- Monitor situation status activities and determine the extent of damages to business operations.
- Implement recovery plan for businesses.
- Attend the FEMA Applicants Briefing and develop forms for City Departments to use when reporting expenditures which could be reimbursed by the State and/or FEMA.
- Be prepared to assist State OES and FEMA with a Preliminary Damage Assessment (PDA) of the City.
- Maintain a log of messages sent and received and all significant actions taken.
- Maintain record of all personnel participating and their hours on duty.
- Update Finance/Administration Section Chief and Planning/Intelligence Section Chief with all pertinent information.

Extended Actions

- Document all actions and decisions on an activity log.
- Keep the Planning and Intelligence Chief advised of all activities and decisions.
- Attend all Section briefings.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Recovery Planning Branch and close out logs when authorized by the Planning and Intelligence Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.24.1 Technical Specialists

Position Title: Technical Specialists
You report to: Recovery Planning Branch Director
You supervise: N/A

Position Overview

Technical Specialists are advisors with special skills that may be needed to support a specific incident.

Responsibilities

- Act as a resource to members of the EOC staff in their respective technical specialty.

Initial Actions

- Receive briefing from Planning and Intelligence Chief with other Section staff.
- Assess the current emergency and provide necessary information to the Planning/Intelligence Chief relative to projected duration and intensity of the emergency.

Intermediate Actions

- Participate in all EOC briefings and assist in setting objectives and priorities with the Advance Planning Director.
- Provide information to the Logistics Chief relative to special equipment needs.

Extended Actions

- Keep the Planning and Intelligence Chief advised of all activities and decisions.
- Ensure that all communications are copied to the Message Center.
- Brief your relief at shift change.
- Leave your name, number and place where you can be located if an emergency should occur.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Technical Specialist position and close out logs when authorized by the Planning and Intelligence Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- o EOC Activation
- o Shift Start-up
- o On-going Activities
- o Shift Completion
- o Demobilization

3.7.25 Resource Tracking Branch Director

Position Title: Resource Tracking Branch Director
You report to: Planning & Intel Chief
You supervise: Demobilization Unit Leader

Position Overview

The Resource Tracking Branch Director is responsible for receiving records and passing on information relating to resources already in place, resources requested and estimates of future resource needs.

Responsibilities

- Receives records and passes on information relating to resources already in place, resources requested but not yet on scene, and estimates of future resource needs.
- Coordinates closely with the Operations Section (to determine resources currently in place and resources needed).
- Coordinates closely with the Planning and intelligence Section to give updates on resources allocations and needs.
- Post and keeps current all information on the resource status display boards and maps in the EOC.

Initial Actions

- Obtains briefing from the Logistics Section Chief.
- Set up the collection, organization, and display status of incident resources to include allocation, deployment and staging areas.
- Working with the Planning and Intelligence Chief and field command posts obtain as list of resources which have been or need to be ordered.
- Obtain necessary equipment and supplies (status boards, marking pens, reporting forms, set up, etc.)
- Establish a check-in procedure of resources at specified incident locations.
- Maintain master list of all resources checked in at the incident and personnel responsible for resources that are received.

Initial Actions

- Provide for an authentication system in case of conflicting status reports on resources.
- Provide a resources overview and summary information to Situation Assessment Branch as requested and written status reports on resource allocations as directed by the Logistics Section Chief.
- Coordinate and facilitate telecommunications systems (including radio systems and RACES) available to establish communications links between the City, Special Districts, Essential Volunteer agencies, Operational Area, and field command posts.
- Assist in strategy planning based on the evaluation of the resources allocations, resources en route, and projected resources shortfalls.
- Keep the Operations Chief informed as to available resources.
- Make recommendations to Logistics Chief of resources that are not employed or should be deactivated.

Extended Actions

- Monitor staff for signs of stress.
- Report concerns to the Logistics Chief Provide for staff relief and rest areas.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Resource Tracking Branch and close out logs when authorized by the Logistics Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.25.1 Demobilization Unit Leader

Position Title: Demobilization Unit Leader
You report to: Resource Tracking Branch Director
You supervise: N/A

Position Overview

The Demobilization Unit Leader is responsible for preparing the demobilization plan and assisting Section Chiefs in ensuring that an orderly, safe, and cost-effective demobilization of personnel and equipment is accomplished.

Responsibilities

- Prepare demobilization plan.
- Assist Section Chiefs in ensuring that demobilization is orderly, safe, and cost- effective.

Initial Actions

- Receive assignment and briefing from the Planning and Intelligence Section Chief.
- Review incident resource records to determine probable size of the demobilization effort.
- Assess and fill needs for additional personnel, work space and supplies.
- Obtain incident command objectives, priorities and constraints on demobilization.
- Meet with Agency Representatives to determine:

  - Agencies not requiring formal demobilization
  - Personnel rest and safety needs
  - Coordination procedures with cooperating/assisting agencies
  - Be aware of ongoing Operations Section resource needs.

Intermediate Actions

- Obtain identification and description of surplus resources and probable release times.
- Determine finance, supply, and other check-out stops.
- Evaluate incident logistics and transportation capabilities to support the demobilization effort.
- Establish communications link with appropriate off-incident facilities.
- Prepare demobilization plan (Plan to include the following sections):

    o General - discussion of demobilization procedure
    o Responsibilities - specific implementation responsibility and activity
    o Release Priority - according to agency and kind and type of resources
    o Release Procedures - detailed steps and process to be followed
    o Directories - maps, telephone numbers, instructions, etc.

- Obtain approval of demobilization plan from the Section Chiefs and Director of Emergency Services.
- Distribute plan to each processing point.
- Ensure that all sections understand their responsibilities within the demobilization plan.
- Monitor implementation of demobilization plan. Assist in the coordination of demobilization plan.
- Brief the Planning/Intelligence Section Chief on progress of demobilization.

Extended Actions

- Ensure that all communications are copied to the Message Center.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Demobilization Branch and close out logs when authorized by the Planning and Intelligence Section Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

    o EOC Activation
    o Shift Start-up
    o On-going Activities
    o Shift Completion
    o Demobilization

3.7.26 Logistics Section Overview

Logistics is responsible for providing facilities, services, personnel, and equipment, and tracking the status of resources and materials in support of the response to the incident. Logistics also

provides the necessary communications for effective response coordination.

In general, the Logistics Section is responsible for providing resources (personnel and equipment) that are not in current City inventories. During response operations, the Operations Chief will first call upon the Units represented in the Operations Section for resources. Once these resources have been exhausted, the Logistics Section will be called upon to locate the required resources from external sources.

3.7.27 Logistics Chief

Position Title: Logistics Chief
You report to: Director of Emergency Services
You supervise: Communications Branch Director, Information Systems Branch Director, Equipment and Transportation Branch Director, Personnel and Volunteer Branch Director, Procurement and Supply Branch Director

Position Overview

The Logistics Section Chief oversees all of the resource and support functions of the Logistics Section (technology, communications, transportation, personnel, facilities, and others) in support of the emergency response.

Responsibilities

- Locate, order, and utilize critical resources in the aftermath of a major disaster.
- Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; and arranging for food, lodging, and other support services as required.
- Establish the appropriate level of Branch staffing within the Logistics Section.
- Monitor the effectiveness of the organization and modify as required.
- Ensure Section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame. Coordinate closely with the Operations Chief to establish priorities for resource allocation to activated Incident Commands within the affected area.
- Keep the Director of Emergency Services informed of all significant issues relating to the Logistics Section.

Initial Actions

- Receive situation briefing from the Director of Emergency Services.
- Activate Logistics Section Staff, as needed. These positions may include:

    Communications Branch Director
    Information Systems Branch Director,
    Equipment and Transportation Branch Director
    Personnel and Volunteer Branch Director
    Procurement and Supply Branch Director
    Resources Tracking Branch

- Brief Logistics Staff on current situation and develop the Section's initial emergency action plan.
- Designate time for next briefing.
- Attend damage assessment meetings.

Intermediate Actions

- Establish a donation center to receive donated goods, if needed. Delegate to the Procurement and Supply Branch Director the responsibility to manage this area and request staff as needed.
- Obtain information, status of areas and updates regularly from Section Staff. Assist when necessary.
- Meet with Logistics Staff on a regular basis.
- Attend routine meetings with the Director of Emergency Services and Section Chiefs.
- Communicate frequently with the Director of Emergency Services.
- Obtain needed supplies with assistance of the Finance and Administration Chief, as needed.
- Inform the Director of Emergency Services and Liaison Officer of the need to coordinate with the Operational Area for mutual aid if unable to obtain requested material, supplies, or personnel through normal channels.

Extended Actions

- Ensure that all communications are copied to the Message Center.
- Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Director of Emergency Services. Provide staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session and ensure that all Logistics Section staff and volunteers attend one also.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Logistics Section Chief position and close out logs when authorized by the Director of Emergency Services.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

  - EOC Activation
  - Shift Start-up
  - On-going Activities
  - Shift Completion
  - Demobilization

3.7.28 Communications Branch Director

Position Title:	Communications Branch Director
You report to:	Logistics Chief
You supervise:	Message Center Unit Leader and Phones/Radios/Satellite Phone Unit Leader, Computer/Fax Unit Leader

Position Overview

The Communications Branch Director coordinates and facilitates telecommunications systems (including radio systems and RACES) available to establish communications links.

Responsibilities

- Coordinate and facilitate telecommunications systems available to establish communications links between the City, Special Districts, essential volunteer agencies, Operational Area, and field command posts.

Initial Actions

- Receive briefing from the Logistics Chief.
- Assess current status of internal and external telephone systems and radio systems. Report status to the Logistics Chief.
- Meet with Logistic Section to determine external sources of communications equipment should the need arise.
- Advise the Logistics Chief if there is a need for Amateur Radio support. This should be communicated to the Liaison Officer for a request to the Operational Area to provide as mutual aid.

Intermediate Actions

- Establish a mechanism to communicate with field units or command post in the event of a telephone outage or system overload.
- Attend Logistics Section meetings.
- Communicate frequently with the Logistics Chief.
- Develop an Amateur Radio (RACES) staffing plan with the County RACES Officer, as needed.
- Coordinate communications among various volunteer communications agencies (REACT, ARIES, etc.).

Extended Actions

- Monitor staff for signs of stress and fatigue.
- Report concerns to the Logistics Chief.
- Provide for staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing Session.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.

- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Communications Branch and close out logs when authorized by the Logistics Chief.
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.28.1 Message Center Unit Leader

Position Title: Message Center Unit Leader
You report to: Communications Branch Director
You supervise: N/A

Position Overview

The Message Center Unit Leader organizes, coordinates and acts as custodian of all logged internal and external communications. The information will be sent or received by the EOC through many different channels: telephone, computer systems, email, WebEOC, faxes, government radio, amateur radio, citizens band radio, commercial broadcasts, electronic mail, runners, etc.

Responsibilities

- Organizes, coordinates and acts as custodian of all logged internal and external communications.

Initial Actions

- Obtain briefings from the Logistics Section Chief.
- Establish a Message Center in close proximity to the EOC.
- Request personnel to work in the Message Center as runners, to answer phones, to log messages, etc., from the Personnel/Volunteer Director, if position activated, if not request additional personnel from the Logistic Chief.
- Use pre-established message forms for documentation of all EOC communiqués.
- Receive and log all documentation related to requests and response for personnel or supplies to the respective Chiefs, Directors, Unit Leaders, etc.
- Maintain an incoming and outgoing message log.
- Assign messages a sequential number based on order messages received.
- Set up "In and Out" boxes in the EOC and each work area for runners to pick up and deliver messages.
- Message Center runners. Briefing should include but is not limited to:

    - Information about work schedule (i.e. hours, breaks, etc.)
    - Location of copy machines, etc.

- Section names and locations (activated sections currently working in the EOC).
- Message Center flow:

- Collect messages from all message center out boxes throughout the EOC and place in Message Center in box for logging and assignment of number
- Distribute messages that have been logged and numbered

Intermediate Actions

- Once locations of all work areas are known create a chart and/or map showing which section is located where for all Message Center Personnel.
- Develop a staffing plan for a 24-hour operation. Communicate needs to the Personnel/Volunteer Director.
- Ensure all messages are copied to the Planning/Intelligence Section.
- Attend Section meetings.

Extended Actions

- Observe staff and volunteers for signs of stress or fatigue.
- Provide for staff rest periods and relief.
- Participate in a Critical Incident Stress Debriefing session and ensure that all Message Center Staff and volunteers attend one also.

Demobilization

- Ensure that all required forms or reports are completed prior to your release and departure.
- Be prepared to provide input to the After-Action Report.
- Determine what follow-up to your assignment might be required before you leave.
- Deactivate the Message Center Unit and close out logs when authorized by the Logistics Chief
- Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

- EOC Activation
- Shift Start-up
- On-going Activities
- Shift Completion
- Demobilization

3.7.28.2 Phones/Radios/Satellite Phones Unit Leader

Position Title: Phones/Radios/Satellite Phones Unit Leader
You report to: Technology & Communications Branch Director
You supervise: N/A

Position Overview

The Phones/Radios/Satellite Phones Unit Leader coordinates and facilitates telecommunications systems available to establish links between the City, Special Districts,

essential volunteer agencies, the OA, and field command posts as well as with local government and public safety agencies.

Responsibilities

- Coordinate and facilitate telecommunications systems available to establish links between the City, Special Districts, essential volunteer agencies, the OA, and field command posts as well as with local government and public safety agencies.

Initial Actions

- Obtain briefing from the Technology & Communications Branch Director.
- Assess current status of internal and external telephone systems and radio systems. Report status to the Technology & Communications Branch Director and the Logistics Section Chief.
- Meet with Technology & Communications Branch Director to determine external sources of communications equipment should the need arise.
- Assure distribution of 2-way hand held radios when requested.
- Coordinate with appropriate telephone company to coordinate repairs to telecommunications in the City.
- Advise the Technology & Communications Branch Director if there is a need for Amateur Radio support. This should be communicated to the Liaison Officer for a request to the OA to provide as in mutual aid.

Intermediate Actions

Establish a mechanism to communicate with field units or command post in the event of a telephone outage or system overload.

Attend Logistics Section meetings.

Develop an Amateur Radio (RACES) staffing plan with the County OES RACES Officer, as needed.

Coordinate communications among various volunteer communications agencies (Radio Emergency Associated Communications Teams [REACT], Amateur Radio Emergency Service [ARES], etc.).

Extended Actions

Participate in a Critical Incident Stress Debriefing session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Flood Control Unit and close out logs when authorized by the Operations Section Chief or the EOC Director.

Leave forwarding phone number where you can be reached.

Provide all remaining activity logs to the Planning and Intelligence Section Chief upon your departure.

Ensure staff cleans up work areas and returns facility to normal.

Ensure you log out in EOC log book.

Supporting EOC Checklists

1.3.1 EOC Activation

1.3.2 Shift Start-up

1.3.3 On-going Activities

1.3.4 Shift Completion

1.3.5 Demobilization

5.2.5 Information Systems Branch Director

POSITION TITLE: Information Systems Branch Director

You report to: Logistics Section Chief

You supervise: N/A

Position Overview

The Information Systems Director directs the maintenance and repair of computer support operations to assure the City can function.

Responsibilities

Coordinate computer support for the EOC

Initial Actions

Receive a briefing from the Logistics Section Chief.

Determine status and operability of primary computer systems and applications of City computer support.

Report status to Logistics Section Chief.

Inventory information services staff available in the City to assist in the restoration of essential systems. If none available, contact local vendors for services. If still not available, work through the Logistics Section Chief to request mutual aid from the Operational Area.

Develop an action plan to address the systematic repair/restoration of essential computer systems.

Activate the City's "Hot Site" (an area where all City mainframe computers are

duplicated and ready to run upon notification), if one has been set up. If not, work with the Finance/Administration Section to determine which computer vendors have a "disaster" clause and will supply the needed equipment. Arrange for such equipment.

Establish computer needs of the EOC, and in particular, the Planning and Intelligence Section, to support the response activities (e.g., laptop computers for field use) and documentation requirements. Coordinate with the Section Chiefs and the Director of Emergency Services.

Intermediate Actions

Report status on a routine basis to the Logistics Section Chief.

Coordinate with appropriate vendors for computer support and repair operations. Inform the Logistics Section Chief of actions.

Extended Actions

Develop a plan to transfer computer operations back to City site(s) as soon as feasible and close down any alternative site(s) used during the restoration of the City's capabilities.

Observe staff for signs of stress and report concerns to the Logistics Chief.

Provide for staff rest periods and relief.

Participate in a Critical Incident Stress Debriefing session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Information Systems Branch and close out logs when authorized by the Logistics Chief.

Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

1.3.1 EOC Activation

1.3.2 Shift Start-up

1.3.3 On-going Activities

1.3.4 Shift Completion

1.3.5 Demobilization

5.2.6　Computer/Fax Unit Leader

POSITION TITLE: Computer/Fax Unit Leader

You report to: Technology & Communications Branch Director

You supervise: N/A

Position Overview

The Computer/Fax Unit Leader organizes and directs the maintenance and repair of computer support operations to assure that the City's technology infrastructure continues to support the City's business operations.

Responsibilities

Coordinate computer support for the EOC and/or response operations, including field command posts, as required.

Initial Actions

Receive a briefing from the Technology & Communications Branch Director.

Determine status and operability of primary computer systems and applications of City computer support, including those of public safety.

Report status to Technology & Communications Branch Director.

Inventory information services staff available in the City to assist in the restoration of essential systems. If none available, contact local vendors for services. If still not available, work through the Technology & Communications Branch Director to request mutual aid from the OA.

Develop a plan to address the systematic repair/restoration of essential computer systems.

Activate the City's "Hot Site" (an area where all City mainframe computers are duplicated and ready to run upon notification), if one has been set up. If not, work with the Finance and Administration Section to determine which computer vendors have a "disaster" clause and will supply the needed equipment. Arrange for such equipment.

Establish computer needs of the EOC, and in particular, the Planning & Intelligence Section, to support the response activities (e.g., laptop computers for field use) and documentation requirements. Coordinate with the Technology & Communications Branch Director and Section Chiefs.

Intermediate Actions

Report status on a routine basis to the Logistics Section Chief.

Coordinate with appropriate vendors for computer support and repair operations. Inform the Logistics Section Chief of actions.

Extended Actions

Develop a plan to transfer computer operations back to City site(s) as soon as feasible and close down any alternative site(s) used during the restoration of the City's capabilities.

Participate in a Critical Incident Stress Debriefing session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Computer/Fax Unit and close out logs when authorized by the Logistics Section Chief or the EOC Director.

Leave forwarding phone number where you can be reached.

Provide all remaining activity logs to the Planning and Intelligence Section Chief upon your departure.

Ensure staff cleans up work areas and returns facility to normal.

Ensure you log out in EOC log book.

Supporting EOC Checklists

1.3.1 EOC Activation

1.3.2 Shift Start-up

1.3.3 On-going Activities

1.3.4 Shift Completion

1.3.5 Demobilization

5.2.7 Equipment and Transportation Svcs. Branch Director POSITION

TITLE: Equipment and Transportation Svcs. Branch Director You report to: Logistics Chief

You supervise: N/A

Position Overview

The Equipment and Transportation Branch Director is responsible for the maintenance and tracking of City equipment and transportation vehicles used during the emergency or sent to other jurisdictions as part of a mutual aid request from the Operational Area.

Responsibilities

Develops a transportation plan to support EOC and field operations (i.e. evacuations, etc.) operations.

Arrange for the acquisition or use of required transportation resources.

Coordinate closely with the Operations Section (to determine resources currently in place and resources needed) and with the Planning/Intelligence Section to give updates on resource allocations and needs.

Responsible to post and keep current all information on the resource status display boards and maps in the EOC relating to transportation resources.

Initial Actions

Receive briefing from the Logistics Chief with other Section Directors.

Inventory all City equipment and transportation vehicles and categorize as "In Use", "Available", "Under Repair", etc.

Determine what equipment and vehicles are needed and where they need to go.

Inventory spare parts for equipment and transportation vehicles.

Identify emergency generators in the City; their size, capability, and locations.

Coordinate with the Procurement and Supply Director to identify those vendors with contracts to supply the City with needed equipment, transportation vehicles, spare parts, and/or fuel during emergency situations. Put these vendors on notice that resources may be needed.

Identify where additional emergency generators may be obtained; put the vendor on alert to this possibility.

Identify available fuel within the City Yard for vehicles and/or transportation vehicles; put outside vendors on notice that their fuel (gasoline, diesel, or propane) may be needed.

Create a resource status board to indicate the status of all City owned equipment and transportation vehicles, current location, in use, out of service, expected time back in service, and items on loan to others.

Establish contact with the private transportation services in the City (i.e., taxis, bus companies, etc.) to determine equipment and transportation vehicles available should they be needed.

Identify staff available to work and develop a 24-hour staffing plan so that equipment malfunctions may be dealt with in a timely manner.

Intermediate Actions

Participate in all Section briefings and keep the Logistics Chief informed of the status of City equipment and transportation vehicles.

Confirm which streets are impassable and what alternate routes are necessary.

Develop a plan for transportation vehicles for those needing such a service in the event of an evacuation. Coordinate this with the Evacuation Unit Leader in the Operations Section.

Develop a plan to repair those pieces of equipment and transportation vehicles out of service.

Arrange for spare parts to be available from private vendors should they be needed for City use. This may also be done through the Operational Area should the vendors be outside of the City limits.

Extended Actions

Update the Logistics Chief of any changes in status of equipment and/or transportation vehicles.

Develop a plan for servicing all equipment and transportation vehicles once they are released from service.

Monitor staff for signs of stress and fatigue; plan for staff rest periods.

Participate in a Critical Incident Stress Debriefing Session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Equipment and Transportation Branch and close out logs when authorized by the Logistics Chief.

Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

1.3.1 EOC Activation

1.3.2 Shift Start-up

1.3.3 On-going Activities

1.3.4 Shift Completion

Demobilization

5.2.7 Personnel and Volunteer Branch Director

POSITION TITLE: Personnel and Volunteer Branch Director

You report to: Logistics Chief

You supervise: N/A

Position Overview

The Personnel and Volunteer Branch Director inventories available staff and establishes a Personnel Pool area to collect and register available staff and volunteers.

Responsibilities

Inventory all available staff.

Establish a Labor Pool area to collect and register all available staff and volunteers.

Coordinate with appropriate City Department Directors or Supervisors to coordinate re-assignment of staff to disaster related jobs.

Receive requests and assign available staff as needed.

Maintain adequate numbers of available personnel.

Assist in the maintenance of staff morale.

Provide guidance to the Director of Emergency Services and Management Group regarding any Union issues which may arise in the reassignment of staff to "out-of-class" tasks during the emergency.

Initial Actions

Obtain briefing from the Logistics Chief.

Establish Labor Pool area and communicate operational status to the EOC Sections and Director as well as to the PIO as a location for volunteers to report, if requested.

Develop a registration process and criteria for acceptable for volunteers not employed or associated with the City.

Develop or implement the process for registering and swearing in of volunteers as Disaster Service Workers

Inventory the number and classify staff presently available. Use the following classifications and sub-classifications for personnel:
  - o   Management (Including Emergency Managers)
  - o   Administrative/Analyst
  - o   Clerical
  - o   Typist/Computer literate
  - o   Short hand capabilities
  - o   General Receptionist
  - o   Specialists
  - o   Public Works (building engineers, structural engineers, construction skills, road repair, etc.)
  - o   Law Enforcement
  - o   Fire Suppression
  - o   Medical – Physicians, RN, EMT, PM, etc.

- o Recreation
- o Purchasing/Contracts

Obtain assistance from all Section Chiefs to establish long term staffing needs.

Intermediate Actions

Maintain a log of all assignments.

Develop a staffing plan for all staff increments of time appropriate to the situation, weather conditions, etc. and communicate it to all Section Chiefs and Director of Emergency Services.

Ensure maintenance of staff time sheets; obtain clerical support if necessary. Coordinate this with the Finance Section.

Assist the PIO (Public Affairs) in publishing an informational sheet for employees regarding when and where to report and for volunteers regarding City needs or refer them to the Operational Area.

Maintain a Message Center in the Labor Pool area for re-assigned personnel.

Brief the Logistics Chief as frequently as necessary on the status of labor pool numbers and composition.

Extended Actions

Develop staff rest and nutritional area.

Observe and assist staff who exhibit signs of stress and other fatigue. Report concerns to Logistics Chief. Provide for staff rest periods and relief.

Participate in a Critical Incident Stress Debriefing Session and arrange for all City staff and involved volunteers to also attend a session.

Develop a demobilization plan to begin staffing regular City positions as soon as possible.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Personnel and Volunteer Branch and close out logs when authorized by the Logistics Chief.

Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

1.3.1   EOC Activation

1.3.2   Shift Start-up

1.3.3 On-going Activities

1.3.4 Shift Completion

1.3.5 Demobilization

5.2.8 **Procurement and Supply Branch Director** POSITION

TITLE: Procurement and Supply Branch Director You report to: Logistics Chief

You supervise: N/A

Position Overview

The Procurement and Supply Branch Director is responsible for the management of material resources in support of emergency response actions.

Responsibilities

Responsible for the management of material resources in support of emergency response actions.

Expedites the procurement of resources, including nutritional support for the EOC and field command posts.

Coordinates with the Finance and Administration Section to manage the collection and maintenance of cost data.

Initial Actions

Receive briefing from the Logistics Chief.

Meet with and brief all City staff responsible for purchasing supplies for the City.

Establish and communicate the operational status to the Logistics Chief.

Collect and coordinate essential supplies. Prepare to assist with equipment leasing and/or purchase upon request of the Equipment and Transportation Director. Consider transportation needs for equipment and supplies when responding to request.

Survey all City facilities to develop a supply inventory, to include but not limited to:
- o Water
- o Food
- o Protective clothing for field units
- o Office supplies
- o Sanitation services for EOC and Media Center

Coordinate with Departments to inventory the equipment and supplies they may have stored and identify the storage location(s).

Develop procedures for procurement of supplies, personnel, etc.

Intermediate Actions

Manage the "donation center" as needed. Request additional staff to assist in documenting the receipt and distribution of all donated goods and services.

Track the status of all supplies as "available" location", not available", "requested and ETA", "requested from Operational Area".

Extended Actions

Identify additional supply needs. Make request/needs known through the Logistics Chief.

Keep the Logistics Chief updated on activities and decisions made.

Set up procedures for return of unused supplies.

Observe and assist staff who exhibit sign of stress or fatigue. Report concerns to the Logistics Chief.

Participate in a Critical Incident Stress Debriefing Session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Procurement and Supply Branch and close out logs when authorized by the Logistics Chief.

Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

1.3.1 EOC Activation

1.3.2 Shift Start-up

1.3.3 On-going Activities

1.3.4 Shift Completion

1.3.5 Demobilization

5.2.9 Facility Support Unit Leader

POSITION TITLE: Facility Support Unit Leader

You report to: Procurement & Supply Branch Director

You supervise: N/A

Position Overview

The Facilities Coordination Branch Director is responsible for the location of sleeping and sanitation facilities for the EOC and field units. This position is also responsible for finding locations of alternate buildings for City staff to work in either on a short or long-term basis, depending upon the situation.

Responsibilities

Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.

Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.

Initial Actions

Receive briefing from the Logistics Chief.

Establish a work area in room Logistics Section.

Set up staffing schedule and notify staff when they need to report.

Get an inventory of all City owned or leased facilities.

Prioritize those facilities by City use, and request a damage assessment of each one from the Public Works Director and the Utilities Unit Leader.

For any leased buildings used by the City, contact the building owner or manager to obtain a status report. If unable to contact the building owner, request the Facility Inspection Unit Leader to provide a status report.

Coordinate with Public Works Director and the Utility Unit Leader to repair any damaged City building.

Determine which City facilities are not functional. Develop a plan to identify which City services must be re-located. Arrange for alternative sites. The Logistics and Finance and Administration Chiefs and EOC Director must approve the plan and the leasing of any facility.

Intermediate Actions

Request additional staff to assist in this function from the Personnel/ Volunteer Coordinator, if needed. If appropriate staff is not available, notify the Logistics Chief of the need for mutual aid for personnel.

Track and document all City functions transferred to alternative sites/facilities due to the emergency, to include but not limited to:

- ➢   Address of alternative facility
- ➢   City function re-assigned to other facilities
- ➢   Building owner or contact person
- ➢   Length of lease

Work with the Procurement and Supply Branch Director and the Technology and

Communication Branch Director to obtain necessary supplies needed for City staff to work in alternative sites. All possible attempts should be made to salvage City equipment and supplies prior to purchase or lease.

Extended Actions

Keep the Logistics Chief updated on activities and decisions made.

Document all activities on an activity log.

Develop a plan to relocate City staff back to regular work sites as soon as possible.

Participate in a Critical Incident Stress Debriefing Session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Facilities Coordination Branch and close out logs when authorized by the Logistics Chief or the EOC Director.

Leave forwarding phone number where you can be reached.

Provide all remaining activity logs to the Planning and Intelligence Section Chief upon your departure.

Ensure staff cleans up work areas and returns facility to normal.

Ensure you log out in EOC log book.

Supporting EOC Checklists

1.3.1   EOC Activation

1.3.2   Shift Start-up

1.3.3   On-going Activities

1.3.4   Shift Completion

1.3.5   Demobilization

5.2.10 EOC Support Unit Leader

POSITION TITLE: EOC Support Unit Leader

You report to: Procurement & Supply Branch Director

You supervise: NA

Responsibilities

In coordination with the EOC Manager, responsible for supplying the food, lodging,

sanitation facilities and other comfort needs to the EOC This may include sites away from the EOC (i.e., Department Operations Centers (DOCs), etc.), as well as providing these items to personnel unable to leave tactical field assignments, as directed.

Initial Actions

Determine food, potable water, lodging, sanitation facilities, and other comfort requirements for EOC Personnel.

Coordinate with the Logistics Section Chief, EOC Manager, and Purchasing Branch to determine what if any prior Memorandums of Understanding (MOU) are in place for obtaining food, lodging, and comfort supplies.

Survey personnel working in the EOC to determine any special needs or diet restrictions.

Coordinate with the Procurement and Supply Director to obtain necessary food, potable water, and comfort items. Determine delivery times.

Coordinate with the Procurement and Supply Director and the Finance and Administration Section Chief in determining the method of payment for items purchased.

Determine based on availability, areas where food and comfort items can be disbursed from.

Initial Actions

Assist EOC Manager, when requested to do so.

Brief EOC Manager frequently on EOC status.

Participate in all Logistics Section meetings.

Identify break room and lunchroom locations. Ensure locations are away from work areas, if possible. Notify Situation Assessment Director for posting of locations in the EOC.

Inventory and maintain accurate records regarding quantity and types of food, water, lodging, and comfort items available.

If the area where supplies are being stored become a security issue due to theft, pilfering, etc, coordinate with the Security Officer for security coverage.

Maintain food services areas, ensuring that all appropriate health and safety measures are being followed.

Request additional staff (if needed) for food distribution, etc., from the Logistics Section Chief.

Arrange transportation for EOC personnel to and from lodging (hotels, etc).

Assist the Liaison Officer and PIO with VIP lodging and transportation.

Assist in locating needed furniture and/or supplies for the EOC work areas.

Extended Actions

When demobilization is imminent, coordinate with the Logistics Section Chief regarding storage and/or return of left over food and water supplies and comfort items.

Ensure that all communications are copied to the Message Center.

Monitor staff for signs of stress.

Provide for staff relief and rest areas.

Participate in a Critical Incident Stress Debriefing Session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the EOC Support Branch and close out logs when authorized by the Logistics Section Chief.

Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

1.3.1 EOC Activation

1.3.2 Shift Start-up

1.3.3 On-going Activities

1.3.4 Shift Completion

Demobilization

6.1 Finance and Administration Section Overview

Finance and Administration is responsible for all financial and cost analysis aspects of the incident and/or any administrative aspects not handled by other functions.

The Finance and Administration Chief is a member of the jurisdiction's Emergency Management Organization. The Chief is responsible for all fiscal activities related to the disaster situation. The Finance and Administration Section may consist of only one person initially who performs all duties. As an incident grows, if staffing allows, it is likely that the Finance and Administration Section personnel will increase.

There are several important aspects of this function. First, in a major disaster, the state and federal governments will provide certain reimbursements to local jurisdictions. Tracking local expenditures and damages is necessary to receive reimbursements. If tracking by systematic means is not done during an emergency, it may take years to retrace and document expenditures.

Second, during every major disaster, people get hurt, or property is damaged during the response phase. These events usually lead to claims against the responding agency or jurisdiction. The Finance and Administration; Risk Management Section is responsible for investigating all known claims as quickly as possible.

6.2 Finance and Administration Section Position Checklists

6.2.1 Finance and Administration Chief POSITION

TITLE: Finance and Administration Chief You report to: Director of

Emergency Services

You supervise: Purchasing Branch Director, Compensation and Claims Branch Director, Risk Management Branch Director, Accounting and Record-Keeping Branch Director, and Time Recording Branch Director.

Position Overview

The Finance and Administration Chief is responsible for the monitoring the utilization of all City financial assets, insuring that all necessary time and expense records are maintained, and that any potential claims against the City are identified and tracked.

Responsibilities

Oversee the acquisition of supplies and services necessary to meet the demands of the emergency.

Supervise the documentation of expenditures relevant to the emergency incident.

Oversee the tracking of potential claims against the City.

Initial Actions

Obtain briefing from the Director of Emergency Services.

Assign, as needed, Purchasing Director, Compensation and Claims Director, Risk Management Director, Accounting and Record-Keeping Director, and Time Recording Director; distribute corresponding checklists and position identifiers, (i.e., vests).

Confer with Finance/Administration Section Directors after meeting with the Director of Emergency Services to develop the Section's priorities.

Establish a Financial/Administration Section area in the EOC. Ensure adequate documentation/recording personnel are requested.

Intermediate Actions

Obtain briefings and updates from Director of Emergency Services as appropriate. Relate pertinent financial status reports to appropriate Chiefs and Directors.

Advise all City department heads as to the coordination of financial accountability for

extraordinary expenditures in response to the emergency.

Participate in routine briefings held by the Director of Emergency Services.

Schedule planning meetings with Section Directors to update/revise the section's priorities.

Extended Actions

Observe all staff and volunteers for signs of stress and inappropriate behavior. Report concerns to Director of Emergency Services. Provide for staff rest periods and relief.

Participate in a Critical Incident Stress Debriefing Session and ensure that all Finance/Administration staff and volunteers attend.

Assist in implementation of the documentation portion of the incident demobilization plan.

Assist the Recovery Planning Director in the Planning/Intelligence Section with the tracking of all claims for reimbursement and submittal of the proper documentation.

Provide a Finance/Administration Section Debriefing paper to the Planning/Intelligence Section.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Finance and Administration Chief position and close out logs when authorized by the Director of Emergency Services.

Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

1.3.1 EOC Activation

1.3.2 Shift Start-up

1.3.3 On-going Activities

1.3.4 Shift Completion

1.3.5 Demobilization

Purchasing Branch Director

POSITION TITLE: Purchasing Branch Director

You report to: Finance and Administration Chief You supervise:

N/A

Position Overview

The Purchasing Branch Director is responsible for the documentation of equipment and personnel usage costs, supplies/material purchase orders/invoices, contract purchase orders/invoices, and journal vouchers relating to the emergency. In addition, this branch is responsible for the provision of cost information for the processing of all financial reimbursement claims.

Responsibilities

Document personnel and equipment usage costs.

Document supplies/material purchase orders/invoices.

Document contract purchase orders/invoices.

Document journal vouchers relating to the emergency.

Provide cost information for the processing of all financial reimbursement claims.

Initial Actions

Receive assignment and briefing from the Finance and Administration Section Chief.

Set up any necessary special account numbers to track expenses for the emergency.

Provide all sections with appropriate accounting forms and/or information necessary for cost recovery.

Ensure the separate accounting of all purchases specifically related to the incident.

Coordinate with the Procurement and Supply Director in the Logistics Section.

Intermediate Actions

Provide any required fiscal reports concerning the incident

Keep the Finance and Administration Chief informed of status.

Coordinate with the Finance and Administration Chief to identify any special or unusual type of record keeping or necessary documentation.

Ensure that all purchases are in accordance with set procedures.

Extended Actions

Ensure that all communications are copied to the Message Center.

Provide summary reports as requested on expenditures due to the emergency.

Assist other Finance and Administration and Logistic Section staff members in final documentation of their activities as they relate to fiscal matters.

Assist the Finance and Administration staff in development of a Finance debriefing paper for Planning/Intelligence Section.

Provide any other assistance as requested by the Finance and Administration Chief.

Participate in a Critical Incident Stress Debriefing Session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Purchasing Branch and close out logs when authorized by the Finance and Administration Chief.

Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

1.3.1   EOC Activation

1.3.2   Shift Start-up

1.3.3   On-going Activities

1.3.4   Shift Completion

1.3.5   Demobilization

6.2.2   Compensation and Claims Branch Director POSITION

TITLE: Compensation and Claims Branch Director You report to: Finance and

Administration Chief

You supervise: N/A

Position Overview

The Compensation and Claims Branch Director is responsible for determining potential City liability as a result of the disaster and recommends risk avoidance measures as appropriate to the disaster conditions.

Responsibilities

Determine potential City Liability as a result of the disaster.

Recommends risk avoidance measures as appropriate to the disaster conditions.

Participates in the assessment of damages to City owned property for possible reimbursement from insurance companies.

Initial Actions

Receive assignment and briefing from the Finance and Administration Section Chief.

Analyze the situation and identify any possible areas where City liability may become an issue.

Determine the elements of the liability issue. Coordinate with the appropriate

elements of the City government and insurance company(s).

Participate in damage assessment of City owned property.

Intermediate Actions

Keep the Finance and Administration Chief informed of status and submit any necessary reports.

Identify any special or unusual type of record keeping or documentation necessary.

Identify activities that may require detailed investigation after the event is controlled.

Extended Actions

Provide summary reports as requested.

Assist other Finance and Administration and Logistic Section staff members in final documentation of their activities as they relate to fiscal matters.

Provide any other assistance as requested by the Finance and Administration Chief.

Participate in a Critical Incident Stress Debriefing Session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Compensation and Claims Branch and close out logs when authorized by the Finance and Administration Chief

Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

1.3.1 EOC Activation

1.3.2 Shift Start-up

1.3.3 On-going Activities

1.3.4 Shift Completion

1.3.5 Demobilization

6.2.3 Risk Management Unit Leader POSITION

TITLE: Risk Management Unit Leader You report to: Comp &

Claims Branch Director

You supervise: N/A

Position Overview

The Risk Management Unit Leader determines potential City liability as a result of the disaster and recommends risk avoidance measures as appropriate to the disaster conditions.

Responsibilities

Determines potential City liability as a result of the disaster and recommend risk avoidance measures as appropriate to the disaster conditions.

Participates in the assessment of damages to City owned property for possible reimbursement from insurance companies.

Initial Actions

Receive briefing from Finance and Administration Section Chief with other Section Directors. Assist in development of a section emergency action plan.

Analyze the situation and identify any possible areas where City liability may become an issue.

Determine the elements of the liability issue. Coordinate with the appropriate elements of the City government.

Document all actions contemplated and/or taken.

Participate in damage assessment of City owned property.

Intermediate Actions

Keep the Finance and Administration Section Chief informed of status and submit any necessary reports

Establish contact with the Director of Emergency Services and/or the Operational Area Finance Section to identify any special or unusual type of record keeping or documentation necessary.

Identify activities that may require detailed investigation after the event is controlled.

Extended Actions

Provide summary reports as requested.

Assist other Finance and Administration and Logistics Section staff members in final documentation of their activities as they relate to fiscal matters.

Provide any other assistance as requested by the Finance and Administration Section Chief.

Participate in a Critical Incident Stress Debriefing Session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Risk Management Branch and close out logs when authorized by the Finance and Administration Chief.

Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

1.3.1   EOC Activation

1.3.2   Shift Start-up

1.3.3   On-going Activities

1.3.4   Shift Completion

1.3.5   Demobilization

6.2.4   Accounting and Record-Keeping Branch Director POSITION

TITLE: Accounting and Record-Keeping Branch Director You report to: Finance and

Administration Chief

You supervise: N/A

Position Overview

The Accounting and Record-Keeping Branch Director is responsible for collecting all cost data.

Responsibilities

Collects all cost data, performing cost effectiveness analyses, providing cost estimates and cost saving recommendations for the incidents.

Responsible for the provision of cost information for the processing of all financial reimbursement claims.

Initial Actions

Receive briefing from the Finance and Administration Section Chief.

Provide all sections with appropriate accounting forms and/or information necessary for cost recovery.

Ensure the separate accounting of all purchases specifically related to the incident.

Verify with all Section Chiefs that cost related documents are being sent to you. If no plan has been developed, prepare a plan and share with all Section Chiefs.

Coordinate with the Finance and Administration Section Chief on cost reporting procedures.

Obtain and record all cost data.

Prepare incident cost summaries.

Prepare resources-use cost estimates for planning.

Intermediate Actions

Make recommendations for cost savings to Finance and Administration Section Chief.

Maintain cumulative incident cost records.

Ensure that all cost documents are accurately prepared.

Provide any required fiscal reports concerning the incident.

Coordinate with the Finance and Administration Chief to identify any special or unusual type of record keeping or documentation that is necessary.

Brief the Finance and Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

Extended Actions

Ensure that all communications are copied to the Message Center.

Provide summary reports as requested on expenditures due to the emergency.

Provide for records security which may include keeping copies of records at a remote site.

Provide any other assistance as requested by the Finance and Administration Chief.

Participate in a Critical Incident Stress Debriefing session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Accounting and Record-Keeping Branch and close out logs when authorized by the Finance and Administration Chief.

Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

1.3.1 EOC Activation

1.3.2 Shift Start-up

1.3.3 On-going Activities

1.3.4 Shift Completion
Demobilization

6.2.6 Time Recording Unit Leader

POSITION TITLE: Time Recording Unit Leader

You report to: Finance and Administration Section Chief

You supervise: N/A

Position Overview

The Time Recording Unit Leader maintains records of all personnel time worked at the emergency, which includes all volunteers that may or may not be previously registered as Disaster Service Workers.

Responsibilities

Maintain records of all personnel time worked at the emergency, including volunteer time.

Initial Actions

Receive assignment and briefing from the Finance and Administration Section Chief.

Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the City emergency response. Confirm the use of the Emergency Incident Time Sheet by all Section Chiefs.

Set up any necessary special account numbers to track personnel costs for the emergency.

Provide all Sections with appropriate emergency incident time sheets, forms, and/or information necessary for cost recovery.

Ensure the separate accounting of all purchases specifically related to the incident.

Ensure that daily personnel time recording documents are prepared and compliance to time policy is met.

Brief the Finance and Administration Section Chief on current problems, recommendations, outstanding issues and follow-up requirements.

Intermediate Actions

Make sure that copies of all records go to the Documentation Director in the Planning/Intelligence Section at end of shift.

Keep the Finance and Administration Chief informed of status.

Provide summary reports as requested on expenditures due to the emergency.

Coordinate with the Finance and Administration Chief to identify any special or unusual type of record keeping or documentation that is necessary.

Extended Actions

Ensure all communications are copied to the Message Center.

Time reports from assisting agencies should be released to the respective agency

representatives prior to demobilization.

Provide any other assistance as requested by the Finance and Administration Chief.

Participate in a Critical Incident Stress Debriefing Session.

Demobilization

Ensure that all required forms or reports are completed prior to your release and departure.

Be prepared to provide input to the After-Action Report.

Determine what follow-up to your assignment might be required before you leave.

Deactivate the Time Recording Branch and close out logs when authorized by the Finance and Administration Chief.

Leave forwarding phone number where you can be reached.

Supporting EOC Checklists

1.3.1   EOC Activation

1.3.2   Shift Start-up

1.3.3   On-going Activities

1.3.4   Shift Completion

1.3.5   Demobilization

6.2.7   Cost Accounting Unit Leader

POSITION TITLE: Cost Accounting Unit Leader

You report to: Accounting and Record-Keeping Branch Director

You supervise: N/A

Position Overview

This position is responsible collecting all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the event from the onset of the emergency.

Responsibilities

Collect all cost data, performing cost effectiveness analyses, providing cost estimates, and cost saving recommendations for the event.

Provide cost information for the processing of all financial reimbursement claims.

Initial Actions

Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.

Review your specific position checklists.

Report to your work area and put on your position identifier and start activity log.

Determine your personal operating location and set up as necessary

Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)

Make frequent notes to capture information specifically related to major aspects of the event.

Provide all Sections with appropriate accounting forms and/or information necessary for cost recovery.

Ensure the separate accounting of all purchases specifically related to the event are collected at end of each shift.

Verify with all Section Chiefs that cost related documents are being sent to you. If no plan has been developed, prepare a plan and share with all Section Chiefs.

Coordinate with the Accounting & Record-Keeping Branch Director and Finance and Administration Section Chief on cost reporting procedures.

Obtain and record all cost data.

Prepare event cost summaries.

Prepare resources-use cost estimates for planning.

Intermediate Actions

Participate in all applicable Section and Branch meetings and EOC briefings.

Obtain copies of all APs.

Maintain all required records and documentation to support the After-Action Report and the history of the event:
- o Messages received
- o Actions taken
- o Decision justification and documentation
- o Requests filled
- o APs as disseminated

Refer all contacts with the media to the PIO.

Work with your EOC supervisor and/or Section Chief if you require additional staffing for your function.

Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.

Function/operate in a safe manner during your shift.

Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.

Make recommendations for cost savings to Accounting and Record-Keeping Branch Director and to Finance and Administration Chief.

Maintain cumulative cost records due to the emergency.

Ensure that all cost documents are accurately prepared.

Provide any required fiscal reports concerning the event.

Keep Accounting and Record-Keeping Branch Director and Finance and Administration Chief informed of status.

Coordinate with the Accounting and Record-Keeping Branch Director and Finance and Administration Chief to identify any special or unusual type of record keeping or necessary documentation.

Brief Accounting and Record-Keeping Branch Director and Finance and Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements.

Extended Actions

Document all actions and decisions made on an activity log.

Ensure that all communications are copied to the Message Center.

Provide summary reports as requested on expenditures due to the emergency.

Assist other Finance & Administration and Logistics Section staff members in final documentation of their activities as they relate to fiscal matters.

Provide for records security which may include keeping copies of records at a remote site.

Assist the Finance & Administration Section staff in development of an After-Action Report for the Planning & Intelligence Section.

Provide any other assistance as requested by the Finance & Administration Chief.

Keep the Finance & Administration Chief updated on the event and of any changes.

Document all activities and decisions made on an activity log.

Participate in a Critical Event Stress Debriefing Session.

Shift Completion

Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.

Ensure that all required forms or reports are completed prior to your release and departure.

Ensure that all time sheets and any travel expense claims are completed properly and signed by each employee prior to submitting them.

Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.

Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

Deactivate the Cost Accounting Unit and close out logs when authorized by the Finance and Administration Chief or the Director of Emergency Services.

Ensure that all required forms or reports are completed prior to departure.

Close out activity logs and ensure that all relevant status boards are current.

Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.

Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.

Leave forwarding phone number where you can be reached if different from the employee contact list.

Provide input to the After-Action Report as directed by your EOC supervisor.

Provide all activity logs to the Planning and Intelligence Chief upon departure.

Ensure your EOC work location is in a ready status and return facility to normal.

Ensure you sign out in EOC logbook.

Supporting EOC Checklists

1.3.1 EOC Activation

1.3.2 Shift Start-up

1.3.3 On-going Activities

1.3.4 Shift Completion

1.3.5 Demobilization

6.2.8 Damage Survey Reports (DSR) Record-Keeping Unit Leader

POSITION TITLE: DSR Record-Keeping Unit Leader

You report to: Accounting and Record-Keeping Branch Director

You supervise: N/A

Position Overview

The DSR Record-Keeping Unit Leader is responsible for maintaining records of all personnel time worked at the emergency, including all volunteers that may or may not be previously registered as Disaster Service Workers (DSWs).

Responsibilities

Maintain records of all personnel time worked at the emergency, including all volunteers that may or may not be previously registered as DSWs.

Initial Actions

Receive assignment and briefing from your immediate superior as designated by the EOC organization chart. If applicable, receive a debriefing from the staff member that you are relieving.

Review your specific position checklists.

Report to your work area and put on your position identifier and start activity log.

Determine your personal operating location and set up as necessary

Open and maintain an Activity Log by documenting all actions and decisions. (Ensure that your Activity Log(s) is given to the Planning & Intelligence Chief when completed and/or at the end of shift.)

Make frequent notes to capture information specifically related to major aspects of the event.

Ensure the documentation of personnel hours worked and volunteer hours worked in all areas relevant to the City emergency response.

Set up any necessary special account numbers to track personnel costs for the emergency.

Provide all sections with appropriate emergency event time sheets, forms, and/or information necessary for cost recovery.

Ensure the separate accounting of all purchases specifically related to the event.

Ensure that daily personnel time recording documents are prepared and compliance to time policy is met.

Brief the Accounting & Record-Keeping Branch Director on current problems, recommendations, outstanding issues, and follow-up requirements.

Intermediate Actions

Participate in all applicable Section and Branch meetings and EOC briefings.

Obtain copies of all APs.

Maintain all required records and documentation to support the After-Action Report and the history of the event:
- o Messages received
- o Actions taken
- o Decision justification and documentation
- o Requests filled
- o APs as disseminated

Refer all contacts with the media to the PIO.

Work with your EOC supervisor and/or Section Chief if you require additional staffing

for your function.

Request additional resources as needed (computer, phone lines, fax, printer, etc.) through Logistics Section Chief.

Function/operate in a safe manner during your shift.

Observe and assist staff that exhibit signs of stress or fatigue. Report concerns to your Section Chief or the Director of Emergency Services.

Make sure that copies of all records go to the Communications & Documentation Branch Director in the Planning & Intelligence Section at the end of each shift.

Keep the Accounting & Record-Keeping Branch Director informed of status.

Provide summary reports as requested on expenditures due to the emergency.

Coordinate with the Accounting & Record-Keeping Branch Director to identify any special or unusual type of record-keeping or documentation that is necessary.

Extended Actions

Ensure that all communications are copied to the Message Center.

Release time reports for assisting agencies to the respective agency representatives prior to demobilization.

Assist the Finance & Administration Section staff in the development of an After-Action Report for the Planning & Intelligence Section.

Provide any other assistance as requested by the Finance & Administration Section Chief.

Participate in a Critical Event Stress Debriefing session.

Shift Completion

Ensure that your personnel and equipment time records, and a record of expendable materials used are provided to the Cost Accounting Unit of the Finance & Administration Section.

Ensure that all required forms or reports are completed prior to your release and departure.

Ensure that all time sheets and any travel expense claims are completed properly and signed by each employee prior to submitting them.

Thoroughly brief your shift relief on the current status of the event. Ensure that in-progress activities are identified and follow-up requirements are known.

Leave forwarding phone number where you can be reached if different from the employee contact list.

Demobilization

Deactivate the DSR Record-Keeping Unit and close out logs when authorized by the Finance and Administration Chief or the Director of Emergency Services.

Ensure that all required forms or reports are completed prior to departure.

Close out activity logs and ensure that all relevant status boards are current.

Determine what follow-up actions to your assignment might be required and ensure that any open actions not yet completed will be handled after demobilization.

Ensure that all staff and volunteers attend/participate in a Critical Event Stress Debriefing session.

Leave forwarding phone number where you can be reached if different from the employee contact list.

Provide input to the After-Action Report as directed by your EOC supervisor.

Provide all activity logs to the Planning and Intelligence Chief upon departure.

Ensure your EOC work location is in a ready status and return facility to normal.

Ensure you sign out in EOC logbook.

Supporting EOC Checklists

1.4.1   EOC Activation

1.4.2   Shift Start-up

1.4.3   On-going Activities

1.4.4   Shift Completion

1.4.5   Demobilization

3.8 Field Level Interface with the EOC

The concepts, principles and organizational structure of the ICS will be used in managing field operations. The size, complexity, hazard environment, and objectives of the situation will determine the ICS organizational size and the support that will be required to support field activities. The incident will be managed by objectives to be achieved and those objectives are developed through the use of the action planning process.

Typically, an Incident Commander (IC) will communicate with the OA EOC, either via the DOC or directly, as to the situation and resource status. Members of the IC Command and General Staff will communicate with their counterparts in the EOC using the same communications methods. Some members of the EOC Command or General Staff may be asked to attend briefings or planning meetings at an Incident Command Post.
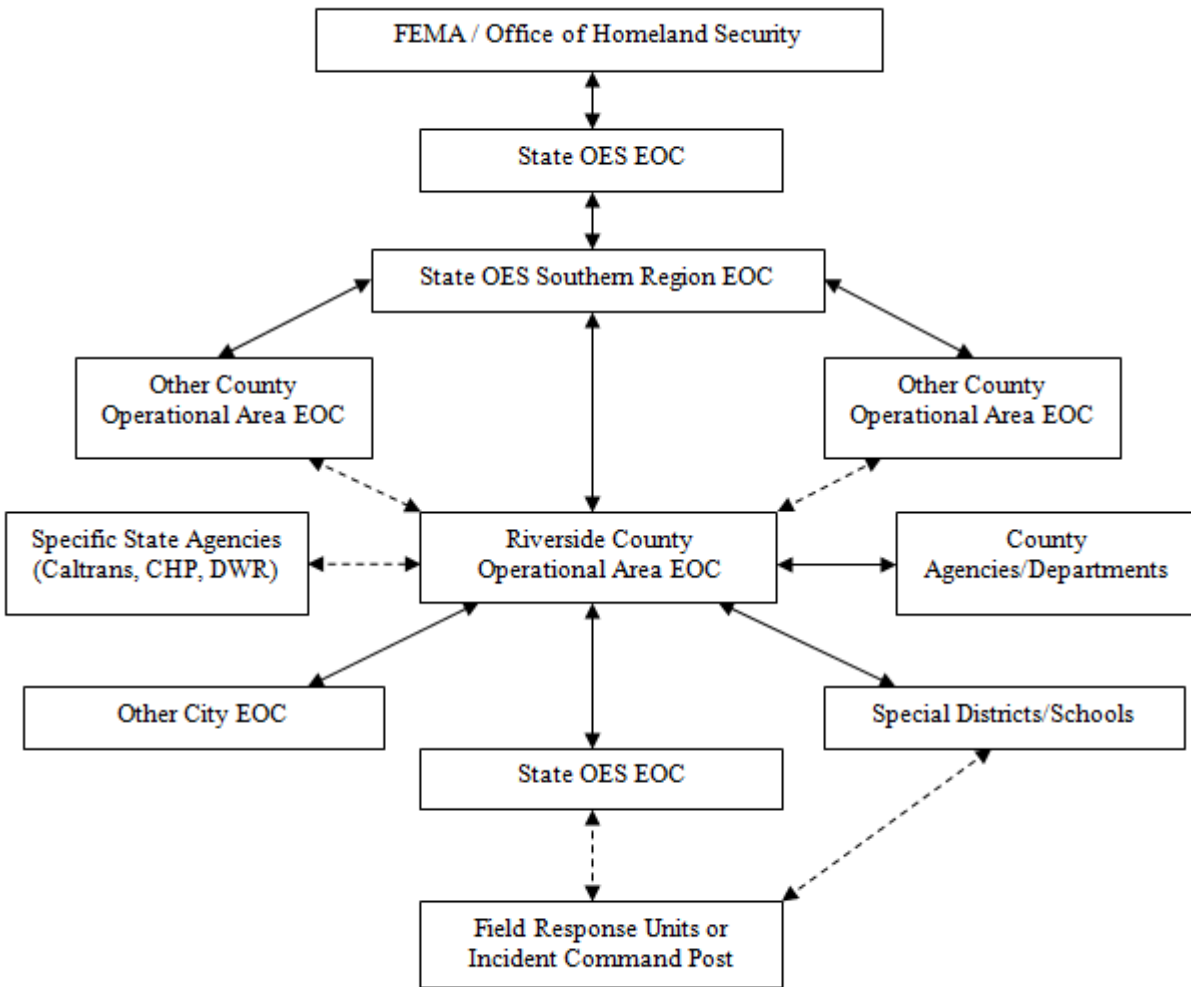
Figure ? – City of Beaumont EOC Interface

3.8.1 Field/EOC Communications and Coordination

Typically, field to EOC communications will occur at the Command and General Staff levels or, if they are established, field units will communicate with a Department Operations Center (DOC) who will, in turn, relay the information to the appropriate section/function in the Riverside OA EOC.

The County/OA EOC will communicate situation and resource status information to the Southern REOC via appropriate means.

3.8.2 Field/EOC Direction and Control Interface

The Director of Emergency Services, or designee, will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the EOC Action Plan. The EOC Action Plan does not direct or control field units but supports their activities. Incident Commander(s) will ensure incident objectives and priorities are consistent with those policies

and guidelines established at the county level by the Director of Emergency Services, or designee.

It is the responsibility of Incident Commanders to communicate critical information to the Director of Emergency Services, or designee, in a timely manner.

3.8.3   Field/EOC Coordination with Department Operations Centers (DOCs)

If a department within the County establishes a DOC to coordinate and support their departmental field activities, its location, time of establishment and staffing information will be communicated to the Riverside OA EOC. All communications with the field units of that department will be directed to the DOC who will then relay situation and resource information to the Riverside OA EOC. DOCs act as an intermediate communications and coordination link between field units and the Riverside OA EOC.

3.9 EOC Action Plans

At local, operational area, regional and state levels, the use of EOC action plans provide designated personnel with knowledge of the objectives to be achieved and the steps required for achievement. Action plans not only provide direction, but they also serve to provide a basis for measuring achievement of objectives and overall system performance.

Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for response or recovery efforts
- Documentation of the priorities, objectives, tasks, and personnel assignments

The action planning process should involve the Management Staff and General Staff along with other EOC elements, special district representatives, and other agency representatives as appropriate. The Planning/Intelligence Section is normally responsible for development of the action plan and for facilitation of action planning meetings.

Action plans are developed for a specified operational period that may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently detailed to guide EOC elements in implementing the priority actions.

3.10 After Action/Corrective Action Reports

SEMS makes it a requirement to complete and transmit an after action report to Cal OES within 90 days of the close of the incident period.

The Emergency Services Act, Section 8607 (f) mandates that the County in cooperation with involved state and local agencies complete an after action report within 120 days after each declared disaster.

An After Action/Corrective Action Report serves the following important functions:

- Provides a source for documenting response and early recovery activities

- Identifies problems and successes during emergency operations
- Analyzes the effectiveness of the different components of SEMS
- Plans corrective action for implementing recommended improvements to existing emergency response efforts

The County of Riverside Emergency Management Department will be responsible for the development of the After Action Report with input from other departments as needed.

3.11 Coordination with Emergency Response Levels

3.11.1 Coordination with Field Response Level

Coordination among SEMS levels is clearly necessary for effective emergency response. In a major emergency, Riverside OA EOC may be activated to coordinate the overall response while the ICS is used by field responders. Incident Commanders may report pertinent information to DOCs, which in turn will report and coordinate with the EOC. When the Riverside OA EOC is directly supporting Incident Command teams, the EOC is operating in a centralized coordination and support mode.

3.11.2 Coordination within the Riverside Operational Area

Coordination and communications should be established between activated local government EOCs and the OA. The communications link may be through the radio system, telephone, fax, email, or amateur radio to ensure notifications, information sharing, and reporting are completed.

3.11.3 Coordination with Special Districts

A special district may serve several communities and county unincorporated areas. Some special districts serve multiple jurisdictions. In an emergency situation, the special district may wish to provide a liaison representative to the Riverside OA EOC to facilitate coordination and communication with the various entities it serves, through appropriate mode of communications.

3.11.4 Coordination with Volunteer and Private Sector Agencies

Riverside OA EOC will establish communication with private and volunteer agencies that assist the county during emergencies, e.g., American Red Cross, Volunteers Active in Disasters (VOAD), faith based organizations, and community-based organizations. These agencies may assign a representative to the Riverside OA EOC as an Agency Representative. Some agencies may have several personnel participating in functional elements in the Riverside OA EOC, e.g., Red Cross personnel may be part of the staffing for the Care and Shelter Unit of the Riverside OA EOC.

Agencies that have countywide response roles and cannot respond to numerous city EOC's should be represented within the Riverside OA EOC. Coordination with volunteer and private agencies that do not have representatives at an EOC may be accomplished through telecommunications, liaison with community councils that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

3.12 Statewide Emergency Management

Governments at all levels must work together effectively, along with the private sector, business and industry, community based organizations and volunteers, to meet the challenges posed by a disaster.

All resources available within the State that may be applied in disaster response and recovery phases, together with the private sector, are collectively referred to as the California Emergency Organization. During a state of war emergency, a state of emergency, or a local emergency, Cal OES will coordinate the emergency activities of all State agencies (California Emergency Services Act, §8587).

Emergency mutual aid response and recovery activities are generally conducted at the request and under the direction of the affected local government. Some emergency responses are led by designated State agencies that will be assigned authority at those emergencies or disasters.

Resource requests for response and recovery originate at the lowest level of government and are progressively forwarded to the next level until filled. When support requirements cannot be met with State resources, the State may request assistance from federal agencies having statutory authority to provide assistance in the absence of presidential declarations. The State may also request a Presidential Declaration of an Emergency or Major Disaster under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93288 as amended.

State EOC ← Regional EOC ← OA EOC ← Local EOC's

3.12.1 California Master Mutual Aid Agreement

California's emergency assistance is based on a statewide mutual aid system designed to ensure that additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the *California Disaster and Civil Defense Master Mutual Aid Agreement*, which is entered into by local governments and the State of California. The various departments and agencies within the political subdivisions, municipal corporations, and public agencies agree to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal, and state monies may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.
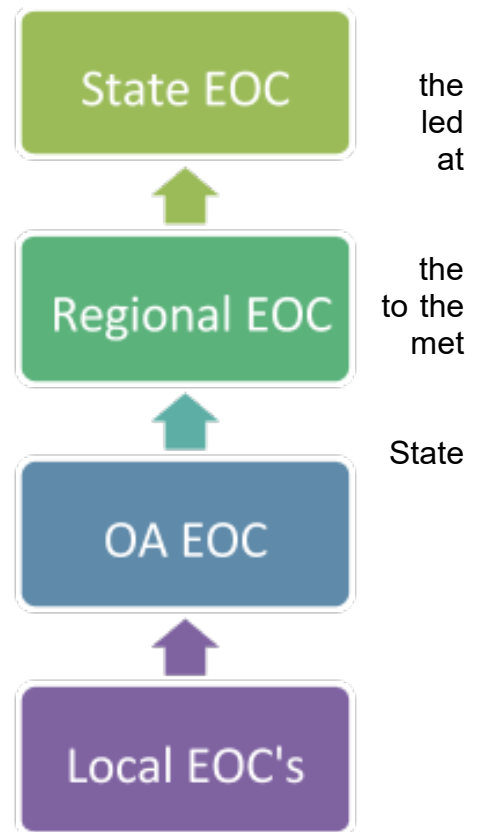
3.12.2 Emergency Management Assistance Compact (EMAC)

California is a signatory to the interstate EMAC; a congressionally ratified organization that provides form, structure, and procedures for rendering emergency assistance between states. Once the governor has declared a state of emergency, Cal OES will assess the needs for the emergency incident. California can then request resources through the EMAC network for assistance provided by other states in the nation. The use of EMAC resolves two of the key issues regarding mutual aid, liability and reimbursement, so that a disaster impacted state can request and receive assistance from other member states quickly and efficiently.

3.12.3 Mutual Aid System

The statewide mutual aid system, operating within the framework of the Master Mutual Aid Agreement, allows for the progressive mobilization of resources to and from emergency response agencies, local governments, operational areas, regions, and state with the intent to provide requesting agencies with adequate resources.

The statewide mutual aid system includes several discipline-specific mutual aid systems, such as fire and rescue, law, medical, and public works. The adoption of SEMS and NIMS does not alter these existing systems, but enhances the facilitation of mutual aid through the local government, operational area, regional, and state levels.

Within California, there are several discipline specific mutual aid plans that work in conjunction with the Master Mutual Aid Agreement. These plans derive their authority from the California Emergency Services Act and from the California Disaster and Civil Defense Master Mutual Aid Agreement.

3.12.4 Mutual Aid Coordinators

To facilitate mutual aid, discipline-specific mutual aid systems work through designated mutual aid coordinators at the operational area, regional and state levels. The basic role of a mutual aid coordinator is to receive mutual aid requests, coordinate the provision of resources from within the coordinator's geographic area of responsibility and pass on unfilled requests to the next level. Law Enforcement, Fire and Rescue Services, and the Medical Health Operational Coordinator work within existing state mutual aid systems for requests and assignments of mutual aid.

Mutual aid requests that do not fall into one of the discipline-specific mutual aid systems are handled through the emergency services mutual aid system by emergency management staff at the local government, operational area, regional, and state levels. When EOC's are activated, all discipline-specific mutual aid systems should establish coordination and communications within the respective local, operational area, regional, or state EOC's.

Mutual aid system representatives at an EOC may be located in various functional elements (sections, branches, groups, or units) or serve as an agency representative, depending on how the EOC is organized and the extent to which it is activated.

Figure: Discipline Specific Mutual Aid System

Federal Agencies

Emergency Management Assistance Compact

SOC

State Agencies

REOC

Other Mutual Aid Region(s) within Administrative Region

Other Cal OES Administrative Regions

Operational Areas, State Agencies, and Tribal, Non-Governmental, and Private Sector Entities within Mutual Aid Region

Operational Areas, State Agencies, and Tribal, Non-Governmental, and Private Sector Entities

Operational Area EOC

Unaffected local governments, State Agencies, Tribal Entities, Non-Governmental, and Private Sector entities within the OA

Affected Local Jurisdictions

3.12.5 Mutual Aid Agreements

Riverside County is a participant in the following mutual aid agreements:

- California Master Mutual Aid Agreement
- California Medical Mutual Aid Agreement
- Region VI Fire and Rescue Operations Plan
- Region VI Law Enforcement Mutual Aid Agreement
- Region VI Public Works Mutual Aid Agreement
- Region VI Medical Services Mutual Aid Agreement
- Emergency Managers Mutual Aid Agreement
- Volunteer and Private Agencies Mutual Aid Agreement
- Riverside Operational Area Agreement

3.12.6 Riverside County/OA Mutual Aid Requests

Cities within Riverside County will make mutual aid requests through the Riverside OA EOC. Riverside County will make mutual aid requests through the Cal OES Southern REOC. Requests for Fire and Law Enforcement mutual aid will be made through existing Regional Mutual Aid Coordinators that may be present at the Riverside OA EOC.

3.13 City of Beaumont Emergency Organization

The California Emergency Services Act requires the City of Beaumont to manage and

coordinate the overall emergency response and recovery activities within its jurisdiction. The City Director of Emergency Services is responsible to impress into service all officers and employees of City of Beaumont, together with volunteers, groups, and organizations enrolled to aid them during an emergency, to constitute the emergency organization of the city. All departments and agencies will use the ICS for emergency response and provide emergency related information to the Riverside OA EOC. The Emergency Organization chart shows the City departments within the SEMS/NIMS concept.

Figure: City of Beaumont Emergency Organization Chart
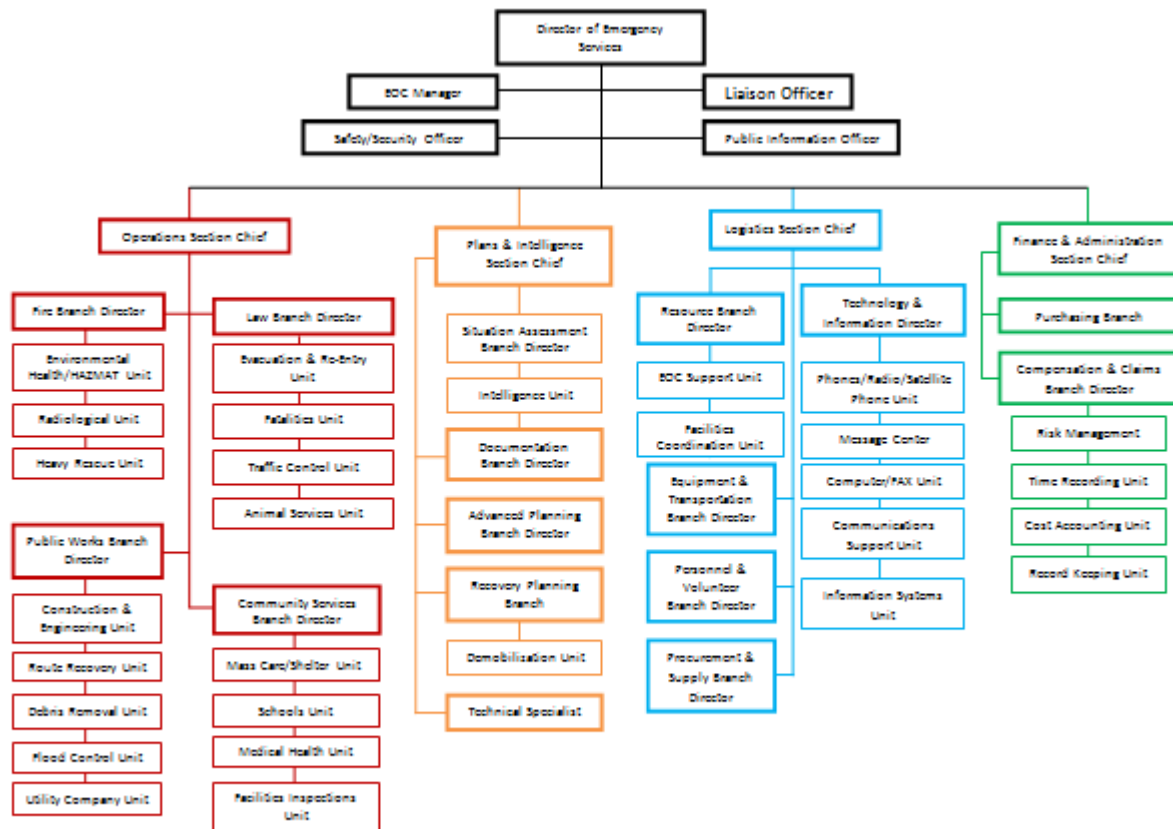
EOC Detailed Organization Chart

3.13.1 Emergency Proclamations

A Local Emergency may be proclaimed by the City Council or by the City Manager as specified by Ordinance 461 adopted by the City Council. A Local Emergency proclaimed by the Director of Emergency Services (City Manager) must be ratified by the City Council as soon as practicable, but in no case later than the next regularly scheduled City Council meeting. Proclamations will normally be made when there is an actual or threatened existence of a disaster or 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, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy.

The City Council must review, at least every 21 days, the continuing existence of the emergency situation. The City Council must terminate the emergency declaration at the earliest possible date that conditions warrant.

The Declaration of a Local Emergency provides certain legal immunities for emergency actions taken by City of Beaumont employees. This provides protection for the City and the employees.

The proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request that the Governor proclaim a State of Emergency
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee
- Requisition necessary personnel and materials from any local department or agency
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use
- Impose penalties for violation of lawful orders
- Conduct emergency operations without incurring legal liability for performance or failure of performance (see Article 17 of the Emergency Services Act for privileges/immunities)

3.13.2 State of Emergency

A State of Emergency may be proclaimed by the Governor when:

- Conditions of disaster or extreme peril exist which threaten the safety of persons and property within the state caused by natural or man-made incidents
- The Governor is requested to do so by local authorities
- The Governor finds that local authority is inadequate to cope with the emergency
- Mutual aid shall be rendered in accordance with approved emergency plans when the need arises in any county, city and county, or city for outside assistance

When a State of Emergency has been proclaimed:

- The Governor shall, to the extent deemed necessary, have the right to exercise all police power vested in the state by the Constitution and the laws of the State of California within the designated area;
- Jurisdictions may command the aid of citizens as deemed necessary to cope with an emergency
- The Governor may suspend the provisions of orders, rules or regulations of any state agency and any regulatory statute or statute prescribing the procedure for conducting state business
- The Governor may commandeer or make use of any private property or personnel (other than the media) in carrying out the responsibilities of their office
- The Governor may promulgate, issue, and enforce orders and regulations deemed necessary

3.13.3 State of War Emergency

Whenever the Governor proclaims a State of War Emergency, or if a State of War Emergency exists, all provisions associated with a State of Emergency apply, additionally:

- All state agencies and political subdivisions are required to comply with the lawful orders and regulations of the Governor which are made or given within the limits of his authority as provided for in the Emergency Services Act.

3.14 Continuity of Government

Continuity of Government (COG) is the principle of establishing defined procedures that allow a government to continue its essential operations in case of a catastrophic event and ensure an enduring constitutional government. The essential functions are normal operations not disaster response functions.   Continuity of Government is operational through the Continuity of Operations Plan which specifies essential functions, alternate facilities, and lines of succession.

3.14.1   Alternate Seat of Government

In general, the seat of City government is where the City Council is sitting and holds meetings. The Council Meetings are held in the Council Chambers at:

Beaumont City Hall
550 E 6th Street
Beaumont, California 92223

The Mayor or any other member of the City Council may designate alternate or temporary seats of City government should that be necessary. During an extreme emergency, the seat of City government may be moved to the City's EOC, the alternate EOC location, or other location determined to be safe to occupy.

The City's EOC is located at:
Albert A. Chatigny Senior Center (CRC)
1310 Oak Valley Parkway
Beaumont, California 92223

The alternate EOC is located at:
Beaumont City Hall
550 East 6th Street
Beaumont, California 92223

The below "Alternate Seat of Government" is strictly for Riverside County.

Section 23600 of the California Government Code provides alternate seats of government:

- The Board of Supervisors shall designate alternative county seats, which may be located outside county boundaries
- Real property cannot be purchased for this purpose
- A resolution designating the alternate county seats must be filed with the Secretary of State
- Additional sites may be designated subsequent to the original site designations if circumstances warrant

In the event the primary location is not usable because of emergency conditions, the city of Indio is designated as the alternate seat of government for the county.

- The alternate seat shall be used at the determination of the Board of Supervisors or the County Director of Emergency Services, or designee, when there is no ability to continue with county business from a location within the general jurisdiction of the city due to war or peacetime emergencies.
- If the alternate seat for the county is activated, all business of the county transacted there shall be legal and binding as if transacted at the county seat.
- Two emergency operating centers shall be maintained to meet emergency contingencies, and shall be maintained in accordance with Board Policy H-14.

3.14.2 Lines of Succession

The first step in assuring continuity of government is to have personnel who are authorized and prepared to carry out emergency actions for government in the event of a natural, technological, or national security disaster. Article 15, Section 8638 of the Emergency Services Act authorizes governing bodies to designate and appoint three standby officers for each member of the governing body and for the chief executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision other than that to which they are appointed.

Notification of any successor changes shall be made through the established chain of command. Article 15, Section 8637 of the Emergency Services Act authorizes political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.

Article 15, Section 8633 of the Emergency Services Act establishes a method for reconstituting the governing body. It authorizes that should all members, including all standbys, be unavailable, temporary officers shall be appointed as follows:

- By the chairman of the board of the county in which the political subdivision is locate;
- By the chairman of the board of any other county within 150 miles (nearest and most populated down to farthest and least populated)
- By the mayor of any city within 150 miles (nearest and most populated down to farthest and least populated)

Article 15, Section 8642 of the Emergency Services Act authorizes local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency, or Local Emergency exists, and at a place not necessarily within the political subdivision. Article 15, Section 8643 of the Emergency Services Act describes the duties of a governing body during emergencies as follows:

- Ascertain the damage to the jurisdiction and its personnel and property
- Reconstitute itself and any subdivisions
- Perform function in preserving law and order and furnishing local services

3.14.3   Departmental Lines of Succession

Function / Department	Title / Position

Upon receipt of a warning or the observation that an emergency situation is imminent or likely to occur, the City of Beaumont will initiate actions to prepare for the incident. Beaumont EOC is activated by the City Manager (Pursuant to Ordinance 461). In the event the City Manager is not available to attend or otherwise perform these duties during an emergency , the order of succession shall be:

1st Alternate: Chief of Police
2nd Alternate: Fire Chief
3rd Alternate: Emergency Coordinator
4th Alternate: Public Works Director

3.14.3 Vital Record Retention

Vital records include those records that are essential to the rights and interests of individuals, governments, corporations, and other entities such as 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 supple and equipment locations, emergency operations plan and procedures, and personnel rosters.

In order to provide normal government operations following a disaster, vital records must be protected. Vital records are both hardcopies and electronic copies of records. It is the responsibility of the City Clerk and Department Heads to ensure that these records are protected. The preservation of vital records is critical to the City's recovery from a catastrophic event. In addition to the information retrieval requirements of response, each response function has a record-keeping component. Although the principal focus of vital records preservation is to support recovery through reimbursement of disaster- related costs, vital records also have a broader and arguably more important function.

3.15 Training, Documentation and Exercises

It is the policy of City of Beaumont Emergency Management Team to conduct a Full- Scale Exercise (Multi-jurisdictional) every year and to conduct either a Tabletop or Functional Exercise at least once each year. An actual EOC activation may take the place of a scheduled exercise.

Emergency response exercises allow emergency response personnel to become fully familiar with the procedures, facilities, and systems used during an actual emergency. The EOP and the overall City of Beaumont capability to respond will be tested using a combination of the following exercise types:

- Tabletop Exercise - is an activity in which elected/appointed officials and key staff with emergency management responsibilities are gathered together informally, usually in a conference room, to discuss various simulated emergency situations. An exercise is designed to elicit constructive discussion by the participants without time constraints as they examine and then attempt to resolve problems based on the existing EOP and to test Departmental Plans and procedures. The purpose of the exercise is for participants to evaluate plans and procedures, and to resolve questions of coordination and assignment of responsibilities throughout the exercise in a non-threatening format and under minimum stress. Tabletop Exercises are an effective method of determining if sufficiently robust policies and procedures exist to handle specific situations which may arise during an event.

- Functional Exercise - is an activity designed to test or evaluate the capability of one or multiple functions, or activities within a function. A Functional Exercise is more complex than a Tabletop Exercise in that activities are usually under some type of time constraint with the evaluation/critique coming at the end of the exercise. A Functional Exercise typically takes place in the EOC in conjunction with selected agencies and may include the State OES Southern Region

Federal Government agencies, the Riverside County Operational Area EOC, and/or neighboring Operational Areas' EOCs.

Full-Scale Exercise involves an actual deployment of personnel and equipment throughout a geographic area. It will typically involve the activation of the EOC and multiple agencies, and the establishment of field command posts. This type of exercise includes mobilization of personnel and resources; the actual movement of emergency personnel and resources; and the actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

In addition to exercises, classroom training is an essential component of preparedness and response. The Emergency Services training program will provide training to employees through the use of classes presented by the Riverside County Operational Area Training Committee, Riverside County OES, CSTI, and FEMA. The objectives of this training program are to:

- Orient City employees (EOC and non-EOC personnel) on the concepts and procedures presented in the EOP;
- Familiarize those assigned to the EOC with the function, equipment, and logistics of the EOC facility; and
- Train all City employees on the organizational concepts associated with SEMS/MINS/ICS according to the recommendations of State OES and the Riverside County Operational Area Training Committee.

The appropriate SEMS/NIMS/ICS training will be provided to all public safety, EOC, and first responder personnel. Each county department is responsible to schedule and document emergency management training for their employees that have been designated with an emergency role.

The core ICS training courses have been revised to reflect lessons learned since their release in 2006. The courses of training will be selected from the following list, commensurate with individual and supervisory responsibilities:

- Introduction to SEMS
- IS-700.a: NIMS An Introduction
- IS-800.b: National Response Framework, An Introduction
- IS-100.b: Introduction to Incident Command System, ICS 100
- IS-200.b: ICS for Single Resources and Initial Action Incidents, ICS 200
- ICS-300: Intermediate ICS for Expanding Incidents
- ICS-400: Advanced ICS Command and General Staff—Complex Incidents

The County of Riverside Emergency Management Department is responsible for coordination and scheduling of regular exercises of this plan to train all necessary County staff in the EOC and proper response to disaster situations.

There are additional courses designed to enhance skills development and are geared towards

fulfilling SEMS/NIMS credentialing tracks. County departments should document the training provided to emergency response personnel. Copies of SEMS/NIMS training records are maintained by the department as follows:

- An individual training record for each person, kept in their personnel file, or in a separate training record file. The name of the course, instructor, location, and date of the course should be included in the training record.
- Maintenance of the individual training record for as long as the person is employed in a position that involves an emergency response role. Records of personnel involved in an actual emergency are archived for five years after the close of a disaster or indefinitely.
- Documentation of the agency's SEMS/NIMS training program including copies of the training materials used, such as instructor syllabus, lesson plans, student notebook, exercises and tests.

Exercises, drills, and actual incidents are a means for improving plans and systems through evaluation of the response activities. Exercises also encourage participation from Operational Area jurisdictions for effective coordination of disaster response capabilities. An After Action Report (AAR) will be developed for exercises and actual incidents. In addition, a Corrective Action Plan process will be completed for implementing improvements outlined in AARs. This system is in accordance with the guidance on SEMS/NIMS implementation.

An exercise is a simulation of a series of emergencies for identified hazards affecting the County. During these exercises, emergency response organizations are required to respond as though a real emergency had occurred. If necessary, the public will be made aware of these exercises through normal media communications. Tabletop, Functional, and Full Scale exercises will be conducted utilizing the concepts and principles of the SEMS/NIMS.

County of Riverside Emergency Management Department will inform County departments and Operational Area partners of training and exercise opportunities associated with emergency management. Those with responsibilities under this plan must ensure their personnel partake in training and exercises in order to effectively carry out their disaster responsibilities. An actual EOC activation may take the place of a scheduled exercise.

3.16 Requirements of the Americans with Disabilities Act and California Access and Functional Needs Legislation

Access to emergency services shall not be denied on the grounds of race, color, national origin, sex, age, or handicap. To ensure that this goal is met, Title II of the ADA requires State and local governments to make their programs and services accessible to persons with disabilities. This requirement extends not only to physical access at government facilities, programs, and events -- but also to policy changes that governmental entities must make to ensure that all people with disabilities and others with access and functional needs can take part in, and benefit from, the programs and services of State and local governments. In addition, governmental entities must ensure effective communication -- including the provision of necessary auxiliary aids and services -- so that people with disabilities and others with access and functional needs can participate in civic life.

The Americans with Disabilities Act of 1990 (ADA) signed into law on July 26, 1990, by

President George H. W. Bush, is a broad civil rights law that prohibits discrimination against people with disabilities and others with access and functional needs, including but not limited to mobility, vision, hearing, cognitive disorders, mental illnesses, and language barriers. In 2008, President George W. Bush signed an updated version of the ADA, which is known as the ADA Amendments Act (ADAAA). The revised law broadens the scope of the definition of what it means to have a disability. These changes went into effect January 1, 2009. These amendments make it easier for individuals whole require whole community support services to seek protection under the law.

Riverside County will make every effort to address the needs of individuals who require whole community support services. Initially, priorities are focused on lifesaving operations, evacuations and stabilization of the incident. Riverside County will take into consideration the needs of individuals such as issues with communications, mobility, and accessibility. Included in the County's planning efforts for individuals who require whole community support services are:

- TTD/TTY contact and captioned cable alert for the hearing-impaired
- Spanish/English outreach programs, identified language skills of County employees for interpretation
- ADA compliant access to County facilities and Red Cross shelter facilities
- Identified transportation assistance for those requiring physical assistance
- Reverse 911 telephone system for specific geographic areas
- Notification and warning procedures
- Evacuation considerations
- Emergency transportation issues
- Sheltering requirements
- Accessibility to medications, refrigeration and back-up power
- Accessibility for mobility devices or service animals while in transit or at shelters
- Accessibility to emergency information

Access and Functional Needs Planning Guidance
Riverside County Operational Area received the following guidance from the California Governor's Office of Emergency Services (Cal OES), Office of Access and Functional Needs. Assembly Bill 2311 (Brown, Chapter 520, Statutes of 2016), which added California Government Code section 8593.3, requires each county and city to integrate access and functional needs upon the next update to its emergency response plan. Specifically, jurisdictions must address how it will serve the access and functional needs community in:

- Emergency communications;
- Emergency evacuations; and
- Emergency sheltering.

Part of any successful planning effort is to understand the impacted population(s). The legal requirements are set forth in Government Code section 8593.3, and define access and functional needs as individuals who _have_:

- Developmental, intellectual or physical disabilities;
- Chronic conditions or injuries;

- Limited English proficiency or non-English speaking;

Or, individuals who *are*:

- Older adults, children, or pregnant;
- Living in institutional settings;
- Low-income, homeless, and/or transportation disadvantaged; or
- From diverse cultures.

Lessons documented from years of assisting individuals with access and functional needs in disasters show three areas repeatedly identified as needing improvement: communications, evacuation, and sheltering.

Emergency communications
During a disaster, effective communication becomes especially critical. As such, information delivered at press conferences by public officials and broadcasted on television during a disaster needs to be effective, understood, consumable, and actionable by the whole community. Effective communication considerations include:

- Sign Language interpreters for individuals who are deaf or hard of hearing;
- Alternative formats for individuals who are blind/low vision; and
- Translation services for persons with limited English proficiency or for non-English speaking individuals.

Emergency evacuation
When local evacuations become necessary, considerations for the whole community include:

- Accessible transportation options;
- Medical needs; and
- Keeping individuals connected with their families, personal care providers, essential equipment and technologies, and service animals.

Proper planning is essential to a successful evacuation and includes having agreements and partnerships in place with local public and private accessible transportation providers in order to ensure individuals with disabilities and persons with access and functional needs can evacuate safely during emergencies.

Emergency evacuation plans should be viewed as living documents because communities change and integrating the needs of individuals with access and functional needs is a dynamic process. Emergency managers should work and partner with their local disability and whole community stakeholders to regularly practice, review, revise, and update their plans to reflect changes in technology, personnel, and procedures.

Sheltering
Shelters can be stressful environments and may, without proper planning, exacerbate the physical and emotional impacts that survivors with access and functional needs experience during disasters.

Sheltering needs to be inclusive and integrated, not segregated. General population shelters need to be in physically accessible locations and equipped with accessible resources (e.g. bathrooms, cots, showers, etc.) to meet the needs of individuals with access and functional needs in a manner that ensures they can remain with their support systems (e.g. personal care provider, service animal, etc.). Assessing potential sheltering facilities before disasters occur is essential as designated shelters should comply with the requirements of the Americans with Disabilities Act (ADA).

Additional Resources
The Cal OES Office of Access and Functional Needs has made resources available to assist communities as they integrate access and functional needs within their emergency planning. Two such tools are:

The Cal OES Access and Functional Needs Web Map
To empower emergency managers to identify the access and functional needs-related assets and resources needed to support the health and independence of survivors, the Cal OES Office of Access and Functional Needs partnered with the Cal OES' GIS Division to create the California AFN Web Map – the first-ever searchable, comprehensive, statewide resource for locating AFN-related assets and resources in California.

Using data from the U.S. Census, the web map contains the following information for every county in the State of California:

- *Disability* - Total number of individuals in each county with a disability, listed into four categories: hearing difficulty; vision difficulty; cognitive difficulty; and ambulatory difficulty.
- *Culture* - The ethnicity and primary language(s) spoken at home within each county.
- *Age* - The age (across the life spectrum) of individuals in every county.

The web map outlines where each of the following resources are located:

- *Accessible Hygiene Resources* - Showers, toileting, and hand washing stations that meet Americans with Disabilities Act (ADA) standards.
- *Accessible Transportation* - Organizations providing public transportation services to seniors and individuals with disabilities that meet Americans with Disabilities Act (ADA) standards.
- *American Sign Language Interpreting Services* - Organizations providing interpretation services for individuals who are deaf or hard of hearing.
- *Assistive Technology* - Organizations providing devices, equipment or technology systems, and services for individuals with disabilities.
- *Community Emergency Response Teams (CERT) Programs* - Local programs that educate individuals about disaster preparedness and train them in basic disaster response skills.
- *Independent Living Centers* - Community-based, non-profit organizations designed and operated by individuals with disabilities.
- *Language Translation Services* - Organizations providing written text or interpretation services in a language other than English.

- *Regional Centers* - Non-profit private corporations that contract with the Department of Developmental Services to provide or coordinate services and support for individuals with developmental disabilities.

The Cal OES Office of Access and Functional Needs Library

In order to ensure that community leaders, state agencies, advocacy organizations, emergency managers and others have the best and most current access and functional needs-related planning resources available in an easy to access, one-stop-shop central repository, we created the OAFN Library. The OAFN Library is a comprehensive clearinghouse for access and functional needs-specific best practices, guidance documents, videos, and more. For additional questions regarding access and functional needs contact the Cal OES Office of Access and Functional needs at: OAFN@caloes.ca.gov

The new Government Code reads:

> 8593.3. (a) A county, including a city and county, shall, upon the next update to its emergency plan, integrate access and functional needs into its emergency plan by addressing, at a minimum, how the access and functional needs population is served by the following:
>
> (1) Emergency communications, including the integration of interpreters, translators, and assistive technology.
>
> (2) Emergency evacuation, including the identification of transportation resources and resources that are compliant with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) for individuals who are dependent on public transportation.
>
> (3) Emergency sheltering, including ensuring that designated shelters are compliant with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.) or can be made compliant through modification and that showers and bathrooms are fully accessible to all occupants.
>
> (b) For purposes of this section, the "access and functional needs population" consists of individuals who have developmental or intellectual disabilities, physical disabilities, chronic conditions, injuries, limited English proficiency or who are non-English speaking, older adults, children, people living in institutionalized settings, or those who are low income, homeless, or transportation disadvantaged, including, but not limited to, those who are dependent on public transit or those who are pregnant.

3.16.1 Individuals Requiring Whole Community Support Services

Individuals in need of Whole Community Support Services may include those who have disabilities; who live in institutionalized settings; who are older adults; who are children; who are from diverse cultures; who have limited English proficiency or are non-English speaking; or who are transportation disadvantaged. According to a 2010 study, there are almost 11 million people who require access to Whole Community Support Services in California. The lessons documented from the years of assisting individuals who require whole community support services in disasters show three areas that are repeatedly identified as most important to these

individuals: communications (alert, warning, notification), evacuation (transportation), and sheltering.

3.17 Animal Care Considerations

The PETS Act (Pets Evacuation and Transportation Standards Act of 2006) directs that state and local emergency preparedness plans address the needs of people with pets and service animals after a major disaster, including the rescue, care and sheltering of animals. The PETS Act amends the Stafford Act, and requires evacuation plans to take into account the needs of individuals with household pets and service animals, prior to, during, and after a major disaster or emergency. Riverside County has an Animal Control department that will lead the effort to comply with the PETS Act.

In conjunction with the Department of Animal Services, Animal Control officers and shelter attendants will provide for the coordination of evacuation and sheltering of household and service pets in the event of a disaster.

Shelter Name	Areas Served
Animal Friends of the Valleys	Canyon Lake, City of Lake Elsinore, City of Temecula, City of Murrieta
Beaumont Animal Control	City of Beaumont, Banning, Calimesa
Corona Animal Shelter	City of Corona
Moreno Valley Animal Shelter	City of Moreno Valley
Norco Animal Shelter	City of Norco
Palm Springs Animal Shelter	City of Palm Springs
Perris Animal Control	City of Perris (Animals go to Moreno Valley shelter)
Ramona Humane Society	Hemet, Homeland, Nuevo, Romoland, San Jacinto, Sun City, Winchester
Rancho Cucamonga Animal Shelter	City of Rancho Cucamonga
Rancho Mirage Animal Control	City of Rancho Mirage (Animals go to the Coachella Valley Animal Campus)
Riverside County Animal Shelter	Blythe
Riverside County Animal Shelter	Coachella Valley
Riverside County Animal Shelter	Western Riverside
Riverside County Animal Shelter	San Jacinto

These shelters also provide animal control services, shelter and rescue services in the event of animal evacuations. An annex addressing these needs and requirements is attached to this plan.

3.18 Communications and Warning

Warning is the process of alerting governmental forces and the general public to the threat of imminent danger. Dependent upon the nature of the threat and the population group at risk, warning can originate at any level of government. Success in saving lives and property is dependent upon timely dissemination of warning and emergency information to persons in threatened areas. Local governments are responsible for warning the populations within their

jurisdiction. Government officials accomplish this using various warning systems and devices that can originate or disseminate information from a central location that is staffed 24 hours a day, typically a communications center.

Riverside County has several systems available for providing disaster information to the public to alert and warn them of impending danger.

3.18.1 Emergency Alert System (EAS)

The Emergency Alert System is designed for the broadcast media to disseminate emergency public information. This system enables the President, as well as federal, state, and local governments to communicate with the general public through commercial broadcast stations.

EAS is operated by the broadcast industry on a volunteer basis according to established and approved EAS plans, standard operating procedures, and within the rules and regulations of the Federal Communications Commission (FCC). EAS can be accessed at federal, state, and local levels to transmit essential information to the public. Message priorities under Part 73.922(a) of the FCC's rules are as follows:

- Priority One - Presidential Messages (carried live)
- Priority Two - EAS Operational (Local) Area Programming
- Priority Three - State Programming
- Priority Four - National Programming and News

State programming originates from the state operations center and is transmitted through the state using the state's CLERS VHF/UHF radio relay stations. California has 30 EAS Operational Areas within radio reception range of EAS stations serving the area. The State message priorities are as follows:

- Priority One - Immediate and positive action without delay is required to save lives
- Priority Two - Actions required for the protection of property and instructions to the public requiring expedient dissemination
- Priority Three - Information to the public and all others

Emergency information is broadcast directly through the transmitters to all broadcasters in Riverside County simultaneously and to special districts and businesses with more than 100 employees, who by law must monitor this frequency. Emergencies that may warrant an alert include an avalanche, child abduction emergency, civil danger or emergencies, evacuations, law enforcement or fire warning, radiological or hazardous materials warnings, flash flooding, and severe weather warnings.

In Riverside County, the EAS is administered under the authority of the Sheriff of Riverside County. Any official requesting an EAS warning or message will request such through the Sheriff's Office Watch Commander or County Fire Department. Messages in Riverside County will be disseminated through the Sheriff's Communications Center. The message must be a voice message that can be prerecorded. All OA partners are authorized to request an EAS activation.

If the Local Programming (LP) 1 EAS station receives an EAS message request, the station

will call-back the requesting communication center using the phone number provided on the separate list to verify authenticity of request. A list of phone numbers for communications centers is provided separately for authentication. It is not for public release, but only for those with a need to know.

Monitor Assignments
This FCC Local Area is divided into five (5) Zones comprising two of the largest counties in the United States. No one broadcast station covers one entire county. There are a few locations without adequate California coverage due to terrain and distances. Stations monitor each other for redundancy.

Station/Facility   Monitors:

Zone1: INLAND EMPIRE EAS ZONE

LP1 KFRG 95.1 MHz   KFI 640, KGGI (FM) 99.1, CLERS 158.790,
Simulcast KXFG 92.9 MHz   KNWS 162.450 Santa Ana for San Diego NWS

LP2 KGGI 99.1 MHz   KFRG 95.1, NWS 162.45, CLERS 158.790, KFI 640

Zone 2. COACHELLA VALLEY EAS ZONE

LP1 KDES 104.7 MHz   KFRG 95.1, NWS 162.400, CLERS 158.790, KCLB
                                                          93.7, KFI 640

LP2 KCLB 93.7 MHz   KDES 104.7, NWS 162.400, CLERS 158.790, KFRG
                                                          95.1

Zone 3. VICTOR VALLEY EAS ZONE

LP1 KZXY 102.3 MHz   KGGI 99.1, KFI 640, CLERS 155.910, NWS San
                                                          Diego 162.550 (No LP2)

Zone 4. MOJAVE DESERT EAS ZONE

LP1 KHWY 98.9 MHz*   KFI 640, KJAT 105.3
KRXV 98.1 MHz*   NWS Las Vegas or San Diego to telephone when alert
                                                          imminent *
KHYZ 99.7 MHz*   CLERS 155.910   Government Peak
(*Trimulcast) (No LP2)

Zone 5. SOUTH WEST (SW) RIVERSIDE EAS ZONE

LP1 KATY 101.3 MHz   KXFG 92.9 MHz, KFI 640 KHz
(No LP2)   NWS Las Vegas or San Diego to telephone when alert
                                                          imminent *

LP2   KXFG 92.9 MHz   KATY 101.3, KFI 640, KWRP

* Area of incomplete or no NWR coverage, telephone alert arranged with appropriate NWS facility

All stations and CATV control points must monitor two of the following:
- LP1 Station for their area
- LP2 Station for their area
- Out-of-area LP1 (such as KFI, Los Angeles)
- NWR, CLERS or EDIS if capable of being received

Stations unable to reliably receive the LP-1, LP1S, or an LP-1 alternate, must monitor the LP-2 station and one other assignment from paragraph 1.2 above.

In addition, but not in lieu of, any other station listed in 1.1 and 1.2 above are recommended monitoring.

3.18.1.1 Integrated Public Alert and Warning System

Mass media used to alert and warn the American public must now incorporate the use of technologies needed to reach people with disabilities and others with access and functional needs. Executive Order 13407 requires FEMA to "include in the public alert and warning system the capability to alert and warn all Americans, including those with disabilities." In response, FEMA established the Integrated Public Alert and Warning System (IPAWS).

FEMA's IPAWS allows authorities to send Wireless Emergency Alerts (WEAs), which are geographically targeted, text-like alerts to the public via their wireless handsets. WEAs use a unique signal and vibration to attract attention, which may be helpful to individuals with hearing or vision loss. Industry partners develop content and/or devices that can be used by individuals with disabilities and others with access and functional needs to receive emergency alerts. The public doesn't need to sign up to receive WEAs and wireless customers are not charged for the delivery of WEA messages. Wireless carriers sell WEA capable phones with the service already included.

Local alerting authorities must complete the necessary authentication steps to use the Integrated Public Alert and Warning System (IPAWS). Riverside and San Bernardino Counties, as a Local Emergency Communications Committee (LECC), are authorized to use IPAWS.

3.18.2 National Warning System (NAWAS)

NAWAS is a dedicated wire-line system that provides two-way voice communications between the federal warning center, state warning points and local warning points. If the situation ever presents itself, NAWAS is a nationwide system developed to send warnings of impending attack throughout the nation. The system may be activated from two federal facilities that are staffed 24 hours daily: the National Warning Center (North American Air Defense Command, Colorado Springs) and the Alternate National Warning Center (Olney, Maryland).

CALWAS is the State portion of NAWAS that extends to communications and dispatch centers throughout the state. Both state and federal circuits are monitored 24 hours a day at the Warning Center, the alternate point, and each of the local warning points. Circuits then extend

to county warning points. Counties not on this system will receive warning through other means (normally over the California Law Enforcement Telecommunications System (CLETS).

NAWAS is tested three times daily at unscheduled times. Immediately following the NAWAS test through the Warning Center, the state conducts the CALWAS test through Cal OES. On alternate Wednesdays, the CHP conducts a test at 10:00 a.m. local time.

Backup communications systems for CALWAS alerts include:

- CESFRS - California Emergency Services Fire Radio System
- CESRS - California Emergency Services Radio System
- CLEMARS - California Law Enforcement Mutual Aid Radio System
- CLERS - California Law Enforcement Radio System
- CLETS - California Law Enforcement Telecommunications System

3.18.3 California State Warning Center (CSWC)

The CSWC is a signal and information conduit for Cal OES and a central information hub for statewide emergency communications. The CSWC is under the command and direction of the CHP, and staffed by sworn officers and civilian emergency services communications personnel. The CSWC provides service to all California law enforcement agencies and their officers 24 hours a day, 365 days a year. Additionally, the CSWC will provide the means by which fire service agencies can communicate intelligence information to the FBI.

The following is a list of current functions and responsibilities of the CSWC:

- Facilitates multi-regional and statewide AMBER Alerts
- Carries out critical incident notifications, warnings, and tactical alerts to all involved agencies and organizations
- Conducts computer crime incident notifications
- Conducts homeland security incident notifications
- Conducts hazardous material notifications
- Monitors natural disasters and coordinates emergency response
- Monitors and maintains state and national emergency response communications
- Conducts Governor and executive staff notifications
- Facilitates toxic call-outs (drug labs)

3.18.4 Operational Area Satellite Information System (OASIS)

OASIS is a system that consists of a communications satellite, multiple remote sites, and a hub that allows virtually uninterruptable communication between state, regional, and operational area level EOC's. The system, which uses technology similar to cellular telephones, has 60 channels. When a user picks up the line, the system automatically searches for the best available channel and is capable of conducting six simultaneous voice conversations and one data channel at a rate of 9600 baud.

3.18.5 Emergency Digital Information System (EDIS)

The Emergency Digital Information Service (EDIS) delivers official information about emergencies and disasters to the public and the news media in California. California emergency

bulletins posted to EDIS are available by email and pager from various providers. EDIS has been in operation since 1990, and was upgraded to add image and sound capabilities and to use an advanced satellite datacast technology for reliable statewide service in 1999. People and businesses can receive EDIS messages via their e-mail, wireless cell phone, or pager by registering on the EDIS webpage at http://edis.oes.ca.gov/ .

3.18.6 Public Safety Enterprise Communication (PSEC)

PSEC is the County's standards-based P25 Phase II system, encrypted, digital radio system that provides communications and greater geographic coverage, reliability, access to data, and enhanced interoperability for Riverside County Fire, Riverside County Sheriff's Department, and non-public safety county departments.

3.18.7 County Disaster Net

The Riverside OA EOC staff uses a low-band radio to communicate countywide with other staff members as well as with City EOCs located in Western Riverside County. The capability exists to link the Western County Disaster Net with the Coachella Valley Disaster Net.

The County Alternate EOC in the Coachella Valley uses a VHF radio system to communicate internally and with City EOCs located in the Coachella Valley.

3.18.8 ReddiNet

ReddiNet is a dedicated emergency medical communications network providing interoperability communications among hospitals, EMS agencies, paramedics, dispatch centers, law enforcement, homeland security, public health officials and other health care system professionals in local and regional communities. ReddiNet is used to multi-casualty incidents, tracking dispatched ambulances and patient locations, verifying hospital Emergency Department status, and communicate bed availability and patient evacuation needs.

3.18.9 Satellite Telephones

The County EOC uses permanent and portable satellite phones to communicate with various cities and agencies that belong to the emergency managers talk group. Satellite phones utilize a high-powered satellite positioned in geostationary orbit, 22,300 miles in the sky, as a repeater. Satellite phones are also an alternate means of communications in the event communications systems are degraded.

3.18.10 Radio Amateur Civil Emergency Services (RACES)

The County utilizes the services of volunteer HAM radio operators to provide an alternate means of communications when primary systems are non-operational for communications where systems do not normally exist. Amateur radio operations are under the leadership of the County of Riverside Emergency Management Department. Riverside County RACES members are registered disaster service workers licensed by the Federal Communications Commission (FCC) for amateur radio service.

3.18.11 Riverside County Early Warning Notification System (EWNS)

The County of Riverside has instituted a system that uses telephones to alert residents and businesses in Riverside County who are affected, threatened, or might be endangered by an emergency event or a disaster. The system uses phone numbers in the region's 9-1-1 database to contact listed and unlisted land-line telephones. It is TTY/TDD capable. If the call is picked up by an answering machine, the system will leave a voice message. Because the 9-1-1 database includes only land-line numbers, other phone numbers must be registered. Voice over Internet protocol (VoIP) or cellular telephones must be registered on the system to be included in the notification system.

3.18.12 Social Media

The County of Riverside utilizes several forms of social media to reach the public including Twitter, Facebook, and YouTube. The county also has a website (www.countyofriverside.us *or* www.rivcoready.org) that can be used to communicate information to the public. In an emergency or disaster, County of Riverside Emergency Management Department or the EOC will post information on these accounts and monitor these accounts for messages and information from the public.

3.18.13 Relay Services

Free relay services are available within the State of California and anywhere in the United States by dialing 711. This service allows individuals with hearing or speech disorders to communicate with all telephone users.

4.0 City of Beaumont / Riverside County Recovery Operations

As the Recovery Phase moves from Short Term to Long Term, the City will utilize the County Recovery Plan as a guide for recovery operation. Recovery refers to the measures taken by the County of Riverside following a disaster that will return existence back to normal, or at least as normal as possible. Effective recovery consists of a complex array of interdependent and coordinated actions. Recovery operations are divided into two phases; short term and long term.

4.0.1 Short Term Recovery

The first phase of recovery operations is short term. The goal of short-term recovery is to restore local government services to at least minimal capacity operations. Short-term recovery includes:

- Assessment of the extent and severity of damages to homes and other property
- Restoration of services generally available in communities - water, food, and medical assistance
- Repair of damaged homes and property
- Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope
- Utility and infrastructure restoration
- Expanded social, medical and mental health services
- Re-establishment of County government operations
- Transportation route restoration
- Debris removal and clean-up operation
- Abatement and demolition of hazardous structures

4.0.2 Long Term Recovery

Long-term recovery consists of actions that will return the county back to normal pre-disaster levels of service. The County will coordinate with special districts and private utility companies on all efforts to restore utility systems and services during recovery operations. Mental Health services will be coordinated such as Critical Stress Debriefings for emergency response personnel, disaster service workers, and victims of the disaster/event. Oklahoma City Bombing still provides recovery mental health services over 20 years after the incident.

It is critical that the documentation functions during response continue and expand into long term recovery. The major objectives of long-term recovery operations include:

- Coordinated delivery of long-term social and health services
- Improved land use planning
- Re-establishing the local economy to pre-disaster levels
- Recovery of disaster response costs
- Effective integration of hazard mitigation strategies into recovery planning and operations

Failure to strictly account for damage documentation and personnel costs can result in loss of reimbursement.

4.1 SEMS Recovery Organization

The Operational Area plays a different role in recovery than in response. The Operational Area may act as an information and coordination point for its constituent jurisdiction. However, each local jurisdiction, rather than the Operational Area, works directly with state and federal recovery programs.

4.2 Damage Assessment

During the early phase of a disaster, the initial damage from the disaster is estimated due to time constraints related to the response. Plans should include procedures for conducting more detailed surveys to be used in disaster project applications once the recovery process begins.

4.2.1 Structural Damage

Checklists and procedures for survey teams should include the following terms when describing damages, which are limited to the structure and not contents:

- Destroyed - Cost of repair is more than 75% of value
- Major Damage - Cost of repair is greater than 10% of value
- Minor Damage - Cost of repair is less than 10% of value.

4.3 Recovery Activities

Common terms for recovery activities are listed below:

- Category A: Debris Clearance - Clearance of debris, wreckage, demolition, and removal of buildings damaged beyond repair.
- Category B: Protective Measures - Measures to eliminate or lessen immediate threats to life, public health, and safety.
- Category C: Roads & Bridges - All non-emergency work and any that may require more time for decision-making, preparation of detailed design, construction plans, cost estimates, and schedules.
- Category D: Water Control Facilities - Includes flood control, drainage, levees, dams, dikes, irrigation works, and bulkheads.
- Category E: Public Buildings and Equipment - Buildings, vehicles or other equipment, transportation systems, fire stations, supplies or inventory, higher education facilities, libraries, and schools.
- Category F: Utilities - Water supply systems, sanitary sewerage treatment plants, storm drainage, and light/power.
- Category G: Other - Park facilities, public and private non-profit facilities, recreational facilities, and playground equipment.

4.3.1 List of Damages

Once a Presidential Disaster Declaration has been made a complete and comprehensive list of all the damage that has occurred needs to be completed by each jurisdiction and transmitted to the Operational Area. The Operational Area will transmit the damage information to the Cal OES Region, who will in turn send it to the State and FEMA. It should include:

- Location of Action/Damage - Geographical location of damaged facility or emergency work
- Description of Action/Damages - Narrative description explaining the nature of the disaster related problem (engineering details are not needed)
- Estimates of Cost - A separate estimate for each facility or system affected

4.4   Recovery Reporting and Documentation

Recovery documentation and reporting is the key to recovering eligible emergency response and recovery costs.

4.4.1 After-Action Reporting

SEMS regulations require that jurisdictions complete an After Action Report (AAR) within 120 days after each emergency proclamation. Furthermore, the SEMS regulations under Title IX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to Cal OES within 90 days of the close of the emergency period. Upon completion of the AAR, corrective actions are identified to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Depending on the level of the AAR, corrective action may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Priority corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

4.4.2 Recovery Documentation

The recovery documentation information should include the location and extent of damage, and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to a non-vulnerable and mitigated condition. The cost of compliance with building codes for new construction, repair, and restoration will also be documented. The cost of improving facilities may be provided under federal hazard mitigation grant programs. Documentation is the key to recovering expenditures related to emergency response and recovery operations. Documentation must begin at the field response level and continue as the disaster unfolds. Included in the Riverside OA EOC Planning/Intelligence Section is a Documentation Branch that will coordinate the collection of all incident documentation for dissemination and filing.

4.5 Disaster Assistance

Disaster assistance is divided into two forms: Individual and Public Assistance. Recovery plans should address both types of assistance, methods of acquiring help, restrictions, and other

pertinent information.

4.5.1 Government Assistance to Individuals

Individual assistance consists of services provided to individuals and private sector businesses.

- Disaster Housing Assistance Program - This is a federal program administered by FEMA that provides temporary housing to disaster victims during presidentially declared disasters.
- Disaster Mortgage and Rental Assistance Program - This program provides grants for home related mortgage or rent payments to disaster victims, who as a result of a disaster have lost their job or business and face foreclosure or eviction from their homes. It is a federal program available under a presidentially declared disaster.
- Housing and Urban Development (HUD) Program - This program is offered to families that meet certain income guidelines and may provide a percentage of the rental cost for a limited period of time to disaster victims. It is also available under a presidentially declared disaster.
- Small Business Administration (SBA) - This program is automatically implemented following a presidential disaster declaration for Individual Assistance, or may be implemented at the request of the governor. It provides low interest loans to businesses and individuals who have suffered disaster losses.
- Individual and Family Grant Program (IFGP) - This is authorized only by a federal disaster declaration. It provides grants to disaster victims who are not eligible for SBA loans.
- Cora Brown Fund - This is authorized only by a federal disaster declaration. The fund provides disaster victims with assistance provided they are not eligible for any other disaster assistance award from the government or other organizations.

4.5.2 Federal Programs

Under federal disaster assistance programs, documentation must be obtained regarding damage sustained to:

- Roads
- Water control facilities
- Public buildings and related equipment
- Public utilities
- Facilities under construction
- Recreational and parks facilities
- Educational institutions
- Certain private non-profit facilities

The documentation information should include the location and extent of damage and estimates of costs for debris removal, emergency work, and repairing or replacing damaged facilities to pre-disaster conditions. The cost of compliance with building codes for new construction, repair, and restoration will also be documented.

These are only a few federal programs that can be activated under a presidentially declared disaster. Disaster assistance may also be altered by legislation passed at the time of the event.

Other types of assistance may also be made available depending on the disaster.

4.6 Non Profit Volunteer Charitable Organizations

Volunteer charitable organizations, including VOAD members and other Non-Governmental Organizations, may provide assistance to individuals outside the scope of the Riverside County Recovery Organization.

4.7 Public Assistance

Public assistance consists of various programs of disaster relief to the public and private non-profit sectors:

- Debris Management
- Individual Assistance (IA)
- Public Assistance (PA)
- Private Nonprofit Program (PNP)
- Safety Assessment Program (SAP)
- Technical Assistance Programs (TAP)
- Laws and Regulations

Public sector includes state and local government (city, county, special district). Private non-profit includes certain eligible Private Nonprofits (PNP) or an Intermediary PNP applicant to receive state assistance for extraordinary costs incurred while providing assistance at the request of local agencies during a state disaster event.

4.7.1 Federal – Robert T Stafford Disaster Relief Act of 1974

The following is a brief overview of this program:

A Presidential Declaration of Major Disaster or Emergency is required to activate the provisions of this law. Eligible applicants include the following:

- State agencies
- Counties
- Cities
- Special districts
- Schools K-12
- Colleges and institutions of higher education
- Tribal Governments
- Private non-profit organizations organized under § 501(c) 3 of the Internal Revenue Code
- Utilities
- Emergency agencies
- Medical agencies
- Custodial care organizations
- Government services such as: community centers, libraries, homeless shelters, senior citizen centers, and similar facilities open to the general public

4.7.2 Joint Field Office

Following a Presidential Declaration of a Major Disaster or Emergency, a Joint Field Office (JFO) will be established in the proximity of the disaster area. The JFO provides the direction and coordination point for federal assistance. Typical functions of the JFO include:

- Management - Coordination of the overall federal assistance programs for Individual and Public Assistance, as well as any existing emergency work
- Public Information - Overall direction of public news releases on the progress of the emergency recovery actions, public notices on obtaining assistance, problems, and other pertinent information
- Liaison - Provides coordination and cooperation with other federal and state agencies
- Operations - Responsible for damage survey teams, outreach activities, and program implementation (i.e., Public Assistance, Individual Assistance, Hazard Mitigation, etc.)
- Planning/Intelligence - Develops action plans, identifies priorities, potential problems, documents the overall recovery actions
- Logistics - Provides materials and resources to perform the tasks associated with recovery
- Finance/Administration - Tracks and monitors costs, approves purchases, audits activities as needed

4.7.3 State – California Disaster Assistance Act (CDAA)

The California Disaster Assistance Act provides state financial assistance for recovery efforts to counties, cities, special districts, and certain eligible private non-profit agencies after a Cal OES Director's Concurrence or the Governor's Proclamation. CDAA may be implemented as a "stand alone" funding source following a state disaster.

CDAA is available to counties, cities, and special districts to repair disaster-related damages to public buildings, levees, flood control works, channels, irrigation works, city streets, county roads, bridges, and other public works except those facilities used solely for recreational purposes. This program offers a percentage of the eligible cost to: repair, restore, reconstruct or replace public property or facilities; to cover direct and indirect costs of grant administration with the Cal OES Director's concurrence; and to cover the cost of overtime and supplies used for response. The conditions for implementation of the CDAA are as follows:

- The Cal OES Director must concur with local emergency declaration for permanent restoration assistance;
- The Governor must proclaim a state of emergency for disaster response and permanent restoration assistance; or
- The President must declare a major disaster or emergency for matching fund assistance for cost sharing required under federal public assistance programs

4.8 Hazard Mitigation Grant Programs

The Hazard Mitigation Grant Program (HMGP) activities are aimed at reducing or eliminating future damages. Activities include hazard mitigation plans approvable by FEMA and cost-effective hazard mitigation projects. HMGP grants are provided on a cost-share of 75% federal share and 25% non-federal share.

Disaster Mitigation Act of 2000 (DMA2000)(Public Law 106-390) provides the legal basis for FEMA mitigation planning requirements for State, local and Indian Tribal governments as a condition of mitigation grant assistance. DMA 2000 amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act by repealing the previous mitigation planning provisions and replacing them with a new set of requirements that emphasize the need for State, local, and Indian Tribal entities to closely coordinate mitigation planning and implementation efforts. The requirement for a State mitigation plan is continued as a condition of disaster assistance, adding incentives for increased coordination and integration of mitigation activities at the State level through the establishment of requirements for two different levels of state plans.

The Predisaster Hazard Mitigation Act of 2010 (H.R. 1746 111th) amended the Robert T. Stafford Relief and Emergency Assistance Act to reauthorize the pre-disaster mitigation program of the Federal Emergency Management System (Disaster Mitigation Act of 2000). This bill was enacted after being signed by the President on January 4, 2011. The Act states that each jurisdiction (counties, cities, towns, and special districts) must have a Local Hazard Mitigation Plan (LHMP) approved by Cal OES in order to be eligible for FEMA pre and post disaster mitigation funds. The objective of the LHMP is to save lives, preserve property, and protect the environment during times of disaster. Riverside County participated in the DMA2000 program and adopted the Riverside County Hazard Mitigation Plan on May 2012.

Federal funding is provided under the Robert T. Stafford Emergency Assistance and Disaster relief Act (The Stafford Act) through FEMA and Cal OES. Cal OES is responsible for identifying program priorities, reviewing applications and forwarding recommendations for funding to FEMA. FEMA has final approval for activity eligibility and funding. The cost of improving facilities may be included. The federal regulations governing the HMGP are found in Title 44 of Code of Federal Regulations (44CFR) Part 206 and Part 13.

Mitigation is critical in reducing or eliminating disaster-related property damage and loss of lives. The immediate post-disaster period presents a rare opportunity for mitigation. During this time officials and citizens are more responsive to mitigation recommendations and unique opportunities to rebuild or redirect development may be available. Recovery plans benefit from addressing mitigation planning as part of the recovery process. The following issues represent some information that would be useful in recovery sections of emergency plans:

- Changes in building codes
- Variances or set-backs in construction
- Zoning, to reduce types of construction in high hazard areas
- Relocation or removal of structures from high hazard zones

Appendix A – Glossary of Terms

This list contains definitions of terms commonly used in Emergency Management, the Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS) and the Incident Command System (ICS)

Action Plan: The plan prepared in the EOC containing objectives for the emergency response SEMS level reflecting overall priorities and supporting activities for a designated period. See also Incident Action Plan.

Activate: At a minimum, a designated official of the emergency response agency that implements SEMS as appropriate to the scope of the emergency and the agency's role in response to the emergency.

After Action Report: A report covering response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. After action reports are required under SEMS after any emergency which requires a declaration of an emergency. Reports are required within 90 days.

Agency: An agency is a division of government with a specific function, or a non-governmental organization (e.g., private contractor, business, etc.) that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). (See Assisting Agency, Cooperating Agency and Multi-agency.)

Agency Dispatch: The agency or jurisdictional facility from which resources are assigned to incidents.

Agency Executive or Administrator: Chief executive officer (or designee) of the agency or jurisdiction that has responsibility for the incident.

Agency Representative: An individual assigned to an incident or to an EOC from an assisting or cooperating agency that has been delegated authority to make decisions on matters affecting that agency's participation at the incident or at the EOC. Agency Representatives report to the Liaison Officer at the incident, or to the Liaison Coordinator at SEMS EOC levels.

Air Operations Branch Director: The person primarily responsible for preparing and implementing the air operations portion of the Incident Action Plan. Also responsible for providing logistical support to helicopters operating on the incident.

Allocated Resources: Resources dispatched to an incident.

Area Command: An organization established to: 1) oversee the management of multiple incidents that are each being handled by an Incident Command System organization; or 2) to oversee the management of a very large incident that has multiple Incident Management Teams assigned to it. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources based on priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed.

Assigned Resources: Resources checked in and assigned work tasks on an incident.

Assignments: Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident or EOC Action Plan.

Assistant: Title for subordinates of the Command Staff positions at the Field SEMS level. The title

indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise unit activities at camps.

Assisting Agency: An agency directly contributing tactical or service resources to another agency.

Available Resources: Incident-based resources which are available for immediate assignment.

Base: The location at an incident at which primary logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term "Base.") The Incident Command Post may be collocated with the Base.

Branch: The organizational level at the SEMS Field Level having functional or geographic responsibility for major parts of incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section. Branches are identified by the use of Roman Numerals or by functional name (e.g., medical, security, etc.).

Branch Director: The ICS title for individuals responsible for supervision of a Branch at the Field Level. At SEMS EOC levels, the title Branch Coordinator is preferred.

Cache: A pre-determined complement of tools, equipment and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site, within the general incident area, separate from the Incident Base, equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Chain of Command: A series of management positions in order of authority.

Check-in: The process whereby resources first report to an incident or into an EOC. Check-in locations at the SEMS Field level include: Incident Command Post (Resources Unit), Incident Base, Camps, Staging Areas, Helibases7, Helispots, and Division Supervisors (for direct line assignments).

Clear Text: The use of plain English in radio communications transmissions. No Ten Codes or agency specific codes are used when utilizing Clear Text.

Command: The act of directing, and/or controlling resources at an incident by virtue of explicit legal, agency, or delegated authority. May also refer to the Incident Commander.

Command Post: (See Incident Command Post)
Command Staff: The Command Staff at the SEMS Field level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These functions may also be found at the EOC levels in SEMS. At the EOC, they would report to the EOC Director but may be designated as Coordinators. At EOCs, the functions may also be established as Sections, or Branches to accommodate subsequent expansion.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to provide the major part of an Incident Communications Center.

Compacts: Formal working agreements among agencies to obtain mutual aid.

Compensation/Claims Unit: Functional unit within the Finance/Administration Section responsible for financial concerns resulting from property damage, injuries or fatalities at the incident or within an EOC.

Complex: Two or more individual incidents located in the same general area that are assigned to a single Incident Commander or to a Unified Command.

Cooperating Agency: An agency supplying assistance other than direct tactical or support functions or resources to the incident control effort (e.g., American Red Cross, Telephone Company, etc.).

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multi-agency or Inter-agency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility that is used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Cost Sharing Agreements: Agreements between agencies or jurisdictions to share designated costs related to incidents. Cost sharing agreements are normally written but may also be verbal between authorized agency or jurisdictional representatives at the incident.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. Many agencies require written Delegation of Authority to be given to Incident Commanders prior to their assuming command on larger incidents.

Demobilization Unit: Functional unit within the Planning Section responsible for assuring orderly, safe and efficient demobilization of incident or EOC assigned resources.

Department Operations Center (DOC): A facility used by a distinct discipline, such as flood operations, fire, medical, hazardous material, or a unit, such as Department of Public Works, or Department of Health. Department Operations enters may be used at all SEMS levels above the field response level depending upon the needs of the emergency.

Deputy Incident Commander: A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operation or perform a specific task. In some cases, a Deputy could act as relief for a superior and therefore must be fully qualified in the position. Deputies may also be found as necessary at all SEMS EOC levels.

Disaster: A sudden calamitous emergency event bringing great damage loss or destruction.

Dispatch: The implementation of a command decision to move a resource or resources from one place to another.

Dispatch Center: A facility from which resources are assigned to an incident.

Division: Divisions are used to divide an incident into geographical areas of operation. Divisions are identified by alphabetic characters for horizontal applications and, often, by numbers when used in

buildings. Divisions are also used at SEMS EOC levels and are found organizationally between Branches and Units.

Division or Group Supervisor: The position title for individuals responsible for command of a Division or Group at an Incident. At the EOC level, the title is Division Coordinator.

Documentation Unit: Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to an incident or within an EOC.

Emergency: A condition of disaster or of extreme peril to the safety of persons and property caused by such conditions as air pollution, fire, flood, hazardous material incident, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestations 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.

Emergency Management Coordinator: The individual within each jurisdiction that is delegated the day to day responsibility for the development and maintenance of all emergency management coordination efforts.

Emergency Medical Technician (EMT): A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.

Emergency Operations Center (EOC): A location from which centralized emergency management can be performed. EOC facilities are established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

Emergency Operations Plan: The plan that each jurisdiction has and maintains for responding to appropriate hazards.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel involved with an agency's response to an emergency.

Emergency Services Director: The individual within each political subdivision that has overall responsibility for jurisdiction emergency management. For cities and counties, this responsibility is commonly assigned by local ordinance.

EOC Action Plan: The plan developed at SEMS EOC levels which contains objectives, actions to be taken, assignments and supporting information for the next operational period.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts or sporting events.

Facilities Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response Level that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.

Field Operations Guide: A pocket-size manual of instructions on the application of the Incident Command System.

Finance/Administration Section: One of the five primary functions found at all SEMS levels which is

responsible for all costs and financial considerations. At the incident the Section can include the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Food Unit: Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident and or EOC personnel.

Function: In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics and Finance/Administration. The same five functions also are found at all SEMS EOC levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, e.g., "the planning function."

Functional Element: Refers to a part of the incident, EOC or DOC organization such as section, branch, group or unit.

General Staff: The group of management personnel reporting to the Incident Commander or to the EOC Director. They may each have a deputy, as needed. At the Field SEMS level, the General Staff consists of the Operations Section Chief, Planning/Intelligence Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. At the EOC levels, the position titles are Section Coordinators.

Ground Support Unit: Functional unit within the Support Branch of the Logistics Section at the SEMS Field Response level that is responsible for the fueling, maintaining and repairing of vehicles, and the transportation of personnel and supplies.

Group: Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. (See Division.) Groups are located between Branches (when activated) and Resources in the Operations Section.

Helibase: The main location for parking, fueling, maintenance, and loading of helicopters operating in support of an incident. It is usually located at or near the incident base.

Helispot: Any designated location where a helicopter can safely take off and land. Some helispots may be used for loading of supplies, equipment, or personnel.

Incident: An occurrence or event, either human-caused or by natural phenomena, that requires action by emergency response personnel to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Action Plan: The plan developed at the field response level which contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written.

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. The Incident Command Post may be collocated with the Base. There is only one Base per incident.

Incident Commander: The individual responsible for the command of all functions at the field response level.

Incident Command Post (ICP): The location at which the primary command functions are executed. The ICP may be collocated with the incident base or other incident facilities.

Incident Command System (ICS): The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.

Incident Communications Center: The ICS facility designated for use by the Communications Unit and the Message Center.

Incident Management Team: The Incident Commander and appropriate General and Command Staff personnel assigned to an incident.
Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Initial Action or Response: The actions taken by resources which are the first to arrive at an incident or the resources initially committed to an incident.

Jurisdiction: The range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., special district city, county, state or federal boundary lines), or functional (e.g., Sheriff's Office, health department, etc.). (See Multi-jurisdiction.)

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Landing Zone: (See Helispot.)

Leader: The ICS title for an individual responsible for a functional unit, task forces, or teams.

Liaison Officer: A member of the Command Staff at the Field SEMS level responsible for coordinating with representatives from cooperating and assisting agencies. At SEMS EOC levels, the function may be done by a Coordinator and/or within a Section or Branch reporting directly to the EOC Director.

Life-Safety: Refers to the joint consideration of both the life and physical well-being of individuals.

Local Government: Means local agencies per Article 3 of the SEMS regulations. The Government Code 8680.2 defines local agencies as any city, city and county, county, school district or special district.

Logistics Section: One of the five primary functions found at all SEMS levels. The Section responsible for providing facilities, services and materials for the incident or at an EOC.

Management by Objectives: In SEMS field and EOC levels, this is a top-down management activity which involves a three-step process to achieve the desired goal. The steps are: establishing the objectives, selection of appropriate strategy(s) to achieve the objectives; and the direction or assignments associated with the selected strategy.

Master Mutual Aid Agreement: An agreement entered into by and between the State of California, its various departments and agencies, and the various political subdivision, municipal corporations, and other public agencies of the State of California to assist each other by providing resource during an

emergency Mutual aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other to prevent and combat any type of disaster or emergency.

Medical Unit: Functional unit within the Service Branch of the Logistics Section at SEMS Field levels responsible for the development of the Medical Emergency Plan, and for providing emergency medical treatment of incident personnel.

Message Center: The Message Center is part of the Incident or EOC Communications Center and is collocated or placed adjacent to it. It receives, records, and routes information to appropriate locations at an incident or within an EOC.

MHOAC: Medical Health Operational Area Coordinator; a functional position established by Health and Safety Code &1979.153. In the event of a local, State, or federal declaration of emergency, the MHOAC provides a 24 hour, seven day a week capability to staff public health and medical emergency operations.

Mobilization: The process and procedures used by all organizations federal, state and local for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multi-Agency or Inter-Agency Coordination: The participation of agencies and disciplines involved at any level of the SEMS organization working together in a coordinated effort to facilitate decisions for overall emergency response activities, including the sharing of critical resources and the prioritization of incidents.

Multi-Agency Coordination System (MACS): The combination of personnel, facilities, equipment, procedures and communications integrated into a common system. When activated, MACS has the responsibility for coordination of assisting agency resources and support in a multi-agency or multijurisdictional environment. A MAC Group functions within the MACS. MACS organizations are used within the California Fire Services.

Multi-Agency Incident: An incident where one or more agencies assist a jurisdictional agency or agencies. The incident may be managed under single or unified command.

Multi-jurisdiction Incident: An incident requiring action from multiple agencies that have a statutory responsibility for incident mitigation. In ICS these incidents will be managed under Unified Command.

Mutual Aid Agreement: Written agreement between agencies and/or jurisdictions in which they agree to assist one another upon request, by furnishing personnel and equipment.

Mutual Aid Coordinator: An individual at local government, operational area, region or state level that is responsible to coordinate the process of requesting, obtaining, processing and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of state OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more county (operational) areas.

Operational Area: An intermediate level of the state emergency organization, consisting of a county and all political subdivisions within the county area.
Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the Incident or EOC Action Plan. Operational Periods can be of various lengths, although usually not over 24 hours.

Operations Section: One of the five primary functions found at all SEMS levels. The Section responsible for all tactical operations at the incident, or for the coordination of operational activities at an EOC. The Operations Section at the SEMS Field Response Level can include Branches, Divisions and/or Groups, Task Forces, Teams, Single Resources and Staging Areas. At the EOC levels, the Operations Section would contain Branches or Divisions as necessary because of span of control considerations.

Out-of-Service Resources: Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. On larger incidents, the planning meeting is a major element in the development of the Incident Action Plan. Planning meetings are also an essential activity at all SEMS EOC levels.

Planning/Intelligence Section: One of the five primary functions found at all SEMS levels. Responsible for the collection, evaluation, and dissemination of information related to the incident or an emergency, and for the preparation and documentation of Incident or EOC Action Plans. The section also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. At the SEMS Field Response level, the Section will include the Situation, Resource, Documentation, and Demobilization Units, as well as Technical Specialists.

Procurement Unit: Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies requiring information directly from the incident. There is only one PIO per incident. The PIO may have assistants. At SEMS EOC levels, the information function may be established as a Coordinator or as a section or branch reporting directly to the EOC Director.

Recorders: Individuals within ICS or EOC organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration Units.

Regional Emergency Operations Center (REOC): Facilities found at State OES Administrative Regions. REOCS are used to coordinate information and resources among operational areas and between the operational areas and the state level.

RDMHS: Regional Disaster Medical Health Specialist - performs the Medical and Health Branch functions in the REOC, providing support and coordination to the MHOAC

Reporting Locations: Specific locations or facilities where incoming resources can check-in at the incident. (See Check-in.)

Resources: Personnel and equipment available, or potentially available, for assignment to incidents or to EOCs. Resources are described by kind and type, and may be used in tactical support or supervisory capacities at an incident or at EOCs.

Resources Unit: Functional unit within the Planning Section at the SEMS Field Response level responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resource needs.

Safety Officer: A member of the Command Staff at the incident or within an EOC responsible for

monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.

Section: That organization level with responsibility for a major functional area of the incident or at an EOC, e.g., Operations, Planning, Logistics, Administration/Finance.

Section Chief: The ICS title for individuals responsible for command of functional sections: Operations, Planning/Intelligence, Logistics and Administration/Finance. At the EOC level, the position title will be Section Coordinator.

Service Branch: A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical and Food Units.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.

Situation Unit: Functional unit within the Planning Section responsible for the collection, organization and analysis of incident status information, and for analysis of the situation as it progresses. Reports to the Planning Section Chief.

Span of control: The supervisory ratio maintained within an ICS or EOC organization. A span of control of five-positions reporting to one supervisor is considered optimum.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate or maintain a project (as defined in California Code of Regulations 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under section 6500 et seq. of the Code.

Staging Area: Staging Areas are locations set up at an incident where resources can be placed while awaiting a tactical assignment. Staging Areas are managed by the Operations Section.

Staging Area Managers: Individuals within ICS organizational units that are assigned specific managerial responsibilities at Staging Areas.

Standardized Emergency Management System (SEMS): A system required by California Government Code for managing response to multi-agency and multi-jurisdiction emergencies in California. SEMS consists of five organizational levels which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

State Operations Center (SOC): An EOC facility operated by the California Office of Emergency Services at the state level in SEMS.

Strategy: The general plan or direction selected to accomplish incident or EOC objectives.

Supply Unit: Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.

Support Branch: A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities and Ground Support Units.

Support Resources: Non-tactical resources under the supervision of the Logistics, Planning, Finance/Administration Sections or the Command Staff.

Supporting Materials: Refers to the several attachments that may be included with an Incident Action Plan, e.g., communications plan, map, safety plan, traffic plan, and medical plan.

Tactical Direction: Direction given by the Operations Section Chief at the SEMS Field level which includes the tactics appropriate for the selected strategy, the selection and assignment of resources, tactics implementation, and performance monitoring for each operational period.

Task Force: A combination of single resources assembled for a particular tactical need, with common communications and a leader.

Technical Specialists: Personnel with special skills that can be used anywhere within the ICS or EOC organization.

Time Unit: Functional unit within the Finance/Administration Section responsible for recording time for incident or EOC personnel and hired equipment.

Type: Refers to resource capability. A Type 1 resource provides a greater overall capability due to power, size, capacity, etc., than would be found in a Type 2 resource. Resource typing provides managers with additional information in selecting the best resource for the task.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multijurisdictional. (See Area Command and Unified Command.)

Unified Command: In ICS, Unified Command is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability.

Unit: An organizational element having functional responsibility. Units are commonly used in incident Planning, Logistics, or Finance/administration sections and can be used in operations for some applications. Units are also found in EOC organizations.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person.

Appendix B – Resources

Appendix C – Contact List

Appendix D – Supporting Documentation