



# City of Barstow

## Emergency Operations Plan

April 2022



## LETTER OF PROMULGATION

To All Recipients:

The City of Barstow promotes emergency preparedness as it seeks to mitigate, prepare for, respond to, and recover from potential disasters affecting the city through the City's emergency management organization. Recognizing that the City's emergency management organization is the local component of a nationwide coordination of resources, the City Council, **by Ordinance No.**

- Has established the organization,
- Has made formal recognition of the necessity of local compliance with the National Incident Management System (NIMS), and
- Regularly gives assent to the development and review of the City's Emergency Operations Plan.

That assent to the development and review of the Emergency Operations Plan (EOP) occurs when the plan is presented to the City Council after a thorough review by the City of Barstow Emergency Planning Committee. This presentation will occur approximately every - five years, or when necessary or upon City Council's request.

The City Manager possesses specific, policy-level responsibilities with regard to natural and manmade disasters and emergencies. Most obvious during a disaster response is, perhaps, the responsibility to make a disaster declaration when necessary. Such a declaration, made to County of San Bernardino Office of Emergency Services, informs the County government that the City of Barstow is or soon will be out of resources to continue to carry out its necessary response. Prior to an emergency, the City establishes or agrees to mutual aid agreements, continuity of operations plans, emergency measures, the EOP, and other, similar activities.

The City of Barstow EOP is designed to be NIMS compliant and to reflect the organization of the County of San Bernardino Emergency Plan and the National Response Plan. The City Council has, by resolution, agreed to the City of Barstow Emergency Planning Committee's recommendation to approve this EOP.

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Paul Anthony Courtney, Dr. B.A., Mayor

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Date

**RESOLUTION NO. 2022-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BARSTOW, CALIFORNIA,  
ADOPTING THE 2022 EMERGENCY OPERATIONS PLAN UPDATE, AND AUTHORIZING  
FUTURE NON-SUBSTANTIVE AMENDMENTS TO THE PLAN.**

**WHEREAS,** the City of Barstow recognizes that planning and preparing for emergencies in advance can reduce potential harm to people and property within our community from the threat of natural or human-caused events such as earthquake, fire, flood, terrorism or other hazards; and

**WHEREAS,** the City of Barstow recognizes the importance of a unified and consistent system to prepare for, respond to and recover from disasters and emergencies; and

**WHEREAS,** an Emergency Operations Plan provides the framework for emergency response and emergency management in the City of Barstow during disasters; and

**WHEREAS,** the overall objective of emergency management for the City of Barstow is to ensure the effective management of response forces and resources in preparing for and responding to situations associated with natural, human-caused and national security emergencies; and

**WHEREAS,** the City of Barstow's emergency management program is committed to provide effective life safety measures, while reducing property loss and damage to the environment; and

**WHEREAS,** the City of Barstow will do its best to prepare and respond to an emergency or disaster, it recognizes that the overall responsibility for emergency preparedness rests with the citizens.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY OF BARSTOW CITY COUNCIL AS FOLLOWS:**

Section 1. The City Council approves the 2022 Emergency Operations Plan Update of the City of Barstow.

Section 2. The City Council authorizes the Emergency Services Coordinator to make necessary administrative and operational changes to the Emergency Operations Plan that is in keeping with the intent of the Plan as approved.

Section 3. The City Council authorizes the Emergency Services Coordinator, or designee, to perform all duties required to carry out the Emergency Operations Plan.

Section 4. That City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**ADOPTED AND APPROVED this 18 day of April 2022.**

\_\_\_\_\_  
Paul Anthony Courtney, Dr. B.A., Mayor

ATTEST:

\_\_\_\_\_  
Andi Flores, City Clerk

## SIGNED CONCURRENCE WITH THIS PLAN

The following list of signatures documents each department's concurrence with this Emergency Operations Plan. All revisions to this Plan, will be submitted by the Emergency Services Coordinator, pre-approved by the City Manager and approved by the City Council.

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Willie Hopkins, City Manager

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Date

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Nick DiNapoli, Fire Chief/Emergency Services Coordinator

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Date

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Andrew Espinoza Jr., Chief of Police

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Date

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Economic Development & Planning  
Manager

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Date

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Chris Heldreth, Building Official

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Date

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Kody Tompkins, General Manager of Environmental  
Services

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Date

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Marc Puckett, Finance Director

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Date

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Andi Flores, City Clerk

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Date

# **PART 1 - BASIC PLAN**

**1 - Forward**

This Emergency Operations Plan (EOP) provides guidance for the City of Barstow's response to extraordinary emergency situations associated with natural, human-made and technological disasters. This plan is not intended to be used for normal day-to-day emergencies or the established routine procedures used to cope with such incidents. Rather, this plan concentrates on operational concepts and response procedures relative to large-scale emergencies and disasters.

This plan is a preparedness document designed to be read, understood, and exercised prior to an emergency. The EOP has been developed in accordance with the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). City departments are responsible to assure the preparation and maintenance of the City's Standard Operating Procedures (SOPs), resource lists and checklist that detail how assigned responsibilities are performed to support the implementation of the EOP. The SOPs include the specific emergency authorities that designated officials and their successors can assume during emergency situations.

This plan in itself cannot guarantee an efficient, effective response to an emergency. It must be utilized as a tool to assist in emergency response and short-term recovery activities. This plan must be flexible enough to adapt to a broad spectrum of disasters and must be supported with:

- Adequate personnel, equipment, and expertise from response agencies/organizations. Well-coordinated response activities with interoperable communications.
- Continuous training and exercises.
- Awareness of local resources available through city departments and by prearranged agreements before looking to assistance from the San Bernardino County Operational Area.
- Reviewing and testing of this plan on a regular basis.

## TABLE OF CONTENTS

|                                                                                        |     |
|----------------------------------------------------------------------------------------|-----|
| Part I – Basic Plan.....                                                               | i   |
| 1. Foreword .....                                                                      | ii  |
| 2. Table of Contents.....                                                              | iii |
| 3. Introduction .....                                                                  | 1   |
| 3.1 Purpose .....                                                                      | 1   |
| 3.2 Scope.....                                                                         | 5   |
| 3.3 Plan Organization.....                                                             | 5   |
| 4. Situation and Assumptions .....                                                     | 3   |
| 4.1 Hazard and Threat Analysis Summary .....                                           | 4   |
| 4.2 Capability Assessment .....                                                        | 7   |
| 4.3 Planning Assumptions.....                                                          | 8   |
| 5. Emergency Management Organization .....                                             | 11  |
| 5.1 Organization, Roles and Responsibilities .....                                     | 11  |
| 5.2 Standardized Emergency Management System (SEMS) based Emergency Organization ..... | 11  |
| 5.3 Emergency Functions .....                                                          | 17  |
| 6. Concept of Operations.....                                                          | 22  |
| 6.1 General .....                                                                      | 22  |
| 6.2 Emergency Declarations .....                                                       | 27  |
| 6.3 Notification and Mobilization .....                                                | 31  |
| 6.4 SEMS Coordination Levels .....                                                     | 31  |
| 6.5 Incident Command System (ICS).....                                                 | 33  |
| 7. Emergency Operations Center .....                                                   | 39  |
| 7.1 Emergency Operations Center Organization .....                                     | 39  |
| 7.2 Special Districts, Private and Non-Profit Agencies .....                           | 42  |
| 7.3 Primary and Alternate EOC .....                                                    | 42  |
| 7.4 Activation/Deactivation of EOC.....                                                | 43  |

|                                                                                |    |
|--------------------------------------------------------------------------------|----|
| 7.5 Field/EOC Communications and Coordination .....                            | 44 |
| 7.6 Field/EOC Direction and Control Interface .....                            | 46 |
| 7.7 Field Coordination with Department Operations Centers (DOCs) and EOCs..... | 46 |
| 8. Mutual Aid .....                                                            | 51 |
| 9. Information Collection, Analysis, and Dissemination .....                   | 53 |
| 10. Public Information .....                                                   | 56 |
| 11. Functional Needs .....                                                     | 58 |
| 12. Continuity of Government .....                                             | 60 |
| 12.1 Alternate Government Facilities .....                                     | 61 |
| 12.2 Vital Record Retention .....                                              | 61 |
| 13. Recovery Overview .....                                                    | 65 |
| 13.1 Recovery Organization .....                                               | 66 |
| 13.2 Recovery Damage Assessment .....                                          | 68 |
| 13.3 Recovery Documentation.....                                               | 69 |
| 13.4 Recovery After-Action Reports .....                                       | 71 |
| 13.5 Recovery Disaster Assistance.....                                         | 78 |
| 14. Administration and Logistics .....                                         | 81 |
| 14.1 Administration .....                                                      | 81 |
| 14. 2 Logistics .....                                                          | 81 |
| 15. Emergency Plan Maintenance and Distribution .....                          | 82 |
| 15. 1 Record of Changes .....                                                  | 82 |
| 15.2 Record of Distribution .....                                              | 83 |
| Part II - Functional/Support Annexes.....                                      | 84 |
| 16. Standard Operating Procedures (SOP) Development .....                      | 85 |
| 17. Training and Exercises .....                                               | 86 |
| 18. Citizens Corps Program.....                                                | 87 |
| 19. Community Organizations Active in Disasters (COAD).....                    | 89 |



|                                                          |     |
|----------------------------------------------------------|-----|
| Part III – APPENDICES .....                              | 88  |
| Appendix 1 Authorities and References .....              | 89  |
| Appendix 2 Glossary of Terms.....                        | 92  |
| Appendix 3 Contact List.....                             | 106 |
| Appendix 4 Supporting Documentation .....                | 110 |
| Appendix 5 EOC Position Checklists .....                 | 117 |
| Part IV - HAZARD, THREAT, INCIDENT SPECIFIC ANNEXES..... | 255 |
| Human-Caused Hazards.....                                | 2   |
| Airplane Crash .....                                     | 2   |
| Civil.....                                               | 3   |
| Epidemic.....                                            | 4   |
| Hazardous Materials Release .....                        | 5   |
| Terrorism .....                                          | 9   |
| Train Derailment .....                                   | 10  |
| Utility Failure.....                                     | 11  |
| Natural Hazards .....                                    | 12  |
| Earthquakes .....                                        | 12  |
| Flood/Winter Storm .....                                 | 20  |
| Wildfire.....                                            | 23  |

## List of Tables, Maps and Figures

|                                                                                           |           |
|-------------------------------------------------------------------------------------------|-----------|
| <b>Figure 1 - Hazard Assessment Matrix.....</b>                                           | <b>7</b>  |
| <b>Figure 2 - SEMS/EOC Functions .....</b>                                                | <b>13</b> |
| <b>Figure 3 - Management Command Staff .....</b>                                          | <b>16</b> |
| <b>Figure 4 - Phases of Emergency Management .....</b>                                    | <b>23</b> |
| <b>Figure 5 - Emergency Declaration Confirming Existence of a Local Emergency .....</b>   | <b>28</b> |
| <b>Figure 6 - Emergency Declaration Ratifying the Existence of a Local Emergency.....</b> | <b>29</b> |
| <b>Figure 7 - Emergency Declaration for the Termination of a Local Emergency.....</b>     | <b>30</b> |
| <b>Figure 8- Unified Command Structure.....</b>                                           | <b>38</b> |
| <b>Figure 9 - SEMS/NIMS Communications &amp; Coordination .....</b>                       | <b>45</b> |
| <b>Figure 10 - City of Barstow EOC Organizational Chart.....</b>                          | <b>50</b> |
| <b>Figure 11 - Cal EMA After Action Plan.....</b>                                         | <b>71</b> |
| <br>                                                                                      |           |
| <b>Map 1 - Physical Setting.....</b>                                                      | <b>3</b>  |
| <b>Map 2 - City Limits Map .....</b>                                                      | <b>4</b>  |
| <br>                                                                                      |           |
| <b>Table 1 - California Emergency Functions .....</b>                                     | <b>18</b> |
| <b>Table 2 - California Emergency Functions Matrix .....</b>                              | <b>21</b> |
| <b>Table 3 - EOC Activation Staffing Recommendations.....</b>                             | <b>25</b> |
| <b>Table 4 - Recovery Functions .....</b>                                                 | <b>68</b> |
| <b>Table 5 - Record of Changes .....</b>                                                  | <b>82</b> |
| <b>Table 6 - Record of Distribution .....</b>                                             | <b>83</b> |
| <b>Table 7 - Minimum Staff Training Requirements.....</b>                                 | <b>86</b> |

### **3 – Introduction**

#### **3.1 – Purpose**

The City EOP provides a framework for coordinated response and recovery activities during an emergency. This EOP is primarily applicable to extraordinary situations and is not intended for use in response to typical, day-to-day emergency situations. This EOP complements the San Bernardino County Operational Area Emergency Operations Plan (County-EOP), Cal OES State Emergency Plan (SEP), and Federal Emergency Management Agency's (FEMA) the National Response Framework (NRF). It also identifies critical tasks needed to support a wide range of response activities.

#### **3.2 - Scope**

The City EOP is intended to be invoked whenever the City must respond to an unforeseen incident or planned event, the size or complexity of which is beyond that normally handled by routine operations. Such occurrences may include natural or man-made disasters and may impact the city itself, neighboring cities, unincorporated areas of the county, or a combination thereof. Notwithstanding its reach, this EOP is intended to guide only the City's emergency operations, complementing and supporting implementation of emergency response plans of the various local governments, special districts, and other public and private sector entities within and around the city but not supplanting or taking precedence over them.

The primary users of this EOP are elected officials, senior staff members, department managers, emergency management staff, and leaders of local volunteer organizations that support emergency operations and others who may participate in emergency response efforts. The general public is also welcome to review non-sensitive parts of this EOP to better understand the processes by which the City manages the wide range of risks to which it is subject.

#### **3.3 – Plan Organization**

There are five parts to this Emergency Plan: The Basic Plan, Emergency Function Annexes, Support Annexes, Hazard-specific Annexes and Appendices.

**Basic Plan:** The basic plan describes the fundamental systems, strategies, policies, assumptions, responsibilities and operational priorities that the City will utilize to guide and support emergency management efforts. Essential elements of the basic plan include:

- A description of the emergency services that are provided by governmental agencies and how resources are mobilized.

## Emergency Operations Plan

## Section 4 Situation and Assumptions

- An outline of the methods for carrying out emergency operations and the process for rendering mutual aid.
- An overview of the system for providing public information.
- Emphasis on the need for continuity planning to ensure uninterrupted government operations.

These elements culminate with a comprehensive emergency management concept of operations that outlines the relationships and responsibilities for state government and its political subdivisions.

**Emergency Function Annexes:** This plan implements Emergency Function working groups, which will develop functional annexes that follow an established format to describe discipline-specific goals, objectives, operational concepts, capabilities, organizational structures and related policies and procedures. The functional annexes will be developed separately from the basic plan and will make reference to existing agency and department plans and procedures. Supporting plans and documents should be listed in an attachment to each functional annex.

**Support Annexes:** The support annexes describe the framework through which the City of Barstow departments and agencies, the private sector, not-for-profit and voluntary organizations, and other nongovernmental organizations coordinate and execute the common emergency management strategies. The actions described in the support annexes apply to nearly every type of emergency.

**Hazard Specific Annexes** - The hazard-, threat-, or incident-specific annexes describe the policies, situation, concept of operations, and responsibilities for particular hazards, threats, or incidents.

**Appendices:** Subsequent plans and procedures that are developed in support of the Emergency Plan, such as mutual aid plans, hazard-specific plans, catastrophic plans and related procedures will be incorporated by reference and maintained separate from the basic plan.

#### **4.1 – Situation and Assumptions**

This section of the Basic Plan consists of a series of threat summaries based on the results of the City of Barstow's hazard analysis. This hazard analysis study was conducted during the summer and fall of 1997 by the City of Barstow City Manager's Office and draws heavily on information obtained during a comprehensive update to the City's General Plan in 1996-97. The purpose is to describe the area at risk and the anticipated nature of the situation, which could result should the event threaten or occur. For further details, refer to the City's General Plan.

The geographic characteristics, the population at risk from each identified hazard, and potential hazard considerations on which the plan is based are discussed in this subsection.

The City of Barstow is within San Bernardino County, Region VI Southern Administrative Region of State Office of Emergency Services.

The City is located in the central portion of the Mojave Desert and has a residential and daytime population of approximately 25,415 within its corporate area and approximately 40,000 within its total Planning Area (based on the 2020 U.S. Census).

Barstow consists of over 41.1 square miles, with a total Planning Area (Corporate Area, Sphere of Influence, and Area of Interest) of over 198 square miles. The Planning Area is approximately 2% residential and 3% other developed use (including transportation and utilities).

Figures 1 and 2 illustrate the location of the Planning Area.

Important community facilities include a 30-bed community hospital, 3,141-student community college, and 400-resident veteran's home. The City contains a major rail operation of the Burlington Northern and Santa Fe Railroad and is traversed by two major interstate highways (I-40 and I-15) as well as State Route 58 and numerous utility corridors.

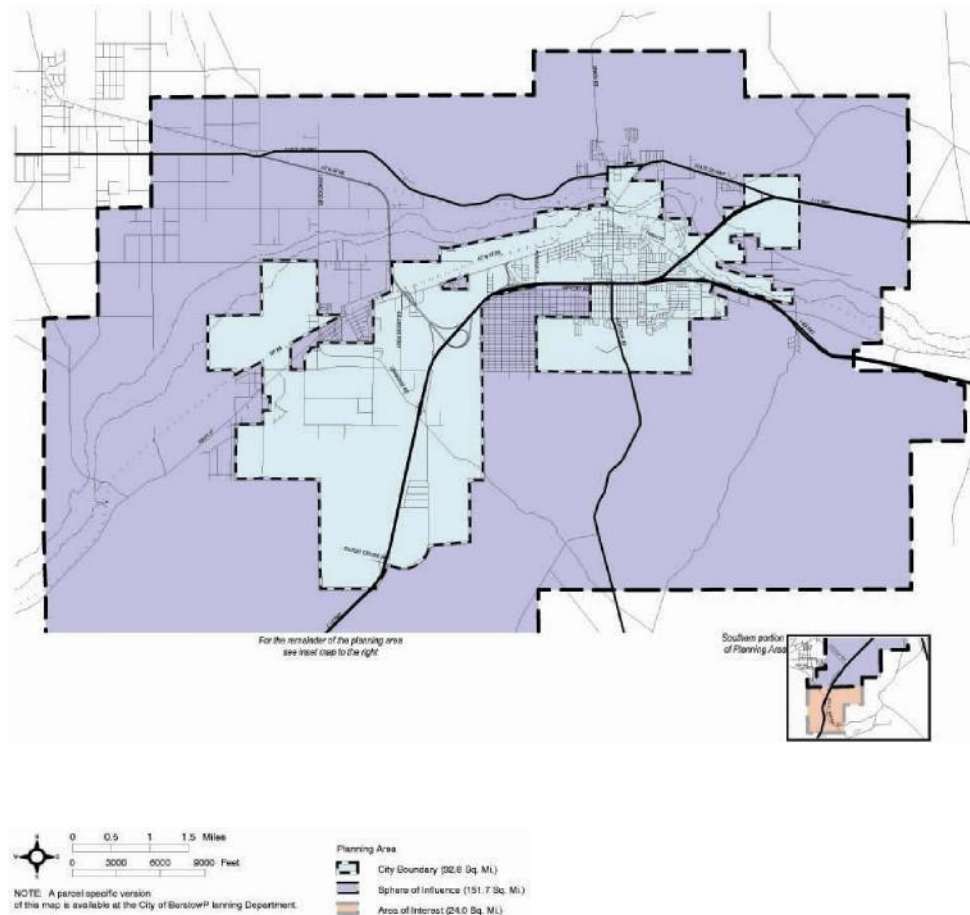
The Mojave River crosses the City.

Other relevant background factors are summarized as follows:

- An earthquake could impact either segments of or the total population.
- The City's industrial uses are dominated by the railroad classification yard and therefore are not significantly affected by stationary hazardous materials users. However, many major highways and rail lines traverse the City, and transportation incidents, including hazardous material incidents as well as pipeline ruptures or illegal dumping, could affect the City.
- The City is not subject to the direct effects of a dam failure; however, a failure of

the Silverwood Lake Dam may have an effect on the City's water supply.

- A portion of the City, especially areas adjacent to the Mojave River, may be subject to flooding, due to flash flooding, urban flooding (storm drain failure/infrastructure breakdown), river channel overflow, downstream flooding, etc. The City is not vulnerable to storm surge inundation associated with hurricanes and tropical storms.
- Civil unrest is a potential concern anywhere in the County.
- A transportation incident such as a major air crash, train derailment or trucking incident could impact areas within the City.
- A civil unrest incident could impact areas within the entire City.
- Areas surrounding Barstow are considered as a risk area for a nuclear event or act of terrorism; therefore, both sheltering in place and evacuation should be considered. Neither the City nor the County of San Bernardino has the capability to plan for the organized evacuation of the region; therefore, the extent of planning at this time is restricted to assisting and expediting spontaneous evacuation. In the increased readiness stage, expedient shelters will be utilized as appropriate, and information will be provided to the public as the City no longer maintains public fallout shelters.
- The City of Barstow is not within the planned range of a nuclear power plant radioactive plume. However, the City could experience transportation incidents with intermodal and rail cars.



**Figure 1**  
**Planning Area**

## 4.2 - Hazards and Threats Analysis Summary

Any single incident or a combination of events could require evacuation and/or sheltering of the population. Barstow is a city with its own police department, and subsidiary fire protection district. In addition, the City has close working relationships with the Bureau of Land Management, the California Highway Patrol and the San Bernardino County Sheriff's Office.

Although City personnel have been designated to coordinate all NIMS AND SEMS functions, City staff is insufficient to conduct the tasks in an extreme emergency, and the City will therefore rely on assistance from volunteers such as CERT and COAD. During the response phase, the Director of Emergency Services is the coordination and communication point, and the access to the San Bernardino County Operational Area.

The following threat assessments identify and summarize the hazards that could impact the City of Barstow. Included as part of these assessments are maps and tables that assist in defining risk.

#### **4.2.1 – Natural Hazards**

- Earthquake Effects
- Flooding
- Urban Flooding
- Dam Failure
- High Wind/Blowing Sand

#### **4.2.2 - Human-Caused/Industrial/Technological Hazards**

- Hazardous Materials Incident
- Transportation-Major Air Crash
- Train Derailment
- Transportation-Trucking Incident
- Civil Unrest
- National Security Emergency
- Pipeline/Distribution Facility Incident

#### **4.3 – Planning Assumptions**

The assumptions upon which this EOP is predicted are:

- Essential City services will be maintained as long as conditions permit.
- An emergency will require prompt and effective response and recovery operations by City emergency services, disaster relief, volunteer organizations and the private sector.



## Emergency Operations Plan

## Section 4 Situation and Assumptions

- All emergency response staff are trained and experienced in operating under the NIMS/Incident Command System (ICS) protocol.
- Each responding city and county agency will utilize existing directives and procedures in responding to major emergencies/disasters.
- Environmental, technological and civil emergencies may be of a magnitude and severity that state and federal assistance is required.
- County support of City emergency operations will be based on the principal of self-help. The City will be responsible for utilizing all available local resources along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the County.
- Considering shortages, time, space, equipment, supplies and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.
- Parts or all of the City of Barstow/Barstow Fire District may be affected by environmental and technological emergencies.
- The US Department of Homeland Security (DHS) provides threat conditions over the United States and identifies possible targets.
- A terrorist-related incident or attack without warning may or may not occur. If such an attack occurs, the City of Barstow/Barstow Fire District could be subject to radioactive fallout or other types of Weapons of Mass Destruction (WMD)-related hazards. In accordance with national nuclear civil protection policy, two options have been developed to counteract such a threat: population protection and shelter-in-place programs.
- Outside assistance will be available in most major emergency/disaster situations that affect Barstow/Barstow Fire District. Although this plan defines procedures for coordinating such assistance, it is essential for the City of Barstow/Barstow Fire District to be prepared to carry out disaster response and short-term actions on an independent basis.

## Emergency Operations Plan

## Section 4 Situation and Assumptions

- Control over City resources will remain at the City level even though the Governor has the legal authority to assume control in a State Declaration of Emergency.
- City owned communication and work facilities may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the City can still operate effectively if public officials, first responders, employees, volunteers, and residents are:
  - Familiar with established policies and procedures;
  - Assigned pre-designated tasks;
  - Provided with assembly instructions; and
  - Formally trained in their duties, roles and responsibilities during emergency operations.

## **5 – Emergency Management Organization**

### **5.1 – Organization, Roles and Responsibilities**

Local and County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s) and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

San Bernardino County Office of Emergency Services (OES) is responsible for emergency management planning and operations for the area of the county outside the incorporated and unincorporated municipalities of the county. The Mayor or other designated official, pursuant to city charter or ordinance, of each incorporated municipality is responsible for emergency management planning and operations for that jurisdiction. (These responsibilities may be shared with the County under agreement).

The City of Barstow conducts all emergency management functions in accordance with NIMS, and to assist with training and preparing essential response staff and supporting personnel to incorporate NIMS/ICS concepts in all facets of an emergency, each agency and department is responsible for ensuring that critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies.

During a City-declared disaster, control is not relinquished to County or State authority but remains at the local level for the duration of the event and or incident. Some responsibilities may be shared under mutual consent.

Most City departments have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below as well as in individual annexes.

### **5.2 – Standardized Emergency Management System (SEMS) Based Emergency Organization**

The organizational structure of the EOC may not resemble the day-to-day organization of the City. Employees assigned to EOC functions may report to other employees to whom they do not usually have a reporting relationship. Additionally, as the severity of the emergency increases, assignments may change in the EOC organizational structure and an employee's position in the EOC may change during a single emergency.

The City of Barstow EOC Team is composed of a cross section of City Staff, selected based on their current duties, their adaptability to EOC responsibilities and activities, and their ability to meet the needs of the EOC under the pressures of a major incident or event.

The five primary functions in SEMS provide the core for establishing an EOC management team. While each member has a specific functional role to perform, they work together to provide an overall team approach within the EOC.

SEMS requires that every emergency response involving multiple jurisdictions or multiple agencies include the five functions identified below. These functions must be applied at each level of the SEMS organization.

The five primary EOC functions, or Sections, organized in accordance with SEMS, are:

1. **Command/Management:** Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels. Command and Management are further discussed below:
  - a. **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System (ICS), the Incident Commander (IC), with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The IC must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in the Department Operations Center (DOC) or EOC, when activated.
  - b. **Management:** The EOC serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the EOC, the Management function:
    - i. Facilitates multiagency coordination (MAC) and executive decision making in support of the incident response,
    - ii. Implements the policies established by the governing bodies,
    - iii. Facilitate the activities of the Multiagency (MAC) Group.

2. **Operations:** Responsible for coordinating and supporting all jurisdictional operations in support of the response to the emergency through implementation of the organizational level's Action Plans (AP). At the Field Level, the Operations Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan (IAP). In the EOC, the Operations Section Coordinator manages functional coordinators who share information and decisions about discipline-specific operations.
3. **Logistics:** Responsible for providing facilities, services, personnel, equipment and materials in support of the emergency. Unified ordering takes place through the Logistics Section Ordering Managers to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities and ground support.
4. **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the IAP at the Field Level or the AP at an EOC. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the EOC. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems (GIS) priorities, compile and maintain documentation, conduct advance planning, manage technical specialists and coordinate demobilization.
5. **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or EOC personnel and hired equipment, coordinate procurement activities, process claims and track costs.

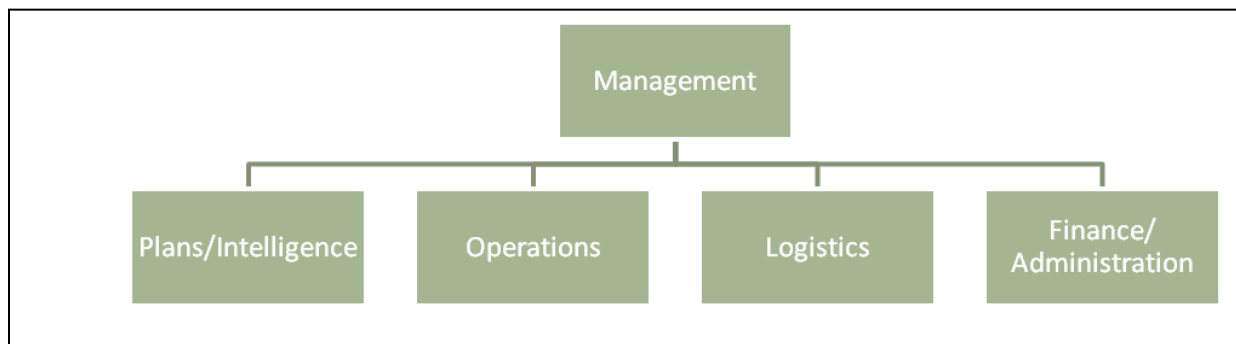


Figure 2

\_\_\_\_\_ the City's EOC organizational structure optimally has at least two trained staff members ready to respond: the primary, or **first responders**, and the secondary or **alternate responders**. Many of these positions are cross trained to understand the functions of the other EOC positions.

### **5.2.1 - EOC Policy Group**

The EOC Policy Group has been designated as the City Council in the EOP. The Policy Group provides guidance to the EOC Director and the Management Section via the Liaison. The Policy Group assists with priorities and policy support; ratifies proclamations; surveys affected areas and may conduct public briefings and/or meet with local, regional, and national dignitaries.

### **5.2.2 - City Manager**

The City Manager is designated is responsible for:

- Ensuring that all City departments develop, maintain and exercise their respective Emergency Support Functions (ESF's) and the Incident Annexes (IA's) to this plan.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Implementing the policies and decisions of the government body.
- Directing the emergency operational response of City services; and
- Ensuring that plans are in place for the protection and preservation of City records.

### **5.2.3 - Emergency Services Coordinator**

The Emergency Services Coordinator has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Services Coordinator works with the EOC First Responder staff to ensure that there are unified objectives with regard to the City's emergency plans and activities, including coordinating all aspects of the City's capabilities. The Emergency Services Coordinator coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls. In particular, the Emergency Services Coordinator is responsible for:

Serving as staff advisor to the City Manager on emergency matters.

- Coordinating the planning and general preparedness activities of the government and maintenance of this Plan.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.

- Preparing and maintaining a resource inventory.
- Ensuring the operational capability of the City EOC.
- Activating the City EOC.
- Keeping the City Manager apprised of the City preparedness status and anticipated needs;
- Serving as day-to-day liaison between the City and County Office of Emergency Services; and
- Maintaining liaison with organized emergency volunteer groups and private agencies.

#### **5.2.4 - Department Managers**

Department Managers collaborate with the City Manager during development of local emergency plans and provide key response resources. Department Managers and their staff develop, plan and train to learn internal policies and procedures for meeting response and recovery needs safely. They should also participate in emergency training and exercises to develop and maintain the necessary capabilities. Department Managers not assigned a specific function in this Plan will be prepared to make their resources available for emergency duty at the direction of the City Manager.

#### **5.2.5 - Responsibilities of All Departments**

Individual departments are an integral part of the emergency organization. While some department's staff members are first responders, the non-assigned EOC staff will focus on supporting these first responders and/or on the continuity of services they provide to the public. Organizationally, they are a component that provides support and communication for responders.

All City departments have the following common responsibilities:

- Support EOC operations to ensure the City is providing for the public safety and protection of the citizens it serves;
- Establish in writing, an ongoing line of succession of authority for each department; this document must be made known to department employees, and a copy must be filed with the City Manager and Emergency Services Coordinator.

- Develop alert and notification procedures for department personnel.
- Develop operating guidelines to implement assigned duties specified by this Plan.
- Track incident-related costs incurred by the department.
- Ensure that vehicles and other equipment are equipped and ready in accordance with existing Standard Operating Procedures (SOPs).
- Identify critical functions and development procedures for maintaining and/or reestablishing services provided to the public and other City departments.
- Assign personnel to the EOC, as identified in this Plan.
- Develop and implement procedures for protecting vital records, materials and facilities.
- Promote family preparedness among employees.
- Ensure that staff complete any NIMS required training.
- Ensure that department plans, and SOPs incorporate NIMS components, principles and policies; and
- Allow staff time for preparedness training and participation in exercises.

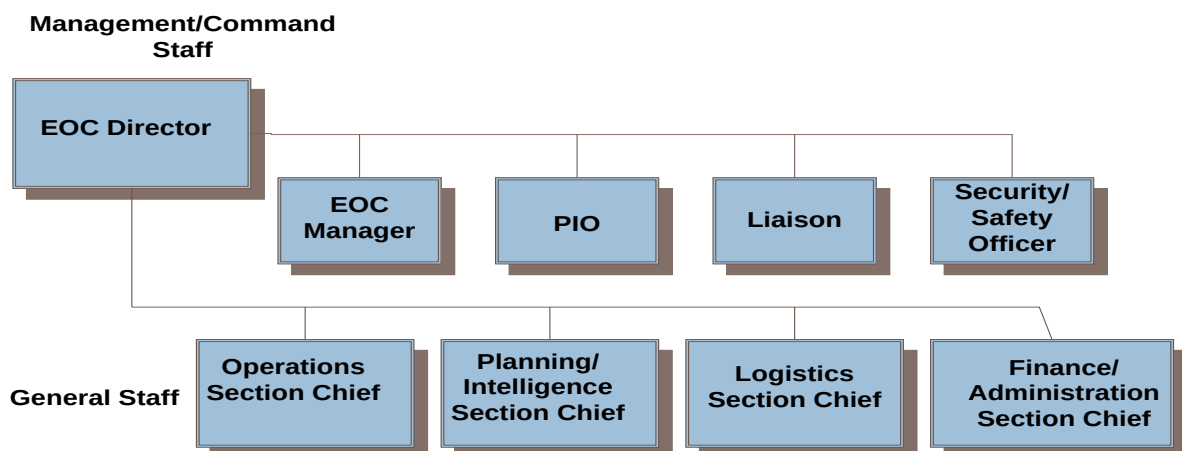


Figure 3

### 5.3 - Emergency Functions

The California State Emergency Plan (SEP) establishes the California Emergency Functions



(CA-EF's), which consist of seventeen primary activities deemed essential to addressing the emergency management needs of communities in all phases of emergency management. The CA-EF's were designed to bring together discipline-specific stakeholders at all levels of government to collaborate and function within the four phases of emergency management.

The Emergency Functions (EF's) consist of an alliance of agencies, departments, and other stakeholders with similar functional responsibilities. This grouping allows each EF to collaboratively mitigate, prepare for, cohesively respond to and effectively recover from an emergency.

The City of Barstow concurs with the CA-EF's identified primary activities essential to addressing the emergency management needs during any type of disaster event and has adopted and implemented the CA-EF's the EOP.

#### **5.3.2 - State Response Partners**

Under the provisions of California Emergency Services Act, the Governor has broad responsibilities for the direction and control of all emergency activities in a State-Declared Emergency. The administrator of Cal EMA is delegated authority to coordinate all activities and organizations for emergency management within the state and to coordinate in emergency matters with other states and the Federal government.

Under the direction and control of department heads, agencies of state government represent the state emergency operations organization. Responsibility for conducting Emergency Support Functions (ESFs) is assigned by the Governor to the department best suited to carry out each function applicable to the emergency. Some state agencies may call upon their Federal counterparts to provide additional support and resources following established procedures and policies for each agency.

#### **5.3.3 - Federal Response Partners**

Federal response partners are typically requested by Cal EMA in the event that state resources become limited or specialized services are needed. In most instances, Federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the Federal level follow the SEP and, if necessary, the National Response Framework (NRF).

## Section 5 Emergency Management Organization

*Table 1 California Emergency Functions*

| CA-EF Title |                              | Definition                                                                                                                                                                                                                                                                                  | Lead Agency                                                 |
|-------------|------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| 1.          | Transportation               | Assists in the management of transportation systems and infrastructure during domestic threats or in response to incidents.                                                                                                                                                                 | City of Barstow – Public Works Department                   |
| 2.          | Communications               | Provides resources, support and restoration of government emergency telecommunications, including voice and data.                                                                                                                                                                           | City of Barstow<br>IT Department                            |
| 3.          | Construction and Engineering | Organizes capabilities and resources to facilitate the delivery of services, technical assistance, engineering expertise, construction management and other support.                                                                                                                        | City of Barstow<br>Development Services Department          |
| 4.          | Fire and Rescue              | Monitors the status of fire mutual aid activities. Coordinates support activities related to the detection and suppression of urban, rural and wildland fires and emergency incident scene rescue activities and provides personnel, equipment and supplies to support local jurisdictions. | Barstow Fire Protection District                            |
| 5.          | Management                   | Coordinates and resolves issues among the CA-EFs in the four phases of emergency management to ensure consistency in the development and maintenance of the EOP annexes. During emergencies, serves in an advisory capacity to the EOC Director.                                            | City of Barstow – City Manager's Office                     |
| 6.          | Care and Shelter             | Coordinates actions to assist responsible jurisdictions to meet the needs of victims displaced during an incident including food assistance, clothing, non-medical care and sheltering, family reunification and victim recovery.                                                           | City of Barstow<br>Community Development/American Red Cross |
| 7.          | Resources                    | Coordinates plans and activities to locate, procure and pre-position resources to support emergency operations.                                                                                                                                                                             | City of Barstow Public Works Department                     |

**Emergency Operations Plan**

## Section 5

### Emergency Management Organization

| CA-EF Title |                           | Definition                                                                                                                                                                                                                              | Lead Agency                                          |
|-------------|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 8.          | Public Health and Medical | Coordinates Public Health and Medical activities and services in support resource needs for preparedness, response, and recovery from emergencies and disasters.                                                                        | County of San Bernardino Public Health Department    |
| 9.          | Search and Recue          | Supports and coordinates response of personnel and equipment to search for and rescue missing or trapped persons that may involve criminal acts and water rescues.                                                                      | Barstow Fire District                                |
| 10.         | Hazardous Materials       | Coordinates resources and supports the responsible agencies to prepare for, prevent, minimize, assess, mitigate, respond to and recover from a threat to the public or environment by actual or potential hazardous materials releases. | Barstow Fire District                                |
| 11.         | Food and Agriculture      | Coordinates activities during emergencies impacting the agriculture and food industry and supports the recovery of impacted industries and resources after incidents.                                                                   | San Bernardino County Agriculture Weights & Measures |
| 12.         | Utilities                 | Provides resources and support to responsible jurisdictions and in partnership with private sector to restore gas, electric, water, wastewater and telecommunications.                                                                  | City of Barstow Public Works Department              |
| 13.         | Law Enforcement           | Coordinates law enforcement personnel and equipment to support responsible law enforcement agencies, coroner activities and public safety in accordance with Law Enforcement and Coroner's Mutual Aid Plans.                            | Barstow Police Department                            |
| 14.         | Long-Term Recovery        | Supports and enables economic recovery from the long-term consequences of extraordinary emergencies and disasters.                                                                                                                      | City of Barstow – City Manager's Office              |
| 15.         | Public Information        | Supports the accurate, coordinated, timely and accessible information to affected audiences, including governments, media, the private sector, the local populace, and the special needs population.                                    | City of Barstow City Manager's Office                |

**Emergency Operations Plan**

**Section 5  
Emergency Management  
Organization**

| CA-EF Title |                                    | Definition                                                                                                                                                                                                                                     | Lead Agency                       |
|-------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| 16.         | Evacuation                         | Supports the safe evacuation of persons, domestic animals and livestock from hazardous areas.                                                                                                                                                  | City of Barstow Police Department |
| 17.         | Volunteer and Donations Management | Supports responsible jurisdictions in ensuring the most efficient and effective use of affiliated and unaffiliated volunteers and organizations and monetary and in-kind donated resources<br>To support incidents requiring a state response. | High Desert COAD                  |

# Emergency Operations Plan

## Section 5 Emergency Management Organization

| California Emergency Functions |                                   | City Council | City Manager | Office of Emergency Services | Community Development | Public Works | City Clerk | City Attorney | Management Services | Animal Control | San Bernardino County Sheriffs Department | San Bernardino County Fire Department | San Bernardino County Agriculture Weights/Measures | San Bernardino County Public Health | City of Barstow City Managers Office |
|--------------------------------|-----------------------------------|--------------|--------------|------------------------------|-----------------------|--------------|------------|---------------|---------------------|----------------|-------------------------------------------|---------------------------------------|----------------------------------------------------|-------------------------------------|--------------------------------------|
| 1.                             | Transportation                    |              |              |                              |                       | P            |            |               |                     |                |                                           |                                       |                                                    |                                     |                                      |
| 2.                             | Communications                    |              | P            |                              |                       |              |            |               |                     |                |                                           |                                       |                                                    |                                     |                                      |
| 3.                             | Construction & Engineering        |              |              |                              | P                     |              |            |               |                     |                |                                           |                                       |                                                    |                                     |                                      |
| 4.                             | Fire & Rescue                     |              |              |                              |                       |              |            |               |                     |                |                                           | P                                     |                                                    |                                     |                                      |
| 5.                             | Management                        |              | P            |                              |                       |              |            |               |                     |                |                                           |                                       |                                                    |                                     |                                      |
| 6.                             | Care & Shelter                    |              |              |                              | P                     |              |            |               |                     |                |                                           |                                       |                                                    |                                     |                                      |
| 7.                             | Resources                         |              |              |                              |                       | P            |            |               |                     |                |                                           |                                       |                                                    |                                     |                                      |
| 8.                             | Public Health & Medical           |              |              |                              |                       |              |            |               |                     |                |                                           | P                                     | P                                                  |                                     |                                      |
| 9.                             | Search & Rescue                   |              |              |                              |                       |              |            |               |                     |                | P                                         |                                       |                                                    |                                     |                                      |
| 10.                            | Hazardous Materials               |              |              |                              |                       |              |            |               |                     |                |                                           | P                                     |                                                    |                                     |                                      |
| 11.                            | Food & Agriculture                |              |              |                              |                       |              |            |               |                     |                |                                           |                                       | P                                                  |                                     |                                      |
| 12.                            | Utilities                         |              |              |                              |                       | P            |            |               |                     |                |                                           |                                       |                                                    |                                     |                                      |
| 13.                            | Law Enforcement                   |              |              |                              |                       |              |            |               |                     |                | P                                         |                                       |                                                    |                                     |                                      |
| 14.                            | Long Term Recovery                |              |              | P                            |                       |              |            |               |                     |                |                                           |                                       |                                                    |                                     |                                      |
| 15.                            | Public Information                |              | P            |                              |                       |              |            |               |                     |                |                                           |                                       |                                                    |                                     |                                      |
| 16.                            | Evacuation                        |              |              |                              |                       |              |            |               |                     |                | P                                         |                                       |                                                    |                                     |                                      |
| 17.                            | Volunteers & Donations Management |              |              |                              |                       |              |            |               | P                   |                |                                           |                                       |                                                    |                                     |                                      |

P = Primary

Table 2 California Emergency Function Matrix

**6 – Concept of Operations****6.1 – General**

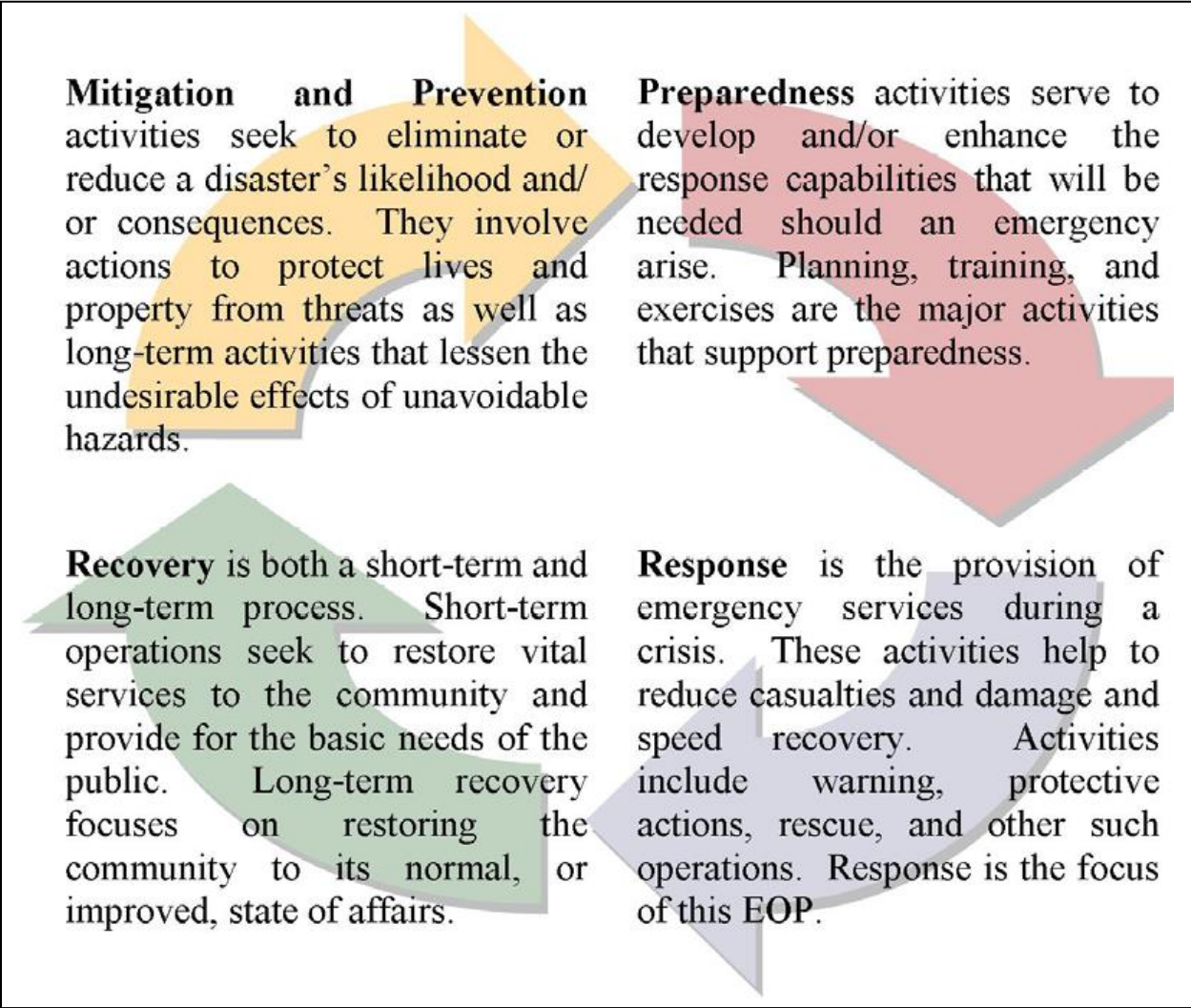
Primary roles involved during the initial emergency response will focus on first responders, such as fire and police, sometimes also involving hospitals, local health departments and regional fire and HazMat teams. Typically, as the emergency evolves and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with recovery operations. In all emergency situations and circumstances, saving and protecting human lives receive priority.

The basic concept of emergency operations focuses on managing and using all available resources at the local level for effectively responding to all types of emergencies. Local government has the primary responsibility for emergency management functions and for protecting life, property, and the environment from the effects of emergency and disaster events. This EOP should be used when the City of Barstow or local emergency response agencies are reaching or have exceeded their abilities to respond to an emergency incident and not in response to day-to-day operations.

Responsibilities include management and coordination of large-scale events, identifying and obtaining additional assistance and resources for emergency response agencies from the county, state, and/or federal government through the City's emergency management operations.

**6.1.2 – Phases of Emergency Management**

This Plan adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that this is emergency operations plan rather than a comprehensive emergency management plan, as its emphasis is on incident management rather than on program management. That said, this EOP impacts and is informed by activities conducted before and after any emergency operations take place; consequently, a brief description of the four phases of emergency management is provided below.



**Mitigation and Prevention** activities seek to eliminate or reduce a disaster's likelihood and/or consequences. They involve actions to protect lives and property from threats as well as long-term activities that lessen the undesirable effects of unavoidable hazards.

**Preparedness** activities serve to develop and/or enhance the response capabilities that will be needed should an emergency arise. Planning, training, and exercises are the major activities that support preparedness.

**Recovery** is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs.

**Response** is the provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Activities include warning, protective actions, rescue, and other such operations. Response is the focus of this EOP.

Figure 4

Additionally, this Plan is implemented within the context of a continuous stream of incidents, events, and occurrences, any of which may develop into an emergency. Constant situation awareness is essential to maintaining a forward-ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react quickly and effectively. Situational awareness comprises an interactive process of sharing and evaluating information from multiple sources, integrating communications, and reporting activities and forecasting or predicting incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence and information-sharing, technical assistance, consultations, notifications, and informed decision making at all interagency and intergovernmental levels, as well as on the part of the private sector and the public.



### 6.1.3 – Activation Authority

The decision to activate the City of Barstow EOC will be made by the City Manager, acting as the EOC Director, or a designee. Activation will be determined by information received from responding field personnel (i.e., Fire, Police, Public Works), or outside agencies such as the County of San Bernardino Office of Emergency Services (OES), Cal OES or FEMA.

At the discretion of the EOC Director, or designee, a Pre-Activation ad-hoc advisory group comprised of appropriate field personnel may be convened to assist in determining the activation level and/or staffing needs of the EOC.

### 6.1.4 – Activation Levels

The level of activation and staffing of the EOC is driven by the magnitude of the event and the demands placed on first responders and field forces. Some incidents might require a minimal activation and staffing pattern, while other incidents might require a complete activation and staffing pattern.

To facilitate the use of the EOC for emergencies, three levels of activation have been identified in SEMS. An event may escalate through the different levels relative to the magnitude of the emergency. The activation levels are as follows:

- ☐ **Level 1 (“Full Activation”):** A major to catastrophic event requiring full activation of all or most EOC positions and staffed in twelve-hour operational periods, 24 hours per day, until deactivation. Additionally, a local disaster declaration is being considered or has been issued.

**Recommended Response Actions:**

- a) All communications systems and networks operational and staffed.
- b) Implement road closures, evacuations, where necessary.
- c) Continue/increase public announcements.
- d) Activate special ordinances, i.e., declaration of emergency, curfew, etc.
- e) Review recovery procedures.

- ☐ **Level 2 (“Partial Activation”):** A moderate to severe incident that **can no longer be managed using normal procedures and existing resources**. The EOC is partially activated (i.e., some, but not all positions are filled) to coordinate and support the response to the incident. EOC staffing decisions are made by the EOC Director and depend on the circumstances surrounding the event.

**Recommended Response Actions:**

- a) Increase EOC staffing to meet the needs of the incident.
- b) Consider whether some non-essential services or activities should be suspended.
- c) Communications equipment and facilities checked for security purposes.
- d) Fuel all City vehicles to capacity.
- e) Prepare public alert notice.



- **Level 3 (“Standby/Alert”):** A minor to moderate incident that **can be managed using normal response operations and resources already available.** The EOC is not activated, but the incident is monitored by the EOC Manager and appropriate EOC personnel are informed and placed on alert status.

**Recommended Response Actions:**

- a) Review EOC Activation Guidelines and EOC position Checklists.
- b) Alert EOC first responders and any other appropriate staff of existing conditions.
- c) Test communications equipment, if necessary.
- d) Identify hazard vulnerability.

The following chart contains EOC staffing recommendations for the various activation levels:

| Situation                                                                                                                                                                                                                                                          | Activation Level                                                    | Suggested Staffing Level                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Unusual occurrence; potentially severe impact on health and safety                                                                                                                                                                                                 | <b>Level 3</b><br>Minor to Moderate Incident<br>“Stand-By” Alert    | <ul style="list-style-type: none"> <li>EOC Manager</li> </ul>                                                                                                                 |
| Flood watch                                                                                                                                                                                                                                                        |                                                                     |                                                                                                                                                                               |
| Severe weather advisory                                                                                                                                                                                                                                            |                                                                     |                                                                                                                                                                               |
| A pre-planned event such as a major concert, a protest or a large event                                                                                                                                                                                            |                                                                     |                                                                                                                                                                               |
| Major fire, flood, or moderate to major earthquake                                                                                                                                                                                                                 | <b>Level 2</b><br>Moderate to Severe Incident<br>Partial Activation | <ul style="list-style-type: none"> <li>EOC Director</li> <li>EOC Manager</li> <li>Section Chiefs</li> <li>PIO</li> <li>Possibly Liaison and Agency Representatives</li> </ul> |
| Major wind or rainstorm                                                                                                                                                                                                                                            |                                                                     |                                                                                                                                                                               |
| Major wildland fire affecting residences                                                                                                                                                                                                                           |                                                                     |                                                                                                                                                                               |
| A significant incident requiring outside assistance                                                                                                                                                                                                                |                                                                     |                                                                                                                                                                               |
| Severe hazardous materials incident involving multiagency response, and large-scale evacuations, or the threat of large scale evacuations                                                                                                                          |                                                                     |                                                                                                                                                                               |
| A major to catastrophic event requiring a full activation where all or most EOC positions are activated and staffed in twelve-hour operational periods, 24 hours per day, until deactivation. A local disaster declaration is being considered or has been issued. | <b>Level 1</b><br>Major to Catastrophic Incident<br>Full Activation | <ul style="list-style-type: none"> <li>All Positions</li> </ul>                                                                                                               |

Table 3

### 6.1.5 – Response Priorities

1. **Lifesaving/Protection of Property:** This is a focus on efforts to save lives of persons other than City employees and their dependents. It may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.
2. **Incident Stabilization:** This is a focus on protection of mobile response resources, isolation of the impacted area and containment, (if possible) of the incident.
3. **Property Conservation:** This is a focus on the protection of public facilities essential to life safety/emergency response, protection of the environment whenever public safety is threatened and protection of private property.

### 6.1.6 – Incident Management

When an emergency situation arises and it is determined that the normal organization and functions of City government are insufficient to effectively meet response requirements, the EOC Director and/or designee will activate and implement all or part of the EOP. In addition, the EOC Director and/or designee may partially or fully activate and staff the City EOC based on an emergency's type, size, severity and anticipated duration. Concurrently, all involved City emergency services will implement their respective plans, procedures and processes and will provide the City EOC with the following information.

- Operational status.
- Readiness and availability of essential resources.
- Changing conditions and status of resources, personnel, equipment, facilities, supplies, etc., and.
- Significant concerns and issues dealing with potential or actual loss of life or property.

### 6.1.7 – Initial Actions

Upon activation of all or part of this EOP, consideration should be given to the following actions:

- Alert threatened populations and initiate evacuation as necessary.
- Initiate emergency sheltering procedures with the American Red Cross and other community partners if evacuation procedures are activated.
- Instruct appropriate City emergency service providers to activate necessary resources.

- Assign radio frequencies and communications equipment, implement a communications plan and confirm interoperability among EOC staff and response agencies.

Request the City Council to prepare and submit a formal Declaration of Emergency through OES when it is determined that local resources will not meet the need of local emergency operations.

- Prepare to staff the EOC as appropriate for the incident with 12-hour shifts.
- City personnel and support staff will be deployed to restore normal activity and provide essential community services as soon as possible following the emergency.

## **6.2 – Emergency Declarations**

A local emergency may be proclaimed by the City Council or by the City Manager as specified by ordinance adopted by the City Council. A local emergency proclaimed by the City Manager must be ratified by the City Council within seven (7) days. The g (14) days until the local emergency is terminated. The local emergency must be terminated by resolution as soon as conditions warrant. Proclamations are normally made when there is an actual incident or threat of disaster or extreme peril to the safety of persons, property and environment within the city, caused by natural or man-made situations. The proclamation of a local emergency provides the governing body with the legal authority to:

- Request that the Governor proclaim a State of Emergency.
- Issue or suspend orders and regulations necessary to provide for the protection of life and property, include issuing orders or regulations imposing a curfew.
- Impose penalties for violation of lawful orders.
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements.
- Exercise full power to request mutual aid from state agencies and other jurisdictions.
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use.
- Conduct emergency operations without incurring legal liability for performance, or failure of performance per Article 17 of the Emergency Services Act.

## **Emergency Declaration Samples**

RESOLUTION NO. 2022-XX

**A RESOLUTION BY THE DIRECTOR OF EMERGENCY SERVICES OF THE  
CITY OF BARSTOW, CALIFORNIA, CONFIRMING THE EXISTENCE OF A  
LOCAL EMERGENCY**

**WHEREAS**, Section 2.20.060 of the City of Barstow Municipal Code empowers the Director of Emergency Services, to proclaim the existence or threatened existence of a local emergency when said city is affected or likely to be affected by the public calamity and the City Council is not in session; and

**WHEREAS**, the Director of Emergency Services, of the City of Barstow does hereby find:

1. That conditions of extreme peril to the safety of persons and property have arisen within the City of Barstow caused by:

\_\_\_\_\_  
(Fire, Flood, Storm, Riot, Earthquake, Energy Outage, or Other Causes)

2. That the City Council of the City of Barstow is not in session (and cannot immediately be called into session).

**NOW THEREFORE**, BE IT PROCLAIMED that a local emergency now exists throughout the City of Barstow.

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said local emergency, the powers, functions, and duties of the emergency organization of the City of Barstow shall be those prescribed by state law, by ordinance, and resolutions of this city, and by this city's Emergency Plan, as approved by the City Council.

Local Emergency is declared on \_\_\_\_\_, at \_\_\_\_\_ am/pm, 20\_\_\_\_.

Dated: \_\_\_\_\_, By \_\_\_\_\_  
(Director of Emergency Services)

(Note: The Director of Emergency Services is authorized by ordinance to issue such a proclamation. It should be noted that Section 8630 of the Government Code provides that it shall be ratified by the City Council within seven (7) days.)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BARSTOW RATIFYING  
THE DIRECTOR OF EMERGENCY SERVICES PROCLAMATION OF EXISTENCE  
OF A LOCAL EMERGENCY**

**WHEREAS**, Section 2.20.060 of the City of Barstow Municipal Code empowers the Director of Emergency Services to proclaim the existence of a local emergency when the City is affected by a public calamity and the City Council of the City of Barstow is not in session, subject to ratification by the City Council within seven days; and

**WHEREAS**, conditions of disaster and extreme peril to the safety and welfare of persons and property have arisen within this City, caused by \_\_\_\_\_commencing on or about \_\_\_\_\_(time) on \_\_\_\_\_ (date), at which time the City Council was not in session; and

**WHEREAS**, the City Council does hereby find that the above described conditions of disaster and extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

**WHEREAS**, the Director of Emergency Services of the City of Barstow did proclaim the existence of a local emergency within this City on \_\_\_\_\_.

**NOW, THEREFORE BE IT RESOLVED**, by the City Council that the Proclamation of Existence of a Local Emergency, as issued by the Director of Emergency Services, is hereby ratified and confirmed.

**BE IT FURTHER RESOLVED** that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

**PASSED AND ADOPTED** by the City Council of the City of Barstow on \_\_\_\_\_ by the following votes:

**Ayes:**

**Noes:**

**Absent:**

**Abstain:**

\_\_\_\_\_  
Paul Anthony Courtney, Dr. B.A., Mayor

ATTEST:

\_\_\_\_\_  
Andi Flores, City Clerk

**RESOLUTION NO. 2023-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
BARSTOW PROCLAIMING TERMINATION OF LOCAL  
EMERGENCY**

**WHEREAS**, a local emergency existed in the City of Barstow in accordance with the resolution thereof by the City Council on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ as a result of conditions of extreme peril to the safety of persons and property caused by \_\_\_\_\_; and

**WHEREAS**, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within said City of Barstow.

**NOW, THEREFORE BE IT RESOLVED**, the City Council of the City of Barstow, County of San Bernardino, State of California, does hereby proclaim the termination of said local emergency.

I hereby certify that the foregoing Resolution was passed and adopted by the City Council of the City of Barstow at a regular meeting thereof held on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ by the following vote to wit:

AYES:  
NOES:  
ABSENT:

\_\_\_\_\_  
Paul Anthony Courtney, Dr. B.A., Mayor

Attest:

\_\_\_\_\_  
City Clerk

### 6.3 – Notification and Mobilization

Prompt and timely notification of key EOC personnel is critical to effectively bring coordination, management and information resources to EOC staff on a pending or existing emergency. Once the decision has been made to activate the EOC, notification of the EOC staff will be initiated by the EOC Director or EOC Manager.

Notification to EOC personnel will be made through a phone call, e-mail or text message via the City's automated notification system, Reverse 9-1-1, or from a City staff member assigned by the EOC Director or designee. Each EOC member will be advised that the EOC has been activated and that they should report to the designated EOC location immediately. A brief message describing the emergency will be included in the notification to EOC personnel. The message will ask for availability and requires a response.

In the event the EOC Primary personnel are unavailable to respond for duty, the Alternate EOC staff member will be contacted. At the discretion of the EOC Director, any available City staff member may be designated to fill an EOC position until the Primary or Alternate arrives.

The EOC Manager will maintain a current list of all EOC staff positions and confidential contact information. EOC staff personnel shall be responsible for reporting any changes in contact information to the EOC Manager as soon as the change occurs. The EOC Manager shall take every precaution to ensure the confidentiality of employee contact information.

### 6.4 – SEMS Coordination Levels

The City of Barstow's EOP and the ensuing EOC Activation Guidelines are approved under the authority of the City Council and City Manager, and fulfill the City's responsibilities to comply with the following:

- ✓ **Standardized Emergency Management System (SEMS)**, as described by California Government Code 8607(a), is for managing response of multi-agency and multi-jurisdictional emergencies in California. SEMS, adopted by the State of California in 1995, incorporates the use of the Incident Command System, as described below.
- ✓ **Incident Command System (ICS)** facilitates the flow of information and coordination between responding agencies. It provides an organizational structure capable of responding to various levels of emergencies ranging in complexity. It also provides the flexibility needed to respond to an incident as it escalates in severity. The features of ICS which apply to EOC's include:
  - Five Primary Management functions
  - Management by Objectives
  - Management Unity and Delegation by Authority

- Span of Control
  - Action Planning
- ✓ **National Incident Management System (NIMS)**, as prescribed by Homeland Security Presidential Directive 5 – Management of Domestic Incidents. NIMS establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. It also utilizes the ICS, as described above, to coordinate response activities on a national level.

There are five SEMS organization levels:

1. **Field** – The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.
2. **Local Government** – The Local Government level includes cities, counties and special districts. Local governments manage and coordinate the overall emergency response and recovery activities within their jurisdiction. Local governments are required to use SEMS when their Emergency Operations Center (EOC) is activated or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.
3. **Operational Area (OA)** – The County of San Bernardino Office of Emergency Services is the City of Barstow's Operational Area. An OA is the intermediate level of the state's emergency management organization which encompasses a county's boundaries and all political subdivisions located within that county, including special districts. The OA facilitates and/or coordinates information, resources and decisions regarding priorities among local governments within the OA. The OA serves as the coordination and communication link between the Local and Regional government levels. State, federal, and tribal jurisdictions in the OA may have statutory authorities for response similar to that at the local level.
4. **Region** – The Regional Level manages and coordinates information and resources among OAs within the mutual aid region and between the OA and the state level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three California Cal EMA Administrative Regions – Inland, Coastal and Southern – which are further divided into six mutual aid regions. The Regional Level operates out of the Regional Emergency Operations Center (REOC).
5. **State** – The state level of SEMS prioritizes tasks and coordinates state resources in response to the requests from the regional level 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



emergency response system. The state level requests assistance from other state governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with the FEMA when federal assistance is requested. The state level operates out of the State Operations Center (SOC).

### **6.5 – Incident Command System**

In California, implementation of NIMS and ICS is mandatory during an emergency incident. The NIMS is a comprehensive, national approach to incident management applicable to all jurisdictional levels and across functional disciplines. ICS is a standardized, flexible, scalable all-hazard incident management system designed to begin developing from the time an incident. The ICS structure can be expanded or contracted depending on the incident's changing conditions. The system consists of practice for management resources and activities during an emergency response. The ICS positions can be filled with qualified personnel from any emergency service agency and may involve personnel from a variety of disciplines. As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit to a major emergency involving several agencies and spanning numerous jurisdictions. The use of the ICS allows agencies to communicate using common terminology and operating procedures. It also allows for effective coordination and allocation of resources throughout an incident's duration.

The City of Barstow EOC has established a command structure, supporting activation and operational procedures and position checklists compliant with NIMS/ICS. This information is available through the Emergency Services Coordinator and is located in the City Manager's Office in hardcopy format.

The use of plain language will be implemented during a multi-jurisdictional emergency response occurring in the City of Barstow and is essential to public safety, especially the safety of first responders and those affected by the incident. The use of common terminology enables area commanders, state and local EOC personnel, federal operational coordinators, and responders to communicate clearly with each other and effectively coordinate response activities, no matter what the size, scope, or complexity of the incident. The ability of responders from different jurisdictions and different disciplines to work together depends greatly on their ability to communicate with each other.

In certain instances, more than one ICS position may be managed by a single staff person due to limited personnel and resources available in the City. Thus, it is prudent for all primary and alternate EOC staff to be trained on ICS functions other than those matching their expertise, experience and regular assignment. Regularly exercising the ICS, including sub-functions and liaison roles with volunteers and other support staff, will improve overall EOC operation efficiency and add depth to existing City emergency management and response organizations.

**Command Staff****6.5.1 – Incident Commander (IC)/EOC Director**

With the advice of the Section Chiefs, the EOC Director is responsible for the overall strategy and management of the EOC incident through its completion or until officially relieved of command. This position is always activated when the EOC is activated.

The EOC Director's purpose and responsibilities are to:

- Activate the EOC, conduct briefings, lead the EOC Action Plan, and deactivate as conditions return to normal.
- Review and approve the overall priorities and action strategies for the incident.
- Authorize all requests for mutual aid.
- Oversee response and recovery operations.
- Advise City Council of appropriateness of proclaiming a local emergency.
- Approve all press releases and media press conferences.

**6.5.2 – EOC Manager**

The EOC Manager is responsible for facilitating the overall functioning of the EOC within the established framework and guidelines of the EOP. Generally, the person most knowledgeable about the City's emergency services.

The EOC Manager's purpose and responsibilities include:

- Facilitating the functions of the EOC.
- Assisting and serving as an advisor to the EOC Director and General Staff in providing information and guidance related to the internal functions of the EOC.
- Ensuring compliance with the EOP and emergency management policies and procedures.
- Assuming additional responsibilities as Liaison, or if the Liaison is assigned, assisting to ensure proper procedures are in place for overseeing Agency Representatives assigned to the EOC.
- Assisting the PIO in conducting VIP/visitor tours of the event or of the EOC.
- Initiating transition from response to recovery.

**6.5.3 – Safety/Security Officer**

The Security/Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety in the EOC. The Security/Safety Officer will correct unsafe acts or conditions through the regular line of authority, although he or she may exercise emergency authority to stop or prevent unsafe acts

when immediate action is required. The Security/Safety Officer maintains an awareness of active and developing situations and includes safety messages in each Action Plan.

The Security/Safety Officer's purpose and responsibilities are to:

- Provide 24-hour security for all EOC facilities.
- Develop site safety plan and include safety directives in each Action Plan.
- Correct unsafe acts or conditions through the regular line of authority.
- Exercise emergency authority to stop or prevent unsafe acts when immediate action is required.
- Control and monitor personnel access to the EOC in accordance with policies established by the EOC Director.
- Maintain an awareness of active and developing situations.
- Present security/safety messages in accordance with EOC Action Plan.

#### **6.5.4 – Public Information Officer (PIO)**

The PIO is responsible for developing accurate and complete information regarding incident cause, size, current situation, resources committed, and other matters of general interest. The EOC Director **must** approve the release of all incident information. The PIO serves as the point of contact for the media and other appropriate agencies and organizations requiring information about the incident.

The PIO's purpose and responsibilities are to:

- Consult with the EOC Director to determine what information is to be disseminated.
- Provide the public with emergency information and instructions, as indicated and/or as directed by the EOC Director.
- Act as an information resource and contact for elected officials.
- Monitor external reports and conditions via broadcasts on commercial TV and radio and advise the EOC Director.
- Provide the news media with event information, as required by the situation, and/or as directed by the EOC Director.
- Coordinate with other jurisdictions, agencies, and field personnel to ensure that EOC staff and the public receive complete, accurate, timely, and consistent information regarding the incident.
- Develop the format and schedule for press conferences.
- Coordinate the formation of a Joint Information Center (JIC) to interface with other PIO's, as necessary.
- Schedule and provide incident and EOC tours to the media and VIP's.

#### **6.5.5 – Liaison Officer**

The Liaison is the primary point of contact for all assisting and coordinating agency representatives assigned to the EOC, as well as the City Council, City Attorney, and EOC Director. The Liaison will ensure that agency representatives are provided with the necessary workspace, communications and supplies to perform their responsibilities.

The Liaison's purpose and responsibilities are to:

- Act as point of contact for City Council, City Attorney, and incoming Agency Representatives.
- Ensure all EOC-related guidelines, directives, Action Plans, and incident information is circulated to Agency Representatives.
- Act as coordinator and point of contact for all VIP and dignitary visits to the EOC.
- Process and ratify emergency declarations or other legal documents.
- Maintain all records relating to the event for historical and/or financial purposes.

### **General Staff**

#### **6.5.6 – Operations Section Chief**

The Operations Section Chief, a member of the General Staff, is responsible for the management and coordination of all operational functions of the EOC. The demands placed upon the Operations Section Chief to manage multiple agencies in response to an emergency require skills at managing crisis conditions.

The Operations Section Chief also assists in the formulation of the Action Plan and directs its execution; establishes operational priorities and strategies; and coordinates to ensure effective field incident response and the management of operational resources. This position is always activated, when the EOC is activated.

The Operations Section Chief's purpose and responsibilities are to:

- Provide direction, management and coordination of field operations and staff assigned to incident response roles.
- Define the Operations Section organization, operational priorities and required response entities, to ensure implementation of the EOC Action Plan.
- Assist the Planning/Intelligence Section Chief with development of the Action Plan.
- Ensure effective field incident response and management of operational resources.
- Oversee and coordinate the activities of the Operations Branches and ensure that copies of all status and situation reports and damage assessment information are forwarded to the Planning/Intelligence Section.
- Negotiate any conflicts between responding agencies.
- Identify and communicate resource needs to the Logistics Section Chief.
- Establish the appropriate level of organization within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.

- Conduct periodic briefings for the EOC Director and Operations staff, as requested.

**6.5.7 – Logistics Section Chief**

Responsible to ensure the Logistics function is carried out in support of the EOC Action Plan. This function includes providing communication services, resource tracking, for acquired equipment, supplies, personnel, facilities, transportation services, food service arrangements, lodging and other support services as required.

The Logistics Section Chief's purpose and responsibilities are:

- Provide communication services, resource tracking for acquired equipment, supplies, personnel, facilities, transportation services as well as arranging for food, lodging and other support services, as required.
- Manage all incident logistics.
- Provide logistical input to the EOC Action Plan.
- Identify anticipated and known incident service and support requirements.
- Request additional resources as needed.
- Conduct periodic briefings for the EOC Director and Logistics staff, as requested.

**6.5.8 – Finance/Administration Section Chief**

The Finance/Administration Section Chief is responsible for all financial and cost analysis relating the emergency event; oversee accounting, payroll, time keeping and all disbursement activities of Finance/Administration Section.

The Finance/Administration Section Chief's purpose and responsibilities are to:

- Manage all financial aspects of the event.
- Provide financial and costs analysis information.
- Activate units within the Finance/Administration Section, as required.
- Ensure that all time sheets are collected from EOC assigned personnel including payroll information from the Field Supervisors or Incident commander(s) and their staff.
- Continue payroll processing for all employees.
- Determine purchase order limits for the Supply/Procurement Unit in the Logistics Section.
- Process event related workers' compensation and general liability claims within a reasonable time.
- Process all travel and expense claims within a reasonable time.
- Provide administrative support to all EOC Sections as required.
- Provide input to the EOC Action Plan.
- Ensure that all recovery documentation is maintained during the response.

### 6.5.9 – Unified Command

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, county, regional, state, and federal agencies into the same organizational system, maximizing coordination of response activities and avoiding duplication of efforts. A structure called Unified Command (UC) allows the IC position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, state, and federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided, as needed. In smaller situations, where additional persons are not required, the IC will directly manage all aspects of the incident organization. Below is an example of a UC organization chart. It provides operational flexibility to expand or contract staffing depending on the incident's nature and size.

#### Example Unified Command Structure City of Barstow

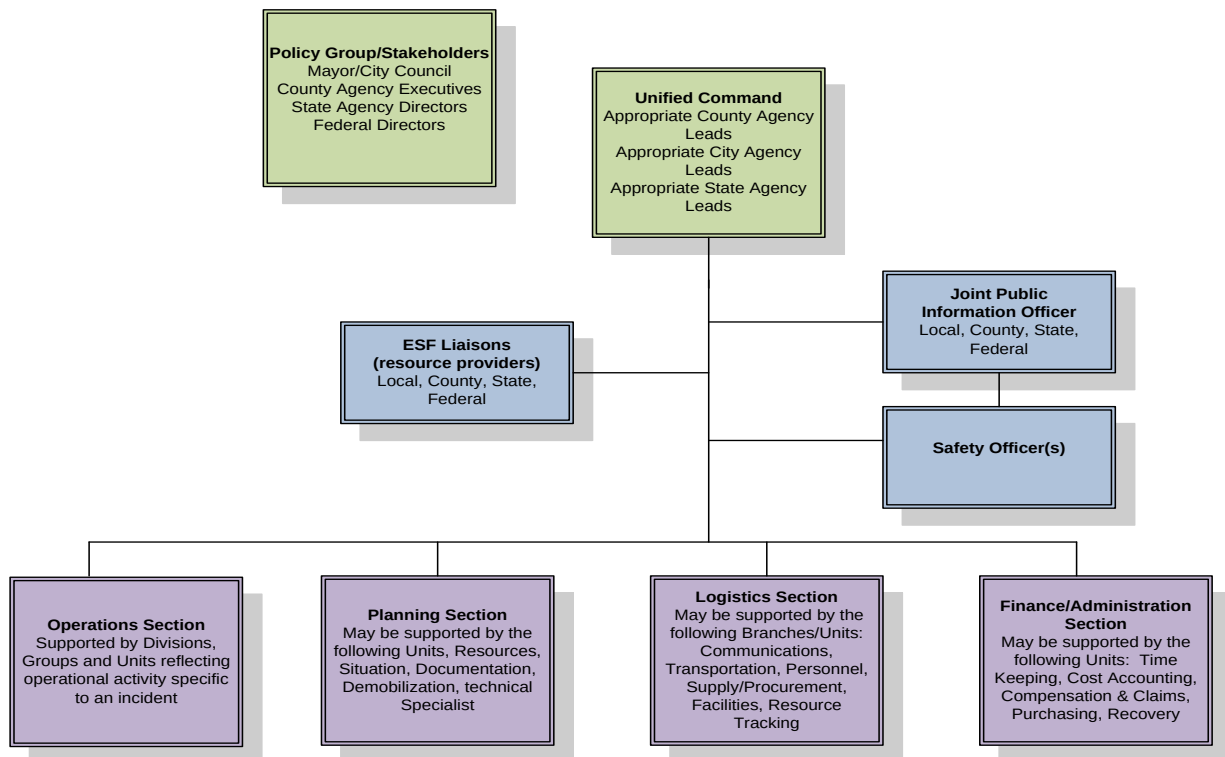


Figure 8



**7 – Emergency Operations Center**

When activated, the EOC serves as the City's centralized location in which staff will gather, check in, and assume their assigned roles for emergency-related operations and activities. In the event the primary EOC is threatened, the secondary, or alternate EOC, will be activated.

- **Primary EOC:** Barstow Fire Protection District  
861 Barstow Rd.  
Barstow, Ca. 92311
- **Secondary EOC:** City of Barstow  
220 E. Mountain View Council Chambers  
Barstow, Ca. 92311
- **Alternate EOC:** If the Primary or Secondary EOC locations cannot be used, the alternate EOC location can be virtual or physical and can be activated in a variety of City facilities, depending on the incident or situation.

**7.1 – Emergency Operations Center Organization**

Upon decision to activate the EOC, the EOC Director and EOC Manager will report to the facility and initiate setup of equipment, forms and other EOC supplies. The EOC Director will confer with the EOC Manager to determine the staff positions that should initially report for duty in the EOC and begin the notification process.

The EOC Director will ensure that the following activation tasks are completed:

- ✓ EOC Manager will:
  1. Contact the MIS Manager to set up all communications-related equipment.
  2. Contact Section Chiefs and convey level of activation.
    - a) All EOC Section Chiefs will ensure that their sections are appropriately staffed.
  3. Contact the County Office of Emergency Services (OES) and send a Status Report as soon as possible to report activation of EOC.
  4. Obtain EOC supply bags from City Manager's storage room.
  5. Ensure that appropriate personnel are assigned to initiate EOC room set-up.
  6. Maintain continuous contact/briefings with OES and EOC Director until initial objectives, operational period and first Action Planning meeting are established.

The five primary EOC functions, or Sections, organized in accordance with SEMS, are:



- **Management/Command** – The City Manager, as EOC Director, leads this section which is responsible for the overall management of all emergency activities and resources needed to respond to, mitigate, and terminate an emergency situation. The EOC Director has full decision-making authority to implement the necessary emergency response activities and determines the EOC Sections that should be activated, depending on the character and scale of the emergency. Management may also have support staff authorized to perform functions such as Public Information Officer, Liaison, Safety/Security, and EOC Manager.
- **Operations** – Primary responsibility for the initial receipt and coordination of information and requests in response to an emergency. This section contains branches related to fire and rescue, law enforcement, construction and engineering, and health and welfare.
- **Planning/Intelligence** – Responsible for evaluating, analyzing and confirming all emergency related information and providing updated status reports to the EOC Management and field operations. Responsible for the Action Planning function within the EOC to provide, in conjunction with Management, concise overview and direction for each operational period. Also responsible for damage assessment and developing specialized technical assessments of the event. After the event, this Section is also responsible for the After Action Report.
- **Logistics** – Responsible for providing service and support, supplies, facilities, personnel, and any equipment and materials necessary to conduct the emergency response. This section contains units related to communication/information systems, transportation, personnel, supply/procurement, facilities and resource tracking.
- **Finance/Administration** – Responsible for monitoring costs, procurements, contracts, and other financial considerations by documenting expenditures, authorizing purchases, evaluating damage to property, monitoring equipment usage, contracting with vendors, and developing, submitting, and tracking FEMA documentation both during and after the emergency. This section contains units related to time keeping, cost accounting, compensation and claims, purchasing, and recovery.

When an emergency or disaster occurs, or has the potential to occur, the jurisdiction will activate the EOC. The EOC will organize according to the SEMS functions of Management, Operations, Planning/Intelligence, Logistics and Finance/Administration and will activate those functions necessary for the emergency.

Potential SEMS EOC functions are shown below:

1. **Management Section:** The following activities and responsibilities are part of the Management function:
  - a. Overall EOC management
  - b. Facilitation of Multiagency Coordination System (MACS) and MAC Groups
  - c. Public information coordination and Joint Information Center (JIC) management
  - d. Provision for public safety and risk communications and policy
2. **Operations Section:** The following activities and responsibilities are part of the Operations function:
  - a. Fire & Rescue
  - b. Law Enforcement
  - c. Emergency Medical
  - d. Hazardous Materials
  - e. Others as needed
3. **Planning/Intelligence Section:** The following activities and responsibilities are part of the Planning function:
  - a. Situation Status
  - b. Documentation
  - c. Advanced Planning
  - d. Demobilization
  - e. GIS
  - f. Technical Specialist
4. **Logistics Section:** The following activities and responsibilities are part of the Logistics function:
  - a. Communication Branch
  - b. Information Systems
  - c. Message Center
  - d. Transportation
  - e. Personnel
  - f. Supply/Procurement
  - g. Facilities
  - h. Resource Tracking
5. **Finance/Administration:** The following activities and responsibilities are part of the Finance function:
  - a. Time Keeping Unit
  - b. Cost Accounting
  - c. Compensation & claims
  - d. Purchasing
  - e. Recovery

## **7.2 – Special District, Private and Non-Profit Agencies**

These districts provide services such as fire protection and water delivery systems that are not available from city or county government. Each is governed by an elected Board of directors and has policies separate city and county government. They often overlap the city and county boundary lines and thus may serve as primary responders to emergencies within their service districts.

### **7.2.1 – Private Sector**

Disaster response by local government agencies may be augmented by business industry and volunteer organizations. The Emergency Services Coordinator will coordinate response efforts with business and industry, to include providing assistance as appropriate in action taken by industry to meet state emergency preparedness regulations governing businesses such as utility companies that provide essential services. Schools, hospitals, nursing/care homes and other institutional facilities are required by federal, state, or local regulations to have disaster plans.

### **7.2.3 – Non-Profit Agencies**

The Emergency Services Coordinator will also work with voluntary organizations in the provision of certain services in emergency situations, typically through previously established agreements. In the preparedness context, essential training programs will be coordinated by the sponsoring agencies of such organizations as American Red Cross, Salvation Army, faith-based groups, amateur radio clubs and Community Emergency Response Teams.

## **7.3 – Primary and Alternate EOC**

When activated, the EOC serves as the City's centralized location in which staff will gather, check in, and assume their assigned roles for emergency-related operations and activities. In the event the primary EOC is threatened, the secondary, or alternate EOC, will be activated.

## **7.4 – Activation/Deactivation of EOC**

The decision to activate the City of Barstow EOC will be made by the City Manager, acting as the EOC Director, or his/her designee. Activation will be determined by information received from responding field personnel (i.e., Fire, Police, Public Works), or outside agencies such as the County of San Bernardino Office of Emergency Services (OES), State Office of Emergency Services (Cal EMA) or the Federal Emergency Management Agency (FEMA).

At the discretion of the EOC Director, or designee, a Pre-Activation ad-hoc advisory group comprised of appropriate field personnel may be convened to assist in determining the activation level and/or staffing needs of the EOC.

The level of activation and staffing of the EOC is driven by the magnitude of the event and the demands placed on first responders and field forces. Some incidents might require a minimal activation and staffing pattern, while other incidents might require a complete activation and staffing pattern.

To facilitate the use of the EOC for emergencies, three levels of activation have been identified in SEMS. An event may escalate through the different levels relative to the magnitude of the emergency. The activation levels are as follows:

**Level One EOC Activation:** Level One activation involves a complete and full activation with all organizational elements at full staffing. Level Three would normally be the initial activation during any major emergency.

**Level Two EOC Activation:** Level Two activation is normally achieved as an increase from Level One or a decrease from Level Three. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation of all organization elements, or less than full staffing. One person may fulfill more than one SEMS function. The EOC Director, in conjunction with the General Staff, will determine the required level of continued activation under Level Two, and demobilize functions or add additional staff to functions as necessary based upon event considerations. Representatives to the EOC from other agencies or jurisdictions may be required under Level Two to support functional area activations.

**Level Three EOC Activation:** Level Three is a minimum activation. This level may be used for situations which initially only require a few people, e.g., a short-term earthquake prediction at condition one or two level; alerts of storms, tsunamis; or monitoring of a low risk planned event. At a minimum, Level One staffing consists of the EOC Director. Section Coordinators and a situation assessment activity in the Planning and Intelligence Section may be included in this level. Other members of the organization could also be part of this level of activation e.g., the Communications Unit, from the Logistics Section, or an Information Officer.

The numbering sequence of EOC staffing progression is established in the SEMS guidelines and is opposite of the NIMS numbering sequence. Given that the SEMS guideline has been in place since the inception of SEMS, State Emergency Plan recommends continuing the sequence as established in the SEMS guidance documents.

The EOC Director will determine when to terminate the emergency, deactivate the EOC, and transition to normal governance and operations. The termination of an emergency event will require the agreement of the Policy Group, with input from the EOC Management Section.

Recovery is the time period beginning just prior to termination of the emergency until the City is returned to normal governance and operational status. Termination of the emergency initiates transitioning from the emergency phase into the recovery phase. Once the decision is made to enter the recovery phase, personnel involved in the response will be informed of this transition.

The EOC Director, in consultation with the Policy Group and the EOC Manager, will transition the recovery effort to the Finance/Administration Section with full authority to direct the recovery effort.

#### 7.5 – Field/EOC Communications and Coordination

The City's communication plan outlines the communications channels and protocols to be used during an incident. **The City's communication plan is included as a separate annex to this Plan.** 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 EOC.

The City EOC will communicate situation and resource status information to the San Bernardino Operational Area and other outside agencies via designated countywide emergency reporting systems and other systems referenced in the San Bernardino Operational Area Disaster Information Reporting Procedures.

The following diagram depicts the relationship between the City of Barstow, the San Bernardino County Operational Area, and the State of California Regional VI Emergency Operations Center (REOC), the State Office of Emergency Services and Federal Emergency Management Agency (FEMA).

SEMS/NIMS Communications and Coordination

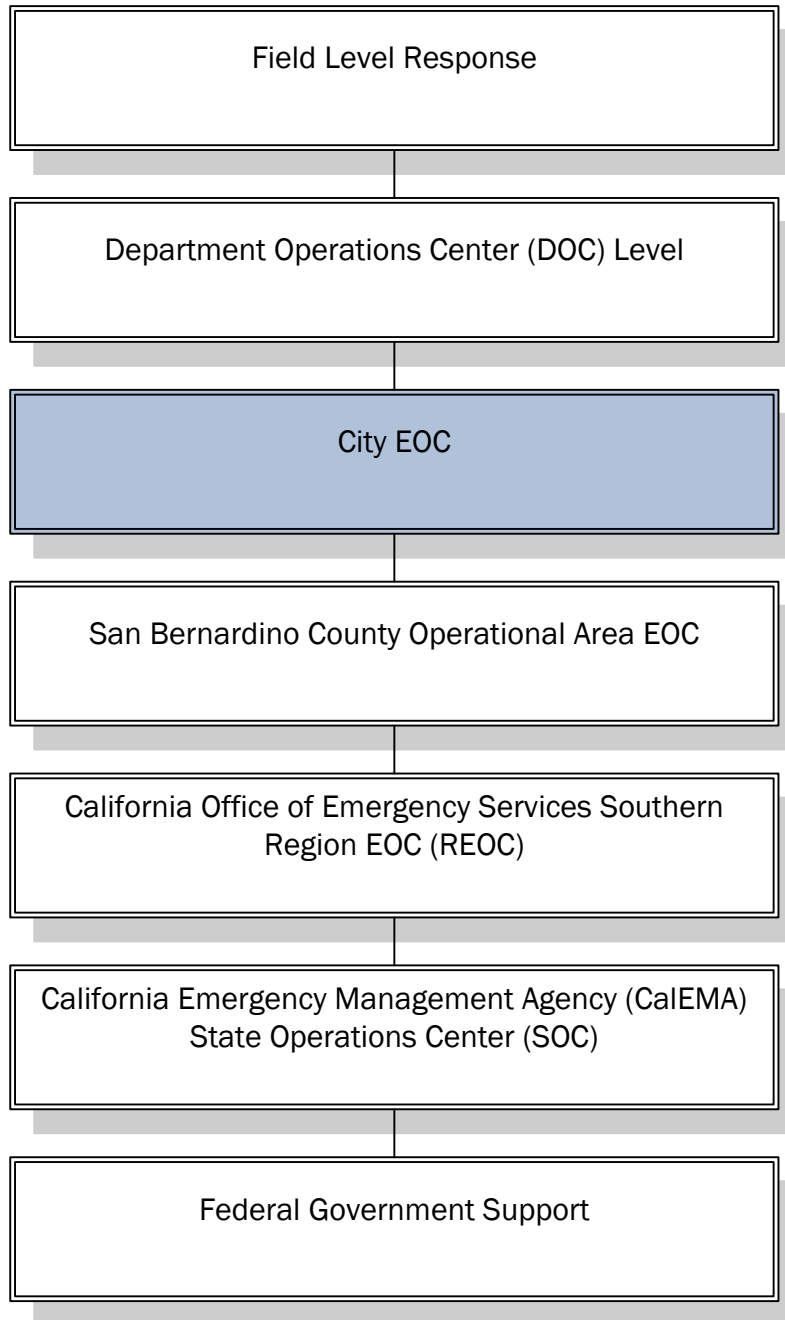


Figure 9

### **7.6 – Field/EOC Direction and Control Interface**

The EOC Director will establish jurisdictional objectives and priorities and communicate those to everyone in the organization through the Action Plan. The EOC Action Plan does not direct or control field units but supports their activities. IC(s) will ensure incident objectives and priorities are consistent with those policies and guidelines established at the city level by the EOC Director.

It is the responsibility of the IC to communicate critical information the EOC Director in a timely manner.

### **7.7 – Field/EOC Coordination with Department Operations Centers (DOCs) and EOCs**

#### **EOC COORDINATION**

The City of Barstow recognizes that communications and coordination must be established with responders from the Sheriff and County Fire Departments, in addition to field level personnel who are responding to incidents inside the City limits.

- When no City or County Departmental Operations Centers (DOCs) are activated, the ICs operating in the field will report directly to the Operations Chief in the City/County EOC via the central dispatch or through Emergency Communications Services (ECS) Radios located in the EOC.
- When DOCs are activated the field IC will report through their respective DOC Operations Section Chief and appropriate information will be relayed to the EOC.

#### **Coordination with the Operational Area EOC**

Direct coordination and communications with the OA EOC are essential. There is one primary method and one alternate method for the City to coordinate with the Operational Area.

- Primary – The OA or the City sends an agency representative to the others' EOC.
- Alternate – The City and OA coordinate through various telecommunications systems. Coordination and communications between City and County EOCs will occur between the five SEMS/NIMS functions.

#### **Coordination with State and Federal Field Response**

There are some instances where a state or federal agency will have a field response. State agency field response may be result of a flood fight effort, hazardous materials accident, or

other hazard scenario. Federal field response could result from the same scenarios or a military aircraft accident, for example.

When a State agency or Federal agency is involved in field operations, coordination will be established with the OES and the appropriate City emergency services staff, where the incident occurs. State or federal agencies operating in the field may be found in any ICS section in a single command structure or Unified Command and will report to the Incident Commander(s). The IC will establish communications with the City/County EOC or DOC. The incident will determine their location and the scope of their involvement.

#### **Special District and Private Agency Involvement**

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. During disaster, some types of special districts will be more extensively involved in the emergency response by directly coordinating, communicating, and assisting local government.

The special districts that serve more than one local government and/or serve the County unincorporated areas will coordinate and communicate with the County EOC. Ideally, the special district involved in the emergency response will have an agency representative at the City/County EOC, serving as the focal point of coordination and work with other local government representatives in the EOC.

The level of involvement of special districts, public utilities, private organizations, and volunteer agencies will vary considerably depending upon the kind of incident. In general, special districts or other agencies that have a statutory or jurisdictional responsibility with the incident should be represented at the incident. The form of involvement for these districts and agencies may be as part of the UC or as an Agency Representative who coordinates with a City Liaison Officer. The emergency response role of special districts will be focused on their normal services and functional area of responsibility.

A cooperating agency supplies assistance other than direct tactical resources to the incident control effort. Telephone companies, electric companies, water and sanitation districts, and other private and volunteer agencies could be cooperating agencies, depending on the type of incident.

#### **7.8 - Mission of the EOC**

On order of the EOC Director, the EOC activates to protect life, property and the environment during times of natural or manmade disaster.



### **Duties and Responsibilities of the EOC**

- Coordinates City/OA level disaster response operations within the region to assist local governments. This includes but not limited to:
- Collection, verification and evaluation of situation information and the allocation of available resources.
- Facilitates communication and coordination between cities/towns within the county, and serves as the city's primary point of contact for the City of Barstow as well as the primary point of communication for the City.
- Receives and disseminates emergency alerts and warnings.

### **Concept of Operations**

The EOC functions as the first point of contact for the coordination and control of local, county, federal or mutual aid resources and assistance or information exchange at the local, county, State or federal levels in accordance with SEMS/NIMS.

The operations of the EOC will be conducted in the following three phases:

#### **Phase 1: Activation Phase**

- Activation phase will normally be considered the first twelve hours immediately following the order to activate.
- The EOC is staffed and put into operation.
- Immediate city response actions are coordinated. Information regarding the situation is gathered, analyzed, and disseminated.

#### **Phase 2: Operational Phase**

- The operational phase is the period where the bulk of the response activities are conducted. It has no set time period in terms of hours, days or weeks. Its conclusion will normally be signaled by a significant reduction in requests for assistance from the supported cities/towns.
- Based on recommendations from the EOC Director, this phase may be extended to cover large scale recovery activities that may require the involvement of the EOC staff.

**Phase 3: Deactivation Phase**

This phase is utilized to transition actions and responsibilities from the EOC staff to the normal City staff.

The EOC will remain staffed until such time as the City EOC Section Chiefs conclude that they are no longer needed to manage the situation. Once the EOC is deactivated, the Emergency Services Coordinator will be responsible for following up on any ongoing missions as well as compiling, generating, and forwarding required reports.

After the EOC has deactivated, any new missions needed to respond to the event will be processed through normal request channels.

Figure 10

## 8 – Mutual Aid

Mutual aid is designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation(s). The basis for the system is the California Disaster and Civil Defense Master Mutual Aid Agreement, as provided for in the California Emergency Services Act.

This Agreement was developed in 1950 and has been adopted by the State, all 58 counties, and most incorporated cities in the State of California. The Master Mutual Aid Agreement creates a formal structure wherein each jurisdiction retains control of its own facilities, personnel and resources, but may also receive or render assistance to other jurisdictions within the state. State government is obligated to provide available resources to assist local jurisdictions in emergencies. It is the responsibility of the local jurisdiction to negotiate, coordinate and prepare mutual aid agreements.

Formal mutual aid requests will follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests will follow discipline-specific chains (i.e. fire, law enforcement, emergency manager, etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

1. **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the next successive government level until obtained or cancelled.
2. **Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.
3. **Operational Area Requests:** The OA is a composite of its political subdivisions, (i.e. municipalities, contract cities, special districts and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Region Mutual Aid Coordinator to be filled.
4. **Region Level Requests:** The state is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid

Coordinator. The Region Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.

5. **State Level Requests:** On behalf of the Governor, the Secretary of Cal EMA has the responsibility for coordination of State mutual aid resources in support of local jurisdictions during times of emergency. The Secretary will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking an appropriate State agency to fill the need

## **9 - Information Collection, Analysis and Dissemination**

The Planning/Intelligence Section Chief, a member of the General Staff, is responsible for the collection, evaluation, dissemination, and use of information regarding the development of the incident and status of resources. Information is needed to understand the current situation, predict the probable course of events, and prepare alternative strategies and control operations for the event. This position is always activated when the EOC is activated.

The Planning/Intelligence Section Chief's purpose and responsibilities are to:

- Oversee the collection, organization, and analysis of emergency situation information, including damage assessments.
- Ensure that information collected from all sources is validated prior to posting on status boards.
- Ensure that Situation Status Reports are developed for dissemination to EOC staff.
- Ensure that EOC Action Plan is developed for each operational period, based on objectives developed by each EOC Section.
- Conduct and facilitate Action Planning Meetings.
- Ensure that all maps, status boards and other displays contain current and accurate information.
- Ensure that an on-going link is established with the Operations Section for the purpose of collecting accurate situation information in a timely manner.
- Ensure all EOC activities and incident documentation and forms are submitted by other Sections.
- As emergency response phase winds down, identify recovery and demobilization issues.

NIMS Identifies the requirement for a standardized framework for communications, information management, collection, analysis and dissemination and information sharing at all levels of incident management. These elements are briefly described as follows:

- **Incident Management Communications** – incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.
- **Information Management** - Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted method supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, both those

impacted by the incident and those contributing resources to the incident management effort. Effective information management enhances incident management response and helps ensure that crisis decision-making efforts are thorough based on confirmed information.

### **9.1 - Supporting Technologies**

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining NIMS. These include voice and data communications systems, information management systems for example, record keeping and resource tracking, and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

### **9.1 – Other Related Emergency Management Programs**

#### **Community Emergency Response Team (CERT)**

CERT is about readiness, people helping people, rescuer safety, and doing the greatest good for the greatest number. CERT is a positive and realistic approach to emergency and disaster situations where citizens will be initially on their own and their actions can make a difference. Through training, citizens can manage utilities and put out small fires; treat the three identified killers by opening constructed airways, controlling bleeding, and treating for shock; provide basic disaster related medical aid; search for and rescue; and organize themselves and spontaneous volunteers to be effective during any type of emergency event.

## **10 – Public Information**

The public's reaction to any emergency is likely to be based on an understanding of the nature of the emergency, the potential hazards it represents, the likely response of local and state government emergency services, and knowledge of what individuals and groups can do to increase their chances of survival and recovery.

Public awareness and education prior to any emergency are crucial to successful public information efforts during and after the emergency. Such information also should be available to those whose primary language is not English. The decision to initiate and support this function must be made at the highest policy-making level. Pre-disaster awareness and education programs must receive an adequate level of support. These programs must be coordinated among local, State, and federal officials to ensure coordination for effective emergency preparedness and response operations.

In addition to the communication systems utilized by California's Emergency Management Community, State Government and its political subdivisions, and the private sector have invested in communication systems to support emergency notification of the public. This includes long established system such as the Emergency Notification System, Emergency Digital Information System (EDIS) and other systems that have been developed more recently to support proactive community notification, 2-1-1, television and cable television emergency message scrolling for the deaf and hard of hearing, and other multimedia/technological alerting solutions.

Emergency information efforts will focus on specific event-related information. This information will generally be of an instructional nature focusing on such things as warning, evacuation and shelter. It is also important to keep the public informed of the general progress of events. A special effort will be made to report positive information regarding emergency response to reassure the community that the situation is under control. Rumor control will be a major aspect of the informational effectiveness.

Education efforts will be directed toward increasing public awareness about potential hazards and how people can prepare, respond and recover from disasters.

The Public Information Officer (PIO) is responsible for developing accurate and complete information regarding incident cause, size, current situation, resources committed, and other matters of general interest. The EOC Director must approve the release of incident information. The PIO serves as the point of contact for the media and other appropriate agencies and organizations requiring information about the incident.



The PIO's purpose and responsibilities are to:

- Consult with the EOC Director to determine what information is to be disseminated.
- Provide the public with emergency information and instructions, as indicated and/or as directed by the EOC Director.
- Act as an information resource and contact for elected officials. Monitor external reports and conditions via broadcasts on commercial TV and radio and advise the EOC Director.
- Provide the news media with event information, as required by the situation, and/or as directed by the EOC Director.
- Coordinate with other jurisdictions, agencies and field personnel to ensure that EOC staff and the public receive complete, accurate, timely, and consistent information regarding the incident.
- Develop the format and schedule for press conferences.
- Coordinate the formation of a Joint Information Center (JIC) to interface with other PIO's, as necessary.
- Schedule and provide incident and EOC tours to the media and VIP's.

**11 – Functional Needs**

Populations with access and functional needs include those members of the community that may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining, independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities.
- Live in institutionalized settings.
- Are elderly.
- Are children.
- Are from diverse cultures.
- Have limited English proficiency or are non-English speaking; or
- Who are transportation disadvantaged?

The City of Barstow recognizes it has a responsibility to protect its residents and visitors during an emergency event; providing emergency shelter during disasters and emergencies is a basic way of carrying out this duty. While shelters are sometimes operated by government entities themselves, they are more commonly operated by a third party, often the American Red Cross (ARC). The ARC has been designated, nationwide, as the agency to operate shelters for disaster relief. Therefore, the City of Barstow will rely upon its ARC counterpart to operate its shelters as needed.

**Shelter Accessibility**

Regardless of who operates a shelter, the Americans with Disabilities Act (ADA) requires shelters to provide equal access to the many benefits that shelters provide, including safety, food, services, comfort, event related information, and a place to sleep until it is safe to return home.

To meet the need for shelter accessibility among the disabled in California, the Department of Social Services in conjunction with its major partner in care and shelter, the American Red Cross, have established that at least once Mass Care Shelter (MCS) is required to be “fully” ADA accessible within each community.

Under the ADA, shelter operators must provide for “effective communication” to people with disabilities unless doing so would result in a fundamental alteration or would impose undue financial and administrative burdens. Shelters that are part of a State or local government sheltering program must give “primary consideration” to the type of auxiliary aid or service preferred by the person with a disability; they must defer to that choice unless another equally effective method of communication is available or the preferred method would impose an undue financial and administrative burden or fundamental alteration.

**Communication**

People with disabilities face unique emergency needs during disasters. It is imperative that they receive information immediately in accessible formats to respond properly and minimize false expectations. The best strategy to assure that communication will be most accessible to the majority of individuals is to present information in the most direct and straightforward manner possible, to present it auditorily, visually and many times.

As required by the ADA, any entity regulated under Title II, should assure that phone communication set up during a disaster to provide information to the general public about services, including toll-free numbers, and TDD access for hearing impaired persons.

**Transportation**

Both public and private transportation may be disrupted due to overcrowding, because of blocked streets and sidewalks, or because the transit system is not functioning at all. The movement of people during an evacuation is critical, but many people, because of their disabilities, cannot drive or use traditional inaccessible transportation. Thus, emergency plans must identify accessible forms of transportation, for example, availability of vehicles equipped with wheelchair lifts to assist in evacuations.

## **12 – Continuity of Government**

A major disaster could include death or injury of key officials, partial or complete destruction of established seats of government, and the destruction of public and private records essential to continued operations of government and industry. Law and order must be preserved and government services maintained. Applicable portions of the California Government Code and Constitution of the State of California provide authority for the continuity and preservation of local government.

Continuity of leadership and government authority is particularly important with respect to emergency services, direction of emergency response operations and management of recovery operations. It is essential that the City of Barstow continue to function as a governmental entity. The California Government Code and the Constitution of California provide the authority for State and local government to reconstitute itself in the event incumbents are unable to serve.

To ensure continuity of government seven elements must be addressed by government at all levels:

- Lines of Succession
- Seat of Government
- Emergency Powers and Authority
- Emergency Plans
- Primary and Alternate Emergency Operations Center(s)
- Preservation of Vital Records
- Protection of Critical Infrastructure

### **Lines of Succession**

Section 8638, Article 15, Chapter 7, Division 1, Title 2 of the California Government Code requires the appointment of up to three standby officers for each member of the governing body. This article also provides for the succession of offices who head departments. Additionally, Article 15 outlines procedures to assure continued functioning of political subdivisions in the event the governing body, including standby officers, is unable to serve. The standby officers shall have the same authority and powers as the regular officers of department heads. The Government Code, Title 2, Article 15 provides the following guidance:

Sections 8635 through 8644

Furnish a means by which the continued functioning of cities and counties can be assured by providing for the preservation and continuation of government in the event of an enemy attack, or in the event of a state or local emergency.

## Emergency Operations Plan

## Section 12 Continuity of Government

- Authorize cities and counties to provide for the succession of officers having duties related to law and order and/or health and safety.
- Authorize 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 to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers one, two and three as the case may be.
- Authorize standby officers to report for duty in the event of a State of War Emergency, state local emergency at the place designated.
- Authorize governing bodies to convene at a place not within City Limits as soon as possible, whenever a State of War Emergency, state or local Emergency exists causing the City to be unsafe or uninhabitable.
- Authorize that should members, including all standby officers, be unavailable temporary officers shall be appointed as follows:
  - By the Chairman of the Board of the county in which the political subdivision is located; or
  - By the Chairman of Board of any other county within 150 miles nearest the most populated down to farthest and least populated; or
  - By the way of any city within 150 miles nearest and most populated down to the farthest and least populated.

### 12.1 – Alternate Government Facilities

1. The Emergency Operating Center (EOC) is in the Barstow Fire Protection District Headquarters at 861 Barstow Rd.
2. The alternate EOC is in the City of Barstow Police Station, 220 E. Mt. View St. The alternate EOC would be activated should the Fire Station not be structurally sound, in need of evacuation due to atmospheric conditions, unable to be secured, or other reasons beyond the control of the City Manager.
3. In the same fashion as #2 above, the alternate location for the day to day operations of the city would be the Public Works Department Offices, located at 900 Ave H, until a more suitable and sizeable location could be acquired.

### 12.2 – Vital Records Retention

Each level of government should protect its essential records. The determination of the records to be preserved rests with each City Department Manager and with the City Clerk.

- Record depositories should be located well away from potential danger zones and housed in facilities that afford the best possible protection from blast, fire, water and other destructive forces. Such actions will ensure that:

- The rights and interests of individuals, corporations, other entities, and governments are preserved.

Records will be available during emergency operations and later during recovery operations and the reestablishment of normal governmental activities.

Three types of records that should be considered essential are those required to:

- **Protect the rights and interests of individuals** - These include vital statistics and tax records, license registers and articles of incorporation.
- **Conduct emergency operations** - These would include utility systems, maps, locations of emergency supplies and equipment, emergency operations plans and procedures, lines of succession and lists of regular and auxiliary personnel.
- **Reestablish normal governmental functions and protect the rights and interests of government.**
- **Constitutions and charters, statutes and ordinances, court records, official proceedings, and financial records** would be included here.
- **Currently, all records are deemed essential for the establishment of a historical archive and the protection of the City and its residents, businesses, corporations, and other entities best interests.**

Records are currently maintained under the guidance of the City Clerk and each departmental director. Those records include, but may not be limited to the following:

- Office of the City Clerk
  - Minutes, resolutions, ordinances, contracts, recorded documents, annexation documents and election materials.
- Public Works/Engineering
  - Original public improvement construction drawings, survey records, records of all trust accounts, federal or State project records, street systems and water distribution systems.
- Animal Control
  - Dog licensing, impound, adoption, veterinary treatment, dog bite reports, officer activity logs, dispatch logs, incident/investigation reports, euthanasia logs, controlled drug usage logs, dog/cat trap loan agreements, vehicle logs, notice of violation, citations, statistics, money receipts, money deposits, financial, budget and donations.
- Police Department

## Emergency Operations Plan

## Section 12 Continuity of Government

- Criminal records, infractions, investigations, traffic citations – one year-police reports, - one year-restraining orders (domestic violence) - 3 years-restraining orders (no- domestic violence) - until expiration, property damage reports - one year, receipt books - one year, and false alarm billings - one year.
- Fire Department
  - Fire investigations, fire reports, medical reports, transport documentation, billing records, burn permits, hazardous materials permits, plan checks, inspection records, reports/records related to billings on hazmat etc., grant documentation, mutual aid, strike team information, PSA's, contracts and agreements, legal processes, correspondence and financial information specific to fire department needs.
- Finance
  - All financial records of the City including invoices, journal vouchers, budgetary and expenditure reports, cash reconciliation's, investment reports, financial statements and audit reports, grants and other revenue reports, and financial contracts, all payroll and personnel records for City employees including individual historical information and tax and benefit contribution reports, all purchasing records including personnel, service and supplies contracts, listings of vendors, and responses to RFPs and RFQs, all financial and reporting records and correspondence associated with City bond debt and other obligations and all water billing records including billing and payment histories.
- Management Services
  - Computer programs computer tapes, payroll records, billing/accounts receivable records, Public Works/Engineering CAD system.
  - Employment records, Worker's Comp records, personnel records for all employees, insurance data, tort claim files, employee benefit contracts, and other risk management related information.

Storage locations are identified as the following:

- City Clerk / Finance / Administrative Offices -
  - 220 E. Mt. View, City of Barstow
- Public Works / Animal Control / Engineering/ Water –
  - 900 Ave H, City of Barstow
- Police Department
  - 220 E. Mt. View Street, City of Barstow
- Fire Department
  - 861 Barstow Rd, City of Barstow

**13 – Recovery Overview**

In the event of a local or widespread emergency, the City of Barstow will be involved in recovery operations. In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the threads of their pre-disaster lives. Typically, there will be a need for such services as these:

- 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.

The City will help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term. Short-term recovery operations will begin during the response phase of the emergency. The major objectives of short-term recovery operations include rapid debris removal and clean up, and the orderly and coordinated restoration of essential services (electricity, water, and sanitary systems). Short-term recovery operations will include all the agencies participating in the City's disaster response. The major objectives of long-term recovery operations include:

- Coordinated and continued delivery of long-term social and health services.
- Improved land use and planning.
- Updated City of Barstow EOP, based on lessons learned.
- Re-establishment of the local economy to pre-disaster levels
- The recovery of disaster response costs.

To effectively integrate mitigation strategies into recovery planning and operations, the City of Barstow will handle long-term recovery activities in association with the San Bernardino Operational Area and Cal EMA. Changes to the Plan will be coordinated with all participating departments and agencies. Structures that present public safety threats will be demolished and abated during short-term recovery operations.

**Short- Term Recovery**

The goal of short-term recovery is to restore local government services to at least minimal capacity. Short-term recovery includes:

- Utility restoration.
- Economic and social systems of the community.
- Medical and mental health services.
- Re-establishment of City of Barstow government operations.



- Transportation route restoration.
- Debris removal and clean-up operations.
- The abatement and demolition of hazardous structures.

The City will coordinate with private utility companies on all efforts to restore utility systems and services during recovery operations. Medical services will continue in temporary facilities, as necessary. The San Bernardino County Public Health Department and contracted counseling teams may be requested to coordinate and conduct Critical Stress Debriefings for emergency response personnel and victims of the disaster/event.

For federally declared disasters, registration centers may be established by FEMA to assist disaster victims and businesses in applying for individual assistance grants and Small Business Administration loans.

In coordination with the American Red Cross, the City and other co-operating locations service groups, churches, schools, etc., will provide sheltering for disaster victims until housing can be arranged.

The City will ensure that debris removal and clean-up operations are expedited during short-term recovery operations.

### **Long-Term Recovery**

The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration and reconstruction of public facilities and disaster response cost recovery.

The City will be responsible for its own approach to mitigation which could include zoning variances, building code changes, plan reviews, seismic safety elements and other land use planning techniques. With public safety a primary concern, rapid recovery may require adjustments to policies and procedures to streamline the recovery process.

Hazard mitigation actions will need to be coordinated and employed in all activities by the City in order to ensure a maximum reduction of vulnerability to future disasters. The City will strive to restore essential facilities to their pre-disaster condition by retrofitting, repairing or reconstructing them during long term recovery operations.

### **13.1 – Recovery Organization**

For the City of Barstow, recovery operations will be managed and directed by the Office of Emergency Services. On a regularly scheduled basis, the City Manager or his appointee will convene meetings with department managers, key individuals and representatives. These meetings will be held to collectively make policy decisions and to gather and disseminate information regarding completed and ongoing recovery operations. The Emergency Services Coordinator will assist the City Manager in facilitating and leading the recovery process. ..

The City of Barstow has specific responsibilities in recovering from a disaster. The functional responsibility chart, listed below, depicts the responsibilities assigned to each of the departments and/or key personnel, the San Bernardino Operational Area and special districts.

**Emergency Operations Plan****Section 13  
Recovery Overview**

| FUNCTION                                                                                                                                                                              | DEPARTMENTS/AGENCIES                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
| Political process management; interdepartmental coordination; policy development; decision making and public information                                                              | City Manager                                           |
| Land use and zoning variance; permits and controls for new development; revision of building regulations and codes; code enforcement; plan review and building and safety inspections | Development Services:<br>Building & Safety<br>Planning |
| Debris removal; demolition; construction; management of and liaison with construction contractors; restoration of utility services                                                    | Public Works                                           |
| Public finance; budgeting; contracting; accounting; taxation; claims processing; insurance settlements; taxation                                                                      | Management Services:<br>Finance<br>Human Resources     |
| Applications for disaster financial assistance; liaison with assistance providers; on-site recovery support; disaster financial assistance project management                         | City Manager:<br>Office of Emergency Services          |
| Advise on emergency authorities, actions, and associated liabilities; preparation of legal opinions; preparation of new ordinances and resolutions                                    | City Manager:<br>City Attorney                         |
| Government operations and communications; space acquisition; supplies and equipment; vehicles personnel and related support                                                           | Management Services:<br>Purchasing<br>Human Resources  |
| Housing programs; assistance programs for the needy; oversight of care facility property management; low income and special housing needs.                                            | Economic Development                                   |
| Redevelopment of existing areas; planning of new redevelopment projects; and financing new projects.                                                                                  | Economic Development                                   |
| Restoration of medical facilities and associated services; provide mental health services.                                                                                            | County Department of Public<br>Health                  |

Table 4

**13.2 – Recovery Damage Assessment**

Under the City of Barstow Emergency Operations Center's Standard Operating Procedures, an initial safety/damage survey is developed during the emergency response phase to identify safety concerns, where best to position rescue and medical resources and to support the documentation necessary for the possible disaster proclamation from the City as the first step toward the possible Operational Area request for gubernatorial proclamation and for the State to request a Presidential Declaration if needed.

This is followed by a detailed assessment of damage during the recovery phase by the City and special districts. This detailed assessment provides the basis for determining the type and amount of State and/or federal financial assistance available for recovery.

In coordination with County OES, the Public Works Departments will complete the detailed damage/safety assessment.

### **13.3 - Recovery Documentation**

Documentation is the key to recovering emergency response and recovery costs. Damage assessment documentation will be critical in establishing the basis for eligibility of disaster assistance programs.

Under the State Natural Disaster Assistance Act (NDAA) documentation is required for damage sustained to public buildings, levees, flood control works, irrigation works, county roads, City streets, bridges and other public works facilities.

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 Park facilities; Educational institutions; and certain private non-profit facilities.

Debris removal and emergency response costs incurred by the affected entities should also be documented for assistance purposes under the federal programs. It will be the responsibility of the City to collect documentation of these damages.

The documented 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 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 included under federal mitigation programs.

Documentation is key to recovering expenditures related to emergency response and recovery operations. Documentation begins at the field response level and continues throughout the operation of their Emergency Operations Center as the disaster unfolds.

**13.4 – Recovery After-Action Reports**

The After Action Report examines response actions, application of SEMS, modifications to plans and procedures, training needs and recovery activities. After action reports are required under SEMS/NIMS after any emergency that requires a declaration of an emergency. Reports must be submitted within 90 days to Cal-OES.

The After Action report will provide, at a minimum, response actions taken, application of SEMS/NIMS, suggested modifications to SEMS/NIMS, necessary modifications to plans and procedures, identified training needs, and recovery activities to date.

The After Action report will serve as a source for documenting emergency response activities, identifying areas of concern and successes. It will also be utilized to develop and describe a work plan for implementing improvements.

The After-Action Report will serve as a source for documenting the City of Barstow's emergency response activities and identifying areas of concern and success. It will also be utilized to develop a work plan for implementing improvements. The After-Action Report will be written in simple language, well-structured, brief, and geared to the primary audience.

Data for the After-Action Report will be collected from a questionnaire, RIMS documents, other forms and documents completed during the disaster response, and interviews with emergency responders. The After-Action Report will include, at a minimum:

- Response actions taken.
- Application of SEMS.
- Suggested modifications to SEMS.
- Necessary modifications to plans and procedures.
- Training needs.
- Recovery activities to date.

An After-Action Report will be a composite document for all SEMS levels, providing a broad perspective on the incident, referencing more detailed documents, and addressing all areas specified in regulations. It will include an overview of the incident, including enclosures, and will address specific areas of the response, if necessary. The report will be coordinated with, but not encompass, hazard mitigation. Hazard mitigation efforts may be included in the "recovery actions to date" portion of the After-Action Report.

The City's Emergency Services Coordinator will be responsible for completing and distributing the City of Barstow's After-Action Report to all appropriate agencies within the required 90-day period.

For the City of Barstow, the After-Action Report's primary audience will be City employees, including senior management staff.

Figure 8

**AFTER ACTION/CORRECTIVE ACTION (AA/CA) REPORT SURVEY TEMPLATE**  
for responses to

**INCIDENT NAME**

*(This AA/CA Report template can be used for a declared, un-declared, or pre-planned event, an exercise, and/or training for SEMS/NIMS compliance).*

**Federally funded exercises:** Completed AA/CA reports completed in this Word template can be attached to the Department of Homeland Security, Grants and Training, ODP Secure Portal.

**GENERAL INFORMATION**

| Information Needed                                                                                                                                                                                                            | Text goes in text boxes below. |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| <b>Name of Agency:</b>                                                                                                                                                                                                        |                                |
| Type of Agency:* (Select one)<br>* City, County, Operational Area (OA), State agency (State), Federal agency (Fed), special district, Tribal Nation Government, UASI City, non-governmental or volunteer organization, other. |                                |
| <b>OES Admin Region:</b><br>(Coastal, Inland, or Southern)                                                                                                                                                                    |                                |
| <b>Completed by:</b>                                                                                                                                                                                                          |                                |
| <b>Date report completed:</b>                                                                                                                                                                                                 |                                |
| <b>Position: (Use SEMS/NIMS positions)</b>                                                                                                                                                                                    |                                |
| <b>Phone number:</b>                                                                                                                                                                                                          |                                |
| <b>Email address:</b>                                                                                                                                                                                                         |                                |
| <b>Dates and Duration of event:</b><br>(Beginning and ending date of response or exercise activities - using mm/dd /yyyy)                                                                                                     |                                |
| <b>Type of event, training, or exercise:*</b><br>* Actual event, table top, functional or full scale exercise, pre-identified planned event, training, seminar, workshop, drill, game.                                        |                                |
| <b>Hazard or Exercise Scenario:*</b>                                                                                                                                                                                          |                                |

## Emergency Operations Plan

Section 13  
Recovery Overview

\*Avalanche, Civil Disorder, Dam Failure, Drought, Earthquake, Fire (structural), Fire (Woodland), Flood, Landslide, Mudslide, Terrorism, Tsunami, Winter Storm, chemical, biological release/threat, radiological release/threat, nuclear release/threat, explosive release/threat, cyber, or other/specify.

S/NIMS FUNCTION EVALUATION**MANAGEMENT (Public Information, Safety, Liaison, etc.)**

|                                                   | Satisfactory | Needs Improvement |
|---------------------------------------------------|--------------|-------------------|
| <b>Overall Assessment of Function (check one)</b> |              |                   |

**If “needs improvement” please briefly describe improvements needed:**

|            |  |
|------------|--|
| Planning   |  |
| Training   |  |
| Personnel  |  |
| Equipment  |  |
| Facilities |  |

**FIELD COMMAND (Use for assessment of field operations, i.e., Fire, Law Enforcement, etc.)**

|                                                   | Satisfactory | Needs Improvement |
|---------------------------------------------------|--------------|-------------------|
| <b>Overall Assessment of Function (check one)</b> |              |                   |

**If “needs improvement” please briefly describe improvements needed:**

|            |  |
|------------|--|
| Planning   |  |
| Training   |  |
| Personnel  |  |
| Equipment  |  |
| Facilities |  |

**OPERATIONS (Law enforcement, fire/rescue, medical/health, etc.)**

**Emergency Operations Plan****Section 13  
Recovery Overview**

|                                            | Satisfactory | Needs Improvement |
|--------------------------------------------|--------------|-------------------|
| Overall Assessment of Function (check one) |              |                   |

| If “needs improvement” please briefly describe improvements needed: |  |
|---------------------------------------------------------------------|--|
| Planning                                                            |  |
| Training                                                            |  |
| Personnel                                                           |  |
| Equipment                                                           |  |
| Facilities                                                          |  |

**PLANNING/INTELLIGENCE (Situation analysis, documentation, GIS, etc.)**

|                                            | Satisfactory | Needs Improvement |
|--------------------------------------------|--------------|-------------------|
| Overall Assessment of Function (check one) |              |                   |

| If “needs improvement” please briefly describe improvements needed: |  |
|---------------------------------------------------------------------|--|
| Planning                                                            |  |
| Training                                                            |  |
| Personnel                                                           |  |
| Equipment                                                           |  |
| Facilities                                                          |  |

**LOGISTICS (Services, support, facilities, etc.)**

|                                            | Satisfactory | Needs Improvement |
|--------------------------------------------|--------------|-------------------|
| Overall Assessment of Function (check one) |              |                   |

| If “needs improvement” please briefly describe improvements needed: |  |
|---------------------------------------------------------------------|--|
| Planning                                                            |  |
| Training                                                            |  |
| Personnel                                                           |  |
| Equipment                                                           |  |
| Facilities                                                          |  |

**FINANCE/ADMINISTRATION (Purchasing, cost unit, etc.)**



|                                            | Satisfactory | Needs Improvement |
|--------------------------------------------|--------------|-------------------|
| Overall Assessment of Function (check one) |              |                   |

| If “needs improvement” please briefly describe improvements needed: |  |
|---------------------------------------------------------------------|--|
| Planning                                                            |  |
| Training                                                            |  |
| Personnel                                                           |  |
| Equipment                                                           |  |
| Facilities                                                          |  |

## ER ACTION REPORT QUESTIONNAIRE

(The responses to these questions can be used for additional SEMS/NIMS evaluation)

| Response/Performance Assessment Questions                                                                    | yes | no | Comments |
|--------------------------------------------------------------------------------------------------------------|-----|----|----------|
| 1. Were procedures established and in place for responding to the disaster?                                  |     |    |          |
| 2. Were procedures used to organize initial and ongoing response activities?                                 |     |    |          |
| 3. Was the ICS used to manage field response?                                                                |     |    |          |
| 4. Was Unified Command considered or used?                                                                   |     |    |          |
| 5. Was the EOC and/or DOC activated?                                                                         |     |    |          |
| 6. Was the EOC and/or DOC organized according to SEMS?                                                       |     |    |          |
| 7. Were sub-functions in the EOC/DOC assigned around the five SEMS functions?                                |     |    |          |
| 8. Were response personnel in the EOC/DOC trained for their assigned position?                               |     |    |          |
| 9. Were action plans used in the EOC/DOC?                                                                    |     |    |          |
| 10. Were action planning processes used at the field response level?                                         |     |    |          |
| 11. Was there coordination with volunteer agencies such as the Red Cross?                                    |     |    |          |
| 12. Was an Operational Area EOC activated?                                                                   |     |    |          |
| 13. Was Mutual Aid requested?                                                                                |     |    |          |
| 14. Was Mutual Aid received?                                                                                 |     |    |          |
| 15. Was Mutual Aid coordinated from the EOC/DOC?                                                             |     |    |          |
| 16. Was an inter-agency group established at the EOC/DOC level? Were they involved with the shift briefings? |     |    |          |
| 17. Were communications established and maintained between agencies?                                         |     |    |          |
| 18. Was the public alert and warning conducted according to procedure?                                       |     |    |          |
| 19. Was public safety and disaster information coordinated with the media through the JIC?                   |     |    |          |
| 20. Were risk and safety concern addressed?                                                                  |     |    |          |

|                                                                                                                           |  |  |  |
|---------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 21. Did event use Emergency Support Function (ESFs) effectively and did ESF have clear understanding of local capability? |  |  |  |
| 22. Was communications inter-operability an issue?                                                                        |  |  |  |

Additional Questions

23. What response actions were taken by your agency? Include such things as mutual aid, number of personnel, equipment and other resources. **Note: Provide statistics on number of personnel and number/type of equipment used during this event. Describe response activities in some detail.**

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24. As you responded, was there any part of SEMS/NIMS that did not work for your agency? If so, how would (did) you change the system to meet your needs?

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25. As a result of your response, did you identify changes needed in your plans or procedures? Please provide a brief explanation.

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26. As a result of your response, please identify any specific areas needing training and guidance that are not covered in the current SEMS Approved Course of Instruction or SEMS Guidelines.

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27. If applicable, what recovery activities have you conducted to date? Include such things as damage assessment surveys, hazard mitigation efforts, reconstruction activities, and claims filed.

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**NARRATIVE**

Use this section for additional comments.

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## Section 13

### Recovery Overview

### **13.5 – Recovery Disaster Assistance**

When requesting disaster assistance, some key areas of concern must be adequately addressed. These areas include the needs of distinct groups, disaster assistance available at each level of declaration, and the level of detail required in each request for disaster assistance.

The disaster assistance programs have been developed for the needs of four distinct groups:

- Individuals
- Businesses (including agriculture interests)
- Governments
- Non-profit organizations

Individuals may receive loans or grants for such things as real and personal property, dental, funeral, medical, transportation, unemployment, sheltering and rental assistance, depending on the extent of damage.

Loans for many types of businesses are often made available through the United States Small Business Administration, assisting with physical and economic losses as a result of a disaster or an emergency.

Programs exist for agricultural or other rural interests through the United States Department of Agriculture, including assistance for physical and production losses, repair, and reconstruction.

Funds and grants are available to government and non-profit organizations to mitigate the risk of future damage.

A State grant program is available to local governments to respond and recover from disasters. Federal grant programs are available to assist governments and certain non-profit organizations in responding to and recovering from disasters. At each level of emergency declaration, various disaster assistance programs become available to individuals, businesses, governments, and non-profit organizations.

Under local emergency proclamations, the City of Barstow may be eligible for assistance under the Natural Disaster Assistance Act (with concurrence of the Director of the Governors OES).

Businesses and individuals may be eligible for local government tax relief, low Interest loans from the United States Small Business Administration, and relief programs under the United States Department of Agriculture.

Under a State of Emergency Proclamation by the Governor, the City, special districts, individuals, and businesses may be eligible, in addition to the assistance available under a local emergency declaration, for services from the following agencies:

- Contractor's License Board
- Department of Insurance
- Department of Social Services
- Franchise Tax Board Tax Relief
- Department of Motor Vehicles
- Department of Aging State Board of Equalization; and Department of Veterans Affairs (CAL VET)
- Under a Presidential Declaration, the City, special districts, individuals, and businesses may be eligible for the following disaster assistance programs and services
- Cora Brown Fund
- Crisis Counseling Program
- Disaster Unemployment
- Temporary Housing Program; Individual and Family Grant Program; Internal Revenue Service Tax Relief
- Public Assistance
- Hazard Mitigation
- Veteran's Affairs Assistance; and Federal Financial Institutions

#### **Public Assistance Program Responsibilities**

The City, private agencies, and special districts have the responsibility for the completion and submission of the required documents for both State and federal public assistance programs for their jurisdiction, agency, or company.

Specifically, the City will complete the necessary public assistance program application and supporting materials. Additionally, City OES will be the primary contact for State and federal field representatives.

#### **Individual Assistance Program Responsibilities**

Individuals are expected, whenever possible, to provide for themselves and direct their own personal recovery. However, many individuals will expect the City to deliver assistance to them well after the disaster.

The City will assist the individuals in any way possible, including providing them with FEMA hotline number for individual assistance.

A sequence of delivery guide has been developed by FEMA to assist individuals and local governments in determining the flow of individual assistance. The City's objective is to provide the citizens of their community with all the necessary information to help themselves recover from the disaster. The sequence of delivery appears as follows:

- Individual actions for assistance (family, friends, volunteer organizations, churches, etc.)
- Recovery/assistance from private insurance carrier
- FEMA disaster housing assistance
- United States Small Business Administration assistance
- Individual and Family Grant Program assistance; and
- Cora Brown Fund Assistance

**Hazard Mitigation Grant Program Responsibilities**

Within declared areas, the City and the San Bernardino County Office of Emergency Services are responsible for identifying projects that will substantially reduce the risk of future damage, hardship, loss, or suffering from a disaster.

Each identified project must be cost effective and meet the basic project eligibility. The City and the OES will be the primary contact and coordinator for each funded project until completion.

**14 – Administration and Logistics**

**14.1 - Administration**

**Documentation** - The EOC Finance/Administration Section will be responsible for maintaining records on damage assessment expenditure, recovery cost expenditures, insurance related documents, personnel overtime, and other costs associated with the emergency. Guidance is provided in their position guides at the EOC.

**Planning** - The EOC Planning Section will maintain copies of documents that are integral to EOC functions, for example, EOC Action Plans, Situation Status logs and position logs that together make up the history and chronology of the emergency events. Guidance is provided in their Planning Section's operational procedures at the EOC.

The Emergency Services Coordinator will conduct an After Action Review (AAR) of the emergency once it is completed, and document the findings, recommendations and suggestions for improvement in an After Action Report.

**Finance** - In the case of a major disaster in the county, the EOC will support State and federal entities with cost recovery efforts, if requested and as able. City of Barstow residents may benefit from the Small Business Administration, and the county may benefit from the FEMA Public Assistance Program. City of Barstow may assist the citizenry with public service announcement regarding support available as unemployment benefits, worker's compensation, and insurance benefits.

**14.2 - Logistics**

**Logistics** - The EOC Logistics Section is responsible for resource location and requests, and working within EOC processes to ensure resources affiliated with the emergency are documented and tracked. Mutual Aid requests are conducted according to California SEMS protocols. Guidance is provided in the EOC Logistics Section's operational procedures at the EOC.



**15 – Emergency Plan Maintenance and Distribution**

The City's Emergency Operation Plan is developed under the authority conveyed to the City Council. The City Manager's Office of Emergency Services is responsible for any changes and/or updates to the Emergency Operation Plan in coordination with the OES and Cal EMA. The Emergency Services Coordinator is responsible for reviewing and performing updates as needed and forwarding the Plan to OES who reviews and recommends approval of the Plan. Once completed, the EOP is forwarded to the Cal EMA for final approval.

The EOP is maintained by the Emergency Services Coordinator. Changes and revisions will be published as warranted. The Emergency Services Coordinator will, at a minimum, review the Plan annually to confirm compliance with the Emergency Services Act, new laws, Title 19 and Federal guidance and requirements. Minor changes to the Plan do not require City Council review and approval, such as changes in names, acronyms and links to external services. Any changes to the Emergency Operation Plan will be documented in the Record of Change at the beginning of the EOP.

**15.1 – Record of Changes**

All updates and revisions to the EOP will be tracked and recorded in the following table. This process will ensure the most recent version of the EOP is disseminated and implemented by emergency response personnel.

| Change Number | Date of Change | Entered By  | Summary of Changes |
|---------------|----------------|-------------|--------------------|
| 1             | 2/2022         | T. Espinoza | Update             |
| 2             |                |             |                    |
| 3             |                |             |                    |
| 4             |                |             |                    |

Table 5

**15.2 – Record of Distribution**

| Agency                          | Office/Division                  | Date of Delivery | Number of Copies |
|---------------------------------|----------------------------------|------------------|------------------|
| City of Barstow                 | City Clerk                       |                  |                  |
| City of Barstow                 | City Manager                     |                  |                  |
| City of Barstow                 | Community & Economic Development |                  |                  |
| City of Barstow                 | Finance                          |                  |                  |
| Barstow Fire District           | Fire                             |                  |                  |
| County of San Bernardino        | Office of Emergency Services     |                  |                  |
| City of Barstow                 | Police                           |                  |                  |
| City of Barstow                 | Parks and Recreation             |                  |                  |
| Barstow Unified School District | Administration                   |                  |                  |
| Cal OES                         | Region VI                        |                  |                  |

Table 6

## **Part II – Functional Annexes**

**16 – Standard Operating Procedures (SOP) Development**

The EOP includes each Section, Branch, Division, and Unit Standard Operating Procedures (SOPs). Upon completion or revision, each SOP becomes part of this Plan. Sections in the City that are responsible for SOP development include: Emergency Services, Community Development, Management Services, Public Works, Police Department, and Fire Department. Fire Fighting and law enforcement services are contracted serving within the City of Barstow. The integration of the plans created by the Fire and Police Departments will be incorporated by reference to this Plan.

SOPs will contain those actions that are necessary to fulfill the SEMS functional responsibilities under this Plan. Each of the SOPs will include some generic information such as increased readiness activities, procedures for recalling departmental personnel, disaster assignments, and resource lists.

Under a heading for each SEMS/NIMS section, branch, or unit, a descriptive list of what specific information will be in the SOPs is provided below to assist in developing SOPs.

Each SOP will be reviewed by the Emergency Services Coordinator for consistency with the City's EOP. Strict adherence to the SOP by departments is not required as the document is for guidance however, failure to follow the procedures may be detrimental to the City's efforts in response, recovery, mitigation, or preparedness. Departments may deviate from SOPs to respond to unique needs in a particular response. Major variation from procedures shall be coordinated with the EOC.

**17 – Training and Exercises**

The Emergency Services Coordinator specifically coordinates training for City personnel and encourages them to participate in trainings hosted by other jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the City. The Emergency Services Coordinator maintains records and lists of training received by City personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, management, senior staff and command and general staff. NIMS identifies these positions as follows:

- EMS personnel
- Firefighters
- Law Enforcement personnel
- Public Works/Utility personnel
- Skilled support personnel
- Other emergency management response personnel, and
- Support/volunteer personnel at all levels

**Minimum Training Requirements**

| Emergency Personnel                                                                                                                     | Training Required                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| Emergency Managers and Incident Commanders                                                                                              | ICS-100, - 200, -300, - 400, IS 700, -701, - 703, -704, -706, 800                 |
| Other Command Staff, Section Chiefs and Alternate Section Chiefs                                                                        | ICS-100, - 200, -300, - 400, IS 700, -701, - 703, -704, -706, 800 (-702 for PIOs) |
| All other emergency response personnel, including volunteers                                                                            | ICS-100<br>IS-700                                                                 |
| Independent study courses can be found at <a href="http://training.fema.gov/IS/crslist.asp">http://training.fema.gov/IS/crslist.asp</a> |                                                                                   |

Table 7

**Exercise Program**

The City will conduct exercises throughout the year to test and evaluate this EOP. Whenever feasible, the City will coordinate with neighboring jurisdictions and state and federal government to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the City will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct and evaluate these exercises. Information about the HSEEP program can be found at: <http://hseep.dhs.gov>.

The Emergency Services Coordinator will work with other City/County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

**Event Critique and After-Action Reporting**

To document and track lessons learned from exercises, the Emergency Services Coordinator will conduct a review or “hot wash”, with exercise participants after each exercise. The Emergency Services Coordinator will also coordinate an After-Action Report (AAR), which will describe the objectives of the exercise and document the results of the evaluation.

Similarly, reviews and AARs will be facilitated after an actual disaster that will document activities of the incident to improve the City’s readiness.

**Community Outreach and Preparedness Education**

Educational tools are used to teach the public about threats, disasters and what to do when an emergency occurs. The City maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the City’s overall readiness.

Information about the City’s public education programs, hazard and mitigation program and other emergency management and emergency services can be found on the City’s website.

# **PART III - APPENDICES**

**CURRENTLY UNDER DEVELOPMENT**

**Appendix 1 – Authorities and References****Authorities**

The authority for the *City of Barstow Emergency Operations Plan* (EOP) is provided in the California Emergency Services Act (Chapter 7 of Division I of Title 2 of the Government Code). In addition, the following non-inclusive list of authorities and references establish the legal basis for emergency preparedness and response.

**FEDERAL**

- Robert T Stafford Disaster Relief and Emergency Assistance Act of 1988 -(PL 93-707 as amended)
- Federal Civil Defense Act of 1950 (PL 8J-290 as amended)
- US" Army Corps of Engineers - flood fighting (PI 84-99)

**STATE**

- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government (Article 15 of the California Emergency Services Act)
- Temporary Seat of State Government (Section 450, Title I, Division 3, Chapter I of the Government Code)
- Temporary County Seats (Section 23600, Title 3, Division 1, Chapter 4, Article I of the Government Code).
- Members of the Legislature (Section 9004, Title 2, Division 2, Part 1, Chapter I.5, Article I of the Government Code).
- Legislative Session after War or Enemy-Caused Disaster (Sections 9035-9038, Title 2, Division 2, Part I, Chapter I.5, Article 2.5 of the Government Code.)
- California Emergency Services Act (title 2, Ch 7, div I, CA Gov Code)
- California Natural disaster Assistance Act
- California Master Mutual Aid Agreement
- California Law Enforcement Mutual Aid Plan
- California Fire Mutual Aid Plan
- 62 Opinion of CA Attorney General Opinion 701
- CA Code of Regulations (Title 19, Ch I, Div. 2)
- National Incident Management System – Homeland Security Presidential Directive-5 (HSPD-5)
- City of Barstow Resolution Number 2006-091-adopting the NIMS



**COUNTY**

- San Bernardino County Code - Emergency Services Organization
- (Code Sections 21.0101 -21.0110)

**CITY OF BARSTOW**

- Letter of Promulgation
- City of Barstow Ordinance Number

**References**

In development of this EOP, resources, references and examples were from many sources such as, State of California Office of Emergency Services (CAL OES) California Specialized Training Institute (CSTI), the SEMS and NIMS, California Government Code 8607 et seq and Guidelines, the State and County of San Bernardino Emergency Plans, and the City of Barstow departmental historical and emergency documentation.

Administrative orders (Prepared under the authority of the Governor's Executive Order W-9-91) State of Emergency Orders and Regulations (Regulations made in advance of a State of California Catastrophic Incident Base Plan: Concept of Operations

California Disaster and Civil Defense Master Mutual Aid Agreement

California Emergency Resources Management Plan

California Emergency Services Act California Disaster Assistance Act California Code of Regulations, Title 19

California Fire and Rescue Operations Plan

California Law Enforcement Mutual Aid Plan

California Master Mutual Aid Agreement

California-Federal Emergency Operations Center Guidelines: Integrating Federal Disaster

City of Barstow General Plan

City of Barstow Hazard Mitigation Plan

Disaster Assistance Procedure Manual (State OES).

Emergency - Standby Orders

Federal National Response Framework (FEMA).

Governor's Executive Order W-9-91

National Incident Management System

Response Assistance with California's Standardized Emergency Management System

Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended

San Bernardino County Operational Area Emergency Operations Plan

Standardized Emergency Management System Approved Course of Instruction

Standardized Emergency Management System Guidelines

State of California Emergency Plan

State of War Emergency Orders and Regulations (Regulations made in advance of a State of War)

Title 44 Code of Federal Regulations

## Appendix 2 – Glossary of Terms

**Action Plan (AP):** See EOC Action Plan and Incident Action Plan.

**Activation:** 1) Initial activation of an EOC may be accomplished by a designated official of the emergency response agency that implements SEMS as appropriate to accomplish the agency's role in response to the emergency. 2) An event in the sequence of events normally experienced during most emergencies.

**After-Action Report (AAR):** A report that examines 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 that requires a declaration of an emergency. Reports must be submitted within 90 days to CalEMA.

**Agency:** A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGOs) may be included to provide support.

**All-Hazards:** Any incident, natural or manmade, that warrants action to protect life, property, environment, public health or safety and minimize disruptions of government, social, or economic activities.

**California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA):** An agreement entered into by and between the State of California, its various departments and agencies and the various political subdivisions, municipal corporations and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency.

**California Emergency Functions (CA-EF):** The California Emergency Functions are a grouping of State agencies, departments and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the State's ability to collaboratively prepare for, effectively mitigate, cohesively respond to and rapidly recover from any emergency. California Emergency Functions unify a broad-spectrum of stakeholders with various capabilities, resources and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the State government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

**California Emergency Services Act (ESA):** An Act within the California Government Code to ensure that preparations within the state will be adequate to deal with natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property and the natural resources of the state and generally to protect the health and safety and preserve the lives and property of the people of the state.

**Catastrophe:** Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command/Management:** Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

**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 officers are also found at the EOC levels in SEMS and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

**Common Terminology:** Normally used words and phrases-avoids the use of different words/phrases for same concepts, consistency, to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

**Communications:** Process of transmission of information through verbal, written, or symbolic means.

**Continuity of Government (COG):** Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the pre-delegation of emergency authority and active command and control during response and recovery operations.

**Continuity of Operations (COOP):** Planning should be instituted (including all levels of government) across the private sector and non-governmental organizations as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident

**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. Multiagency or Interagency 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.

**Corrective Actions:** Implementing procedures that are based on lessons learned from actual incidents or from training and exercises.

**Cost Unit:** Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

**Critical Infrastructure:** Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

**Cyber Threat:** An act or threat that poses potentially devastating disruptions to critical infrastructure, including essential communications such as voice, email and Internet connectivity.

**Cyber Security:** The protection of data and systems in networks that are connected to the internet, including measures to protect critical infrastructure services. These services may include essential communications such as voice, email, and internet connectivity.

**Demobilization:** The orderly, safe and efficient return of an incident resource to its original location and status.

**Department Operations Center (DOC):** An Emergency Operations Center (EOC), specific to a single department or agency. Their focus is on internal agency incident management and response. They are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

**Disaster:** A sudden calamitous emergency event bringing great damage loss or destruction.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Section Chief. A Division is located within the ICS organization between the Branch and resources in the Operations Section.

**Documentation Unit:** Functional unit within the Planning/Intelligence Section responsible for collecting, distributing, recording and safeguarding all documents relevant to an incident or within an EOC.

**Emergency:** Any incident(s), whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Management Assistance Compact (EMAC):** A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.

**Emergency Management Community:** The stakeholders in emergency response in California including the residents of California, the private sector and federal, State, local and tribal governments.

**Emergency Operations Center (EOC):** The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., federal, State, regional, tribal, city, county), or some combination thereof.

**Emergency Operations Plan:** The ongoing Plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Resource Directory (ERD):** A directory containing information on agency or organization personnel emergency certifications and qualifications and vendor and support organization supplies, equipment, etc. that may be needed during an emergency. Supplies and equipment can include such items potable water tenders, portable toilets, heavy equipment, prepared meals, bulk foodstuffs, cots, rental office trailers, etc. To the extent possible and when appropriate, equipment should be typed by capability according to a common and accepted typing schematic. Emergency resource directories should only include those items likely to be needed by the preparing agency or organization in the performance of their duties and should not attempt to include everything that may be needed in any emergency.

**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 affiliated with or sponsored by emergency response agencies.

**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.

**Essential Facilities:** Police, fire, emergency operations centers, schools, medical facilities and other resources that have a role in an effective and coordinated emergency response.

**Evacuation:** Organized, phased and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

**Federal:** Of or pertaining to the federal government of the United States of America.

**Finance/Administration Section:** The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

**Function:** Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The same five functions are also 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). A sixth function, Intelligence/Investigations, may be established, if required, to meet emergency management needs.

**Group:** Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. See Division.

**Hazard:** Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

**Incident:** An occurrence or event, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wild-land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war- related disasters, public health and medical emergencies and other occurrences requiring an emergency response.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods. At the SEMS EOC level it is called the EOC Action Plan.



**Incident Base:** The location 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 co-located with the Base.

**Incident Command:** Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command and any assigned supporting staff.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Command Post (ICP):** The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

**Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects 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, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

**Information:** Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrence of an event. May be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the “currency” that produces intelligence.

**Intelligence:** Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package and produces a conclusion or estimate. Information must be real, accurate and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the activities of an incident or EOC and current and expected conditions and how they affect the actions taken to achieve operational period objectives. Intelligence is an aspect of information. Intelligence is primarily intended for internal use and not for public dissemination.

**Intelligence/Investigations:** Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the



normal operational and situational intelligence gathered and reported by the Planning Section.

**Interoperability:** Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real-time, when needed and when authorized.

**Joint Information Center (JIC):** A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

**Joint Information System (JIS):** Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**Jurisdiction:** A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, State, tribal and local boundary lines) or functional (e.g., law enforcement, public health).

**Key Resources:** Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

**Liaison:** A form of communication for establishing and maintaining mutual understanding and cooperation.

**Liaison Officer:** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for coordinating with representatives from cooperating and assisting agencies or organizations. At SEMS EOC Levels, reports directly to the EOC Director and coordinates the initial entry of Agency Representatives into the Operations Center and also provides guidance and support for them as required.

**Local Government:** According to federal code 30 a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

**Logistics:** Providing resources and other services to support incident management.

**Logistics Section:** The section responsible for providing facilities, services and material support for an incident or EOC activation.

**Management Staff:** See Command Staff.

**Mitigation:** Provides a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

**Mobilization:** The process and procedures used by all organizations—federal, State, tribal and local—for activating, assembling and transporting all resources that have been requested to respond to or support an incident.

**Mobilization Center:** An off-emergency location where emergency services personnel and equipment may be temporarily located, pending assignment to emergencies, release, or reassignment.

**Multiagency 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.

**Multiagency Coordination Group (MAC Group):** Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the System. It can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies and provide strategic guidance and direction to support incident management activities.

**Multiagency Coordination System(s) (MACS):** Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident.

**Mutual Aid Agreements and/or Assistance Agreements:** Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials and other

associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

**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 CalEMA 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 Operational Areas.

**National:** Of a nationwide character, including the federal, State, tribal and local aspects of governance and policy.

**National Incident Management System (NIMS):** Provides a systematic, proactive approach guiding government agencies at all levels, the private sector and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

**National Response Framework (NRF):** A guide to how the nation conducts all-hazards incident management.

**Non-governmental Organization (NGO):** An entity with an association that is based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGO include faith-based charity organizations and the American Red Cross.

**Officer:** 1) The ICS title for the personnel responsible for the Command Staff (Management Staff at EOC) positions of Safety, Liaison and Public Information. 2) One who holds an office or post; especially one elected or appointed to a position of authority or trust in a corporation, government, institution, etc.

**Operational Area (OA):** An intermediate level of the State emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12-24 hours.

**Operations Section:** The section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, it normally includes subordinate branches,

divisions, and/or groups. At the SEMS EOC levels the section is responsible for the coordination of operational activities. The Operations Section at an EOC contains branches, groups or units necessary to maintain appropriate span of control.

**Organization:** Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private sector, and/or non-governmental organizations.

**Planning Section:** The section responsible for the collection, evaluation and dissemination of operational information related to the incident or EOC activities and for the preparation and documentation of the IAP or EOC Action Plan respectively. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident or EOC activation.

**Political Subdivisions:** Includes any city, city and county, county, tax or assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

**Preparedness:** A continuous cycle of planning, organizing, training, equipping, exercising, evaluating and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification and equipment certification.

**Prevention:** Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

**Private Sector:** Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry.

**Protocols:** Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

**Public Information:** Processes, procedures and systems for communicating timely, accurate and accessible information on the incident's cause, size and current situation; resources committed; and other matters of general interest to the public, responders and additional stakeholders (both directly affected and indirectly affected).

**Public Information Officer (PIO):** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

**Recovery:** The development, coordination and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

**Recovery Plan:** A plan developed to restore the affected area or community.

**Region Emergency Operations Center (REOC):** Facilities found at CalEMA Administrative Regions. REOC provide centralized coordination of resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

**Reimbursement:** Provides a mechanism to recoup funds expended for incident-specific activities.

**Resource Management:** Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, State, tribal and local teams; and resource mobilization protocols.

**Resources:** Personnel and major items of equipment, supplies and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

**Response:** Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity and apprehending actual perpetrators and bringing them to justice.

**Response Personnel:** Includes federal, State, territorial, tribal, sub-state regional and local governments, private sector organizations, critical infrastructure owners and operators, NGO and all other organizations and individuals who assume an emergency management role. Also known as an Emergency Responder.

**Safety Officer:** A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

**Section:** 1) The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g. Operations, Planning, Logistics, Finance/Administration) and Intelligence/ Investigations (if established). The section is organizationally situated between the branch and the Incident Command. 2) A separate part or division as: a. A portion of a book, treatise, or writing. b. A subdivision of a chapter. c. A division of law.

**Situation Report:** Often contain confirmed or verified information regarding the specific details relating to the incident.

**Span of Control:** The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5.)

**Special District:** A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate and maintain systems, programs, services, or projects (as defined in California Code of Regulations (CCR) Section 2900(s) for purposes of natural disaster assistance. This may include a joint powers authority established under Section 6500 et. seq. of the Code.

**Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals and qualified private nonprofit organizations. The provisions of the Stafford Act cover all-hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.

**Staging Area:** Established on an incident for the temporary location of available resources. A Staging Area can be any location on an incident in which personnel, supplies and equipment can be temporarily housed or parked while awaiting operational assignment.

**Standard Operating Procedure (SOP):** Complete reference document or an operations manual that provides the purpose, authorities, duration and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.



**Standardized Emergency Management System (SEMS):** A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field response, Local Government, Operational Area, Region and State.

**Standardized Emergency Management System (SEMS) Guidelines:** The SEMS guidelines are intended to assist those responsible for planning, implementing and participating in SEMS.

**Standardized Emergency Management System (SEMS) Regulations:** Regulations establishing the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by State agencies, the Multiagency Coordination System (MACS) as developed by FIRESCOPE program, the Operational Area concept and the Master Mutual Aid Agreement and related mutual aid systems. Regulations are found at TITLE 19. DIVISION 2. Chapter 1,  $\infty$  2400 et. Seq.

**State:** When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

**State Operations Center (SOC):** The SOC is operated by the California Emergency Management Agency at the State Level in SEMS. It is responsible for centralized coordination of State resources in support of the three CalEMA Administrative Regional Emergency Operations Centers (REOCs). It is also responsible for providing updated situation reports to the Governor and legislature.

**Strategy:** The general plan or direction selected to accomplish incident objectives.

**System:** An integrated combination of people, equipment and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

**Technical Assistance:** Support provided to State, tribal and local jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

**Technical Specialists:** Personnel with special skills that can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs and they are typically certified in their fields or professions.

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other

subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

**Threat:** An indication of possible violence, harm, or danger.

**Tools:** Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities and legislative authorities.

**Tribal:** Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.].

**Type:** 1) An ICS resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of incident management teams) experience and qualifications. 2) A class, kind, or group sharing one or more characteristics; category. 3) A variety or style of a particular class or kind of things.

**Unified Command:** An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

**Unit:** The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

**Vital Records:** The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

**Volunteer:** For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.



## Emergency Operations Plan

# Appendix 4

## Supporting Documentation

## Appendix 3 – Contact List

| <i>Agency</i>                        | <i>Address</i>                                                                 | <i>Contact Person</i> | <i>Number</i>                        |
|--------------------------------------|--------------------------------------------------------------------------------|-----------------------|--------------------------------------|
| <b>AIRPORTS</b>                      |                                                                                |                       |                                      |
| Apple Valley                         | 21600 Corwin Road<br>Apple Valley, CA 92307                                    |                       | (760) 247-2371                       |
| Brackett (La Verne)                  | 1615 McKinley Avenue<br>La Verne, CA 91750                                     |                       | (626) 300-4602                       |
| Chino                                | 7000 Merrill Avenue<br>Chino, CA 91710                                         |                       | (909) 597-3910                       |
| Hesperia                             | 7070 Summit Valley Rd.<br>Hesperia, CA 92345                                   |                       | (760) 947-0807                       |
| Ontario                              | 1923 East Avion Street<br>Ontario, CA 91761                                    |                       | (909) 937-2700                       |
| Southern California Logistics        | 18374 Phantom St.<br>Victorville, CA 92394                                     |                       | (760) 243-1900                       |
| <b>ANIMAL CARE/SHELTERS</b>          |                                                                                |                       |                                      |
| Adelanto Animal Control              | 11600 Air Expressway<br>Adelanto, CA                                           |                       | (760) 246-2300                       |
| Apple Valley Animal Control          | 22131 Powhatan Road<br>Apple Valley, CA 92308                                  |                       | (760) 240-7000 x 7555                |
| City of Barstow Animal Control       | 2480 E. Main St Barstow, Ca 92311                                              |                       | (760) 256-4800                       |
| County of SB Animal Control Services | 351 N. Mt. View Avenue<br>San Bernardino, CA 92415                             |                       | (800) 472-5690                       |
| Victorville Animal Control           | 14206 Amargosa Road<br>Victorville, CA 92392                                   |                       | (760) 955-5089                       |
| <b>COUNTY OF SAN BERNARDINO</b>      |                                                                                |                       | (909) 387-8307                       |
| Office of Emergency Services (OES)   | 1743 Miro Way<br>Rialto, CA 92376                                              | Cindy Serrano         | T (760) 356-3998<br>F (760) 356-3965 |
| Tax Assessor                         | 14297 Amargosa<br>Victorville, CA 92392                                        | Dennis Draeger        | T (760) 245-7904<br>F (760) 245-4879 |
| San Bernardino County Headquarters   | 157 West 5 <sup>th</sup> Street, 2 <sup>nd</sup> F<br>San Bernardino, CA 92415 | Dan Wurl              | T (909) 387-5974<br>F (909) 387-5542 |
| Police (San Bernardino Sheriff)      | 225 E. MT View<br>City of Barstow, CA 92311                                    | Ron Markegard         | T (760) 256-4348<br>F (760) 947-1598 |
| Public Health                        | 351 N. Mt. View Avenue<br>San Bernardino, CA 92415                             | Marc Peren            | T (909) 252-4429<br>F (909) 252-4430 |
| Public Works                         | 825 E. Third<br>San Bernardino, CA 92415                                       | Granville Bowman      | T (909) 387-7906<br>F (909) 387-8130 |
| County Water and Sanitation          | 12402 Industrial Blvd.<br>Suite D-6, Victorville, CA 92392                     | Gerry Newcombe        | T (760) 955-9885                     |

## Emergency Operations Plan

# Appendix 4

## Supporting Documentation

| DISASTER COUNSELING SERVICES                                                                                                                        |                                                     |                                             |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|---------------------------------------------|----------------------------------------------------------|
| This information will depend upon the type of event. Once this information is determined, the EOC Manager will provide updated contact information. |                                                     |                                             |                                                          |
| DONATIONS                                                                                                                                           |                                                     |                                             |                                                          |
| American Red Cross (ARC) - High Desert                                                                                                              | 16248 Desert Knoll Dr. Victorville, CA 92395        | Don Gordon                                  | T (800) 540-2000<br>T (760) 246-6511<br>F (760) 245-3180 |
| Salvation Army                                                                                                                                      | 14585 La Paz Ave Victorville, CA 92395,             | Gene Shelig                                 | (760) 245-2545                                           |
| EMERGENCY MANAGERS                                                                                                                                  |                                                     |                                             |                                                          |
| Adelanto, City of                                                                                                                                   | 11600 Air Expressway Adelanto, CA                   | Mike Borja                                  | T (760) 246-2300, ext. 3062<br>F (760) 246-8421          |
| Apple Valley, Town of                                                                                                                               | 14955 Dale Evens Parkway Apple Valley, CA 92307     | Orlando Ocevado                             | (760) 475-3270<br>F (760) 247-3895                       |
| Barstow, City of                                                                                                                                    | 861 Barstow Rd, Barstow, CA 92311                   | Nick DiNapoli                               | T (760) 256-2254<br>F (760) 256-5314                     |
| Big Bear, City of                                                                                                                                   | P.O. Box 10000 Big Bear, CA 92315-8900              | Phil Mosley                                 | T (909) 866-7566<br>F (909) 866-8288                     |
| Needles, City of                                                                                                                                    | 817 Third Street Needles, CA 92363                  | David Brownlee                              | T (760) 326-2113<br>F (760) 326-6765                     |
| Twenty Nine Palms, City of                                                                                                                          | 6136 Adobe Rd. 29 Palms, CA                         | Frank Luckino                               | T (760) 367-6799<br>F (760) 367-4890                     |
| Victorville, City of                                                                                                                                | 14343 Civic Drive Victorville, CA 92392             | Dana Wellborn                               | T (760) 243-6344<br>F (760) 955-2098                     |
| Yucca Valley, Town of                                                                                                                               | 57090 Twenty-Nine Palms Hwy Yucca Valley, CA 92884  |                                             | T (760) 369-7207, ext 230<br>F (760) 326-6765            |
| FEDERAL AGENCIES                                                                                                                                    |                                                     |                                             |                                                          |
| Federal Emergency Management Agency (FEMA)                                                                                                          | 500 C Street, SW Washington, DC 20472               | Will be assigned in the event of a disaster | T (800) 621-3362                                         |
| FIRE SUPPORT                                                                                                                                        |                                                     |                                             |                                                          |
| San Bernardino County Fire District                                                                                                                 | 157 W. 5 <sup>th</sup> St. San Bernardino Ca, 92415 | Dan Munsey                                  | T (909) 387-5974<br>F (909) 387-5542                     |
| Apple Valley Fire                                                                                                                                   | 22400 Headquarters Dr. Apple Valley, CA 92307       | Ken Harrison                                | T (760) 553-6120<br>F (760) 247-3895                     |
| Cal-Fire (California Department of Forestry)                                                                                                        | 3800 N. Sierra Way San Bernardino, CA 92405         | Doug McKain                                 | T (909) 881-6900                                         |
| Barstow Fire Protection District                                                                                                                    | 861 Barstow Rd. City of Barstow, CA 92311           | Nick DiNapoli                               | T (760) 256-2254                                         |
| Victorville                                                                                                                                         | 14343 Civic Drive Victorville, CA 92392             | Jeff Armstrong                              | T (760) 808-7520                                         |



**Emergency Operations Plan****Appendix 4  
Supporting  
Documentation**

|                                                                                                                                                         |                                                                                            |                  |                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|------------------|--------------------------------------|
| <b>HOSPITALS</b>                                                                                                                                        |                                                                                            |                  |                                      |
| Desert Valley Hospital                                                                                                                                  | 16850 Bear Valley Road<br>Victorville, CA 92395                                            |                  | T (760) 241-8000                     |
| St. Mary Medical Center                                                                                                                                 | 18300 Highway 18<br>Apple Valley, CA 92307                                                 |                  | T (760) 242-2311                     |
| Victor Valley Community                                                                                                                                 | 15248 Eleventh Avenue<br>Victorville, CA 92395                                             |                  | T (760) 245-7106                     |
| <b>HUMAN SHELTERS</b>                                                                                                                                   |                                                                                            |                  |                                      |
| This information will depend upon the location of event. Once this information is determined, the EOC Manager will provide updated contact information. |                                                                                            |                  |                                      |
| <b>INSURANCE INFORMATION</b>                                                                                                                            |                                                                                            |                  |                                      |
| State Insurance<br>Commissioners Help<br>Line                                                                                                           | Consumer Services Div.<br>300 South Spring Street,<br>South Tower<br>Los Angeles, CA 90013 |                  | T (800) 927-4351                     |
| <b>LAW ENFORCEMENT AGENCIES</b>                                                                                                                         |                                                                                            |                  |                                      |
| California Highway<br>Patrol<br>Victorville Office                                                                                                      | 14210 Armargosa Rd.<br>Victorville, CA 92392                                               | Chuck Wagner     | T (760) 912-0730                     |
| <b>ROAD CONDITIONS</b>                                                                                                                                  |                                                                                            |                  |                                      |
| Cal Trans                                                                                                                                               | 464 West 4th<br>San Bernardino, CA<br>92401                                                |                  | T (800) 427-7623                     |
| <b>SCHOOL DISTRICT OFFICES</b>                                                                                                                          |                                                                                            |                  |                                      |
| Adelanto                                                                                                                                                | 11824 Air Expressway<br>Adelanto, CA 92301                                                 |                  | T (760) 246-8691                     |
| Apple Valley                                                                                                                                            | 22974 Bear Valley Road<br>Apple Valley, CA 92308                                           |                  | T (760) 247-8001                     |
| Barstow Unified School<br>District                                                                                                                      | 551 Avenue H<br>City of Barstow, CA 92311                                                  |                  | T (760) 255-6000                     |
| Barstow Unified Facilities<br>Maintenance &<br>Operations Director                                                                                      | 551 Avenue H<br>City of Barstow, CA 92311                                                  |                  | T (760) 559-5459                     |
| City of Barstow Christian                                                                                                                               | 800 Yucca Ave,<br>City of Barstow, CA 92311                                                |                  | T (760) 256-3556                     |
|                                                                                                                                                         |                                                                                            |                  |                                      |
| Victorville                                                                                                                                             | 11650 Mojave Avenue<br>Victorville, CA 92395                                               |                  | T (760) 244-6164                     |
| <b>STATE OFFICES</b>                                                                                                                                    |                                                                                            |                  |                                      |
| Caltrans                                                                                                                                                | 464 West 4th<br>San Bernardino, CA<br>92401                                                |                  | T (866) 383-4631                     |
| Office of Emergency<br>Services (OES)                                                                                                                   | 4671 Liberty Avenue<br>Los Alamitos, CA 90720                                              | Mark Ghularducci | T (916) 845-8506<br>F (800) 852-7550 |

**Emergency Operations Plan****Appendix 4  
Supporting  
Documentation**

|                                                                                                                                                            |                                                           |             |                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-------------|----------------------------------------------------------|
| California Highway Patrol                                                                                                                                  | Sacramento CA,                                            |             | T (800) 835-5247                                         |
| <b>UTILITIES</b>                                                                                                                                           |                                                           |             |                                                          |
| Burrtec Disposal                                                                                                                                           | 2340 W. Main St<br>City of Barstow, CA 92311              |             | T (760) 256-2730                                         |
| Charter Communications                                                                                                                                     | 12490 Business Center<br>Dr. #1, Victorville, CA<br>92395 |             | T (888) 438-2437                                         |
| Edison -<br>Report Power Outage                                                                                                                            | 1800 E. Rimrock Rd<br>Barstow, CA 92311                   |             | T (800) 655-4555                                         |
| Edison – Local<br>Superintendent                                                                                                                           | 1800 E. Rimrock Rd<br>Barstow, CA 92311                   |             | T (760) 220-5718                                         |
| Golden State Water                                                                                                                                         | 1521 E. Main St.<br>City of Barstow, CA 92311             |             | T (760) 256-2275                                         |
| Golden State Water –<br>Local Superintendent                                                                                                               | 1521 E. Main St.<br>City of Barstow, CA 92311             |             | T (760) 267-0404                                         |
| Southwest Gas                                                                                                                                              | 13471 Mariposa Road<br>Victorville, CA 92395              |             | T (760) 241-8120<br>T (800) 867-9091 -<br>Emergencies    |
| CalTrans                                                                                                                                                   | Interstate 15 and HWY 58                                  |             | T (760) 861-<br>1209                                     |
| CalTrans                                                                                                                                                   | Interstate 40 and HWY<br>247                              |             | T (760) 447-7177                                         |
| County Public Works<br>Operations Supervisor                                                                                                               | Barstow                                                   |             | T (760) 793-0236                                         |
| Verizon                                                                                                                                                    | 15055 La Paz Drive<br>Victorville, CA                     |             | T (800) 337-1094                                         |
| <b>VICTIM ASSISTANCE</b>                                                                                                                                   |                                                           |             |                                                          |
| This information will depend upon the location of incident. Once this information is determined, the EOC Manager will provide updated contact information. |                                                           |             |                                                          |
| <b>VOLUNTEER AGENCIES</b>                                                                                                                                  |                                                           |             |                                                          |
| American Red Cross                                                                                                                                         | 16248 Desert Knolls Dr.<br>Victorville, CA                | Don Gordon  | T (800) 540-2000<br>T (866) 438-4636<br>T (760) 245-6511 |
| Salvation Army                                                                                                                                             | P.O. Box 1092<br>Victorville, CA 92392                    | Gene Shelig | T (760) 245-2545                                         |

**Appendix 4 – Supporting Documentation**

The City of Barstow revitalized its Emergency Management Program in the spring of 2009 when the City created the Emergency Services Coordinator position. Prior to 2009 there was a five year period where Emergency Management for the City was done on a part-time basis and as an additional duty. Since then, great strides have been made in readying the City of Barstow to respond to disasters. The following is a list of priorities that have been developed for the City of Barstow.

1. **EOC Readiness:** Prepare our EOC First Responders for their roles in supporting a major incident(s).
2. **Implementation of ICS:** Train all City Employees in the practical use of the Incident Command System so that it is used more regularly and becomes a more familiar system in everyday operations.
3. **Emergency Communications:** Upon installation of Ham Radios, develop a communications plan that will allow the City to communicate with both its employees and residents during an emergency.
4. **Community Preparedness:** Continue to provide Community Emergency Response Team basic, refresher training and exercises to the residents to promote community disaster preparedness and volunteer response.
5. **Area Collaboration:** Continue to develop relationships and partnerships with local agencies, organizations and non-profits in order to enhance response capabilities within the city.

What follows is a more detailed description of each priority, its relationship to a National Priority, and the Target Capabilities that will facilitate accomplishing this priority.

Priority 1: EOC Readiness  
Prepare our EOC First Responders for their roles in supporting a major incident(s).

**National Priority:** Implement the National Incident Management System and the National Response Plan.

**Target Capabilities**

- EOC Management
- EOC First Responders

Priority 2: Implementation of the Incident Command System (ICS)

Continue to train all City Employees in the practical use of the ICS so that it is used more regularly and becomes a more familiar system in everyday operations.

**National Priority:** Implement the National Incident Management System and the National Response Plan.

**Target Capabilities**

- EOC First Responder Staff
- Field Responder Staff

Priority 3: Emergency Communications  
Upon installation of Ham Radio, develop a communication plan that will allow the City to communicate with both its employees and residents during an emergency.

**National Priority:** Strengthen Interoperable and Operable Communications Capabilities.

**Target Capabilities**

- Communications
- Emergency Public Information and Warning

Priority 4: Community Preparedness  
Continue to provide Community Emergency Response Team basic, refresher training and exercises to the residents to promote community disaster preparedness and volunteer response.

**National Priority:** Strengthen Planning and Citizen Capabilities

**Target Capabilities**

- Planning
- Citizen Evacuation and Shelter-in-Place
- Mass Care (Sheltering, Feeding and Related Services)
- Community Preparedness and Participation

Priority 5: Area Collaboration  
Continue to develop relationships and partnerships with local agencies, organizations and non-profits in order to enhance response capabilities within the City.

**National Priority:** Expand Regional Collaboration

**Emergency Operations Plan****Appendix 4  
Supporting  
Documentation****Target Capabilities**

- Planning
- Volunteer Management and Donations

**Multiyear Training and Exercise Schedule**

The charts that follow are the City of Barstow's Training and Exercise Schedule for 2012-2014. The schedule for each year is listed by quarter. Each activity has been organized by National Priority and by Target Capability.

Changes to this schedule may occur periodically due to workload, real-life EOC activations, or other circumstances that take priority. This schedule will evolve and grow with the City's Emergency Management program.

**City of Barstow – Training and Exercise Plan 2022**

| QUARTER        | PRIORITY | CAPABILITY                             | ACTIVITY                          |
|----------------|----------|----------------------------------------|-----------------------------------|
| Mar-April 2022 | 4        | Community Preparedness and Preparation | • 4-hour Basic ICS-EOC Operations |
|                | 4        | Community Preparedness and Preparation | • EOC Operations                  |

| QUARTER       | PRIORITY | CAPABILITY                             | ACTIVITY                                                 |
|---------------|----------|----------------------------------------|----------------------------------------------------------|
| May-June 2022 | 1        | EOC Management                         | • SEMS/NIMS Tabletop Exercise – May 2022                 |
|               | 1        | EOC Management                         | • Planning and Intelligence Section Training – June 2022 |
|               | 4        | Community Preparedness and Preparation | • 20 Hour CERT Basic Training Course – May 2022          |
|               | 4        | Community Preparedness and Preparation | • Hazardous Materials Training Course – June 2022        |



**Emergency Operations Plan****Appendix 4  
Supporting  
Documentation**

| QUARTER         | PRIORITY | CAPABILITY                             | ACTIVITY                                                                                                          |
|-----------------|----------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Aug-Sep<br>2022 | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>FEMA E-901 – All Hazards Recovery – July 2022</li> </ul>                   |
|                 | 2        | EOC First Responders                   | <ul style="list-style-type: none"> <li>Tabletop Exercise – Earthquake Scenario – September - 2022</li> </ul>      |
|                 | 3        | Communications                         | <ul style="list-style-type: none"> <li>Ham Radio Activation and Training for Licensing – August – 2022</li> </ul> |
|                 | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>Functional Exercise deploying EOC– 2022</li> </ul>                         |
|                 | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>BPD National Night Out – August 2022</li> </ul>                            |

| QUARTER           | PRIORITY | CAPABILITY                             | ACTIVITY                                                                                                  |
|-------------------|----------|----------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Oct - Dec<br>2022 | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>Conduct EOC Tabletop Exercise (Shakeout) – October 2022</li> </ul> |
|                   | 2        | Onsite Incident Management             | <ul style="list-style-type: none"> <li>Fire Prevention Week – October 2022</li> </ul>                     |
|                   | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>Deploy Water and Sleep Trailers at Cora Harper - 2022</li> </ul>   |
|                   | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>Final Annual Drill Railway Emergency- 2022</li> </ul>              |

**Emergency Operations Plan****Appendix 4  
Supporting  
Documentation****City of Barstow – Training and Exercise Plan 2023**

| QUARTER           | PRIORITY | CAPABILITY                             | ACTIVITY                                                                                                          |
|-------------------|----------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| Jan – Mar<br>2023 | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>Begin development of EOC functional exercise for October 2023</li> </ul>   |
|                   | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>20 Hour CERT Basic Training Course – Mar - 2023</li> </ul>                 |
|                   | 5        | Volunteer Management and Donations     | <ul style="list-style-type: none"> <li>Animals in Disasters Training exercise - testing Mutual Aid MOU</li> </ul> |

| QUARTER            | PRIORITY | CAPABILITY                             | ACTIVITY                                                                                                             |
|--------------------|----------|----------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| Apr – June<br>2023 | 1        | EOC management                         | <ul style="list-style-type: none"> <li>Sectional Training – Finance/Administration Section</li> </ul>                |
|                    | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>24 Cities and Towns – Golden Guardian Tabletop Exercise – May 2023</li> </ul> |
|                    | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>20 Hour CERT Basic Training Course – May - 2023</li> </ul>                    |
|                    | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>ICS Refresher Training – City Staff – June 2023</li> </ul>                    |
|                    | 5        | Volunteer Management and Donations     | <ul style="list-style-type: none"> <li>Finalize the HD Mutual Aid Plan</li> </ul>                                    |

| QUARTER             | PRIORITY | CAPABILITY                             | ACTIVITY                                                                                                                        |
|---------------------|----------|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| July - Sept<br>2023 | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>Begin planning full-scale exercise scheduled for fall 2023 and planning team.</li> </ul> |
|                     | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>20 Hour CERT Basic Training Course – September - 2023</li> </ul>                         |

**Emergency Operations Plan****Appendix 4  
Supporting  
Documentation**

|  |   |                                    |                                                                                                                         |
|--|---|------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
|  | 5 | Volunteer Management and Donations | <ul style="list-style-type: none"> <li>Conduct a POD/Sheltering drill with trained personnel and volunteers.</li> </ul> |
|--|---|------------------------------------|-------------------------------------------------------------------------------------------------------------------------|

| QUARTER        | PRIORITY | CAPABILITY                             | ACTIVITY                                                                                                                                 |
|----------------|----------|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Oct - Dec 2023 | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>Conduct EOC Tabletop Exercise (Shakeout) – October 2023</li> </ul>                                |
|                | 2        | Onsite Incident Management             | <ul style="list-style-type: none"> <li>Evacuation Drill and EOC Activation – October 2023</li> </ul>                                     |
|                | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>Deploy POD Trailer for flu vaccination clinic – Community Safety Fair - October - 2023</li> </ul> |
|                | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>Deploy POD Trailer for flu vaccination clinic – December - 2023</li> </ul>                        |

## City of Barstow – Training and Exercise Plan 2024

| QUARTER         | PRIORITY | CAPABILITY                             | ACTIVITY                                                                                                                                                                                                    |
|-----------------|----------|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Jan – Mar 2024  | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>• Conduct and “Initial Planning conference” for the full-scale exercise scheduled in 2024. Include community and faith-based organizations in core group.</li> </ul> |
|                 | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>• 20 Hour CERT Basic Training Course – Mar - 2024</li> </ul>                                                                                                         |
| QUARTER         | PRIORITY | CAPABILITY                             | ACTIVITY                                                                                                                                                                                                    |
| Apr - June 2024 | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>• Conduct a “Mid-Planning conference” for the full scale exercise scheduled in 2024.</li> </ul>                                                                      |
|                 | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>• 24 Cities and Towns – Golden Guardian Tabletop Exercise – May 2024</li> </ul>                                                                                      |

|                 | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>• 20 Hour CERT Basic Training Course – May - 2024</li> </ul>                                        |
|-----------------|----------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| QUARTER         | PRIORITY | CAPABILITY                             | ACTIVITY                                                                                                                                   |
| Jul – Sept 2024 | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>• Conduct and “Final Planning conference” for the full-scale exercise scheduled in 2024.</li> </ul> |
|                 | 4        | Community Preparedness and Preparation | <ul style="list-style-type: none"> <li>• 20 Hour CERT Basic Training Course – May - 2024</li> </ul>                                        |
| QUARTER         | PRIORITY | CAPABILITY                             | ACTIVITY                                                                                                                                   |
| Oct - Dec 2024  | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>• Conduct the full-scale exercise.</li> </ul>                                                       |
|                 | 1        | EOC Management                         | <ul style="list-style-type: none"> <li>• Conduct EOC Tabletop Exercise (Shakeout) – October 2024</li> </ul>                                |

## Emergency Operations Plan

## Appendix 4 Supporting Documentation

|  |   |                                        |                                                                                          |
|--|---|----------------------------------------|------------------------------------------------------------------------------------------|
|  | 2 | Onsite Incident Management             | • Evacuation Drill and EOC Activation – October 2024                                     |
|  | 4 | Community Preparedness and Preparation | • Deploy POD Trailer for flu vaccination clinic – Community Safety Fair - October - 2024 |

**EOC DIRECTOR**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Management Section, EOC, and Conference Room</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Activates EOC.</li> <li>Directs, manages and coordinates EOC operations.</li> <li>Establishes staffing levels and monitors effectiveness.</li> <li>Sets priorities for emergency response in the City.</li> <li>Coordinates policy level decisions with the Management Section.</li> <li>Coordinates and clears press releases and emergency public information messages.</li> <li>Ensures effective inter-agency and multi-agency coordination.</li> <li>Authorizes evacuation of public buildings and/or cancels City services, if necessary.</li> <li>Conducts briefings.</li> <li>Deactivates EOC and transitions to recovery phase.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Policy Group</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Management Section</li> <li>Section Chiefs</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>M-1 – Management Section Action Plan Worksheet</li> <li>M-2 – Management Situation Status Report</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-2 – EOC Set Up/Room Layout</li> <li>EOC 3 – EOC Organizational Chart</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>M-1 – Management Section Action Plan Worksheet</li> <li>EOC 4 – EOC Action Plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>1.</b>                                                                               | <b>Determine appropriate level of EOC activation and staffing level based on incident as known, then do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Instruct EOC Manager to set-up EOC and contact/recall EOC First Responder staff via Reverse 9-1-1, telephone, or e-mail.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Determine which Management Section positions are required and ensure they are filled as soon as possible.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the County Office of Emergency Services (OES) is contacted and informed of activation. Contact number during business hours: (909) 356-3998; after hours: (909) 356-3805.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |

|                          |                                                                                                                                                                        |   |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 2.                       | <b>Report to Primary EOC and do the following:</b>                                                                                                                     |   |
|                          | • Sign in on Sign-in Sheet and place name in EOC Director Position on EOC Organizational Chart next to sign-in location.                                               |   |
|                          | • Obtain purple EOC Director vest from EOC Manager and wear over clothes during entire shift.                                                                          |   |
| 3.                       | <b>Ensure all EOC supplies and equipment are set up according to the EOC Floor Plan Set Up, including:</b>                                                             |   |
|                          | • Emergency Operations Plan – EOC Activation Guidelines.                                                                                                               |   |
|                          | • Management Section's Bag of Supplies.                                                                                                                                |   |
|                          | • Satellite Phone, laptop computer, Nextel phones.                                                                                                                     |   |
| 4.                       | <b>Ensure that all Section Chiefs, or their alternates, are staffing their respective locations and understand their assigned responsibilities:</b>                    |   |
|                          | • Operations.                                                                                                                                                          |   |
|                          | • Planning/Intelligence.                                                                                                                                               |   |
|                          | • Logistics.                                                                                                                                                           |   |
|                          | • Finance/Administration.                                                                                                                                              |   |
|                          | • Verify adequate staffing level of Management Section positions.                                                                                                      |   |
| 5.                       | Use the staffing pattern established by the EOC Manager, and any other pertinent information, to develop operational periods for the first 72 hours of EOC activation. |   |
| 6.                       | <b>Obtain Form ICS 214a, "EOC Individual Activity Log," and begin chronological documentation of calls, activities and actions:</b>                                    |   |
|                          | • Note data that needs to be shared with other EOC functions.                                                                                                          |   |
|                          | • Identify conditions that may involve potential liability.                                                                                                            |   |
|                          | • List actions that will be needed during recovery operations.                                                                                                         |   |
| 7.                       | <b>Schedule the initial EOC Action Planning meeting and have the Planning/Intelligence Section Chief prepare the agenda.</b>                                           |   |
| 8.                       | <b>Establish initial priorities for the EOC based on current status report.</b>                                                                                        |   |
| <b>Operational Phase</b> |                                                                                                                                                                        | ✓ |
| 1.                       | <b>Direct Security/Safety to secure EOC; lock City Manager's Office entrance door, and City Hall main entrance, if necessary.</b>                                      |   |
| 2.                       | <b>Obtain as much information as possible from all available resources then conduct Initial Briefing to include:</b>                                                   |   |
|                          | • The location, scope and specifics of the incident that caused the EOC to be activated.                                                                               |   |
|                          | • Initial personnel that will staff the EOC and expected time period of activation.                                                                                    |   |
|                          | • Status of utilities, weather conditions, extenuating circumstances.                                                                                                  |   |
|                          | • Messaging and communications process (i.e. telephone number assignments, radio assignments, etc.).                                                                   |   |

|     |                                                                                                                                                                                                                               |  |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|     | <ul style="list-style-type: none"> <li>Establish briefing schedule and give Section Chiefs advance notice to prepare summaries of section activities.</li> </ul>                                                              |  |
| 3.  | <b>Obtain Form M-2 – Management Situation Status Report, and complete as much information as known:</b>                                                                                                                       |  |
|     | <ul style="list-style-type: none"> <li>If the incident warrants it, formally issue an Emergency Proclamation and coordinate local government proclamations with other emergency response agencies, as appropriate.</li> </ul> |  |
|     | <ul style="list-style-type: none"> <li>Update Situation Status Report as incident progresses.</li> </ul>                                                                                                                      |  |
| 4.  | <b>Instruct Liaison to notify City Council of activation.</b>                                                                                                                                                                 |  |
| 5.  | <b>Authorize initial outgoing recorded message on City phone line.</b>                                                                                                                                                        |  |
| 6.  | <b>Obtain Form M-1 – Management Section Action Plan Worksheet and, in coordination with Management Staff, review current status reports to prepare objectives for the initial Action Planning Meeting.</b>                    |  |
| 7.  | <b>Convene the initial Action Planning Meeting:</b>                                                                                                                                                                           |  |
|     | <ul style="list-style-type: none"> <li>Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance.</li> </ul>                                                                   |  |
|     | <ul style="list-style-type: none"> <li>Ensure that appropriate action planning procedures are followed.</li> </ul>                                                                                                            |  |
| 7.  | <ul style="list-style-type: none"> <li>Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section Chief.</li> </ul>                                                                                 |  |
|     |                                                                                                                                                                                                                               |  |
| 8.  | <b>Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.</b>                                                                                              |  |
| 9.  | <b>Coordinate with the PIO to review media releases and establish a communication plan to include news conferences (if appropriate), Reverse 9-1-1 notifications, and City website.</b>                                       |  |
| 10. | <b>Ensure that Liaison is providing for, and maintaining, effective inter-agency cooperation.</b>                                                                                                                             |  |
| 11. | <b>Keep the City Council and other key staff informed of the Action Plan objectives and situation status.</b>                                                                                                                 |  |
| 12. | <b>Conduct periodic briefings with the General Staff to ensure strategic objectives are current and appropriate:</b>                                                                                                          |  |
|     | <ul style="list-style-type: none"> <li>Monitor General Staff activities to ensure that all appropriate actions are being taken.</li> </ul>                                                                                    |  |
|     | <ul style="list-style-type: none"> <li>Confer with General Staff to determine what representation is needed at the EOC from other emergency response agencies.</li> </ul>                                                     |  |
| 13. | <b>If shift change occurs, complete the following:</b>                                                                                                                                                                        |  |
|     | <ul style="list-style-type: none"> <li>Brief Alternate EOC Director to ensure on-going activities are identified and follow-up requirements are clear.</li> </ul>                                                             |  |
|     | <ul style="list-style-type: none"> <li>Close out EOC Individual Activity Log.</li> </ul>                                                                                                                                      |  |
|     | <ul style="list-style-type: none"> <li>Complete the Management Section Status Report prepared prior to Initial Action Planning Meeting.</li> </ul>                                                                            |  |



| Deactivation Phase |                                                                                                                                                              | ✓ |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1.                 | Authorize demobilization of the EOC Sections and Units when they are no longer required:                                                                     |   |
|                    | <ul style="list-style-type: none"> <li>Notify higher level EOC's and other appropriate organizations of the planned demobilization, as necessary.</li> </ul> |   |
| 2.                 | Conduct Debriefing with EOC staff, to include:                                                                                                               |   |
|                    | <ul style="list-style-type: none"> <li>Overall EOC performance.</li> </ul>                                                                                   |   |
|                    | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                          |   |
|                    | <ul style="list-style-type: none"> <li>Share success stories and lessons learned.</li> </ul>                                                                 |   |
| 3.                 | Solicit constructive feedback from EOC staff and field personnel.                                                                                            |   |
|                    | Ensure that all open actions and forms are completed and submitted to Planning/Intelligence Section prior to departure:                                      |   |
|                    | <ul style="list-style-type: none"> <li>Close out EOC Individual Activity Log.</li> </ul>                                                                     |   |
|                    | <ul style="list-style-type: none"> <li>Ensure that Section Chiefs and all EOC staff complete an After-Action Report.</li> </ul>                              |   |
| 4.                 | Be prepared to provide input to the After Action Report.                                                                                                     |   |
|                    | Deactivate the EOC at the designated time:                                                                                                                   |   |
|                    | <ul style="list-style-type: none"> <li>Proclaim termination of the emergency response and proceed with recovery operations, if necessary.</li> </ul>         |   |
|                    | <ul style="list-style-type: none"> <li>Sign out.</li> </ul>                                                                                                  |   |
|                    | <ul style="list-style-type: none"> <li>Return vest and any EOC supplies to EOC Manager, or other staff assigned tear down duty.</li> </ul>                   |   |

**EOC MANAGER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Management Section</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Oversee set-up of EOC.</li> <li>Facilitate the internal functions of the EOC.</li> <li>Provide staff support to the EOC Director and General Staff.</li> <li>Ensure compliance with the EOP and emergency management policies and procedures.</li> <li>Assume responsibilities as Liaison; or, if the Liaison is assigned, assist to ensure proper procedures are in place for overseeing Agency Representatives assigned to the EOC.</li> <li>Assist the PIO in conducting VIP/visitor tours of the event or of the EOC.</li> <li>Assist with transition from response to recovery.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>EOC Director</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>Cal EMA – After Action Report</li> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>M-1 – Management Section Action Plan Worksheet</li> <li>M-2 – Management Situation Status Report</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-2 – EOC Set Up/Room Layout</li> <li>EOC 3 – EOC Organizational Chart</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>Cal-EMA After Action Report</li> <li>OES Initial Damage Estimate Report (IDE)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>1.</b>                                                                               | Assist the EOC Director in determining appropriate level of EOC activation and staffing level based on incident as known, then:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Contact County Office of Emergency Services (OES) at (909) 356-3998 and notify of activation (after hours: (909) 356-3805).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain initial incident briefing from whatever sources are available.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Contact Section Chiefs and inform them of activation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Notify Public Works if applicable of activation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |

**Emergency Operations Plan****Appendix 5  
EOC Position Checklists**

|    |                                                                                                                                                                                                                                           |  |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | <ul style="list-style-type: none"> <li>Upon direction from EOC Director, contact/recall EOC First Responder personnel via Reverse 9-1-1, telephone, or e-mail.</li> <li>Initiate Web EOC to begin event documentation process.</li> </ul> |  |
| 2. | Retrieve EOC supplies from City Manager's Storage Room and report to Primary EOC (2nd floor conference rooms/City Manager's Office) for initial set up according to EOC Floor Plan Set Up chart:                                          |  |
|    | <ul style="list-style-type: none"> <li>Bring Management Section supply bag; obtain purple EOC Manager's vest and wear over clothes during entire shift.</li> </ul>                                                                        |  |
|    | <ul style="list-style-type: none"> <li>Bring all other Section supply bags; be prepared to distribute to arriving First Responder personnel.</li> </ul>                                                                                   |  |
|    | <ul style="list-style-type: none"> <li>Find and place EOC Sign-in Sheet, with pen, at EOC main entrance.</li> </ul>                                                                                                                       |  |
|    | <ul style="list-style-type: none"> <li>Find and place EOC Organizational Chart next to Sign-in location.</li> </ul>                                                                                                                       |  |
| 3. | Sign in and make arrangements for final set up of EOC:                                                                                                                                                                                    |  |
|    | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in EOC Manager's position on EOC Organizational Chart.</li> </ul>                                                                                          |  |
|    | <ul style="list-style-type: none"> <li>Obtain Situation Status Boards – located in Expansion Area.</li> </ul>                                                                                                                             |  |
|    | <ul style="list-style-type: none"> <li>Obtain EOC telephones – located in MIS.</li> </ul>                                                                                                                                                 |  |
|    | <ul style="list-style-type: none"> <li>Obtain EOC laptop computers and peripheral equipment – located in ES Coordinator's office.</li> </ul>                                                                                              |  |
|    | <ul style="list-style-type: none"> <li>Obtain two satellite telephones – located in City Manager's and ES Coordinator's offices.</li> </ul>                                                                                               |  |
|    | <ul style="list-style-type: none"> <li>If power is out, verify generator is operating. If not, contact Public Works Supervisor-Water at (760) 559-7305.</li> </ul>                                                                        |  |
|    | <ul style="list-style-type: none"> <li>Contact MIS Manager to set-up all communications-related equipment.</li> </ul>                                                                                                                     |  |
| 4. | Set up Management Section work area:                                                                                                                                                                                                      |  |
|    | <ul style="list-style-type: none"> <li>Ensure that Management personnel are in place and staffing their respective areas.</li> </ul>                                                                                                      |  |
|    | <ul style="list-style-type: none"> <li>Provide assistance and answer questions to ensure that all personnel are comfortable in their assigned roles.</li> </ul>                                                                           |  |
| 5. | Find Form 214a OS, "EOC Individual Activity Log," and begin chronological documentation of actions:                                                                                                                                       |  |
|    | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                               |  |
| 6. | Assist EOC Director with Section Chiefs; ensure responders are in place and staffing their respective locations as soon as possible:                                                                                                      |  |
|    | <ul style="list-style-type: none"> <li>Operations Section</li> </ul>                                                                                                                                                                      |  |
|    | <ul style="list-style-type: none"> <li>Planning/Intelligence Section</li> </ul>                                                                                                                                                           |  |
|    | <ul style="list-style-type: none"> <li>Finance/Administration Section</li> </ul>                                                                                                                                                          |  |
|    | <ul style="list-style-type: none"> <li>Logistics Section</li> </ul>                                                                                                                                                                       |  |

## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 7.                       | Assist EOC Director in planning and scheduling the Initial Action Planning Meeting:                                                                                                                                                                                                                                                                                                                                                                                                                                           |   |
|                          | <ul style="list-style-type: none"> <li>Confer with EOC Director and Section Chiefs to determine whether or not to establish 12-hour operational periods, 24 hours per day.</li> </ul>                                                                                                                                                                                                                                                                                                                                         |   |
|                          | <ul style="list-style-type: none"> <li>Confer with Section Chiefs to develop a 72-hour staffing schedule.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                          |   |
|                          | <ul style="list-style-type: none"> <li>Prepare Form M-2 – Situation Status Report, to assist EOC Director in establishing initial strategic objectives for the EOC.</li> </ul>                                                                                                                                                                                                                                                                                                                                                |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | ✓ |
| 1.                       | Assist the EOC Director and General staff with developing strategic objectives and Management Section objectives for the Action Plan.                                                                                                                                                                                                                                                                                                                                                                                         |   |
| 2.                       | Assist the PIO with coordination of media releases, website: <ul style="list-style-type: none"> <li>Establish a communication plan for scheduling and conducting news conferences, Reverse 9-1-1 notifications, and posting event status on the City website.</li> </ul>                                                                                                                                                                                                                                                      |   |
| 3.                       | Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the Action Plan.                                                                                                                                                                                                                                                                                                                                                                                                           |   |
| 4.                       | Provide overall procedural guidance to General Staff as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                             |   |
| 5.                       | Provide general advice and guidance to the EOC Director as required.                                                                                                                                                                                                                                                                                                                                                                                                                                                          |   |
| 6.                       | Ensure that all notifications and communications with appropriate emergency response agencies are established and maintained (County OES, Cal EMA, and FEMA, if applicable): <ul style="list-style-type: none"> <li>Initiate and maintain event updates and status on the Response Information Management System (RIMS) – <b>Username: City of Barstow, Password: oesrims2001.</b></li> <li>Initiate and maintain event updates and status on County WebEOC – <b>Username: Brigit Bennington Password: usa123.</b></li> </ul> |   |
| 7.                       | Assist EOC Director in preparing for, and conducting, briefings with Management Staff, Section Chiefs, the media, and the general public.                                                                                                                                                                                                                                                                                                                                                                                     |   |
| 8.                       | Assist Liaison in enacting emergency proclamations, emergency ordinances and resolutions, and other legal emergency requirements.                                                                                                                                                                                                                                                                                                                                                                                             |   |
| 9.                       | Contact the State EOC or County OES and submit initial Situation Status Report.                                                                                                                                                                                                                                                                                                                                                                                                                                               |   |
| 10.                      | Assist the EOC Director and Liaison in establishing and maintaining an Interagency Coordination of outside agency representatives and designated personnel not assigned to specific sections within the EOC.                                                                                                                                                                                                                                                                                                                  |   |
| 11.                      | Assist EOC Director in monitoring Status Reports and Strategic Objectives via Management Staff and Section Chiefs.                                                                                                                                                                                                                                                                                                                                                                                                            |   |
| 12.                      | Monitor performance of EOC staff for signs of stress or under-performance; advise EOC Director of condition(s).                                                                                                                                                                                                                                                                                                                                                                                                               |   |

|     |                                                                                                                                                                  |  |
|-----|------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 13. | Provide assistance with shift change activity, as required. If shift change occurs, complete the following:                                                      |  |
|     | <ul style="list-style-type: none"><li>• Brief Alternate EOC Manager to ensure on-going activities are identified and follow-up requirements are clear.</li></ul> |  |
|     | <ul style="list-style-type: none"><li>• Complete the Management Section Status Report prepared prior to Initial Action Planning Meeting.</li></ul>               |  |

| Deactivation Phase |                                                                                                                                                                          | ✓ |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1.                 | <b>Supervise EOC deactivation procedures:</b>                                                                                                                            |   |
|                    | • Assist EOC Director with deactivation of EOC.                                                                                                                          |   |
|                    | • Ensure that any incomplete actions have been assigned for completion after deactivation.                                                                               |   |
| 2.                 | <b>When deactivation is approved, contact County OES and report:</b>                                                                                                     |   |
|                    | • Time of deactivation.                                                                                                                                                  |   |
|                    | • Contacts for completion of ongoing actions or new assignments.                                                                                                         |   |
| 3.                 | <b>Prior to release and departure of all EOC staff, ensure that the Section Action Plan is completed and turned in to Documentation Unit Leader in Planning Section.</b> |   |
| 4.                 | <b>Assist the Planning Section Chief in preparing After Action Report:</b>                                                                                               |   |
|                    | • Be prepared to provide input to debriefing meeting and After Action Report.                                                                                            |   |
|                    | • Coordinate review and approval of After-Action Report by the EOC Director.                                                                                             |   |
|                    | • After approval by EOC Director, submit After Action Report to County OES, Cal EMA, and FEMA (if applicable) through RIMS within ten working days of EOC deactivation.  |   |
| 5.                 | <b>Make arrangements to break down EOC and return all supplies to proper storage area:</b>                                                                               |   |
|                    | • EOC Manager's vest – return to Management Section supply bag.                                                                                                          |   |
|                    | • Section assigned supply bags – return to City Manager's Storage Room.                                                                                                  |   |
|                    | • Situation Status Boards – return to Expansion Area.                                                                                                                    |   |
|                    | • EOC telephones – return to MIS.                                                                                                                                        |   |
|                    | • EOC laptop computers and peripheral equipment – return to ES Coordinator's office.                                                                                     |   |
|                    | • Two satellite telephones – return to City Manager's and ES Coordinator's offices.                                                                                      |   |
| 6.                 | <b>Close out EOC Manager's Individual Activity Log.</b>                                                                                                                  |   |
| 7.                 | <b>Sign out.</b>                                                                                                                                                         |   |
| 8.                 | <b>Initiate transition from Response to Recovery.</b>                                                                                                                    |   |

**PUBLIC INFORMATION OFFICER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Management Section, PIO Office and Conference Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Serve as the primary point of contact between the EOC, the media and the public.</li> <li>Coordinate with other jurisdictions, agencies and field personnel to ensure that EOC staff and the public receive complete, accurate, timely, and consistent information regarding the incident.</li> <li>Prepare and coordinate all informational and media releases.</li> <li>Develop the format and schedule for press conferences.</li> <li>Coordinate a Joint Information Center (JIC) to interface with other PIO's.</li> <li>Schedule and provide incident and EOC tours to the media and VIP's.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>EOC Director</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Media Center</li> <li>Rumor Control</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>M-1 – Management Section Action Plan Worksheet</li> <li>M-2 – Management Situation Status Report</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>1.</b>                                                                               | <b>Report to Primary EOC (City Manager's Conference Room) and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in PIO position on EOC Organization Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain purple PIO vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Establish staffing level based on incident as known (i.e., Media or Rumor Control Center, if necessary).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Set up PIO work area.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>2.</b>                                                                               | <b>If necessary, assist EOC Manager in contacting and/or recalling assigned EOC staff via Reverse 9-1-1, telephone, or e-mail.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |

|                          |                                                                                                                                                                                                    |   |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 3.                       | Obtain initial incident briefing from whatever sources are available (i.e., Law Enforcement, Fire-Rescue, EOC Manager, etc.) then:                                                                 |   |
|                          | <ul style="list-style-type: none"> <li>• Prepare an initial information summary based on information obtained on current status of incident.</li> </ul>                                            |   |
|                          | <ul style="list-style-type: none"> <li>• Stay informed on the incident as it develops, and track the response objectives and the progress made toward managing it.</li> </ul>                      |   |
| 4.                       | Find Form 214a OS, "EOC Individual Activity Log," and begin chronological documentation of actions:                                                                                                |   |
|                          | <ul style="list-style-type: none"> <li>• Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                      |   |
| 5.                       | Be prepared to attend Initial Action Planning meeting.                                                                                                                                             |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                    | ✓ |
| 1.                       | Obtain policy guidance from the EOC Director regarding media releases.                                                                                                                             |   |
| 2.                       | Keep EOC Director advised of all requests for information and of all major critical or unfavorable media comments:                                                                                 |   |
|                          | <ul style="list-style-type: none"> <li>• Respond to special requests for information.</li> </ul>                                                                                                   |   |
|                          | <ul style="list-style-type: none"> <li>• Ensure the EOC Director approves the release of all sensitive information.</li> </ul>                                                                     |   |
|                          | <ul style="list-style-type: none"> <li>• Provide copies of all information releases to the EOC Director.</li> </ul>                                                                                |   |
| 3.                       | Recommend procedures for measures to improve media relations.                                                                                                                                      |   |
|                          | Coordinate all media releases and establish a communication plan to include news conferences (if appropriate), press releases, Reverse 9-1-1 notifications, the City's Website, and the following: |   |
|                          | <ul style="list-style-type: none"> <li>• Ensure accurate information is provided to the media.</li> </ul>                                                                                          |   |
|                          | <ul style="list-style-type: none"> <li>• Post information at the Media Center – if established.</li> </ul>                                                                                         |   |
|                          | <ul style="list-style-type: none"> <li>• Coordinate media related activities with field-level incident commanders, their PIO's, and PIO's from other jurisdictions.</li> </ul>                     |   |
|                          | <ul style="list-style-type: none"> <li>• Prepare and distribute information to the Message Center Unit Leader; confirm information that can be released to the public.</li> </ul>                  |   |
| 4.                       | <ul style="list-style-type: none"> <li>• Coordinate with Situation Analysis Unit (Planning Section) to establish a method for obtaining and verifying information as it comes in.</li> </ul>       |   |
|                          | <ul style="list-style-type: none"> <li>• In the case of a multi-jurisdictional incident, coordinate the release of information through a Joint Information Center (JIC).</li> </ul>                |   |
|                          | Develop and implement a media-briefing schedule, including:                                                                                                                                        |   |
|                          | <ul style="list-style-type: none"> <li>• Designating a location where press conferences will be held.</li> </ul>                                                                                   |   |
| 4.                       | <ul style="list-style-type: none"> <li>• Format of how press conferences will be conducted.</li> </ul>                                                                                             |   |
|                          | <ul style="list-style-type: none"> <li>• Guidelines for the preparation and distribution of any printed materials.</li> </ul>                                                                      |   |



|                           |                                                                                                                                                                        |   |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 5.                        | <b>Establish rumor control procedures, if necessary:</b>                                                                                                               |   |
|                           | <ul style="list-style-type: none"> <li>Develop a process to ensure that all rumors are responded to in a timely manner with corrected, factual information.</li> </ul> |   |
| 6.                        | <b>Coordinate with EOC Manager to arrange VIP and media tours to incident site or EOC facility:</b>                                                                    |   |
|                           | <ul style="list-style-type: none"> <li>Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas.</li> </ul>     |   |
| 7.                        | <b>Confer with Liaison to conduct periodic briefings for City Council members or other representatives.</b>                                                            |   |
| 8.                        | <b>Attend all Action Planning meetings:</b>                                                                                                                            |   |
|                           | <ul style="list-style-type: none"> <li>Bring copies of most recent press releases.</li> </ul>                                                                          |   |
| 9.                        | <b>Add and update contact information on the "Emergency Support Agency" List, as it becomes available, such as:</b>                                                    |   |
|                           | <ul style="list-style-type: none"> <li>Disaster Assistance Information.</li> </ul>                                                                                     |   |
|                           | <ul style="list-style-type: none"> <li>Food and shelter locations.</li> </ul>                                                                                          |   |
|                           | <ul style="list-style-type: none"> <li>Media contacts.</li> </ul>                                                                                                      |   |
| 10.                       | <b>Establish a Media Center, if required, and arrange for workspace, materials and telephone, if necessary:</b>                                                        |   |
|                           | <ul style="list-style-type: none"> <li>Maintain up-to-date status and other references for media center.</li> </ul>                                                    |   |
|                           | <ul style="list-style-type: none"> <li>Provide adequate staff to answer questions from the media.</li> </ul>                                                           |   |
| 11.                       | <b>Develop content for State Emergency Alert System (EAS) releases, if applicable:</b>                                                                                 |   |
|                           | <ul style="list-style-type: none"> <li>Monitor EAS releases.</li> </ul>                                                                                                |   |
| 12.                       | <ul style="list-style-type: none"> <li>Arrange meetings between media and key incident personnel, if necessary and appropriate.</li> </ul>                             |   |
| 13.                       | <ul style="list-style-type: none"> <li>Maintain up-to-date Status boards and other references.</li> </ul>                                                              |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                        | ✓ |
| 1.                        | <b>Ensure that the following forms and tasks are completed and turned in to the Planning Section prior to release and departure from EOC:</b>                          |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                         |   |
|                           | <ul style="list-style-type: none"> <li>Section Action Plan.</li> </ul>                                                                                                 |   |
|                           | <ul style="list-style-type: none"> <li>Ensure that any incomplete actions have been assigned for completion after deactivation.</li> </ul>                             |   |
| 2.                        | <b>Be prepared to provide input to the debriefing meeting and After Action Report:</b>                                                                                 |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support provided during the incident.</li> </ul>                                                    |   |
|                           | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                                    |   |
| 3.                        | <b>Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.</b>                                                            |   |

|    |                                                                                                                                                        |  |
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| 4. | Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.                                               |  |
| 5. | Close out Individual Activity Log and return all supplies:                                                                                             |  |
|    | <ul style="list-style-type: none"><li>• Section assigned supply bag and vest - return to EOC Manager or other staff assigned tear down duty.</li></ul> |  |
| 6. | Clean-up work area and sign out.                                                                                                                       |  |
| 7. | Leave a forwarding contact number where you can be reached.                                                                                            |  |

**SECURITY/SAFETY OFFICER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Management Section</li> </ul>                                                                                                                                                                                                                                                                                           |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Ensure safety conditions are met within the EOC.</li> <li>Halt and/or modify all unsafe operations.</li> <li>Provide 24-hour security for all EOC facilities.</li> <li>Control personnel access to EOC in accordance with established policies.</li> <li>Assist with controlling media in coordination with PIO.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>EOC Director</li> </ul>                                                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Security/Safety Unit</li> </ul>                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>M-1 – Management Section Action Plan Worksheet</li> <li>M-2 – Management Situation Status Report</li> </ul>                                                                                                                                                              |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 - EOC Organizational Chart</li> <li>EOC-2 - EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                          |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>1.</b>                                                                               | <b>Report to Primary EOC (City Manager's Conference Room) and do the following:</b>                                                                                                                                                                                                                                                                                |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Security/Safety Officer position on EOC Organization Chart.</li> </ul>                                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain purple Security/Safety Officer's vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                         |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>If necessary, establish staffing level based on known facts regarding incident.</li> </ul>                                                                                                                                                                                                                                  |                                                                                       |
| <b>2.</b>                                                                               | <b>Find Form 214a OS, "EOC Individual Activity Log," and begin chronological documentation of actions:</b>                                                                                                                                                                                                                                                         |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                                                                                                                                                        |                                                                                       |
| <b>3.</b>                                                                               | <b>Assist with EOC supplies and ensure that equipment is set up according to the EOC Floor Plan Set Up, including:</b>                                                                                                                                                                                                                                             |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Emergency Operations Plan – EOC Activation Guidelines.</li> </ul>                                                                                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Management Section's Bag of Supplies.</li> </ul>                                                                                                                                                                                                                                                                            |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Acquire work materials and set up workstation.</li> </ul>                                                                                                                                                                                                                                                                   |                                                                                       |

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|                          | <ul style="list-style-type: none"> <li>Clarify any outstanding issues regarding assignment and authority.</li> </ul>                                                                                                |                                                                                     |
| 4.                       | <b>Coordinate staffing to support 12 hour, 24 hours per day operational schedule:</b>                                                                                                                               |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Confer with EOC Manager to develop a 72-hour staffing schedule.</li> </ul>                                                                                                   |                                                                                     |
| <b>Operational Phase</b> |                                                                                                                                                                                                                     |  |
| 1.                       | <b>Tour the entire EOC facility to evaluate conditions:</b>                                                                                                                                                         |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Advise the EOC Director of any conditions and/or actions which could result in a liability claim (i.e., unsafe layout, equipment set-up, potential hazard, etc.).</li> </ul> |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Ensure that the EOC is free from any environmental threats (i.e., radiation exposures, air purity, water quality, and potentially hazardous conditions, etc.).</li> </ul>    |                                                                                     |
| 2.                       | <b>Establish contact with all EOC Section Chiefs:</b>                                                                                                                                                               |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Find out the resource needs of all units within each Section.</li> </ul>                                                                                                     |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Inform each Section Chief to notify you of any unsafe working conditions.</li> </ul>                                                                                         |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Provide locations of all fire extinguishers, defibrillators, emergency exits and evacuation routes.</li> </ul>                                                               |                                                                                     |
| 3.                       | <b>Coordinate with Management Section staff to prepare Sectional Objectives for the initial Action Planning Meeting:</b>                                                                                            |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Prepare and present safety briefings for the EOC Director and General Staff at meetings.</li> </ul>                                                                          |                                                                                     |
| 4.                       | <b>Work with Logistics Section to obtain needed safety equipment for field and EOC personnel (i.e., gloves, hard hats, flashlights, reflective vests, etc.).</b>                                                    |                                                                                     |
| 5.                       | <b>Keep the EOC Director or EOC Manager informed of any unsafe conditions; take action if necessary. Record and advise EOC Director of any unsafe working conditions that cannot be resolved.</b>                   |                                                                                     |
| 6.                       | <b>If EOC activation was triggered by an earthquake, provide direction to EOC staff to prepare for an emergency evacuation, if required.</b>                                                                        |                                                                                     |
| 7.                       | <b>Determine the needs for any special communication requirements (satellite phones, Nextel Radios, etc.).</b>                                                                                                      |                                                                                     |
| 8.                       | <b>Establish or relocate security positions as directed by the event.</b>                                                                                                                                           |                                                                                     |
| 9.                       | <b>Determine the needs for special access facilities (i.e., mutual aid equipment, vehicle-traffic control plan, etc.), if necessary.</b>                                                                            |                                                                                     |
| 10.                      | <b>Assist in securing any dangerous areas and providing access control:</b>                                                                                                                                         |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Provide special security for any critical facilities, supplies, or materials.</li> </ul>                                                                                     |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Provide VIP security, as appropriate and necessary.</li> </ul>                                                                                                               |                                                                                     |

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|                           | <ul style="list-style-type: none"> <li>• Provide security input and recommendations to the EOC Director or EOC Manager.</li> </ul>                                                 |   |
| 11.                       | Coordinate any workers' compensation claims with the Compensation & Claims Unit in the Finance/Administration Section.                                                             |   |
| 12.                       | If shift change occurs, complete the following:                                                                                                                                    |   |
|                           | <ul style="list-style-type: none"> <li>• Brief Alternate Security/Safety Officer to ensure on-going activities are identified and follow-up requirements are clear.</li> </ul>     |   |
|                           | <ul style="list-style-type: none"> <li>• Complete the Management Section Status Report prepared prior to Initial Action Planning Meeting.</li> </ul>                               |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                    | ✓ |
| 1.                        | Assist with EOC tear down.                                                                                                                                                         |   |
| 2.                        | Ensure that the following forms and tasks are completed prior to release and departure from EOC:                                                                                   |   |
|                           | <ul style="list-style-type: none"> <li>• Any final forms and reports.</li> </ul>                                                                                                   |   |
|                           | <ul style="list-style-type: none"> <li>• Section Action Plan.</li> </ul>                                                                                                           |   |
| 3.                        | Ensure that any incomplete actions have been assigned for completion after deactivation.                                                                                           |   |
|                           | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                                    |   |
|                           | <ul style="list-style-type: none"> <li>• Include a brief overview of support provided during the incident.</li> <li>• Suggest corrective actions to improve operations.</li> </ul> |   |
| 4.                        | Close out Individual Activity Log and return all supplies to proper storage area:                                                                                                  |   |
|                           | <ul style="list-style-type: none"> <li>• Section assigned supply bag and vest - return to EOC Manager or other staff assigned tear down duty.</li> </ul>                           |   |
| 5.                        | Clean up work area and sign out.                                                                                                                                                   |   |
| 6.                        | Leave a forwarding contact number where you can be reached.                                                                                                                        |   |

**LIAISON**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Management Section</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Act as point of contact for City Council, City Attorney, and incoming Agency Representatives.</li> <li>Ensure all EOC-related guidelines, directives, Action Plans and incident information is circulated to Agency Representatives.</li> <li>Act as coordinator and point of contact for all VIP and dignitary visits to the EOC.</li> <li>Process and ratify emergency declarations or other legal documents.</li> <li>Maintain records that may be used for future financial reimbursement from County, State and/or Federal government agencies.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>EOC Director</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Agency Representatives assigned to EOC.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>M-1 – Management Section Action Plan Worksheet</li> <li>M-2 – Management Situation Status Report</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>1.</b>                                                                               | <b>Report to Primary EOC (City Manager's Conference Room) and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Liaison position on EOC Organization Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain purple Liaison's vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>2.</b>                                                                               | <b>Find Form 214a OS, "EOC Individual Activity Log," and begin chronological documentation of actions:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
| <b>3.</b>                                                                               | <b>Obtain initial incident briefing from EOC Manager, or any other available sources, and obtain or determine the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Summary of incident organization and any special instructions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>List of agencies currently involved in incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |

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|                          | <ul style="list-style-type: none"> <li>Agency representatives that should be assigned to the EOC.</li> <li>Level of support required by the agency representatives.</li> </ul>                                                                                                                                                                                                                                                                                                    |   |
| 4.                       | <b>Determine on-site and external communications capabilities and restrictions (i.e., phone, fax, email, satellite, Nextel phones, etc.):</b> <ul style="list-style-type: none"> <li>If communication systems are not available, notify Communications Unit in Logistics Section.</li> <li>Add and update contact information on the "Emergency Support Agency" List as it becomes available.</li> </ul>                                                                          |   |
| 5.                       | <b>Coordinate staffing to support 12-hour, 24 hours per day operational periods:</b> <ul style="list-style-type: none"> <li>Confer with EOC Manager to develop a 72-hour staffing schedule.</li> </ul>                                                                                                                                                                                                                                                                            |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ✓ |
| 1.                       | <b>Serve as point of contact for assisting and cooperating agencies and Agency Representatives:</b> <ul style="list-style-type: none"> <li>Establish and maintain a central location for incoming agency representatives and ensure they sign in at EOC check in.</li> <li>Provide workspace and resources, as needed.</li> <li>Provide initial incident briefing and copies of situation status reports and Action Plan.</li> <li>Obtain updated contact information.</li> </ul> |   |
| 2.                       | <b>Determine if additional representation is required from other agencies, such as:</b> <ul style="list-style-type: none"> <li>Private sector organizations.</li> <li>Community-based organizations.</li> <li>Utilities not already represented.</li> <li>Volunteer organizations.</li> </ul>                                                                                                                                                                                     |   |
| 3.                       | <b>Prepare and maintain a roster of assisting and cooperating agencies and agency representatives at the EOC:</b> <ul style="list-style-type: none"> <li>Roster should include agency assignments within the EOC.</li> <li>Distribute roster internally on a regular basis.</li> </ul>                                                                                                                                                                                            |   |
| 4.                       | <b>Regularly request that Agency Representatives maintain communications with their agencies and obtain situation status reports regarding their role in the incident.</b>                                                                                                                                                                                                                                                                                                        |   |
| 5.                       | <b>Keep agencies supporting the incident aware of incident status.</b>                                                                                                                                                                                                                                                                                                                                                                                                            |   |
| 6.                       | <b>Assist in establishing and coordinating interagency contacts.</b>                                                                                                                                                                                                                                                                                                                                                                                                              |   |
| 7.                       | <b>Respond to requests from EOC Sections for agency information and provide information regarding appropriate agency representatives.</b>                                                                                                                                                                                                                                                                                                                                         |   |
| 8.                       | <b>Provide continuous support to City Council and City Attorney to ensure:</b> <ul style="list-style-type: none"> <li>They are signed in.</li> <li>Understand their assigned EOC duties.</li> </ul>                                                                                                                                                                                                                                                                               |   |

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|                           | <ul style="list-style-type: none"> <li>Have access to resources and supplies.</li> </ul>                                                                         |   |
| 9.                        | In conjunction with the EOC Director, provide orientations for VIP's and other visitors to the EOC.                                                              |   |
| 10.                       | Participate in Action Planning meetings.                                                                                                                         |   |
| 11.                       | Establish situation/incident master file containing , at a minimum, copies of:                                                                                   |   |
|                           | <ul style="list-style-type: none"> <li>Fax logs.</li> </ul>                                                                                                      |   |
|                           | <ul style="list-style-type: none"> <li>Requests for declarations (local, gubernatorial, and presidential), city proclamations, and staff reports.</li> </ul>     |   |
|                           | <ul style="list-style-type: none"> <li>Section and branch duty logs.</li> </ul>                                                                                  |   |
|                           | <ul style="list-style-type: none"> <li>EOC Organizational charts for all shifts.</li> </ul>                                                                      |   |
| 12.                       | <ul style="list-style-type: none"> <li>Message Forms.</li> </ul>                                                                                                 |   |
|                           | If shift change occurs, complete the following:                                                                                                                  |   |
|                           | <ul style="list-style-type: none"> <li>Brief Alternate EOC Liaison to ensure on-going activities are identified and follow-up requirements are clear.</li> </ul> |   |
|                           | <ul style="list-style-type: none"> <li>Complete the Management Section Status Report prepared prior to Initial Action Planning Meeting.</li> </ul>               |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                  | ✓ |
| 1.                        | Upon deactivation approval by EOC Director, contact agencies and advise them of:                                                                                 |   |
|                           | <ul style="list-style-type: none"> <li>When deactivation will take place.</li> </ul>                                                                             |   |
|                           | <ul style="list-style-type: none"> <li>Who to contact, (name, phone number) for the completion of any ongoing or new assignments.</li> </ul>                     |   |
| 2.                        | When authorized by the EOC Director, release agency representatives that are no longer required in the EOC.                                                      |   |
| 3.                        | Ensure that any open actions not yet completed have been assigned for completion after deactivation.                                                             |   |
| 4.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                  |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support provided during the incident.</li> </ul>                                              |   |
|                           | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                              |   |
| 5.                        | Complete all required forms, reports, and other documentation. All completed paperwork should be placed in Liaison folder prior to departure.                    |   |
| 6.                        | Close out Liaison's Individual Activity Log. Return vest and EOC equipment to EOC Manager, or other staff assigned tear down duty.                               |   |
| 7.                        | Prepare proclamation of termination of the emergency response and proceed with recovery operations, if necessary.                                                |   |
| 8.                        | Clean up work area and sign out.                                                                                                                                 |   |
| 9.                        | Leave a forwarding contact number where you can be reached.                                                                                                      |   |



**LEGAL OFFICER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Management Section and City Manager's Conference Room or via telephone or e-mail, as needed.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Provide advice to the EOC Director in all legal matters relating to the incident.</li> <li>Assist the EOC Director in declaring a local emergency and implementation of emergency powers.</li> <li>Interpret any incident actions under the various local, County, State or Federal ordinances, statutes, and regulations.</li> <li>Review press releases and/or statements prior to their release, if requested by the EOC Director.</li> <li>Evaluate emergency contracts and procurements as requested by the Finance/Administration Section Chief.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>EOC Director</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>M-1 – Management Section Action Plan Worksheet</li> <li>M-2 – Management Situation Status Report</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 1.                                                                                      | Report to Primary EOC (2nd floor conference rooms/City Manager's Office); obtain purple Legal Officer's vest from EOC Manager; sign-in at main entrance; obtain Management Section supply bag.                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Place name in Legal Officer's position on EOC Organizational Chart next to sign-in location.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain a situation briefing on the extent of the emergency from the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| 2.                                                                                      | Find Form 214a OS, "EOC Individual Activity Log," and begin chronological documentation of actions:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Log all activities, key instructions given, justification, etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
| <b>Operational Phase</b>                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 1.                                                                                      | Monitor response effort and advise EOC Director regarding liability exposures and protection against such exposures.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |

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| 2.                        | Advise the EOC Director of the need to declare an emergency, and/or the issuance of special orders.                                                                                 |                                                                                     |
| 3.                        | Develop rules and regulations required for acquisition and/or control of critical resources, if needed.                                                                             |                                                                                     |
| 4.                        | Provide advice and prepare draft documents regarding the demolition of hazardous structures or abatement of hazardous conditions.                                                   |                                                                                     |
| 5.                        | If needed, assist Liaison in preparing the following documents:                                                                                                                     |                                                                                     |
|                           | • Proclamations.                                                                                                                                                                    |                                                                                     |
|                           | • Emergency Ordinances.                                                                                                                                                             |                                                                                     |
|                           | • Other legal documents.                                                                                                                                                            |                                                                                     |
| <b>Deactivation Phase</b> |                                                                                                                                                                                     |  |
| 1.                        | Ensure that any open actions not yet completed have been assigned for completion after deactivation.                                                                                |                                                                                     |
| 2.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                                     |                                                                                     |
|                           | • Include a brief overview of support provided during the incident.                                                                                                                 |                                                                                     |
|                           | • Suggest corrective actions to improve operations.                                                                                                                                 |                                                                                     |
| 3.                        | Complete all required forms, reports, and other documentation. All completed paperwork should be turned in to Documentation Unit Leader in the Planning Section prior to departure. |                                                                                     |
| 4.                        | Close out Legal Officer's Individual Activity Log. Return vest and EOC equipment to EOC Manager or other staff assigned tear down duty.                                             |                                                                                     |
| 5.                        | Clean up work area and sign out.                                                                                                                                                    |                                                                                     |
| 6.                        | Leave a forwarding contact number where you can be reached.                                                                                                                         |                                                                                     |

**OPERATIONS SECTION CHIEF**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>Operations Section.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Define the Operations Section organization, operational priorities and required response entities to ensure implementation of the Action Plan.</li> <li>Provide direction, management and coordination of field operations and staff assigned to incident response roles.</li> <li>Assist the Planning Section Chief with development of the Action Plan.</li> <li>Ensure effective field incident response and management of operational resources.</li> <li>Oversee and coordinate the activities of the Operations Branches and ensure that copies of all status and situation reports and damage assessment information are forwarded to the Planning Section.</li> <li>Negotiate any conflicts between responding agencies.</li> <li>Conduct periodic briefings for the EOC Director and Operations staff, as requested.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>EOC Director</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Fire &amp; Rescue Branch</li> <li>Law Enforcement Branch</li> <li>Public Works Branch</li> <li>Care &amp; Shelter Branch</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS- EOC Individual Activity Log</li> <li>OP-1 - Operations Section Action Plan Worksheet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 - Emergency Support Agency List</li> <li>EOC-3 - EOC Organizational Chart</li> <li>EOC-2 - EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>LG-2 - Logistics Supply Request Form</li> <li>OP-2 - Major Incident and Significant Information Report and Log</li> <li>OP-1 - Operations Section Action Plan Worksheet</li> <li>OP-3 - Operations Situation Status Report</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
| <b>1.</b>                                                                               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Operations Section Chief position on EOC Organization Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Section Chief vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |

## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

|                          |                                                                                                                                                                                                                        |                                                                                       |
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|                          | <ul style="list-style-type: none"> <li>Ensure that the Operations Section work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>          |                                                                                       |
| 2.                       | <b>Obtain initial incident briefing from EOC Director and Planning Section Chief, or any other available sources, and do the following:</b>                                                                            |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Establish initial priorities for the EOC based on current status report and expectations of the EOC Director.</li> </ul>                                                        |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Stay informed on the incident as it develops and track the response objectives and the progress made toward managing it.</li> </ul>                                             |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Confirm that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information, resources and support for Operations.</li> </ul> |                                                                                       |
| 3.                       | <b>Obtain Form 214a OS, "EOC Individual Activity Log," and begin chronological documentation of calls, activities and actions:</b>                                                                                     |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Sections of the EOC.</li> </ul>                                                                                                    |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                            |                                                                                       |
| 4.                       | <b>Based on the situation, determine the Branches that should be activated and initiate staff notification procedures:</b>                                                                                             |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Fire &amp; Rescue Branch</li> </ul>                                                                                                                                             |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Law Enforcement Branch</li> </ul>                                                                                                                                               |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Public Works Branch</li> </ul>                                                                                                                                                  |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Care &amp; Shelter Branch</li> </ul>                                                                                                                                            |                                                                                       |
| 5.                       | Determine if there are mutual aid requests and initiate coordination with appropriate mutual aid systems as required.                                                                                                  |                                                                                       |
| 6.                       | <b>Identify key issues currently affecting the Operations Section; meet with Operations staff and determine appropriate objectives and resource needs for the first operational period, such as:</b>                   |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>The need for Agency Representatives from the Liaison.</li> </ul>                                                                                                                |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>The need for Technical Specialists from Planning Section.</li> </ul>                                                                                                            |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Any special communication requirements (satellite phones, Nextel Radios, etc.) from Logistics.</li> </ul>                                                                       |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Incident Commander(s) – coordination of resources.</li> </ul>                                                                                                                   |                                                                                       |
| <b>Operational Phase</b> |                                                                                                                                                                                                                        |  |
| 1.                       | <b>Obtain briefing from Incident Commander(s) and provide regular updates to Planning/Intelligence Section on the following:</b>                                                                                       |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Incident objectives and recommended strategies.</li> </ul>                                                                                                                      |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Status and effectiveness of tactical assignments.</li> </ul>                                                                                                                    |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Location, status, and assignment of resources.</li> </ul>                                                                                                                       |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>Any intelligence-related information regarding the incident.</li> </ul>                                                                                                         |                                                                                       |

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|    | <ul style="list-style-type: none"> <li>Major Incident Reports and Situation Status Reports.</li> </ul>          |  |
| 2. | Prepare Form OP-3, Situation Status Report, to assist in establishing initial strategic objectives for the EOC. |  |

|     |                                                                                                                                                                                                                                               |  |
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| 3.  | Obtain Form OP-1, Operations Section Action Plan, and confer with staff to prepare Section Objectives for the overall Action Plan:                                                                                                            |  |
|     | <ul style="list-style-type: none"> <li>Identify assignments by Branch or Unit.</li> </ul>                                                                                                                                                     |  |
|     | <ul style="list-style-type: none"> <li>Identify specific tactical assignments.</li> </ul>                                                                                                                                                     |  |
|     | <ul style="list-style-type: none"> <li>Identify resources needed to accomplish the assignments.</li> </ul>                                                                                                                                    |  |
|     | <ul style="list-style-type: none"> <li>Establish and assign personnel to staging areas.</li> </ul>                                                                                                                                            |  |
| 4.  | Attend and participate in the Action Planning meetings:                                                                                                                                                                                       |  |
|     | <ul style="list-style-type: none"> <li>Bring copies of current Action Plan worksheets, Situation Status Reports and Major Incident Reports.</li> </ul>                                                                                        |  |
|     | <ul style="list-style-type: none"> <li>Meet with other Section Chiefs to disseminate information and coordinate response efforts.</li> </ul>                                                                                                  |  |
| 5.  | Ensure that Individual Activity Logs and other required forms are properly utilized and maintained by assigned staff:                                                                                                                         |  |
|     | <ul style="list-style-type: none"> <li>Ensure that Form OP-2, Major Incident Report or Significant Information Report and Log, is used for all major incidents and significant occurrences; forward copy to Planning/Intelligence.</li> </ul> |  |
| 6.  | Implement and enforce appropriate safety precautions:                                                                                                                                                                                         |  |
|     | <ul style="list-style-type: none"> <li>Evaluate and enforce the appropriate use of protective clothing and equipment.</li> </ul>                                                                                                              |  |
|     | <ul style="list-style-type: none"> <li>Assess any life safety, property and/or environmental issues that may need to be addressed.</li> </ul>                                                                                                 |  |
| 7.  | Conduct briefings and assign Operations personnel in accordance with Action Plan:                                                                                                                                                             |  |
|     | <ul style="list-style-type: none"> <li>Brief staging area manager on types and number of resources assigned.</li> </ul>                                                                                                                       |  |
|     | <ul style="list-style-type: none"> <li>Brief tactical elements (Branches, Units, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.</li> </ul>                                 |  |
|     | <ul style="list-style-type: none"> <li>Prepare and present Operations status briefings for the EOC Director and General Staff.</li> </ul>                                                                                                     |  |
|     | <ul style="list-style-type: none"> <li>Keep EOC Director apprised of the tactical situation and operational efforts.</li> </ul>                                                                                                               |  |
| 8.  | Ensure that Section Branches coordinate all resource needs through the Logistics Section.                                                                                                                                                     |  |
| 9.  | Ensure that all media contacts and field visits are referred to the PIO and EOC Director.                                                                                                                                                     |  |
| 10. | If shift change occurs, complete the following:                                                                                                                                                                                               |  |

**Emergency Operations Plan****Appendix 5  
EOC Position Checklists**

|                           |                                                                                                                                                                                                                                      |                                                                                     |
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|                           | <ul style="list-style-type: none"> <li>Brief Alternate Operation Section Chief to ensure on-going activities are identified and follow-up requirements are clear.</li> <li>Complete the Operations Section Status Report.</li> </ul> |                                                                                     |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                                      |  |
| <b>1.</b>                 | <b>Demobilize the Operations Section in accordance with the Action Plan.</b>                                                                                                                                                         |                                                                                     |
| <b>2.</b>                 | <b>Ensure that the following forms and tasks are completed and turned in to the Planning Section prior to release and departure from EOC:</b>                                                                                        |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                                                                                       |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Operations Section Action Plan.</li> <li>Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section, as directed.</li> </ul>                                         |                                                                                     |
| <b>3.</b>                 | <b>Be prepared to provide input to the debriefing meeting and After Action Report:</b>                                                                                                                                               |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support provided during the incident.</li> </ul>                                                                                                                  |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                                                                                                  |                                                                                     |
| <b>4.</b>                 | <b>Revise and update EOC Activation Guidelines and position checklists to reflect lessons learned from the emergency.</b>                                                                                                            |                                                                                     |
| <b>5.</b>                 | <b>Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.</b>                                                                                                                          |                                                                                     |
| <b>6.</b>                 | <b>Close out EOC Individual Activity Log and return all EOC supplies:</b>                                                                                                                                                            |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Section assigned supply bag and vest - return to EOC Manager or other staff assigned tear down duty.</li> </ul>                                                                               |                                                                                     |
| <b>7.</b>                 | <b>Clean up work area and sign out.</b>                                                                                                                                                                                              |                                                                                     |
| <b>8.</b>                 | <b>Leave a forwarding contact number where you can be reached.</b>                                                                                                                                                                   |                                                                                     |

**FIRE & RESCUE BRANCH LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Coordinate fire, emergency medical, hazardous materials, and urban search and rescue operations.</li> <li>Coordinate the mobilization and transportation of all resources through the Logistics Section.</li> <li>Complete and maintain status reports in Web EOC, if available; for major incidents requiring or potentially requiring operational area, state and/or federal assistance and maintain status of unassigned fire and rescue resources.</li> <li>Coordinate with the Law Enforcement Branch Leader on search and rescue activities.</li> <li>Implement the objectives of the EOC Action Plan pertaining to the Fire &amp; Rescue Branch.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Operations Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Fire &amp; Rescue Unit</li> <li>Emergency Medical Unit</li> <li>HazMat Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2 – Logistics Supply Request Form</li> <li>OP-2 – Major Incident and Significant Information Report and Log</li> <li>OP-1 – Operations Section Action Plan Worksheet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> <li>ICS – 205 – Incident Radio Communications Plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-220 – Air Operations Summary Worksheet</li> <li>ICS-206 – Medical Plan</li> <li>N/A – Mutual Aid Agreements applicable for Fire Response</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>1.</b>                                                                               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Fire &amp; Rescue Branch Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Fire &amp; Rescue Branch Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |

|                          |                                                                                                                                                                                                                             |   |
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|                          | <ul style="list-style-type: none"> <li>Ensure that the Fire &amp; Rescue Branch Section work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul> |   |
| 2.                       | Obtain initial incident briefing from Operations Section Chief, EOC Director and Planning/Intelligence Section Chief, or any other available sources, and do the following:                                                 |   |
|                          | <ul style="list-style-type: none"> <li>Establish fire and rescue response priorities for the EOC based on current status report and expectations of the Operations Section Chief.</li> </ul>                                |   |
|                          | <ul style="list-style-type: none"> <li>Stay informed on the incident as it develops, and track the response objectives and the progress made toward managing it.</li> </ul>                                                 |   |
| 3.                       | Obtain Form 214a OS, "EOC Individual Activity Log", and begin chronological documentation of calls, activities and actions:                                                                                                 |   |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with the other Operations Sections activated.</li> </ul>                                                                                           |   |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                 |   |
| 4.                       | Based on the situation, determine the appropriate units within the Fire & Rescue Branch and initiate staff notification procedures:                                                                                         |   |
|                          | <ul style="list-style-type: none"> <li>Fire &amp; Rescue Unit</li> </ul>                                                                                                                                                    |   |
|                          | <ul style="list-style-type: none"> <li>Emergency Medical Unit</li> </ul>                                                                                                                                                    |   |
|                          | <ul style="list-style-type: none"> <li>HazMat Unit</li> </ul>                                                                                                                                                               |   |
| 5.                       | Establish radio or phone communications with Incident Commander(s), DOC, Fire Dispatch, and County OES (909) 356-3998, as directed and coordinate accordingly.                                                              |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                             | ✓ |
| 1.                       | Provide periodic briefings of the fire and rescue tactical situation to the Operations Section Chief.                                                                                                                       |   |
| 2.                       | Obtain briefing from Incident Commander(s):                                                                                                                                                                                 |   |
|                          | <ul style="list-style-type: none"> <li>Determine incident objectives and recommended strategies.</li> </ul>                                                                                                                 |   |
|                          | <ul style="list-style-type: none"> <li>Determine status of current tactical assignments.</li> </ul>                                                                                                                         |   |
|                          | <ul style="list-style-type: none"> <li>Identify current personnel assigned to the event and their organization.</li> </ul>                                                                                                  |   |
|                          | <ul style="list-style-type: none"> <li>Determine the locations and assignments of fire and rescue resources.</li> </ul>                                                                                                     |   |
|                          | <ul style="list-style-type: none"> <li>Confirm resource ordering processes with the Supply/Procurement Unit in the Logistics Section.</li> </ul>                                                                            |   |
| 3.                       | <ul style="list-style-type: none"> <li>Determine location of current staging areas and the resources assigned to that location.</li> </ul>                                                                                  |   |
|                          | Maintain current status of fire rescue missions being conducted. Use fire and rescue maps to display and record key information.                                                                                            |   |



|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
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| 4.  | Coordinate with Operations Section Chief to prepare Sectional Objectives for the initial Action Planning Meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 5.  | Provide an overall summary of fire and rescue missions periodically, or as requested during the operational period.<br><ul style="list-style-type: none"> <li>Prepare Form OP-2, Major Incident or Significant Information Report and Log and provide to the Operations Section Chief prior to Action Planning Meetings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 6.  | On a regular basis, complete and maintain the Fire & Rescue Branch Situation Status Report on Web EOC, if available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 7.  | Fire and rescue personnel mobilization.<br><ul style="list-style-type: none"> <li>Ensure that fire and rescue personnel have been alerted and notified of the current situation.</li> <li>Ensure that all off-duty fire and rescue personnel have been notified of call-back status in accordance with current department emergency procedures.</li> <li>Ensure that all fire and rescue personnel have completed status checks on equipment, facilities and operational capabilities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 8.  | Initial fire & rescue response to event:<br><ul style="list-style-type: none"> <li>Ensure that fire and rescue field units complete preliminary damage assessments of critical facilities.</li> <li>Keep the Operations Section Chief informed of the field situation and response efforts.</li> <li>Coordinate with Supply/Procurement Unit in the Logistics Section for supplies, equipment, personnel and transportation needs for effective field response operations.</li> <li>Establish multi-purpose staging as required; coordinate location and management of base with the Logistics and Planning/Intelligence Section Chiefs.</li> <li>Maintain contact with established DOC's and the ICP to coordinate resources and response personnel.</li> <li>Direct field units to report pertinent information, casualties, damage observations, evacuation status, hazardous materials exposures, etc.</li> </ul> |  |
| 9.  | Alerting and warning the public.<br><ul style="list-style-type: none"> <li>Must be coordinated with the Law Enforcement Branch Leader and PIO.</li> <li>Implement and enforce appropriate safety precautions.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 10. | Evaluate situation and provide updates to Situation Status Unit in the Planning/Intelligence Section:<br><ul style="list-style-type: none"> <li>Location, status, and assignment of resources.</li> <li>Effectiveness of tactics.</li> <li>Desired contingency plans.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |

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| 11.                       | Determine the need for and request any additional resources through the Supply/Procurement Unit in the Logistics Section.                              |   |
|                           | <ul style="list-style-type: none"> <li>Coordinate all Mutual Aid Agreements through the Logistics Section Chief for fire related resources.</li> </ul> |   |
| 12.                       | In conjunction with Planning/intelligence, determine if current and forecasted weather conditions will affect fire response operations.                |   |
| 13.                       | Keep the Resource Tracking Unit in the Logistics Section informed of Section Branches, Units, Strike Teams/Task Forces and single resources including: |   |
|                           | <ul style="list-style-type: none"> <li>Staff</li> </ul>                                                                                                |   |
|                           | <ul style="list-style-type: none"> <li>Identified resources</li> </ul>                                                                                 |   |
|                           | <ul style="list-style-type: none"> <li>Location of resources</li> </ul>                                                                                |   |
| 14.                       | Prepare Fire & Rescue Operations portion of the Action Plan:                                                                                           |   |
|                           | <ul style="list-style-type: none"> <li>Identify assignments by Unit.</li> </ul>                                                                        |   |
|                           | <ul style="list-style-type: none"> <li>Identify specific tactical assignments.</li> </ul>                                                              |   |
|                           | <ul style="list-style-type: none"> <li>Identify resources needed to accomplish the assignments.</li> </ul>                                             |   |
| 15.                       | Notify Liaison Officer of issues concerning the assistance with any agency resources being utilized.                                                   |   |
| 16.                       | Keep Operations Section Chief and/or the EOC Director apprised of the status of all operational efforts.                                               |   |
| 17.                       | Coordinate media field visits with the PIO and EOC Manager.                                                                                            |   |
| <b>Deactivation Phase</b> |                                                                                                                                                        | ✓ |
| 1.                        | Demobilize the Fire & Rescue Branch in accordance with the Action Plan.                                                                                |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Operations Section Chief prior to release and departure from EOC:         |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                         |   |
|                           | <ul style="list-style-type: none"> <li>Operations Section Action Plan for Fire &amp; Rescue Branch response efforts.</li> </ul>                        |   |
|                           | <ul style="list-style-type: none"> <li>Expenditure tracking, Mutual Aid Agreements and timekeeping forms.</li> </ul>                                   |   |
| 3.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                        |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                            |   |
|                           | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                    |   |
| 4.                        | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                     |   |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via the Operations Section Chief or EOC Manager.                                           |   |

|    |                                                                                                                                                        |  |
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| 6. | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                     |  |
|    | <ul style="list-style-type: none"><li>• Section assigned supply bag and vest – return to EOC Manager or other staff assigned tear down duty.</li></ul> |  |
| 7. | Clean-up work area and sign out.                                                                                                                       |  |
| 8. | Leave a forwarding contact number where you can be reached.                                                                                            |  |

**FIRE & RESCUE UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Provide coordination for mutual aid requests to and from the Operational Area Fire &amp; Rescue Mutual Aid Coordinator (located in the County OES EOC), as appropriate.</li> <li>Respond to requests for fire and rescue support resources from Fire ICP in a timely manner, following established priorities – life safety, protection of property and the environment.</li> <li>Monitor and track fire resources utilized during the event.</li> <li>Provide general support to fire and rescue field personnel and the Fire &amp; Rescue Branch Leader, as required.</li> </ul> |  |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Fire &amp; Rescue Branch Leader</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Fire &amp; Rescue Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>ICS-205 – Incident Radio Communications Plan</li> <li>LG-2 – Logistics Supply Request</li> <li>OP-2 – Major Incident and Significant Information Report and Log</li> <li>OP-1 – Operations Section Action Plan Worksheet</li> </ul>                                                                                                                                                                                                                                                                                             |  |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>1.</b>                                                                               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-In Sheet and place name in Fire &amp; Rescue Unit Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Fire &amp; Rescue Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Fire and Rescue Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                           |  |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Fire &amp; Rescue Branch Leader:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the Operations Section Chief.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |

|                          |                                                                                                                                                                                                                           |   |
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|                          | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> <li>Special concerns.</li> </ul>                                                                                                               |   |
| 3.                       | Obtain Form 214a OS, "EOC Individual Activity Log", and begin chronological documentation of calls, activities and actions:                                                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> </ul>                                                                                             |   |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                               |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                           | ✓ |
| 1.                       | Establish and maintain radio or phone communication with Fire Incident Commander(s):                                                                                                                                      |   |
|                          | <ul style="list-style-type: none"> <li>Prepare an Incident Radio Communications Plan – ICS-205.</li> </ul>                                                                                                                |   |
| 2.                       | Obtain regular status reports on the event situation as appropriate from Fire Incident Commander(s).                                                                                                                      |   |
|                          | <ul style="list-style-type: none"> <li>Provide fire status updates to the Fire &amp; Rescue Branch Leader on a regular basis.</li> </ul>                                                                                  |   |
| 3.                       | Determine the impact of the event on the fire department's resources.                                                                                                                                                     |   |
| 4.                       | Establish the objectives of the Fire & Rescue Unit based on the nature and severity of the event, and provide situation status information to the Fire & Rescue Branch Leader prior to the first Action Planning meeting. |   |
| 5.                       | Work closely with the Search & Rescue Unit in the Law Enforcement Branch to determine the scope of any urban search and rescue assistance.                                                                                |   |
|                          | <ul style="list-style-type: none"> <li>Assist in mobilizing urban search &amp; rescue teams consistent with established policies and priorities.</li> </ul>                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Coordinate with the Law Enforcement Branch to determine availability of search dog units and other search &amp; rescue resources.</li> </ul>                                       |   |
|                          | <ul style="list-style-type: none"> <li>Work with the Supply/Procurement Unit in the Logistics Section to determine the status and availability of urban search &amp; rescue resources.</li> </ul>                         |   |
| 6.                       | Evaluate and process all requests for Fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator and the Fire & Rescue Branch Leader.                                                    |   |
| 7.                       | In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and search and rescue operations.                                                                      |   |
| 8.                       | Inform the Fire & Rescue Branch Leader of all significant events that occur.                                                                                                                                              |   |

|  |                                                                                                                                                                                                                     |  |
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|  | <ul style="list-style-type: none"><li>• Prepare Major Incident or Significant Information Report and Log, Form OP-2 and provide to the Fire &amp; Rescue Branch Leader prior to Action Planning Meetings.</li></ul> |  |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|                           |                                                                                                                                                  |   |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 9.                        | Coordinate with the Law Enforcement Branch to determine:                                                                                         |   |
|                           | • Status of search & rescue missions.                                                                                                            |   |
|                           | • Evacuations.                                                                                                                                   |   |
|                           | • Shelter locations.                                                                                                                             |   |
| 10.                       | Determine availability of shelter facilities or commercial lodging for fire response personnel through the Logistics Section.                    |   |
| <b>Deactivation Phase</b> |                                                                                                                                                  | ✓ |
| 1.                        | Demobilize the Fire & Rescue Unit in accordance with the Action Plan.                                                                            |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned into the Fire & Rescue Branch Leader prior to release and departure from EOC: |   |
|                           | • Any final forms and reports.                                                                                                                   |   |
|                           | • Operations Section Action Plan for the Fire and Rescue Unit response efforts.                                                                  |   |
|                           | • Expenditure tracking and timekeeping forms.                                                                                                    |   |
| 3.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                  |   |
|                           | • Include a brief overview of support efforts provided during the incident.                                                                      |   |
|                           | • Suggest corrective actions to improve operations.                                                                                              |   |
| 4.                        | Revise and update EOC Activation Guidelines and position checklists to reflect lessons learned from the emergency.                               |   |
| 5.                        | Close out EOC Individual Activity Log and return all EOC supplies.                                                                               |   |
|                           | • Section assigned supplies and vest – return to EOC Manager or other staff assigned tear down duty.                                             |   |
| 6.                        | Clean up work area and sign out.                                                                                                                 |   |
| 7.                        | Leave a forwarding contact number where you can be reached.                                                                                      |   |

**EMERGENCY MEDICAL UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Ensure that all available emergency medical resources are identified and mobilized as required.</li> <li>Provide assistance as required to the ICP and/or DOC, if activated, in establishing resources and/or supplies for medical triage teams.</li> <li>Determine the status of medical facilities within the affected area(s).</li> <li>Ensure adequate transportation resources are available for transporting victims to appropriate medical facilities.</li> <li>Determine the need for specialized Public Health response such as quarantine and vaccination of vulnerable populations.</li> </ul> |  |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Fire &amp; Rescue Branch Leader</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Emergency Medical Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2 – Logistics Supply Request</li> <li>OP-2 – Major Incident and Significant Information Report and Log</li> <li>ICS-206 – Medical Plan</li> <li>OP- 1 – Operations Section Action Plan Worksheet</li> </ul>                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>1.</b>                                                                               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-In Sheet and place name in Emergency Medical Unit Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Emergency Medical Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Emergency Medical Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Fire &amp; Rescue Branch Leader:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the Operations Section Chief.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |



## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

|                           |                                                                                                                                                                                                                       |   |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                           | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> <li>Special concerns.</li> </ul>                                                                                                           |   |
| 3.                        | Obtain Form 214a OS "EOC Individual Activity Log", and begin chronological documentation of calls, activities and actions:                                                                                            |   |
|                           | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>      |   |
| <b>Operational Phase</b>  |                                                                                                                                                                                                                       | ✓ |
| 1.                        | Work closely with all the Operations Sections Units to determine the scope of emergency medical assistance required.                                                                                                  |   |
| 2.                        | Determine status and availability of specialized treatment in the operational area, such as burn centers, dialysis clinics, etc.                                                                                      |   |
| 3.                        | Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.                                                                  |   |
| 4.                        | Assist the Fire & Rescue Unit Leader in providing triage for extricated victims.                                                                                                                                      |   |
| 5.                        | Prepare Medical Plan - ICS 206.                                                                                                                                                                                       |   |
| 6.                        | Coordinate with the Supply/Procurement Unit in the Logistics Section to acquire:                                                                                                                                      |   |
|                           | <ul style="list-style-type: none"> <li>Suitable transportation for injured victims as required or requested.</li> <li>Medical supplies and equipment to support emergency medical operations in the field.</li> </ul> |   |
| 7.                        | Establish and maintain communication with the San Bernardino County OES Medical Coordinator and determine status and availability of medical resources (909) 356-3998.                                                |   |
| 8.                        | Keep field emergency medical personnel advised of:                                                                                                                                                                    |   |
|                           | <ul style="list-style-type: none"> <li>Shelter locations.</li> <li>First aid facilities.</li> <li>Specialized treatment facilities.</li> <li>Casualty collection points.</li> </ul>                                   |   |
| 9.                        | Inform the Fire & Rescue Branch Leader of all significant events that occur.                                                                                                                                          |   |
|                           | <ul style="list-style-type: none"> <li>Prepare Major Incident or Significant Information Report and Log, Form OP-2 and provide to the Fire &amp; Rescue Branch Leader prior to Action Planning Meetings.</li> </ul>   |   |
| 10.                       | Determine availability of shelter facilities or commercial lodging for emergency medical response personnel through the Logistics Section.                                                                            |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                       | ✓ |

|    |                                                                                                                                                  |  |
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| 1. | Demobilize the Emergency Medical Unit in accordance with the Action Plan.                                                                        |  |
| 2. | Ensure that the following forms and tasks are completed and turned into the Fire & Rescue Branch Leader prior to release and departure from EOC: |  |
|    | • Any final forms and reports.                                                                                                                   |  |
|    | • Operations Section Action Plan for the Emergency Medical Unit response efforts.                                                                |  |
|    | • Expenditure tracking and timekeeping forms.                                                                                                    |  |
| 3. | Be prepared to provide input to the debriefing meeting and After-Action Report:                                                                  |  |
|    | • Include a brief overview of support efforts provided during the incident.                                                                      |  |
|    | • Suggest corrective actions to improve operations.                                                                                              |  |
| 4. | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                               |  |
| 5. | Close out EOC Individual Activity Log and return all EOC supplies.                                                                               |  |
| 6. | Clean-up work area and sign out.                                                                                                                 |  |
| 7. | Leave a forwarding contact number where you can be reached.                                                                                      |  |

**HAZMAT UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>• EOC Operations Section Room</li> </ul>                                                                                                                                                                                                                                                                                          |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>• Determine the scope and number of hazmat incidents.</li> <li>• Assist in mobilizing hazmat teams at the request of the DOC or IC's.</li> <li>• Provide assistance and/or supplies to provide support to the Operational Area.</li> <li>• Ensure that deployed teams are provided with adequate support and supplies.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>• Fire &amp; Rescue Branch Leader</li> </ul>                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>• HazMat Unit</li> </ul>                                                                                                                                                                                                                                                                                                          |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>• ICS-214a OS – EOC Individual Activity Log</li> <li>• LG-2 – Logistics Supply Request</li> <li>• OP-2 – Major Incident and Significant Information Report and Log</li> <li>• OP-1 – Operations Section Action Plan Worksheet</li> </ul>                                                                                          |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>• EOC-1 – Emergency Support Agency List</li> <li>• EOC-3 – EOC Organizational Chart</li> <li>• EOC-2 – EOC Set up/Room Layout</li> </ul>                                                                                                                                                                                          |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>• N/A</li> </ul>                                                                                                                                                                                                                                                                                                                  |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                       |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Sign in on the Sign-In Sheet and place name in the HazMat Unit Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                   |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Obtain orange HazMat Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                    |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Ensure that the HazMat Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                 |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Fire &amp; Rescue Branch Leader:</b>                                                                                                                                                                                                                                                                                              |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                     |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Expectations of the Operations Section Chief.</li> </ul>                                                                                                                                                                                                                                                                        |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                 |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                                                       |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Special concerns.</li> </ul>                                                                                                                                                                                                                                                                                                    |                                                                                       |

## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

|                           |                                                                                                                                                                                                                     |   |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 3.                        | Obtain Form 214a OS "EOC Individual Activity Log", and begin chronological documentation of calls, activities and actions:                                                                                          |   |
|                           | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> </ul>                                                                                       |   |
|                           | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                         |   |
| <b>Operational Phase</b>  |                                                                                                                                                                                                                     | ✓ |
| 1.                        | Work closely with all Operations Section Units to determine the scope and number of hazmat incidents.                                                                                                               |   |
| 2.                        | Coordinate with the Fire & Rescue Branch Leader to determine missions for HazMat teams based on established priorities.                                                                                             |   |
| 3.                        | Mobilize and deploy available HazMat teams in a manner consistent with the HazMat Mutual Aid Agreements and established priorities.                                                                                 |   |
| 4.                        | Establish radio or phone communication with all deployed HazMat teams to determine their capability to respond to hazmat incidents.                                                                                 |   |
| 5.                        | Work closely with the Personnel Unit in the Logistics Section to determine the status and availability of HazMat Response teams in the Operational Area.                                                            |   |
| 6.                        | Coordinate with the Public Works Branch to provide on-site hazmat operations at the request of unit leaders.                                                                                                        |   |
| 7.                        | Coordinate with the Emergency Medical Unit to determine medical facilities where victims of hazmat incidents can be transported following decontamination.                                                          |   |
| 8.                        | Coordinate with the Coroner/Fatalities Unit to provide on-site assistance in managing fatalities at hazmat scenes.                                                                                                  |   |
| 9.                        | Monitor and track the progress and status of each HazMat team.                                                                                                                                                      |   |
| 10.                       | Inform the Fire & Rescue Branch Leader of all significant events that occur.                                                                                                                                        |   |
|                           | <ul style="list-style-type: none"> <li>Prepare Major Incident or Significant Information Report and Log, Form OP-2 and provide to the Fire &amp; Rescue Branch Leader prior to Action Planning Meetings.</li> </ul> |   |
| 11.                       | Determine availability of shelter facilities or commercial lodging for hazmat response personnel through the Logistics Section.                                                                                     |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                     | ✓ |
| 1.                        | Demobilize the HazMat Unit in accordance with the Action Plan.                                                                                                                                                      |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned into the Fire & Rescue Branch Leader prior to release and departure from EOC:                                                                    |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                                                                      |   |
|                           | <ul style="list-style-type: none"> <li>Operations Section Action Plan for the HazMat Unit response efforts.</li> </ul>                                                                                              |   |
|                           | <ul style="list-style-type: none"> <li>Expenditure tracking and timekeeping forms.</li> </ul>                                                                                                                       |   |

|    |                                                                                                                             |  |
|----|-----------------------------------------------------------------------------------------------------------------------------|--|
| 3. | Be prepared to provide input to the debriefing meeting and After Action Report.                                             |  |
|    | <ul style="list-style-type: none"><li>• Include a brief overview of support efforts provided during the incident.</li></ul> |  |
| 4. | Revise and update EOC Activation Guidelines and position checklists to reflect lessons learned from the emergency.          |  |
| 5. | Close out EOC Individual Activity Log and return all EOC supplies.                                                          |  |
| 6. | Clean-up work area and sign out.                                                                                            |  |
| 7. | Leave a forwarding contact number where you can be reached.                                                                 |  |

**LAW ENFORCEMENT BRANCH LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Alert and notify the public of impending or existing emergency.</li> <li>Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities, life safety, protection of property and the environment.</li> <li>Evaluate and process requests for Law Enforcement Mutual Aid resources.</li> <li>Coordinate law enforcement and traffic control operations during the disaster.</li> <li>Coordinate movement and evacuation during operations of an emergency event.</li> <li>Manage site security at incidents.</li> <li>Monitor and track law enforcement resources utilized during the event.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Operations Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Law Enforcement Operations Unit</li> <li>Coroner/Fatalities Management Unit</li> <li>Search &amp; Rescue Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2– Logistics Supply Request Form</li> <li>OP-2– Major Incident and Significant Information Report and Log</li> <li>OP-1 - Operations Section Action Plan Worksheet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3– EOC Organizational Chart</li> <li>EOC-2– EOC Set up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A– Mutual Aid Agreements applicable for Law Enforcement Response</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Law Enforcement Branch Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Law Enforcement Branch Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |

|                          |                                                                                                                                                                                                                   |   |
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|                          | <ul style="list-style-type: none"> <li>Ensure that the Law Enforcement Branch work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul> |   |
| 2.                       | Obtain an initial briefing from the Operations Section Chief, EOC Director and Planning/Intelligence Section Chief, or any other available resources, and do the following:                                       |   |
|                          | <ul style="list-style-type: none"> <li>Establish law enforcement response priorities for the EOC based on current status report and expectations of the Operations Section Chief.</li> </ul>                      |   |
|                          | <ul style="list-style-type: none"> <li>Stay informed on the incident as it develops and track the response objectives and the progress made toward managing it.</li> </ul>                                        |   |
| 3.                       | Obtain Form 214a OS "EOC Individual Activity Log", and begin chronological documentation of calls, activities and actions:                                                                                        |   |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> </ul>                                                                                     |   |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                       |   |
| 4.                       | Based on the situation, determine the appropriate units within the Law Enforcement Branch and initiate staff notification procedures:                                                                             |   |
|                          | <ul style="list-style-type: none"> <li>Law Enforcement Operations Unit.</li> </ul>                                                                                                                                |   |
|                          | <ul style="list-style-type: none"> <li>Coroner/Fatalities Management Unit.</li> </ul>                                                                                                                             |   |
|                          | <ul style="list-style-type: none"> <li>Search and Rescue Unit.</li> </ul>                                                                                                                                         |   |
| 5.                       | Establish radio or phone communications with Incident Commander(s), DOC, Police Dispatch, and County OES (909) 356-3998), as directed and coordinate accordingly.                                                 |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                   | ✓ |
| 1.                       | Provide periodic briefings of the law enforcement tactical situation to the Operations Section Chief.                                                                                                             |   |
| 2.                       | Obtain briefing from Incident Commander(s):                                                                                                                                                                       |   |
|                          | <ul style="list-style-type: none"> <li>Determine incident objectives and recommended strategies.</li> </ul>                                                                                                       |   |
|                          | <ul style="list-style-type: none"> <li>Determine status of current tactical assignments.</li> </ul>                                                                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Identify current personnel assigned to the event and their organization.</li> </ul>                                                                                        |   |
|                          | <ul style="list-style-type: none"> <li>Determine the locations and assignments of law enforcement resources.</li> </ul>                                                                                           |   |
|                          | <ul style="list-style-type: none"> <li>Confirm resource ordering processes with the Supply/Procurement Unit in the Logistics Section.</li> </ul>                                                                  |   |
| 3.                       | <ul style="list-style-type: none"> <li>Determine the location of current staging areas and resources assigned to location.</li> </ul>                                                                             |   |
|                          | Maintain current status of law enforcement missions being conducted. Use law enforcement maps to display and record key information.                                                                              |   |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
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| 4.  | Coordinate with the Operations Section Chief to prepare Sectional Objectives for the initial Action Planning Meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 5.  | Provide an overall summary of law enforcement missions periodically, or as requested during the operational period.<br><ul style="list-style-type: none"> <li>Prepare Form OP-2, Major Incident or Significant Information and Report Log and provide to the Operations Section Chief prior to Action Planning Meetings.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| 6.  | On a regular basis, complete and maintain the Law Enforcement Branch Situation Status Report on Web EOC, if available.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 7.  | Law enforcement personnel mobilization.<br><ul style="list-style-type: none"> <li>Ensure that law enforcement personnel have been alerted and notified of the current situation.</li> <li>Ensure that all off-duty law enforcement personnel have been notified of call-back status in accordance with current department emergency procedures.</li> <li>Ensure that all law enforcement personnel have completed status checks on equipment, facilities and operational capabilities.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 8.  | Initial law enforcement response to event.<br><ul style="list-style-type: none"> <li>Ensure that law enforcement field units complete preliminary damage assessments of critical facilities.</li> <li>Keep the Operations Section Chief informed of the field situation and response efforts.</li> <li>Coordinate with Supply/Procurement in the Logistics Section for supplies, equipment, personnel and transportation needs for effective field response operations.</li> <li>Establish multi-purpose staging as required; coordinate location and management of base area with the Logistics and Planning/Intelligence Section Chiefs.</li> <li>Maintain contact with established DOC's and the ICP to coordinate resources and response personnel.</li> <li>Direct field units to report pertinent information, casualties, damage observations, evacuation status, hazardous materials exposures, etc.</li> </ul> |  |
| 9.  | Alerting and warning the public.<br><ul style="list-style-type: none"> <li>Implement and enforce appropriate safety precautions.</li> <li>Coordinate with the Fire &amp; Rescue Branch Leader to determine geographical boundaries of evacuations.</li> <li>Notify the PIO and the Situation Status Unit in the Planning/Intelligence Section of all evacuation efforts and status.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
| 10. | Evaluate situation and provide updates to the Planning/Intelligence Section Chief.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |



|                           |                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
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|                           | <ul style="list-style-type: none"> <li>• Location, status, and assignment of resources.</li> <li>• Effectiveness of tactics.</li> <li>• Desired contingency plans.</li> </ul>                                                                                                                                                                                                                                |                                                                                       |
| 11.                       | <b>Determine the need for and request any additional resources through the Supply/Procurement Unit in the Logistics Section.</b> <ul style="list-style-type: none"> <li>• Coordinate all Mutual Aid Agreements through the Logistics Section Chief for all law enforcement related resources.</li> </ul>                                                                                                     |                                                                                       |
| 12.                       | <b>Keep the Resource Tracking Unit in the Logistics Section informed of Section Branches, Units, Hasty Teams, Special Task Forces and single resources including:</b> <ul style="list-style-type: none"> <li>• Staff.</li> <li>• Identify resources.</li> <li>• Location of resources.</li> <li>• Contact information.</li> </ul>                                                                            |                                                                                       |
| 13.                       | <b>Prepare Law Enforcement Operations portion of Action Plan.</b> <ul style="list-style-type: none"> <li>• Identify assignments by unit.</li> <li>• Identify specific tactical assignments.</li> <li>• Identify resources needed to accomplish the assignments.</li> </ul>                                                                                                                                   |                                                                                       |
| 14.                       | <b>Notify Liaison Officer of issues concerning the assistance with any agency resource being utilized.</b>                                                                                                                                                                                                                                                                                                   |                                                                                       |
| 15.                       | <b>Keep Operations Section Chief and/or the EOC Director apprised of the status of all operational efforts.</b>                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 1.                        | <b>Demobilize the Law Enforcement Branch in accordance with the Action Plan.</b>                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| 2.                        | <b>Ensure that the following forms and tasks are completed and turned in to the Operations Section Chief prior to release and departure from EOC:</b> <ul style="list-style-type: none"> <li>• Any final forms and reports.</li> <li>• Operations Section Action Plan for Law Enforcement Branch response efforts.</li> <li>• Expenditure tracking, Mutual Aid Agreements, and timekeeping forms.</li> </ul> |                                                                                       |
| 3.                        | <b>Be prepared to provide input to the debriefing meeting and After-Action Report:</b> <ul style="list-style-type: none"> <li>• Include a brief overview of support efforts provided during the incident.</li> <li>• Suggest corrective actions to improve operations.</li> </ul>                                                                                                                            |                                                                                       |
| 4.                        | <b>Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.</b>                                                                                                                                                                                                                                                                                    |                                                                                       |
| 5.                        | <b>Continue to monitor Status Reports and Strategic Objectives via the Operations Section Chief or EOC Manager.</b>                                                                                                                                                                                                                                                                                          |                                                                                       |

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| 6. | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                         |  |
|    | <ul style="list-style-type: none"><li>• Section assigned supply bag and vest – return to the EOC Manager or other staff assigned tear down duty.</li></ul> |  |
| 7. | Clean-up work area and sign out.                                                                                                                           |  |
| 8. | Leave a forwarding contact number where you can be reached.                                                                                                |  |

**LAW ENFORCEMENT UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Coordinate requests for Law Enforcement Mutual Aid resources through the Operational Area Law Enforcement Mutual Aid Coordinator (located in the County OES EOC), as appropriate.</li> <li>Respond to requests for law enforcement resources in a timely manner, following established priorities, life safety, protection of property and the environment.</li> <li>Monitor and track law enforcement resources utilized during the event.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Law Enforcement Branch Leader</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Law Enforcement Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2– Logistics Supply Request Form</li> <li>OP-2– Major Incident and Significant Information Report and Log</li> <li>N/A– Mutual Aid Agreements applicable for Law Enforcement Response</li> <li>OP-1 – Operations Section Action Plan Worksheet</li> </ul>                                                                                                                                        |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Law Enforcement Unit Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Law Enforcement Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Law Enforcement Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Law Enforcement Branch Leader:</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the Operations Section Chief.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |

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|                          | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> <li>Special concerns.</li> </ul>                                                                                                       |                                                                                     |
| 3.                       | Obtain Form 214a OS, "EOC Individual Activity Log", and begin chronological documentation of calls, activities and actions:                                                                                       |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> </ul>                                                                                     |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                       |                                                                                     |
| <b>Operational Phase</b> |                                                                                                                                                                                                                   |  |
| 1.                       | Establish and maintain radio or phone communication with law enforcement Incident Commander(s).                                                                                                                   |                                                                                     |
| 2.                       | Determine the impact of the event on the law enforcement resources.                                                                                                                                               |                                                                                     |
| 3.                       | Obtain regular status reports on the event situation as appropriate from Law Enforcement Incident Commander(s).                                                                                                   |                                                                                     |
| 4.                       | Establish the objectives of the Law Enforcement Unit based on the nature and severity of the event and provide to the Law Enforcement Branch Leader prior to the first Action Planning meeting.                   |                                                                                     |
| 5.                       | Work closely with the Fire & Rescue Unit to determine the scope of any urban search and rescue assistance.                                                                                                        |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Coordinate mobilizing urban search &amp; rescue teams consistent with established policies and priorities.</li> </ul>                                                      |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Work with the Personnel Unit in the Logistics Section to determine the status and availability of urban search &amp; rescue resources.</li> </ul>                          |                                                                                     |
| 6.                       | Coordinate major evacuation activities with the Fire & Rescue Operations Branch, as required.                                                                                                                     |                                                                                     |
| 7.                       | Coordinate with the Care & Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.                                                                      |                                                                                     |
| 8.                       | Provide law enforcement status updates to the Law Enforcement Branch Leader on a regular basis.                                                                                                                   |                                                                                     |
| 9.                       | In conjunction with the Planning/Intelligence Section, determine if current and forecasted weather conditions will affect law enforcement operations.                                                             |                                                                                     |
| 10.                      | Inform the Law Enforcement Branch Leader of all significant events that occur.                                                                                                                                    |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Prepare Major Incident or Significant Information Report and Log, Form OP-2 and provide to the Law Enforcement Branch Leader prior to Action Planning Meetings.</li> </ul> |                                                                                     |
| 11.                      | Coordinate with the Fire & Rescue Branch to determine:                                                                                                                                                            |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Status of search &amp; rescue missions.</li> </ul>                                                                                                                         |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Evacuations.</li> </ul>                                                                                                                                                    |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Shelter locations.</li> </ul>                                                                                                                                              |                                                                                     |

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| 12.                       | Determine availability of shelter facilities or commercial lodging for law enforcement personnel through the Logistics Section.                      |                                                                                     |
| 13.                       | Evaluate and process all requests for Law Enforcement Mutual Aid.                                                                                    |                                                                                     |
| <b>Deactivation Phase</b> |                                                                                                                                                      |  |
| 1.                        | Demobilize the Law Enforcement Unit in accordance with the Action Plan.                                                                              |                                                                                     |
| 2.                        | Ensure that the following forms and tasks are completed and turned into the Law Enforcement Branch Leader prior to release and departure from EOC:   |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                       |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Operations Section Action Plan for the Law Enforcement Unit rescue efforts.</li> </ul>                        |                                                                                     |
| 3.                        | <ul style="list-style-type: none"> <li>Expenditure tracking and timekeeping forms.</li> </ul>                                                        |                                                                                     |
|                           | Be prepared to provide input to the debriefing meeting and After-Action Report:                                                                      |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                          |                                                                                     |
| 4.                        | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                  |                                                                                     |
|                           | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                   |                                                                                     |
| 5.                        | Close out EOC Individual Activity Log and return all EOC supplies.                                                                                   |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Section assigned supplies and vest – return to EOC Manager or other staff assigned tear down duty.</li> </ul> |                                                                                     |
| 6.                        | Clean-up work area and sign out.                                                                                                                     |                                                                                     |
| 7.                        | Leave a forwarding contact number where you can be reached.                                                                                          |                                                                                     |

**CORONER/FATALITIES UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>This function will be accomplished by the County of San Bernardino Sherriff/Coroner's Office. However, during a major event, the City may be required to provide interim capabilities. If activated, this position is responsible to:</li> <li>Establish and oversee an interim system for the management of all fatalities.</li> <li>Set up and manage the operation of temporary morgue facilities.</li> <li>Maintain detailed records or information relative to each fatality.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Law Enforcement Branch Leader</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Coroner/Fatalities Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2 – Logistics Supply Request Form</li> <li>OP-2 – Major Incident and Significant Information Report and Log</li> <li>N/A – Mutual Aid Agreements applicable for Coroner's Response</li> <li>OP-1 – Operations Section Action Plan Worksheet</li> </ul>                                                                                                                                                                                  |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>1.</b>                                                                               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-In Sheet and place name in Coroner/Fatalities Unit Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Coroner/Fatalities Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Coroner/Fatalities Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                                                                   |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Law Enforcement Branch Leader.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the Operations Section Chief.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |

## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

|                          |                                                                                                                                                                                                                         |   |
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|                          | <ul style="list-style-type: none"> <li>• Special concerns.</li> </ul>                                                                                                                                                   |   |
| 3.                       | Obtain Form 214a OS, "EOC Individual Activity Log", and begin chronological documentation of calls, activities and actions:                                                                                             |   |
|                          | <ul style="list-style-type: none"> <li>• Note data that needs to be shared with other Operations Sections activated.</li> </ul>                                                                                         |   |
|                          | <ul style="list-style-type: none"> <li>• Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                           |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                         | ✓ |
| 1.                       | Establish and maintain radio or phone communication with with law enforcement Incident Commander(s).                                                                                                                    |   |
| 2.                       | Ensure that locations where fatalities are discovered are secured.                                                                                                                                                      |   |
| 3.                       | Ensure that fatality collection points are established and secured as necessary.                                                                                                                                        |   |
| 4.                       | Ensure morgue facilities are established in accordance with guidelines established.                                                                                                                                     |   |
| 5.                       | Prepare Mutual Aid Agreement(s) for Coroner response, as required.                                                                                                                                                      |   |
| 6.                       | Procure through Supply/Procurement Unit in the Logistics Section all necessary fatalities management equipment and supplies, for example:                                                                               |   |
|                          | <ul style="list-style-type: none"> <li>• Temporary cold storage facilities or vehicles.</li> </ul>                                                                                                                      |   |
|                          | <ul style="list-style-type: none"> <li>• Body bags and identification tags, etc.</li> </ul>                                                                                                                             |   |
| 7.                       | Ensure that human remains are transported from fatality collection points to temporary morgue(s), if directed by Sheriff/Coroner.                                                                                       |   |
|                          | <ul style="list-style-type: none"> <li>• Ensure that qualified personnel are monitoring the collection and tagging of remains.</li> </ul>                                                                               |   |
| 8.                       | Coordinate with the Fire & Rescue and/or Law Enforcement Search & Rescue Units to determine the location and number of extricated fatal victims.                                                                        |   |
| 9.                       | Assist the Sheriff/Coroner with identification of remains and notification of the next of kin, as required.                                                                                                             |   |
| 10.                      | In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that may have been surfaced and/or disturbed by the event.                                                                 |   |
| 11.                      | Inform the Law Enforcement Branch Leader of all significant events that occur.                                                                                                                                          |   |
|                          | <ul style="list-style-type: none"> <li>• Prepare Major Incident or Significant Information Report and Log, Form OP-2 and provide to the Law Enforcement Branch Leader prior to Action Planning Meetings.</li> </ul>     |   |
| 12.                      | Inform the Law Enforcement Branch Leader and the City's PIO of the number of confirmed fatalities resulting from the event. (NOTE: This information <u>must</u> be verified with the Sheriff/Coroner prior to release). |   |

|                           |                                                                                                                                                      |   |
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| 13.                       | Determine availability of shelter facilities or commercial lodging for coroner response personnel through the Logistics Section.                     |   |
| <b>Deactivation Phase</b> |                                                                                                                                                      | ✓ |
| 1.                        | Demobilize the Coroner/Fatalities Unit in accordance with the Action Plan.                                                                           |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Law Enforcement Branch Leader prior to release and departure from EOC:  |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                       |   |
|                           | <ul style="list-style-type: none"> <li>Operations Section Action Plan for Coroner/Fatalities Unit response efforts.</li> </ul>                       |   |
|                           | <ul style="list-style-type: none"> <li>Expenditure tracking, Mutual Aid Agreements and time keeping forms.</li> </ul>                                |   |
| 3.                        | Be prepared to provide input to the debriefing meeting and After-Action Report.                                                                      |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                          |   |
|                           | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                  |   |
| 4.                        | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                   |   |
| 5.                        | Close out EOC Individual Activity Log and return all EOC supplies.                                                                                   |   |
|                           | <ul style="list-style-type: none"> <li>Section assigned supplies and vest – return to EOC Manager or other staff assigned tear down duty.</li> </ul> |   |
| 6.                        | Clean-up work area and sign out.                                                                                                                     |   |
| 7.                        | Leave a forwarding contact number where you can be reached.                                                                                          |   |



**SEARCH & RESCUE UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Determine the scope of the search and rescue mission.</li> <li>Assist in mobilizing search and rescue teams at the request of the ICP's.</li> <li>Provide search and rescue support as required to other emergency response agencies consistent with established priorities and objectives.</li> <li>Ensure that deployed search and rescue teams are provided with adequate support.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Law Enforcement Branch Leader</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Search &amp; Rescue Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2 – Logistics Supply Request Form</li> <li>OP-2 – Major Incident and Significant Information Report and Log</li> <li>N/A – Mutual Aid Agreements applicable for Search &amp; Rescue Response</li> <li>OP-1 – Operations Section Action Plan Worksheet</li> </ul>                                                                           |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>1.</b>                                                                               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-In Sheet and place name in Search &amp; Rescue Unit Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                               |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Search &amp; Rescue Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                        |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Search &amp; Rescue Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                     |                                                                                       |
| <b>2.</b>                                                                               | <ul style="list-style-type: none"> <li><b>Obtain an initial briefing from the Law Enforcement Branch Leader.</b></li> </ul>                                                                                                                                                                                                                                                                                                             |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the Operations Section Chief.</li> </ul>                                                                                                                                                                                                                                                                                                                                         |                                                                                       |

## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

|                           |                                                                                                                                                                                                                   |   |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                           | <ul style="list-style-type: none"> <li>Incident objectives.</li> <li>Incident activities/situation.</li> <li>Special concerns.</li> </ul>                                                                         |   |
| 3.                        | Obtain Form 214a OS, "EOC Individual Activity Log", and begin chronological documentation of calls, activities and actions:                                                                                       |   |
|                           | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>  |   |
| <b>Operational Phase</b>  |                                                                                                                                                                                                                   | ✓ |
| 1.                        | Maintain radio or phone communication with Law Enforcement Incident Commander(s).                                                                                                                                 |   |
| 2.                        | Work closely with all Operations Sections to determine the scope of search and rescue assistance required.                                                                                                        |   |
| 3.                        | Coordinate with the Law Enforcement Branch Leader to determine missions for search and rescue teams based on established priorities and objectives.                                                               |   |
| 4.                        | Mobilize and deploy available search and rescue teams to locations or to other emergency response agencies consistent with established policies and priorities.                                                   |   |
| 5.                        | Work closely with the Personnel Unit in the Logistics Section to determine the status and availability of search and rescue resources.                                                                            |   |
| 6.                        | Coordinate with the Public Works Branch to provide on-site assistance with rescue operations at the request of field personnel.                                                                                   |   |
| 7.                        | Coordinate with the Emergency Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.                                                                                       |   |
| 8.                        | Coordinate with the Coroner/Fatalities Management Unit to provide on-site assistance in managing fatalities at locations that have been searched.                                                                 |   |
| 9.                        | Inform the Law Enforcement Branch Leader of all significant events that occur.                                                                                                                                    |   |
|                           | <ul style="list-style-type: none"> <li>Prepare Major Incident or Significant Information Report and Log, Form OP-2 and provide to the Law Enforcement Branch Leader prior to Action Planning Meetings.</li> </ul> |   |
| 10.                       | Determine availability of shelter facilities or commercial lodging for search and rescue response personnel through the Logistics Section.                                                                        |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                   | ✓ |
| 1.                        | Demobilize the Search & Rescue Unit in accordance with the Action Plan.                                                                                                                                           |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned into the Law Enforcement Branch Leader prior to release and departure from EOC:                                                                |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                                                                    |   |

|    |                                                                                                                                               |  |
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|    | <ul style="list-style-type: none"><li>• Operations Section Action Plan for the Search &amp; Rescue Unit response efforts.</li></ul>           |  |
|    | <ul style="list-style-type: none"><li>• Expenditure tracking and timekeeping forms.</li></ul>                                                 |  |
| 3. | <b>Be prepared to provide input to the debriefing meeting and After Action Report.</b>                                                        |  |
|    | <ul style="list-style-type: none"><li>• Include a brief overview of search and rescue support efforts provided during the incident.</li></ul> |  |
| 4. | <b>Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.</b>                     |  |
| 5. | <b>Close out EOC Individual Activity Log and return all EOC supplies.</b>                                                                     |  |
| 6. | <b>Clean up work area and sign out.</b>                                                                                                       |  |
| 7. | <b>Leave a forwarding contact number where you can be reached.</b>                                                                            |  |

**PUBLIC WORKS BRANCH LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>• EOC Operations Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>• Assist in prioritization of roadway closures and re-openings.</li> <li>• Provide emergency repair work and/or construction to damaged roadways.</li> <li>• Coordinate with other Operations Sections Branches by providing construction equipment and operators as available.</li> <li>• Survey all utility systems and restore city owned systems that have been disrupted.</li> <li>• Coordinate with outside utility service providers to restore disrupted services.</li> <li>• Survey all other infrastructure systems, streets, and water and sewer lines within city limits.</li> <li>• Survey and assess damages to all public and private facilities.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>• Operations Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>• Damage/Safety Assessment Unit</li> <li>• Utilities Unit</li> <li>• Environmental Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>• ICS-214a OS – EOC Individual Activity Log</li> <li>• LG-2 – Logistics Supply Request</li> <li>• OP-2 – Major Incident and Significant Information Report and Log</li> <li>• OP-1 – Operations Section Action Plan Worksheet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>• EOC-1 – Emergency Support Agency List</li> <li>• ICS-224 – Environmental Summary Worksheet</li> <li>• EOC-2 – EOC Set Up/Room Layout</li> <li>• EOC-3 – EOC Organizational Chart</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>• N/A – Mutual Aid Agreements applicable for Public Works Branch response</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Sign in on the Sign-In Sheet and place name in the Public Works Branch Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Obtain orange Public Works Branch Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |

|                          |                                                                                                                                                                                                                |   |
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|                          | <ul style="list-style-type: none"> <li>Ensure that the Public Works Branch work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul> |   |
| 2.                       | <b>Obtain an initial briefing from the Operations Section Chief, EOC Director and Planning/Intelligence Section Chief, or any other available resources, and do the following:</b>                             |   |
|                          | <ul style="list-style-type: none"> <li>Establish public works response priorities for the EOC based on current status report and expectations of the Operations Section Chief.</li> </ul>                      |   |
|                          | <ul style="list-style-type: none"> <li>Stay informed on the incident as it develops, and track the response objectives and the progress made towards managing it.</li> </ul>                                   |   |
| 3.                       | <b>Obtain Form 214a OS "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:</b>                                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> </ul>                                                                                  |   |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                    |   |
| 4.                       | <b>Based on the situation, activate appropriate units within the Public Works Branch and initiate staff notification procedures:</b>                                                                           |   |
|                          | <ul style="list-style-type: none"> <li>Damage/Assessment Unit</li> </ul>                                                                                                                                       |   |
|                          | <ul style="list-style-type: none"> <li>Utilities Unit</li> </ul>                                                                                                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Environmental Unit</li> </ul>                                                                                                                                           |   |
| 5.                       | <b>Establish radio or phone communications with the Incident Commander(s), DOC and County OES (909) 356-3998.</b>                                                                                              |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                | ✓ |
| 1.                       | <b>Coordinate with the Operations Section Chief to prepare Sectional Objectives for the initial Action Planning Meeting.</b>                                                                                   |   |
| 2.                       | <b>Provide periodic briefings of the public works tactical situation to the Operations Section Chief.</b>                                                                                                      |   |
| 3.                       | <b>Obtain briefing from public works field personnel:</b>                                                                                                                                                      |   |
|                          | <ul style="list-style-type: none"> <li>Determine the incident objectives and recommended strategies.</li> </ul>                                                                                                |   |
|                          | <ul style="list-style-type: none"> <li>Determine status of current tactical assignments.</li> </ul>                                                                                                            |   |
|                          | <ul style="list-style-type: none"> <li>Identify current personnel assigned to the event and their organization.</li> </ul>                                                                                     |   |
|                          | <ul style="list-style-type: none"> <li>Determine the locations and assignments of public works resources.</li> </ul>                                                                                           |   |
|                          | <ul style="list-style-type: none"> <li>Confirm resource ordering processes with the Supply/Procurement Unit in the Logistics Section.</li> </ul>                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Determine the location of current staging areas and resources assigned to that location.</li> </ul>                                                                     |   |

|     |                                                                                                                                                                                                                               |  |
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| 4.  | Maintain radio or phone communication with public works field personnel.                                                                                                                                                      |  |
| 5.  | Maintain current situation status on all public works activities being conducted. Use public works maps to display and record key information.                                                                                |  |
| 6.  | Provide periodic briefings of the tactical situation to the Operations Section Chief.                                                                                                                                         |  |
| 7.  | Provide an overall summary of public works missions periodically, or as requested during the operational period.                                                                                                              |  |
|     | <ul style="list-style-type: none"> <li>• Prepare Form OP-2, Major Incident or Significant Information and Report Log to provide the Operations Section Chief prior to Action Planning Meetings.</li> </ul>                    |  |
| 8.  | <b>Public works personnel mobilization.</b>                                                                                                                                                                                   |  |
|     | <ul style="list-style-type: none"> <li>• Ensure that public works personnel have been alerted and notified of the current situation.</li> </ul>                                                                               |  |
|     | <ul style="list-style-type: none"> <li>• Ensure that all off-duty public works personnel have been notified of call-back status in accordance with current department emergency procedures.</li> </ul>                        |  |
|     | <ul style="list-style-type: none"> <li>• Ensure that all public works personnel have completed status checks on equipment, facilities and operations capabilities.</li> </ul>                                                 |  |
| 9.  | <b>Initial public works response to the event:</b>                                                                                                                                                                            |  |
|     | <ul style="list-style-type: none"> <li>• Ensure that public works field personnel complete preliminary damage assessments of critical facilities.</li> </ul>                                                                  |  |
|     | <ul style="list-style-type: none"> <li>• Keep the Operations Section Chief informed of the field situation and response efforts.</li> </ul>                                                                                   |  |
|     | <ul style="list-style-type: none"> <li>• Coordinate with the Supply/Procurement Unit in the Logistics Section for supplies, equipment, personnel and transportation needs for effective field response operations.</li> </ul> |  |
|     | <ul style="list-style-type: none"> <li>• Establish multi-purpose staging as required; coordinate location and management of base staging area with the Logistics and Planning/Intelligence Section Chiefs.</li> </ul>         |  |
|     | <ul style="list-style-type: none"> <li>• Maintain contact with established DOC's and the ICP to coordinate resources and response personnel.</li> </ul>                                                                       |  |
|     | <ul style="list-style-type: none"> <li>• Direct field units to report pertinent information, casualties, damage observations, evacuation status, hazardous materials exposures, etc.</li> </ul>                               |  |
| 10. | <b>Ensure that damage and safety assessments are being carried out for both public and private facilities.</b>                                                                                                                |  |
|     | <ul style="list-style-type: none"> <li>• Ensure that engineering staff are available to assist in inspecting damaged structures.</li> </ul>                                                                                   |  |
|     | <ul style="list-style-type: none"> <li>• Maintain a list of structures and facilities requiring immediate inspection or engineering assessment on the OP-1 - Operations Section Action Plan.</li> </ul>                       |  |

|                           |                                                                                                                                                                    |                                                                                       |
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| 11.                       | Ensure that public works staff is available to assist other emergency responders with the operation of heavy equipment.                                            |                                                                                       |
| 12.                       | Determine and document the status of transportation routes into and within the affected area(s).                                                                   |                                                                                       |
| 13.                       | Coordinate debris removal services as required.                                                                                                                    |                                                                                       |
| 14.                       | Determine the need and request additional resources through the Supply Procurement Unit in the Logistics Section.                                                  |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Coordinate all Mutual Aid Agreements through the Logistics Section Chief for all public works related resources.</li> </ul> |                                                                                       |
| 15.                       | Keep the Resource Tracking Unit in the Logistics Section informed of units and single resources including:                                                         |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Staff.</li> </ul>                                                                                                           |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Identify resources.</li> </ul>                                                                                              |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Location of resources.</li> </ul>                                                                                           |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Contact information,</li> </ul>                                                                                             |                                                                                       |
| 16.                       | Prepare public works tactical actions in the Operations portion of Action Plan:                                                                                    |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Identify assignments by unit.</li> </ul>                                                                                    |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Identify specific tactical assignments.</li> </ul>                                                                          |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Identify resources needed to accomplish assignments.</li> </ul>                                                             |                                                                                       |
| 17.                       | Keep Operations Section Chief apprised of status of operational efforts.                                                                                           |                                                                                       |
| <b>Deactivation Phase</b> |                                                                                                                                                                    |  |
| 1.                        | Demobilize the Public Works Branch in accordance with the Action Plan.                                                                                             |                                                                                       |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Operations Section Chief prior to release and departure from EOC:                     |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                     |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Operations Section Action Plan for Public Works Branch response efforts.</li> </ul>                                         |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Expenditure tracking, Mutual Aid Agreements and timekeeping forms.</li> </ul>                                               |                                                                                       |
| 3.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                    |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                                        |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                                |                                                                                       |
| 4.                        | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                                 |                                                                                       |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via the Operations Section Chief or EOC Manager.                                                       |                                                                                       |

|    |                                                                                                                                                            |  |
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| 6. | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                         |  |
|    | <ul style="list-style-type: none"><li>• Section assigned supply bag and vest – return to the EOC Manager or other staff assigned tear down duty.</li></ul> |  |
| 7. | Clean up work area and sign out.                                                                                                                           |  |
| 8. | Leave a forwarding contact number where you can be reached.                                                                                                |  |



**DAMAGE/SAFETY ASSESSMENT UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Collect initial damage/safety assessment information from other branches/units within the Operations Section.</li> <li>Provide detailed damage/safety assessment information to the Planning/Intelligence Section with associated loss damage estimates.</li> <li>Maintain detailed records on damaged areas and structures.</li> <li>Coordinate mutual aid requests for engineers to inspect structures and/or facilities to include organizing the inspectors into teams upon their arrival.</li> </ul> |  |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Public Works Branch Leader</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Damage/Safety Assessment Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a – EOC Individual Activity Log</li> <li>LG-2 – Logistics Supply Request</li> <li>OP-2 – Major Incident and Significant Information Report and Log</li> <li>N/A – Mutual Aid Agreements applicable for Damage/Assessment Unit response</li> <li>OP-1 – Operations Section Action Plan Worksheet</li> <li>OP-4 – Preliminary Safety Survey</li> </ul>                                                                                                                                               |  |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>ATC-20 – Fixed Equipment Checklist</li> <li>ATC-20 – Rapid Evaluation Safety Assessment Form</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Damage/Safety Assessment Unit Leader on the EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Damage/Safety Assessment Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Damage/Assessment Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                                                                                |  |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Public Works Branch Leader.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |

|                           |                                                                                                                                                                                  |   |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                           | • Expectations of the Operations Section Chief.                                                                                                                                  |   |
|                           | • Incident objectives.                                                                                                                                                           |   |
|                           | • Incident activities/situation.                                                                                                                                                 |   |
|                           | • Special concerns.                                                                                                                                                              |   |
| 3.                        | Obtain Form 214a OS "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:                                                        |   |
|                           | • Note data that needs to be shared with other Operations Sections activated.                                                                                                    |   |
|                           | • Log all activities, key instructions, justification, etc., as they occur.                                                                                                      |   |
| <b>Operational Phase</b>  |                                                                                                                                                                                  | ✓ |
| 1.                        | Obtain initial damage/safety assessment information from:                                                                                                                        |   |
|                           | • Fire & Rescue Branch.                                                                                                                                                          |   |
|                           | • Law Enforcement Branch.                                                                                                                                                        |   |
|                           | • Utilities Unit.                                                                                                                                                                |   |
|                           | • Other branches and units as necessary.                                                                                                                                         |   |
| 2.                        | Establish radio or phone communications with Damage/Safety Assessment Field Personnel as directed and coordinate accordingly.                                                    |   |
| 3.                        | Coordinate with the American Red Cross, utility services providers and other sources for additional damage/safety assessment information.                                        |   |
| 4.                        | Prepare detailed damage/safety assessment information, including the estimate of value of the losses and provide to the Documentation Unit in the Planning/Intelligence Section. |   |
| 5.                        | Ensure that ATC-20 standards and guidelines are followed by damage assessment personnel including labeling of structures in the field.                                           |   |
| 6.                        | Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.                                                                           |   |
| 7.                        | Coordinate all requests for engineers and building inspectors from emergency response agencies through the Public Works Branch Leader.                                           |   |
| 8.                        | Keep the Public Works Branch Leader informed of the inspection and engineering assessment status.                                                                                |   |
| 9.                        | Inform the Public Works Branch Leader of all significant events that occur.                                                                                                      |   |
|                           | • Prepare Major Incident or Significant Information Report and Log, Form OP-2 and provide to the Public Works Branch Leader prior to Action Planning Meetings.                   |   |
| 10.                       | Determine availability of shelter facilities or commercial lodging for damage/assessment teams through the Logistics Section.                                                    |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                  | ✓ |

|    |                                                                                                                                                 |  |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. | Demobilize the Damage/Safety Assessment Unit in accordance with the Action Plan.                                                                |  |
| 2. | Ensure that the following forms and tasks are completed and turned into the Public Works Branch Leader prior to release and departure from EOC: |  |
|    | • Any final forms and reports.                                                                                                                  |  |
|    | • Operations Section Action Plan for the Damage/Safety Assessment Unit response efforts.                                                        |  |
|    | • Expenditure tracking and timekeeping forms.                                                                                                   |  |
| 3. | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                 |  |
|    | • Include a brief overview of support efforts provided during the incident.                                                                     |  |
|    | • Suggest corrective actions to improve operations.                                                                                             |  |
| 4. | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                              |  |
| 5. | Close out EOC Individual Activity Log and return all EOC supplies.                                                                              |  |
| 6. | Clean up work area and sign out.                                                                                                                |  |
| 7. | Leave a forwarding contact number where you can be reached.                                                                                     |  |

**UTILITIES UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room.</li> </ul>                                                                                                                                                                                                                                                                   |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Assess the status of utilities and provide utility status reports as required.</li> <li>Coordinate the restoration of non-city owned damaged utilities with appropriate utility representatives.</li> <li>Supervise the Utilities Unit.</li> </ul>                                                        |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Public Works Branch Leader</li> </ul>                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Utilities Unit</li> </ul>                                                                                                                                                                                                                                                                                 |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a – EOC Individual Activity Log</li> <li>LG-2 – Logistics Supply Request</li> <li>OP-2 - Major Incident and Significant Information Report and Log</li> <li>N/A – Mutual Aid Agreements applicable for Utilities Unit response</li> <li>OP-1 – Operations Section Action Plan Worksheet</li> </ul> |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                        |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                            |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                               |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Utilities Unit Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                          |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Utilities Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Utilities Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                        |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Public Works Branch Leader.</b>                                                                                                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                               |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the Operations Section Chief.</li> </ul>                                                                                                                                                                                                                                                  |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                                 |                                                                                       |
| <b>3.</b>                                                                               | <ul style="list-style-type: none"> <li>Special concerns.</li> </ul>                                                                                                                                                                                                                                                                              |                                                                                       |
|                                                                                         | <b>Obtain Form 214a OS “EOC Individual Activity Log” and begin chronological documentation of calls, activities and actions:</b>                                                                                                                                                                                                                 |                                                                                       |

|                          |                                                                                                                                                                                                                       |                                                                                     |
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|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>      |                                                                                     |
| <b>Operational Phase</b> |                                                                                                                                                                                                                       |  |
| 1.                       | Establish radio or phone communications with utility providers as directed and coordinate accordingly.                                                                                                                |                                                                                     |
| 2.                       | Determine the extent of damage to utility systems:                                                                                                                                                                    |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Cable Television</li> <li>Cell towers</li> <li>Dish Television</li> <li>Electricity</li> <li>Gas</li> <li>Internet</li> <li>Telephone</li> <li>Water</li> <li>Other</li> </ul> |                                                                                     |
|                          |                                                                                                                                                                                                                       |                                                                                     |
|                          |                                                                                                                                                                                                                       |                                                                                     |
|                          |                                                                                                                                                                                                                       |                                                                                     |
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|                          |                                                                                                                                                                                                                       |                                                                                     |
|                          |                                                                                                                                                                                                                       |                                                                                     |
| 3.                       | Coordinate with the Liaison Officer in the Management Section to ensure that agency representatives from affected utilities are available to respond to the EOC, if needed.                                           |                                                                                     |
| 4.                       | Provide periodic briefings of the tactical situation to the Public Works Branch Leader.                                                                                                                               |                                                                                     |
| 5.                       | Coordinate with Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the EOC, if needed.                                                                         |                                                                                     |
| 6.                       | Ensure that all information on system outages is consolidated and provided to the Planning/Intelligence Section Situation Status Unit.                                                                                |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Use public works maps to display and record key information.</li> </ul>                                                                                                        |                                                                                     |
| 7.                       | Ensure that support to utility providers are available as necessary to facilitate restoration of damaged systems.                                                                                                     |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Keep the Public Works Branch Leader informed of the restoration status.</li> </ul>                                                                                             |                                                                                     |
| 9.                       | Keep the Care & Shelter Branch Leader informed of any damage affecting shelter facilities of contamination to:                                                                                                        |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Sewer.</li> <li>Sanitation facilities.</li> <li>Drinking water.</li> </ul>                                                                                                     |                                                                                     |
|                          |                                                                                                                                                                                                                       |                                                                                     |
| 10.                      | Keep the Public Works Branch Leader informed of all significant events that occur.                                                                                                                                    |                                                                                     |

**Emergency Operations Plan****Appendix 5  
EOC Position Checklists**

|                           |                                                                                                                                                                                                                  |                                                                                     |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                           | <ul style="list-style-type: none"> <li>• Prepare Major Incident or Significant Information Report and Log, Form OP-2 and provide to the Public Works Branch Leader prior to Action Planning Meetings.</li> </ul> |                                                                                     |
| 11.                       | Determine availability of shelter facilities or commercial lodging for utility teams through the Logistics Section                                                                                               |                                                                                     |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                  |  |
| 1.                        | Demobilize the Utilities Unit in accordance with the Action Plan.                                                                                                                                                |                                                                                     |
| 2.                        | Ensure that the following forms and tasks are completed and turned into the Public Works Branch Leader prior to release and departure from EOC.                                                                  |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• Any final forms and reports.</li> </ul>                                                                                                                                 |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• Operations Section Action Plan for the Utilities Unit response efforts.</li> </ul>                                                                                      |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• Expenditure tracking and timekeeping forms.</li> </ul>                                                                                                                  |                                                                                     |
| 3.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                                                                  |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• Include a brief overview of support efforts provided during the incident.</li> </ul>                                                                                    |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• Suggest corrective actions to improve operations.</li> </ul>                                                                                                            |                                                                                     |
| 4.                        | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                                                                               |                                                                                     |
| 5.                        | Close out EOC Individual Activity Log and return all EOC supplies.                                                                                                                                               |                                                                                     |
| 6.                        | Clean up work area and sign out.                                                                                                                                                                                 |                                                                                     |
| 7.                        | Leave a forwarding contact number where you can be reached.                                                                                                                                                      |                                                                                     |

**ENVIRONMENTAL UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                  |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Establish environmental protection and clean-up options and priorities in accordance with state and federal requirements.</li> <li>Review field information.</li> <li>Address inter-jurisdictional environmental issues.</li> <li>Establish mechanisms to ensure response to high priority health issues.</li> <li>Participate in Debris Management Planning after the event.</li> </ul> |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Public Works Branch Leader</li> </ul>                                                                                                                                                                                                                                                                                                                                                    |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Environmental Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                            |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>ICS-224 – Environmental Summary Worksheet</li> <li>LG-2 – Logistics Supply Request Form</li> <li>OP-2 – Major Incident and Significant Information Report and Log</li> <li>N/A – Mutual Aid Agreements applicable for Environmental Unit</li> <li>OP-1 – Operations Section Action Plan Worksheet</li> </ul>                          |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                           |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                              |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Environmental Unit Leader on the EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                 |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Environmental Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                      |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Environmental Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                   |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Public Works Branch Leader.</b>                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                              |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the Operations Section Chief.</li> </ul>                                                                                                                                                                                                                                                                                                                                 |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                          |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                |

|                          |                                                                                                                                                                                                              |   |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                          | <ul style="list-style-type: none"> <li>Special concerns.</li> </ul>                                                                                                                                          |   |
| 3.                       | Obtain Form 214a OS "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:                                                                                    |   |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> </ul>                                                                                |   |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                  |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                              | ✓ |
| 1.                       | Establish radio or phone communications with state and federal regulatory agencies.                                                                                                                          |   |
| 2.                       | Determine the operational condition of the public water and sewer systems.                                                                                                                                   |   |
|                          | Coordinate all requests for sewage and wastewater treatment teams through the Public Works Branch Leader.                                                                                                    |   |
| 3.                       | Ensure that both water and sanitation systems are continually monitored.                                                                                                                                     |   |
|                          | <ul style="list-style-type: none"> <li>Through the Supply/Procurement Unit in the Logistics Section, obtain chemical (portable toilets) for the disposal of human waste and other infected waste.</li> </ul> |   |
| 4.                       | Obtain and assess sewage/solid waste status from the Situation Status Unit in the Planning/Intelligence Section.                                                                                             |   |
|                          | <ul style="list-style-type: none"> <li>Develop and implement a plan for sewage/solid waste management disposal.</li> </ul>                                                                                   |   |
|                          | <ul style="list-style-type: none"> <li>Develop and implement a plan for control of disease vectors.</li> </ul>                                                                                               |   |
| 5.                       | Obtain and assess water status from the Situation Status Unit in the Planning/Intelligence Section.                                                                                                          |   |
|                          | <ul style="list-style-type: none"> <li>Develop a transportation and distribution strategy for potable water.</li> </ul>                                                                                      |   |
| 6.                       | <ul style="list-style-type: none"> <li>Develop and implement a plan of control for vector disease issues.</li> </ul>                                                                                         |   |
| 7.                       | Coordinate with the Liaison Officer to request Agency Representatives to respond to the EOC for environmental related issues.                                                                                |   |
| 8.                       | Coordinate debris removal services as required in accordance with the City's Solid Waste Franchise Agreement.                                                                                                |   |
|                          | <ul style="list-style-type: none"> <li>Work with solid waste franchisee to ensure appropriate disposal and recycling as well as required documentation for reporting.</li> </ul>                             |   |
| 9.                       | Coordinate with the PIO in the Management Section for developing public information notices concerning:                                                                                                      |   |
|                          | <ul style="list-style-type: none"> <li>Treatment of water.</li> </ul>                                                                                                                                        |   |
|                          | <ul style="list-style-type: none"> <li>Avoiding sewage releases.</li> </ul>                                                                                                                                  |   |
| 10.                      | Maintain current status on all environmental activities being conducted.                                                                                                                                     |   |



|                           |                                                                                                                                                 |   |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                           | <ul style="list-style-type: none"> <li>• Use Public Works maps to display and record key information.</li> </ul>                                |   |
| 11.                       | Establish inter-jurisdictional meetings to address joint environmental protection strategies and priorities.                                    |   |
| 12.                       | Identify and obtain necessary environmental related permits, consultations and other authorization with responsible party (ies).                |   |
| 13.                       | Keep the Public Works Branch Leader informed of the unit status.                                                                                |   |
| <b>Deactivation Phase</b> |                                                                                                                                                 | ✓ |
| 1.                        | Demobilize the Environmental Unit in accordance with the Action Plan.                                                                           |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned into the Public Works Branch Leader prior to release and departure from EOC: |   |
|                           | <ul style="list-style-type: none"> <li>• Any final forms and reports.</li> </ul>                                                                |   |
|                           | <ul style="list-style-type: none"> <li>• Operations Section Action Plan for the Environmental Unit response efforts.</li> </ul>                 |   |
| 3.                        | Expenditure tracking and timekeeping forms.                                                                                                     |   |
|                           | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                 |   |
|                           | <ul style="list-style-type: none"> <li>• Include a brief overview of support efforts provided during the incident.</li> </ul>                   |   |
| 4.                        | <ul style="list-style-type: none"> <li>• Suggest corrective actions to improve operations.</li> </ul>                                           |   |
|                           | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                              |   |
| 5.                        | Close out EOC Individual Activity Log and return all EOC supplies.                                                                              |   |
| 6.                        | Clean up work area and sign out.                                                                                                                |   |
| 7.                        | Leave a forwarding contact number where you can be reached.                                                                                     |   |

**CARE & SHELTER BRANCH LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Coordinate directly with American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter, animal sheltering and other basic needs as required to disaster victims.</li> <li>Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.</li> <li>Coordinate directly with the American Red Cross and other volunteer agencies to ensure food, potable water, medical supplies, shelter and other necessities are provided for the affected animals of disaster victims.</li> <li>Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends regarding their animals.</li> <li>Work the American Red Cross on the the transition from mass care shelter facilities to separate/individual housing needs, if required.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Operations Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Public Health Unit</li> <li>Animal Care &amp; Welfare Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2 – Logistics Supply Request Form</li> <li>OP-2 – Major Incident and Significant Information Report and Log</li> <li>OP-1 – Operations Section Action Plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A – Mutual Aid Agreements applicable for Care &amp; Shelter Branch response.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Care &amp; Shelter Branch Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain Care &amp; Shelter Branch Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Care &amp; Shelter Branch work area is set up properly and that appropriate equipment and supplies are in place including, maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |

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| 2.                       | Obtain an initial briefing from the Operations Section Chief, EOC Director and Planning/Intelligence Section Chief, or any other available resources, and do the following:                   |   |
|                          | <ul style="list-style-type: none"> <li>Establish care and shelter response priorities for the EOC based on current status report and expectations of the Operations Section Chief.</li> </ul> |   |
|                          | <ul style="list-style-type: none"> <li>Stay informed on the incident as it develops, and track the response objectives and the progress made towards managing it.</li> </ul>                  |   |
| 3.                       | Obtain Form 214a OS "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:                                                                     |   |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> </ul>                                                                 |   |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                   |   |
| 4.                       | Based on the situation, activate appropriate units within the Care & Shelter Branch and initiate staff notification procedures:                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Public Health Unit</li> </ul>                                                                                                                          |   |
|                          | <ul style="list-style-type: none"> <li>Animal Care &amp; Welfare Unit</li> </ul>                                                                                                              |   |
| 5.                       | Establish radio or phone communications with the Incident Commander(s), DOC and County OES (909) 356-3998.                                                                                    |   |
| 6.                       | Establish radio or phone communications American Red Cross (760) 245-6511.                                                                                                                    |   |
| 7.                       | Establish radio or phone communications with Care & Shelter field personnel.                                                                                                                  |   |
| 8.                       | Based on initial EOC strategic objectives prepare objectives for the Care & Shelter Unit and provide them to the Operations Section Chief prior to the first Action Planning Meeting.         |   |
| <b>Operational Phase</b> |                                                                                                                                                                                               | ✓ |
| 1.                       | Coordinate with the Operations Section Chief to prepare Sectional Objectives for the initial Action Planning Meeting.                                                                         |   |
| 2.                       | Provide periodic briefings of the care and shelter tactical situation to the Operations Section Chief.                                                                                        |   |
| 3.                       | Obtain briefing from care and sheltering field personnel:                                                                                                                                     |   |
|                          | <ul style="list-style-type: none"> <li>Determine the incident objectives and recommended strategies.</li> </ul>                                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Determine status of current tactical assignments.</li> </ul>                                                                                           |   |
|                          | <ul style="list-style-type: none"> <li>Identify current personnel assigned to the event and their organization, if applicable.</li> </ul>                                                     |   |
|                          | <ul style="list-style-type: none"> <li>Determine the locations and assignments of care and sheltering resources.</li> </ul>                                                                   |   |
|                          | <ul style="list-style-type: none"> <li>Confirm resource ordering processes with the Supply/Procurement Unit in the Logistics Section.</li> </ul>                                              |   |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |
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|     | <ul style="list-style-type: none"> <li>Determine the location of current staging areas and resources assigned to that location.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |  |
| 4.  | <p>Coordinate with the Liaison Officer to request an agency representative from the American Red Cross to respond to the EOC.</p> <ul style="list-style-type: none"> <li>Work with the Agency Representative to coordinate all shelter activities.</li> </ul>                                                                                                                                                                                                                                                                           |  |
| 5.  | Coordinate with the American Red Cross to ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act (ADA).                                                                                                                                                                                                                                                                                                                                                                       |  |
| 6.  | <p>Assist the American Red Cross in staffing and managing the shelters to the extent possible.</p> <ul style="list-style-type: none"> <li>Coordinate with the Personnel Unit in the Logistics Section to develop a Shelter Staffing List to assist in staffing of human only, animal only and human and animal shelter facilities.</li> </ul>                                                                                                                                                                                           |  |
| 7.  | Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| 8.  | <p>In coordination with the American Red Cross, activate a registry service to reunite families and respond to inquiries from relatives or friends.</p> <ul style="list-style-type: none"> <li>Provide assistance as necessary with inquires and registration services to reunite families or respond to inquiries from relatives or friends regarding their animals.</li> </ul>                                                                                                                                                        |  |
| 9.  | Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| 10. | Maintain current situation status on all care and sheltering activities being conducted. Use care and shelter maps to display and record key information.                                                                                                                                                                                                                                                                                                                                                                               |  |
| 11. | Provide periodic briefings of the tactical situation to the Operations Section Chief.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 12. | <p>Provide an overall summary of care and shelter missions periodically, or as requested during an operational period.</p> <ul style="list-style-type: none"> <li>Prepare Form OP-2, Major Incident or Significant Information and Report Log to provide the Operations Section Chief prior to Action Planning Meetings.</li> </ul>                                                                                                                                                                                                     |  |
| 13. | <p><b>Care &amp; Sheltering personnel mobilization.</b></p> <ul style="list-style-type: none"> <li>Ensure that care &amp; shelter personnel complete preliminary damage assessments of animal control facilities.</li> <li>Ensure that all off-duty care and shelter personnel have been notified of call-back status in accordance with current department emergency procedures.</li> <li>Ensure that all care and shelter personnel have completed status checks on all equipment, facilities and operations capabilities.</li> </ul> |  |

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| 14.                       | Determine the need and request additional resources through the Supply Procurement Unit in the Logistics Section.                                                      |   |
|                           | <ul style="list-style-type: none"> <li>Coordinate all Mutual Aid Agreements through the Logistics Section Chief for all care and shelter related resources.</li> </ul> |   |
| 15.                       | Keep the Resource Tracking Unit in the Logistics Section informed of units and single resources including:                                                             |   |
|                           | <ul style="list-style-type: none"> <li>Staff.</li> </ul>                                                                                                               |   |
|                           | <ul style="list-style-type: none"> <li>Identify resources.</li> </ul>                                                                                                  |   |
|                           | <ul style="list-style-type: none"> <li>Location of resources.</li> </ul>                                                                                               |   |
| 16.                       | Prepare care and shelter tactical actions in the Operations portion of the Action Plan:                                                                                |   |
|                           | <ul style="list-style-type: none"> <li>Identify assignments by unit.</li> </ul>                                                                                        |   |
|                           | <ul style="list-style-type: none"> <li>Identify specific tactical assignments.</li> </ul>                                                                              |   |
|                           | <ul style="list-style-type: none"> <li>Identify resources needed to accomplish assignments.</li> </ul>                                                                 |   |
| 17.                       | Keep Operations Section Chief apprised of status of operational efforts.                                                                                               |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                        | ✓ |
| 1.                        | Demobilize the Care & Shelter Branch in accordance with the Action Plan.                                                                                               |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Operations Section Chief prior to release and departure from EOC:                         |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                         |   |
|                           | <ul style="list-style-type: none"> <li>Operations Section Action Plan for Care &amp; Shelter Branch response efforts.</li> </ul>                                       |   |
| 3.                        | Expenditure tracking, Mutual Aid Agreements and timekeeping forms.                                                                                                     |   |
|                           | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                        |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                                            |   |
| 4.                        | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                                    |   |
|                           | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                                     |   |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via the Operations Section Chief or EOC Manager.                                                           |   |
| 6.                        | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                                     |   |
|                           | <ul style="list-style-type: none"> <li>Section assigned supply bag and vest – return to the EOC Manager or other staff assigned tear down duty.</li> </ul>             |   |
| 7.                        | Clean up work area and sign out.                                                                                                                                       |   |
| 8.                        | Leave a forwarding contact number where you can be reached.                                                                                                            |   |

**PUBLIC WORKS BRANCH LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>• EOC Operations Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>• Assist in prioritization of roadway closures and re-openings.</li> <li>• Provide emergency repair work and/or construction to damaged roadways.</li> <li>• Coordinate with other Operations Sections Branches by providing construction equipment and operators as available.</li> <li>• Survey all utility systems and restore city owned systems that have been disrupted.</li> <li>• Coordinate with outside utility service providers to restore disrupted services.</li> <li>• Survey all other infrastructure systems, streets, and water and sewer lines within city limits.</li> <li>• Survey and assess damages to all public and private facilities.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>• Operations Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>• Damage/Safety Assessment Unit</li> <li>• Utilities Unit</li> <li>• Environmental Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>• ICS-214a OS – EOC Individual Activity Log</li> <li>• LG-2 – Logistics Supply Request</li> <li>• OP-2 – Major Incident and Significant Information Report and Log</li> <li>• OP-1 – Operations Section Action Plan Worksheet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>• EOC-1 – Emergency Support Agency List</li> <li>• ICS-224 – Environmental Summary Worksheet</li> <li>• EOC-2 – EOC Set Up/Room Layout</li> <li>• EOC-3 – EOC Organizational Chart</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>• N/A – Mutual Aid Agreements applicable for Public Works Branch response</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Sign in on the Sign-In Sheet and place name in the Public Works Branch Leader on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>• Obtain orange Public Works Branch Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |

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|                          | <ul style="list-style-type: none"> <li>Ensure that the Public Works Branch work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul> |   |
| 2.                       | <b>Obtain an initial briefing from the Operations Section Chief, EOC Director and Planning/Intelligence Section Chief, or any other available resources, and do the following:</b>                             |   |
|                          | <ul style="list-style-type: none"> <li>Establish public works response priorities for the EOC based on current status report and expectations of the Operations Section Chief.</li> </ul>                      |   |
|                          | <ul style="list-style-type: none"> <li>Stay informed on the incident as it develops, and track the response objectives and the progress made towards managing it.</li> </ul>                                   |   |
| 3.                       | <b>Obtain Form 214a OS "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:</b>                                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> </ul>                                                                                  |   |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                    |   |
| 4.                       | <b>Based on the situation, activate appropriate units within the Public Works Branch and initiate staff notification procedures:</b>                                                                           |   |
|                          | <ul style="list-style-type: none"> <li>Damage/Assessment Unit</li> </ul>                                                                                                                                       |   |
|                          | <ul style="list-style-type: none"> <li>Utilities Unit</li> </ul>                                                                                                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Environmental Unit</li> </ul>                                                                                                                                           |   |
| 5.                       | <b>Establish radio or phone communications with the Incident Commander(s), DOC and County OES (909) 356-3998.</b>                                                                                              |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                | ✓ |
| 1.                       | <b>Coordinate with the Operations Section Chief to prepare Sectional Objectives for the initial Action Planning Meeting.</b>                                                                                   |   |
| 2.                       | <b>Provide periodic briefings of the public works tactical situation to the Operations Section Chief.</b>                                                                                                      |   |
| 3.                       | <b>Obtain briefing from public works field personnel:</b>                                                                                                                                                      |   |
|                          | <ul style="list-style-type: none"> <li>Determine the incident objectives and recommended strategies.</li> </ul>                                                                                                |   |
|                          | <ul style="list-style-type: none"> <li>Determine status of current tactical assignments.</li> </ul>                                                                                                            |   |
|                          | <ul style="list-style-type: none"> <li>Identify current personnel assigned to the event and their organization.</li> </ul>                                                                                     |   |
|                          | <ul style="list-style-type: none"> <li>Determine the locations and assignments of public works resources.</li> </ul>                                                                                           |   |
|                          | <ul style="list-style-type: none"> <li>Confirm resource ordering processes with the Supply/Procurement Unit in the Logistics Section.</li> </ul>                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Determine the location of current staging areas and resources assigned to that location.</li> </ul>                                                                     |   |



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| 4.  | Maintain radio or phone communication with public works field personnel.                                                                                                                                                      |  |
| 5.  | Maintain current situation status on all public works activities being conducted. Use public works maps to display and record key information.                                                                                |  |
| 6.  | Provide periodic briefings of the tactical situation to the Operations Section Chief.                                                                                                                                         |  |
| 7.  | Provide an overall summary of public works missions periodically, or as requested during the operational period.                                                                                                              |  |
|     | <ul style="list-style-type: none"> <li>• Prepare Form OP-2, Major Incident or Significant Information and Report Log to provide the Operations Section Chief prior to Action Planning Meetings.</li> </ul>                    |  |
|     | <b>Public works personnel mobilization.</b>                                                                                                                                                                                   |  |
|     | <ul style="list-style-type: none"> <li>• Ensure that public works personnel have been alerted and notified of the current situation.</li> </ul>                                                                               |  |
| 8.  | <ul style="list-style-type: none"> <li>• Ensure that all off-duty public works personnel have been notified of call-back status in accordance with current department emergency procedures.</li> </ul>                        |  |
|     | <ul style="list-style-type: none"> <li>• Ensure that all public works personnel have completed status checks on equipment, facilities and operations capabilities.</li> </ul>                                                 |  |
|     | <b>Initial public works response to the event:</b>                                                                                                                                                                            |  |
|     | <ul style="list-style-type: none"> <li>• Ensure that public works field personnel complete preliminary damage assessments of critical facilities.</li> </ul>                                                                  |  |
|     | <ul style="list-style-type: none"> <li>• Keep the Operations Section Chief informed of the field situation and response efforts.</li> </ul>                                                                                   |  |
|     | <ul style="list-style-type: none"> <li>• Coordinate with the Supply/Procurement Unit in the Logistics Section for supplies, equipment, personnel and transportation needs for effective field response operations.</li> </ul> |  |
| 9.  | <ul style="list-style-type: none"> <li>• Establish multi-purpose staging as required; coordinate location and management of base staging area with the Logistics and Planning/Intelligence Section Chiefs.</li> </ul>         |  |
|     | <ul style="list-style-type: none"> <li>• Maintain contact with established DOC's and the ICP to coordinate resources and response personnel.</li> </ul>                                                                       |  |
|     | <ul style="list-style-type: none"> <li>• Direct field units to report pertinent information, casualties, damage observations, evacuation status, hazardous materials exposures, etc.</li> </ul>                               |  |
|     | <b>Ensure that damage and safety assessments are being carried out for both public and private facilities.</b>                                                                                                                |  |
| 10. | <ul style="list-style-type: none"> <li>• Ensure that engineering staff are available to assist in inspecting damaged structures.</li> </ul>                                                                                   |  |
|     | <ul style="list-style-type: none"> <li>• Maintain a list of structures and facilities requiring immediate inspection or engineering assessment on the OP-1 - Operations Section Action Plan.</li> </ul>                       |  |



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| 11.                       | Ensure that public works staff is available to assist other emergency responders with the operation of heavy equipment.                                            |                                                                                       |
| 12.                       | Determine and document the status of transportation routes into and within the affected area(s).                                                                   |                                                                                       |
| 13.                       | Coordinate debris removal services as required.                                                                                                                    |                                                                                       |
| 14.                       | Determine the need and request additional resources through the Supply Procurement Unit in the Logistics Section.                                                  |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Coordinate all Mutual Aid Agreements through the Logistics Section Chief for all public works related resources.</li> </ul> |                                                                                       |
| 15.                       | Keep the Resource Tracking Unit in the Logistics Section informed of units and single resources including:                                                         |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Staff.</li> </ul>                                                                                                           |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Identify resources.</li> </ul>                                                                                              |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Location of resources.</li> </ul>                                                                                           |                                                                                       |
| 16.                       | <ul style="list-style-type: none"> <li>Contact information,</li> </ul>                                                                                             |                                                                                       |
|                           | Prepare public works tactical actions in the Operations portion of Action Plan:                                                                                    |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Identify assignments by unit.</li> </ul>                                                                                    |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Identify specific tactical assignments.</li> </ul>                                                                          |                                                                                       |
| 17.                       | <ul style="list-style-type: none"> <li>Identify resources needed to accomplish assignments.</li> </ul>                                                             |                                                                                       |
|                           | Keep Operations Section Chief apprised of status of operational efforts.                                                                                           |                                                                                       |
| <b>Deactivation Phase</b> |                                                                                                                                                                    |  |
| 1.                        | Demobilize the Public Works Branch in accordance with the Action Plan.                                                                                             |                                                                                       |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Operations Section Chief prior to release and departure from EOC:                     |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                     |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Operations Section Action Plan for Public Works Branch response efforts.</li> </ul>                                         |                                                                                       |
| 3.                        | <ul style="list-style-type: none"> <li>Expenditure tracking, Mutual Aid Agreements and timekeeping forms.</li> </ul>                                               |                                                                                       |
|                           | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                    |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                                        |                                                                                       |
| 4.                        | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                                |                                                                                       |
|                           | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                                 |                                                                                       |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via the Operations Section Chief or EOC Manager.                                                       |                                                                                       |

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| 6. | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                         |  |
|    | <ul style="list-style-type: none"><li>• Section assigned supply bag and vest – return to the EOC Manager or other staff assigned tear down duty.</li></ul> |  |
| 7. | Clean up work area and sign out.                                                                                                                           |  |
| 8. | Leave a forwarding contact number where you can be reached.                                                                                                |  |

**ANIMAL CARE & WELFARE UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Operations Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Coordinate with the American Red Cross and other volunteer agencies to ensure food, potable water, medical supplies, shelter and other basic necessities are provided for the affected animals.</li> <li>Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends, regarding their animals.</li> <li>Assess and monitor the status of animal care needs.</li> <li>Determine status of available shelters and establish locations for additional sheltering.</li> <li>Determine the need for animal care and veterinary services.</li> <li>Develop a procedure for meeting jurisdictional welfare needs for the duration of the event.</li> <li>Work with the American Red Cross on the transition from mass care shelter facilities to separate/individual housing needs, if required.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Care &amp; Shelter Branch Leader</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Animal Care &amp; Welfare Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2 – Logistics Supply Request</li> <li>OP-2 – Major Incident and Significant Information Report and Log</li> <li>N/A – Mutual Aid Agreements applicable for Animal Care &amp; Welfare response.</li> <li>OP-1 – Operations Section Action Plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>1.</b>                                                                               | <b>Report to the primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Place name in Animal Care &amp; Welfare Unit Leader position on EOC Organizational Chart next to sign-in location.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain orange Animal Care &amp; Welfare Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |

|                          |                                                                                                                                                                                                                                                                        |   |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                          | <ul style="list-style-type: none"> <li>Ensure that the Animal Care &amp; Welfare Unit work area is set up properly and that appropriate equipment and supplies are in place including, maps and status boards.</li> </ul>                                              |   |
| 2.                       | <b>Obtain an initial briefing from the Care &amp; Shelter Unit Leader:</b>                                                                                                                                                                                             |   |
|                          | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                     |   |
|                          | <ul style="list-style-type: none"> <li>Expectations of the Operations Section Chief.</li> </ul>                                                                                                                                                                        |   |
|                          | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                 |   |
|                          | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                       |   |
| 3.                       | <b>Obtain Form 214 a OS "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:</b>                                                                                                                                      |   |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Operations Sections activated.</li> </ul>                                                                                                                                          |   |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                                                            |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                                                                        | ✓ |
| 1.                       | Establish and maintain radio or phone communication with Animal Care & Welfare field personnel.                                                                                                                                                                        |   |
| 2.                       | Coordinate with the Liaison Officer in the Management Section to request an Agency Representative, if needed from the American Red Cross or other volunteer agencies to work with the Animal Care & Welfare Unit to coordinate all animal shelter and care activities. |   |
| 3.                       | Identify location(s), point of contact(s) and time(s) of any animal sheltering and care facilities activated.                                                                                                                                                          |   |
| 4.                       | <b>Establish communications with other individuals and volunteer agencies to provide volunteers, food, equipment, medical supplies and other basic life sustaining necessities to the extent possible.</b>                                                             |   |
|                          | <ul style="list-style-type: none"> <li>Coordinate with the Personnel Unit in the Logistics Section to develop an Animal Sheltering Staffing List to assist in staffing of animals.</li> </ul>                                                                          |   |
|                          | <ul style="list-style-type: none"> <li>Coordinate with the Supply/Procurement Unit in the Logistics Section to acquire supplies needed for animal sheltering and care facilities.</li> </ul>                                                                           |   |
|                          | <ul style="list-style-type: none"> <li>Assist the American Red Cross and other support agencies/groups, to activate an inquiry registry service to reunite families and individuals with their animals/livestock.</li> </ul>                                           |   |
| 5.                       | <b>Identify location and status of major incidents involving a threat to or from animals.</b>                                                                                                                                                                          |   |
|                          | <ul style="list-style-type: none"> <li>Prepare Form OP-2, Major Incident or Significant Information Report Log to provide the Care &amp; Shelter Branch Leader prior to Action Planning Meetings.</li> </ul>                                                           |   |
| 6.                       | <b>Provide periodic briefings of the care and welfare tactical situation to the Care &amp; Shelter Branch Leader.</b>                                                                                                                                                  |   |

|                           |                                                                                                                                                                                     |                                                                                     |
|---------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 7.                        | Prepare objectives for the Animal Care & Welfare Unit for the subsequent operations period; provide them to the Care & Welfare Branch Leader prior to the Action Planning Meetings. |                                                                                     |
| 8.                        | Coordinate the transition from operating shelters for displaced animals and return them to separate family/individual housing.                                                      |                                                                                     |
| <b>Deactivation Phase</b> |                                                                                                                                                                                     |  |
| 1.                        | Demobilize the Animal Care & Welfare Unit in accordance with the Action Plan.                                                                                                       |                                                                                     |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Care & Shelter Branch Leader prior to release and departure from EOC:                                  |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                                      |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Operations Section Action Plan for animal care and welfare response efforts.</li> </ul>                                                      |                                                                                     |
| 3.                        | Expenditure tracking, Mutual Aid Agreements and timekeeping forms.                                                                                                                  |                                                                                     |
|                           | Be prepared to provide input to the debriefing meeting and After-Action Report:                                                                                                     |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                                                         |                                                                                     |
| 4.                        | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                                                 |                                                                                     |
|                           | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                                                  |                                                                                     |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via the Operations Section Chief or EOC Manager.                                                                        |                                                                                     |
| 6.                        | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                                                  |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>Section assigned supply bag and vest – return to the EOC Manager or other staff assigned tear down duty.</li> </ul>                          |                                                                                     |
| 7.                        | Clean up work area and sign out.                                                                                                                                                    |                                                                                     |
| 8.                        | Leave a forwarding contact number where you can be reached.                                                                                                                         |                                                                                     |

**PLANNING/INTELLIGENCE SECTION CHIEF**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>Planning/Intelligence Section.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Oversee the collection, organization, and analysis of emergency situation information, including damage assessments.</li> <li>Ensure that Situation Status Reports are developed for dissemination to EOC staff.</li> <li>Conduct and facilitate Action Planning Meetings.</li> <li>Prepare and distribute EOC Action Plan for each operational period, based on objectives developed by each EOC Section.</li> <li>Ensure that all maps, status boards and other displays contain current and accurate information.</li> <li>Ensure that an on-going communication link is established with the Operations Section for the purpose of collecting accurate situation information in a timely manner.</li> <li>Determine the need for specialized resources.</li> <li>Provide periodic predictions on incident potential.</li> <li>Report significant changes in incident status.</li> <li>Ensure all EOC activities and incident documentation and forms are submitted by other Sections.</li> <li>As emergency response phase winds down, identify recovery and demobilization issues.</li> </ul> |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>EOC Director</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Situation Status Unit</li> <li>Documentation Unit</li> <li>Advance Planning Unit</li> <li>Demobilization Unit</li> <li>GIS Unit</li> <li>Technical Specialist Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-4 – EOC Action Plan</li> <li>PL-2 – EOC Action Plan Meeting Agenda</li> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2 – Logistics Supply Request Form</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organization Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A – Advance Plan</li> <li>ICS-221 – Demobilization Check Out</li> <li>ICS-209 OS – Situation Status Report</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

| Activation Phase |                                                                                                                                                                                                                          | ✓ |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1.               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                                       |   |
|                  | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Planning/Intelligence Section Chief position on EOC Organization Chart.</li> </ul>                                                     |   |
|                  | <ul style="list-style-type: none"> <li>Obtain blue Section Chief vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                             |   |
|                  | <ul style="list-style-type: none"> <li>Ensure that the Planning/Intelligence Section work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul> |   |
| 2.               | <b>Obtain Form ICS 214a OS, "EOC Individual Activity Log," and begin chronological documentation of calls, activities and actions:</b>                                                                                   |   |
|                  | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Sections of the EOC.</li> </ul>                                                                                                      |   |
|                  | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                              |   |
| 3.               | <b>Obtain or provide initial incident briefing with EOC Director regarding the following incident-related information:</b>                                                                                               |   |
|                  | <ul style="list-style-type: none"> <li>Magnitude and scope of incident; current situation and priorities.</li> </ul>                                                                                                     |   |
|                  | <ul style="list-style-type: none"> <li>Areas of City impacted – threats to life and property.</li> </ul>                                                                                                                 |   |
|                  | <ul style="list-style-type: none"> <li>Existing or anticipated problems/issues; any actions taken.</li> </ul>                                                                                                            |   |
|                  | <ul style="list-style-type: none"> <li>Identify available internal and external communications capabilities.</li> </ul>                                                                                                  |   |
| 4.               | <b>Confer with EOC Director and determine appropriate staffing level for each unit, based on known information regarding incident:</b>                                                                                   |   |
|                  | <ul style="list-style-type: none"> <li>Situation Status Unit</li> </ul>                                                                                                                                                  |   |
|                  | <ul style="list-style-type: none"> <li>Documentation Unit</li> </ul>                                                                                                                                                     |   |
|                  | <ul style="list-style-type: none"> <li>Advance Planning Unit</li> </ul>                                                                                                                                                  |   |
|                  | <ul style="list-style-type: none"> <li>Demobilization Unit</li> </ul>                                                                                                                                                    |   |
|                  | <ul style="list-style-type: none"> <li>GIS Unit</li> </ul>                                                                                                                                                               |   |
|                  | <ul style="list-style-type: none"> <li>Technical Specialist Unit</li> </ul>                                                                                                                                              |   |
| 5.               | <b>Prepare for initial EOC Action Planning meeting:</b>                                                                                                                                                                  |   |
|                  | <ul style="list-style-type: none"> <li>Prepare Action Planning Meeting Agenda Form PL-2 and identify objectives to be accomplished during the initial operational period.</li> </ul>                                     |   |
|                  | <ul style="list-style-type: none"> <li>Prepare list of key issues to be addressed by Planning/Intelligence Section.</li> </ul>                                                                                           |   |
|                  | <ul style="list-style-type: none"> <li>Develop plans for carrying out all responsibilities.</li> </ul>                                                                                                                   |   |
|                  | <ul style="list-style-type: none"> <li>Determine resource needs, such as plan copies, maps and other reference documents.</li> </ul>                                                                                     |   |

|                          |                                                                                                                                                  |   |
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| 6.                       | Establish contact with County OES at (909) 356-3998 and forward Situation Status Reports to their Planning/Intelligence Section.                 |   |
| <b>Operational Phase</b> |                                                                                                                                                  | ✓ |
| 1.                       | Ensure that the Situation Status Unit is maintaining current information for the Situation Status Report:                                        |   |
|                          | • Ensure that all status boards and other displays are kept current and that posted information is confirmed, neat and legible.                  |   |
|                          | • Ensure that Major Incident Reports and Situation Status Reports are completed and distributed to other sections.                               |   |
| 2.                       | Ensure that the PIO has immediate and unlimited access to all Situation Status Reports and displays.                                             |   |
| 3.                       | Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods. |   |
| 4.                       | Attend and facilitate the Action Planning meetings:                                                                                              |   |
|                          | • Prepare Action Planning Meeting Agenda Form PL-2 for each Action Planning Meeting.                                                             |   |
|                          | • Bring copies of current Action Plan worksheets, Situation Status Reports and Major Incident Reports.                                           |   |
|                          | • Meet with other Section Chiefs to disseminate information and coordinate response efforts.                                                     |   |
| 5.                       | Ensure that Individual Activity Logs and other required forms are properly utilized and maintained by assigned staff:                            |   |
| 6.                       | Conduct periodic Section briefings to accomplish the following:                                                                                  |   |
|                          | • Update Action Plan.                                                                                                                            |   |
|                          | • Identify critical issues, needs, shortfalls.                                                                                                   |   |
|                          | • Identify resources needed to accomplish assignments.                                                                                           |   |
|                          | • Determine the need for specialized resources.                                                                                                  |   |
|                          | • Discuss and confirm all incoming information.                                                                                                  |   |
| 7.                       | Ensure that Section Units coordinate all resource needs through the Logistics Section.                                                           |   |
| 8.                       | Ensure that all media contacts and field visits are referred to the PIO and EOC Director.                                                        |   |
| 9.                       | If shift change occurs, complete the following:                                                                                                  |   |
|                          | • Brief Alternate Planning/Intelligence Section Chief to ensure on-going activities are identified and follow-up requirements are clear.         |   |
|                          | • Complete the Planning/Intelligence Section Status Report.                                                                                      |   |



| Deactivation Phase |                                                                                                                                                     | ✓ |
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| 1.                 | Demobilize the Planning/Intelligence Section in accordance with the Action Plan.                                                                    |   |
| 2.                 | Ensure that the following forms and tasks are completed and turned in to the Planning/Intelligence Section prior to release and departure from EOC: |   |
|                    | • Any final forms and reports.                                                                                                                      |   |
|                    | • Planning/Intelligence Section Action Plan.                                                                                                        |   |
|                    | • Submit Expenditure Tracking and Timekeeping forms to Finance/Administration Section, as directed.                                                 |   |
| 3.                 | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                     |   |
|                    | • Include a brief overview of support provided during the incident.                                                                                 |   |
|                    | • Suggest corrective actions to improve operations.                                                                                                 |   |
| 4.                 | Revise and update EOC Activation Guidelines and position checklists to reflect lessons learned from the emergency.                                  |   |
| 5.                 | Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.                                                |   |
| 6.                 | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                  |   |
|                    | • Section assigned supply bag and vest - return to EOC Manager or other staff assigned tear down duty.                                              |   |
| 7.                 | Clean up work area and sign out.                                                                                                                    |   |
| 8.                 | Leave a forwarding contact number where you can be reached.                                                                                         |   |

**SITUATION STATUS UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Planning/Intelligence Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Oversee the collection, organization and analysis of disaster situation information, including that from outside agencies relating to the event.</li> <li>Ensure that information collected from all sources is validated prior to posting on status boards.</li> <li>Assist in preparing, copying and distributing the Situation Status Reports to EOC staff.</li> <li>Maintain display boards and all EOC displays ensuring information is current, accurate and legible.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Planning/Intelligence Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Situation Status Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2– Logistics Supply Request Form</li> <li>PL-1– Planning/Intelligence Action Plan Worksheet</li> <li>ICS-209 OS – Situation Status Report</li> </ul>                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in Situation Status Unit Leader position on the EOC Organization Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain blue Situation Status Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Situation Status Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Planning/Intelligence Section Chief:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |

|                          |                                                                                                                                                                                                                                                                                                       |   |
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|                          | <ul style="list-style-type: none"> <li>• Special concerns.</li> </ul>                                                                                                                                                                                                                                 |   |
| 3.                       | Obtain Form ICS 214a OS, "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:                                                                                                                                                                        |   |
|                          | <ul style="list-style-type: none"> <li>• Note data that needs to be shared with other Planning/Intelligence Sections activated.</li> </ul>                                                                                                                                                            |   |
|                          | <ul style="list-style-type: none"> <li>• Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                                                                                         |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                                                                                                       | ✓ |
| 1.                       | Oversee the collection and analysis of all event or disaster related information.                                                                                                                                                                                                                     |   |
|                          | <ul style="list-style-type: none"> <li>• Coordinate with each of the EOC sections to obtain current event status.</li> </ul>                                                                                                                                                                          |   |
| 2.                       | Coordinate with the Operations Section Chief for damage assessment information.                                                                                                                                                                                                                       |   |
| 3.                       | Ensure that each EOC Section activated provides the Situation Unit with Branch and/or Unit status reports on a regular basis.                                                                                                                                                                         |   |
| 4.                       | Oversee the preparation and distribution of Situation Status Reports.                                                                                                                                                                                                                                 |   |
| 5.                       | Prepare a situation summary for the EOC Action Planning Meeting for each operational period.                                                                                                                                                                                                          |   |
|                          | <ul style="list-style-type: none"> <li>• Ensure that each EOC Section activated provides their objectives for each operational period at least 30 minutes prior to each EOC Action Planning Meeting.</li> </ul>                                                                                       |   |
| 6.                       | Coordinate with the Planning/Intelligence Section Chief to convene and facilitate the EOC Action Planning meeting.                                                                                                                                                                                    |   |
|                          | <ul style="list-style-type: none"> <li>• In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on the Status Boards or on chart paper and that the meeting room is set up with appropriate equipment (easels, markers, Situation Status Reports, etc).</li> </ul> |   |
| 7.                       | Coordinate with the Documentation Unit for distribution or copying of event related documents, as required.                                                                                                                                                                                           |   |
| 8.                       | Ensure that all status boards, Web EOC, if available, and other display boards or maps have confirmed legible information.                                                                                                                                                                            |   |
| 9.                       | Ensure that the PIO has immediate and unlimited access to all status reports.                                                                                                                                                                                                                         |   |
|                          | <ul style="list-style-type: none"> <li>• Develop a plan to determine the best method for providing up-to-date information.</li> </ul>                                                                                                                                                                 |   |
|                          | <ul style="list-style-type: none"> <li>• Only provide confirmed information.</li> </ul>                                                                                                                                                                                                               |   |
| 10.                      | Following the EOC Action Planning Meeting, coordinate with the Documentation Unit to copy and distribute the EOC Action Plan prior to each operational period.                                                                                                                                        |   |

| Deactivation Phase |                                                                                                                                                           | ✓ |
|--------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1.                 | Demobilize the Situation Status Unit in accordance with the Action Plan.                                                                                  |   |
| 2.                 | Ensure that the following forms and tasks are completed and turned in to the Planning/Intelligence Section Chief prior to release and departure from EOC: |   |
|                    | • Any final forms and reports.                                                                                                                            |   |
|                    | • Planning Section Action Plan for situation status unit response efforts.                                                                                |   |
| 3.                 | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                           |   |
|                    | • Include a brief overview of support efforts provided during the incident.                                                                               |   |
|                    | • Suggest corrective actions to improve operations.                                                                                                       |   |
| 4.                 | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                        |   |
| 5.                 | Continue to monitor Status Reports and Strategic Objectives via the Planning/Intelligence Section Chief or EOC Manager.                                   |   |
| 6.                 | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                        |   |
|                    | • Section assigned supply bag and vest – return to the EOC Manager or other staff assigned tear down duty.                                                |   |
| 7.                 | Clean up work area and sign out.                                                                                                                          |   |
| 8.                 | Leave a forwarding contact number where you can be reached.                                                                                               |   |

**DOCUMENTATION UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Planning/Intelligence Section Room</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Collect, organize and file all completed event related forms, including, but not limited to, EOC position logs, Situation Status Reports, EOC Action Plan and other related information prior to the end of each operational period.</li> <li>Provide document-copying services to EOC staff as required.</li> <li>Distribute EOC Situation Status Reports, EOC Action Plan and other event related documents, as required.</li> <li>Maintain a permanent electronic archive of all event related documentation.</li> <li>Assist the EOC Manager in preparing and distributing the After Action Report.</li> <li>Provide the City Clerk all event documentation for protection and preservation of historical documentation relating to the event.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Planning/Intelligence Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Documentation Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2 – Logistics Supply Request Form</li> <li>PL-1 – Planning/Intelligence Action Plan Worksheet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| <b>1.</b>                                                                               | <b>Report to the primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in Documentation Unit Leader position on the EOC Organization Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain blue Documentation Unit Leader vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Documentation Unit area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Planning/Intelligence Section Chief:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |

## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

|                           |                                                                                                                                                                                                                                                   |   |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                           | • Expectations of the EOC Director.                                                                                                                                                                                                               |   |
|                           | • Incident objectives.                                                                                                                                                                                                                            |   |
|                           | • Incident activities/situation.                                                                                                                                                                                                                  |   |
|                           | • Special concerns.                                                                                                                                                                                                                               |   |
| 3.                        | Obtain Form ICS 214a OS, "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:                                                                                                                    |   |
|                           | • Note data that needs to be shared with other Planning/Intelligence Sections activated.                                                                                                                                                          |   |
|                           | • Log all activities, key instructions, justification, etc., as they occur.                                                                                                                                                                       |   |
| <b>Operational Phase</b>  |                                                                                                                                                                                                                                                   | ✓ |
| 1.                        | Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.                                                                                                                       |   |
| 2.                        | Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.                                                                               |   |
| 3.                        | Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to the Documentation Unit at the end of each shift.                                                                    |   |
| 4.                        | Reproduce and distribute the Situation Status Reports and EOC Action Plans either manually or electrically using Web EOC if available. Ensure distribution is made to the County of San Bernardino Office of Emergency Services – (909) 356-3998. |   |
| 5.                        | Maintain extra copies of reports and plans for special distribution, as required.                                                                                                                                                                 |   |
| 6.                        | Set up and maintain documentation reproduction services for the EOC.                                                                                                                                                                              |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                                                   | ✓ |
| 1.                        | Demobilize the Documentation Unit in accordance with the Action Plan.                                                                                                                                                                             |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Planning/Intelligence Section Chief prior to release and departure from EOC:                                                                                         |   |
|                           | • Any final forms and reports.                                                                                                                                                                                                                    |   |
|                           | • Planning Section Action Plan for situation status unit response efforts.                                                                                                                                                                        |   |
| 3.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                                                                                                   |   |
|                           | • Include a brief overview of support efforts provided during the incident.                                                                                                                                                                       |   |
|                           | • Suggest corrective actions to improve operations.                                                                                                                                                                                               |   |

|    |                                                                                                                                                                                                                               |  |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 4. | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                                                                                            |  |
| 5. | Continue to monitor Status Reports and Strategic Objectives via the Planning/Intelligence Section Chief or EOC Manager.                                                                                                       |  |
| 6. | Close out EOC Individual Activity Log and return all EOC supplies: <ul style="list-style-type: none"><li>• Section assigned supply bag and vest – return to the EOC Manager or other staff assigned tear down duty.</li></ul> |  |
| 7. | Clean up work area and sign out.                                                                                                                                                                                              |  |
| 8. | Leave a forwarding contact number where you can be reached.                                                                                                                                                                   |  |

**DEMOBILIZATION UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                           |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | • EOC Planning/Intelligence Section Room.                                                                                                                 |
| <b>Primary Role:</b>                                                                    | • Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents and status reports.                                     |
| <b>Reports To:</b>                                                                      | • Planning/Intelligence Section Chief                                                                                                                     |
| <b>Supervises:</b>                                                                      | • Demobilization Unit                                                                                                                                     |
| <b>Forms Prepared:</b>                                                                  | • ICS-221 – Demobilization Check Out                                                                                                                      |
| <b>Forms Reviewed:</b>                                                                  | • EOC-1 – Emergency Support Agency List<br>• EOC-3 – EOC Organizational Chart<br>• EOC-2 – EOC Set Up/Room Layout                                         |
| <b>Forms Approved:</b>                                                                  | • N/A                                                                                                                                                     |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                           |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                           |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                        |
|                                                                                         | • Sign in on the Sign-In Sheet and place name in the Demobilization Unit Leader on the EOC Organization Chart.                                            |
|                                                                                         | • Obtain blue Demobilization Unit Leader vest from the EOC Manager and wear over clothes during entire shift.                                             |
|                                                                                         | • Ensure that the Demobilization Unit area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards. |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Planning/Intelligence Section Chief:</b>                                                                           |
|                                                                                         | • Size and complexity of incident.                                                                                                                        |
|                                                                                         | • Expectations of the EOC Director.                                                                                                                       |
|                                                                                         | • Incident objectives.                                                                                                                                    |
|                                                                                         | • Incident activities/situation.                                                                                                                          |
| <b>3.</b>                                                                               | <b>Obtain Form ICS-214a OS “EOC Individual Activity Log” and begin chronological documentation of calls, activities and actions:</b>                      |
|                                                                                         | • Note data that needs to be shared with other Planning/Intelligence Sections activated.                                                                  |
|                                                                                         | • Log all activities, key instructions, justification, etc., as they occur.                                                                               |
| <b>Operational Phase</b>                                                                |                                                                                                                                                           |
| <b>1.</b>                                                                               | <b>Monitor the current situation report to include recent updates.</b>                                                                                    |



## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

|                           |                                                                                                                                                                                        |                                                                                       |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 2.                        | Meet individually with the EOC General Staff to determine the appropriate time to start demobilizing resources.                                                                        |                                                                                       |
| 3.                        | Advise the Planning/Intelligence Section Chief of the need for a formal written Demobilization Plan.                                                                                   |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>If a plan is required, develop the plan using detailed, specific responsibilities, release priorities and procedures.</li> </ul>                |                                                                                       |
| 4.                        | Establish with each EOC Section Chief which units/personnel should be demobilized first.                                                                                               |                                                                                       |
| 5.                        | Establish periods for deactivating or downsizing units.                                                                                                                                |                                                                                       |
| 6.                        | Determine if any special needs exist for personnel demobilization (transportation, travel needs, etc.).                                                                                |                                                                                       |
| 7.                        | Develop a checkout procedure if necessary to ensure all deactivated personnel have:                                                                                                    |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Completed any reports.</li> </ul>                                                                                                               |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>EOC Activity Logs.</li> </ul>                                                                                                                   |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Timesheets.</li> </ul>                                                                                                                          |                                                                                       |
| 8.                        | Meet with assigned agency representatives and Technical Specialist assigned to the EOC to determine what assistance may be required for their demobilization.                          |                                                                                       |
| 9.                        | Submit Demobilization Plan to the Planning/Intelligence Section Chief for approval.                                                                                                    |                                                                                       |
| <b>Deactivation Phase</b> |                                                                                                                                                                                        |  |
| 1.                        | Demobilize the Demobilization Unit in accordance with the Action Plan.                                                                                                                 |                                                                                       |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Planning/Intelligence Section Chief prior to release and departure from EOC:                              |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> <li>Planning Section Action Plan for situation status unit response efforts.</li> </ul>                       |                                                                                       |
| 3.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                                        |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> <li>Suggest corrective actions to improve operations.</li> </ul> |                                                                                       |
| 4.                        | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                                                     |                                                                                       |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via the Planning/Intelligence Section Chief or EOC Manager.                                                                |                                                                                       |
| 6.                        | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                                                     |                                                                                       |
|                           | <ul style="list-style-type: none"> <li>Section assigned supply bag and vest – return to the EOC Manager or other staff assigned tear down duty.</li> </ul>                             |                                                                                       |

|    |                                                             |  |
|----|-------------------------------------------------------------|--|
| 7. | Clean up work area and sign out.                            |  |
| 8. | Leave a forwarding contact number where you can be reached. |  |

**GIS UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Planning/Intelligence Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Collect and integrate the vast amount of data that the event generates.</li> <li>Create and maintain situation maps summarizing the most important conditions and/or significant events relating to the incident.</li> <li>Perform an analysis confirming what data should be placed on the situation status boards.</li> <li>Assist the PIO in providing current event information for press releases.</li> <li>Provide GIS technical services as required to EOC staff.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Planning/Intelligence Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>GIS Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-2 – Logistics Supply Request Form</li> <li>N/A – Event Related Maps</li> <li>PL-1 – Planning/Intelligence Action Plan Worksheet</li> </ul>                                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>1.</b>                                                                               | <b>Report to the primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in GIS Unit Leader position on the EOC Organization Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain blue GIS Unit Leader vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the GIS Unit area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Planning/Intelligence Section Chief:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |

|                           |                                                                                                                                                            |   |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                           | <ul style="list-style-type: none"> <li>Special concerns.</li> </ul>                                                                                        |   |
| 3.                        | Obtain Form ICS-214a OS, "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:                             |   |
|                           | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Planning/Intelligence Sections activated.</li> </ul>                   |   |
|                           | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                |   |
| <b>Operational Phase</b>  |                                                                                                                                                            | ✓ |
| 1.                        | Provide GIS technical services as requested to EOC staff.                                                                                                  |   |
| 2.                        | Create and maintain situation maps summarizing the most current information during the event.                                                              |   |
| 3.                        | Perform analysis that confirms the data to be placed on the situation status board.                                                                        |   |
| 4.                        | Ensure that all GIS recommendations are appropriately documented and given to the Documentation Unit in the Planning/Intelligence Section.                 |   |
| 5.                        | Contribute to Planning/Intelligence Section meetings and inter-agency coordination, if needed.                                                             |   |
| <b>Deactivation Phase</b> |                                                                                                                                                            | ✓ |
| 1.                        | Demobilize the GIS Unit Unit in accordance with the Action Plan.                                                                                           |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Planning/Intelligence Section Chief prior to release and departure from EOC:  |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                             |   |
|                           | <ul style="list-style-type: none"> <li>Planning Section Action Plan for situation status unit response efforts.</li> </ul>                                 |   |
| 3.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                            |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                                |   |
|                           | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                        |   |
| 4.                        | Revise and update EOC Activation Guidelines and Position Checklists to reflect lessons learned from the emergency.                                         |   |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via the Planning/Intelligence Section Chief or EOC Manager.                                    |   |
| 6.                        | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                         |   |
|                           | <ul style="list-style-type: none"> <li>Section assigned supply bag and vest – return to the EOC Manager or other staff assigned tear down duty.</li> </ul> |   |
| 7.                        | Clean up work area and sign out.                                                                                                                           |   |
| 8.                        | Leave a forwarding contact number where you can be reached.                                                                                                |   |

**LOGISTICS SECTION CHIEF**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Work Station:</b>   | <ul style="list-style-type: none"> <li>• EOC Logistics Section</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Primary Role:</b>   | <ul style="list-style-type: none"> <li>• Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking for acquired equipment, supplies, personnel, facilities and transportation services as well as arranging for food, lodging and other support services, as required.</li> <li>• Establish the appropriate level of organization within the Logistics Section, continuously monitoring the effectiveness and modifying accordingly.</li> <li>• Provide logistical input to the EOC Action Plan.</li> <li>• Identify anticipated and known incident service and support requirements.</li> <li>• Ensure section objectives as stated in the Action Plan are accomplished within the operational period or within the estimated time frame.</li> <li>• Conduct periodic briefings for the EOC Director and Logistics staff, as requested.</li> </ul> |
| <b>Reports To:</b>     | <ul style="list-style-type: none"> <li>• EOC Director</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Supervises:</b>     | <ul style="list-style-type: none"> <li>• Communication Branch</li> <li>• Transportation Unit</li> <li>• Personnel Unit</li> <li>• Supply/Procurement Unit</li> <li>• Facilities Unit</li> <li>• Resource Tracking Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Forms Prepared:</b> | <ul style="list-style-type: none"> <li>• ICS-214a OS – EOC Individual Activity Log</li> <li>• LG-1 – Logistics Section Action Plan Worksheet</li> <li>• LG-2 – Logistics Supply Request Form</li> <li>• OP-2 – Major Incident or Significant Information Report and Log</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Forms Reviewed:</b> | <ul style="list-style-type: none"> <li>• EOC-1 – Emergency Support Agency List</li> <li>• LG-3 – EOC Resource Request Log</li> <li>• EOC-2 – EOC Set-Up/Room Layout</li> <li>• ICS-217 – Radio Frequency Assignment Worksheet</li> <li>• ICS-216 – Radio Requirements Worksheet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Forms Approved:</b> | <ul style="list-style-type: none"> <li>• EOC-3 – EOC Organization Chart</li> <li>• LG-1 – Logistics Section Action Plan Worksheet</li> <li>• LG-2 – Logistics Supply Request Form</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

| REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT |                                                                                                                                                                                                                     |   |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Activation Phase                                                                 |                                                                                                                                                                                                                     | ✓ |
| 1.                                                                               | <b>Report to the Primary EOC and do the following:</b>                                                                                                                                                              |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Logistics Section Chief on the EOC Organization Chart.</li> </ul>                                                                 |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Obtain red Section Chief vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                     |   |
| 2.                                                                               | <ul style="list-style-type: none"> <li>Ensure that the Logistics Section work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>        |   |
|                                                                                  | <b>Obtain Form 214a OS, "EOC Individual Activity Log," and begin chronological documentation of calls, activities and actions:</b>                                                                                  |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Sections of the EOC.</li> </ul>                                                                                                 |   |
| 3.                                                                               | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                         |   |
|                                                                                  | <b>Obtain or provide initial incident briefing with EOC Director, Planning/Intelligence Section Chief and Operations Section Chief regarding resources and services needed to respond to the incident:</b>          |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Identify the immediate resource needs for the EOC and Incident Command Post (ICP) based on current requests, status reports and expectations of the EOC Director.</li> </ul> |   |
| 4.                                                                               | <ul style="list-style-type: none"> <li>Prioritize and validate resource needs and/or requests.</li> </ul>                                                                                                           |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Stay informed on the incident as it develops; track all resource needs and/or requests and the progress made towards receiving them.</li> </ul>                              |   |
| 5.                                                                               | <b>Meet with the Finance/Administration Section Chief and establish the purchasing authority level for the Logistics Section.</b>                                                                                   |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Establish procedures for resource ordering and tracking.</li> </ul>                                                                                                          |   |
| 6.                                                                               | <b>Prior to acting on any resource requests initiated from the ICP, coordinate with the Operations Section Chief to validate and prioritize requests.</b>                                                           |   |
| 7.                                                                               | <b>Based on the situation, activate appropriate branches/units within the Logistics Section:</b>                                                                                                                    |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Communications Branch</li> </ul>                                                                                                                                             |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Transportation Unit</li> </ul>                                                                                                                                               |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Personnel Unit</li> </ul>                                                                                                                                                    |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Supply/Procurement Unit</li> </ul>                                                                                                                                           |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Facilities Unit</li> </ul>                                                                                                                                                   |   |
| 7.                                                                               | <ul style="list-style-type: none"> <li>Resource Tracking Unit</li> </ul>                                                                                                                                            |   |
|                                                                                  | <b>Prepare for initial EOC Action Planning meeting:</b>                                                                                                                                                             |   |

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |   |
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|                          | <ul style="list-style-type: none"> <li>• Prepare the LG-3 Resource Request Log.</li> <li>• Establish processes to acquire requested resources.</li> <li>• Ensure the Logistics Section can support EOC and ICP resource needs to support the EOC Action Plan.</li> </ul>                                                                                                                                                                                                   |   |
| 8.                       | Establish contact with the San Bernardino County OES Logistics Section (909) 356-3998.                                                                                                                                                                                                                                                                                                                                                                                     |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓ |
| 1.                       | <p>Ensure that Logistics Section activity logs and other necessary documents are maintained.</p> <ul style="list-style-type: none"> <li>• As resource requests are received, post the request on the LG-3 – Resource Request Log and track progress of the resource until filled.</li> <li>• Work closely with other Section Chiefs and assist with the status of their resource request.</li> </ul>                                                                       |   |
| 2.                       | Ensure that the Supply/Procurement Unit coordinates with the Purchasing Unit in Finance/Administration so established purchasing procedures are followed and appropriate documents are being processed and maintained.                                                                                                                                                                                                                                                     |   |
| 3.                       | Ensure that transportation requirements in support of response operations are met.                                                                                                                                                                                                                                                                                                                                                                                         |   |
| 4.                       | Ensure that all requests for facilities, personnel and supplies are addressed.                                                                                                                                                                                                                                                                                                                                                                                             |   |
| 5.                       | <p>Maintain accountability of all personnel assigned both to the EOC and in the field, including, work schedules, time sheets and casualties.</p> <ul style="list-style-type: none"> <li>• Provide updated information to the Situation Status Unit in Planning/Intelligence Section of the names and locations of all volunteer and paid personnel.</li> <li>• Submit personnel reports to the Personnel Unit on a timely basis, but not less than once a day.</li> </ul> |   |
| 6.                       | <p>Discuss with the other Section Chiefs existing and future resource requirements and needs for current and extended operations.</p> <ul style="list-style-type: none"> <li>• Validate and coordinate the procurement of all additional resources to support the objectives and priorities for planned and expected operations.</li> </ul>                                                                                                                                |   |
| 7.                       | Ensure that all resources are tracked and accounted for; including all resources provided through Mutual Aid Agreements.                                                                                                                                                                                                                                                                                                                                                   |   |
| 8.                       | <p>Brief and update the EOC Director on all logistical resources and support concerns:</p> <ul style="list-style-type: none"> <li>• High priority requests.</li> <li>• Logistics shortfalls/unresolved problems.</li> <li>• Major problems since previous briefing.</li> <li>• Assistance needed from other agencies and status of mutual aid.</li> </ul>                                                                                                                  |   |

|                           |                                                                                                                                                         |                                                                                     |
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| 9.                        | Provide periodic Logistics Section Status Reports to the EOC Director.                                                                                  |                                                                                     |
| 10.                       | <b>Attend and participate in Action Planning Meetings:</b>                                                                                              |                                                                                     |
|                           | Bring copies of the current Logistics Section Action Plan Worksheet.                                                                                    |                                                                                     |
|                           | Provide updated status of requested resources.                                                                                                          |                                                                                     |
| <b>Deactivation Phase</b> |                                                                                                                                                         |  |
| 1.                        | Demobilize the Logistics Section in accordance with the Action Plan.                                                                                    |                                                                                     |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Planning/Intelligence Section prior to release and departure from the EOC: |                                                                                     |
|                           | • Any final forms and reports.                                                                                                                          |                                                                                     |
|                           | • Logistics Section Action Plan.                                                                                                                        |                                                                                     |
|                           | • Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section, as directed.                                                 |                                                                                     |
| 3.                        | <b>Be prepared to provide input to the debriefing meeting and After Action Report:</b>                                                                  |                                                                                     |
|                           | • Include a brief overview of support provided during the incident.                                                                                     |                                                                                     |
|                           | • Suggest corrective actions to improve operations.                                                                                                     |                                                                                     |
| 4.                        | Revise and update EOC Activation Guidelines and position checklist to reflect lessons learned from the emergency.                                       |                                                                                     |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.                                                    |                                                                                     |
| 6.                        | Close out Individual Activity Log and return all EOC supplies:                                                                                          |                                                                                     |
|                           | • Section assigned supply bag and vest – return to EOC Manager or other staff assigned tear down duty.                                                  |                                                                                     |
| 7.                        | Clean up work area and sign out.                                                                                                                        |                                                                                     |
| 8.                        | Leave a forwarding contact number where you can be reached.                                                                                             |                                                                                     |



**COMMUNICATION BRANCH LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| <b>Work Station:</b>   | <ul style="list-style-type: none"> <li>• EOC Logistics Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Primary Role:</b>   | <ul style="list-style-type: none"> <li>• Ensure Ham Radio, telephone and computer resources and services are provided to EOC staff.</li> <li>• Oversee the installation of communications resources within the EOC.</li> <li>• Ensure that a communications link is established with the County of San Bernardino Office of Emergency Services (909) 356-3998.</li> <li>• Determine specific computer requirements for all EOC positions.</li> <li>• Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations and adequate communications operations are available for 24-hour coverage, if applicable.</li> <li>• Develop and distribute a Communications Plan that identifies all systems in use and list of specific radio frequencies (if applicable) that are allowed for the emergency.</li> <li>• Implement Ham Radio Communications if needed through the County of San Bernardino County Emergency Communications Services, (909) 356-3998.</li> </ul> |
| <b>Reports To:</b>     | <ul style="list-style-type: none"> <li>• Logistics Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Supervises:</b>     | <ul style="list-style-type: none"> <li>• Communications Unit</li> <li>• Information Systems Unit</li> <li>• Message Center Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Forms Prepared:</b> | <ul style="list-style-type: none"> <li>• ICS-214a OS – EOC Individual Activity Log</li> <li>• LG-1 – Logistics Section Action Plan Worksheet</li> <li>• LG-2 – Logistics Supply Request Form</li> <li>• OP-2 – Major Incident or Significant Information Report and Log</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Forms Reviewed:</b> | <ul style="list-style-type: none"> <li>• EOC-1 – Emergency Support Agency List</li> <li>• EOC-3 – EOC Organizational Chart</li> <li>• EOC-2 – EOC Set-Up/Room Layout</li> <li>• ICS-205- Incident Radio Communications Plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Forms Approved:</b> | <ul style="list-style-type: none"> <li>• ICS-217 – Radio Frequency Assignment Worksheet</li> <li>• ICS-216 – Radio Requirements Worksheet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT |                                                                                                                                                                                                                    |   |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Activation Phase                                                                 |                                                                                                                                                                                                                    | ✓ |
| 1.                                                                               | Report to the primary EOC and do the following:                                                                                                                                                                    |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Communication Branch Leader position on the EOC Organizational Chart.</li> </ul>                                         |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Obtain red Communication Branch Leader vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                      |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Ensure that the Communication Branch area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>         |   |
| 2.                                                                               | Obtain an initial briefing from the Logistics Section Chief:                                                                                                                                                       |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                 |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Expectations of the EOC Director.</li> </ul>                                                                                                                                |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                             |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                   |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Special concerns.</li> </ul>                                                                                                                                                |   |
| 3.                                                                               | Obtain an initial briefing from the Operations Section Chief, EOC Director and Planning/Intelligence Section Chief, or any other available resources, and do the following:                                        |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Establish communication and information systems response priorities for the EOC based on current status reports and expectations of the Logistics Section Chief.</li> </ul> |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Stay informed on the incident as it develops, and track the response objectives and the progress made toward managing it.</li> </ul>                                        |   |
| 4.                                                                               | Obtain Form ICS-214a OS, "EOC Individual Activity Log" and begin chronological documentation of calls, activities, and actions:                                                                                    |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Logistics Sections activated.</li> </ul>                                                                                       |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                        |   |
| 5.                                                                               | Based on the situation, determine the appropriate units within the Communication Branch and initiate staff notification procedures:                                                                                |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Communications Unit.</li> </ul>                                                                                                                                             |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Information Systems Unit.</li> </ul>                                                                                                                                        |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Message Center Unit.</li> </ul>                                                                                                                                             |   |
| 6.                                                                               | Prepare objectives for the Communication Branch; provide to the Logistics Section Chief prior to the initial Action Plan Meeting.                                                                                  |   |

## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

| Operational Phase  |                                                                                                                                                                                       | ✓ |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1.                 | Keep all sections informed of the status of the communication systems, particularly those that are being restored.                                                                    |   |
| 2.                 | Coordinate with all EOC activated sections/branches/units regarding the use of all communication systems.                                                                             |   |
| 3.                 | Ensure that the EOC Message Center is activated and direct all emergency related communications to appropriate destinations within the EOC.                                           |   |
|                    | <ul style="list-style-type: none"> <li>If required, ensure that an adequate number of message center operators are mobilized to accommodate 24-hour operational period(s).</li> </ul> |   |
| 4.                 | Ensure that Web EOC is established and available to all EOC Sections.                                                                                                                 |   |
| 5.                 | Ensure that communication links are established with the County of San Bernardino EOC as appropriate, (909) 356-3998.                                                                 |   |
| 6.                 | Continually monitor the operational effectiveness of EOC communication systems. Provide additional equipment as required.                                                             |   |
| 7.                 | Mobilize through the Personnel Unit and coordinate amateur radio resources to augment primary communications systems, as required.                                                    |   |
| 8.                 | Ensure that technical personnel are available for communications equipment maintenance and repair.                                                                                    |   |
| 9.                 | Keep the Logistics Section Chief informed of the status of the communications systems.                                                                                                |   |
| 10.                | Prepare objectives for the Communication Branch; provide them to the Logistics Section Chief prior to Action Planning meetings.                                                       |   |
| Deactivation Phase |                                                                                                                                                                                       | ✓ |
| 1.                 | Demobilize the Communications Branch in accordance with the Action Plan.                                                                                                              |   |
| 2.                 | Ensure that the following forms and tasks are completed and turned in to the Logistics Section Chief prior to release and departure from the EOC:                                     |   |
|                    | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                                        |   |
|                    | <ul style="list-style-type: none"> <li>Logistics Section Action Plan.</li> </ul>                                                                                                      |   |
|                    | <ul style="list-style-type: none"> <li>Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section, as directed.</li> </ul>                               |   |
| 3.                 | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                                       |   |
|                    | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                                                           |   |
|                    | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                                                   |   |
| 4.                 | Revise and update EOC Activation Guidelines and position checklist to reflect lessons learned from the emergency.                                                                     |   |
| 5.                 | Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.                                                                                  |   |

|    |                                                                                                                                                        |  |
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| 6. | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                     |  |
|    | <ul style="list-style-type: none"><li>• Section assigned supply bag and vest – return to EOC Manager or other staff assigned tear down duty.</li></ul> |  |
| 7. | Clean up work area and sign out.                                                                                                                       |  |
| 8. | Leave a forwarding contact number where you can be reached.                                                                                            |  |

**COMMUNICATIONS UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Logistics Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Ensure radio and telephone resource and services are provided to EOC staff as necessary to facilitate operations.</li> <li>Assist EOC positions in determining that there are an appropriate numbers of radios, telephones and other communication equipment required to facilitate operations.</li> <li>Ensure that the EOC Communications Center, if applicable is established to include sufficient frequencies to facilitate operations, and if activated, guarantee there are adequate operators available for 24-hour coverage periods.</li> <li>Develop and distribute a Communications Plan which identifies all systems in use to include specific frequencies allotted, telephone numbers of EOC positions and telephone numbers of related agency contacts assigned to the event.</li> <li>Coordinate with County Office of Ham Radio Operators as needed to enhance primary communication networks.</li> </ul> |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Communication Branch Leader</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>EOC Communications Center</li> <li>Communications Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS- 217 – Communications Resource Availability Worksheet</li> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>ICS-205 – Incident Radio Communications Plan</li> <li>LG-1- Logistics Section Action Plan</li> <li>LG-2– Logistics Supply Request Form</li> <li>ICS- 217- Radio Frequency Assignment Worksheet</li> <li>ICS-216 – Radio Requirements Worksheet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>1.</b>                                                                               | Report to primary EOC and do the following:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                          |                                                                                                                                                                                                               |                                                                                       |
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|                          | <ul style="list-style-type: none"> <li>• Sign in on the Sign-In Sheet and place name in the Communications Unit Leader position on the EOC Organizational Chart.</li> </ul>                                   |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>• Obtain red Communications Unit Leader vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>• Ensure that the Communications Unit area is set up properly and that appropriate equipment and supplies are in place.</li> </ul>                                     |                                                                                       |
| 2.                       | <b>Obtain an initial briefing from the Communication Branch Leader:</b>                                                                                                                                       |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>• Size and complexity of incident.</li> </ul>                                                                                                                          |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>• Expectations of the Logistics Section Chief.</li> </ul>                                                                                                              |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>• Incident objectives.</li> </ul>                                                                                                                                      |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>• Incident activities/situation.</li> </ul>                                                                                                                            |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>• Special concerns.</li> </ul>                                                                                                                                         |                                                                                       |
| 3.                       | <b>Obtain Form ICS-214a OS "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:</b>                                                                          |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>• Note data that needs to be shared with other Logistics Sections activated.</li> </ul>                                                                                |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>• Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                 |                                                                                       |
| 4.                       | <b>Assist Branch and Unit Leaders in determining any communication needs for efficient EOC operations.</b>                                                                                                    |                                                                                       |
| 5.                       | <b>Establish contact with the San Bernardino County OES - Emergency Communications Systems (909) 356-3998.</b>                                                                                                |                                                                                       |
| <b>Operational Phase</b> |                                                                                                                                                                                                               |  |
| 1.                       | <b>Ensure that all available communication links are activated.</b>                                                                                                                                           |                                                                                       |
| 2.                       | <b>Contact Verizon if required to obtain portable telephone banks as necessary.</b>                                                                                                                           |                                                                                       |
| 3.                       | <b>Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.</b>                                                                              |                                                                                       |
| 4.                       | <b>Ensure that technical personnel are available for equipment maintenance and repair.</b>                                                                                                                    |                                                                                       |
| 5.                       | <b>Ensure that adequate personnel are mobilized to accommodate each communications discipline on a 24 hour basis or as required.</b>                                                                          |                                                                                       |
| 6.                       | <b>Continually monitor the effectiveness of EOC communications systems.</b>                                                                                                                                   |                                                                                       |
| 7.                       | <b>Keep the Communication Branch Leader informed of the status of all communications systems ensure the display of all communications systems' status, particularly those being restored, within the EOC.</b> |                                                                                       |
| 8.                       | <b>Meet periodically with the Operations Section Branches/Units to ensure that their radio frequencies and telephone lines are adequate.</b>                                                                  |                                                                                       |
|                          | <ul style="list-style-type: none"> <li>• Make modifications as necessary to maintain their operational capability.</li> </ul>                                                                                 |                                                                                       |

|                           |                                                                                                                                                                                                                  |   |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 9.                        | Coordinate with County of San Bernardino Office of Emergency Services – Emergency Communications Systems assigning Amateur Radio Operators as needed to increase primary communication networks, (909) 356-3998. |   |
|                           | <ul style="list-style-type: none"> <li>Mobilize and coordinate amateur radio resources to augment primary communications systems as required.</li> </ul>                                                         |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                  | ✓ |
| 1.                        | Demobilize the Communications Unit in accordance with the Action Plan.                                                                                                                                           |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Communications Branch Leader prior to release and departure from the EOC:                                                           |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                                                                   |   |
|                           | <ul style="list-style-type: none"> <li>Logistics Section Action Plan.</li> </ul>                                                                                                                                 |   |
|                           | <ul style="list-style-type: none"> <li>Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section, as directed.</li> </ul>                                                          |   |
| 3.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                                                                  |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                                                                                      |   |
|                           | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                                                                              |   |
| 4.                        | Revise and update EOC Activation Guidelines and position checklist to reflect lessons learned from the emergency.                                                                                                |   |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.                                                                                                             |   |
| 6.                        | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                                                                               |   |
|                           | <ul style="list-style-type: none"> <li>Section assigned supply bag and vest – return to EOC Manager or other staff assigned tear down duty.</li> </ul>                                                           |   |
| 7.                        | Clean up work area and sign out.                                                                                                                                                                                 |   |
| 8.                        | Leave a forwarding contact number where you can be reached.                                                                                                                                                      |   |

**INFORMATION SYSTEMS UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Logistics Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Install, activate and maintain information systems for efficient operations in the EOC.</li> <li>Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.</li> <li>Support EOC Staff with Web EOC, if available, on all appropriate EOC computers for internal information management to include message and email systems.</li> <li>Conduct training as required on the use of emergency management information systems.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Communications/Information Systems Branch Leader</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Information Systems Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-1– Logistics Section Action Plan</li> <li>LG-2- Logistics Supply Request form</li> </ul>                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1- Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Information Systems Unit Leader on the EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain red Information Systems Unit Leader vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Information Systems Unit area is set up properly and that appropriate equipment and supplies are in place.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Communication Branch Leader:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the Logistics Section Chief.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Special concerns.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |



## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

|                           |                                                                                                                                                                                                                                                         |   |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 3.                        | Obtain Form ICS-214a OS “EOC Individual Activity Log” and begin chronological documentation of calls, activities and actions:                                                                                                                           |   |
|                           | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Logistics Sections activated.</li> </ul>                                                                                                                            |   |
|                           | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                                             |   |
| <b>Operational Phase</b>  |                                                                                                                                                                                                                                                         | ✓ |
| 1.                        | Develop instructional guidance for use of computers and computer programs such as Web EOC, conduct training sessions for EOC staff as necessary.                                                                                                        |   |
| 2.                        | Continually monitor and test Web EOC if available, and ensure automated information links with County of San Bernardino Office of Emergency Services EOC are maintained: <a href="http://www.sbcfire.org">http://www.sbcfire.org</a> or (909) 356-3998. |   |
| 3.                        | Keep all EOC sections informed of the status of the information systems, particularly those that are being restored.                                                                                                                                    |   |
| 4.                        | Request additional computer equipment as required through the Supply/Procurement Unit.                                                                                                                                                                  |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                                                         | ✓ |
| 1.                        | Demobilize the Information Systems Unit in accordance with the Action Plan.                                                                                                                                                                             |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Communications Branch Leader prior to release and departure from the EOC:                                                                                                  |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                                                                                                          |   |
|                           | <ul style="list-style-type: none"> <li>Logistics Section Action Plan.</li> </ul>                                                                                                                                                                        |   |
| 3.                        | Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section, as directed.                                                                                                                                                   |   |
|                           | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                                                                                                         |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                                                                                                                             |   |
| 4.                        | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                                                                                                                     |   |
|                           | Revise and update EOC Activation Guidelines and position checklist to reflect lessons learned from the emergency.                                                                                                                                       |   |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.                                                                                                                                                    |   |
| 6.                        | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                                                                                                                      |   |
|                           | <ul style="list-style-type: none"> <li>Section assigned supply bag and vest – return to EOC Manager or other staff assigned tear down duty.</li> </ul>                                                                                                  |   |
| 7.                        | Clean up work area and sign out.                                                                                                                                                                                                                        |   |
| 8.                        | Leave a forwarding contact number where you can be reached.                                                                                                                                                                                             |   |

**MESSAGE CENTER UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
|--------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                                                                 | <ul style="list-style-type: none"> <li>EOC Logistics Section.</li> </ul>                                                                                                                                                                                                                                                            |                                                                                       |
| <b>Primary Role:</b>                                                                                                                 | <ul style="list-style-type: none"> <li>Set up and maintain the Message Center for all incoming calls relating to the event.</li> <li>Receive, record and route all event related messages to the appropriate EOC Section.</li> <li>Maintain a message log for all event related messages received in the Message Center.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                                                                   | <ul style="list-style-type: none"> <li>Communications Branch Leader</li> </ul>                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Supervises:</b>                                                                                                                   | <ul style="list-style-type: none"> <li>Message Center Unit</li> </ul>                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Forms Prepared:</b>                                                                                                               | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-4 – EOC Message Log</li> <li>ICS-213 – General Message</li> <li>LG-2 – Logistics Supply Request Form</li> </ul>                                                                                                                        |                                                                                       |
| <b>Forms Reviewed:</b>                                                                                                               | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                           |                                                                                       |
| <b>Forms Approved:</b>                                                                                                               | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b>                                              |                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>Activation Phase</b>                                                                                                              |                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>1.</b>                                                                                                                            | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                  |  |
|                                                                                                                                      | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Message Center Unit Leader on the EOC Organizational Chart.</li> </ul>                                                                                                                                                                    |                                                                                       |
|                                                                                                                                      | <ul style="list-style-type: none"> <li>Obtain red Message Center Unit Leader vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                        |                                                                                       |
|                                                                                                                                      | <ul style="list-style-type: none"> <li>Ensure that the Message Center Unit area is set up properly and that appropriate equipment and supplies are in place.</li> </ul>                                                                                                                                                             |                                                                                       |
| <b>2.</b>                                                                                                                            | <b>Obtain an initial briefing from the Communication Branch Leader:</b>                                                                                                                                                                                                                                                             |                                                                                       |
|                                                                                                                                      | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                  |                                                                                       |
|                                                                                                                                      | <ul style="list-style-type: none"> <li>Expectations of the Logistics Section Chief.</li> </ul>                                                                                                                                                                                                                                      |                                                                                       |
|                                                                                                                                      | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                              |                                                                                       |
|                                                                                                                                      | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                    |                                                                                       |
|                                                                                                                                      | <ul style="list-style-type: none"> <li>Special concerns.</li> </ul>                                                                                                                                                                                                                                                                 |                                                                                       |
| <b>Obtain Form ICS-214a OS “EOC Individual Activity Log” and begin chronological documentation of calls, activities and actions:</b> |                                                                                                                                                                                                                                                                                                                                     |                                                                                       |

|                           |                                                                                                                                                                                                                                                                                   |   |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                           | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Logistics Sections activated.</li> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                   |   |
| <b>Operational Phase</b>  |                                                                                                                                                                                                                                                                                   | ✓ |
| 1.                        | Answer calls coming into the EOC and complete Message Form as needed or forward calls to appropriate EOC section if appropriate.                                                                                                                                                  |   |
| 2.                        | Determine message center personnel staffing requirements.                                                                                                                                                                                                                         |   |
|                           | <ul style="list-style-type: none"> <li>Ensure that there are an adequate number of message operators to answer and take messages.</li> <li>Ensure that there are an adequate number of runners to deliver messages from the Message Center to activated EOC locations.</li> </ul> |   |
| 3.                        | Establish message routing procedure to distribute messages received from the Message Center.                                                                                                                                                                                      |   |
| 4.                        | Develop and maintain a phone extension assignment sheet and give a copy to each person in the EOC.                                                                                                                                                                                |   |
| 5.                        | Establish message board for display of notices and undelivered messages.                                                                                                                                                                                                          |   |
| 6.                        | Maintain a master file of all General Message Forms used for distribution to the Documentation Unit in the Planning/Intelligence Section.                                                                                                                                         |   |
|                           | <ul style="list-style-type: none"> <li>Assign message numbers to messages and log on Message Log.</li> </ul>                                                                                                                                                                      |   |
| 7.                        | Immediately route all priority messages to proper EOC sections for action.                                                                                                                                                                                                        |   |
| 8.                        | Refer all media requests to the PIO.                                                                                                                                                                                                                                              |   |
|                           | <ul style="list-style-type: none"> <li>Coordinate with the PIO on all confirmed information that can be released to the public.</li> </ul>                                                                                                                                        |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                                                                                   | ✓ |
| 1.                        | Demobilize the Message Center Unit in accordance with the Action Plan.                                                                                                                                                                                                            |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Communications Branch Leader prior to release and departure from the EOC:                                                                                                                            |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> <li>Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section, as directed.</li> </ul>                                                                                     |   |
| 3.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                                                                                                                                   |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> <li>Suggest corrective actions to improve operations.</li> </ul>                                                                                            |   |
| 4.                        | Revise and update EOC Activation Guidelines and position checklist to reflect lessons learned from the emergency.                                                                                                                                                                 |   |

|    |                                                                                                                                                        |  |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 5. | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                     |  |
|    | <ul style="list-style-type: none"><li>• Section assigned supply bag and vest – return to EOC Manager or other staff assigned tear down duty.</li></ul> |  |
| 6. | Clean up work area and sign out.                                                                                                                       |  |
| 7. | Leave a forwarding contact number where you can be reached.                                                                                            |  |

**TRANSPORTATION UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Logistics Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Coordinate with the Public Works Branch Leader in the Operations Section and the Situation Status Unit Leader in the Planning/Intelligence Section to develop a Transportation Plan to support EOC response efforts.</li> <li>Arrange for the acquisition of required transportation resources.</li> <li>Coordinate all transportation resources to move people, equipment and essential supplies.</li> <li>Manage the maintenance of all City-owned equipment/outside agency acquired equipment deployed to respond to the event.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Logistics Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Transportation Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-1 – Logistics Section Action Plan</li> <li>LG-2 – Logistics Supply Request Form</li> <li>ICS-307 – Transportation Plan</li> </ul>                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>1.</b>                                                                               | <b>Report to the primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Transportation Unit Leader position on the EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain red Transportation Unit Leader vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Transportation Unit area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Logistics Section Chief:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |

## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

|                          |                                                                                                                                                                                                                                                                                                                                                                             |   |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                          | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> <li>Special concerns.</li> </ul>                                                                                                                                                                                                                                                                 |   |
| 3.                       | Obtain Form ICS-214a OS, "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:                                                                                                                                                                                                                                              |   |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Logistics Sections activated.</li> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                                                                             |   |
| 4.                       | Analyze existing transportation capabilities of the City, surrounding jurisdictions and San Bernardino Operational Area.                                                                                                                                                                                                                                                    |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                                                                                                                                                                             | ✓ |
| 1.                       | Routinely coordinate with the Situation Status Unit in the Planning/Intelligence Section to determine progress of route recovery operations.                                                                                                                                                                                                                                |   |
| 2.                       | Routinely coordinate with the Public Works Branch Leader in the Operations Section to determine progress of route recovery operations.                                                                                                                                                                                                                                      |   |
| 3.                       | In coordination with the Public Works Branch Leader and the Situation Status Unit, develop a Transportation Plan which identifies routes of ingress and egress, thus facilitating the movement of response personnel response personnel, the affected population and shipment of resources and supplies.                                                                    |   |
| 4.                       | Establish contact with local transportation agencies and City of Barstow Unified School District to establish availability of equipment and personnel resources for use in evacuations and other operations as needed.                                                                                                                                                      |   |
|                          | <ul style="list-style-type: none"> <li><b>Requests for evacuations of schools or other groups of civilians and driver safety are vital and should receive priority over movement of crews, supplies and materials.</b></li> <li>Coordinate transportation needs with volunteers from the City of Barstow Volunteer Network and/or other volunteer organizations.</li> </ul> |   |
| 5.                       | Prioritize transportation requirements required to support immediate and extended operations. Publish for EOC staff, a 24-hour transportation schedule, which includes courier routes as required to support daily operations.                                                                                                                                              |   |
| 6.                       | Make a prioritized list of equipment and personnel shortfalls.                                                                                                                                                                                                                                                                                                              |   |
| 7.                       | With the approval of the Logistics Section Chief, place requests for additional vehicles, drivers and support personnel, state purpose for which they will be used, estimated time for assignment and response locations.                                                                                                                                                   |   |
| 8.                       | Establish procedures to control transportation assets.                                                                                                                                                                                                                                                                                                                      |   |

|                           |                                                                                                                                                   |   |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 9.                        | Provide any transportation needs for the EOC Director, VIPs and academic research teams to on-site inspections as required.                       |   |
| 10.                       | Coordinate transportation needs with volunteer organizations.                                                                                     |   |
| 11.                       | Open and maintain the following records on vehicles:                                                                                              |   |
|                           | • Vehicle status.                                                                                                                                 |   |
|                           | • Vehicle records.                                                                                                                                |   |
|                           | • Vehicle accident reports.                                                                                                                       |   |
|                           | • Vehicle maintenance and/or repairs.                                                                                                             |   |
| 10.                       | Obtain Demobilization Plan from the Logistics Section Chief. Recommend release of unit resources in accordance with the Demobilization Plan.      |   |
|                           | Prepare a Transportation Deactivation Plan to ensure:                                                                                             |   |
| 11.                       | • Return of non-essential property.                                                                                                               |   |
|                           | • Inventory and disposition of remaining non-essential property.                                                                                  |   |
|                           | • Processing of vouchers equipment, supplies, etc. used for event.                                                                                |   |
|                           | • Control documentation.                                                                                                                          |   |
| <b>Deactivation Phase</b> |                                                                                                                                                   | ✓ |
| 1.                        | Demobilize the Transportation Unit in accordance with the Action Plan.                                                                            |   |
|                           | Ensure that the following forms and tasks are completed and turned in to the Logistics Section Chief prior to release and departure from the EOC: |   |
| 2.                        | • Any final forms and reports.                                                                                                                    |   |
|                           | • Logistics Section Action Plan.                                                                                                                  |   |
|                           | • Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section, as directed.                                           |   |
|                           | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                   |   |
| 3.                        | • Include a brief overview of support efforts provided during the incident.                                                                       |   |
|                           | • Suggest corrective actions to improve operations.                                                                                               |   |
| 4.                        | Revise and update EOC Activation Guidelines and position checklist to reflect lessons learned from the emergency.                                 |   |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.                                              |   |
|                           | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                |   |
| 6.                        | • Section assigned supply bag and vest – return to EOC Manager or other staff assigned tear down duty.                                            |   |
| 7.                        | Clean up work area and sign out.                                                                                                                  |   |
| 8.                        | Leave a forwarding contact number where you can be reached.                                                                                       |   |

**PERSONNEL UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Logistics Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                    |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Provide personnel resources as requested in support of the EOC and field operations.</li> <li>Identify, recruit and register volunteers as Disaster Service Workers, as needed.</li> <li>Develop and maintain the EOC Organizational Chart.</li> <li>Maintain duty hours of all personnel and/or volunteers that have been committed to assist with the event.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Logistics Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Personnel Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-221 - Demobilization Check Out</li> <li>ICS-214a OS - EOC Individual Activity Log</li> <li>EOC-3 - EOC Organizational Chart</li> <li>ICS-211 - Incident Check-In List</li> <li>LG-1 - Logistics Section Action Plan Worksheet</li> <li>LG-2 - Logistics Supply Request Form</li> <li>ICS-203 - Organization Assignment List</li> </ul>                                |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A - Disaster Service Worker Volunteer Program Guidance Handbook</li> <li>EOC-1 - Emergency Support Agency List</li> <li>EOC-2 - EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                       |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Personnel Unit Leader position on the EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                             |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain red Personnel Unit Leader vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                          |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Personnel Unit area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                             |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Logistics Section Chief:</b>                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                               |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                              |                                                                                       |



|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |   |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                          | <ul style="list-style-type: none"> <li>Incident objectives.</li> <li>Incident activities/situation.</li> <li>Special concerns.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |   |
| 3.                       | <b>Obtain Form ICS-214a OS “EOC Individual Activity Log” and begin chronological documentation of calls, activities, and actions:</b> <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Logistics Sections activated.</li> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                                                                                                                                                                                                           |   |
| <b>Operational Phase</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | ✓ |
| 1.                       | <b>In conjunction with the GIS Unit, develop a large poster size EOC Organizational Chart depicting each activated position. Upon check in, indicate the name of the person occupying each position on the chart.</b> <ul style="list-style-type: none"> <li>Post the EOC Organizational Chart in a conspicuous place, that is accessible to all EOC personnel.</li> <li>Update EOC Organizational Chart as needed.</li> </ul>                                                                                                                                                                                                                  |   |
| 2.                       | <b>Coordinate with the Operations and Planning/Intelligence Sections to determine immediate needs for volunteer or other support. Determine what types of skills are needed, where they should report and approximately how long they will be needed.</b>                                                                                                                                                                                                                                                                                                                                                                                       |   |
| 3.                       | <b>Coordinate with the Liaison Officer and Security/Safety Officer in the Management Section to ensure that all EOC staff, including volunteers, receive a current situation status and safety briefing upon check in.</b>                                                                                                                                                                                                                                                                                                                                                                                                                      |   |
| 4.                       | <b>Establish and maintain a personnel/volunteer resource pool.</b> <ul style="list-style-type: none"> <li>Identify the number of “On Duty” City personnel available that can be utilized for more urgent assignments.</li> <li>Determine the number and location of City personnel assigned to field activities,</li> </ul>                                                                                                                                                                                                                                                                                                                     |   |
| 5.                       | <b>If volunteers are needed, work with City Staff, the Volunteer Network Program and non-profit agencies for recruitment.</b> <ul style="list-style-type: none"> <li>Establish communications with volunteer agencies and other organizations that can provide personnel resources.</li> <li>Ensure that all volunteers are registered as Disaster Service Workers (DSW) Volunteer. Refer to the Disaster Service Worker Volunteer Program Guidance handbook included as part of this manual.</li> <li>Establish registration locations with sufficient staff to register volunteers and issue disaster worker identification cards.</li> </ul> |   |
| 6.                       | <b>Process all incoming requests for personnel support, identify:</b> <ul style="list-style-type: none"> <li>Number of personnel.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |   |

|                           |                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                     |
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|                           | <ul style="list-style-type: none"> <li>• Special qualifications.</li> <li>• Any specialized training.</li> <li>• Where they are needed.</li> </ul>                                                                                                                                                                                                                                                   |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• What unit/branch they are to report to.</li> <li>• Allow access to area assigned.</li> <li>• Provide EOC badge or identification.</li> </ul>                                                                                                                                                                                                                |                                                                                     |
| 7.                        | Maintain a status board or other type of reference to keep track of incoming personnel resources.                                                                                                                                                                                                                                                                                                    |                                                                                     |
| 8.                        | In coordination with the EOC Section Chiefs; determine the need for crisis counseling for emergency workers; acquire a mental health specialist through City's Employee Assistance Program.                                                                                                                                                                                                          |                                                                                     |
| 9.                        | <p>To minimize redundancy, coordinate all requests for personnel resources from the field personnel through the Operations Section prior to acting on the request.</p> <ul style="list-style-type: none"> <li>• Assist the Fire and Rescue Branch and Law Enforcement Branch of the Operations Section to request mutual aid resources as required.</li> </ul>                                       |                                                                                     |
| 10.                       | Arrange for childcare services for EOC personnel as required.                                                                                                                                                                                                                                                                                                                                        |                                                                                     |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 1.                        | Demobilize the Personnel Unit in accordance with the Action Plan.                                                                                                                                                                                                                                                                                                                                    |                                                                                     |
| 2.                        | <p>Ensure that the following forms and tasks are completed and turned in to the Logistics Section Chief prior to release and departure from the EOC:</p> <ul style="list-style-type: none"> <li>• Any final forms and reports.</li> <li>• Logistics Section Action Plan.</li> <li>• Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section, as directed.</li> </ul> |                                                                                     |
| 3.                        | <p>Be prepared to provide input to the debriefing meeting and After Action Report:</p> <ul style="list-style-type: none"> <li>• Include a brief overview of support efforts provided during the incident.</li> <li>• Suggest corrective actions to improve operations.</li> </ul>                                                                                                                    |                                                                                     |
| 4.                        | Revise and update EOC Activation Guidelines and position checklist to reflect lessons learned from the emergency.                                                                                                                                                                                                                                                                                    |                                                                                     |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.                                                                                                                                                                                                                                                                                                 |                                                                                     |
| 6.                        | <p>Close out EOC Individual Activity Log and return all EOC supplies:</p> <ul style="list-style-type: none"> <li>• Section assigned supply bag and vest – return to EOC Manager or other staff assigned tear down duty.</li> </ul>                                                                                                                                                                   |                                                                                     |
| 7.                        | Clean up work area and sign out.                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     |
| 8.                        | Leave a forwarding contact number where you can be reached.                                                                                                                                                                                                                                                                                                                                          |                                                                                     |

**SUPPLY/PROCUREMENT UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Logistics Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          |  |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Oversee the procurement and allocation of supplies and materials not provided through mutual aid channels.</li> <li>Coordinate procurement transactions with the Purchasing Unit in the Finance/Administration Section.</li> <li>Coordinate vendor contracts not previously addressed by existing approved vendor lists.</li> <li>Coordinate the delivery of supplies and materials ordered in support of the event.</li> </ul> |  |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Logistics Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Supply/Procurement Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-3 – EOC Resource Request Log</li> <li>LG-1 – Logistics Section Action Plan Worksheet</li> <li>LG-2 – Logistics Supply Request Form</li> </ul>                                                                                                                                                                                                                             |  |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A – Emergency Purchasing Vendor List</li> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set-Up/Room Layout</li> <li>N/A- Mutual Aid Agreements</li> </ul>                                                                                                                                                                                                          |  |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Supply/Procurement Unit Leader position on the EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                          |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain red Supply/Procurement Unit Leader vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                       |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Supply/Procurement Unit area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                          |  |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Logistics Section Chief:</b>                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                    |  |

|                          |                                                                                                                                                                                                                                                                                                                                                                       |                                                                                     |
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|                          | <ul style="list-style-type: none"> <li>Incident objectives.</li> <li>Incident activities/situation.</li> <li>Special concerns.</li> </ul>                                                                                                                                                                                                                             |                                                                                     |
| 3.                       | <b>Obtain Form ICS-214a OS – “EOC Individual Activity Log” and begin chronological documentation of calls, activities, and actions:</b> <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Logistics Sections activated.</li> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>               |                                                                                     |
| <b>Operational Phase</b> |                                                                                                                                                                                                                                                                                                                                                                       |  |
| 1.                       | Whenever possible, meet personally with the requesting party to clarify types and amounts of supplies and materials, and verify that the request has not been made previously or filled through another source.                                                                                                                                                       |                                                                                     |
| 2.                       | Coordinate all requests for mutual aid agreements with the Logistics Section Chief.                                                                                                                                                                                                                                                                                   |                                                                                     |
| 3.                       | <b>Determine if requested types and quantities of supplies and material are available in the City's inventory supply prior to ordering.</b> <ul style="list-style-type: none"> <li>Determine if the item can be provided without cost from another source in the County Operational Area (909) 356-3998.</li> </ul>                                                   |                                                                                     |
| 4.                       | <b>Determine procurement spending limits with the Logistics and Finance/Administration Section Chiefs.</b> <ul style="list-style-type: none"> <li>Orders exceeding the purchase order limit must be approved by the Purchasing Unit in the Finance/Administration Section.</li> <li>Obtain a list of pre-designated emergency purchase orders as required.</li> </ul> |                                                                                     |
| 5.                       | Determine the costs of supplies and materials from suppliers and vendors and verify that they will accept a purchase order.                                                                                                                                                                                                                                           |                                                                                     |
| 6.                       | If vendor contracts are required for procurement of specific resources or services, refer the request to the Purchasing Unit in the Finance/Administration Section to develop all necessary agreements.                                                                                                                                                               |                                                                                     |
| 7.                       | Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pick-up and delivery through the Transportation Unit.                                                                                                                                                                                          |                                                                                     |
| 8.                       | In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as needed. Assist field personnel with any food or lodging services at camp locations, if needed.                                                                                                                                                                      |                                                                                     |
| 9.                       | <b>Coordinate all donated goods and services received from community groups and/or private organizations.</b> <ul style="list-style-type: none"> <li>Set up and implement procedures for collecting, inventorying and distributing usable donations.</li> </ul>                                                                                                       |                                                                                     |

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| 10.                       | In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their status. |   |
| <b>Deactivation Phase</b> |                                                                                                                                                        | ✓ |
| 1.                        | Demobilize the Supply/Procurement Unit in accordance with the Action Plan.                                                                             |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Logistics Section Chief prior to release and departure from the EOC:      |   |
|                           | • Any final forms and reports.                                                                                                                         |   |
|                           | • Logistics Section Action Plan.                                                                                                                       |   |
| 3.                        | • Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section, as directed.                                                |   |
|                           | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                        |   |
|                           | • Include a brief overview of support efforts provided during the incident.                                                                            |   |
| 4.                        | • Suggest corrective actions to improve operations.                                                                                                    |   |
|                           | Revise and update EOC Activation Guidelines and position checklist to reflect lessons learned from the emergency.                                      |   |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.                                                   |   |
| 6.                        | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                     |   |
|                           | • Section assigned supply bag and vest – return to EOC Manager or other staff assigned tear down duty.                                                 |   |
| 7.                        | Clean up work area and sign out.                                                                                                                       |   |
| 8.                        | Leave a forwarding contact number where you can be reached.                                                                                            |   |

**FACILITIES UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Logistics Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Ensure that there are enough facilities for use during the events response and/or recovery efforts.</li> <li>Maintain security by limiting access to all EOC designated facilities in order to keep unauthorized personnel out and staff safe.</li> <li>Provide furniture, supplies, equipment and materials necessary to configure designated work areas to accomplish the mission.</li> <li>Ensure that all acquired buildings, offices, workstations, etc., are returned to their original condition when the offices are no longer needed by EOC staff.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | Logistics Section Chief                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Facilities Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-1 – Logistics Section Action Plan Worksheet</li> <li>LG-2 – Logistics Supply Request Form</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Facilities Unit Leader position on the EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain red Facilities Unit Leader vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Facilities Unit area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Logistics Section Chief:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Special concerns.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                       |

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| 3.                       | Obtain Form ICS-214a OS – “EOC Individual Activity Log” and begin chronological documentation of calls, activities, and actions:                            |   |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Logistics Sections activated.</li> </ul>                                |   |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                 |   |
| <b>Operational Phase</b> |                                                                                                                                                             | ✓ |
| 1.                       | Work closely with the EOC Manager and other sections in determining facilities and furnishings required for effective operation of the EOC.                 |   |
| 2.                       | Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level. |   |
| 3.                       | If facilities are acquired away from the Primary EOC, coordinate with assigned personnel and designate a Facility Manager.                                  |   |
|                          | <ul style="list-style-type: none"> <li>Negotiate for rental office or storage space, if needed.</li> </ul>                                                  |   |
|                          | <ul style="list-style-type: none"> <li>&lt; 60 days – coordinate with Supply/Procurement Unit.</li> </ul>                                                   |   |
|                          | <ul style="list-style-type: none"> <li>&gt; 60 days – coordinate with Purchasing Unit in the Finance/Administration Section.</li> </ul>                     |   |
| 4.                       | Determine requirements for each EOC facility related to:                                                                                                    |   |
|                          | <ul style="list-style-type: none"> <li>Safe for occupancy.</li> </ul>                                                                                       |   |
|                          | <ul style="list-style-type: none"> <li>Compliant with the Americans with Disability Act (ADA) regulations.</li> </ul>                                       |   |
|                          | <ul style="list-style-type: none"> <li>Sanitation.</li> </ul>                                                                                               |   |
|                          | <ul style="list-style-type: none"> <li>Sleeping needs.</li> </ul>                                                                                           |   |
|                          | <ul style="list-style-type: none"> <li>Feeding needs.</li> </ul>                                                                                            |   |
|                          | <ul style="list-style-type: none"> <li>Supply area.</li> </ul>                                                                                              |   |
|                          | <ul style="list-style-type: none"> <li>Medical support.</li> </ul>                                                                                          |   |
|                          | <ul style="list-style-type: none"> <li>Communications needs.</li> </ul>                                                                                     |   |
| 5.                       | Arrange for continuous maintenance of acquired facilities to include ensuring that utilities and restrooms are operating properly.                          |   |
|                          |                                                                                                                                                             |   |
| 6.                       | In cooperation with field personnel, determine the following requirements for each facility.                                                                |   |
|                          | <ul style="list-style-type: none"> <li>Needed space.</li> </ul>                                                                                             |   |
|                          | <ul style="list-style-type: none"> <li>Specific location.</li> </ul>                                                                                        |   |
|                          | <ul style="list-style-type: none"> <li>Secured access.</li> </ul>                                                                                           |   |
|                          | <ul style="list-style-type: none"> <li>Parking.</li> </ul>                                                                                                  |   |
|                          | <ul style="list-style-type: none"> <li>Safety.</li> </ul>                                                                                                   |   |
| 7.                       | Develop and maintain a map, status board or other type of reference, which depicts the location of each facility; a general description of the              |   |
|                          |                                                                                                                                                             |   |



|                           |                                                                                                                                                                                                                                                  |   |
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|                           | furnishings, supplies and equipment at the site; hours of operation; and the name and phone number of the Facility Manager.                                                                                                                      |   |
| 8.                        | As facilities become unoccupied, coordinate with the Facility's Manager to return the location to its original condition. This may include removing furnishings and equipment, arranging for janitorial services, or other services as required. |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                                                  | ✓ |
| 1.                        | Demobilize the Facilities Unit in accordance with the Action Plan.                                                                                                                                                                               |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Logistics Section Chief prior to release and departure from the EOC:                                                                                                |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                                                                                                   |   |
|                           | <ul style="list-style-type: none"> <li>Logistics Section Action Plan.</li> </ul>                                                                                                                                                                 |   |
| 3.                        | Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section, as directed.                                                                                                                                            |   |
|                           | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                                                                                                  |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> <li>Suggest corrective actions to improve operations.</li> </ul>                                                           |   |
| 4.                        | Revise and update EOC Activation Guidelines and position checklist to reflect lessons learned from the emergency.                                                                                                                                |   |
| 5.                        | Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.                                                                                                                                             |   |
| 6.                        | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                                                                                                               |   |
|                           | <ul style="list-style-type: none"> <li>Section assigned supply bag and vest – return to EOC Manager or other staff assigned tear down duty.</li> </ul>                                                                                           |   |
| 7.                        | Clean up work area and sign out.                                                                                                                                                                                                                 |   |
| 8.                        | Leave a forwarding contact number where you can be reached.                                                                                                                                                                                      |   |



**RESOURCE TRACKING UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Logistics Section Room.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                         |  |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Coordinate with all units in the Logistics Section to identify and centralize all resources for the event.</li> <li>Maintain a resource inventory and tracking where resources have been allocated.</li> <li>Develop and maintain resource tracking via Web EOC, if available.</li> <li>Coordinate the status of all resources with the Situation Status Unit in the Planning/Intelligence Section.</li> </ul> |  |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Logistics Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Resource Tracking Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>LG-1 – Logistics Section Action Plan Worksheet</li> <li>LG-2 – Logistics Supply Request Form</li> <li>ICS-219 – Resource Status Card (T-Card)</li> </ul>                                                                                                                                                                                                    |  |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                             |  |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |
| <b>1.</b>                                                                               | <b>Report to primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                    |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on the Sign-In Sheet and place name in the Resource Tracking Unit Leader position on the EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                          |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain red Resource Tracking Unit Leader vest from the EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                       |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Resource Tracking Unit area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                          |  |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Logistics Section Chief:</b>                                                                                                                                                                                                                                                                                                                                                                                   |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                   |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                      |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Special concerns.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |  |

|                          |                                                                                                                                                                                                                                             |                                                                                     |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 3.                       | Obtain Form ICS-214a OS – “EOC Individual Activity Log” and begin chronological documentation of calls, activities, and actions:                                                                                                            |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Logistics Sections activated.</li> </ul>                                                                                                                |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                                 |                                                                                     |
| <b>Operational Phase</b> |                                                                                                                                                                                                                                             |  |
| 1.                       | Coordinate closely with all units in the Logistics Section particularly the Supply/Procurement, Personnel and Transportation Units.                                                                                                         |                                                                                     |
| 2.                       | As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled. Status boards should track requests by providing at a minimum the following information: |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Date and time of request.</li> </ul>                                                                                                                                                                 |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Items requested.</li> </ul>                                                                                                                                                                          |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Priority designation.</li> </ul>                                                                                                                                                                     |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Time the request was processed.</li> </ul>                                                                                                                                                           |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Estimated time of arrival or delivery.</li> </ul>                                                                                                                                                    |                                                                                     |
| 3.                       | Work closely with other EOC Sections activated and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.           |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Establish a check-in procedure of resources at specified incident locations.</li> </ul>                                                                                                              |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Provide for an authentication system in cases of conflicting status reports on resources.</li> </ul>                                                                                                 |                                                                                     |
| 4.                       | If required, develop an additional status board to track resource use by the requesting party. Information categories might include the following:                                                                                          |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Actual arrive time of the resource.</li> </ul>                                                                                                                                                       |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>Location of use.</li> </ul>                                                                                                                                                                          |                                                                                     |
| 5.                       | <ul style="list-style-type: none"> <li>Estimated time of how long the resource will be needed.</li> </ul>                                                                                                                                   |                                                                                     |
|                          | Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Supply/Procurement Unit.                                                                                                  |                                                                                     |
|                          |                                                                                                                                                                                                                                             |                                                                                     |
| 6.                       | Assist in strategy planning based on the evaluation of the resources allocations, resources en route, and projected resource shortfalls.                                                                                                    |                                                                                     |
| 7.                       | Ensure that available resources are not overlooked by the Operations Sections.                                                                                                                                                              |                                                                                     |
| 8.                       | Make recommendations to the Planning/Intelligence Section Chief of resources that are not deployed or should be de-activated.                                                                                                               |                                                                                     |
| 9.                       | Assist the Demobilization Unit in developing the Demobilization Plan.                                                                                                                                                                       |                                                                                     |

| Deactivation Phase |                                                                                                                                                   | ✓ |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1.                 | Demobilize the Resource Unit in accordance with the Action Plan.                                                                                  |   |
| 2.                 | Ensure that the following forms and tasks are completed and turned in to the Logistics Section Chief prior to release and departure from the EOC: |   |
|                    | • Any final forms and reports.                                                                                                                    |   |
|                    | • Logistics Section Action Plan.                                                                                                                  |   |
|                    | • Submit Expenditure Tracking and Timekeeping forms to the Finance/Administration Section, as directed.                                           |   |
| 3.                 | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                   |   |
|                    | • Include a brief overview of support efforts provided during the incident.                                                                       |   |
|                    | • Suggest corrective actions to improve operations.                                                                                               |   |
| 4.                 | Revise and update EOC Activation Guidelines and position checklist to reflect lessons learned from the emergency.                                 |   |
| 5.                 | Continue to monitor Status Reports and Strategic Objectives via Management staff and Section Chiefs.                                              |   |
| 6.                 | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                |   |
|                    | • Section assigned supply bag and vest – return to EOC Manager or other staff assigned tear down duty.                                            |   |
| 7.                 | Clean up work area and sign out.                                                                                                                  |   |
| 8.                 | Leave a forwarding contact number where you can be reached.                                                                                       |   |

**FINANCE/ADMINISTRATION SECTION CHIEF**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Work Station:</b>   | <ul style="list-style-type: none"> <li>• EOC Finance/Administration Section.</li> <li>• Alternate location as designated by the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Primary Role:</b>   | <ul style="list-style-type: none"> <li>• Manage all financial aspects of the event.</li> <li>• Provide financial and cost analysis information.</li> <li>• Activate units within the Finance/Administration Section, as required.</li> <li>• Ensure that all time sheets are collected from EOC assigned personnel including payroll information from the Field Supervisors or Incident Commander(s) and their staff.</li> <li>• Continue payroll process for all employees.</li> <li>• Establish purchase order limits for the Supply/Procurement Unit in the Logistics Section.</li> <li>• Process event related workers' compensation and general liability claims within a reasonable time.</li> <li>• Process all travel and expense claims within a reasonable time.</li> <li>• Provide administrative support to all EOC Sections, as required.</li> <li>• Provide input to the EOC Action Plan.</li> <li>• Ensure that all recovery documentation is accurately maintained during the response.</li> </ul> |
| <b>Reports To:</b>     | <ul style="list-style-type: none"> <li>• EOC Director</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Supervises:</b>     | <ul style="list-style-type: none"> <li>• Time Keeping Unit</li> <li>• Cost Accounting Unit</li> <li>• Compensation &amp; Claims Unit</li> <li>• Purchasing Unit</li> <li>• Recovery Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Forms Prepared:</b> | <ul style="list-style-type: none"> <li>• ICS-214a OS – EOC Individual Activity Log</li> <li>• FN-1 – Finance/Administration Section Action Plan Worksheet</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>Forms Reviewed:</b> | <ul style="list-style-type: none"> <li>• EOC-1 – Emergency Support Agency List</li> <li>• EOC-3 – EOC Organizational Chart</li> <li>• EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Forms Approved:</b> | <ul style="list-style-type: none"> <li>• FN-1 – Finance/Administration Section Action Plan Worksheet</li> <li>• Assigned upon initiation – Vendor City contracts for required emergency services, supplies and equipment.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT |                                                                                                                                                                                                                           |   |
|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| Activation Phase                                                                 |                                                                                                                                                                                                                           | ✓ |
| 1.                                                                               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                                        |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Finance/Administration Section Chief position on EOC Organization Chart.</li> </ul>                                                     |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Obtain green Section Chief vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                             |   |
| 2.                                                                               | <ul style="list-style-type: none"> <li>Ensure that the Finance/Administration Section work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul> |   |
|                                                                                  | <b>Obtain Form 214a OS, "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:</b>                                                                                         |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Sections of the EOC.</li> </ul>                                                                                                       |   |
| 3.                                                                               | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                               |   |
|                                                                                  | <b>Obtain or provide initial incident briefing with EOC Director regarding the following incident-related information:</b>                                                                                                |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Magnitude and scope of incident; current situation and priorities.</li> </ul>                                                                                                      |   |
| 4.                                                                               | <ul style="list-style-type: none"> <li>Areas of City impacted – threats to life and property.</li> </ul>                                                                                                                  |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Existing or anticipated problems/issues; any actions taken.</li> </ul>                                                                                                             |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Establish purchase order limits for Supply/Procurement Unit in the Logistics Section.</li> </ul>                                                                                   |   |
| 5.                                                                               | <b>Confer with the EOC Director and determine appropriate staffing level for each unit, based on known information regarding the incident:</b>                                                                            |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Time Keeping Unit</li> </ul>                                                                                                                                                       |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Cost Accounting Unit</li> </ul>                                                                                                                                                    |   |
| 6.                                                                               | <ul style="list-style-type: none"> <li>Compensation &amp; Claims Unit</li> </ul>                                                                                                                                          |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Purchasing Unit</li> </ul>                                                                                                                                                         |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Recovery Unit</li> </ul>                                                                                                                                                           |   |
| 5.                                                                               | <b>Confer with the Logistics Section Chief and review financial and administrative support requirements, policies and procedures.</b>                                                                                     |   |
| 6.                                                                               | <b>Prepare for initial EOC Action Planning meeting:</b>                                                                                                                                                                   |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other EOC functions.</li> </ul>                                                                                                             |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Establish purchase order limits for the Supply/Procurement Unit in the Logistics Section</li> </ul>                                                                                |   |
|                                                                                  | <ul style="list-style-type: none"> <li>Determine if any emergency contracts, agreements or memorandums of understanding are needed for services, supplies and equipment to assist with event.</li> </ul>                  |   |

|                           |                                                                                                                                                                                                                                |   |
|---------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                           | <ul style="list-style-type: none"> <li>Prepare a list of any injured employees for possible staffing deficiencies.</li> </ul>                                                                                                  |   |
| <b>Operational Phase</b>  |                                                                                                                                                                                                                                | ✓ |
| 1.                        | Maintain financial data of the current fiscal situation and other related matters.                                                                                                                                             |   |
| 2.                        | Ensure that the Time Keeping Unit tracks and records all staff time.                                                                                                                                                           |   |
| 3.                        | Continue with the payroll process for all employees.                                                                                                                                                                           |   |
| 4.                        | Coordinate with the Supply/Procurement Unit in Logistics for accurate processing of purchase orders and emergency related contracts, agreements or memorandums of understanding.                                               |   |
| 5.                        | Ensure that the Compensation & Claims Unit processes all event related workers' compensation and general liability claims within a reasonable time frame, given the nature of the situation.                                   |   |
| 6.                        | Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the event response.                                                                                                                |   |
| 7.                        | <b>Attend and participate in the Action Planning meetings:</b>                                                                                                                                                                 |   |
|                           | <ul style="list-style-type: none"> <li>Provide costs analysis data on incident operations.</li> </ul>                                                                                                                          |   |
|                           | <ul style="list-style-type: none"> <li>Provide financial summary on event labor, materials and services.</li> </ul>                                                                                                            |   |
|                           | <ul style="list-style-type: none"> <li>Prepare forecasts on costs to complete operations.</li> </ul>                                                                                                                           |   |
|                           | <ul style="list-style-type: none"> <li>Provide accounting functions as directed including auditing and documenting:</li> </ul>                                                                                                 |   |
|                           | <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Labor, with breakdown of hours and rates for response personnel, subcontractor personnel and, if applicable consultants.</li> </ul> </li> </ul> |   |
|                           | <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Equipment rentals, with breakdown of hours and rates for aircraft, heavy equipment and other transportation equipment.</li> </ul> </li> </ul>   |   |
|                           | <ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>Materials and supplies purchased and/or rented, including equipment, communications and non-City owned facilities.</li> </ul> </li> </ul>       |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                                | ✓ |
| 1.                        | Demobilize the Finance/Administration Section in accordance with the Action Plan.                                                                                                                                              |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Finance/Administration Section prior to release and departure from EOC:                                                                           |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                                                                                 |   |
|                           | <ul style="list-style-type: none"> <li>Finance/Administration Section Action Plan.</li> </ul>                                                                                                                                  |   |
| 3.                        | <b>Be prepared to provide input to the debriefing meeting and After Action Report:</b>                                                                                                                                         |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                                                                                                    |   |

|    |                                                                                                                                                                                                                           |  |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|    | <ul style="list-style-type: none"><li>• Suggest corrective actions to improve operations.</li></ul>                                                                                                                       |  |
| 4. | Organize and submit all required forms, reports and other incident related documentation to the EOC Manager to transition into the recovery period.                                                                       |  |
| 5. | Be prepared to assist the EOC Manager with the recovery process.                                                                                                                                                          |  |
| 6. | Revise and update EOC Activation Guidelines and position checklists to reflect lessons learned from the emergency.                                                                                                        |  |
| 7. | Close out EOC Individual Activity Log and return all EOC supplies: <ul style="list-style-type: none"><li>• Section assigned supply bag and vest - return to EOC Manager or other staff assigned tear down duty.</li></ul> |  |
| 8. | Clean up work area and sign out.                                                                                                                                                                                          |  |
| 9. | Leave a forwarding contact number where you can be reached.                                                                                                                                                               |  |

**TIME KEEPING UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                        |                                                                                                                                                                                                                                                                                               |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Work Station:</b>   | <ul style="list-style-type: none"> <li>EOC Finance/Administration Section or other area designated by EOC Director.</li> </ul>                                                                                                                                                                |
| <b>Primary Role:</b>   | <ul style="list-style-type: none"> <li>Track, record and report all on-duty time for personnel working during the event.</li> <li>Ensure that personnel time records, travel expenses and other related forms are prepared and submitted to the Finance Department post the event.</li> </ul> |
| <b>Reports To:</b>     | <ul style="list-style-type: none"> <li>Finance/Administrative Section Chief</li> </ul>                                                                                                                                                                                                        |
| <b>Supervises:</b>     | <ul style="list-style-type: none"> <li>Time Keeping Unit</li> </ul>                                                                                                                                                                                                                           |
| <b>Forms Prepared:</b> | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>FN-1 – Finance/Administration Action Plan Worksheet</li> <li>LG-2 – Logistics Supply Request Form</li> </ul>                                                                                        |
| <b>Forms Reviewed:</b> | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> <li>N/A – Employee Time Sheets</li> </ul>                                                                                 |
| <b>Forms Approved:</b> | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                         |

**REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT**

| <b>Activation Phase</b> |                                                                                                                                                                                                              |  |
|-------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| <b>1.</b>               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                           |                                                                                       |
|                         | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Time Keeping Unit Leader position on EOC Organization Chart.</li> </ul>                                                    |                                                                                       |
|                         | <ul style="list-style-type: none"> <li>Obtain green Time Keeping Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                     |                                                                                       |
| <b>2.</b>               | <ul style="list-style-type: none"> <li>Ensure that the Time Keeping Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul> |                                                                                       |
|                         | <b>Obtain an initial briefing from the Finance/Administration Section Chief:</b>                                                                                                                             |                                                                                       |
|                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                           |                                                                                       |
|                         | <ul style="list-style-type: none"> <li>Expectations of the EOC Director.</li> </ul>                                                                                                                          |                                                                                       |
|                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                       |                                                                                       |
| <b>3.</b>               | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                             |                                                                                       |
|                         | <ul style="list-style-type: none"> <li>Special concerns.</li> </ul>                                                                                                                                          |                                                                                       |
|                         | <b>Obtain Form 214a OS "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:</b>                                                                             |                                                                                       |



## Emergency Operations Plan

Appendix 5  
EOC Position Checklists

|                           |                                                                                                                                                                                                                                                                                                |   |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                           | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Finance/Administration Sections activated.</li> </ul>                                                                                                                                                      |   |
|                           | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                                                                                    |   |
| <b>Operational Phase</b>  |                                                                                                                                                                                                                                                                                                | ✓ |
| 1.                        | Initiate, gather and update time records from all on-duty personnel, including all volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with City policy.                                                                                       |   |
| 2.                        | Obtain complete personnel rosters from the Personnel Unit in the Logistics Section. <ul style="list-style-type: none"> <li>Rosters must include all EOC assigned staff and field personnel.</li> </ul>                                                                                         |   |
| 3.                        | Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed prior to submitting to Finance Department.                                                                                                                                         |   |
| 4.                        | Establish a file for each employee or volunteer within the first operational period to maintain a fiscal record. Maintain that file for as long as the employee is assigned to the response.                                                                                                   |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                                                                                                | ✓ |
| 1.                        | Demobilize the Time Keeping Unit in accordance with the Action Plan.                                                                                                                                                                                                                           |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Finance/Administration Section Chief prior to release and departure from EOC: <ul style="list-style-type: none"> <li>Any final forms and reports.</li> <li>Finance/Administration Section Action Plan.</li> </ul> |   |
| 3.                        | Be prepared to provide input to the debriefing meeting and After Action Report: <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> <li>Suggest corrective actions to improve operations.</li> </ul>                         |   |
| 4.                        | Organize and submit all required forms, reports and other incident related documentation to the EOC Manager to transition into the recovery period.                                                                                                                                            |   |
| 5.                        | Be prepared to assist the EOC Manager with the recovery process.                                                                                                                                                                                                                               |   |
| 6.                        | Revise and update EOC Activation Guidelines and position checklists to reflect lessons learned from the emergency.                                                                                                                                                                             |   |
| 7.                        | Close out EOC Individual Activity Log and return all EOC supplies: <ul style="list-style-type: none"> <li>Section assigned supply bag and vest - return to EOC Manager or other staff assigned tear down duty.</li> </ul>                                                                      |   |
| 8.                        | Clean up work area and sign out.                                                                                                                                                                                                                                                               |   |
| 9.                        | Leave a forwarding contact number where you can be reached.                                                                                                                                                                                                                                    |   |

**COST ACCOUNTING UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Finance/Administration Section or other area designated by EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                         |  |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Track, record and report all purchases and financial resources expended the event or disaster.</li> <li>Ensure proper identification of all equipment and personnel requiring payment.</li> <li>Analyze and prepare estimates of incident costs.</li> <li>Maintain accurate records of incident cost.</li> <li>Perform cost effective analyses to provide cost saving recommendations for the event.</li> </ul> |  |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Finance/Administration Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Cost Accounting Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 |  |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>FN-1 – Finance/Administration Action Plan Worksheet</li> <li>LG-2 – Logistics Supply Request Form</li> </ul>                                                                                                                                                                                                                                                 |  |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> <li>N/A – Employee Time Sheets</li> </ul>                                                                                                                                                                                                                                          |  |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                  |  |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |
| <b>1.</b>                                                                               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                     |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Cost Accounting Unit Leader position on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                         |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain green Cost Accounting Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                            |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Cost Accounting Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                        |  |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Finance/Administration Section Chief:</b>                                                                                                                                                                                                                                                                                                                                                                       |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                    |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 |  |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                       |  |

|                          |                                                                                                                                                                                   |   |
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|                          | <ul style="list-style-type: none"> <li>• Special concerns.</li> </ul>                                                                                                             |   |
| 3.                       | Obtain Form 214a OS, "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:                                                        |   |
|                          | <ul style="list-style-type: none"> <li>• Note data that needs to be shared with other Finance/Administration Sections activated.</li> </ul>                                       |   |
|                          | <ul style="list-style-type: none"> <li>• Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                     |   |
| <b>Operational Phase</b> |                                                                                                                                                                                   | ✓ |
| 1.                       | Provide instructions to EOC Staff to ensure that information on purchases and resources expended is maintained during the event or disaster.                                      |   |
| 2.                       | Establish or implement an accounting system and special costs codes that will be associated with this event.                                                                      |   |
|                          | <ul style="list-style-type: none"> <li>• Ensure that departments are compiling cost information using any special agency/city cost codes.</li> </ul>                              |   |
| 3.                       | Coordinate with the Documentation Unit in the Planning/Intelligence Section on content and format of cost related files to be maintained.                                         |   |
| 4.                       | Monitor all emergency expenses.                                                                                                                                                   |   |
|                          | <ul style="list-style-type: none"> <li>• Ensure that all sections, branches and units are documenting cost related information.</li> </ul>                                        |   |
|                          | <ul style="list-style-type: none"> <li>• Ensure that the estimated costs are being replaced with actual costs when confirmed.</li> </ul>                                          |   |
| 5.                       | Obtain and record all cost information covering:                                                                                                                                  |   |
|                          | <ul style="list-style-type: none"> <li>• Personnel.</li> </ul>                                                                                                                    |   |
|                          | <ul style="list-style-type: none"> <li>• Equipment.</li> </ul>                                                                                                                    |   |
|                          | <ul style="list-style-type: none"> <li>• Rental/Contract Equipment.</li> </ul>                                                                                                    |   |
|                          | <ul style="list-style-type: none"> <li>• Supplies from vendors.</li> </ul>                                                                                                        |   |
| 6.                       | Collect and compile cost information at the end of each shift.                                                                                                                    |   |
|                          | <ul style="list-style-type: none"> <li>• Compile cumulative cost records for each operational period.</li> </ul>                                                                  |   |
| 7.                       | Prepare cost estimates related to EOC objectives and strategies; be prepared to discuss at EOC Action Planning meetings.                                                          |   |
| 8.                       | <ul style="list-style-type: none"> <li>• Review existing documentation to determine if there are additional cost items that may have been overlooked.</li> </ul>                  |   |
| 9.                       | Work with the EOC Manager as liaison for the EOC and County OES, and/or other disaster assistance agencies to coordinate the cost recovery process.                               |   |
| 10.                      | <ul style="list-style-type: none"> <li>• Assist the EOC Manager in preparing all required FEMA, Cal EMA and OES documentation as necessary to recover allowable costs.</li> </ul> |   |

| Deactivation Phase |                                                                                                                                                            | ✓ |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 1.                 | Demobilize the Cost Accounting Unit in accordance with the Action Plan.                                                                                    |   |
| 2.                 | Ensure that the following forms and tasks are completed and turned in to the Finance/Administration Section Chief prior to release and departure from EOC: |   |
|                    | • Any final forms and reports.                                                                                                                             |   |
|                    | • Finance/Administration Section Action Plan.                                                                                                              |   |
| 3.                 | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                            |   |
|                    | • Include a brief overview of support efforts provided during the incident.                                                                                |   |
|                    | • Suggest corrective actions to improve operations.                                                                                                        |   |
| 4.                 | Organize and submit all required forms, reports and other incident related documentation to the EOC Manager to transition into the recovery period.        |   |
| 5.                 | Be prepared to assist the EOC Manager with the recovery process.                                                                                           |   |
| 6.                 | Revise and update EOC Activation Guidelines and position checklists to reflect lessons learned from the emergency.                                         |   |
| 7.                 | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                         |   |
|                    | • Section assigned supply bag and vest - return to EOC Manager or other staff assigned tear down duty.                                                     |   |
| 8.                 | Clean up work area and sign out.                                                                                                                           |   |
| 9.                 | Leave a forwarding contact number where you can be reached.                                                                                                |   |

**COMPENSATION & CLAIMS UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Finance/Administration Section or other area designated by EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                     |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Oversee the investigation of injuries, property and/or equipment damage claims arising out of the event.</li> <li>Complete and submit all workers compensation required forms to the City's third party claims administrator (TPA).</li> <li>Maintain a file of injuries and illness claims associated with the event.</li> <li>Maintain a file of all general liability claims filed associated with the event.</li> </ul> |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Finance/Administration Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Compensation/Claims Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>FN-1 – Finance/Administration Action Plan Worksheet</li> <li>FN-2 – Liability Claims Log</li> <li>LG-2 – Logistics Supply Request Form</li> <li>FN-3 – Workers Compensation Claim Log</li> </ul>                                                                                                                                                                         |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                          |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>1.</b>                                                                               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Compensation &amp; Claims Unit Leader position on EOC Organization Chart.</li> </ul>                                                                                                                                                                                                                                                                                             |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain green Compensation &amp; Claims Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                              |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Compensation &amp; Claims Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                          |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Finance/Administration Section Chief:</b>                                                                                                                                                                                                                                                                                                                                                                                   |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                 |
|                                                                                         | <ul style="list-style-type: none"> <li>Expectations of the EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident objectives.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                             |
|                                                                                         | <ul style="list-style-type: none"> <li>Incident activities/situation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                   |

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|                           | <ul style="list-style-type: none"> <li>Special concerns.</li> </ul>                                                                                                                                                                                                                                                |   |
| 3.                        | Obtain Form 214a OS "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:                                                                                                                                                                                          |   |
|                           | <ul style="list-style-type: none"> <li>Note data that needs to be shared with other Finance/Administration Sections activated.</li> </ul>                                                                                                                                                                          |   |
|                           | <ul style="list-style-type: none"> <li>Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                                                                                                        |   |
| <b>Operational Phase</b>  |                                                                                                                                                                                                                                                                                                                    | ✓ |
| 1.                        | Maintain a chronological log of injuries and illnesses, and property damage claims reported during the event.                                                                                                                                                                                                      |   |
| 2.                        | Investigate all injury and damage claims as soon as possible to determine liability.                                                                                                                                                                                                                               |   |
| 3.                        | Prepare appropriate forms for verifiable work related injury claims and forward to the City's Workers Compensation TPA within the required time consistent with the City's policy and procedures.                                                                                                                  |   |
|                           | <ul style="list-style-type: none"> <li>If a Disaster Service Worker (DSW) volunteer is claiming an injury/illness, prepare required paperwork and forward to California State Compensation Insurance Fund (SCIF) via Fax (800) 371-5905 or <a href="http://www.statefundca.com">www.statefundca.com</a></li> </ul> |   |
| 4.                        | Forward all City-owned equipment or property damage claims to the EOC Manager.                                                                                                                                                                                                                                     |   |
| 5.                        | Coordinate with the Security/Safety Officer regarding the mitigation of hazards.                                                                                                                                                                                                                                   |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                                                                                                                                    | ✓ |
| 1.                        | Demobilize the Compensation & Claims Unit in accordance with the Action Plan.                                                                                                                                                                                                                                      |   |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Finance/Administration Section Chief prior to release and departure from EOC:                                                                                                                                                         |   |
|                           | <ul style="list-style-type: none"> <li>Any final forms and reports.</li> </ul>                                                                                                                                                                                                                                     |   |
|                           | <ul style="list-style-type: none"> <li>Finance/Administration Section Action Plan.</li> </ul>                                                                                                                                                                                                                      |   |
| 3.                        | Be prepared to provide input to the debriefing meeting and After Action Report:                                                                                                                                                                                                                                    |   |
|                           | <ul style="list-style-type: none"> <li>Include a brief overview of support efforts provided during the incident.</li> </ul>                                                                                                                                                                                        |   |
|                           | <ul style="list-style-type: none"> <li>Suggest corrective actions to improve operations.</li> </ul>                                                                                                                                                                                                                |   |
| 4.                        | Organize and submit all required forms, reports and other incident related documentation to the EOC Manager to transition into the recovery period.                                                                                                                                                                |   |
| 5.                        | Be prepared to assist the EOC Manager with the recovery process.                                                                                                                                                                                                                                                   |   |
| 6.                        | Revise and update EOC Activation Guidelines and position checklists to reflect lessons learned from the emergency.                                                                                                                                                                                                 |   |

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| 7. | <b>Close out EOC Individual Activity Log and return all EOC supplies:</b>                                                                              |  |
|    | <ul style="list-style-type: none"><li>• Section assigned supply bag and vest - return to EOC Manager or other staff assigned tear down duty.</li></ul> |  |
| 8. | <b>Clean up work area and sign out.</b>                                                                                                                |  |
| 9. | <b>Leave a forwarding contact number where you can be reached.</b>                                                                                     |  |

**PURCHASING UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

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| <b>Work Station:</b>                                                                    | <ul style="list-style-type: none"> <li>EOC Finance/Administration Section or other area designated by EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |
| <b>Primary Role:</b>                                                                    | <ul style="list-style-type: none"> <li>Advise EOC Sections on procurement policies and procedures.</li> <li>Determine whether any special requirements or problems exist that will obstruct acquiring required resources.</li> <li>Coordinate with local vendors and/or jurisdictions on assisting with or supplying of required resources.</li> <li>Prepare and sign purchasing, professional services contracts, use and mutual aid agreements, as needed.</li> <li>Interpret contacts/agreements, and resolve any claims or disputes within delegated authority.</li> </ul> |                                                                                       |
| <b>Reports To:</b>                                                                      | <ul style="list-style-type: none"> <li>Finance/Administration Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
| <b>Supervises:</b>                                                                      | <ul style="list-style-type: none"> <li>Purchasing Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                       |
| <b>Forms Prepared:</b>                                                                  | <ul style="list-style-type: none"> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>FN-1 – Finance/Administration Action Plan Worksheet</li> <li>LG-2 – Logistics Supply Request Form</li> <li>N/A – Mutual Aid Agreements</li> <li>N/A – Purchase Orders</li> <li>N/A – Vendor Contracts</li> </ul>                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>Forms Reviewed:</b>                                                                  | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
| <b>Forms Approved:</b>                                                                  | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                       |
| <b>REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                       |
| <b>Activation Phase</b>                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| <b>1.</b>                                                                               | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Purchasing Unit Leader position on EOC Organizational Chart.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Obtain green Purchasing Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Ensure that the Purchasing Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                       |
| <b>2.</b>                                                                               | <b>Obtain an initial briefing from the Finance/Administration Section Chief:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                       |
|                                                                                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                       |



|                           |                                                                                                                                                                                                          |   |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
|                           | • Expectations of the EOC Director.                                                                                                                                                                      |   |
|                           | • Incident objectives.                                                                                                                                                                                   |   |
|                           | • Incident activities/situation.                                                                                                                                                                         |   |
|                           | • Special concerns.                                                                                                                                                                                      |   |
| 3.                        | <b>Obtain Form 214a OS "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:</b>                                                                         |   |
|                           | • Note data that needs to be shared with other Finance/Administration Sections activated.                                                                                                                |   |
|                           | • Log all activities, key instructions, justification, etc., as they occur.                                                                                                                              |   |
| <b>Operational Phase</b>  |                                                                                                                                                                                                          | ✓ |
| 1.                        | <b>Review the emergency purchasing procedures.</b>                                                                                                                                                       |   |
|                           | • Advise EOC Sections on procurement policies and procedures.                                                                                                                                            |   |
|                           | • Determine whether any special requirements or problems exist that will obstruct acquiring required resources.                                                                                          |   |
| 2.                        | • <b>Prepare and sign purchasing, professional services contracts, use and mutual agreements as needed, be sure to obtain authority from the Finance/Administration Section Chief prior to approval.</b> |   |
|                           | Ensure that all contracts identify the scope of work and the specific site locations.                                                                                                                    |   |
| 3.                        | <b>Negotiate rental and/or purchase rates for equipment, supplies etc., if not already established.</b>                                                                                                  |   |
| 4.                        | <b>Verify costs data in the pre-established vendor contracts and/or agreements.</b>                                                                                                                      |   |
|                           | • Caution vendors if necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during the event.                                    |   |
| 5.                        | <b>Finalize all agreements and contracts as required.</b>                                                                                                                                                |   |
| 6.                        | <b>Complete final processing and send documents to the Cost Accounting Unit.</b>                                                                                                                         |   |
| <b>Deactivation Phase</b> |                                                                                                                                                                                                          | ✓ |
| 1.                        | <b>Demobilize the Purchasing Unit in accordance with the Action Plan.</b>                                                                                                                                |   |
| 2.                        | <b>Ensure that the following forms and tasks are completed and turned in to the Finance/Administration Section Chief prior to release and departure from EOC:</b>                                        |   |
|                           | • Any final forms and reports.                                                                                                                                                                           |   |
|                           | • Finance/Administration Section Action Plan.                                                                                                                                                            |   |
| 3.                        | <b>Be prepared to provide input to the debriefing meeting and After Action Report:</b>                                                                                                                   |   |
|                           | • Include a brief overview of support efforts provided during the incident.                                                                                                                              |   |

|    |                                                                                                                                                                                                                           |  |
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|    | <ul style="list-style-type: none"><li>• Suggest corrective actions to improve operations.</li></ul>                                                                                                                       |  |
| 4. | Organize and submit all required forms, reports and other incident related documentation to the EOC Manager to transition into the recovery period.                                                                       |  |
| 5. | Be prepared to assist the EOC Manager with the recovery process.                                                                                                                                                          |  |
| 6. | Revise and update EOC Activation Guidelines and position checklists to reflect lessons learned from the emergency.                                                                                                        |  |
| 7. | Close out EOC Individual Activity Log and return all EOC supplies: <ul style="list-style-type: none"><li>• Section assigned supply bag and vest - return to EOC Manager or other staff assigned tear down duty.</li></ul> |  |
| 8. | Clean up work area and sign out.                                                                                                                                                                                          |  |
| 9. | Leave a forwarding contact number where you can be reached.                                                                                                                                                               |  |

**RECOVERY UNIT LEADER**

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
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| <b>Work Station:</b>   | <ul style="list-style-type: none"> <li>EOC Finance/Administration Section or other area designated by EOC Director.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Primary Role:</b>   | <ul style="list-style-type: none"> <li>Coordinate with the EOC Manager in determining the impacts of the event requiring recovery planning.</li> <li>Coordinate with the EOC Manager to develop a strategy to transition from recovery planning during the event to post-event recovery efforts.</li> <li>Coordinate with the EOC Manager to develop an initial recovery plan and strategy.</li> <li>Assist the EOC Manager to initiate recovery-planning meetings with appropriate individuals and agencies.</li> <li>Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery-planning process.</li> </ul> |
| <b>Reports To:</b>     | <ul style="list-style-type: none"> <li>Finance/Administration Section Chief</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Supervises:</b>     | <ul style="list-style-type: none"> <li>Recovery Unit</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Forms Prepared:</b> | <ul style="list-style-type: none"> <li>N/A – Disaster Assistance Forms, if applicable</li> <li>ICS-214a OS – EOC Individual Activity Log</li> <li>FN-1– Finance/Administration Action Plan Worksheet</li> <li>LG-2– Logistics Supply Request Form</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Forms Reviewed:</b> | <ul style="list-style-type: none"> <li>EOC-1 – Emergency Support Agency List</li> <li>EOC-3 – EOC Organizational Chart</li> <li>EOC-2 – EOC Set Up/Room Layout</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| <b>Forms Approved:</b> | <ul style="list-style-type: none"> <li>N/A</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

**REVIEW THIS ENTIRE LIST OF PROCEDURES AT START-UP AND AT BEGINNING OF EACH SHIFT**

| <b>Activation Phase</b> |                                                                                                                                                                                                          |  |
|-------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 1.                      | <b>Report to Primary EOC and do the following:</b>                                                                                                                                                       |                                                                                       |
|                         | <ul style="list-style-type: none"> <li>Sign in on Sign-in Sheet and place name in Recovery Unit Leader position on EOC Organizational Chart.</li> </ul>                                                  |                                                                                       |
|                         | <ul style="list-style-type: none"> <li>Obtain green Recovery Unit Leader vest from EOC Manager and wear over clothes during entire shift.</li> </ul>                                                     |                                                                                       |
| 2.                      | <ul style="list-style-type: none"> <li>Ensure that the Recovery Unit work area is set up properly and that appropriate equipment and supplies are in place, including maps and status boards.</li> </ul> |                                                                                       |
|                         | <b>Obtain an initial briefing from the Finance/Administration Section Chief:</b>                                                                                                                         |                                                                                       |
|                         | <ul style="list-style-type: none"> <li>Size and complexity of incident.</li> </ul>                                                                                                                       |                                                                                       |

|                          |                                                                                                                                                                                                                                                                                                      |                                                                                     |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                          | <ul style="list-style-type: none"> <li>• Expectations of the EOC Director.</li> </ul>                                                                                                                                                                                                                |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>• Incident objectives.</li> </ul>                                                                                                                                                                                                                             |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>• Incident activities/situation.</li> </ul>                                                                                                                                                                                                                   |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>• Special concerns.</li> </ul>                                                                                                                                                                                                                                |                                                                                     |
| 3.                       | Obtain Form 214a OS "EOC Individual Activity Log" and begin chronological documentation of calls, activities and actions:                                                                                                                                                                            |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>• Note data that needs to be shared with other Finance/Administration Sections activated.</li> </ul>                                                                                                                                                          |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>• Log all activities, key instructions, justification, etc., as they occur.</li> </ul>                                                                                                                                                                        |                                                                                     |
| <b>Operational Phase</b> |                                                                                                                                                                                                                                                                                                      |  |
| 1.                       | Confirm that the Cost Accounting Unit has established a disaster accounting system, to include an exclusive cost code for disaster response.                                                                                                                                                         |                                                                                     |
| 2.                       | Monitor the current Situation Status Report to include recent updates and determine overall impacts of the event.                                                                                                                                                                                    |                                                                                     |
| 3.                       | Coordinate with the EOC Manager to develop a recovery plan and strategy.                                                                                                                                                                                                                             |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>• Coordinate with the EOC Manager to facilitate recovery-planning meetings, involving appropriate EOC Management and General Staff personnel and other agencies as needed.</li> </ul>                                                                         |                                                                                     |
| 4.                       | Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.                                                                                                                                                |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>• Coordinate with the Advance Planning Unit in the Planning/Intelligence Section to determine major, mid-to-long range social, economic, environmental and political impacts.</li> </ul>                                                                      |                                                                                     |
| 4.                       | In conjunction with Finance/Administration Section Chief, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.                                                                                                                                |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>• Meet with the Documentation Unit Leader in the Planning/Intelligence Section to review EOC position logs, journals, all Situation Status Reports and EOC Action Plans to determine additional cost recovery items that may have been overlooked.</li> </ul> |                                                                                     |
|                          | <ul style="list-style-type: none"> <li>• Coordinate with the Finance/Administration Units to ensure that FEMA, Cal EMA, OES and other public reimbursement source documents and applications are consistent with the recovery strategy.</li> </ul>                                                   |                                                                                     |
| 6.                       | Prepare and maintain a cost report for the Finance/Administration Section Chief, EOC Director and City Council.                                                                                                                                                                                      |                                                                                     |

|                           |                                                                                                                                                                                       |                                                                                     |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                           | <ul style="list-style-type: none"> <li>• Provide cumulative analyses, summaries and total expenditures for the event.</li> </ul>                                                      |                                                                                     |
| 7.                        | Coordinate with the EOC Manager to assist the County of San Bernardino Office of Emergency Services in determining appropriate sites for Disaster Application Centers (909) 356-3998. |                                                                                     |
| 8.                        | Prepare all required federal, state and county documentation as necessary to recover all allowable disaster response and recovery costs                                               |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• Maintain all event-related documentation for final audit on all event related expenditures.</li> </ul>                                       |                                                                                     |
| <b>Deactivation Phase</b> |                                                                                                                                                                                       |  |
| 1.                        | Demobilize the Recovery Unit in accordance with the Action Plan.                                                                                                                      |                                                                                     |
| 2.                        | Ensure that the following forms and tasks are completed and turned in to the Finance/Administration Section Chief prior to release and departure from EOC:                            |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• Any final forms and reports.</li> </ul>                                                                                                      |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• Finance/Administration Section Action Plan.</li> </ul>                                                                                       |                                                                                     |
| 3.                        | Be prepared to provide input to the debriefing meeting and After-Action Report:                                                                                                       |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• Include a brief overview of support efforts provided during the incident.</li> </ul>                                                         |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• Suggest corrective actions to improve operations.</li> </ul>                                                                                 |                                                                                     |
| 4.                        | Organize and submit all required forms, reports and other incident related documentation to the EOC Manager to transition into the recovery period.                                   |                                                                                     |
| 5.                        | Be prepared to assist the EOC Manager with the recovery process.                                                                                                                      |                                                                                     |
| 6.                        | Revise and update EOC Activation Guidelines and position checklists to reflect lessons learned from the emergency.                                                                    |                                                                                     |
| 7.                        | Close out EOC Individual Activity Log and return all EOC supplies:                                                                                                                    |                                                                                     |
|                           | <ul style="list-style-type: none"> <li>• Section assigned supply bag and vest - return to EOC Manager or other staff assigned tear down duty.</li> </ul>                              |                                                                                     |
| 8.                        | Clean up work area and sign out.                                                                                                                                                      |                                                                                     |
| 9.                        | Leave a forwarding contact number where you can be reached.                                                                                                                           |                                                                                     |

# **PART IV - HAZARD SPECIFIC ANNEX**

Threat Assessment 1 - Major Earthquake

Map 1.1 Fault Map

Map 1.2 Liquefaction Map

Threat Assessment 2 - Hazardous Materials

Map 2.1 Railroad and Truck Routes

Map 2.2 Hazardous Materials Locales

Threat Assessment 3 - Flooding

Map 3.1 Areas Subject to Flooding

Threat Assessment 4 - Urban Flooding

Map 4.1 Areas Subject to Urban Flooding

Threat Assessment 5 - Dam Failure (not a threat in Barstow)

Threat Assessment 6 - Transportation

Map 6A.1 Map of Airport Locations

Map 6B.1 Active Rail Lines

Map 6C.1 Truck Routes and Truck Facilities

Threat Assessment 7 - Civil Unrest

Threat Assessment 8 - National Security Emergency

Threat Assessment 9 - Pipeline/Distribution Facility Incident

Map 9.1 Pipeline Locations

Threat Assessment 10 - High Winds/Blowing Sand

Map 10.1 Blow-Sand/High Wind Areas

**THREAT ASSESSMENT 1 MAJOR EARTHQUAKE****General Situation****Regional Seismic Characteristics**

Based upon studies conducted by The California Division of Mines and Geology (CDMG) of prominent earthquakes between 1969 and 1971, the Western United States has been divided into the four seismic risk zones indicated below.

**Zone 0:** No reasonable expectancy of earthquake damage.

**Zone 1:** Minor earthquake damage can be expected.

**Zone 2:** Moderate earthquake damage can be expected.

**Zone 3:** Major destructive earthquakes may occur. All of California has been assigned to Zones 2 and 3 while the Mojave Desert Province, including Barstow, has been assigned to Zone 3.

Under the California Division of Mines and Geology program for zoning potentially active faults, the State Geologist has identified the San Andreas, Garlock, and Manix faults as special-studies zones, indicating that these are officially recognized as active faults. There are several other potentially active faults located in the general area.

The San Andreas Fault System, the largest and most active fault system in the State, has a history of violent activity. Seismologists have noted that a major event along this fault system is statistically predictable in the foreseeable future. This system is capable of producing an earthquake with a magnitude of 8.0 or greater. The San Andreas Fault Zone generally trends in a north-south direction and is located approximately 50 miles southwest of Barstow.

Several discontinuous faults, most of which parallel the San Andreas, lie within the Mojave Desert Province. The Manix Fault is located approximately 25 miles to the east and parallels the Garlock Fault to the north. It was the source of a 1947 quake of 6.2 magnitude that ruptured the surface and caused a 3" horizontal displacement. The Lenwood, Barstow, and Waterman faults run parallel through the study area, all trending northwest and following old lines of weakness generally influenced by the tectonics of the San Andreas Fault. Recent movement along the Lenwood Fault has exposed highly contorted Miocene rocks and Pleistocene fan deposits. The Barstow Fault is very similar. During Pliocene times, the Waterman fault was a thrust fault, uplifting the Waterman Hills, but during Quaternary times, it began vertical movement and formed the palisade of Miocene rocks north of the Mojave River.

**Specific Situation**

The City of Barstow is located in one of the most fault-fractured regions of California. There are



12 known surface faults within 50 miles of the center of the City. They are both Historic and Holocene geologic time faults. Historic faults are so categorized because they have displaced and ruptured during historic times (e.g. San Andreas fault - San Francisco earthquake of 1906). Essentially these are faults that have moved and been recorded or experienced in "modern" times by Western society. Generally, these include earthquakes that have occurred since 1796.

Overall, historic era faults are associated with one of the following:

- A recorded earthquake with surface rupture. (Also included is some well-defined surface breaks caused by ground shaking during earthquakes, e.g., extensive ground breakage.)
- Fault creep slippage - slow ground displacement usually without accompanying earthquakes.
- Displaced survey lines.

Holocene (i.e., recent) faults are faults that show geologic evidence of having moved between 200 and 10,000 years ago, without historic record. Geomorphic evidence for Holocene faulting includes sag ponds, scarps showing little erosion, or the following features in Holocene age deposits: offset stream courses, linear scarps, shutter ridges, and triangular faceted spurs.

The Historic faults in the region surrounding the City of Barstow include the Camp Rock Fault, located 22 miles southeast, and the connecting Emerson, Galway, Homestead, Calico, and Johnson Valley Faults. These faults were all participants in the June 6, 1992 Landers earthquake and aftershock sequence. In addition, a portion of the Lenwood Fault, along the southwest edge of the City of Barstow, has experienced fault creeping. This fault is a State-designated fault rupture hazard zone. The Lenwood fault, primarily classified as a Holocene fault, runs beneath the southwestern portion of the City directly adjacent to the Merchant Mall Outlet site. Another known fault within the Barstow City limits is the Mount General holocene fault. It is located in the hills above North Barstow. Local faults and their designation within State Special Studies Zones are illustrated on Map 1.1.

The remaining earthquake faults in the Barstow region are Holocene faults. They include the:

- Pisgan Fault.
- Hidalgo Fault.
- Mesquite Lake Fault.
- Calico Fault.
- Johnson Valley Fault (portions).

- Helendale Fault.
- Frontal Faults.

**Earthquake Effects**

The primary effects of an earthquake include surface rupture, ground motion, liquefaction, and soils settlement. The occurrence of any one of the above is dependent upon numerous factors including earthquake intensity, distance from epicenter, soils type, and moisture content of the soil.

**Surface Rupture**

Surface rupture refers to an actual displacement in the local terrain caused by the ground movement along a fault. The degree of displacement is a function of the intensity of an earthquake and can result in either vertical or lateral surface movement that may range from a few millimeters to several feet. Only those portions of the Planning Area that are traversed by faults would be subject to surface rupture.

**Ground Shaking**

The energy released from an earthquake epicenter moves outward in waves, in much the same way as waves in a pond are created from a pebble being thrown into it. The wave energy released during an earthquake will result in ground shaking with the intensity largely dependent on soil types, surface geology, and earthquake intensity. In the event of a major earthquake, the entire Planning Area could be subject to intense ground shaking.

**Liquefaction**

Liquefaction results when seismically induced ground shaking causes water-laden, cohesion less soils to form a quicksand-like soil condition below the ground surface. Structural damage may ensue as building foundations lose ground support. Liquefaction occurs in areas where groundwater exists near the ground surface and where poorly consolidated, cohesionless soils predominate.

Tests indicate that uniformly graded materials (those predominantly of one size, such as dune sand) are more susceptible to liquefaction than are well-graded materials and that, for uniformly graded soils, fine sands tend to liquefy more easily than do coarse sands, gravelly soils, silts, or clays. In addition, loose soil deposits will tend to liquefy more readily than denser deposits. Because the intensity and duration of ground shaking are somewhat proportional to earthquake magnitude, liquefaction is more likely to occur during moderate to strong earthquakes (6.3 and above). It is also generally recognized that the greater the distance to ground water, the lower the potential for soil liquefaction.

Along the Mojave River Channel, the depth to the water table in the Planning Area

varies between 15 to 20 feet at the eastern edge of the Planning Area to 185 feet below the surface on the south bank at the western edge of the Planning Area. The water table is generally much closer to the surface along the north bank. Seasonal ground water fluctuations could cause variations in the depth of the water table up to 40 feet.

The entire Mojave River Basin should be generally considered as an area with high potential for liquefaction. It is emphasized, however, that liquefaction depends upon many factors; in addition to groundwater levels are factors such as soil type, relative density, and intensity and

duration of ground shaking. Liquefaction potential for individual parcels within "high risk" areas needs to be evaluated on a case-by-case basis; see Map 1.2.

#### **Subsidence, Differential Settling**

As groundwater is withdrawn, areas of loose and soft soil materials could experience mass settlement from surface loading. Where there is a mixture of soil types with different compressibility, differential settling can occur. Most of the alluvial areas, particularly closer to the Mojave River Basin, could be expected to subside or settle somewhat as more groundwater is withdrawn or if earthquake shaking occurs. Shaking for any length of time could cause additional compression of the underlying soils, thus allowing the surface level to lower. This is not usually considered a serious problem if adequate soil tests are made prior to construction and adequate building designs are used.

#### **Reservoirs, Dams, and Seiches**

Seiches are oscillations of captured water, such as in ponds and reservoirs, usually caused by earthquake shaking. In Barstow, this should present no severe problems except in the sewage ponding areas along the Mojave River. With severe shaking, the sewage ponding areas could overflow the banks and cause downstream pollution.

#### **Damage To Vital Public Services, Systems, and**

#### **Facilities *Bed Loss in Hospitals***

Barstow's 56-bed community hospital coupled with public service agencies and volunteer personnel would be used to assist in the care of the injured.

Several of the acute care hospitals in San Bernardino County are expected to be lost due to structural damage. This will reduce the number of beds available and create the need for several field hospitals. Most of the subscribing hospitals to the San Bernardino County Department of Health will be controlled by the Department as to the availability of beds and transfer of patients.

Although a percentage of the remaining beds could be made available by discharging or transferring non-emergency patients, it will probably be necessary to receive an immediate influx of emergency medical aid and/or export some of the seriously injured to out-of-County facilities.

### ***Communications***

Telephone systems will be affected by system failure, overloads, loss of electrical power and possible failure of some alternate power systems. Immediately after the event numerous failures will occur coupled with saturation overloads. This will disable up to 80% of the telephone system for one day. In light of the expected situation, emergency planners should not plan on the use of telephone systems for the first few days after the event.

Radio systems are expected to be 40 to 75% effective; microwave systems, 30% effective or less. **Dam and Flood Control Channels**

Because of the current design and construction practices, and ongoing programs of review and modification, catastrophic dam failure is considered unlikely. Many flood control channels are expected to suffer damage.

### **Electrical Power**

Major power plants are expected to sustain some damage due to liquefaction and the intensity of the earthquake. Up to 60% of the system load may be interrupted immediately following the initial shock. According to representatives of Southern California Edison Company, the electrical power will not be rerouted and will be lost for an undefined period of time. Much of the imported power is expected to be lost. In some areas of greatest shaking it should be anticipated that some of the distribution lines, both underground and surface, will be damaged. Much of the affected area may have service restored in days. Loss of Southern California Edison transmission lines is possible.

### **Fire Operations**

Although total collapse of fire stations is not expected, possible disruption of utilities, twisted doors and loss of power can create major problems. Numerous fires due to disruption of power and natural gas networks can be expected. Many connections to major water sources may be out and storage facilities would have to be relied on; water supply could vary from little or none to inadequate. First response from fire personnel is expected to be based on an assessment of the area to establish what is needed to determine response and recovery needs. Operations may take days because of the disruption of transportation routes for fire department personnel and equipment.

Secondary responses by the Fire Service after assessment will be based upon diversion of resources to accomplish search and rescue of trapped persons. Major problems the Fire Service should expect are loss of power and water, jammed doors, restricted mobility due to debris, possible loss of primary dispatch capability and delays in reaching maximum effectiveness due to personnel shortages.

### **Highways and Bridges**

Damage to freeway systems is expected to be major. Any surface transportation routes could be subject to delays and detours. A major portion of surface streets in the vicinity of freeways will be blocked due to collapsed overpasses. Many surface streets in the older central business district along Main Street will be blocked by debris from buildings, falling electrical wires and pavement damage.

### **Natural Gas**

Damage to natural gas facilities will consist primarily of (a) some isolated breaks in major transmission lines, and (b) innumerable breaks in mains and individual service connections within the distribution systems, particularly in the areas of intense ground shaking. These many leaks in the distribution system will affect a major portion of the City, resulting in a loss of service for extended periods. Fires should be expected at the sites of a small percentage of ruptures both in the transmission lines and the distribution system. Transmission pipelines serving the general basin area are most vulnerable to damage.

### **Petroleum Fuels**

Major pipeline breakage is expected. There is a possibility of fire where pipeline failures occur. Priorities will have to be established to assure adequate fuel for emergency crews.

**Railroads**

It is expected that the route segments traversing the Barstow Planning Area, which provide service to the Southern California region, could be unavailable for post-earthquake service. Railroad bridges are susceptible to damage because of age, design and construction. Some lines could be blocked because of damage to freeway overpass structures.

**Sanitation Systems**

The wastewater treatment facilities could be out of service from 4 to 6 months depending on the damage caused by the severity and intensity of liquefaction. There is a limited volume of storage available in the wastewater treatment plants; if the treatment train cannot be restored before storage is exceeded, the wastewater will require discharge with emergency chlorination to reduce health hazards. Overflow of sewage through manholes and from ponds can be expected due to breakage in mains and loss of power. As a result, there will be a danger of excessive collection of explosive gas in sewer mains and flow of untreated sewage in some street gutters. Many house sewer connections will break and plug.

**Water Supply**

The City relies on groundwater pumped from wells for its water supply. A major earthquake would very likely damage several water distribution lines within the City, and most of the water wells would be shut down due to the loss of electricity and backup power. It may take several days for the water wells and distribution systems to be brought back into operation.

Water availability and distribution for needed life support, to treat the sick and injured, and for fire suppression activities, is of MAJOR concern to the City and surrounding unincorporated communities.

**Evacuation Routes**

Other pertinent information relating to evacuation operations is found in the General Plan. **Emergency Response Actions**

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.

**THREAT ASSESSMENT 2  
HAZARDOUS MATERIAL INCIDENT**

**HAZARDOUS MATERIALS INCIDENT**

**HAZARDOUS MATERIALS**

**INCIDENT General Situation**

Hazardous materials are any substance or combination of substances that because of quantity, concentration, or characteristics may cause or significantly contribute to an increase in death or serious injury or pose substantial hazards to humans and/or the environment. The production and use of these hazardous materials is a part of our society over which local governments have little control.

Releases of explosive, caustic and flammable materials have caused injuries and deaths



and necessitated large-scale evacuations. Toxic chemicals in gaseous and liquid form have caused injuries among emergency response personnel as well as passersby. When toxic materials have entered either surface, ground or reservoir water supplies, serious health effects have resulted. Releases of hazardous chemicals can be especially damaging when they occur in highly populated areas or along transportation routes used simultaneously by commuters and hazardous materials haulers.

**Specific Situation**

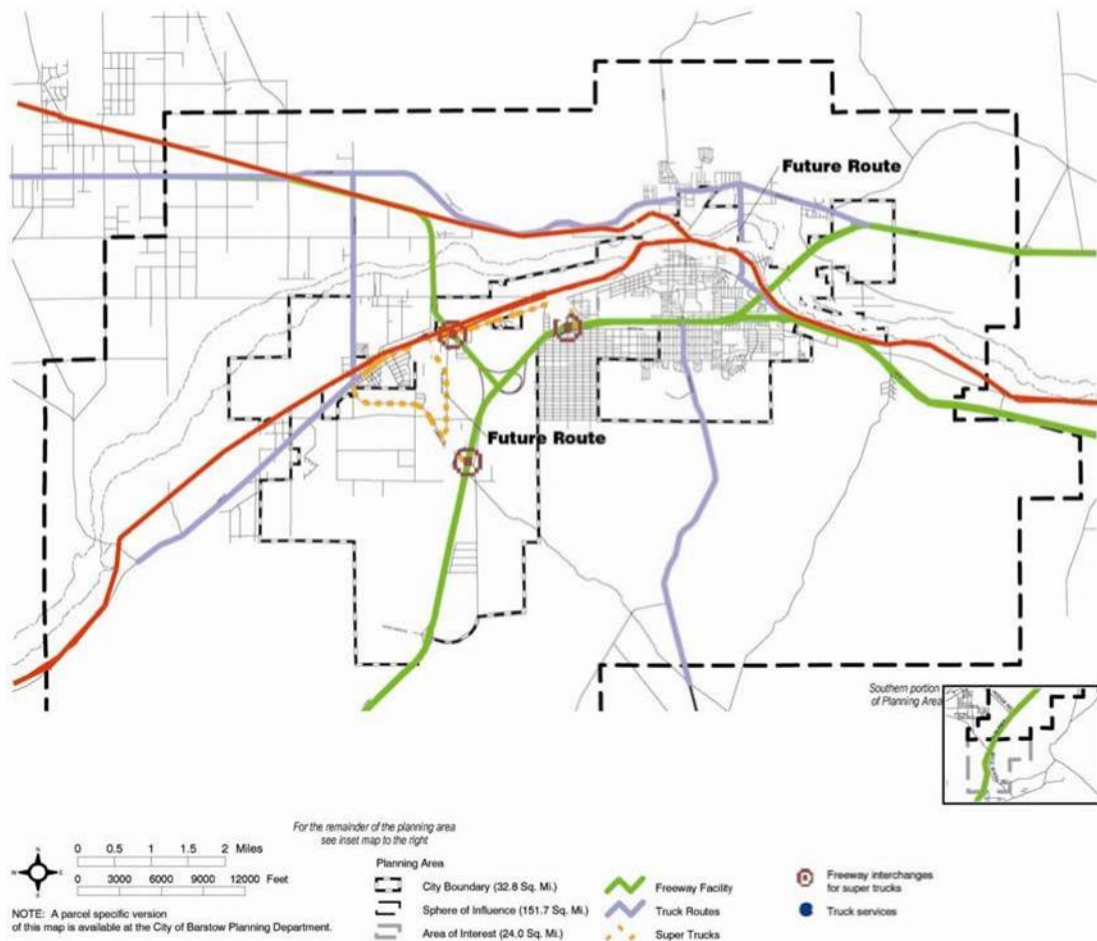
A hazardous chemical release in the City of Barstow would most likely involve either transportation of chemicals by railroad or truck, use of chemicals at a business, or illegal dumping of chemical waste.

Trucking and rail facilities play a major role in the City's transportation system. Due to the convergence of the I-15, I-40 and SR-58 Freeways, interstate trucks traverse the City. Truck related services in Barstow are primarily provided at two major freeway interchanges. These are the I-15 Freeway at the Lenwood Road and "L" Street interchanges.

Barstow is a principal rail distribution point for Southern California. The Burlington Northern/Santa Fe and Union Pacific Railroad mainlines pass through the City. A major rail classification yard is located between Main Street and the Mojave River.

**Transportation Accidents**

Chemicals are often transported through Barstow by rail and truck. This includes both commercial activity, as well as military activity, principally in support of the Marine Corps Supply Depots in Nebo and Yermo and the US Army Training Center at Fort Irwin, but also Edwards Air Force Base and other military facilities in the region. A map of railroad and truck routes is presented as Map 2.1.



**Map 2.1**  
**Railroad and Truck Routes**

**Business User Accidents**

The only business that has large amounts of hazardous materials is the Burlington Northern/Santa Fe Railroad

The City is also home to a number of smaller chemical users such as school laboratories and stores with supplies of pool chemicals, etc.

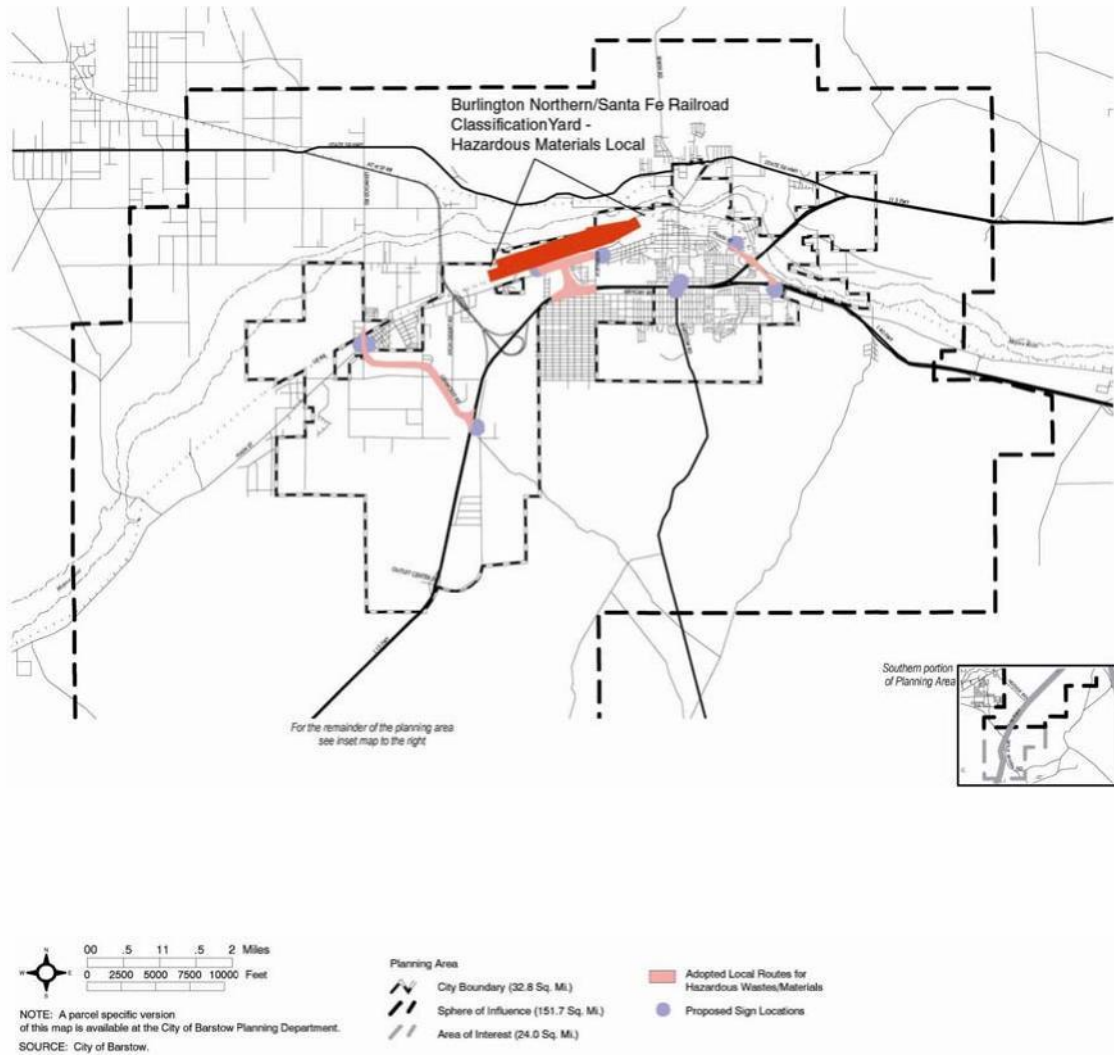
A map of the locations of businesses that manufacture, process or store hazardous materials is presented as Map 2.2.

**Business User Accidents**

The only business that has large amounts of hazardous materials is the Burlington Northern/Santa Fe Railroad

The City is also home to a number of smaller chemical users such as school laboratories and stores with supplies of pool chemicals, etc.

A map of the locations of businesses that manufacture, process or store hazardous materials is presented as Map 2.2.



**Map 2.2**  
**Hazardous Materials Lcales**

**Clandestine Dumping of Hazardous Wastes**

Clandestine dumping is the criminal act of disposing of toxic materials and non-hazardous and hazardous waste on public or private property. As the costs and restrictions increase for legitimate hazardous waste disposal sites, it can be anticipated that illegal dumping of hazardous materials will increase proportionately.

**Evacuation Routes**

Other pertinent information relating to evacuation routes is found in the General Plan.

**Emergency Response Actions**

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan. Refer to your jurisdiction's Administering Agency Plan for specific information. Appropriate facility listings and maps are contained in that plan.

## THREAT ASSESSMENT 3

### FLOODING

#### FLOODING

##### General Situation

Barstow is situated on alluvial deposits dissected by numerous small intermittent streams. The primary hydrologic feature within the Planning Area is the Mojave River that originates in the San Bernardino Mountains. The River flows in a northeasterly direction finally emptying into Soda Lake. The flow of the Mojave River is seasonal, though it carries discharges from Lake Arrowhead, Silverwood Lake and Mojave Forks Reservoir.

Local hydrology consists of small intermittent streams draining the hills located to the north and south of the City and emptying into the Mojave River. Water reaching the Mojave River is carried eastward out of the City limits.

The upper reaches of a typical stream channel are situated in the floors of steep canyons. An alluvial fan located at the mouth of the canyon consists of rock, gravel and sediment transported by stream action. These alluvial fans are gently sloping, extending from the canyon mouth to the valley floor. Intense storms, the steep gradients of the canyon slopes drained by the stream, and the lack of ground cover that would reduce runoff rates all contribute to large quantities of water flowing at high velocities in these intermittent channels. When this stream-flow reaches the mouth of the canyon and flows onto the alluvial fans, the water-flow velocities are reduced, resulting in the deposition of larger rocks. Water velocities continue to be reduced in the course of the movement of water down the alluvial fan, resulting in additional deposition. In addition, the permeable nature of the soils that comprise the alluvial fan also results in some absorption of water. Many of these alluvial fans have been developed due to the rapid growth in Southern California. The flood hazards in areas such as this are not only confined to the effects of water runoff but also the debris and sediment carried by the runoff.

The Mojave River is typical of major Southern California drainage courses. The drainage area is 1,290 square miles and has the potential of carrying large discharges, generated from major storms, although it is a dry sand wash most of the time. This apparent lack of water has resulted in a dangerous condition with development occurring in the flood plain without the realization of the flood potential. Recent major floods occurred in 1969, 1982 and 1993, all of which caused flooding of the residential area along Crooks Avenue adjacent to the Mojave River.

The Flood Insurance Study identified the principal flooding problems affecting the City. The Study indicated that floodwater from the Mojave River had the greatest potential for causing

flood-related damage to the City. The Study also stated a similar situation exists for several channels that direct flows from the adjacent hillsides into the Mojave River.

Two different types of flow are anticipated to occur outside of the channel itself: 1) flows greater than the limited channel capacity, referred to as “overflow” which remain outside of but contiguous with the channel due to topography; and 2) flows greater than channel capacity that leave channel confines and follow alternate flow paths through a community, referred to as “breakout.”

The criteria for levee failure are based upon the duration and magnitude of floodwaters overtopping the channel wall or levee.

### **County Response**

The Department of Public Works Emergency Response Plan involves numerous stages of response for affected County Departments, Cities and agencies. Prioritized warning and alerting stages will be activated according to established procedures. Some of the agencies to be contacted include the County’s Emergency Operations Center and Sheriff’s Department, all San Bernardino County Departments, U.S. Army Corps of Engineers, Office of Emergency Management and the cities through which the Mojave River traverses.

### **Specific Situation**

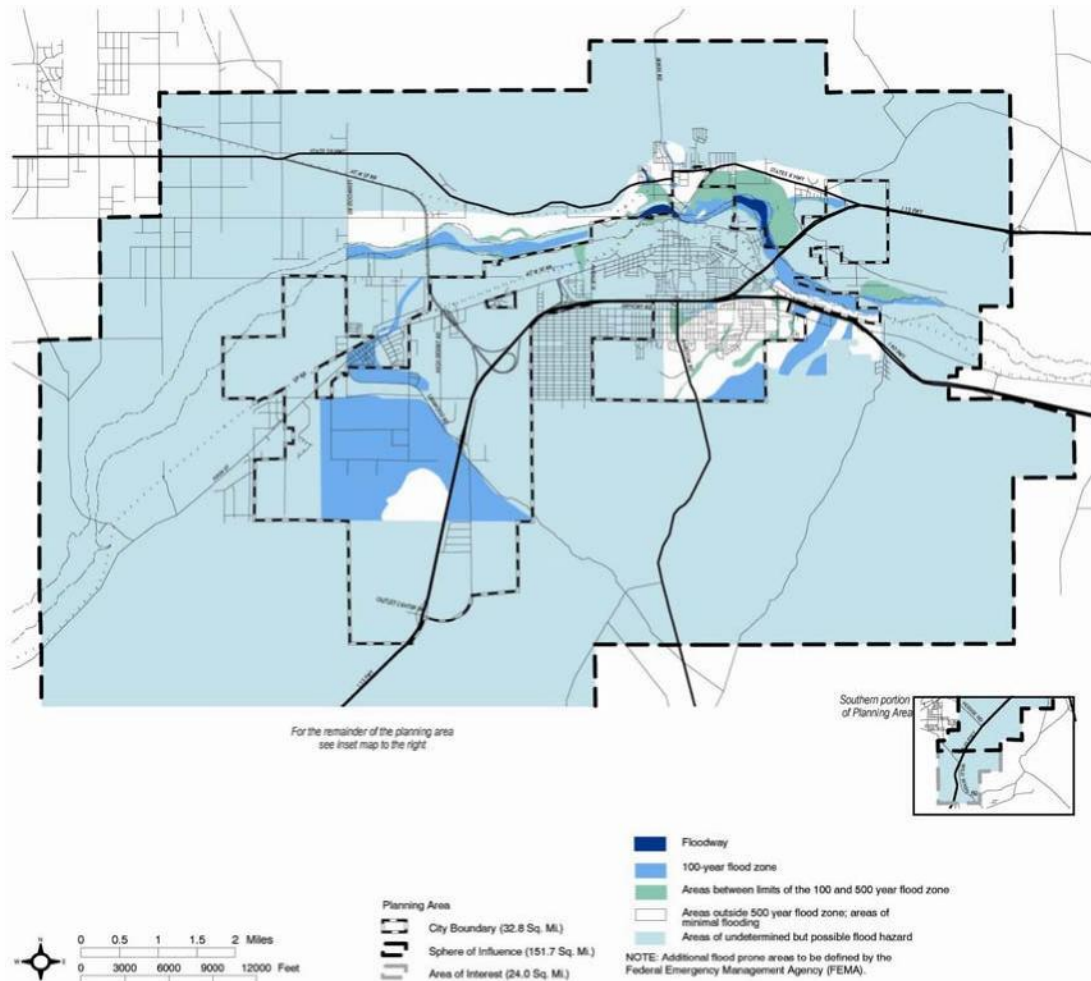
According to the existing FEMA floodplain maps that show the 100-year flood boundaries and flood depths, portions of the Planning Area are within the overflow area. The 100-year flood boundary and related evacuation area are presented as Map 3.1.

### **Evacuation Routes**

Other pertinent information relating to evacuation routes is found in the General Plan.

### **Emergency Response Actions**

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.



**Map 3.1**  
**Areas Subject to Flooding**

Note: Areas within the 100-year flood plain may be subject to evacuation in the event of major flooding.



## THREAT ASSESSMENT 4

### URBAN FLOODING

#### URBAN FLOODING

##### General Situation

Portions of the City of Barstow are prone to urban flooding, also sometimes referred to as ponding, due to debris accumulation on storm drains and in flood control channels and basins, overburdened pumping stations and aged drainage systems. Low-lying areas of the City are particularly susceptible to urban flooding. Flood control channels and basins are at risk of overflowing their banks during times of heavy rainfall.

##### Specific Situation

The Lenwood Road crossing of the Mojave River is at risk due to urban flooding. This is the only serious at risk crossing in Barstow.

The problem areas are considered to be a hazard only to their specific location and are not expected to threaten or endanger the lives of persons in the surrounding areas.

Health hazards could present themselves to residential dwellings and businesses in the affected areas if proper flood clean-up actions are not conducted immediately. Contamination due to flooded sewage systems pose the greatest risk to health and safety of persons in the affected areas.

##### Emergency Readiness Stages

Flooding in the identified risk areas can occur rapidly or slowly depending on the heaviness and severity of rainfall. Emergency preparedness will be based on four stages of response actions.

##### Stage I (Watch Stage)

Light to moderate rain for an indefinite period. All field units (Public Works, Police, Fire Departments, etc.) are to review their procedures for flood incidents.

##### Stage II

Moderate to heavy rain expected for next the 4 to 6 hours. Public information on location of sand bags; sand and flood clean-ups kits to be prepared and distributed to appropriate departments.

##### Stage III (Advisory Stage)

Continuation of heavy rain over the next 6 to 12 hours. Identified risk areas should be closed to traffic. Public information to be distributed to residents and businesses in affected areas by all available field units.

Stage IV

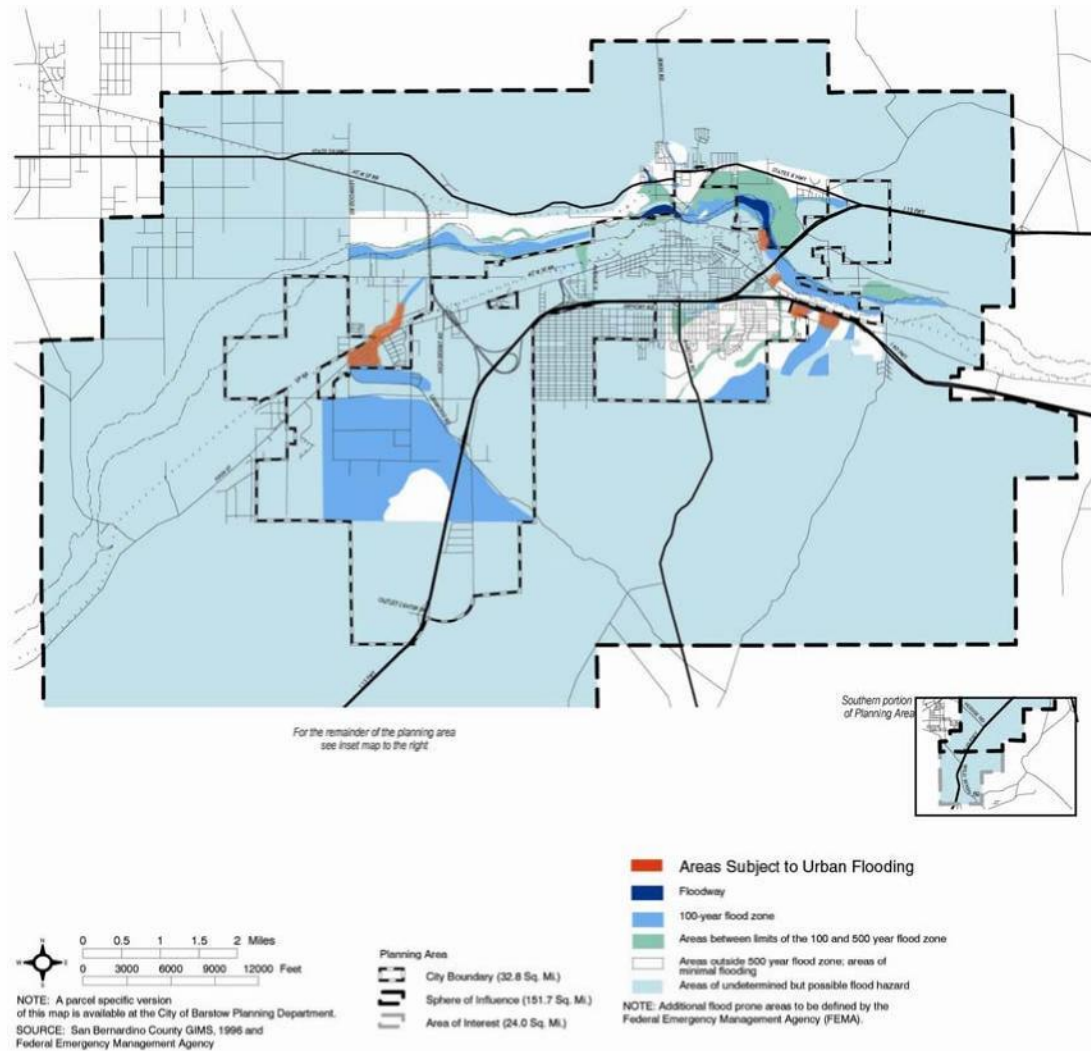
Safety/Health threat to private property and persons. Areas should be evacuated should flooding constitute a safety or health hazard.

**Evacuation Routes**

It is expected that most streets will remain open. Should it become necessary, evacuations should be easily facilitated. Other pertinent information relating to evacuation routes is found in the General Plan.

**Emergency Response Actions**

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan. Map 4.1 shows urban flooding hazard areas.



**Map 4.1**  
**Urban Flood Hazard Areas**

**THREAT ASSESSMENT 5  
DAM FAILURE****DAM FAILURE****General Situation**

Dam inundation is defined as the flooding that occurs as the result of structural failure of a dam. Structural failure may be caused by seismic activity. Seismic activity may also cause inundation by the action of a seismically induced wave that overtops the dam without also causing dam failure. This action is referred to as a seiche. Landslides flowing into a reservoir are also a source of potential dam failure or overtopping.

**Specific Situation**

There are no dams that could have significant impact on the City of Barstow in the event of a dam failure, although some minor effects could occur for a failure of Lake Arrowhead Dam, Silverwood Lake Dam and Mojave Forks Reservoir Dam. None of these dams is located in the City.

Failure of these dams during a catastrophic event, such as a severe earthquake, is considered a very unlikely event. Due to the method of construction of these dams, they have performed well in earthquakes and failure is not expected to occur. No areas within the Barstow planning area, outside of the Mojave River Designated Floodway, are expected to be inundated should failure occur; see Map 3.1. Additional information is contained in the specific Dam Inundation Contingency Plans prepared for each of the dams.

**Evacuation Routes**

Other pertinent information relating to evacuation routes is found in the General Plan.

**Emergency Response Actions**

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.

**THREAT ASSESSMENT 6A  
TRANSPORTATION--MAJOR AIR CRASH****TRANSPORTATION—MAJOR AIR CRASH****General Situation**

A major air crash that occurs in a heavily populated residential area can result in considerable loss of life and property. The impact of a disabled aircraft as it strikes the ground creates the likely potential for multiple explosions, resulting in intense fires. Regardless of where the crash occurs, the resulting explosions and fires have the potential to cause injuries, fatalities and the destruction of property at and adjacent to the impact point. The time of day when the crash occurs may have a profound effect on the number of dead and injured. Damage assessment and disaster relief efforts associated with an air crash incident will require support from other local governments, private organizations and from the State and Federal governments.

It can be expected that few, if any, airline passengers will survive a major air crash. The intense fires, until controlled, will limit search and rescue operations. Police barricades will be needed to block off the affected area. The crowds of onlookers and media personnel will have to be controlled. Emergency medical care, food and temporary shelter will be required by injured or displaced persons. Many families may be separated, particularly if the crash occurs during working hours, and a locator system should be established at a location convenient to the public. Investigators from the National Transportation Safety Board and the San Bernardino County Coroner's Office will have short-term jurisdiction over the crash area and investigations will be completed before the area is released for clean-up. The clean-up operation may consist of the removal of large debris, clearing of roadways, demolishing unsafe structures and towing of demolished vehicles.

It can be anticipated that the mental health needs of survivors and the surrounding residents will greatly increase due to the trauma associated with such a catastrophe. A coordinated response team, comprised of mental health professionals, should take a proactive approach toward identifying and addressing mental health needs stemming from any traumatic disaster.

It is impossible to totally prepare, either physically or psychologically, for the aftermath of a major air crash. However, since southern California has one of the nation's most overcrowded airspaces, air crash incidents are no longer a probability but a reality. Therefore, air crash incidents must be included among other potential disasters.

**Specific Situation**

The skies above Barstow are heavily occupied by aircraft originating and departing from a

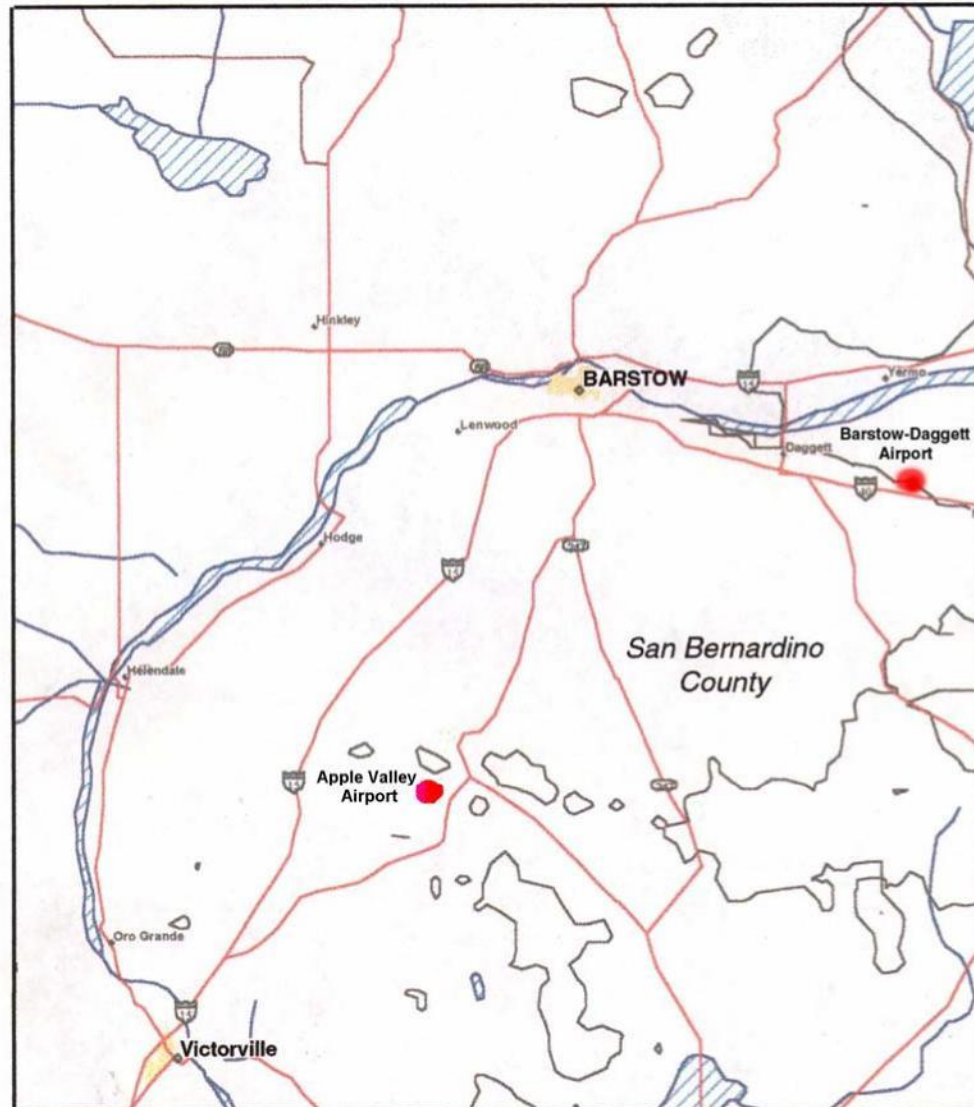
number of airports located in southern California. The airports nearest to Barstow that handle the greatest amount of air traffic are: 1. Daggett/Barstow Airport: (General Aviation, no commercial flights) and 2. Military Airfields at Edwards Air Force Base and Fort Irwin Training Center.

The Ontario Airport is ranked 46th busiest airport nationally in terms of the air traffic that it handles, and is experiencing a 3 percent annual growth rate that is projected to continue.

A map indicating the locations of each of the airports is included as Map 6A.1.

### **Emergency Response Actions**

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.



**Map 6A.1  
Airport Locations**



**THREAT ASSESSMENT 6B**

**TRANSPORTATION: TRAIN DERAILMENT**

**TRAIN DERAILMENT**

**General Situation**

A major train derailment that occurs in a heavily populated industrial area can result in considerable loss of life and property. As a train leaves its track, there is no longer any control as to the direction it will travel. Potential hazards could be overturned rail cars, direct impact into an industrial building or entering into normal street traffic, cargo spills, and hazardous material spills.

Each of these hazards encompasses many threats, such as a hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles, and loss of life of pedestrians or those in either adjacent buildings or vehicles.

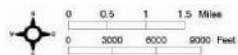
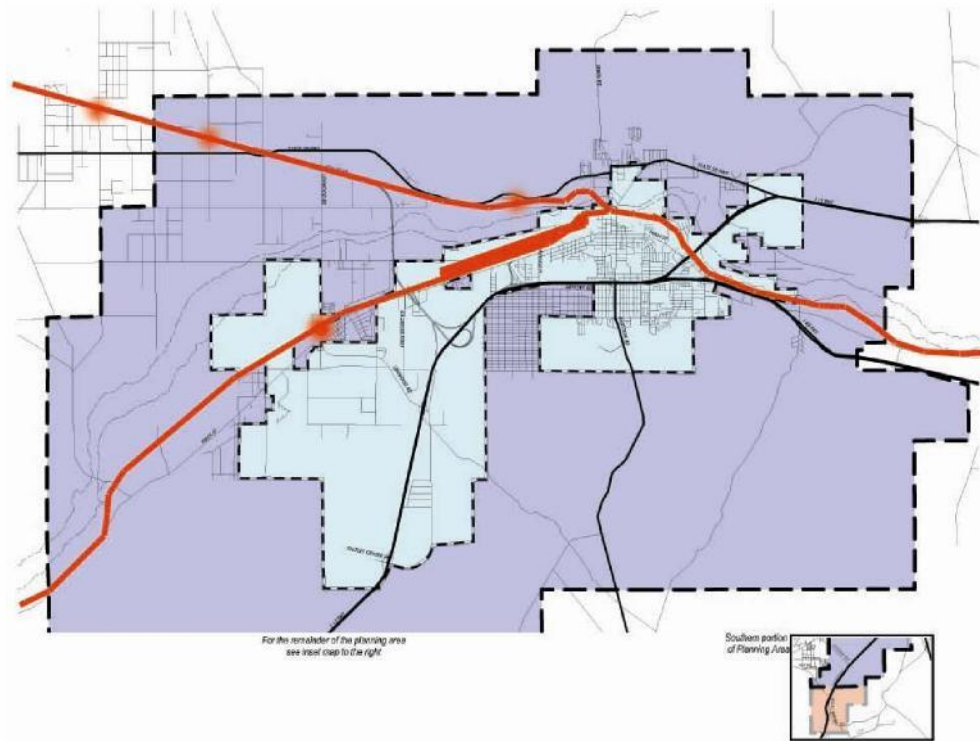
**Specific Situation**

The City is traversed by major rail lines and contains the Burlington Northern/Santa Fe Classification Yard, one of the major distribution centers for rail traffic in southern California.

Rail Crossings are illustrated and indexed on Map 6B.1.

**Emergency Response Actions**

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.



NOTE: A parcel specific version of this map is available at the City of Barstow Planning Department.

- Planning Area
- City Boundary (32.8 Sq. Mi.)
  - Sphere of Influence (151.7 Sq. Mi.)
  - Area of Interest (24.6 Sq. Mi.)
  - Active Rail Line
  - Railroad Crossing

**Map 6B.1  
Active Rail Lines  
and Crossings**

**THREAT ASSESSMENT 6C**  
**TRANSPORTATION--TRUCKING INCIDENT****TRANSPORTATION—TRUCKING INCIDENT****General Situation**

A major truck incident that occurs in a heavily populated industrial area or residential area can result in considerable loss of life and property. When a truck is involved in an accident, there is no longer control as to the direction the truck will travel. Potential hazards could be overturned tank trailers, direct impact either into a residence or industrial building, or entering into the normal flow of traffic, cargo spills, and hazardous material spills..

Each of these hazards encompasses many threats, such as a hazardous materials incident, fire, severe damage to either adjacent buildings or vehicles, and loss of life of pedestrians or those in either the adjacent buildings or vehicles.

**Specific Situation**

As with rail, trucking facilities play a major role in the City's transportation system. Due to the convergence of the I-15, I-40 and SR-58 Freeways, interstate trucks traverse the City. Truck-related service and distribution facilities are primarily provided at two major freeway interchanges, the I-15 Freeway at the Lenwood Road and West Main Street interchanges.

In addition, Barstow is a major multi-model truck/rail distribution center where containers are on or offloaded from rail cars to or from trucks.

Map 6C.1, Major Truck Routes and Distribution Centers, shows the location of truck routes through the Planning Area, as well as major truck-related service providers and facilities.

Also identified on Map 6C.1 are recommended roadways to accommodate "Super Trucks" (triple-trailer trucks). Super trucks are currently (1996) not allowed on California roadways or freeways. However, the trucking industry is pursuing the approval of triple-trailer trucks on some California interstate freeways, including the I-15 and I-40 Freeways from Nevada and Arizona to Barstow. Should triple-trailer use be approved, staging areas to disassemble and assemble the triple-trailer trucks will be necessary in Barstow. Three freeway interchanges have been identified which can provide access from the freeways to the staging areas. As such, key City roadways are identified to allow for potential triple-trailer trucks.

The following is an outline of the freeway interchanges and local City streets designated to allow triple-trailer trucks:

.Freeway Interchanges:

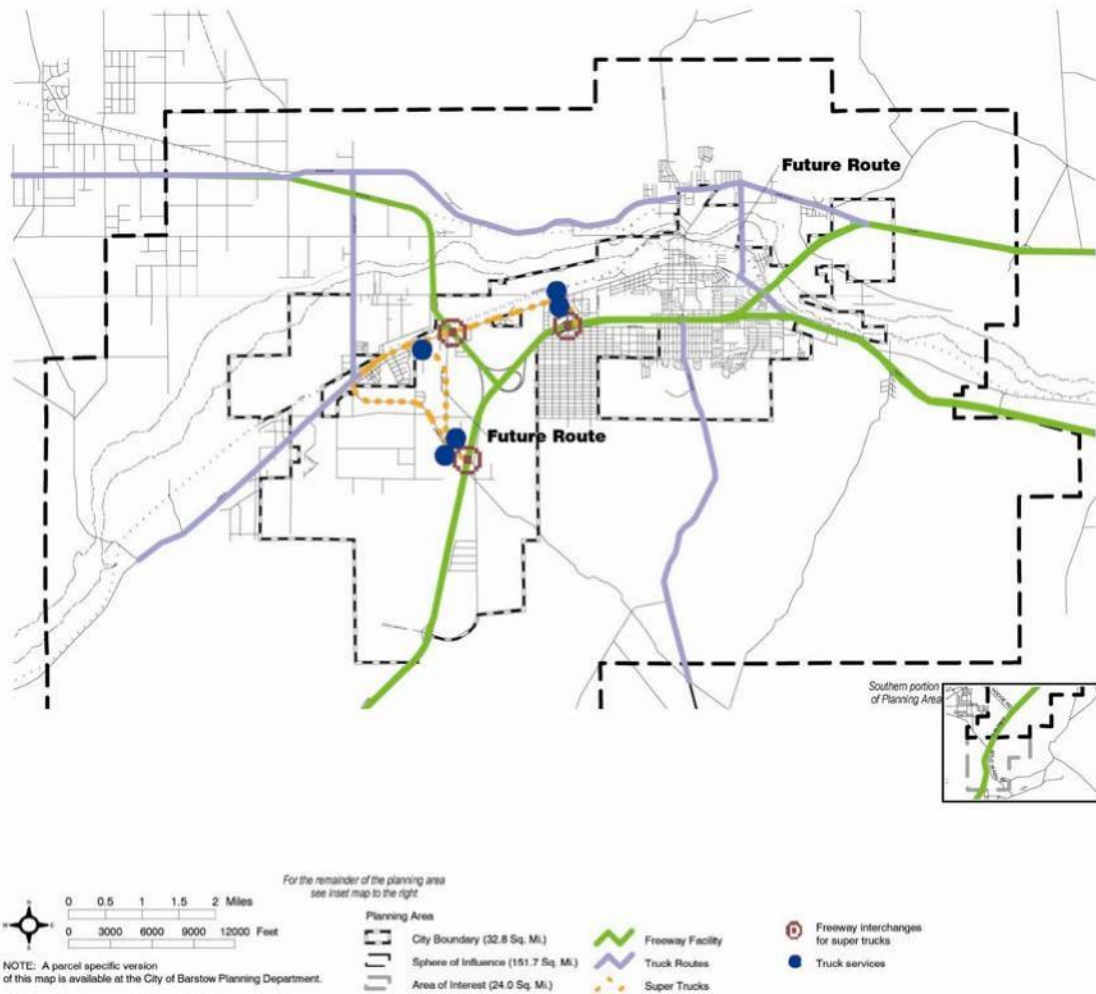
- .I-15 Freeway and "L" Street,
- .I-15 Freeway and Lenwood Road, and
- .SR 58 Freeway and W. Main Street.

.Local Streets:

- .Lenwood Road, I-15 Freeway to Tortoise Drive,
- .W. Main Street, "L" Street to Citrine Road/High Desert Drive,
- .High Desert Drive, W. Main Street to Lenwood Road, and
- . "L" Street, I-15 Freeway to W. Main Street.

**Emergency Response Actions**

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.



**Map 6C.1**  
**Major Truck Routes**  
**and Distribution Centers**

**THREAT ASSESSMENT 7**  
**CIVIL UNREST****CIVIL UNREST****General Situation**

The spontaneous disruption of normal, orderly conduct and activities in urban areas, or outbreak of rioting or violence that is of a large nature, is referred to as civil unrest. Civil unrest can be spurred by specific events, such as large sporting events or criminal trials, or can be the result of long-term disfavor with authority. Civil unrest is usually noted by the fact that normal on-duty police and safety forces cannot adequately deal with the situation until additional resources can be acquired. This is the time period when civil unrest can grow to large proportions.

Threat to law enforcement and safety personnel can be severe and bold in nature. Securing of essential facilities and services is necessary. Looting and fires can take place as a result of perceived or actual non-intervention by authorities.

**Specific Situation**

The City of Barstow has not faced the civil unrest experienced in the Los Angeles metropolitan area.

**Evacuation Routes**

Other pertinent information relating to evacuation routes is found in the General Plan.

**Emergency Response Actions**

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.

## THREAT ASSESSMENT 8

### NATIONAL SECURITY EMERGENCY

#### NATIONAL SECURITY EMERGENCY

##### General Situation

As a result of the recent collapse of the Soviet Union, the likelihood of nuclear war is significantly reduced. Therefore, identifying likely targets in the event of a nuclear war is not pertinent. However, terrorist activities and radiological materials accidents are still likely. Terrorist activities could result in nuclear weapons being detonated.

The following is provided for information and planning purposes:

- **Air Burst:** An air burst, by definition, is when a nuclear weapon is detonated and the fireball does not touch the surface of the earth. Usually, the weapon is set to detonate at a height of between 5,000 and 15,000 feet. Air bursts are generally selected for their capability to generate high over-pressure and shock effect over large areas, as well as to ignite fires for great distances. Neither radiation nor radioactive fallout is considered to be a significant factor in the event of an air burst.
- **Surface Burst:** A nuclear detonation is considered to be a surface burst when the fireball generated touches the surface of the earth. Surface bursts could include water bursts, under-water bursts and underground bursts.

Surface bursts produce large amounts of radioactive fallout. Therefore, some targets may be selected not only for the purpose of destroying facilities, but also to use the downwind fallout to prevent access or restrict movement in large geographical areas.

Detonation of a nuclear bomb can produce various damaging effects. Included are blast and over-pressure, intense heat and light, nuclear radiation (fission and fusion), electromagnetic pulse and, for surface bursts, radioactive fallout.

- **Blast:** When the weapon is detonated, a tremendous pressure is developed. This over-pressure rapidly expands outward in all directions, creating extremely high winds. The expansion continues until the over-pressure is reduced to normal pressure. The rapid outward expansion of air creates a vacuum that must equalize. The winds then reverse to the opposite direction and continue until the air pressure is equalized. Damage and injury are caused not only by the outward expansion phase of the wind and pressure, but also in the opposite direction when the air is rushing back to fill the vacuum. It is believed that an ordinary California home would be destroyed at an over-pressure of about 1.5 to 2 psi, often 2 to 5 miles from the detonation.

NOTE: Over-pressure is rated in pounds per square inch (psi). Normal pressure at sea level is 14.7 pounds per square inch. Therefore, if the pressure is increased to 15.7 psi, the over-pressure would be 1 psi.

- **Thermal Radiation:** A burst of intense light and heat. This phenomenon can initiate fires as well as produce casualties. A one-megaton explosion can produce flash-

blindness up to 13 miles on a clear day, or 53 miles on a clear night. Thermal radiation can cause skin and retinal burns many miles from the point of detonation. A one-megaton explosion can cause first-degree burns at distances of approximately 7 miles, second-degree burns at approximately 6 miles, and third-degree burns at approximately 5 miles from ground zero. Detonation of a single thermonuclear weapon could cause many thousands of burn casualties.

- **Initial Radiation:** Defined as that radiation emitted during the first minute after detonation, it is comprised of gamma rays and neutrons. For large yield weapons, the range of the initial radiation is less than that of the lethal blast and thermal radiation effects. However, with respect to small yield weapons, the initial radiation may be the lethal effect with the greatest range.
- **Fallout:** Produced by surface debris drawn into and irradiated by the fireball, then rising into the atmosphere and eventually returning to earth. When a nuclear detonation occurs, fission products and induced radioactive material from the weapon casing and debris that was pulled up into the fireball returns to earth as fallout. A source of ionizing radiation, fallout may be deposited miles from the point of detonation and thus affect people otherwise safe from the other effects of the weapon. The radiation danger associated with fallout decreases as the radioactive material decays. Decay rates range from several minutes to several years, and in some cases is much longer.
- **Electromagnetic Pulse (EMP):** Intense electric and magnetic fields that can damage unprotected electronic equipment. This effect is most pronounced in high altitude bursts (above 100,000 feet). Surface bursts typically produce significant EMP up to the 1-psi over-pressure range, while air bursts produce somewhat less. No evidence exists suggesting that EMP produces harmful effects in humans.

### Evacuation Routes

Other pertinent information relating to evacuation routes is found in the General Plan.

### Emergency Response Actions

Response activities to the nuclear materials threat will consist of in-place protection measures,



relocation and spontaneous evacuation.

The population at risk is approximately 25,000. There is no significant difference between the daytime and nighttime population. The City has insufficient fallout shelter spaces for its residents. The fallout shelter identification program is no longer maintained and utilized within the State of California.

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.

## **THREAT ASSESSMENT 9**

### **PIPELINE/DISTRIBUTION FACILITY INCIDENT**

#### **PIPELINE/DISTRIBUTION FACILITY INCIDENT**

##### **General Situation**

Services to urban areas require large-scale distribution facilities that often take the form of pipelines. These lines may be in a variety of sizes, under various pressures, and carry natural gas, oil, gasoline, jet fuel, water, etc. The potential for a disruptive accident varies greatly. Because of the often potentially dangerous nature of the materials they carry, pipelines are heavily regulated, controlled and monitored.

##### **Specific Situation**

Located at major “cross-roads” into southern California, Barstow is traversed by a number of pipelines. Specifically, these include Natural Gas, Water, Oil, and Fuel.

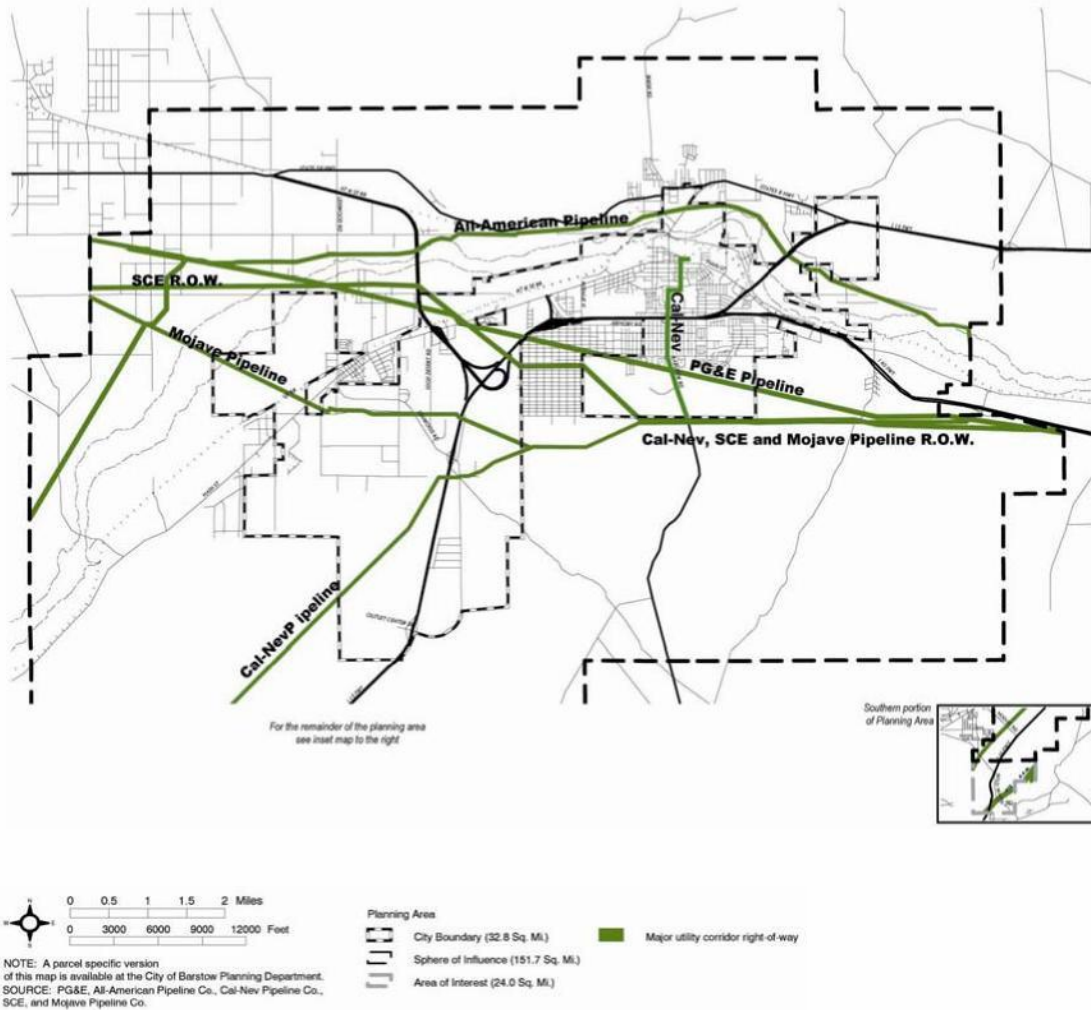
Map 9.1, Pipeline Locations, shows the location of pipelines and their rights-of-way, as well as key regulating facilities, such as pumping stations, along their routes.

##### **Evacuation Routes**

Other pertinent information relating to evacuation routes is found in the General Plan.

##### **Emergency Response Actions**

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.



**Map 9.1**  
**Major Pipeline Locations**  
**and Utility Corridors**

**THREAT ASSESSMENT 10 HIGH****WINDS/BLOWING SAND HIGH WIND/BLOWING  
SAND****General Situation**

The Mojave and Colorado Deserts are subject to strong winds.

Winds exceeding 12 miles per hour occur 36 percent of the time and can be expected every month of the year. Generally, April, May and June are the windiest months, and December and January are typically the calmest. However, strong winds can occur in every month of the year.

**Specific Situation**

Prevailing breezes of 10 to 20 miles per hour originate from the northwest-to-southwest quadrant, generally blowing in a direction parallel to the Mojave River.

The composition and nature of the soils in the Barstow area are typically unconsolidated alluvium and dune sand that can become airborne when the wind reaches approximately 12 miles per hour. In addition, wind direction during windstorms often fluctuates, allowing the movement of sand which was previously deposited by wind from a slightly different direction.

Especially high winds and blowing sand (see Map 10.1) pose a threat to residents and business and are a particular hazard to travel along the interstate highways that traverse the City. On average, these highways are closed for varying periods because of high winds. High profile vehicles are commonly overturned, creating traffic and safety hazards, as well as potential hazardous materials spills.

**Emergency Response Actions**

Emergency response actions applicable to all common hazards are presented in the Checklist Actions in Part Two of this Plan.