



EMERGENCY OPERATIONS PLAN

PART 1: BASE PLAN

CITY OF CARSON

SEPTEMBER 2021

EXHIBIT 1

DRAFT

PAGE IS INTENTIONALLY BLANK



CITY OF CARSON

EMERGENCY OPERATIONS PLAN

PART 1: BASE PLAN

2021

DRAFT

PAGE IS INTENTIONALLY BLANK

1.2 Letter of Promulgation

To: City Officials, Employees and Residents

The preservation of life, property and the environment are inherent responsibilities of local, state, and federal governments. As disasters can occur at any time, the City must provide safeguards that will save lives and minimize property and environmental damage through careful planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City of Carson's Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardize Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides for the integration and coordination of planning efforts through a whole community approach and authorizes City's personnel to perform their duties and tasks before, during, and after an emergency.

p

Once adopted, this plan is an extension of the County of Los Angeles's Emergency Response Plan and the California Emergency Plan. It will be reviewed and tested periodically and revised as necessary to meet changing conditions such as lessons learned from an actual disaster and emergency; and/or changes in State/Federal guidance.

This EOP will be submitted to the City Council for review, and, upon their concurrence, officially adopted and promulgated.

This promulgation shall be effective upon its signing and shall remain in effect until amended or rescinded by further promulgation. The promulgation of this EOP further affirms the City's support for emergency management, and a safe and resilient community.

Sharon Landers, City Manager

1.3 Approval & Implementation

The City of Carson's Emergency Operations Plan addresses the City's planned response to extraordinary emergency situations associated with natural or man-made disasters under an all-hazards approach. This plan does not apply to normal day-to-day emergencies incidents or the established departmental procedures used to cope with

such emergencies. Instead, this plan focuses on operational concepts that would be implemented in large-scale disasters, which can pose major threats to life, property, and the environment, requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate any significant emergency or disaster affecting the City.
- Identifies the roles and responsibilities required to protect the health and safety of City residents, public and private property, and the environmental, due to natural or human-caused emergency disasters.
- Establishes the operational concepts associated with a field response to emergencies, the City's Emergency Operation Center (EOC) activities and the recovery process.

Upon concurrence of the City Council, the plan will be officially adopted and promulgated. The approval date will be included on the title page and the plan will be distributed to City departments, supporting agencies and community organizations having assigned primary responsibilities with the Emergency Operations Plan, as necessary.

Upon the delegation of authority from the City Manager, specific modifications can be made to this plan without the signature of the City Council. This Emergency Operations Plan and Attachments supersede all previous versions of the City of Carson's Emergency Operations Plan.

1.4 Plan Concurrence

The following list of signatures documents each City Council Member's concurrence and receipt of the 2021 City of Carson Emergency Operations Plan.

Lula Davis-Holmes, Mayor

Date

Jim Dear, Mayor Pro Tem

Date

Jawane Hilton, Council Member

Date

Cedric Hicks, Council Member

Date

1.5 Record of Changes

Version Number	Date of Change	Change Made By	Date of Approval	Change Approved by	Description of change
1					
2					
3					

4					
5					
6					
7					
8					
9					
10					

DRAFT

1.6 Record of Distribution

Recipient Name	Recipient Title	Recipient Agency	Date of Delivery	Number of Copies Provided

DRAFT

PAGE IS INTENTIONALLY BLANK

1.7 Table of Contents

Introductory Material	2
1.1 Cover Page	2
1.2 Letter of Promulgation	4
1.3 Approval & Implementation	4
1.4 Plan Concurrence	5
1.5 Record of Changes.....	6
1.6 Record of Distribution.....	8
1.7 Table of Contents.....	10
2 Purpose, Scope, Situation and Assumptions	14
2.1 Purpose	14
2.2 Scope	15
2.3 Situation Overview	15
2.4 Planning Assumption.....	16
3 Concept of Operations.....	18
3.1 Response.....	18
3.1.1 Goals, Priorities and Strategies.....	18
3.1.2 Plan Activation.....	19
3.1.3 Proclaiming an Emergency	19
3.1.4 Presidential Declarations.....	21
3.1.5 Emergency Management Response Levels.....	22
3.1.6 Sequence of Events.....	23
3.2 Recovery.....	29
3.2.1 Short-Term.....	29
3.2.2 Long-Term.....	29
3.3 Continuity.....	30
4 Organization and Assignment of Responsibilities.....	32
4.1 Use of SEMS, NIMS, and ICS	32
4.2 Role of Elected Official	32
4.3 Role of City Departments	33
4.4 Role of Disaster Management Area Coordinators (DMACs).....	36
4.5 Role of the Private Sector	37

4.5.1 Contracted City Services	37
4.5.2 Residents.....	37
4.5.3 Population with Access and Functional Needs	38
4.5.4 At Risk Individuals	39
4.5.5 Businesses.....	39
4.5.6 Volunteer Organizations.....	40
4.5.7 Public-Private Partnerships	40
5 Direction, Control and Coordination	43
5.1 Direction and Control	43
5.2 Coordination	43
5.3 Multi-Entity/Jurisdiction Coordination and Mutual Aid.....	44
5.4 NIMS, SEMS, and ICS.....	47
6 Communication.....	54
7 Information Collection, Analysis and Distribution.....	55
8 Administration, Finance and Logistics.....	57
8.1 Administration.....	57
8.1.1 City Emergency Operations Policy Statement.....	57
8.1.2 Disaster Service Workers	58
8.1.3 Documentation.....	58
8.2 Finance	59
8.2.1 Expenditure Tracking	59
8.2.2 Eligible Expenses	59
8.2.3 Recordkeeping Requirements.....	59
8.3 Logistics	60
8.3.1 Resource Management.....	60
8.3.2 Resource Priorities	60
8.3.3 Resource Requests.....	61
9 Plan Development and Maintenance	63
9.1 Administrative Practices	63
9.2 Standard Operating Procedures (SOP)	63
9.3 Training and Exercises	64
9.4 Essential Records Retention.....	65
9.5 After Action Reports and Corrective Actions	65

10 Authorities and References	67
11 Appendix A - Acronyms	69
12 Appendix B – Glossary of Terms	71

DRAFT

DRAFT

PAGE IS INTENTIONALLY BLANK

2 Purpose, Scope, Situation and Assumptions

2.1 Purpose

The purpose of the City of Carson Emergency Operations Plan is to provide the planning basis for a coordinated response to extraordinary emergency situations associated with natural, and human-caused emergencies or disasters within or affecting the City. This plan is the principal guide for the City's response to, management of, and recovery from real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Outline the methods and procedures used by emergency management personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent, or minimize damage to public and private property, and protect the environment.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and disasters.
- Develop a whole community approach to emergency management to facilitate a response that is inclusive of the entire community
- Identify the organizational framework for the overall management and coordination of emergency operations in the city by implementing the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS).
- Identify the responsibilities of local, state, and federal agencies in the event of an emergency or disaster affecting the city.
- Define the operational concepts and procedures associated with the EOC interface with the field emergency responders
- Facilitating mutual aid to supplement local resources.
- Facilitating multi-agency and multi-jurisdictional coordination, particularly between local government, the private sector, operational area (OA), state response levels, and appropriate federal agencies in emergency operations.
- Support the provision for emergency public information throughout the emergency, including information on personal protective actions the public can take.
- Serve as an operational plan as well as a reference document that may be used for pre-emergency planning in addition to emergency operations.
- To be use in coordination with applicable local, state, and federal contingency plans.

Allied agencies, special districts, private enterprise, and volunteer organizations having roles and responsibilities established by this plan are encouraged to develop operating protocols and emergency action checklists based on the provisions of this plan.

Finally, this plan is divided into two parts that contain general and specific information relating to city emergency management operations. Those parts are as follows:

Part 1: Basic Plan. This part provides the structure and organization of the city's emergency management structure, identifies roles and responsibilities, describes the concept of emergency operations, and identifies how the city implements SEMS and NIMS, as established by federal and state emergency management entities.

Part 2: EOC Management and Plan Implementation. This part provides an introduction to EOC operations, processes, considerations, sections and positions and provides supporting documentation such as job aids and forms to support an EOC operations activation.

2.2 Scope

The policies, procedures and provision of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery and/or mitigation activities within the City.

The plan applies to any extraordinary situation associated with any hazard, natural, or human-caused, which may affect the City, as well as situations requiring a planned and coordinated response by multiple agencies or jurisdictions.

Incorporating the Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5), the CalOES' Emergency Operations Plan Crosswalk - Local Government, 2020; the Los Angeles County Operational Area Emergency Response Plan, and the State of California Emergency Plan best practices, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for the implementation of the Standardized Emergency Management System and National Incident Management System for the City.

This plan will be used in coordination with the State Emergency Plan and the National Response Framework.

2.3 Situation Overview

The City of Carson, situated within Los Angeles County, faces a variety of hazards. This plan was developed using an all-hazards planning approach as well as leveraging the specific hazard and vulnerability findings that are identified in the County of Los Angeles All-Hazards Mitigation Plan for the City, which include, but are not limited to:

- Climate Change
- Earthquake

- Flood
- Fire/Industrial/Hazardous Materials Incidents
- Health/Biological Related Incident
- Extreme Weather
- Man-made Incident

More detailed information regarding the hazards to the County and the City can be found in the current County of Los Angeles All-Hazards Mitigation Plan and City of Carson Hazard Mitigation Plan.

2.4 Planning Assumption

The following are assumptions used during the development of this plan. These assumptions translate into basic principles for conducting emergency management operations in preparation for, response to and recovery from major emergencies.

- Emergencies or disasters may occur at any time, day, or night, in populated and remote areas of the City.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. Therefore, it is essential that NIMS, SEMS, and ICS are implemented immediately by responding agencies, and expanded as the situation dictates.
- Large-scale emergencies and disaster may overburden local resources and require the need for mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- The City is primarily responsible for emergency actions within City boundaries and will commit all available resources to save lives, minimize injury to persons, protect the environment and minimize property damage.
- Major emergencies and disasters may generate widespread media and public interest; information provided to the public needs to be accurate and timely. Additionally, the media must be considered an ally in largescale emergencies and disasters; it can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disaster may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these threats.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan, supporting documentation, and NIMS, SEMS, and ICS.

It is the City's intent to fulfill the policies describe here, within the capabilities and resources available at the time of an emergency or disaster.

This plan uses the whole community concept where residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capabilities, and interest. Engaging in the whole community emergency management planning process, builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities on a daily basis.

In keeping with the whole community approach, this plan was developed with representation from City departments and various other stakeholders. The effectiveness of the emergency response is largely based on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responders' agencies (e.g., fire, law etc.) to divert from their day-to-day operations to the emergency disaster effectively and efficiently.
2. The strength of the emergency management system and organization with the region, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems.
3. The civil preparedness of the region's citizens, businesses, and community organizations.

By focusing on enhancing all three of these components, the City is improving not only the City's resiliency to emergency disaster, but also the regions.

3 Concept of Operations

3.1 Response

During a major emergency response, the City of Carson will work in coordination with numerous governmental, non-governmental, and private organizations. To enable a multi-faceted operation, the City follows a specific response structure that designates the way local, county, and state-level entities coordinate and communicate during emergency response operations.

This Concept of Operations provides guidance to City decision makers and plan users regarding the sequence and scope of actions to be taken during a citywide emergency response.

The response phase concept of operations the City practices can be summarized in six key elements: (1) goals, priorities, and strategies; (2) plan activation; (3) proclaiming an emergency; (4) presidential declarations; (5) emergency management response levels; and (6) the sequence of events during disasters.

3.1.1 Goals, Priorities and Strategies

Operational Goals: During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:

- 1 Mitigate Hazards
- 2 Meet basic human needs
- 3 Address needs of People with Access and Functional Needs
- 4 Restore essential services
- 5 Support community and economic recovery

Operational Priorities: Operational priorities govern resource allocation and the response strategies for the City and its political subdivisions during an emergency.

Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve the environment and protect it from damage during an emergency.

Operational Strategies: To meet the operational goals, emergency responders should consider the following strategies:

- **Mitigate hazards** –As soon as practical, suppress, reduce, or eliminate hazards and/or risks to persons, property, and the environment during the disaster response in order to lessen the actual or potential effects or consequences of future emergencies.
- **Meet basic human needs** –All possible efforts must be made to supply resources to meet basic human needs, including food, water, accessible shelter, medical treatment, and security during an emergency.
- **Address needs of individuals with disabilities or access and functional needs** – People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of these individuals must be considered and addressed.
- **Restore essential services** –Power, water, sanitation, accessible transportation, and other essential services must be restored as quickly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** –All members of the community must collaborate to ensure recovery operations are conducted efficiently, effectively, and equitably, promoting expeditious recovery of the affected areas.

3.1.2 Plan Activation

The City of Carson Emergency Operations Plan may be activated by the City Manager or designated alternates under any of the following circumstances:

- By order of the City Manager as designated by the City Municipal Code or as needed on the authority of the City Manager or designee based on incident complexity.
- Upon proclamation by the Governor that a State of Emergency exists.
- Automatically on the proclamation of a State of War Emergency
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response

In the absence of the City Manager, the following alternates may activate the Emergency Operations Plan:

- Assistant City Manager
- Emergency Services Manager

3.1.3 Proclaiming an Emergency

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, (3) State of War Emergency.

Emergency proclamations expand the emergency powers and authorities of the State and its political subdivisions. They also provide a mechanism for unaffected jurisdictions to provide resources and assistance to affected jurisdictions. Although emergency proclamations facilitate the flow of resources and support to the affected jurisdiction and local government, they are not a prerequisite to providing mutual aid and assistance under existing agreements or requesting assistance from agencies such as the American Red Cross, the Los Angeles County, or the State of California.

Local Emergency Proclamations:

In the case of the existence or threatened existence of an emergency that threatens the people, property, or environment of the City, and the condition is beyond the capability of the city to control effectively, the City Manager can proclaim a local emergency. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, pandemic, drought, sudden and severe energy shortage, or other condition

If assistance will be requested through California Disaster Assistance Act (CDAA), a Local Emergency may be recommended by the City Manager as specified by the Municipal Code and issued within 10 days after the actual occurrence of a disaster

A Local Emergency proclamation must be ratified by the City Council within 7 days.

The governing body must review the need to continue the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

The Proclamation of a Local Emergency provides the governing body with the legal authority to:

- Request the Governor proclaim a State of Emergency, if necessary
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee
- Requisition necessary personnel and materials from any local department or agency
- Obtain vital supplies and equipment and, if required, immediately commandeer the same for public use
- Impose penalties for violation of lawful order
- Conduct emergency operations without incurring legal liability for performance, or failure of performance (Article 17 of the Emergency Services Act provides from certain privileges and immunities)

When the City proclaims a Local Emergency, it will:

- Notify the Office of Emergency Management (OEM) Duty Officer
- Notify the Disaster Management Area Coordinator (DMAC)

Proclamation of a State Emergency:

The Governor proclaims a State of Emergency based on the formal request from the City Council and the recommendation of the California Office of Emergency Services. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area
- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested
- Can direct all state agencies to utilize and employ personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate the actual and threatened damage due to the emergency and can direct them to provide supplemental services and equipment to political subdivisions to restore any service in order to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on the emergency response activities

Proclamation of a State of War Emergency

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receipt by California of a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

3.1.4 Presidential Declarations

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local government, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential Emergency or Major Disaster declarations.

Declaration of Emergency or Major Disaster: The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (41 USC §5121 et seq.), thereby providing federal government resources to support the States' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

3.1.5 Emergency Management Response Levels

The City Emergency Operations Plan will be activated when an emergency occurs or threatens to exceed capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated, and to what level.

For planning purpose, the California Office of Emergency Services has established three EOC activation "levels" of response to emergencies. The City also employs this system to guide local response to emergencies in the table below:

Activation Level	Detail	Event or Situation	Minimum Staffing
Three	Level Three is a minimum activation. This level may be used for situations which initially only require a few people	<ul style="list-style-type: none"> Events with potential impacts on the health & safety of the public and/or environment Weather Alerts Incident involving 2+ City departments Low risk planned event Wind or rainstorm Power outage and Stage 1 & 2 emergencies 	<ol style="list-style-type: none"> EOC Manager Other Designees (Such as Section Chiefs,)
Two	Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. 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/staffing	<ul style="list-style-type: none"> Two or more large incidents involving 2 or more departments Major wind or rain Major scheduled event Large scale power outage and Stage 3 power emergencies Hazardous Material Incident involving large scale or possible large-scale evacuations 	<ol style="list-style-type: none"> EOC Director EOC Manager Section Chiefs Branches & Units as appropriate Liaison/Agency Representatives as appropriate Public Information Officer

Activation Level	Detail	Event or Situation	Minimum Staffing
One	Level One activation involves a complete & full activation of all organizational elements & staffing. Level One would be the initial activation for any major emergency requiring acute State help.	<ul style="list-style-type: none"> Major County/City or Regional emergency, multiple departments with heavy resource involvement 	1. All EOC as appropriate

TABLE 1: EOC ACTIVATION LEVELS

3.1.6 Sequence of Events

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

3.1.6.1 Before Impact

Before an emergency ever occurs, the City is committed to conducting preparedness activities that include developing plans, training personnel, conducting emergency exercises, educating the public, and arranging to have necessary resources available.

To remain ready to respond, the City will keep their emergency communications systems, warning systems and the Emergency Operations Center ready at all times.

Routine Monitoring for Alerts, Watches and Warnings: Emergency officials constantly monitor events and the environment to identify specific threats that may affect their jurisdiction and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials
- Reviewing plans and procedures
- Preparing and disseminating information to the community
- Updating resource lists
- Testing systems such as warning and communications systems

- Activating Emergency Operations Centers, even if precautionary

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives, protect property and the environment. During this phase, warning systems are activated, resources are mobilized, and evacuation begins.

Proclaiming and Emergency: In the case of the existence or threatened existence of an emergency that threatens the people, property, or environment of the City, and the condition is beyond the capability of the city to control effectively, the City Council, or the City Manager if the Council is not in session, can proclaim a local emergency.

3.1.6.2 Immediate Impact

During this phase, emphasis is placed on control of the situation, savings lives and minimizing the effect of the disaster.

Below is a list of actions to be taken:

Alert and Notification: Local response agencies are alerted about an incident by the public through 911, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization: Response agencies activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency, as additional resources are needed to support the response. This includes resources with the County, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the City by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with the Incident Command System organizational structures, doctrine, and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander. The Incident commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources, and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate Incident Command System organizations or to oversee the management of a large or evolving incident that multiple incident management teams engaged.

Activation of the Multiagency Coordination System: Responding agencies will coordinate and support emergency management and incident response objective through the development and use of integrated Multiagency Coordination Systems (MACS) and Multiagency Coordination System Groups (MAC Groups). This includes developing and maintaining connectivity capability between the Incident Command Post, Local 911 Centers, local Emergency Operations Centers, Regional Emergency Operations Centers, the State Emergency Operations Center and Federal Emergency Operations Center and National Response Framework organizational elements.

Local Emergency Operations Center Activation: Local jurisdictions activate their local Emergency Operations Center based on the magnitude or need for more coordinated management of the emergency. When activated, local EOCs help form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. The local Emergency Operations Center can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contract to support multiagency coordination. When activated the local Emergency Operations Center notifies the Operational Area lead that the local Emergency Operations Center has been activated.

Communications between field and the Emergency Operations Center: When a jurisdiction Emergency Operation Center is activated, communications and coordination are established between the Incident Commander and the Department Operations Center to the Emergency Operations Center, or between the Incident Commander and the Emergency Operations Center.

Operational Area Emergency Operations Center Activation: If one or more local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the Operational Area Emergency Operations Center activates. The Operational Area Emergency Operations Center also activates if a Local Emergency is proclaimed by the affected local government. The Operational Area Emergency Operations Center then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the Regional Emergency Operations Center and mutual aid coordinators.

Regional Emergency Operations Center Activation: Whenever an Operational Area Emergency Operations Center is activated the California Office of Emergency Services Regional Administrator will activate the Regional Emergency Operations Center within the affected region and notifies the California office of Emergency Services Headquarters. The Regional Emergency Operations Center will then coordinate resource requests from the affected Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State Operations Center for coordination.

State Level Field Teams: The State may deploy Field Teams (Emergency Services Regional Staff) to provide situation reports on the disaster to the Regional Emergency Operations Center in coordination with responsible Unified Command.

State Operations Center Activation: The State Operations Center is activated when the Regional Emergency Operations Center activates to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate
- Process resource request between the affected regions, unaffected regions, and state agency Department Operation Centers
- Process requests for deferral assistance and coordinate with Federal Incident Management Assistance Teams when established
- Coordinate interstate resource request as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact
- The State Operations Center may also be activated independently of a Regional Emergency Operations Center to continuously monitor emergency conditions

Joint Information Center Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center to facilitate the dissemination of consistent information.

State Department Operations Center Activation: Each state agency may activate a Department Operations center to manage information and resources assigned to the incident. If a Department Operations Center is activated, an agency representative or liaison may deploy to facilitate information flow between the two facilities.

Federal Emergency Management Agency Regional Response Coordination Center Activation: The Federal Emergency Management Agency Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State Operations Center to monitor the situation and provide situational awareness to federal officials.

3.1.6.3 Sustained Operations

As the emergency continues, further emergency assistance is provided to individuals impacted by the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

3.1.6.4 Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include

returning vital life-support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened, and hazard mitigation surveys are performed.

Local Assistance Centers: Local Assistance Centers (LAC) are opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is staffed and supported by local, state, and federal agencies, as warranted, as well as nonprofit and voluntary organizations. The LAC provides a venue at which individuals, families, and businesses can access available disaster assistance programs and services. The LACs need to be physically accessible and information needs to be provided in accessible formats for all community members. If federal resources are authorized, a state-federal Disaster Recovery Center (DRC) may be co-located with the LACs.

Joint Field Office: The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and validate the safe return of resources to their original location and includes processes for resource tracking and ensuring applicable reimbursement. Where applicable, demobilization should include compliance with mutual aid and assistance provisions.

The sequence of activities occurring for the emergency response and proclamation process is illustrated in **Figure 1 – Response Phase Sequence of Events**.

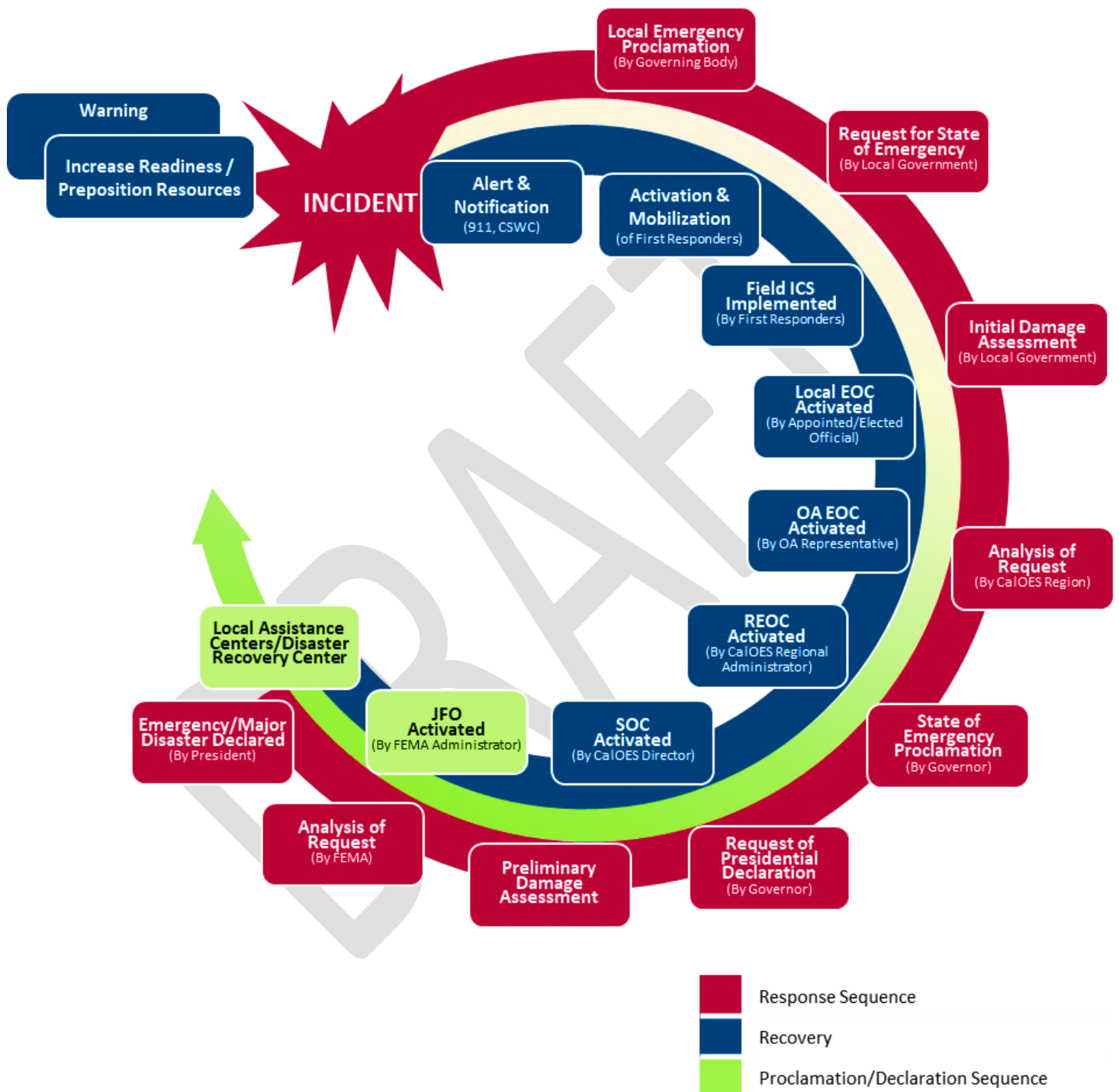


FIGURE 1: RESPONSE PHASE SEQUENCE OF EVENTS

3.2 Recovery

In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- (1) Assessment of the extent and severity of damages to public and private property.
- (2) Restoration of services generally available in communities - water, food, medical assistance, utilities, and lifelines.
- (3) Repair of damaged homes, buildings, and infrastructure.
- (4) Professional counseling when the sudden changes resulting from the emergency have resulted in mental anguish and inability to cope.

Local governments can 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.

3.2.1 Short-Term

Short-term recovery operations begin during the response phase of the emergency. Although referred to as “short-term” recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.
- Restore services (electricity, water, and sanitary systems)
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.
- Address debris that poses a threat to public health and safety.

For federally declared disasters, Disaster Assistance Centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the City may provide sheltering for disaster victims until housing can be arranged.

3.2.2 Long-Term

Long-term recovery continues the short-term recovery actions focusing on community restoration. Long-term recovery may continue for several months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant

planning to maximize opportunities and mitigate risks after a major incident and may include the following:

- Reconstruction of facilities and infrastructure including the technology systems and services necessary for restoration of all operations functions.
- Community planning including the development of long-term housing plans.
- Implementation of waivers, zoning changes, and other land-use legislation to promote recovery.
- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through state and federal grant programs.

3.3 Continuity

Continuity of Operations and Government: A critical component of the City emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government and/or the destruction of public and private records essential to continue operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. The civil government can best complete these services. To this end, it is particularly essential that the local units of government continue to function.

The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- 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 1, Division 3, Chapter 1 of the Government Code)

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.
- Authorize political subdivisions to provide for the succession of officers (department heads) 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 governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3 as the case may be.
- Authorize standby officers to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.
- Authorize local governing bodies to convene as soon as possible whenever a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.

4 Organization and Assignment of Responsibilities

4.1 Use of SEMS, NIMS, and ICS

For the City of Carson, this basic plan establishes the operational organization that is relied on to respond to an emergency. The City uses the Standardized Emergency Management System, The National Incident Management System, and the Incident Command System, to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners within the Los Angeles County.

The following sections list out the city's organization structure as well as departmental roles and responsibilities during an Emergency Operations Center activation.

Additionally, it details out the role that Disaster Management Area Coordinators (DMACs) have during an emergency.

4.2 Role of Elected Official

All disasters are locally driven events, and it is the local official's role to provide leadership and policy guidance to their jurisdiction before, during, and after a disaster. It is important for local elected officials to engage in preparedness efforts, which are ongoing and involve activities undertaken to prepare for disasters and emergencies, as well as to facilitate future response and recovery efforts. The following section detail some of the local official's roles and responsibilities during and following a disaster.

Elected Officials Role During an Emergency Disaster: The primary role of an elected official during a disaster is that of support. As the disaster is occurring and the immediate response is underway, you will best serve your citizens by empowering and allowing your first responders and the EOC staff the freedom to manage the incident as they have been trained to do. Allow them time to stabilize the situation before attempting to step in as a decision maker. Your role as decision maker will come, but the primary goal of addressing a disaster as it is happening is to stabilize the situation quickly and efficiently – your staff will do that for you. To help in this goal, your role consists of:

- Support and work with your emergency management officials, as needed. This may include facilitating communication with and obtaining assistance from other agencies, declaring a local state of emergency, and issuing emergency orders such as imposing curfews etc.
- Communicate quickly, clearly, and effectively to your constituents and work with your partners to ensure a coordinated message.
- Get accurate information out early and often, and ensure all messaging is accessible.
- Maintain situational awareness regarding the disaster by staying informed.

- Provide direction for response-related activities, when appropriate.
- Trust and empower your emergency management officials to make the right decisions.
- Serve your citizens by allowing the First Responders and the EOC staff to manage the incident as they are trained to do. The active participation of Elected Officials in planning / training before a disaster and leadership during the recovery period is where you will have the greatest impact and be of most value.
- Use an EOC Liaison to help you stay informed during the incident.

Elected Officials Role Following an Emergency Disaster: The primary role of an elected official after a disaster is that of leadership. Once the first responders and EOC staff have stabilized the situation, your role as an elected official becomes crucial to the recovery process. A community is built on law and order, and this stems from City Code, Zoning Regulations, Building Code, Police Enforcement, and much more. Just because a disaster occurs does not mean these regulations are null and void. On the contrary, they are crucial to make sure your community is built back right. For a City to truly recover, diligent and firm adherence to the City's Codes and Regulations must be adhered to. To help in accomplishing this goal, the following is a list of roles for you to fill.

- Understand the disaster assistance programs available and application process for State of Nebraska and the Federal Disaster Declarations.
- Support your community throughout the recovery – it can be a long process and may take multiple years.
- Help identify opportunities to rebuild and mitigate future damage through planning and smart infrastructure investments.
- Ask questions – the recovery process and programs can be complex.
- Ensure all Codes and Regulations are enforced during the recovery process.

4.3 Role of City Departments

In the event of an Emergency Operations Center activation, each City department is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. The departments also provide representatives to the EOC to coordinate people, resources, and information in order to manage an incident that occurs in the city, and to communicate emergency efforts between departments and/or jurisdictions.

Designated department representatives are trained in emergency management and response operations. In addition, these representatives have assigned successors to support EOC staff in the event of extended operations. The sections below outline the designated responsibilities for each of the city departments. Details for department staff roles and responsibilities in the EOC are defined in the EOC position jobaids included in part two of this plan.

City Manager's Office. The executive staff members of the City Manager's Office are responsible for policy level decisions related to the management of the incident. The office will provide representatives to assist in the EOC, and provide liaison assistance to the operational area, if activated. The City Manager, or designee (e.g., Assistant City Manager, City's Emergency Services Manager), will serve as the EOC Director overseeing the direction and policy guidance of all EOC operations. Policy level decisions are related to formation of policies/procedures, authorization of expenditures, support of local emergency management operations with additional staff, resources, etc., as well as other operations as determined appropriate. The City Manager's Office will also utilize the Public Information Officer (PIO) to staff the position of EOC PIO to support the collection, verification, and dissemination of emergency related information to the public and the media.

Community Development Department. The Community Development Department is responsible for providing support on public infrastructure evaluation/damage assessment, identifying possible shelter locations (ensuring the structural safety of the buildings), providing staff to the EOC, providing animal care services to sheltering/evacuation, and administering evaluations and permits in the recovery process. Department representatives from Community Development lead the Planning Section and may serve in a variety of EOC sections and branches, depending on the needs of the incident.

Economic Development. The Economic Development Department serves in the Recovery Coordination Group following the response phase of a disaster event as the city moves into the recovery phase. Economic Development supports redevelopment and recovery strategies for the city using current economic development strategies.

Finance Department. The Finance Department is responsible for overseeing all expenditures related to emergency management and response operations, including tracking and documentation necessary for recovery reimbursement purposes including personnel time tracking during emergency operations. Finance will provide department representatives to staff the Finance Section in the EOC. Department representatives will utilize established procedures and protocols for expense tracking and documentation but may also develop additional procedures as necessary to fit the needs of emergency operations. Finance will also provide staffing to the Procurement Unit in the Logistics Section in the EOC utilizing established procedures and protocols for purchasing but may develop procedures as necessary to support emergency operations.

Fire Department. The Los Angeles County Fire Department is responsible for the management of fire operations within the city during emergency response efforts. This includes the immediate first responder effort to manage any fires, as well as the management of a safe scene, recognition of potential hazardous materials, public safety on scene, and many other responsibilities. The Fire Department will coordinate all response efforts and serve as the main coordination point when requesting fire response or emergency medical service (EMS) assistance from neighboring jurisdictions.

Fire services also include the provision of Emergency Medical Services (EMS), providing life-saving medical care. Fire EMS personnel will work in coordination with private EMS providers to meet the needs of the incident in the event that Fire EMS is overwhelmed. A Fire Department representative will be appointed to serve in the Fire Branch of the Operations Section in the EOC.

Human Resources & Risk Management Department. The City Human Resources & Risk Management Department is responsible for managing all efforts associated with city personnel and volunteers. As emergency resources, city personnel and volunteers may be assigned to positions in the EOC or in the field to support city emergency management and response operations. Department representatives will staff the Personnel Branch of the EOC, addressing issues such as workers compensation, disaster service worker (DSW) agreements, volunteer management, and other various tasks as determined appropriate. In addition, the risk management personnel within Human Resources are responsible for providing a representative to staff the Safety Officer position within the EOC.

Information Technology Department. The Information Technology (IT) Department is responsible for ensuring the operation of the city's critical IT infrastructure during an emergency and providing technical support to the EOC when activated. IT will staff the Communications Unit in the EOC, and will provide support to GIS, mapping, and any other technical resources. IT will provide representatives to the EOC when activated.

Community Services Department. The Community Services Department is responsible for supporting mass care operations, including the implementation of shelter operations in the city. Mass care and shelter operations include the mobilization and deployment of department personnel and resources (in coordination with the operational area) and receiving and registering volunteer resources during emergencies. The Community Services Department will provide staff to manage the shelter facilities and may request additional assistance from the American Red Cross (ARC), if necessary. Community Services department personnel are also responsible for reporting damage assessment information related to park facilities, working within their departmental reporting structure. The Community Services department will appoint department representatives to the city EOC to assist in the coordination of department operations. In addition, the department also serves in a primary role for the provision of services for people with access and functional needs (PAFN) during an emergency.

Sheriff's Department. The Sheriff's Department is responsible for law enforcement operations and terrorism prevention within the city. Police officers will respond to the immediate threats and dangers associated with any emergencies in the city. The Sheriff's Department will support emergency operations including, but not limited to prevention of threats, protection of population, evacuation, and damage assessment. A Sheriff's Department representative will be appointed to serve in the Law Branch of the Operations Section in the EOC.

Public Works Department. The Public Works Department serves in a variety of roles to support emergency management and response operations. Responsibilities for Public Works include, but are not limited to, damage assessment, critical infrastructure restoration, support for debris management, transportation, evacuation, and general logistics operations. Public Works is also responsible for providing flood gate management services for designated areas within the city. Department representatives will be appointed to the EOC to serve in both the Operations and Logistics Sections. In addition, Public Works will assist emergency operations by deploying personnel into the incident area to assess damage, manage flood gates (if necessary), and begin emergency restoration efforts. These operations will be coordinated through their Department Operations Center (DOC), which will communicate and coordinate with the EOC.

Engineering Services Division. The Engineering Services Division is responsible for the management of flood response operations, mitigation, planning and recovery activities. Engineering Services will monitor and assess weather-related data, provide technical assistance for interpreting river level related data and its impacts in the city, document any flooding through photographs, observations, and computer-generated data, ensure water and sewer are maintained during the emergency, manage certain floodgates, and provide staff to the EOC. The flood monitoring information provided by Engineering Services will assist the EOC in making necessary evacuation, transportation, or other emergency management related decisions. Engineering Services will coordinate flood fighting operations in coordination with local reclamations districts and other city and contracted partners in the event of potential or actual levee failure, or other weather-related flood emergencies. Engineering Services is responsible for the maintenance and access to hazard maps (such as 100-year flood zone maps).

EOC, DOC and Responder Personnel. While this Emergency Operations Plan is focused on the City of Carson's organizational response, all city employees with responsibilities for emergency functions would greatly benefit from having a personal and family preparedness plan. Any city employee with responsibility to report to the EOC, a department operations center (DOC), or to field response operations should have a personal and family preparedness plan in place. Personal and family preparedness planning supports city employees in ensuring the safety of their loved ones, and in turn supports the employees with being available to respond to their city emergency management responsibilities.

As a contract city without its own police or fire department, the City is reliant on the Los Angeles County Fire Department and Los Angeles County Sheriff's Department for service during both routine and emergency conditions. During an emergency when the EOC is activated, the City and the contract agencies will strive to assign and deploy agency liaisons to the ICP or respective DOCs and EOCs to facilitate effective interagency communication.

4.4 Role of Disaster Management Area Coordinators (DMACs)

The mission of DMACs is to coordinate with Area cities in planning for preparedness, mitigation and recovery from emergencies/disasters. During an actual emergency, DMACs are responsible for Advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center as (OAEOC) as necessary, assist other Areas as requested; staff City Liaison post at OAEOC.

- Additional they check in with Area cities to quickly determine the impact of the emergency/disaster.
- Provide a quick Area status report to the OAEOC to supplement individual cities' reports. This is not a detailed or formal report. It should be consider outside the normal reporting system and will provide the OAEOC with an indication of where potential problems might exist as well as indicate which Disaster Management Area Coordinators (DMACs) might be in the best position to directly provide staffing to assist the most heavily impacted Area(s) and the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- Get feedback from the OAEOC as to which DMAC Areas appear to be the most heavily impacted and which appear least impacted. Feedback will include a recommendation from the OAEOC as to which DMAC should provide staffing to the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- DMAC of selected city provides shit staffing to the OAEOC to represent concerns of cities, to ensure that the needs and concerns of cities are properly represented in the OAEOC, and to participate, as appropriate, in the development of solutions affecting cities.

Finally, the following sections list out the role and responsibilities of the private sector.

4.5 Role of the Private Sector

4.5.1 Contracted City Services

In the event of an Emergency Operations Center activation, each Contracted City Service partner is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. At a minimum contract city service partners will either provide a representative to the City EOC or provide a contact number for Business Operations Center to coordinate people, resources, and information in order to manage an incident that occurs in the city, and to communicate emergency efforts between their organization and the City.

4.5.2 Residents

The resident of the City of Carson are primary beneficiaries of the City's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first

aid training, maintaining supplies, and being prepared to evacuate or shelter-in-place for several days.

Many residents join disaster volunteers' programs such as Community Emergency Response Teams and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow direction from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

4.5.3 Population with Access and 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 – temporary and/or lifelong
- Live in assisted living settings
- Are elderly
- Are unaccompanied children
- Are from diverse cultures
- Have limited English proficiency or a non-English speaking
- Have sight or hearing losses (impairments)
- Are transportation dis-advantage; or
- Other situations that would require assistance

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information:** Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind
- **Evacuation and Transportation:** Evacuation plans must incorporate disability and older adult transportation providers for identifying and the movement of people with mobility impairments and those with transportation disadvantages
- **Sheltering:** Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters

- **Americans with Disabilities Act:** When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act.

4.5.4 At Risk Individuals

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to individuals who are:

- Homeless
- Without transportation
- Out of hearing range of community alert sirens/systems
- Without radio or television to know they need to take action
- Without access to telephones
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English
- Geographically or culturally isolated

4.5.5 Businesses

Most of the City of Carson's critical infrastructure is owned and maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards, the California Office of Emergency Services Hazardous Materials Program requires businesses that handle hazardous materials that meet certain quantity or risk thresholds must submit Business Program Plans and Risk Management Plans to the County's Certified Unified Program Agency or Administering Agency. The administering Agency can then develop Hazardous Material Area Plans to respond to a release of hazardous material within the county.

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention

programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and community at-large by providing:

- Information to employees to protect themselves and their families from the effects of likely emergencies
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors
- An identification of actions necessary to protect company property and records during emergencies
- A list of critical products and services
- Production shutdown procedures
- A company command post
- Alternative work sites
- Methods and channels of communication
- Contacts with local emergency management officials
- A method to provide and accept goods and services from other companies

Business Operations Centers: This plan also promotes the use of business operations centers to enhance public and private coordination. Local government can effectively coordinate with businesses by establishing a business operation center that is linked to their existing emergency operations center.

4.5.6 Volunteer Organizations

The City recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts. Some examples of voluntary organization are the following:

- American Red Cross
- Team Rubicon
- Community Emergency Response Team
- Emergency Communications Service (Amateur Radio)

4.5.7 Public-Private Partnerships

The private sector provides valuable assistance and resources to support emergency response and recovery activities. The goal of the Public-Private partnership is to advise on:

- Appropriate agreements to provide for quick access to emergency supplies and essential services to minimize the need to stockpile such supplies during normal times
- Logistic measures required to quickly deliver needed supplies and services to affected areas

- Methods to utilize non-profit and private sector capabilities to increase the surge capacity of local agencies responding to emergencies
- Methods to promote the integration of the non-profit and private sectors into the emergency services system so that people can be better informed and prepared for emergencies
- Systems that aid business and economic recovery after an emergency

DRAFT

PAGE IS INTENTIONALLY BLANK

5 Direction, Control and Coordination

5.1 Direction and Control

The City of Carson is responsible for coordinating the resources, strategies, and policy for any event in the City that exceeds the capacity of field responders. Tactical control always remains the responsibility of field Incident Commanders. The City Manager, working through the mechanism of the Emergency Operations Center, provides direction and control over the coordination of multi-department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the Emergency Operations Center Director that is staffed by the City Manager or designee.

5.2 Coordination

The City of Carson Emergency Operations Center will coordinate resource requests from the field and other jurisdictions within the City. If request exceed the supply, the Emergency Operations Center will provide resources based on established priorities.

If resources are not available within the City, requests will be made to the Los Angeles Operational Area Emergency Operations Center either directly or through DMACs who are responsible for advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center as (OAEOC) as necessary. The Operational Area Emergency Operations Center will coordinate resources obtained from within the operational area. If resources are not available in the operational area, they will request from the Southern Regional Emergency Operations Center. The Regional Emergency Operations Center will coordinate resources obtained from operational areas throughout the region. If resources are not available in the region, they will request from the State Operations Center. If the state cannot supply the resource, they will request from Federal Emergency Management Agency and other federal agencies. Below is a visual of this coordination relationship.

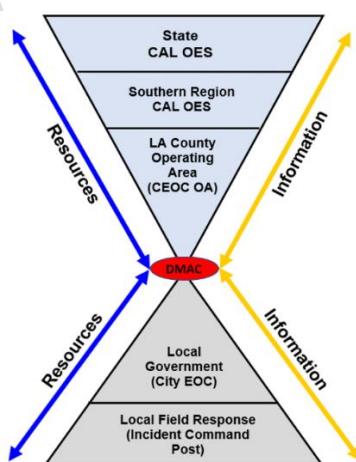


FIGURE 2: DMAC COORDINATION RELATIONSHIP

5.3 Multi-Entity/Jurisdiction Coordination and Mutual Aid

Operational Area Coordination: In the event that an incident overwhelms the resources and capabilities of the City, additional support will be requested from a variety of entities, jurisdictions, and organizations. For general emergency management operations, the city will follow SEMS and make requests for additional assistance through the operational area, working directly with the operational area emergency management personnel and the operational area EOC, if activated. If the emergency requires state and federal support, representatives from the operational area will work with the state level emergency management organization (Regional Emergency Operations Center), following the established SEMS, NIMS, and ICS structures.

When working with external partners such as private companies, non-profit organizations, nongovernment organizations, or other partners, city representatives in the EOC will ensure that these external partners work within the designated organizational structure of the city EOC. The City EOC Director will designate the coordination procedures for new partners that are not already established as part of the city's emergency management operational systems.

Mutual Aid: California's emergency assistance is based on a statewide mutual aid system designed to ensure additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), which is entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state funding may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

There are four approved, formal Mutual Aid Systems in California. Those systems are:

- 1 Fire and Rescue
- 2 Law Enforcement
- 3 Coroner
- 4 Emergency Management
(resources not covered by the
other three systems)

Other informal mutual aid involves, but is not limited to the interchange of:

- 1 Public Information
- 2 Medical and Health
- 3 Communications
- 4 Transportation Services
- 5 Facilities
- 6 Hazardous Material Mutual Aid System
- 7 Volunteer and Private Agencies

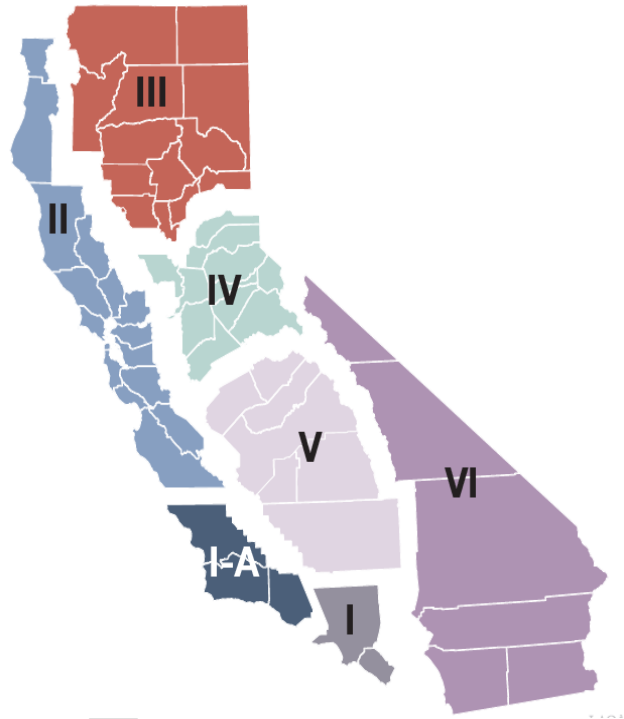


FIGURE 3: CALIFORNIA MUTUAL AID REGIONS

California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more Operational Area. A map of the Regions is shown in **Figure 3: California Mutual Aid Regions**. The City is located in Mutual Aid Region I-A.

Mutual Aid Coordination: Formal mutual aid requests follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests follow discipline-specific chains (i.e., fire, law enforcement 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.

- **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.
- **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.

- **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 Regional Mutual Aid Coordinator to be filled.
- **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 Regional 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.
- **State Level Requests:** On behalf of the Governor, the Director of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking the appropriate State agency to fill the need.

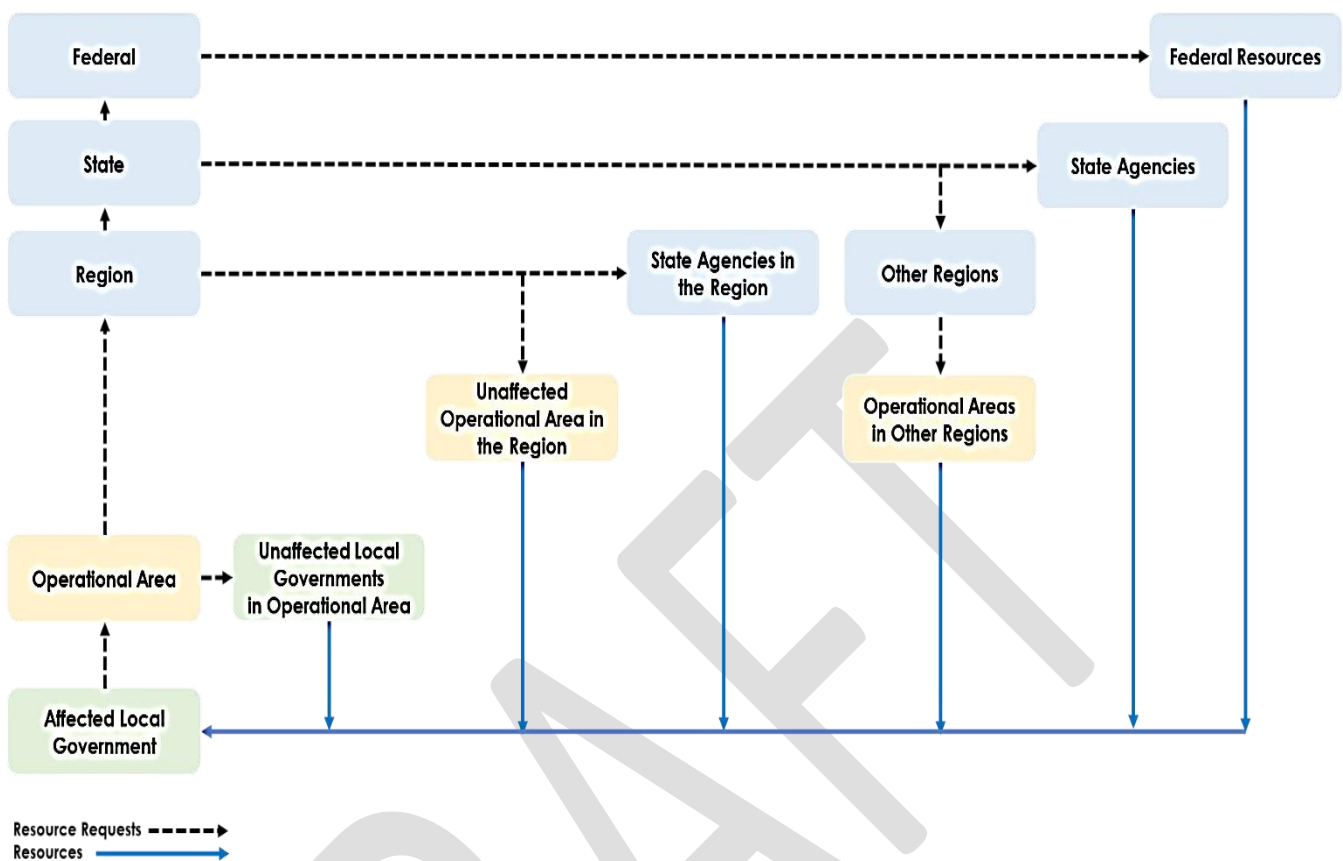


FIGURE 4: FLOW OF REQUEST AND RESOURCES

5.4 NIMS, SEMS, and ICS

Emergency management operations for the City are organized under the guidelines established by NIMS, SEMS, and ICS. These emergency management structures and guidelines provide the foundation for all emergency operations, creating a flexible organizational structure that can be adjusted to meet the needs of any incident, regardless of the size, extent, or associated damage. This plan, following the identified emergency management structures and guidelines, serves as a local, city management plan, and nests into and supports the Los Angeles County and Operational Area Response Plan.

The city will manage their internal operations through the implementation of this plan as outlined, and work in support of county operations if necessary. In following these standardized systems, the city EOC is organized into the sections listed below.

- Management Staff
- Operations Section
- Planning Section

- Logistics Section
- Finance Section

Detailed descriptions of the roles of each position in the EOC can be found in Part 2 of this plan.

NIMS is the national standard for incident management operations defined by the FEMA and based on the National Response Framework. NIMS has been adopted by the City by resolution to serve as its incident management system. ICS is the organizational structure within NIMS that defines how emergency management operations will be organized. All state and local jurisdictions are required to prepare, plan, and respond to emergencies based on the NIMS and ICS standards in order to be eligible for federal reimbursement for emergency related costs. Additional details regarding NIMS and ICS can be found online through FEMA's website.

In addition, the Standardized Emergency Management System (SEMS), based on State of California emergency management standards, has been adopted by the City for managing response to multi agency and multi jurisdiction emergencies, and to facilitate communications and coordination between all levels of the system and among all responding agencies. California Government Code § 8607 requires all local public agencies (cities, special districts, and counties) to respond to emergencies using the SEMS at the scene of a multi-agency emergency and in the EOC.

SEMS defines the organizational structure of local EOCs, reporting to operational area EOCs, which report to Regional EOCs (REOC), to state EOCs, and finally to FEMA. The utilization of SEMS during emergency management and response efforts is required for jurisdictions to be eligible for state reimbursement. Additional information for SEMS can be found online through the California Office of Emergency Services (CalOES) website.

National Incident Management System: The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- **HSPD-5, Management of Domestic Incidents:** Identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework and a National Incident Management System.
- **PPD-8, National Preparedness:** Describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal

departments and agencies – and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, the National Incident Management System, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The National Incident Management System structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident, building on the Incident Command System and the National Incident Management System provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The National Incident Management System structure requires the institutionalization of the Incident Command System and its use to manage all domestic incidents.

The National Incident Management System structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the National Incident Management system's approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

Standardize Emergency Management System: The Standardized Emergency Management System is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The Standardized Emergency Management System required by the California Emergency Services Act for managing multiagency and multijurisdictional response to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. The Standardized Emergency Management System incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operation Area concept and multiagency or inter-agency coordination. State agencies are required to use the Standardized Emergency Management System and local government entities must use the Standardized Emergency Management System in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.

Standardize Emergency Management System Organization Levels: There are five Standardized Emergency Management System organizational levels.

- **State:** The State Level of the Standardized Emergency Management System prioritizes task and coordinates state resources in response to the request from the Regional Level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. 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 and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The State Level operates out of the State Operations Center. At the **Federal Level**, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.
- **Region:** The Regional Level manages and coordinates information and resources among Operational Areas within the mutual aid region and also between the Operational Area 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 Administrative Regions – Inland, Coastal and Southern (see figure 5); which are further divided into six mutual aid regions (see figure 3).
- **Operational Area:** An operational Area is the intermediate level of the state's emergency management organization, which encompasses a county's boundaries, and all political subdivisions located within that country, including special districts. The Operational Area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the Operational Area. The Operational Area serves as the coordination and communication link between the Local Government Level and Regional Level, State, Federal and Tribal jurisdictions in the Operational Area may have statutory authorities for response similar to that at the local level.
- **Local Government (The City):** The Local Government Level includes cities, counties and special districts, Local governments are required to use the



FIGURE 5: ADMINISTRATIVE REGIONS

Standardized Emergency Management System when their Emergency Operations Center is activated, or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.

- **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.

Standardized Emergency Management System Functions: The Standardized Emergency Management System requires that every emergency response involving multiple agencies include the five functions identified in **Figure 6: Standardized Emergency Management System Functions**. These functions must be applied at each level of the Standardized Emergency Management System organization.

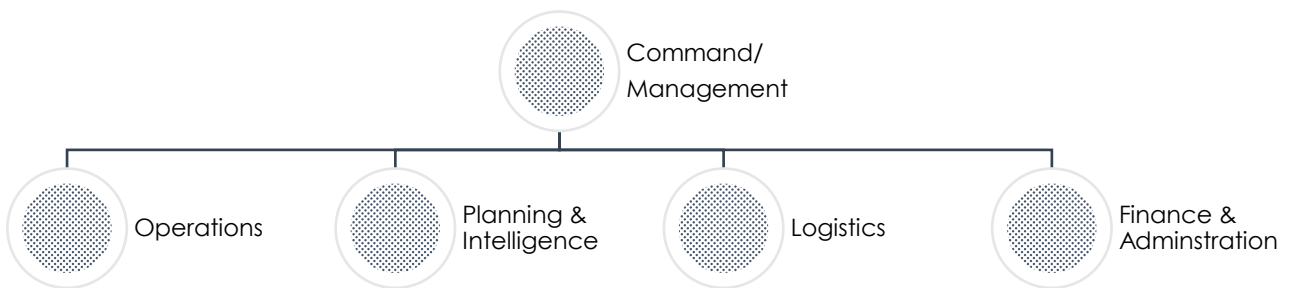


FIGURE 6: STANDARDIZED EMERGENCY MANAGEMENT SYSTEM FUNCTIONS

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 Standardized Emergency Management System Emergency Operations Center levels. Command and Management are further discussed below:

- **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, the Incident Commander, 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 Incident Commander 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 of the Emergency Operations Center, when activated.

- **Management:** The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the Emergency Operations Center, the Management function:
 - Facilitates multiagency coordination and executive decision making in support of the incident response
 - Implements the policies established by the governing bodies
 - Facilitates the activities of the Multiagency Coordination Group
- **Operations:** Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operational Section is responsible for the coordinated tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section Chief manages functional representatives who share information and decisions about discipline-specific operations.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials in support of the emergency. Unified ordering takes place through the Logistics Section 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.
- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field Level or the Action Plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems priorities, compile, and maintain documentation, conduct advance planning, manage technical specialists, and coordinate demobilization.
- **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 of Emergency Operations Center personnel and hire equipment, coordinate procurement activities, process claims and track costs.

The field and Emergency Operations Center functions are illustrated in **Table 2: Field and Emergency Operation Center Standardize Emergency Management Functions Comparison**.

SEMS Function	Field Level	EOCs
Command / Management	Command is responsible for directing, ordering and/or controlling resources	Management is responsible for facilitation of overall policy, coordination, and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Center Action Plan
Planning & Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdiction activities
Logistics	Providing facilities, services, personnel, equipment, and materials in support of the incident	Providing facilities, services, personnel, equipment, and materials in support of all jurisdictional activities as required
Finance & Administration	Financial and cost analysis and administrative aspects not handled by the other functions	Responsible for coordinating and supporting administrative and fiscal consideration surrounding and emergency incident

TABLE 2: FIELD AND EMERGENCY OPERATION CENTER STANDARDIZE EMERGENCY MANAGEMENT FUNCTIONS COMPARISON

6 Communication

City of Carson EOC. Once notified of an emergency or disaster of any size, or of a potential or imminent threat to the city, communications will be established between the City of Carson EOC and outside entities, such as field responders, department level personnel, media, or other outside agencies and partners. From the EOC, telephones, cell phones, radios, email, and internet applications (such as WebEOC) are used for direct communications with field responders or outside agencies.

The City of Carson EOC can communicate with the OA EOC to access the State OASIS satellite system. OASIS can support the operational area entities by allowing for direct satellite communication with the State's Regional EOC (REOC), and the State Operations Center (SOC). OASIS voice transmission works like a standard telephone and data transmission is similar to a computer modem.

City Operations and Responders. The City of Carson operational staff in the field implement interoperable communications through the use of radios on the Los Angeles Regional Interoperable Communications System (LA-RICS) to facilitate communications with all responding departments and city partners. Alternate forms of communications such as the use of cell phones, text messaging, email, amateur radio etc., may be utilized if determined necessary. The use of the interoperable radio system allows for communications between DOCs, EOCs, and the Incident Command Post (ICP) that is located near the site of a field emergency incident. DOCs and dispatch centers for private entities (i.e., private EMS providers) are responsible for maintaining communications with the city EOC when it is activated.

Notification and Warning. In addition to an effective communication capability, government must have an effective means to provide warning alerts to the populations impacted or at risk as the result of an emergency. There are three primary alert and warning systems designed to provide City residents with emergency information. These systems are the Emergency Alert System (EAS), Alert LA County System and Cal OES's Emergency Digital Information System (EDIS). Additionally, special broadcasts, or simply driving up and down the streets using the public address system can also be conducted to notify and warn citizens. Police and Fire may be required to disseminate emergency warning to public who cannot be reached by primary warning systems.

The City of Carson is a participating partner on the Alert SouthBay (alertsouthbay.org) regional alert and warning notification system. *Alert SouthBay's* mission is to keep communities informed about disasters and major emergencies via SMS (text), email, phone, landline, as well as other means of communication. The notification system gives the Police, Fire, Emergency Management, and specific contract cities, the ability to deliver critical notifications to our community. Residents can register to receive alerts by creating an account at alertsouthbay.org, downloading the Everbridge app, or by texting ALERTSB or their zip code to 888777.

7 Information Collection, Analysis and Distribution

Before an Incident. Information is often provided before an incident occurs. Sources may include weather reports, National Oceanic Atmospheric Administration (NOAA) alerts, levee monitoring data, crime reports, credible threats of intentional events, and others. Advanced notice information can be used to activate the EOC, prepare emergency management and response personnel, and provide information to the city population. This advanced information can increase the preparedness level of emergency management and response personnel, ensuring the number of responders and material resources needed for response operations. Advanced information is also used to notify people that might be living in harm's way, and supports individuals and their families with preparing for, or evacuating from, the hazardous situation. Early information can greatly reduce the numbers of people who might otherwise be harmed by the emergency event.

During an Incident. Information collected during the incident assists in determining the correct course of action and emergency management decisions. Information is collected from field responders, DOCs, private entities, the media, social media, community members, and a variety of other sources. All information collected from open-source public resources will be analyzed for accuracy, processed through rumor control, and documented by the respective EOC sections, branches, and units. All information documentation will be provided to the Situation Unit in the Planning Section of the EOC for inclusion into the EOC Action Plan.

The use of Actions Plans in the City Emergency Operations Center provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts
- Plans which document the priorities and objectives and the task and personnel assignments associated with meeting the objectives

The Action Planning process should involve the Emergency Operations Center Director and Section Chiefs (one from each Section) along with other Emergency Operations Center staff, as needed, such as agency representatives.

The initial Emergency Operations Center Action Plan may be a verbal plan that is developed during the first hour or two following Emergency Operations Center action. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An Emergency Operations Center Action Plan will be developed whenever the Emergency Operations Center is activated, either partially or fully. A written Emergency Operations Center Action Plan is required whenever:

- Two or more agencies are involved in the response
- The incident overlaps more than one operational period

- All Emergency Operations Center functions are fully staffed

The Emergency Operations Center Action Plan addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated through the operational period and revised or updated as warranted.

The Planning Section Chief, with input from the EOC Director, EOC Manager, and the Operations Section Chief, establishes the schedule and cycle for planning and situation information dissemination. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily, depending on the level of operations.

In addition, all EOC situation status reports and EOC Action Plans will be developed and presented for the purpose of information sharing at scheduled meetings during each EOC operational period. Information may also be sent to City departments, Emergency Operations Center personnel, the Operational Area, and other key agencies using the City's Emergency reporting system, OASIS, radio, telephone, email, internet, or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information.

The City uses EOC forms found in part two of this plan to record and report information.

After an Incident. Information collected throughout emergency operations will be documented by members of the Planning Section. This information will be used during the recovery phase of the emergency to develop a history of actions and expenditures related to the disaster. Information will also be used for the development of the after-action report that is used to document effective practices, archive effective tools, note areas in which EOC personnel saw need for additional training or tools, and document areas for program enhancements. In addition, the city and other agencies, entities, and organizations involved in the emergency management and response operations will collect information related to their respective after-effects of the incident, such as social and economic impacts, relief support provided, and ongoing recovery operations.

Emergency Public Information. Emergency Public Information is a priority of most importance during emergencies and disasters. City government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies, and organizations.

8 Administration, Finance and Logistics

8.1 Administration

Emergency management operations supporting administration, finance, and logistical processes will be primarily conducted within the Logistics and Finance Sections of the EOC and will include the following considerations:

- Tracking and documentation of expenses
- Documentation of all actions taking during emergency operations
- Procuring necessary equipment, resources, and additional support
- Tracking and documentation of city employee working hours
- Documentation of city employee working hours
- Managing continuity of operations (COOP) for the city
- Developing staff rotation schedules for extended operations
- Managing compensation and claims related to emergency operations
- Tracking and documenting of the deployment and utilization of resources
- Managing additional staff and volunteers to support emergency operations
- Managing both financial and in-kind donations
- Overseeing and managing information technology components and issues as they arise
- And other actions as determined appropriate

8.1.1 City of Carson Emergency Operations Policy Statement

Limitations: Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by scope, magnitude, and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other City departments, if required.

Households of Emergency Response Personnel: City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangement with other employees, friends, neighbors, or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the City Emergency Operations Center.

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. It is the City's policy that no service will be denied on the basis of race, religion, national origin, age, sex, marital status, veteran status, sexual orientation or the presence of any sensory, mental or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The City will make every effort to provide information to the public via the media and other sources to assist citizens in dealing with the emergency.

8.1.2 Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all persons employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, City of Carson employees may be called upon to perform certain duties in support of emergency management operations, such as: serve in a position in the Emergency Operations Center, support shelter operations, or work at a logistics base in the field.

- City employees may be required to work at any time during a declared emergency and may be assigned to disaster service work
- Assignments may require service at locations, times and under conditions other than normal work assignments
- Assignment may include duties within the Emergency Operation Center, in the field or at another designated location

Under no circumstances will City employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or are beyond their recognized capabilities.

8.1.3 Documentation

The Emergency Operations Center Finance/Administration Section will be responsible for maintaining records on damage assessment expenditures, recovery cost expenditures, insurance related documents, personnel overtime and other cost associated with the emergency.

The Emergency Operations Center Planning Section will maintain copies of documents that are integral to Emergency Operation Center functions such as Emergency Operation Center Action Plans, Situation Status Logs, Position Logs etc. that together make up the history and chronology of the emergency events.

8.2 Finance

In the case of a major disaster, the Emergency Operations Center will support county, state, and federal entities with cost recovery efforts, if requested and as able. City citizens may benefit from the Small Business Administration, and the City may benefit from the State and/or the Federal Emergency Management Agency Public Assistance Program. The City may assist the citizenry with public service announcement regarding support available as unemployment benefits, worker's compensation, and insurance benefits.

8.2.1 Expenditure Tracking

The city may be reimbursed for insurance, state and/or federal sources for disaster-related expense. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

8.2.2 Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy of the emergency service. Ineligible expense includes costs for standby personnel and/or equipment and lost revenue.

8.2.3 Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all cost claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenue associated with emergency operations should be segregated from normal operating expenses
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations

- Vehicles and equipment documentation should include the times and/or hours operated by location and operator
- Vehicle operating expenses should include fuel, tires, and maintenance
- Labor costs should be compiled separate from vehicle and/or equipment expenses
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable
- Revenues and subsidies for emergency operations must be subtracted from any costs claimed
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose
- All non-competitive procurements must be justified

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require. The following section focus on logistics and resource management, priorities, and requests.

8.3 Logistics

8.3.1 Resource Management

The resource management function describes the system that will be utilized for identifying available resources within the City to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System (NIMS) includes mutual aid and assistance agreements, the use of special federal, state, territorial, tribal, and local teams, and resource mobilization protocols. This function specifically includes the management of personnel for emergency management operations and addresses necessary coordination efforts with local jurisdictions to secure necessary support and resources.

8.3.2 Resource Priorities

When activated, the City Emergency Operations Center establishes priorities for resource allocation during the emergency. All City resources are considered part of a pool, which may be allocated by the Emergency Operations Center to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the Emergency Operations Center.

8.3.3 Resource Requests

Resource requests will be made through one of the following processes:

- Discipline-specific (usually Fire and Law) mutual aid systems: Request for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordination.
- All other resource request will be made through the logistics function at each level.

Resource request from the City will be coordinated with the Los Angeles Operational Area Emergency Operations Center to determine if the resource is available internally or other more appropriate sources located within the Operational Area. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource request and allocations. Coordinators at each level will communicate and coordinate with each other to maintain current status on resource request and allocation within the disaster area.

Resource requests from the City of Carson Emergency Operations Center to the Los Angeles Operational Area Emergency Operations Center may be verbally requested and then documented. Available resources will be allocated to the requesting local government, if request for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs in the Emergency Operations Center are responsible for ensuring that priorities are followed.

Resource requests for equipment, personnel, or technical assistance not available to the City should be coordinated with the Los Angeles County Emergency Operations Center to the Southern Region Regional Emergency Operations Center. Once the request is coordinated, approved and resources deployed, planning in coordination with various Operational Branches, is responsible for tracking the resources.

DRAFT

PAGE IS INTENTIONALLY BLANK

9 Plan Development and Maintenance

This section of the City of Carson EOP discusses the overall approach to plan development and maintenance responsibilities.

This plan is developed under the authority conveyed to the City Manager's office in accordance with the City's Emergency Organization who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed. The City uses the planning process prescribed by the Federal Emergency Management Agency and the State of California. This Plan and supporting documentation are reviewed and updated on a regular basis. The review and updates are coordinated with City Departments and the Los Angeles County.

9.1 Administrative Practices

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs.

The City follow the administrative practices required by state law and the SEMS Guidelines in Part III of the *SEMS Guidelines* documents California's Emergency Management administrative practices.

9.2 Standard Operating Procedures (SOP)

This Plan is intended to be used in conjunction with county, operational area, and State plans and associated SOPs. Where supporting plans are inconsistent with the general principles described in the State Emergency Plan, the state plan will supersede supporting plans.

SOPs provide the purpose, authorities, duration, and details for the preferred method or performing a single function or a number of interrelated functions in a uniform manner. SOPs must also facilitate the need to carry out actions under conditions that may not have been anticipated when the SOP was drafted. For example, it may be necessary to consider alternative procedures that solve a problem in order to perform in a more time-efficient or cost-efficient way. It is clear; therefore, some procedures may need to be suspended, relaxed, or made operational under threat of disaster. However, such action should be carefully considered, and the consequences should be projected realistically.

9.3 Training and Exercises

All city department personnel that are designated responsible for staffing the EOC are required to complete training related to emergency management operations. All designated personnel will be provided a copy of this plan (as noted in the Record of Distribution section of this plan) and are required to read and become familiar with the plan. The Emergency Services Manager will notify holders of this plan of training opportunities associated with emergency management and operations.

The City of Carson participates in Area E Cadre Training for city staff who are assigned to respond to the EOC. Cadre training takes EOC responders through California Specialized Training Institute (CSTI) courses such as EOC Management and Operations, ICS and EOC Interface, EOC Action Planning, and section/position specific courses. All courses are hosted in the local area and participants receive CSTI certificates that satisfy state EOC position credential requirements.

A multi-year training and exercise plan (MYTEP) will be developed and followed that will identify and prioritize the levels of training and exercises the city will follow. This MYTEP should, as best as possible, align with other trainings and exercises within the operational area to ensure practice and integration with OA partners as often as possible. The Emergency Services Manager will be responsible for the ongoing maintenance of the MYTEP and ensure plan reviews, trainings and exercises are conducted accordingly.

Partner jurisdictions and agencies having assigned responsibilities under this plan must ensure their assigned personnel are properly trained to carry out identified responsibilities. Individual jurisdictions and agencies are responsible for maintaining their own plans, training, and program maintenance.

Training and exercises involve a variety of scopes, scales, and participation. Such training events include the following:

Drills. A drill is a small, organized exercise that tests one specific action, such as evacuation of a building, or a sheltering-in-place.

Tabletop exercises. A tabletop exercise is a discussion-based exercise in a low-stress environment to discuss a possible emergency scenario.

Functional exercise. A functional exercise is an activity designed to exercise a single function, or multiple functions through the simulation of a realistic scenario. The functional exercise is designed to simulate real conditions in the EOC, and as such as time constraints on decision making and, by its nature, allows for a more stressful environment.

Full-scale exercise. A full-scale exercise is an activity involving multiple agencies, jurisdictions, entities, organizations, etc., and exercising multiple functions through the

simulation of a realistic scenario. This exercise includes the mobilization and utilization of city resources.

9.4 Essential Records Retention

Maintenance of administrative records continues through all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided, including procedures for all units of potential response organization. During a response, entities ensure adequate documentation is collected through the Documentation Unit at the Incident and EOC, for activities of personnel, use of equipment, and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information. Problem areas are identified, corrective measures taken, and employees retrained in the proper, updated procedures.

9.5 After Action Reports and Corrective Actions

SEMS regulations require local government agencies, to complete an After-Action Report (AAR) for each Governor proclaimed emergency. After an incident or from a gubernatorial proclamation, the AAR is completed within 120 days. Furthermore, SEMS regulations under Title XIX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to Cal OES within 90 days of the close of the emergency period.

The identification of corrective actions is critical to the AAR process. Jurisdictions are strongly encouraged to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Corrective actions may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

The AAR will provide, at a minimum:

- Response actions that were taken.
- Application of SEMS during response.
- Necessary modifications to plans and procedures that are needed.
- Lessons learned.
- Noted areas of improvement.
- Best practice implementations proposed.
- Training needed.

- Recovery activities conducted to date.
- Additional information as appropriate.

Findings and recommendations in the contents of the AAR will be used to further develop and update the city EOP, as necessary. AAR development will include the input of all personnel involved in the incident or exercise.

PAGE IS INTENTIONALLY BLANK

10 Authorities and References

FEDERAL

Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counterterrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 – Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction

References

- National Response Framework (as revised)
- National Incident Management System
- Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5)

STATE

Authorities

- California Disaster Assistance Act, California Government Code Section 8680 et. seq.
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Government Code, Title 1, Chapter 4, Division 8, Section 3100 - Disaster Service Workers
- California Government Code, Title 1, Chapter 4, Division 8, Section 8635 - Continuity of Government

- California Government Code, Title 2, Division 1, Chapter 7 – California Emergency Services Act
- California Government Code, Title 19, Division 2 – Standardized Emergency Management System
- California Water Code, § 128-Department of Water Resources - Flood Fighting

References

- Standardize Emergency Management System
- California Disaster Assistance Act
- California State Emergency Plan, October 1, 2017

COUNTY

Authorities

- Los Angeles County Emergency Services Code of Ordinances Chapter 2.68 as amended

References

- Los Angeles County Operational Area Emergency Response Plan, June 2012
- Public Draft - 2019 County of Los Angeles All-Hazards Mitigation Plan, 2019

CITY

- City Resolution No. x adopting the Emergency Operations Plan, Basic Plan, on Month DD, YYYY.
- City, California Municipal Code, Chapter x, Article x, Section x

11 Appendix A - Acronyms

Action Plan (AP)

After Action Report (AAR)

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)

California Disaster Assistance Act (CDAA)

California Emergency Services Act (ESA)

Continuity of Government (COG)

Continuity of Operations (COOP)

Department Operations Center (DOC)

Emergency Management Assistance Compact (EMAC)

Emergency Operations Center (EOC)

Emergency Operations Plan (EOP)

EOC Action Plan (EAP)

Incident Action Plan (IAP)

Incident Commander (IC)

Incident Command Post (ICP)

Incident Command System (ICS)

Joint Information Center (JIC)

Multiagency Coordination Group (MAC Group)

Multiagency Coordination System(s) (MACS)

Multi-year Training and Exercise Plan (MYTEP)

National Incident Management System (NIMS)

National Response Framework (NRF)

Operational Area (OA)

Public Information Officer (PIO)

Regional Emergency Operations Center (REOC)

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)

Standard Operating Procedure (SOP)

Standardized Emergency Management System (SEMS)

State Operations Center (SOC)

DRAFT

PAGE IS INTENTIONALLY BLANK

12 Appendix B – 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. AARs are required under SEMS after any emergency that requires a gubernatorial state of emergency proclamation. Local government AARs must be submitted to Cal OES within 90 days.

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 (NGO) may be included to provide support. All-Hazards: Any incident, natural or human-caused, 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 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 Support Functions (CA-ESF): The CA-ESFs 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. CA-ESFs 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 preparations within the state will be adequate to deal with natural, human-caused, 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 human-caused 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.

Communications: Process of the 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 governments, 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 used for the coordination of agency or jurisdictional resources in support of one or more incidents.

Corrective Actions: Implementing procedures 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.

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 where the 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 human-caused, 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, 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 located 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 (EOP): The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel 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: May include facilities such as law enforcement, 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 human-caused, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland 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 objective 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 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 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.

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.

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.

Local Government: According to federal code 36a 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: Provide a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused 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.

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. 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 the 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 Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more 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 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 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.

Regional Emergency Operations Center (REOC): Facilities found at Cal OES 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: Provide 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 contains confirmed or verified information regarding the specific details relating to the incident.

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 joint powers authority established under Section 6500 et. seq. of the California Code of Regulations.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford 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.

Standard Operating Procedure (SOP): Complete reference document or an operation manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or several 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 XIX, Division 2, Chapter 1, Section 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, 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 Governor's Office of Emergency Services at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three Regional Emergency Operations Centers (REOC). 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.

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 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

PART 2: EOC MANAGEMENT & IMPLIMENTATION

DRAFT

PAGE IS INTENTIONALLY BLANK



CITY OF CARSON

EMERGENCY OPERATIONS PLAN

PART 2: EOC MANAGEMENT & IMPLEMENTATION

2021

DRAFT

PAGE IS INTENTIONALLY BLANK

Table of Contents

Table of Contents	4
1 EOC Activation	8
1.1 EOC Purpose	8
1.2 EOC Facilities	8
1.2.1 Main EOC facility	8
1.2.2 Alternate EOC facility	10
1.2.3 Initial Response	12
1.2.3 Levels of EOC Activation	12
1.3 EOC Notification/Personnel Recall	14
2 EOC Operations	16
2.1 Summary of EOC Operations	16
2.2 Emergency Operation Center Protocols	16
2.3 Management Organization	17
2.4 Resource Management	18
2.5 EOC Information Management	18
2.6 EOC Action Planning	20
2.7 EOC Coordination	20
2.7.1 Field Responders	21
2.7.2 Departmental Operation Centers (DOCs)	21
2.7.3 Operation Area	21
2.7.4 Private and Volunteer Agencies	22
2.7.5 Special Districts	22
2.7.6 Region Emergency Operations Center	22
2.7.7 State & Federal Field Response	22
3 EOC Position JobAids	24
3.1 Management Section	28
JobAid: EOC Director	30
JobAid: EOC Manager	38
JobAid: Legal Officer	44
JobAid: Liaison Officer	48
JobAid: Public Information Officer	54

JobAid: Safety Officer	60
3.2 Operations Section	64
JobAid: Operations Chief	66
JobAid: Fire Branch	74
JobAid: Law Branch	80
JobAid: Medical/Health Branch.....	86
JobAid: Care & Shelter Branch.....	90
JobAid: Construction & Engineering Branch.....	96
JobAid: Damage & Safety Assessment Unit	102
JobAid: Debris Management Unit	108
JobAid: Public Works Unit	112
JobAid: Utilities Unit.....	116
3.3 Planning & Intelligence Section.....	120
JobAid: Planning & Intelligence Chief	122
JobAid: Action Planning Unit	130
JobAid: Situation Analysis Unit	134
JobAid: Documentation Unit	140
JobAid: Advance Planning Unit	146
JobAid: Resource Status/Tracking Unit	152
JobAid: Demobilization Unit.....	156
JobAid: Technical Specialist Unit.....	160
JobAid: Access and Functional Needs (AFN) Specialist	164
JobAid: Geographic Information Systems (GIS) Specialist.....	168
JobAid: Social Media Specialist	174
3.4 Logistics Section.....	178
JobAid: Logistics Chief	180
JobAid: Communications & IT Unit.....	186
JobAid: Transportation Unit.....	190
JobAid: Personnel Unit.....	194
JobAid: EMMA Coordinator.....	200
JobAid: Supply & Procurement Unit.....	204
JobAid: Facilities Unit	210
JobAid: Food Unit	216

JobAid: Donations Management Unit	220
JobAid: Volunteer Coordination Unit.....	224
3.5 Finance/Administration Section	228
JobAid: Finance & Administration Chief.....	230
JobAid: Time Keeping Unit	236
JobAid: Compensation & Claims Unit.....	240
JobAid: Purchasing Unit	244
JobAid: Recovery Unit.....	250
4 EOC Forms & Tools	256
4.1 EOC Action Planning.....	256
4.1.1 Common Operating Picture Guidance.....	256
4.1.2 Planning P.....	258
4.1.3 Planning P Meeting Agendas	259
4.1.4 EOC Action Plan	265
4.1.5 EOC Forms	278
4.1.6 EOC Reports	280
4.1.7 EOC Plans	282
4.1.8 EOC Guides.....	282
5 Appendix A - Resources	284
6 Appendix B - Contact List	286

DRAFT

1 EOC Activation

1.1 EOC Purpose

The City of Carson EOC is a central location from which the City can provide inter-agency coordination and executive decision-making in support of incident response and recovery operations. The purpose of the EOC is to provide a centralized location where public safety, emergency response, and support agencies coordinate planning, preparedness, and response activities. The EOC does not command or control on-scene response efforts, but does carry out the coordination functions through:

1. Collecting, evaluating and disseminating incident information.
2. Analyzing jurisdictional impacts and setting priority actions; and
3. Managing requests, procurement, and utilization of resources.

The decisions made through the EOC are designed to be broad in scope and offer general guidance on priorities. Information is disseminated through the EOC Manager/Director and tactical decisions are coordinated from field response personnel. The EOC serves as a coordinated link between the Chief Elected Official (CEO) of each jurisdiction and the field personnel coordinating the execution of event priorities.

1.2 EOC Facilities

1.2.1 Main EOC facility

Table 1: EOC Information provides location and logistics data useful for activating the EOC. **Figure 1: EOC Area Map** shows the EOC location and the surrounding area.

Address	701 E. Carson St., Carson, CA 90745
Phone Number	310-830-7600
Parking	City Hall Parking
Location	City Hall Basement

Table 1: EOC Information



Figure 1: EOC Area Map

1.2.2 Alternate EOC facility

Table 2: Alternate EOC Information provides location and logistics data useful for activating the EOC. **Figure 2: Alternate EOC Area Map** shows the EOC location and the surrounding area.

Address	18620 S Broadway, Carson, CA 90248
Phone Number	310-847-3520
Parking	Corporate Yard Parking
Location	Public Works Large Conference Room A

Table 2: Alternate EOC Information

1.2.3 Initial Response

Initial field response operations will be accomplished by the appropriate City of Carson departments, member jurisdictions, volunteer agencies, and segments of the private sector. During initial response operations, field responders will place emphasis on saving lives, property, and the environment, controlling the situation, and minimizing the effects of the emergency. The Incident Command System will be used to manage and control the response operations.

The disaster/event may be controlled solely by City emergency responders or with other agencies through the mutual aid system. If the resources available at the field response level are not sufficient to mitigate the situation, the Incident Commander may request that the City Emergency Operations Plan, or the Emergency Operations Center, be activated to support the field operations.

Field Reports. A field report is provided by the incident responders and includes information concerning the nature, severity, and extent of the situation. The information will be used to assess the extent of the disaster/event and determine the appropriate level of response for the City.

1.2.3 Levels of EOC Activation

The City of Carson EOC may be activated as needed to support City emergency operations. The EOC may be activated by one of the following:

- City Manager
- Assistant City Manager
- Emergency Services Manager
- Upon the request of the City Council/Disaster Council
- Upon the request of the Field Incident Commander

The City has developed EOC activation criteria that include conditions based on a hazard analysis as well as regulatory requirements. The goal is a rapid EOC activation when it is needed.

Three levels of activation have been identified that will provide EOC staffing commensurate with the coordination needs of varying emergency situations. Level 1 is the highest level of activation (full EOC activation) whereas Level 3 is the lowest level.

Table 3: EOC Activation Criteria, contains the activation criteria for the City EOC.

Activation Level	Detail	Event or Situation	Minimum Staffing
Three	<ul style="list-style-type: none"> Level Three is a minimum activation. This level may be used for situations which initially only require a few people. A Level Three activation is also called monitoring level activation. The physical EOC facility may or may not need to be opened or staffed. 	<ul style="list-style-type: none"> Events with potential impacts on the health & safety of the public and/or environment Weather Alerts Incident involving 2 or more City departments Low risk planned event Wind or rainstorm Power outage and Stage 1 & 2 emergencies 	<ol style="list-style-type: none"> EOC Manager Other Designees (Such as Section Chiefs,)
Two	<ul style="list-style-type: none"> Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. 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/staffing. A Level Two activation are also called partial level activation. The physical EOC facility will need to be opened and staffed. 	<ul style="list-style-type: none"> Two or more large incidents involving 2 or more departments Major wind or rain Major scheduled event Large scale power outage and Stage 3 power emergencies Hazardous Material Incident involving large scale or possible large-scale evacuations Moderate Earthquake 	<ol style="list-style-type: none"> EOC Director EOC Manager Section Chiefs Branches & Units as appropriate Liaison/Agency Representatives as appropriate Public Information Officer
One	<ul style="list-style-type: none"> Level One activation involves a complete/full activation of all EOC elements & staffing. Level One would be the initial activation for any major emergency requiring acute State assistance. A Level One activation is also called full level activation. The physical EOC facility will need to be opened and fully staffed. 	<ul style="list-style-type: none"> Major County/City or Regional emergency, multiple departments with heavy resource involvement Major Earthquake Terrorism threat or incident 	<ol style="list-style-type: none"> All EOC as appropriate

Table 3: EOC Activation Criteria

1.3 EOC Notification/Personnel Recall

If EOC activation is required, the Emergency Services Division will notify everyone on the EOC Recall List and provide directions to the primary EOC. If the primary EOC is not available or is inaccessible, the alternate EOC will be activated.

The EOC Emergency Recall List includes personnel who are part of each SEMS function in the Emergency Operations Center, as well as other technical support employees of the City. The Emergency Recall List is to be activated and implemented when an emergency or disaster affects the City and poses a major threat to life, property, and/or the environment.

Maintenance of Emergency Recall List: The Emergency Service's Office maintains the Emergency Recall List. The Emergency Service's Office ensures the EOC has current copies of the Emergency Recall List. The Emergency Recall list is activated by Emergency Services and will only be implemented when directed by one of the following:

- City Manager
- Assistant City Manager
- Emergency Services Manager
- Upon the request of the City Council/Disaster Council
- Upon the request of the Field Incident Commander and approval of the City Manager or City Manager designated alternate

Notification Implementation: Once EOC activation is requested and properly authorized, the Emergency Recall List will be implemented by Emergency Services personnel. Notifications and alerts begin with the City Manager. If the City Manager cannot be reached, other designees will be contacted until someone is reached to assume the EOC Director position.

Emergency Services staff will provide the EOC Director with a complete status of the incident or disaster, identifying damage sustained, current response actions, resource status, etc. Based on the information provided by the dispatcher, the EOC Director will determine what parts of the Emergency Alert List will be implemented, including what sections of the City's Emergency Operations Center will be activated and requested to respond.

Additionally, the EOC Director, when appropriate, will personally contact and inform the City Council of the situation in the City. The EOC Director may request that the dispatchers notify the Operational Area of the EOC activation.

The City Emergency Recall List consists of the following sections:

- Management
- Operations
- Planning

- Finance
- Logistics

Recall Personnel: When notified of an Emergency Recall, personnel should notify their families, retrieve their emergency operations go bag, and report to the designated City Emergency Operations Center. Personnel should be prepared for a lengthy stay, which will be dependent upon the nature of the disaster and its expected duration.

It is the responsibility of each department head to assign three (3) alternates for each key position. It is also the department head's responsibility to ensure that all designated alternates have knowledge and training in their EOC assigned job functions. The Disaster Management Area Coordinator (DMAC) will assist in Emergency Operations training.

2 EOC Operations

2.1 Summary of EOC Operations

The Standard Emergency Management System (SEMS) is state law, and under SEMS regulations, the City of Carson falls under Local Government, one of the five SEMS levels.

As Local Government, the City is an intermediate level of the state's emergency services organization that encompasses the city and all political subdivisions. The City manages and coordinates information, resources and priorities within its boundaries, and serves as the coordination and communication link between the Field Level and the Operational Area.

The City as the Local Government level of SEMS is responsible for:

- Establish coordination and communications with Incident Commanders either;
 - Through department operations centers to the EOC, when activated or,
 - Directly to the EOC, when activated
- Use existing mutual aid systems for coordinating fire and law enforcement resources. Note that the City's role as the local government does not change the coordination of discipline-specific resources, such as fire, law, and medical/health, through their established mutual aid systems.
- Establish coordination and communications between the local government EOC when activated, and any federal, state or local emergency response agency having jurisdiction at an incident within the local government's boundaries.
- Use multi-agency or inter-agency coordination to facilitate decisions for overall local government level emergency response activities

2.2 Emergency Operation Center Protocols

An EOC provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the City of Carson EOC:

- Managing and coordinating emergency operations.
- Receiving and disseminating warning information.
- Developing emergency policies and procedures.
- Collecting intelligence from, and disseminating information to, the various EOC representatives, and, as appropriate, to County/Operational Area, State and Federal agencies or if activated Emergency Operation Centers.
- Preparing intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintaining general and specific maps, information display boards, and other data pertaining to emergency operations.

- Continuing analysis and evaluation of all data pertaining to emergency operations.
- Controlling and coordinating, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintaining contact and coordination with support DOCs and the Operational Area EOC.
- Providing emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences, as necessary.

Departments with critical response functions may also activate their Department Operation Centers (DOC) that act as conduits of information between field operations and the EOC.

2.3 Management Organization

The SEMS regulation requires local governments to provide for five functions: management, operations, planning/intelligence, logistics, and finance/administration. These functions, as seen in **Table 4: SEMS Functions** are the basis for structuring the City EOC organization.

Primary SEMS Function	Role of Local Government Level
Management	Responsible for overall emergency policy and coordination through joint efforts of governmental agencies and private organizations
Operations	Responsible for coordinating all jurisdictional operations in support of the emergency response through implementation of the local government's action plan.
Planning/Intelligence	Responsible for collecting, evaluating, and disseminating information; developing the local government action plan in coordination with other functions; and maintaining documentation.
Logistics	Responsible for providing facilities, services, personnel, equipment, and materials.
Finance/Administration	Responsible for financial activities and other administrative aspects, including documenting all costs and expenditures associated with a declared disaster.

Table 4: SEMS Functions

The organizational structure for the City of Carson EOC provides for:

- Representatives from the Operational Area
- Mutual Aid Coordinators or their representatives from discipline-specific mutual aid systems

- Coordinators for other major functions needed for mutual aid and inter-jurisdictional coordination
- Representatives from other agencies, community-based organizations, private sector, and volunteer service programs to function as liaison between their organizations and the City EOC
- Other functions as needed to carry out the local government responsibilities of the lead agency

2.4 Resource Management

Resource requests from the field and city departments and requests to the operational area level will be made through one of the following processes:

- Discipline-specific mutual aid systems: requests for resources that are normally within the inventories of the mutual aid system will go from local coordinator to Operational Area Mutual Aid Coordinator to Regional Mutual Aid Coordinator.
- All other resource requests will be made through appropriate branches in the Operations Section who will then initiate the resource request through the Logistics Section at each level with emphasis on the need for lateral coordination with other EOC functions.

Resource requests from field and city departments will be coordinated within the City EOC to determine if the resource is available within City supplies. Available resources will be allocated as they are available.

If requests for a specific resource exceed the supply, the available resources will be allocated by the Operations Section consistent with priorities established through the action planning process. The EOC Management Staff is responsible for ensuring that priorities are followed.

Resources not available within the City will be requested through the Operational Area level. Resource requests should be coordinated internally at the city/local government level before being placed to the Operational Area level.

Functional coordinators in Operations and Logistics are responsible for tracking resource requests.

2.5 EOC Information Management

Within the City of Carson EOC, the EOC Forms will be used to provide written communications between the Sections, Branches and Units. Each Section, Branch and Unit will use these forms to order disaster/event related resources and to record information to be transmitted to other Sections/Branches/Units. This system provides an audit trail of all pertinent information necessary to document the actions taken by the City during the response to a disaster, rather than every word uttered between the various EOC Staff.

EOC Forms will not replace face-to-face communications but will ensure a paper trail of critical verbal communication is maintained, if not recorded on the individual's or Section's/Branches'/Units' duty logs. City EOC Forms and other pertinent documents and templates are located in the Form and Tools section of this plan.

Acting as the Local Government, the City coordinates emergency activities within its boundaries, augmenting, not replacing, any member jurisdiction's emergency operations. It also serves as the communications link between the field and the Operational Area. It provides a single point of contact for information on the emergency situation, as well as resource needs and priorities.

Transmission of information to the Operational Area Emergency Operations Center will be accomplished electronically via the Operational Area Response and Recovery System (OARRS) is a web-based system that functions as the OA's primary tool for agencies/jurisdictions and other operational area partners to report their status and needs to the OA.

Critical information from the City to the Operational Area EOC will be submitted via OARRS on a Preliminary Report, Situation Summary, Status Report, and a Flash Report.

Preliminary Report. The Preliminary Report form will be used by the City to transmit information to the Operational Area Emergency Operations Center during the first two hours after an event.

Situation Summary. The Situation summary is an assessment of the emergency and identifies major incidents/problems and response and recovery priorities. It is intended for use after the first two hours of an event.

Status Report. The Status Report is informational, providing data about the effects of the emergency in several categories. The Status Report and Situation Summary will be transmitted to the State together.

Flash Report. The Flash Report is used to transmit vital and/or time-sensitive information between the State and County/Operational Area outside regularly scheduled Situation Summaries and Status Reports.

Resource requests will be made through one of the following processes:

- Discipline-specific mutual aid systems: Requests for resources that are normally within the inventories of the mutual aid system will go from Local Coordinator to Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the operations and logistics functions at each level.

Resource requests from jurisdictions within the City will be coordinated to determine if the resource is available from other departments or other sources within the City. Mutual Aid Coordinators at each level will keep the Operations Chiefs informed of the status of resource requests and allocations. Mutual Aid Coordinators at each level will

communicate and coordinate with each other to maintain current status on resource requests and allocations within the disaster area.

Resource requests to the Operational Area are usually submitted through CALEOC. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the Operational Area EOC are responsible for ensuring that priorities are followed.

Resources that are not available within the Operational Area will be requested through the regional level, the State's Coastal Region EOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the regional level. The Resource Status Unit Leader in the Logistics Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

2.6 EOC Action Planning

The use of action plans in the City of Carson EOC ensures a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

- A process for identifying priorities and objectives for emergency response or recovery efforts
- Plans which document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives

The action planning process should involve the EOC Director and Section Chiefs (which includes the Chiefs of each Section), along with other EOC staff, as needed, such as special districts, and other agency representatives.

The Planning Section is responsible for facilitating the action planning meeting and completing and distributing the action plan. Action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions.

The action plans need not be complex but should be sufficiently detailed to guide EOC elements in implementing the priority actions. Guidelines for developing action plans and an action plan format are contained in the Forms and Tools section.

2.7 EOC Coordination

Inter-agency coordination inside and outside the EOC is important for:

- Establishing overall priorities
- Allocating critical resources
- Development of strategies for handling multi-agency and multi-jurisdictional response problems
- Sharing information
- Facilitating communications

Inter-agency coordination is an integral part of the functioning of a City EOC. The EOC is staffed by representatives from the departments and agencies working together to coordinate the City's emergency response. Agency representatives from local governments including special districts, community-based organizations, volunteer services programs (VSPs), and private organizations, may also participate with EOC functional elements in coordinating the city response effort. Coordination with agencies not represented in the EOC may be accomplished through telecommunications, satellite, or other electronic means.

2.7.1 Field Responders

City EOC communications and coordination must be established with city field responders who are responding to the emergency. When no Departmental Operations Centers (DOCs) are activated, the Incident Commander(s) operating in the field will report directly to the Operations Section Chief in the City EOC, via the City dispatchers or through other methods that are available.

When City Departments have activated their DOCs, the Field Incident Commander will continue to report directly to the Operations Section Chief in the City EOC and provide status reports to their DOC.

2.7.2 Departmental Operation Centers (DOCs)

The appropriate City EOC Section/Branch/Unit will coordinate with DOCs to obtain information for advance planning, logistical needs, available personnel and equipment resources, and other information as required. The DOCs will assist the City EOC in supporting field operations.

2.7.3 Operational Area

During EOC activation, direct communications and coordination may be established with the Operational Area and any Operational Area member jurisdictions, specifically is emergency incident falls between the City limits and a neighbor jurisdiction. Initially, communications will be established by any means available and with whoever is available, regardless of their functional EOC position. Ideally, communications and coordination with the Operational Area EOC and neighboring City EOCs will occur along functional lines.

Whenever feasible, an agency representative from the City should report to the Operational Area EOC, when the City EOC has been activated. The city

representatives will ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

2.7.4 Private and Volunteer Agencies

Coordination of response activities with many non-governmental agencies may occur, primarily at the field level. However, the City EOC will establish coordination with private and volunteer agencies that have multi-jurisdictional or city-wide response roles. The agencies that play key roles in the response should have representatives at the City EOC.

Coordination with volunteer and private agencies that do not have representatives in the EOC may be accomplished through telecommunications.

2.7.5 Special Districts

The emergency response role of special districts is generally focused on their normal services or functional area of responsibility. Ideally, the special district involved in the emergency response will have a representative at the City EOC, serving as the focal point of coordination and work with other local government representatives in the EOC. If a special district is unable to send a representative, then the Liaison Officer in the EOC will be responsible for establishing communications and coordination with the special district.

2.7.6 Region Emergency Operations Center

Direct coordination and communications with the Southern Region Emergency Operations Center (REOC) is essential. There is one primary method and one alternate method for the Operational Area to coordinate with the Regional EOC:

- Primary Method - The REOC sends a field representative to the Operational Area
- Alternate Method - The Operational Area and the REOC coordinate through various telecommunications systems

Coordination and communications between the County EOC and the Region EOC will occur between the five SEMS functions. Direct coordination and communications will also be established between the Operational Area Mutual Aid Coordinators, who are located in the County EOC, and the Region's Mutual Aid Coordinator, who are located in the State's Coastal Region EOC. These coordinators may be functioning from their respective Operational Area and regional EOCs or from other locations depending on the situation and the mutual aid system.

2.7.7 State & Federal Field Response

There are some instances where a state or federal agency will be part of a field response in the county. State agency field response may result of a flood fight effort, oil spill, hazardous materials accident or other hazard scenarios. Federal field response

could result from the same scenarios or a military aircraft accident, where the federal military authorities are the Incident Commander.

When a state agency or federal agency is involved in field operations, coordination will be established with the City EOC. State or federal agencies operating in the field may be found in any ICS section, branch, or unit; or part of a Unified Command. The incident will determine their location.

DRAFT

3 EOC Position JobAids

The following pages contain functional descriptions and jobaids for each position in the City EOC. **Figure 4: EOC Organization Chart** below, provides an overview of the City's EOC organization.

DRAFT

PAGE IS INTENTIONALLY BLANK

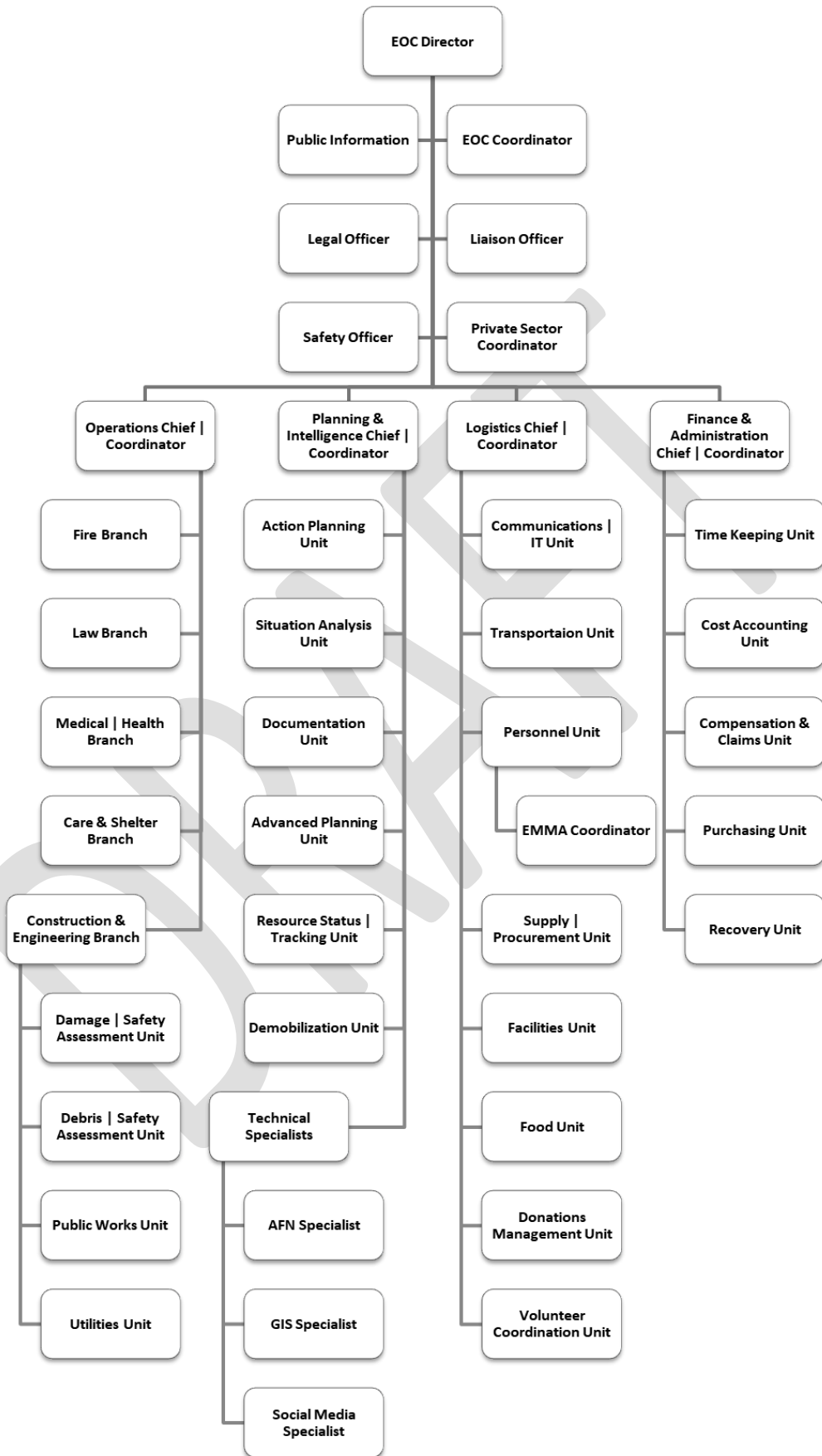


Figure 4: EOC Organization Chart

PAGE IS INTENTIONALLY BLANK

3.1 Management Section

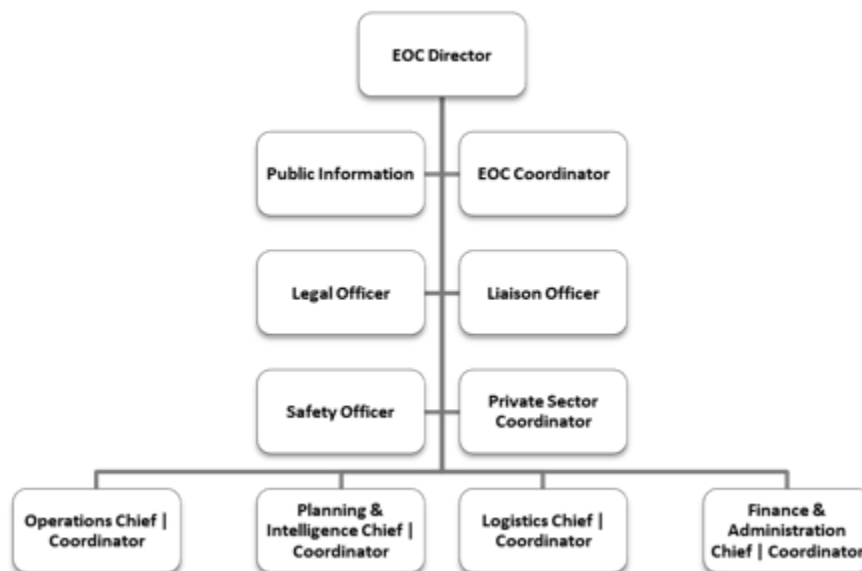


Figure 5: EOC Management Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Management Section of the City EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:

- The Management Section is responsible for overall emergency policy and coordination.








Section Responsibilities Include:

- Overall management and coordination of emergency response and recovery operations
- Oversee and manage all Sections in the EOC.
- Coordinate and liaison with appropriate federal, state, local government, private and volunteer entities
- Establish priorities and resolve demand conflicts
- Prepare and disseminate emergency public information, other essential information and data about impacts and damage



Figure 5: EOC Management Section, above, shows all of the positions that are part of the EOC Management Section.





PAGE IS INTENTIONALLY BLANK







JobAid: EOC Director



POSITION OVERVIEW		<ul style="list-style-type: none"> Overall responsibility and authority for the operation of the EOC. Will assure EOC is staffed and operated at a level commensurate with the emergency.
REPORT TO		CITY COUNCIL or DESIGNEE
	TO ME	<div> GENERAL STAFF <ul style="list-style-type: none"> Operations Section Chief Planning/Intelligence Section Chief Logistics Section Chief Finance/Administration Section Chief </div> <div> MANAGEMENT STAFF <ul style="list-style-type: none"> EOC Manager Public Information Officer Liaison Officer/Agency Representative Safety Officer Legal Officer Private Sector Coordinator </div>
PLANS & REPORTS		EOC ACTION PLAN REVIEW + APPROVAL ADVANCE PLAN(S) REVIEW + APPROVAL DEMOBILIZATION PLAN REVIEW + APPROVAL PRESS RELEASES REVIEW + APPROVAL REPORTS REVIEW + APPROVAL
FORMS & GUIDES		<div> <ul style="list-style-type: none"> POSITION JOBAID ALL ICS FORMS (IF USING) EOC-225 FOR PD CREDENTIALING PROCLAMATION RESOLUTION </div> <div> GUIDE <ul style="list-style-type: none"> PLANNING “P” RECOVERY PLAN/PROJECT MANAGEMENT </div>
TECHNOLOGY		<ul style="list-style-type: none"> LAPTOP PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> WORKSTATION POSITION BINDER (CAN BE VIRTUAL) VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> EOC-225 to CALOES credentialcoord@caloes.ca.gov</p>




TYPE	TIME	STATUS
		C=Complete I=In-Progress P=Pending
DUTIES		

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> Establish appropriate EOC staffing level Continuously monitor organizational effectiveness and make appropriate changes 	
		Exercise overall management responsibility for the coordination between emergency response agencies in the jurisdiction.	
		<ul style="list-style-type: none"> Alongside General Staff, set jurisdictional priorities for response. Ensure all department/agency actions support established EOC priorities. 	
		Ensure that inter-agency coordination is accomplished effectively.	
ACTIVATION			
		Determine appropriate level of activation based on known situation	
		Mobilize/Recall appropriate personnel to the EOC for initial activation.	
		Respond immediately to EOC site and determine operational status.	
		<ul style="list-style-type: none"> Obtain briefing from available sources. Ensure that EOC is properly set up and ready for operations. Ensure that EOC check-in procedure is established  (FORM EOC-211, FORM EOC-205A)	
		Ensure that EOC organization and staffing chart is posted and completed  (FORM EOC-207)	
		Determine needed EOC sections, assign Section Chiefs and ensure sections are adequately staffed. <ul style="list-style-type: none"> <input type="checkbox"/> Operations Section Chief <input type="checkbox"/> Logistics Section Chief <input type="checkbox"/> Planning/Intelligence Section Chief <input type="checkbox"/> Finance/Administration Section Chief 	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Determine needed Management Staff positions and ensure they are filled as soon as possible. <ul style="list-style-type: none"> <input type="checkbox"/> EOC Manager <input type="checkbox"/> Public Information Officer <input type="checkbox"/> Rumor Control Coordinator <input type="checkbox"/> Liaison Officer <input type="checkbox"/> Agency Representative <input type="checkbox"/> Safety Officer 	
		Ensure telephone and/or radio communications with other EOCs/DOCs is established and functioning.	
		Schedule the initial EOC Action Planning Meeting  (FORM EOC-230)	
		Alongside General Staff, determine what representation is needed at the EOC from other emergency response agencies.	
		Assign a liaison officer to coordinate outside agency response to the EOC, and if needed, assist in establishing an Inter-Agency Coordination Group.	
RESPONSE			
		Monitor general staff activities to ensure appropriate actions are being taken.	
		Alongside Public Information Officer, conduct news conferences and review media releases for final approval. Follow established procedure for public information.  (FORM PRESS RELEASE)	
		Ensure Liaison Officer is providing and maintaining effective inter-agency coordination.	
		Based on status reports, establish initial strategic objectives for the EOC.	
		Alongside Management Staff, prepare EOC objectives for the initial Action Planning Meeting.  (FORM EOC-202)  (GUIDE PLANNING “P” GUIDE)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> • Convene Initial Action Planning meeting. • Ensure that all Section Chiefs, Management Staff, and key agency representatives are in attendance. • Ensure appropriate Action Planning procedures are followed.  (GUIDE PLANNING “P” GUIDE) • Ensure meeting is facilitated appropriately by the Planning/Intelligence Section, and consensus among EOC Manager, PIO, and Section Chiefs on objectives for forthcoming operational period. <ul style="list-style-type: none"> <input type="checkbox"/> Assess the situation, define problems, set priorities, and establish strategic and SMART objectives for the response/recovery period <input type="checkbox"/> Determine the Operational Period time frame (i.e., 6-, 8- or 12-hour shifts) <input type="checkbox"/> Review and identify the need for additional staffing and/or other resources 	
		<p>When Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its distribution and implementation.</p> <p>  (FORMS EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213. EOC-215, EOC-215A, EOC-230 OR PLAN EOC ACTION PLAN) </p>	
		<p>Conduct periodic briefings with general staff to ensure strategic objectives are current and appropriate.</p>	
		<p>Conduct periodic briefings for elected officials or their representatives.</p> <p>  (FORM EOC-209 OR REPORT SITUATION STATUS) </p>	
		<p>If appropriate, issue an Emergency Proclamation, and coordinate local government proclamations with other emergency response agencies.</p> <p>  (FORM PROCLAMATION RESOLUTION) </p>	
SHIFT CHANGE/TRANSFER OF DUTIES			
		<ul style="list-style-type: none"> • Provide turnover briefing to position replacement. 	
		<ul style="list-style-type: none"> • Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214) 	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Ensure next shift's staff are accounted for	
		Ensure the safety and well-being of staff being dismissed for the operational period	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Authorize demobilization of sections, branches and units when they are no longer required informally or via a plan.  (PLAN DEMOBILIZATION PLAN)	
		Notify higher level EOCs and other appropriate organizations of planned demobilization, as appropriate.	
		Ensure that open actions not completed will be handled after demobilization.	
		Ensure that all required forms or reports are completed prior to demobilization.	
		Prepare to provide input to the after-action report.	
		Proclaim termination of the emergency response and proceed with recovery operations.	
TERMINATION			
		Alongside Public Information Officer, make emergency termination notifications to City Council, Response Partners, Community and OP Area.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<p>Provides a final emergency briefing of the event to EOC personnel to include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Date/time of termination. <input type="checkbox"/> Requests all documentation developed during the event response. <input type="checkbox"/> Instructions for support of recovery operations or assembly of the final report. <input type="checkbox"/> Time and date of formal debrief to identify issues, lessons learned, and corrective actions. <input type="checkbox"/> Instructions for resumption of normal operations. 	
		<p>Determine if a formal Recovery Plan is required based on a review of the technical criteria by:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Length and resources required for investigating and fact-finding activities. <input type="checkbox"/> Assessment of property damage efforts require substantial and prolonged coordination and communications with off-site governments, agencies, and/or response organizations. <input type="checkbox"/> Number of personal injuries or illnesses requiring protracted follow-up treatment, analysis, and public information. 	
		<ul style="list-style-type: none"> • Supervise the transition of the EOC from response to recovery operations, as necessary. • Appoint a recovery manager; the recovery manager will establish a recovery organization and recovery plan. <p> (GUIDE RECOVERY PLAN/PROJECT MANAGEMENT)</p>	
		<ul style="list-style-type: none"> • Proclaim EOC Deactivate. • Approve deactivation of other emergency facilities that were opened because of the emergency. 	
		<p>Assists with recovery objectives, as requested for Recovery Plan.</p> <p> (GUIDE RECOVERY PLAN/PROJECT MANAGEMENT)</p>	
		Turn over command to Recovery Manager.	
		Schedule Incident Debriefing.	
		<ul style="list-style-type: none"> • Assists with the development of a Final AAR. • Approved final AAR <p> (REPORT LOCAL GOVERNMENT AFTER ACTION REPORT)</p>	
		Turns in completed job aids, forms, and notes to Documentation Unit.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding
Phone #:








Date:






Time:









_____ am / pm

PAGE IS INTENTIONALLY BLANK

JobAid: EOC Manager

POSITION OVERVIEW		<ul style="list-style-type: none"> The EOC Manager assists and serves as an advisor to the EOC Director and General Staff as needed Oversees the overall functioning of the emergency operations center
REPORT TO		EOC DIRECTOR
PLANS & REPORTS		<ul style="list-style-type: none"> ALL PLANS ALL REPORTS
FORMS & GUIDES		<p>FORMS</p> <ul style="list-style-type: none"> ALL POSITION JOBAID EOC-225 FOR PD CREDENTIALING <p>GUIDES</p> <ul style="list-style-type: none"> ALL
TECHNOLOGY		<ul style="list-style-type: none"> LAPTOP PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> WORKSTATION POSITION BINDER (CAN BE VIRTUAL) VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Facilitate the overall functioning of the EOC.	
		<ul style="list-style-type: none"> Assist and serve as an advisor to the EOC Director and General Staff as needed. Provide information and guidance related to the internal functions of the EOC. Ensure compliance with operational area emergency plans and procedures. 	
		Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over jobaid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
		Assist the EOC Director in determining appropriate staffing for the EOC.  (FORM EOC-207)	
		Provide assistance and information regarding section staffing to all general staff.	
RESPONSE			
		Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the EOC Action Plan.  (FORM EOC-202)  (GUIDE PLANNING "P" GUIDE)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.  (FORM PROCLAMATION RESOLUTION)  (GUIDE LEGAL AUTHORITIES)	
		Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.  (PLAN EOC ACTION PLAN)  (GUIDE PLANNING "P" GUIDE)	
		Provide overall procedural guidance to General Staff as required.	
		Provide general advice and guidance to the EOC Director as required.	
		Ensure that all appropriate notifications are made to same and one level higher EOCs.	
		Ensure that all communications with appropriate emergency response agencies is established and maintained.	
		Assist the EOC Director in preparing for and conducting briefings with Management Staff, the agency or jurisdiction policy groups, the media, and the public.  (REPORT EOC-209) or (REPORT SITUATION STATUS)  (FORM PRESS RELEASE)	
		Assist the Liaison Officer with coordination of all EOC visits.	
		Aid with shift change activity as required.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. (FORM EOC-211, FORM EOC-205A)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding
Phone #:








Date:





Time:




am / pm

PAGE IS INTENTIONALLY BLANK

JobAid: Legal Officer

POSITION OVERVIEW 	<ul style="list-style-type: none"> Provides legal counsel to the Emergency Services Director / EOC Director and all City / Agency Staff in legal matters pertaining to emergency response and recovery. Assists in the preparation of proclamations, ordinances, and other legal documents; and maintains the City's / Agency's legal records and reports.
REPORT TO	EOC DIRECTOR
PLANS & REPORTS 	SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT.
FORMS & GUIDE 	FORM <ul style="list-style-type: none"> POSITION JOBAID EOC-205A COMMUNICATION LIST EOC-211 CHECK-IN LIST EOC-214 ACTIVITY LOG EOC-225 FOR PD CREDENTIALING PROCLAMATION RESOLUTION GUIDE <ul style="list-style-type: none"> LEGAL AUTHORITIES
TECHNOLOGY 	<ul style="list-style-type: none"> LAPTOP PHONE (DESK OR CELL)
RESOURCES 	<ul style="list-style-type: none"> WORKSTATION POSITION BINDER (CAN BE VIRTUAL) VEST
PROFESSIONAL CREDENTIAL 	<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Advises the Multi-Agency Coordination/Policy Group and/or EOC Director, and the Management and General Staff, as needed, on the legality and/or legal implications of contemplated emergency actions and policies (Reference the California Emergency Services Act, Stafford Act, etc., as necessary).	
		Establishes areas of legal responsibility and/or potential liabilities.	
		As needed, prepares documents relative to evacuations, curfews, and demolition of hazardous structures or conditions.	
		Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available/appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
		Obtain assistance for position through the Personnel Unit in Logistics, as required.	
RESPONSE			
		Assist as necessary with Emergency Proclamation Resolution Process and Forms.  (FORM PROCLAMATION RESOLUTION)	
		Provide technical knowledge of jurisdictional authorities.  (GUIDE LEGAL AUTHORITIES)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Develops emergency rules, regulations and laws required for acquisition and/or control of critical resources.	
		Prepares documents relative to evacuations, curfews, and demolition of hazardous structures or conditions.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> Release agency representatives that are no longer required in the EOC when authorized by the EOC Director. Ensure that you collect any documentation from them that would be relevant for after-action report. 	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:



Forwarding






Phone #: _____


Time: _____ am / pm

JobAid: Liaison Officer

POSITION OVERVIEW		<ul style="list-style-type: none"> Responsible for serving as the point of contact to all internal and external individuals, organizations, agencies and customers Oversee all special events, dignitary visits and field liaison positions
REPORT TO		EOC DIRECTOR
PLANS & REPORTS		SHARES WITH RELEVANT STAKEHOLDERS. NOT RESPONSIBLE FOR DEVELOPMENT
FORMS		<ul style="list-style-type: none"> POSITION JOBAID EOC-205A COMMUNICATION LIST EOC-209 INCIDENT STATUS SUMMARY EOC-211 CHECK-IN LIST EOC-214 ACTIVITY LOG EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> LAPTOP PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> WORKSTATION POSITION BINDER (CAN BE VIRTUAL) VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		<ul style="list-style-type: none"> Oversee all liaison activities, including coordinating outside agency representatives assigned to the EOC. Handle requests from other EOCs for EOC agency representatives. 	
		Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.	
		Ensuring that position specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to Agency Representatives upon check-in.	
		In conjunction with the EOC Manager, provide orientations for VIPs and other visitors to the EOC.	
		Ensuring that demobilization is accomplished when directed by the EOC Director.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available/appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
		Obtain assistance for position through the Personnel Unit in Logistics, as required.	
RESPONSE			
		<p>Contact Agency Representatives already on-site, ensuring that they:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Have signed into the EOC <input type="checkbox"/> Understand their role in the EOC <input type="checkbox"/> Know their work locations <input type="checkbox"/> Understand the EOC organization and floor plan. 	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<p>Determine if additional representation is required from:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Community based organizations <input type="checkbox"/> Private organizations <input type="checkbox"/> Utilities not already represented <input type="checkbox"/> Other agencies 	
		Alongside EOC Director and EOC Manager, establish and maintain Interagency Coordination Group made up of outside agency representatives and executives not assigned to specific sections within the EOC.	
		<ul style="list-style-type: none"> • Assist the EOC Director and EOC Manager in conducting regular briefings for the Inter-Agency Coordination Group. • Assist with distribution of the current EOC Action Plan and Situation Report. <p> (PLAN EOC ACTION PLAN)</p> <p> (FORM EOC-209) or (REPORT SITUATION STATUS)</p>	
		Request that Agency Representatives maintain communications with their agencies and obtain situation status reports regularly.	
		With the approval of the EOC Director, provide agency representatives from the EOC to other EOCs as required and requested.	
		<ul style="list-style-type: none"> • Maintain active roster of agency representatives located at the EOC • Roster should be distributed internally on a regular basis. <ul style="list-style-type: none"> ○ (FORM EOC-211 JUST FOR AGENCY REPRESENTATIVES) ○ (FORM EOC-205A JUST FOR AGENCY REPRESENTATIVES) 	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <p> (FORM USE CURRENT POSITION JOBAID)</p> <p> (FORM USE CURRENT EOC-214)</p>	
		Provide all completed documentation to the Documentation Unit	
		<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p> (FORM EOC-211, FORM EOC-205A)</p>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> Release agency representatives that are no longer required in the EOC when authorized by the EOC Director. Ensure that you collect any documentation from them that would be relevant for after-action report. 	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	
TERMINATION			
		Provide Public Information officer with agency roster for final termination notification  (FORM EOC-211 JUST FOR AGENCY REPRESENTATIVES)	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____



Time: _____ am / pm

DRAFT









PAGE IS INTENTIONALLY BLANK

JobAid: Public Information Officer

POSITION OVERVIEW		Responsible for providing news and information on the emergency/disaster to the media, the public, all departments and required agencies.
REPORT TO		EOC DIRECTOR
PLANS & REPORTS		PRESS RELEASES DEVELOPS
FORMS & GUIDES		<p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • MEDIA CALL • PUBLIC CALL • DISASTER ASSISTANCE DIRECTORY • PRESS RELEASE • MEDIA BRIEFING SCHEDULE • EOC-225 FOR PD CREDENTIALING <p>GUIDE</p> <ul style="list-style-type: none"> • MEDIA CENTER/JOINT INFORMATION CENTER • EMERGENCY ALERT SYSTEM NOTIFICATION
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Serve as the central coordination point for the agency or jurisdiction for all media releases.	
		Ensure that the public within the affected area receives complete, accurate, and consistent information about life safety procedures, public health advisories, relief and assistance programs and other vital information.	
		Coordinate media releases with Public Information Officers at incidents or representing other affected emergency response agencies as required.	
		Develop the format for press conferences, in conjunction with the EOC Director.	
		Maintaining a positive relationship with the media representatives.	
		Supervising the Public Information Branch.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over jobaid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
		Determine staffing requirements and make required personnel assignments for the Public Information function to the Personnel Unit in Logistics, as required.	
RESPONSE			
		Obtain policy guidance from the EOC Director regarding press releases.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations. 	
		Coordinate with the Situation Analysis Unit and identify the method for obtaining and verifying significant information as it is developed.	
		Develop and publish a media-briefing schedule, to include location, format, and preparation and distribution of handout materials.  (FORM MEDIA BRIEFING SCHEDULE)	
		Implement and maintain an overall information release program.	
		Establish a Media or Joint Information Center, as required, providing necessary space, materials, telephones, and electrical power.  (GUIDE MEDIA CENTER/JOINT INFORMATION CENTER)	
		<ul style="list-style-type: none"> Maintain up-to-date status boards and other references at the Media or Joint Information Center. Provide adequate staff to answer questions from members of the media. 	
		Interact with other EOC PIOs and obtain information relative to public information operations.	
		Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.  (GUIDE EMERGENCY ALERT SYSTEM NOTIFICATIONS)	
		In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.	
		<ul style="list-style-type: none"> At the request of the EOC Director, prepare media briefings and press releases for members of the agencies or jurisdiction policy groups. Provide other assistance as necessary to facilitate their participation in media briefings and press conferences.  (FORM PRESS RELEASE)	
		Ensure that a rumor control function is established to correct false or erroneous information.	
		Ensure that adequate staff is available at incident sites to coordinate and conduct tours of the affected areas.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.  (FORM MEDIA CALL)  (FORM PUBLIC CALL)	
		Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.  (FORM DISASTER ASSISTANCE DIRECTORY)	
		Ensure that announcements, emergency information and materials are translated and prepared for special populations (non-English speaking, hearing impaired etc.).	
		Monitor broadcast media, using information to develop follow-up press releases and rumor control.  (FORM PRESS RELEASE)	
		Ensure that file copies are maintained of all information released.	
		Provide copies of all press releases to the EOC Director for approval.  (FORM USE CURRENT PRESS RELEASES)	
		Prepare final press releases and advise media representatives of points-of-contact for follow-up stories.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	
TERMINATION			
		Alongside EOC Director and Liaison Officer, make emergency termination notifications to City Council, Response Partners, Community and OP Area.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:





Forwarding




Phone #: _____

Time: _____ am / pm

JobAid: Safety Officer

POSITION OVERVIEW		<ul style="list-style-type: none"> Responsible for identifying and mitigating safety hazards and situations of potential City / Agency liability during EOC operations. Ensuring that all facilities used in support of EOC operations have safe operating conditions (building, parking lots, etc.)
REPORT TO		EOC DIRECTOR
PLANS & REPORTS		EOC ACTION PLAN PROVIDES INPUT ADVANCE PLANS + REPORTS (DEMO, RECOVERY ETC.) PROVIDES INPUT
FORMS		<ul style="list-style-type: none"> POSITION JOBAID EOC-205A COMMUNICATION LIST EOC-208 SAFETY MESSAGE EOC-211 CHECK-IN LIST EOC-214 ACTIVITY LOG EOC-215A SAFETY ANALYSIS EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> LAPTOP PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> WORKSTATION POSITION BINDER (CAN BE VIRTUAL) VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Ensure that all buildings and other facilities used in support of the EOC are in a safe operating condition.	
		Monitor operational procedures and activities in the EOC to ensure they are being conducted in a safe manner, considering the existing situation and conditions.	
		Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available/appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		<ul style="list-style-type: none"> Tour the entire EOC facility and evaluate conditions. Advise the EOC Director of any conditions and actions that might result in liability, (unsafe layout or equipment set-up, etc.) 	
		Study the EOC facility and document the locations of all fire extinguishers, emergency pull stations, and evacuation routes and exits.  (FORM EOC-215a)	
		Be familiar with particularly hazardous conditions in the facility; act when necessary.	
		Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.  (FORM EOC-208)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		If the event that caused activation was an earthquake, provide guidance regarding actions to be taken in preparation for aftershocks.	
		Ensure that the EOC facility is free from any environmental threats - e.g., radiation exposure, air purity, water quality, etc.	
		Keep the EOC Director advised of unsafe conditions; act when necessary.	
		Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding

Phone #: _____

Time: _____ am / pm

3.2 Operations Section



Figure 6: EOC Operations Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Operations Section of the City EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:








- The Operations Section is primarily responsible for managing the operations of various response elements involved in the disaster/emergency




Section Responsibilities Include:

- **Fire:** Fire/Rescue, Hazardous Materials, Emergency Medical Services, Environmental Preservation
- **Law:** Coroner, Law Enforcement, Investigations, Security
- **Care & Shelter:** Care and Shelter
- **Public Works:** Street, Traffic, Utilities, Solid Waste, Wastewater, Parking, Facility and Vehicle Maintenance
- **Construction & Engineering:** Building Safety, Building Damage, and Safe Access














Figure 6: EOC Operations Section, above, shows all the positions that are part of the EOC Operations Section.





JobAid: Operations Chief

POSITION OVERVIEW		Responsible for the management and coordination of all EOC related operational functions. The Operations Section Coordinator will ensure, based on the emergency, that all necessary operational functions have been activated and are appropriately staffed	
REPORT TO		MANAGEMENT EOC DIRECTOR	
	TO ME	STAFF <ul style="list-style-type: none"> • Fire Branch • Law Branch • Medical/Health Branch • Care & Shelter Branch 	<ul style="list-style-type: none"> • Construction & Engineering Branch • Debris Management Unit • Public Works Unit • Utilities Unit
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS & REPORTS		FORMS <ul style="list-style-type: none"> • POSITION JOBAID • RESOURCE REQUEST • EOC-205A COMMUNICATION LIST • EOC-209 INCIDENT STATUS SUMMARY • EOC-211 CHECK-IN LIST • EOC-213 RESOURCE REQUEST • EOC-214 ACTIVITY LOG • EOC-215 RESOURCE PLANNING WORKSHEET • EOC-225 FOR PD CREDENTIALING 	REPORT <ul style="list-style-type: none"> • AGRICULTURAL STATUS • ENERGY STATUS • FIREFIGHTING STATUS • HAZMAT STATUS • MASS CARE STATUS • PUBLIC SAFETY STATUS • PUBLIC WORKS STATUS • SEARCH & RESCUE STATUS • TRANSPORTATION STATUS • UTILITY STATUS
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 	
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • BINDER • VEST 	
PROFESSIONAL CREDENTIAL		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Ensure that the Operations Function is carried out including coordination of activities for all operational functions assigned to the EOC.	
		Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.	
		Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.	
		Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.  (FORM EOC-215)	
		Ensure that the Planning/Intelligence Section is provided with Status Reports and Major Incident Reports.	
		Conduct periodic Operations briefings for the EOC Director as required or requested.	
		Supervise the Operations Section.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
		Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.	
		Meet with Planning/Intelligence Section Coordinator; obtain a preliminary situation briefing.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<p>Based on the situation, activate positions/branch within the section as needed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire Branch <input type="checkbox"/> Law Branch <input type="checkbox"/> Medical/Health Branch <input type="checkbox"/> Care & Shelter Branch <input type="checkbox"/> Construction & Engineering Branch <input type="checkbox"/> Damage/Safety Assessment <input type="checkbox"/> <i>Debris Management Unit</i> <input type="checkbox"/> <i>Public Works Unit</i> <input type="checkbox"/> <i>Utilities Unit</i> 	
		Determine if there are mutual aid requests for these functional areas. Initiate coordination with appropriate mutual aid systems as required.	
		Request additional personnel for the section as necessary for 24-hour operation.	
		<ul style="list-style-type: none"> • Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. • Ensure that there is adequate equipment and radio frequencies available as necessary for the section. 	
		Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.	
		Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.	
		Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.	
		Coordinate with the Planning/Intelligence Section Coordinator to determine the need for any Technical Specialists.	
		Establish radio or phone communications with Department Operations Centers (DOCs), and/or with Incident Commander(s) as directed and coordinate accordingly.	
		Determine activation status of other EOCs in the Operational Area or adjacent areas and establish communication links with their Operations Sections if necessary.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Based on the situation known or forecasted, determine likely future needs of the Operations Section.	
		Identify key issues currently affecting the Operations Section; meet with section personnel and determine appropriate section objectives for the first operational period.	
		Review responsibilities of branches in section; develop an Operations Plan detailing strategy for carrying out Operations objectives.	
		Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.	
RESPONSE			
		Ensure Operations Section position logs and other necessary files are maintained.	
		<p>Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports.</p> <p>  (FORM EOC-209 OR OPTIONS BELOW)  (REPORT AGRICULTURAL STATUS)  (REPORT COMMUNICATION STATUS)  (REPORT ENERGY STATUS)  (REPORT FIREFIGHTING STATUS)  (REPORT HAZMAT STATUS)  (REPORT MASS CARE STATUS)  (REPORT PUBLIC SAFETY STATUS)  (REPORT PUBLIC WORKS STATUS)  (REPORT SEARCH & RESCUE STATUS)  (REPORT TRANSPORTATION STATUS)  (REPORT UTILITY STATUS) </p>	
		Ensure that all media contacts are referred to the Public Information Officer.	
		<p>Conduct periodic briefings and work to reach consensus among staff on objectives and work assignments for forthcoming operational periods.</p> <p>  (FORM EOC-215) </p>	
		Attend and participate in EOC Director's Action Planning meetings.	
		Provide the Planning/Intelligence Section Coordinator with the Operations Section's objectives prior to each Action Planning meeting.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.	
		Ensure that the branches coordinate all resource needs through the Logistics Section.  (FORM RESOURCE REQUEST OR EOC-213)	
		Ensure that intelligence information from Branch Coordinators is made available to the Planning/ Intelligence Section in a timely manner.	
		Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of emergency expenditures and daily time sheets).	
		Brief the EOC Director on all major incidents.	
		Complete a Major Incident Report for all major incidents; forward a copy to the Planning/ Intelligence Section.	
		Brief Branch Coordinators periodically on any updated information you may have received.	
		Share status information with other sections as appropriate.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____



Time: _____ am / pm









DRAFT




PAGE IS INTENTIONALLY BLANK

JobAid: Fire Branch

POSITION OVERVIEW		Responsible for coordinating personnel, equipment and resources committed to fire, field medical, search and rescue, and hazardous materials elements of the incident.
REPORT TO		OPERATIONS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS & REPORTS		<p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-209 INCIDENT STATUS SUMMARY • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • FIRE DEPLOYED RESOURCES <p>REPORTS</p> <ul style="list-style-type: none"> • FIREFIGHTING STATUS • SEARCH & RESCUE STATUS • HAZMAT STATUS
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Coordinate fire, emergency medical, hazardous materials, and urban search and rescue operations in the jurisdictional area.	
		Assist Fire & Rescue Mutual Aid System Coordinator in acquiring mutual aid resources, as necessary.	
		Coordinate the mobilization and transportation of all resources through the Logistics Section.	
		Complete and maintain status reports for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources.	
		Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities.	
		Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.	
		Supervise the Fire & Rescue Branch.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
		Based on the situation, activate the necessary Units within the Fire & Rescue Branch: <ul style="list-style-type: none"> • Fire & Rescue Unit • Emergency Medical Unit • HazMat Unit 	

TYPE	TIME	STATUS C=Complete I=In-Progress P=Pending
	<p>If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator.</p> <p> (FORM FIRE DEPLOYED RESOURCES)</p>	
	<p>Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Coordinator.</p> <p> (REPORT FIREFIGHTING STATUS)  (REPORT SEARCH & RESCUE STATUS)  (REPORT HAZMAT STATUS)</p>	
	<p>Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Coordinator prior to the first Action Planning meeting.</p>	
RESPONSE		
	<p>Ensure that Branch and Unit position logs and other necessary files are maintained.</p>	
	<p>Obtain and maintain current status on Fire & Rescue missions being conducted in the jurisdictional area.</p>	
	<p>Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period.</p> <p> (FORM EOC-209) OR  (REPORT FIREFIGHTING STATUS)  (REPORT SEARCH & RESCUE STATUS)  (REPORT HAZMAT STATUS)</p>	
	<p>On a regular basis, complete and maintain the Fire & Rescue Status Report.</p>	
	<p>Refer all contacts with the media to the Public Information Branch.</p>	
	<p>Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).</p>	
	<p>Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting.</p>	
	<p>Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.</p>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name: _____

Forwarding

Phone #: _____








Date: _____



Time: _____ am / pm




DRAFT


PAGE IS INTENTIONALLY BLANK

JobAid: Law Branch

POSITION OVERVIEW		Responsible for coordinating personnel, equipment and resources committed to fire, field medical, search and rescue, and hazardous materials elements of the incident
REPORT TO		OPERATIONS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS & REPORT		<p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING <p>REPORT</p> <ul style="list-style-type: none"> • PUBLIC SAFETY STATUS
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Coordinate movement and evacuation operations during an emergency.	
		Alert and notify the public of the impending or existing emergency.	
		Coordinate law enforcement, search and rescue, and traffic control operations during the emergency.	
		Coordinate site security at incidents.	
		Coordinate with the Law Enforcement Branch Coordinator on jurisdiction Search & Rescue activities.	
		Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Law Enforcement Mutual Aid Coordinator at the Operational Area EOC.	
		Supervise the Law Enforcement Branch.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over jobaid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
		Based on the situation, activate the necessary Units within the Law Enforcement Branch: <ul style="list-style-type: none"> • Law Enforcement Operations Unit • Coroner/Fatalities Management Unit • Search and Rescue Unit 	

TYPE	TIME	STATUS C=Complete I=In-Progress P=Pending
	Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested.	
	Based on the initial EOC strategic objectives, prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Coordinator prior to the first Action Planning meeting.	
RESPONSE		
	Ensure that Branch and Unit position logs and other necessary files are maintained.	
	Maintain status on Law Enforcement missions being conducted.	
	Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.  (REPORT PUBLIC SAFETY STATUS)	
	On a regular basis, complete and maintain the Law Enforcement Status Report.	
	Refer all contacts with the media to the Public Information Branch.	
	Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).	
	Prepare objectives for the Law Enforcement Branch for the subsequent Operational period; provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning Meeting.	
	Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.	
SHIFT CHANGE/TRANSFER OF DUTIES		
	Provide turnover briefing to position replacement.	
	Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
	Provide all completed documentation to the Documentation Unit.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding








Phone #: _____



Date:




Time: _____ am / pm

PAGE IS INTENTIONALLY BLANK

JobAid: Medical/Health Branch

POSITION OVERVIEW		Provides oversight and management for Medical Health Branch activities.
REPORT TO		OPERATIONS CHIEF
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Medical/Health operations are coordinated by the Medical/Health Branch in the Operations Section.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Manages and supervises the Medical/Health Branch.	
		Continuously monitors the organizational effectiveness and modifies as necessary.	
		Ensures coordination of hospitals, health units, continuing care, mental health, and environmental health within the jurisdiction.	
		Ensures all Medical/Health Branch resources are tracked and accounted for in cooperation with the Planning Section Resource Unit, as well as resources ordered through Mutual Aid.	
		Ensures the Medical/Health Branch function is carried out	
		Meets regularly with Medical/Health Branch staff and works to reach consensus on Operations Section objectives for forthcoming operational periods and ensures they are carried out effectively as per the EOC Action Plan.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<p>Based on the situation, activates and directs appropriate Groups or Units within the Branch. Designates Group Supervisors or Unit Leaders as necessary.</p> <p>Examples:</p> <ul style="list-style-type: none"> • Environmental Management Group Supervisor/Unit Leader • Emergency Medical Services Group Supervisor/Unit Leader • Healthcare Facilities Group Supervisor/Unit Leader • Public Health Group Supervisor/Unit Leader • Mental Health Group Supervisor/Unit Leader • Medical/Health DOC Director (if DOC activated) 	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <p> (FORM USE CURRENT POSITION JOBAID)</p> <p> (FORM USE CURRENT EOC-214)</p>	
		Provide all completed documentation to the Documentation Unit	
		<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p> (FORM EOC-211, FORM EOC-205A)</p>	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Forwarding



Phone #: _____





Date:

Time: _____ am / pm

JobAid: Care & Shelter Branch

POSITION OVERVIEW		Responsible for opening and operating evacuation centers and mass care facilities in the City until, and if, the American Red Cross assumes responsibility; coordinating efforts with the American Red Cross and other volunteer agencies; and supporting the Personnel Unit in the care and sheltering of employees and their families
REPORT TO		OPERATIONS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS & REPORT		FORMS <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING REPORT <ul style="list-style-type: none"> • MASS CARE STATUS
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Coordinate directly with the American Red Cross and other volunteer agencies to provide food, potable water, clothing, shelter and other basic needs as required to disaster victims.	
		Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.	
		Assist the American Red Cross with the transition from mass care to separate family/individual housing.	
		Supervise the Care & Shelter Unit.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		<ul style="list-style-type: none"> • Coordinate with the Liaison Officer to request an Agency Representative from the American Red Cross. • Work with the Agency Representative to coordinate all shelter and congregate care activity. 	
		Establish communications with other volunteer agencies to provide clothing and other basic life sustaining needs.	
		Ensure that each activated shelter meets the requirements as described under the Americans With Disabilities Act.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Assist the American Red Cross in staffing and managing the shelters to the extent possible.	
		In coordination with the American Red Cross, activate an inquiry registry service to reunite families and respond to inquiries from relatives or friends.	
		Assist the American Red Cross with the transition from operating shelters for displaced persons to separate family/individual housing.	
		Complete and maintain the Care and Shelter Status Report Form.  (REPORT MASS CARE STATUS)	
		Refer all contacts with the media to the Public Information Officer.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

DRAFT

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Forwarding

Phone #: _____








Date:




Time: _____ am / pm






DRAFT




PAGE IS INTENTIONALLY BLANK

JobAid: Construction & Engineering Branch

POSITION OVERVIEW		Supports emergency response operations under the Operations Section and provides guidance for initial size-up, rapid needs, and preliminary disaster safety reports on the areas affected, damaged, and destroyed during an emergency event	
REPORT	TO	OPERATIONS CHIEF	
	TO ME	<ul style="list-style-type: none"> • Damage/Safety Assessment Unit • Debris Management Unit • Public Works Unit • Utilities Unit 	
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT	
FORMS & REPORTS		FORMS <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • WINDSHIELD SURVEY • INITIAL DAMAGE ESTIMATE 	REPORTS <ul style="list-style-type: none"> • PUBLIC WORKS & ENGINEERING STATUS • ENERGY STATUS
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL) 	
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST 	
PROFESSIONAL CREDENTIAL		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.	
		Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.	
		Survey all other infrastructure systems, such as streets and roads within the jurisdictional area.	
		Assist other sections, branches, and units as needed.	
		Supervise the Construction/Engineering Branch.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over jobaid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
		Based on the situation, activate the necessary Units within the Construction & Engineering Branch: <ul style="list-style-type: none"> • Utilities Unit • Public Works Unit • Damage/Safety Assessment Unit 	
		Contact and assist the Operational Area Public Works Mutual Aid Coordinator with the coordination of mutual aid resources as necessary.	
		Provide an initial situation report to the Operations Section Coordinator.  (REPORT PUBLIC WORKS & ENGINEERING STATUS)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> Based on the initial EOC strategic objectives, prepare objectives for the Construction/ Engineering Branch. Provide them to the Operations Section Coordinator prior to the first Action Planning meeting. 	
RESPONSE			
		Ensure that Branch and Unit position logs and other necessary files are maintained.	
		Maintain current status on all construction/engineering activities being conducted.	
		Ensure that damage and safety assessments are being carried out for both public and private facilities.  (FORM WINDSHIELD SURVEY)	
		Request mutual aid as required through the Operational Area Public Works Mutual Aid Coordinator.	
		Determine and document the status of transportation routes into and within affected areas.	
		Coordinate debris removal services as required.	
		Provide the Operations Section Coordinator and the Planning/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.  (REPORT PUBLIC WORKS & ENGINEERING STATUS)	
		Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained.  (REPORT PUBLIC WORKS & ENGINEERING STATUS)  (REPORT ENERGY STATUS)  (FORM INITIAL DAMAGE ESTIMATE)	
		Refer all contacts with the media to the Public Information Branch.	
		Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (notification of any emergency expenditures and daily time sheets).	
		<ul style="list-style-type: none"> Prepare objectives for the Construction/Engineering Branch for the subsequent operations period. Provide them to the Operations Section Coordinator prior to the end of the shift and the next Action Planning meeting. 	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide your relief with a briefing at shift change, informing him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____



Time: _____ am / pm






DRAFT

PAGE IS INTENTIONALLY BLANK

JobAid: Damage & Safety Assessment Unit

POSITION OVERVIEW		Provides communication with the field level and/or coordinates the Initial Damage Estimate (IDEs); coordinates with public and private sector representatives to identify damages
REPORT TO		OPERATIONS CHIEF
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • INITIAL DAMAGE ESTIMATE • WINDSHIELD SURVEY
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Collect initial damage/safety assessment information from other branches/units within the Operations Section.	
		If the emergency is storm, flood, or earthquake related, ensure that inspection teams have been dispatched to assess the condition of the dam.	
		Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.	
		Maintain detailed records on damaged areas and structures.	
		Initiate requests for Engineers, to inspect structures and/or facilities.	
		Supervise the Damage/Safety Assessment Unit.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.	
		Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<p>Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence Section.</p> <p> (FORM INITIAL DAMAGE ESTIMATE)</p> <p> (FORM WIND SHIELD SURVEY)</p>	
		Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines.	
		Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.	
		Initiate all requests for engineers and building inspectors through the Operational Area EOC.	
		Keep the Construction/Engineering Branch Coordinator informed of the inspection and engineering assessment status.	
		Refer all contacts with the media to the Public Information Officer.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <p> (FORM USE CURRENT POSITION JOBAID)</p> <p> (FORM USE CURRENT EOC-214)</p>	
		Provide all completed documentation to the Documentation Unit.	
		<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p> (FORM EOC-211, FORM EOC-205A)</p>	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

DRAFT

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____



Time: _____ am / pm




DRAFT

PAGE IS INTENTIONALLY BLANK

JobAid: Debris Management Unit

POSITION OVERVIEW		Responsible for debris management and removal.
REPORT TO		OPERATIONS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Develops and coordinates a response plan for debris management and removal.	
		Identifies and coordinates debris management and removal criteria to facilitate the FEMA eligibility.	
		Coordinates procurement and contracts with Logistics and Finance and Administration.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Implementing jurisdiction-specific Debris Management Plan.	
		Keep the section informed on the status of debris management.	
		Refer all contacts with the media to the Public Information Officer.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <p> (FORM USE CURRENT POSITION JOBAID)</p> <p> (FORM USE CURRENT EOC-214)</p>	
		Provide all completed documentation to the Documentation Unit.	
		<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p> (FORM EOC-211, FORM EOC-205A)</p>	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:



Forwarding





Phone #: _____

Time: _____ am / pm

JobAid: Public Works Unit

POSITION OVERVIEW		Evaluates and assesses the safety and condition of roadways, bridges, and other public works infrastructure.
REPORT TO		OPERATIONS CHIEF
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS & REPORTS		<p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING <p>REPORT</p> <ul style="list-style-type: none"> • PUBLIC WORKS STATUS
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Assist other Operation Section Branches by providing construction equipment and operators as necessary.	
		Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.	
		Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.	
		Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or streambed debris clearance.	
		Supervise the Public Works Unit.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Ensure that appropriate staff are available to assist other emergency responders with the operation of heavy equipment, in coordination with the Logistics Section.	
		Ensure that engineering staff are available to assist the Damage/Safety Assessment Unit in inspecting damaged structures and facilities.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		As requested, direct staff to provide flood fighting assistance, clear debris from roadways and water ways, assist with utility restoration, and build temporary emergency structures as required.	
		Work closely with the Logistics Section to provide support and materiel as required.	
		Keep the Construction/Engineering Branch Coordinator informed of unit status.  (REPORT PUBLIC WORKS STATUS)	
		Refer all contacts with the media to the Public Information Officer.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Forwarding



Phone #: _____





Date:

Time: _____ am / pm

JobAid: Utilities Unit

POSITION OVERVIEW		Coordinates with public and private utilities, including electric, gas, water, waste, and telephone to receive an assessment of the systems, and coordinates with utility companies to develop a restoration plan
REPORT TO		OPERATIONS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS & REPORT		<p>FORMS</p> <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING <p>REPORT</p> <ul style="list-style-type: none"> • UTILITY STATUS
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Assess the status of utilities, provide Utility Status Reports as required.	
		Coordinate restoration of damaged utilities with utility representatives in the EOC if present, or directly with Utility companies.	
		Supervise the Utilities Unit.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over jobaid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Establish and maintain communications with the utility providers.	
		Determine the extent of damage to utility systems.	
		Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the EOC.	
		Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.	
		Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Keep the Health & Welfare Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.	
		Keep the Construction/Engineering Branch Coordinator informed of the restoration status.	
		Complete and maintain the Utilities Status Report.  (REPORT UTILITY STATUS)	
		Refer all contacts with the media to the Public Information Officer.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding

Phone #: _____

Time: _____ am / pm

3.3 Planning & Intelligence Section



Figure 7: EOC Planning & Intelligence Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Planning & Intelligence Section of the City EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:








- The Planning & Intelligence Section is primarily responsible for compiling, assembling, and reporting all safety/damage assessment information



Section Responsibilities Include:


- Collect, evaluate, analyze, display, and disseminate incident information and status of all assigned and available resources
- Functions as the primary support for decision-making to the overall emergency organization
- Provides anticipatory appraisals and develops plans necessary to cope with changing events





Figure 7: EOC Planning & Intelligence Section, above, shows all the positions that are part of the EOC Planning & Intelligence Section.





JobAid: Planning & Intelligence Chief

POSITION OVERVIEW		Responsible for managing the collection, documentation, evaluation, forecasting, dissemination and use of information about the development of the incident and status of resources
REPORT TO	TO	MANAGEMENT EOC DIRECTOR
	TO ME	STAFF <ul style="list-style-type: none"> Situation Analysis Unit Documentation Unit Advanced Planning Unit Resource Status/Tracking Unit Demobilization Unit <i>Technical Specialist</i> <ul style="list-style-type: none"> AFN Specialist GIS Specialist Social Media Specialist
PLANS & REPORTS		EOC ACTION PLAN OVERSEE DEVELOPMENT ADVANCE PLANS OVERSEE DEVELOPMENT OPERATION SECTION REPORTS OVERSEES COMPLETION & DISTRIBUTION LOCAL GOVERNMENT AFTER ACTION REPORT SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> POSITION JOBAID EOC-201 INCIDENT BRIEFING EOC-202 INCIDENT OBJECTIVES EOC-205A COMMUNICATION LIST EOC-207 ORGANIZATION CHART EOC-209 INCIDENT STATUS SUMMARY EOC-211 CHECK-IN LIST EOC-214 ACTIVITY LOG EOC-215 RESOURCE PLANNING WORKSHEET EOC-215A SAFETY ANALYSIS EOC-225 FOR PD CREDENTIALING EOC-230 DAILY MEETING SCHEDULE
TECHNOLOGY		<ul style="list-style-type: none"> LAPTOP PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> WORKSTATION POSITION BINDER (CAN BE VIRTUAL) VEST
PROFESSIONAL CREDENTIAL		To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:  (EOC-225) to CALOES credentialcoord@caloes.ca.gov

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Establish the appropriate level of staffing and organization for the Section.	
		Exercise overall responsibility for the coordination of unit activities within the section.	
		Supervise the Planning/Intelligence Section.	
		<p>Ensure that the following responsibilities of the Section are addressed as required:</p> <ul style="list-style-type: none"> • Collect, analyze, and display situation information • Prepare periodic Situation Report • Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting • Conducting Advance Planning activities and report • Providing technical support services to the various EOC sections and branches, and documenting and maintaining files on all EOC activities 	
		In coordination with the other Section Coordinators, ensure that Status Reports are completed and utilized as a basis for Situation Analysis Reports, and the EOC Action Plan.	
		Keep the EOC Director informed of significant issues affecting the P&I Section	
ACTIVATION			
		<p>Check in at the EOC</p> <p> (FORM EOC-211, FORM EOC-205A)</p>	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		<p>Ensure readiness to maintain concise records of position activities</p> <p> (FORM EOC-214)</p>	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.	
		<p>Based on the situation, activate positions/unit within the section as needed:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Situation Analysis Unit <input type="checkbox"/> Documentation Unit <input type="checkbox"/> Advanced Planning Unit <input type="checkbox"/> Action Planning Unit <input type="checkbox"/> Resource Status/Tracking Unit <input type="checkbox"/> Demobilization Unit <input type="checkbox"/> Technical Specialists <input type="checkbox"/> <i>AFN Specialist</i> <input type="checkbox"/> <i>GIS Specialist</i> <input type="checkbox"/> <i>Social Media Specialist</i> 	
		Request additional personnel for the section as necessary to maintain a 24-hour operation.	
		<ul style="list-style-type: none"> • Establish contact with the Operational Area EOC when activated. • Coordinate Situation Analysis Reports with their Planning/Intelligence Section. <ul style="list-style-type: none"> ○ (FORM EOC-209 OR REPORT SITUATION STATUS) 	
		<p>Meet with Operations Section Coordinator; obtain and review any major incident reports.</p> <p> (REPORT OPS _____ STATUS REPORT)</p>	
		Review responsibilities of units in the section; develop plans for carrying out all responsibilities.	
		<ul style="list-style-type: none"> • Make a list of key issues to be addressed by Planning/Intelligence, in consultation with section staff. • Identify objectives to be accomplished during the initial Operational Period. <ul style="list-style-type: none"> ○ (FORM EOC-202) 	
		Keep the EOC Director informed of significant events.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
RESPONSE			
		Ensure that Planning/Intelligence Section position logs and other necessary files are maintained.	
		Ensure that The Situation Analysis Unit is maintaining current information for the situation analysis report.	
		Ensure that major incidents reports, and status reports are completed by the Operations Section and are accessible by Planning/Intelligence.	
		Ensure that a situation analysis report is produced and distributed to EOC Sections and the Operational Area EOC at least once, prior to the end of the operational period.  (FORM EOC-209 OR REPORT SITUATION STATUS)	
		Ensure that all status boards and other displays are kept current and that posted information is neat and legible.	
		Ensure that the Public Information Branch has immediate and unlimited access to all status reports and displays.	
		Conduct periodic briefings with section staff and work to reach consensus among staff on section objectives for forthcoming operational periods.  (FORM EOC-201)	
		Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.  (FORM EOC-230)	
		Ensure that objectives for each section are completed, collected and posted in preparation for the next Action Planning meeting.	
		Ensure that the EOC Action Plan is completed and distributed prior to the start of the next operational period.  (FORMS EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213, EOC-215, EOC-215A, EOC-230 OR PLAN EOC ACTION PLAN)	
		Work closely with each unit within the Planning/Intelligence Section to ensure the section objectives, as defined in the current EOC Action Plan, are being addressed.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Ensure that the Advance Planning Unit develops and distributes a report which highlights forecasted events or conditions likely to occur beyond the forthcoming operational period; particularly those situations which may influence the overall strategic objectives of the EOC.  (PLAN ADVANCE PLAN)	
		Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.	
		Provide technical specialists to all EOC sections as required.	
		Ensure that fiscal and administrative requirements are coordinated through the Finance/ Administration Section.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input and/or facilitate the after-action report.  (REPORT LOCAL GOVERNMENT AFTER ACTION REPORT)	

DRAFT

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____



Time: _____ am / pm




DRAFT

PAGE IS INTENTIONALLY BLANK

JobAid: Action Planning Unit

POSITION OVERVIEW		Responsible for driving the EOC Action Planning process and supporting the development of the EOC Action Plan.
REPORT TO		PLANNING & INTELLIGENCE CHIEF
PLANS		EOC ACTION PLAN DRIVE, DEVELOP, REVIEW OR PUT TOGETHER ADVANCE PLANS DEVELOP OR PUT TOGETHER
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-202 INCIDENT OBJECTIVES • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • BINDER • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Responsible for driving the EOC Action Planning process and supporting the development of the EOC Action Plan.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Establish an EOC Action Planning process & meeting schedule for the operational period with the Planning & Intelligence Section Chief.	
		Coordinate the calling of EOC Action Planning meetings and remind Section Chiefs to bring summaries of their issues and needs, along with updates on the existing Action Plan	
		Ensure EOC Action Plan is developed for each operational period, based on objectives developed by each section ○ (FORM EOC-202 or PLAN EOC ACTION PLAN)	
		Ensure the Planning and Intelligence Section Chief has everything that will be needed to facilitate the Action Planning meetings	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> Ensure that each section provides an update on their objectives at least 30 minutes prior to each Action Planning meeting. This includes those completed, and the status of those not completed, as well as new objectives to be added to the Action Plan In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper and the meeting room is set up with appropriate equipment and materials 	
		Prepare a draft EOC Action Plan and submit to the Planning & Intelligence Section Chief/EOC Director for approval.	
		Print and distribute the approved EOC Action Plan, coordinate with the Documentation Unit for reproduction and distribution as necessary	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:



Forwarding





Phone #: _____




Time: _____ am / pm

JobAid: Situation Analysis Unit

POSITION OVERVIEW		Responsible for the collection, evaluation, organization, analysis, and display of incident status and situation information; and for compiling Department Status Reports
REPORT	TO	PLANNING & INTELLIGENCE CHIEF
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT AND DISTRIBUTION OPERATION SECTION REPORTS SUPPORTS COMPLETION & DISTRIBUTION
FORMS & GUIDES		FORM <ul style="list-style-type: none"> • POSITION JOBAID • EOC-202 INCIDENT OBJECTIVES • EOC-205A COMMUNICATION LIST • EOC-209 INCIDENT STATUS SUMMARY • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING GUIDE <ul style="list-style-type: none"> • PLANNING “P” GUIDE
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Oversee the collection, organization, and analysis of situation information related to the emergency.	
		Ensure that information collected from all sources is validated prior to posting on status boards.	
		Ensure that situation analysis reports are developed for dissemination to EOC staff and to other EOCs as required.	
		Ensure that an EOC Action Plan is developed for each operational period.	
		Ensure that all maps, status boards and other displays contain current and accurate information.	
		Supervise Situation Analysis Unit.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
		Contact local government EOCs in the operational area and establish a schedule for obtaining situation reports.	
		<ul style="list-style-type: none"> • Ensure there are adequate staff available to collect and analyze incoming information. • Maintain the Situation Analysis Report and facilitate the Action Planning process. <ul style="list-style-type: none"> ○ (FORM EOC-209 OR REPORT SITUATION STATUS) ○ (GUIDE PLANNING “P” GUIDE) 	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.  (FORM EOC-202)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Oversee the collection and analysis of all emergency related information.	
		<ul style="list-style-type: none"> Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.  (FORM EOC-209 OR REPORT SITUATION STATUS)	
		Ensure that each EOC Section provides the Situation Analysis Unit with Status Reports on a regular basis.  (REPORT OPS _____ STATUS REPORT)	
		Meet with the Public Information Officer to determine the best method for ensuring access to current information.	
		Prepare a situation summary for the EOC Action Planning meeting.  (FORM EOC-209 OR REPORT SITUATION STATUS)	
		Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting	
		<ul style="list-style-type: none"> In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper. Ensure the meeting room is set up with appropriate equipment and materials (easels, markers, situation analysis reports, etc.). 	
		Following the meeting, ensure that the Documentation Unit publishes and distributes the EOC Action Plan prior to the beginning of the next operational period. (See attachment).	
		Ensure that adequate staff are assigned to maintain all maps, status boards and other displays.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<p>Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.</p> <p> (FORM USE CURRENT POSITION JOBAID)</p> <p> (FORM USE CURRENT EOC-214)</p>	
		Provide all completed documentation to the Documentation Unit	
		<p>Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.</p> <p> (FORM EOC-211, FORM EOC-205A)</p>	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____



Time: _____ am / pm








DRAFT

PAGE IS INTENTIONALLY BLANK

JobAid: Documentation Unit

POSITION OVERVIEW		Responsible for maintaining complete documentation of the emergency. This includes damage assessment reports, EOC action reports, after action and corrective action reports.
REPORT	TO	PLANNING & INTELLIGENCE CHIEF
PLANS & REPORTS		EOC ACTION PLAN SUPPORT DEVELOPMENT AND DISTRIBUTION OPERATION SECTION REPORTS SUPPORTS COMPLITATION & DISTRIBUTION
FORMS & REPORT		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-201 INCIDENT BRIEFING • EOC-202 INCIDENT OBJECTIVES • EOC-205A COMMUNICATION LIST • EOC-207 ORGANIZATION CHART • EOC-209 INCIDENT STATUS SUMMARY • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-215 RESOURCE PLANNING WORKSHEET • EOC-215A SAFETY ANALYSIS • EOC-225 FOR PD CREDENTIALING • EOC-230 DAILY MEETING SCHEDULE
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Collect, organize and file all completed emergency related forms, to include: all EOC position logs, situation analysis reports, EOC Action Plans and any other related information, just prior to the end of each operational period.	
		Provide document reproduction services to EOC staff.	
		Distribute the EOC situation analysis reports, EOC Action Plan, and other documents, as required.	
		Maintain a permanent electronic archive of all situation reports and Action Plans associated with the emergency.	
		Assist the EOC Manager in the preparation and distribution of the After-Action Report.	
		Supervise the Documentation Unit.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Meet with the Planning/Intelligence Section Coordinator to determine what EOC materials should be maintained as official records.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Meet with the Recovery Unit Leader to determine what EOC materials and documents are necessary to provide accurate records and documentation for recovery purposes.	
		Initiate and maintain a roster of all activated EOC positions to ensure that position logs are accounted for and submitted to this position at the end of each shift.  (FORM EOC-207, FORM EOC-205A)	
		Reproduce and distribute the Situation Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.  (FORM EOC-209 OR REPORT SITUATION STATUS)  (REPORT OPS _____ STATUS REPORT)  (FORMS EOC-201, EOC-202, EOC-205A, EOC-207, EOC-208, EOC-211, EOC-213, EOC-215, EOC-215A, EOC-230 OR PLAN EOC ACTION PLAN)	
		Keep extra copies of reports and plans available for special distribution as required.	
		Set up and maintain document reproduction services for the EOC.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____


Time: _____ am / pm







DRAFT

PAGE IS INTENTIONALLY BLANK

JobAid: Advance Planning Unit

POSITION OVERVIEW		Responsible for developing reports and recommendations for future time periods and for preparing reports, development of the EOC Action Plan, and briefings for use in strategy and/or planning meetings
REPORT TO		PLANNING & INTELLIGENCE CHIEF
PLANS		EOC ACTION PLAN DEVELOP, REVIEW OR PUT TOGETHER ADVANCE PLANS DEVELOP OR PUT TOGETHER
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-202 INCIDENT OBJECTIVES • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • BINDER • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Development of an Advance Plan consisting of potential response and recovery related issues likely to occur beyond the next operational period, generally within 36 to 72 hours.	
		<ul style="list-style-type: none"> Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the emergency; particularly issues which might modify the overall strategic EOC objectives. 	
		Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.	
		Supervise the Advance Planning Unit.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Monitor the current situation report to include recent updates.	
		Meet individually with the general staff and determine best estimates of the future direction & outcomes of the emergency.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other key issues likely to affect EOC operations within a 36-to-72-hour time frame.  (PLAN ADVANCE PLAN)	
		Submit the Advance Plan to the Planning/Intelligence Coordinator for review and approval prior to conducting briefings for the General Staff and EOC Director.	
		<ul style="list-style-type: none"> Review Action Planning objectives submitted by each section for the next operational period. In conjunction with the general staff, recommend a transition strategy to the EOC Director when EOC activity shifts predominately to recovery operations. <ul style="list-style-type: none">  (FORM EOC-202 or PLAN EOC ACTION PLAN)  (PLAN ADVANCE PLAN) 	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

DRAFT

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____








Time: _____ am / pm






DRAFT

PAGE IS INTENTIONALLY BLANK

JobAid: Resource Status/Tracking Unit

POSITION OVERVIEW		Responsible for tracking and documenting all resources.
REPORT TO		PLANNING & INTELLIGENCE CHIEF
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-207 ORGANIZATION CHART • EOC-211 CHECK-IN LIST • EOC-213 RESOURCE REQUEST • EOC-214 ACTIVITY LOG • EOC-215 RESOURCE PLANNING WORKSHEET • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Responsible for tracking and documenting resources including personnel, critical resources, transportation and support equipment.  (FORM RESOURCE TRACKING)	
		Responsible for coordinating closely with all units in the Logistics Section, particularly Supply/Procurement Unit, Personnel Unit, and Transportation Unit.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Attends the Tactics/Strategy meeting (led by the Operations Section Chief) to complete the Operational Planning Worksheet  (FORM EOC-215)	
		Complete resource request forms (ICS 213 form) for personnel, supplies, services, and equipment-as determined from the Operational Planning Worksheet (ICS 215 form/worksheet) developed during the Tactics/Strategy meeting.  (FORM EOC-213)  (FORM EOC-215)	
		Verifies proper check-in and check-out of personnel in the EOC using a Recorder.  (FORM EOC-211)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provides resource information to the Situation Analysis Unit, Demobilization Unit, and Logistics Section.  (FORM EOC-209)	
		Assists in preparation of Organization Chart and post in the EOC.  (FORM EOC-207)	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:




Forwarding




Phone #: _____

Time: _____ am / pm

JobAid: Demobilization Unit

POSITION OVERVIEW		Responsible for preparing a Demobilization Plan to ensure an orderly, safe, and cost-effective release of personnel and equipment
REPORT TO		PLANNING & INTELLIGENCE CHIEF
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT DEMOBILIZATION PLAN DEVELOP
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.	
		Supervise the Demobilization Unit.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Review EOC personnel roster to determine size and scope of any demobilization efforts.	
		Meet individually with the general staff to determine their need for assistance in any Demobilization Planning.	
		Advise Planning/Intelligence Section Coordinator on the need for a formal written Demobilization Plan.	
		If a Demobilization Plan is required, develop the plan using detailed specific responsibilities, release priorities and procedures.  (PLAN DEMOBILIZATION PLAN)	
		Establish with each Section Coordinator which units/personnel should be demobilized first.	
		Determine if any special needs exist for personnel demobilization (e.g., transportation).	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Develop a checkout procedure if necessary, to ensure all deactivated personnel have cleared their operating position.	
		Submit any formalized Demobilization Plan to the Planning/Intelligence Section Coordinator for approval.	
		Meet with each assigned Agency Representative and Technical Specialist to determine what assistance may be required for their demobilization from the EOC.	
		Monitor the implementation of the Demobilization Plan and be prepared to handle any demobilization issues as they occur.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:





Forwarding


Phone #: _____

Time: _____ am / pm

JobAid: Technical Specialist Unit

POSITION OVERVIEW		<ul style="list-style-type: none"> Technical Specialists are advisors with special skills needed to support a field or function not addressed elsewhere or by any other discipline. Technical Specialists (may or may not be employees of a public or private agency) may report to the Planning/Intelligence Section Coordinator/Chief.
REPORT TO	TO	PLANNING & INTELLIGENCE CHIEF
	TO ME	<ul style="list-style-type: none"> AFN Specialist GIS Specialist Social Media Specialist
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> POSITION JOBAID EOC-205A COMMUNICATION LIST EOC-211 CHECK-IN LIST EOC-214 ACTIVITY LOG EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> LAPTOP PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> WORKSTATION POSITION BINDER (CAN BE VIRTUAL) VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Provide technical observations and recommendations to EOC staff in specialized areas as required.	
		Advise on legal limitations use of resources.	
		Work with inter-agency coordination groups as necessary providing expertise.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over jobaid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Provide technical services as required to requesting EOC staff.	
		Contribute to EOC planning meetings and inter-agency coordination groups as requested.	
		Ensure that all recommendations are appropriately documented.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Advise Planning/Intelligence Section when duties are completed.	
		Obtain release from Planning/Intelligence Section Coordinator prior to leaving the EOC.	
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:




Date:



Forwarding




Phone #: _____

Time: _____ am / pm

JobAid: Access and Functional Needs (AFN) Specialist

POSITION OVERVIEW		Responsible for identifying and mitigating safety concerns for the AFN populations and maintaining awareness of potential City/Agency liability during EOC response and recovery activities
REPORT TO		PLANNING & INTELLIGENCE CHIEF
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Determine the scope of the incident and the impact on AFN populations.	
		Determine which AFN populations are impacted.	
		Provide advice and assistance with other Sections as they manage resources and activities.	
		Monitor and assist with message development/translation, as needed, including alert and warning messages to ensure all AFN populations are reached.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Ensure staff members assigned to AFN support have adequate resources to support their efforts.	
		Help develop ordinances and regulations for evacuations.	
		Monitor impacted AFN populations during evacuations to ensure adequate support.	
		Provide guidance to Operations and Logistics in evacuation center and shelter operation activities.	
SHIFT CHANGE/TRANSFER OF DUTIES			

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:





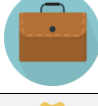


Date:



Forwarding

Phone #: _____

Time: _____ am / pm

JobAid: Geographic Information Systems (GIS) Specialist

POSITION OVERVIEW		Collects analyses and displays critical information obtained from various sources such as field reports, other departments and agencies, and EOC Sections.
REPORT TO		PLANNING & INTELLIGENCE CHIEF
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Determine and establish GIS production priorities.	
		Converts requests into GIS products quickly and effectively.	
		Anticipate requirements and needs and assemble or prepare supporting referential data.	
		Locate and secure needed database information to support production goal.	
		Operate specialized GIS production equipment	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Develops a system to post to the significant events log casualty information, health concerns, property damage, fire status, size of risk area, scope of the hazard to the public, number of evacuees, etc.	
		Develops sources of information and assist the Planning/Intelligence Section Coordinator/Chief in collecting, organizing and analyzing data from the other EOC sections.	
		Provides for an authentication process in case of conflicting status reports.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Meets with the Planning/Intelligence Section Coordinator/Chief and the EOC Director (Director of Emergency Services) to determine needs for planning meetings and briefings.	
		Determines if there are any special information needs.	
		Maps specific zones or areas that detail damage surveys in conjunction with state and federal agencies.	
		Prepares, sets up, and maintains EOC displays.	
		Keeps data current concerning: Availability of personnel, equipment, and supplies; Equipment or personnel out of service.	
		Continually obtains information from Logistics, other Planning/Intel functions, the EOC Manager, Operations and the Finance/Admin Section.	
		Submits verbal and written reports to Planning/Intelligence Section Coordinator/Chief as appropriate or as directed.	
		Participates in Planning/Intelligence Section Meetings and participates in EOC Action Plan development.	
		Provides information to be included in the Situation Report (i.e.: mapping).	
		<p><i>Obtains data on all impacts to include:</i></p> <ul style="list-style-type: none"> • Utilities and infrastructure (i.e., roads, bridges, electric lines, pipelines, buildings, etc.). • Numbers of homes destroyed or damaged. • Public facilities destroyed or damaged. • Critical facilities damaged or destroyed and locations (hospital, power stations, industry or manufacturers, water facilities, etc.). • Financial impacts and costs expended by the County & coordinate with Cost Unit Leader in Finance/Admin Section. • Ensures that necessary maps and data pertinent to the operations are obtained. • Maps areas that may have to be rezoned, destroyed, reconstructed and/or modified as a result of the disaster. (Consultation with the Planning Section). • Works with the Situation Analysis Unit to create maps, displays, and reports. 	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 👤 (FORM USE CURRENT POSITION JOBAID) 👤 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 👤 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding





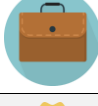


Phone #: _____



Time: _____ am / pm




DRAFT

PAGE IS INTENTIONALLY BLANK

JobAid: Social Media Specialist

POSITION OVERVIEW		Support position to Public Information Officer. Can be assigned to various work location and conduct a diverse group of tasks, including gathering photos/videos, monitoring social media, conducting rumor control etc.
REPORT TO		PLANNING & INTELLIGENCE CHIEF
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Social media monitoring	
		Rumor identification and management	
		Intelligence gathering	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Monitor social media	
		Identify and manage rumors	
		Gather and share intelligence from media platforms	
		Take picture and video	
		If approved by Section Coordinator, assist PIO with information dissemination	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding

Phone #: _____

Time: _____ am / pm

3.4 Logistics Section

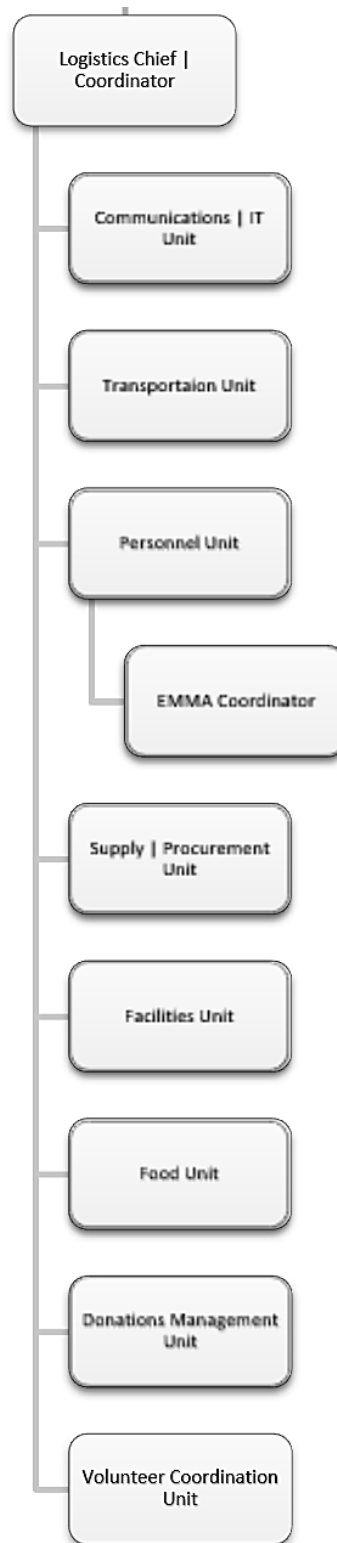


Figure 8: EOC Logistics Section

This section contains functional section and position descriptions, responsibilities, and job aids for personnel assigned to the Logistics Section of the City EOC. Job aids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:








- The Logistics Section is responsible for providing resources to support the city's disaster response, including, but not limited to, personnel, vehicles, and equipment.



Section Responsibilities Include:

- Provide operational and logistical support for emergency response personnel and optimize the use of resources
- Provide support to the other sections of the EOC and support as directed for field emergency response activities
- Support the restoration of essential services and systems






Figure 8: EOC Logistics Section, above, shows all the positions that are part of the EOC Logistics Section.

JobAid: Logistics Chief

POSITION OVERVIEW		Responsible for managing and coordinating logistical response efforts and the acquisition, transportation, and mobilization of resources
REPORT TO	MANAGEMENT EOC DIRECTOR	
REPORT TO ME	STAFF	<ul style="list-style-type: none"> • Communications/IT Unit • Transportation Unit • Personnel Unit • Supply/Procurement Unit • Facilities Unit • Food Unit • Donations Management Unit • Volunteer Coordination Unit
PLANS		EOC ACTION PLAN SUPPORT DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-213 RESOURCE REQUEST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • RESOURCE REQUEST • RESOURCE TRACKING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		<ul style="list-style-type: none"> Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required. 	
		Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.	
		Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.	
		Coordinate closely with the Operations Section Coordinator to establish priorities for resource allocation to activated Incident Commands within the affected area.	
		Keep the EOC Director informed of all significant issues relating to the Logistics Section.	
		Supervise the Logistics Section.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
		Ensure the Logistics Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps, status boards, vendor references, and other resource directories.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<p>Based on the situation, activate branches/units within section as needed and designate Unit Leaders for each element:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communications Branch <input type="checkbox"/> Transportation Unit <input type="checkbox"/> Supply/Procurement Unit <input type="checkbox"/> Personnel Unit <input type="checkbox"/> Facilities Unit <input type="checkbox"/> Resource Tracking Unit 	
		Mobilize sufficient section staffing for 24-hour operations.	
		Establish communications with the Logistics Section at the Operational Area EOC if activated.	
		Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from DOCs or Incident Command Posts in the field. This should be done prior to acting on the request.	
		Meet with the EOC Director and General Staff and identify immediate resource needs.	
		Meet with the Finance/Administration Section Coordinator and determine level of purchasing authority for the Logistics Section.	
		Assist branch and Unit Leaders in developing objectives for the section as well as plans to accomplish their objectives within the first operational period, or in accordance with the Action Plan.	
		Provide periodic Section Status Reports to the EOC Director.	
		Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE			
		Ensure that Logistic Section position logs and other necessary files are maintained.	
		Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide the Planning/Intelligence Section Coordinator with the Logistics Section objectives at least 30 minutes prior to each Action Planning meeting.	
		Attend and participate in EOC Action Planning meetings.	
		Ensure that the Supply/Procurement Unit coordinates closely with the Purchasing Unit in the Finance/Administration Section, and that all required documents and procedures are completed and followed.	
		Ensure that transportation requirements, in support of response operations, are met.	
		Ensure that all requests for facilities and facility support are addressed.	
		Ensure that all resources are tracked and accounted for, as well as resources ordered through Mutual Aid.  (FORM EOC-213 OR FORM RESOURCE REQUEST)  (FORM RESOURCE TRACKING)	
		Provide section staff with information updates as required.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:





Forwarding





Phone #: _____

Time: _____ am / pm

JobAid: Communications & IT Unit

POSITION OVERVIEW		Responsible for managing all computing needs including desktop/laptop computers, network and communications (internet/wireless, telephones, radios, etc.), printing, audio/visual, and other technology needs for the EOC
REPORT TO		LOGISTICS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT DEMOBILIZATION PLAN SUPPORTS DEVELOPMENT
FORMS & REPORT		FORMS <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING REPORT <ul style="list-style-type: none"> • COMMUNICATION STATUS
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Coordinates with all sections and branches/groups/units on operating procedures for computing, network, and communications systems.	
		Provides support for all EOC Information Systems and ensures automated information links with partner EOCs/DOCs are maintained including, if applicable, audio, visual, and teleconferencing equipment.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
RESPONSE			
		Develops Communication Plan for all communication modes within the EOC and field ICP's when needed.  (FORM EOC-205A)	
		Determines what communications equipment is necessary.	
		Provides technical information as required.	
		Manage data and telephone services for the EOC.	
		Receive any priorities or special requests.	
		Provide communications briefings and technology status reports as requested at action planning meetings.  (REPORT COMMUNICATION STATUS)	
SHIFT CHANGE/TRANSFER OF DUTIES			

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Coordinates with Demobilization Unit to develop check out procedure on Demobilization Plan.  (PLAN DEMOBILIZATION)	
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:




Forwarding





Phone #: _____

Time: _____ am / pm

JobAid: Transportation Unit

POSITION OVERVIEW		Responsible for coordinating the allocation of transportation resources required to move people, equipment, and essential supplies during emergency response and recovery operations.
REPORT TO		LOGISTICS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT TRANSPORTATION PLAN DEVELOPS (CAN USE TRANSPORTATION STATUS REPORT AS BASIS FOR PLAN)
FORMS & REPORT		FORM <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • RESOURCE TRACKING REPORT <ul style="list-style-type: none"> • TRANSPORTATION STATUS
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		In coordination with the Construction/Engineering Branch Coordinator, and the Situation Analysis Unit, develop a transportation plan to support EOC operations.	
		Arrange for the acquisition or use of required transportation resources.	
		Supervise the Transportation Unit.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the affected area.  (REPORT TRANSPORTATION STATUS)	
		Routinely coordinate with the Construction/Engineering Branch Coordinator to determine progress of route recovery operations.	
		Develop a Transportation Plan which identifies routes of ingress and egress; thus, facilitating the movement of response personnel, the affected population, and shipment of resources and material.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Establish contact with local transportation agencies and schools to establish availability of equipment and transportation resources for use in evacuations and other operations as needed.  (FORM RESOURCE TRACKING)	
		Keep the Logistics Section Coordinator informed of significant issues affecting the Transportation Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:




Forwarding



Phone #: _____

Time: _____ am / pm

JobAid: Personnel Unit

POSITION OVERVIEW		Responsible for obtaining, coordinating, and allocating all non-fire and non-law-enforcement mutual aid personnel support requests; registering and coordinating volunteers as Disaster Services Workers (DSWs); feeding and caring for all emergency workers; and the overall coordination and care of all City/Agency staff, both paid and volunteer.
REPORT TO		LOGISTICS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-207 ORGANIZATION CHART • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • RESOURCE REQUEST • RESOURCE TRACKING • DSWV REGISTRATION
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Provide personnel resources as requested in support of the EOC and Field Operations.	
		Identify, recruit and register volunteers as required.	
		Develop an EOC organization chart.  (FORM EOC-207)	
		Supervise the Personnel Unit.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		<ul style="list-style-type: none"> • Manage check-in <ul style="list-style-type: none"> ◦ (FORM EOC-211, FORM EOC-205A) • In conjunction with the Documentation Unit, develop a large poster size EOC organization chart depicting each activated position. • Upon check in, indicate the name of the person occupying each position on the chart. • The chart should be posted in a conspicuous place, accessible to all EOC personnel. <ul style="list-style-type: none"> ◦ (FORM EOC-207) 	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in.  (FORM EOC-208)	
		Establish communications with volunteer agencies and other organizations that can provide personnel resources.	
		Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.	
		<ul style="list-style-type: none"> • Process all incoming requests for personnel support. • Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. • Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly. <ul style="list-style-type: none"> ○ (FORM RESOURCE REQUEST) ○ (FORM RESOURCE TRACKING) 	
		Maintain a status board or other reference to keep track of incoming personnel resources.	
		Update EOC organization chart for each operational period.	
		Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.	
		Assist the Fire Rescue Branch and Law Enforcement Branch with ordering of mutual aid resources as required.	
		To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.	
		In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.	
		Arrange for childcare services for EOC personnel as required.	
		Establish registration locations with sufficient staff to register volunteers and issue them disaster service worker identification cards.  (FORM DSWV REGISTRATION)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Keep the Logistics Section Coordinator informed of significant issues affecting the Personnel Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 👤 (FORM USE CURRENT POSITION JOBAID) 👤 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 👤 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____



Time: _____ am / pm




DRAFT

PAGE IS INTENTIONALLY BLANK

JobAid: EMMA Coordinator

POSITION OVERVIEW		Responsible for obtaining, coordinating, and allocating all EMMA support requests.
REPORT TO		LOGISTICS PERSONNEL UNIT
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-207 ORGANIZATION CHART • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • RESOURCE REQUEST • RESOURCE TRACKING • EMMA SPECIFIC REQUEST FORMS
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME	STATUS C=Complete I=In-Progress P=Pending
DUTIES		
	Provide, support and keep track of EMMA personnel resources as requested in support of the EOC(s).	
ACTIVATION		
	Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
	Assist with EOC Set-up (If not already fully set-up)	
	Check workstation to ensure readiness	
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE		
	Establish and maintain a position log and other necessary files.	
	<ul style="list-style-type: none"> Alongside Personnel Unit Leader, identify needed EOC position that are vacant and can be requested via EMMA. 	
	Coordinate with the Operational Area EOC to activate the Emergency Management Mutual Aid System (EMMA), if required.	
	<ul style="list-style-type: none"> Process all incoming EMMA requests for personnel support. Identify the number of personnel, special qualifications or training, where they are needed and the person or unit they should report to upon arrival. Determine the estimated time of arrival of responding personnel and advise the requesting parties accordingly. <ul style="list-style-type: none"> (FORM RESOURCE REQUEST) (FORM RESOURCE TRACKING) 	
	Maintain a status board or other reference to keep track of incoming and outgoing EMMA personnel resources.	
	Update EOC organization chart for each operational period.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding EMMA personnel upon arrival at the EOC.	
		Keep the Personnel Unit Leader informed of significant issues affecting the EMMA requests.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:



Forwarding



Phone #: _____


Time: _____ am / pm

JobAid: Supply & Procurement Unit

POSITION OVERVIEW		Responsible for obtaining and delivering all non-fire and non-law-enforcement mutual aid materials, equipment and supplies to support emergency operations
REPORT TO		LOGISTICS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Oversee the procurement and allocation of supplies and materiel not normally provided through mutual aid channels.	
		Coordinate procurement actions with the Finance/Administration Section.	
		Coordinate delivery of supplies and materiel as required.	
		Supervise the Supply/Procurement Unit.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Determine if requested types and quantities of supplies and material are available in inventory.	
		Determine procurement spending limits with the Purchasing Unit in Finance/Administration. Obtain a list of pre-designated emergency purchase orders as required.	
		Whenever possible, meet personally with the requesting party to clarify types and number of supplies and materiel, and verify that the request has not been previously filled through another source.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their status.	
		Determine if the procurement item can be provided without cost from another jurisdiction or through the Operational Area.	
		Determine unit costs of supplies and materiel, from suppliers and vendors and if they will accept purchase orders as payment, prior to completing the order.	
		Orders exceeding the purchase order limit must be approved by the Finance/Administration Section before the order can be completed.	
		If vendor contracts are required for procurement of specific resources or services, refer the request to the Finance/Administration Section for development of necessary agreements.	
		<ul style="list-style-type: none"> Determine if the vendor or provider will deliver the ordered items. If delivery services are not available, coordinate pickup and delivery through the Transportation Unit. 	
		<ul style="list-style-type: none"> In coordination with the Personnel Unit, provide food and lodging for EOC staff and volunteers as required. Assist field level with food services at camp locations as requested. 	
		<ul style="list-style-type: none"> Coordinate donated goods and services from community groups and private organizations. Set up procedures for collecting, inventorying, and distributing usable donations. 	
		Keep the Logistics Section Coordinator informed of significant issues affecting the Supply/ Procurement Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____



Time: _____ am / pm




DRAFT

PAGE IS INTENTIONALLY BLANK

JobAid: Facilities Unit

POSITION OVERVIEW		Responsible for ensuring adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
REPORT TO		LOGISTICS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.	
		Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.	
		Supervise the Facilities Unit.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a position log and other necessary files.	
		Work closely with the EOC Manager and other sections in determining facilities and furnishings required for effective operation of the EOC.	
		Coordinate with branches and units in the Operations Section to determine if assistance with facility acquisition and support is needed at the field level.	
		Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.	
		If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Develop and maintain a status board or other reference which depicts the location of each facility; a general description of furnishings, supplies and equipment at the site; hours of operation, and the name and phone number of the Facility Manager.	
		Ensure all structures are safe for occupancy and that they comply with ADA requirements.	
		As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.	
		Keep the Logistics Section Coordinator informed of significant issues affecting the facilities unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

DRAFT

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____



Time: _____ am / pm




DRAFT

PAGE IS INTENTIONALLY BLANK

JobAid: Food Unit

POSITION OVERVIEW		Responsible for coordinating all feeding operations for the EOC, support, and field personnel
REPORT TO		LOGISTICS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Establishes and disseminates a feeding plan that identifies cost limits, authorized vendors, catering companies, types of food, etc. Be aware of special diets.	
		Sets meal schedules.	
		Sets up and manages eating areas for EOC, staff, and field personnel.	
		Establishes a personnel-feeding account for EOC, support, and field personnel at local restaurants.	
		Briefs all EOC personnel on the location, cost limitations, and incident number used for each restaurant or caterer.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
RESPONSE			
		Obtains necessary equipment, supplies, and facilities to establish food service (including hot/cold storage and/or handling).	
		Ensures food service areas meet appropriate health and safety measures and are maintained in a clean condition.	
		Orders sufficient food and water from or through the Supply Unit.	
		Maintains an inventory of food, water, condiments, and supplies.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinates with Procurement Unit to ensure all purchases are pre-approved and paid.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:





Forwarding


Phone #: _____

Time: _____ am / pm

JobAid: Donations Management Unit

POSITION OVERVIEW		Responsible for coordination of donations management. This includes internal organizational elements and resources as well as external partner agencies.
REPORT TO		LOGISTICS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Works with the Planning Section Staff to identify donation needs of life-safety supplies and services (e.g., heat, food, water, ice) and develops a plan to receive and quickly distribute these resources to affected community members.	
		Coordinates with the Resources Unit to track all donation resources.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Communicates and coordinates with external partners and NGOs to support effective donations management.	
		Serves as point of contact with private sector that want to donate goods and services.	
		Coordinates with Public Information function, including the JIC (if activated) to maintain consistent public messaging about donations.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:






Forwarding


Phone #: _____

Time: _____ am / pm

JobAid: Volunteer Coordination Unit

POSITION OVERVIEW		Responsible for coordination of donations management. This includes internal organizational elements and resources as well as external partner agencies.
REPORT TO		LOGISTICS CHIEF
PLANS		EOC ACTION PLAN SUPPORTS DEVELOPMENT
FORMS		<ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • DSWV REGISTRATION
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Works with the Planning Section Staff to identify volunteer needs develops a plan to distribute these volunteers to necessary places.	
		Coordinates with the Resources Unit to track all volunteer resources.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Staffs Volunteer Team in the EOC and supports the Planning Section Resource Unit and the Logistics Section Supply Unit.	
		Establishes one or more assembly and staging sites for volunteers to report for credential screening and potential assignment (Volunteer Reception Centers).	
		Manages the Volunteer DSWV process including document management.  (FORM DSWV REGISTRATION)	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> • Complete all required forms, reports, and other documentation. • Provide all completed documentation to the Documentation Unit, prior to your departure. • Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding

Phone #: _____

Time: _____ am / pm

3.5 Finance/Administration Section

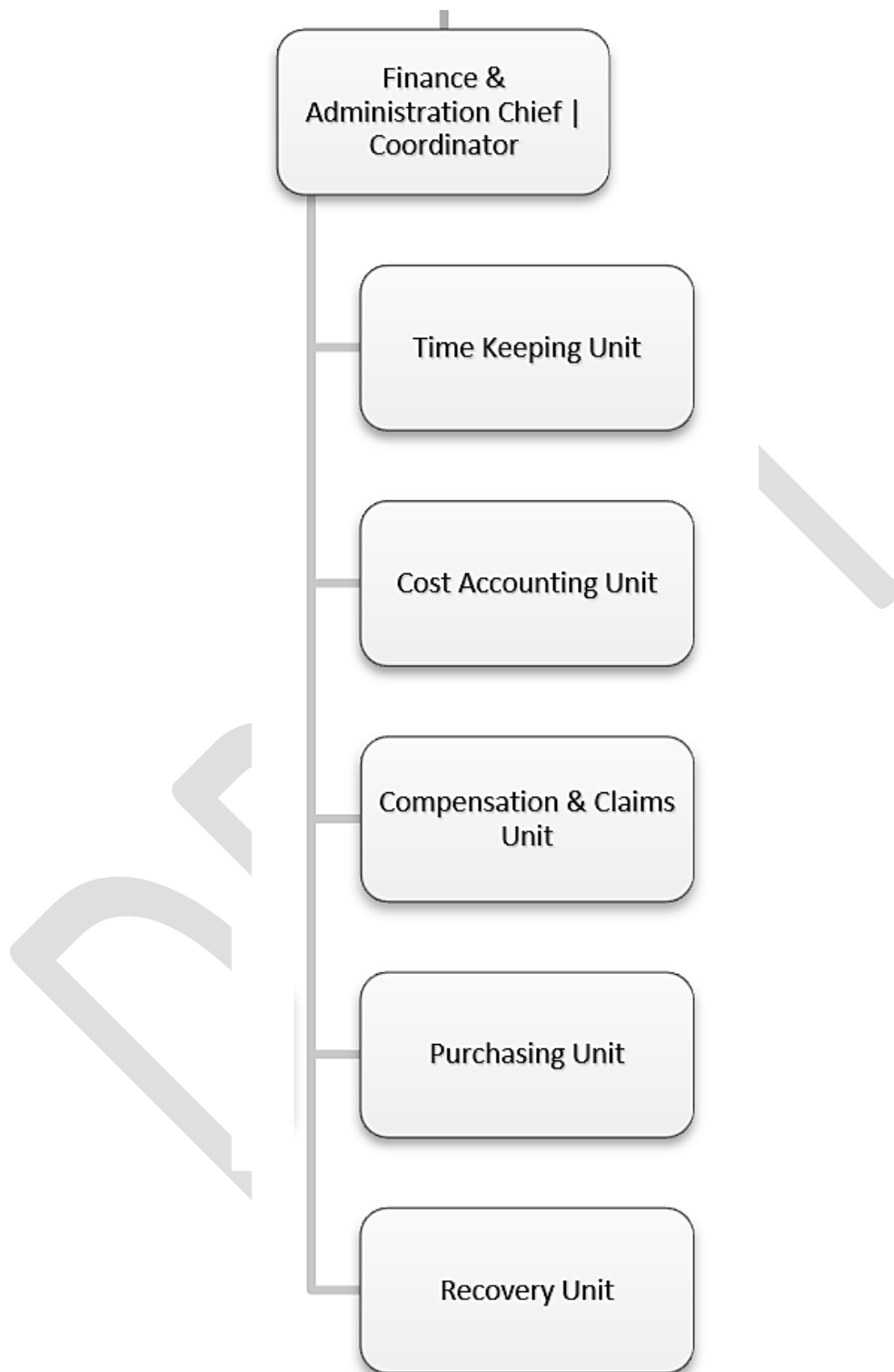


Figure 9: EOC Finance & Administration Section

This section contains functional section and position descriptions, responsibilities, and jobaids for personnel assigned to the Finance & Administration Section of the City EOC. Jobaids describe the minimum actions that should be accomplished by personnel assigned to functional positions within the section.

Section Overview:








- The Finance & Administration Section is responsible for providing financial support and coordination.


Section Responsibilities Include:


- Protect Life, Property, and the Environment
- Provide Continuity of Financial Support to the City and Community
- Document and Manage City costs and recovery of those costs as allowable
- Maintain a positive image for the City in its dealings with the community




Figure 9: EOC Finance & Administration Section, above, shows all the positions that are part of the EOC Finance & Administration Section.

JobAid: Finance & Administration Chief

POSITION OVERVIEW		Responsible for the financial support, response, and recovery for the incident
REPORT TO		MANAGEMENT EOC DIRECTOR
PLANS & REPORTS		ASSESS, TRACKS, AND ORGANIZE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES
FORMS, GUIDES		FORMS <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING GUIDES <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Ensure that all financial records are maintained throughout the emergency.	
		Ensure that all on-duty time is recorded for all emergency response personnel.	
		Ensure that all on-duty time sheets are collected from EOC staff; Departments are collecting these from DOC staff, and Field Supervisors /Incident Commanders are for their staff.	
		Ensure there is a continuum of the payroll process for all employees responding to the emergency.	
		Determine/remind individuals of purchase order limits for the procurement function in Logistics.	
		Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time.	
		Ensure that all travel and expense claims are processed within a reasonable time.	
		Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.	
		<ul style="list-style-type: none"> • Activate units within the Finance/Administration Section as required. • Monitor section activities continuously and modify the organization as needed. 	
		Ensure that all recovery documentation is accurately maintained and submitted on the appropriate forms to the Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.	
		Supervise the Finance/Administration Section.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	

TYPE	TIME	STATUS C=Complete I=In-Progress P=Pending
	Wear identification vest and read over job aid.	
	Receive situation, section and position briefing from available and appropriate personnel.	
	Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
	Ensure that the Finance/Administration Section is set up properly and that appropriate personnel, equipment, and supplies are in place.	
	Based on the situation, activate units within section as needed and designate Unit Coordinators for each element: <input type="checkbox"/> Time Keeping Unit <input type="checkbox"/> Cost Accounting Unit <input type="checkbox"/> Compensation & Claims Unit <input type="checkbox"/> Purchasing Unit <input type="checkbox"/> Recovery Unit	
	Ensure that sufficient staff are available for a 24-hour schedule, or as required.	
	<ul style="list-style-type: none"> • Meet with the Logistics Section Coordinator and review financial and administrative support requirements and procedures. • Determine the level of purchasing authority to be delegated to Logistics Section. 	
	Meet with all Unit Leaders and ensure that responsibilities are clearly understood.	
	In conjunction with Unit Leaders, determine the initial Action Planning objectives for the first operational period.	
	Notify the EOC Director when the Finance/Administration Section is operational.	
	Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.	
RESPONSE		
	Ensure that Finance/Administration Section position logs and other necessary files are maintained.	
	Ensure that displays associated with the Finance/Administrative Section are current, and that information is posted in a legible and concise manner.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Participate in all Action Planning meetings.	
		Brief all Unit Leaders and ensure they are aware of the EOC objectives as defined in the Action Plan.	
		Keep the EOC Director, General Staff, and elected/other officials aware of the current fiscal situation and other related matters, on an on-going basis.	
		Ensure that the Recovery Unit maintains all financial records throughout the emergency.	
		Ensure that the Time Keeping Unit tracks and records all agency staff time.	
		In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.	
		Ensure that the Compensation & Claims Unit processes all workers' compensation claims, resulting from the emergency, in a reasonable timeframe, given the nature of the situation.	
		Ensure that the Time-Keeping Unit processes all timesheets and travel expense claims promptly.	
		Ensure that the Finance/Administration Section provides administrative support to other EOC Sections as required.	
		Ensure that all recovery documentation is accurately maintained by the Recovery Unit during the response and submitted on the appropriate forms to Federal Emergency Management Agency (FEMA) and/or the Governor's Office of Emergency Services.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DEMOBILIZATION			
		Deactivate appropriate Section Positions when authorized by EOC Director and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> Identify staff to support on-going Recovery Operations and Recovery Plan. Advise identified staff on their continual support role. 	
		Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to departure.	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	
TERMINATION			
		Transition over to Recovery Operations and support Recovery Manager in tracking per project costs as directed by FEMA cost recovery and public assistance guidelines.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:






Forwarding




Phone #: _____

Time: _____ am / pm

JobAid: Time Keeping Unit

POSITION OVERVIEW		Responsible for working with all Department Liaisons and Sections to ensure field units track hours worked by personnel and volunteers & preparing daily personnel time recording documents.
REPORT TO		FINANCE & ADMINISTRATION CHIEF
PLANS & REPORTS		SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES
FORMS, GUIDES		FORMS <ul style="list-style-type: none"> • POSITION JOBAID • RESOURCE TRACKING • EOC-205A COMMUNICATION LIST • EOC-210 RESOURCE STATUS CHANGE • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING GUIDES <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Track, record, and report all on-duty time for personnel working during the emergency.	
		Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to budget and payroll office.	
		Supervise the Time Keeping Unit.	
ACTIVATION			
		Check in at the EOC  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up)	
		Check workstation to ensure readiness	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a time keeping system.  (FORM EOC-211)  (FORM RESOURCE TRACKING)  (FORM EOC-210)	
		<ul style="list-style-type: none"> Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift. Ensure that time records are accurate and prepared in compliance with policy. 	
		<ul style="list-style-type: none"> Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to the field level. 	
		Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		<ul style="list-style-type: none"> Establish a file for each employee or volunteer within the first operational period. Maintain a fiscal record for as long as the employee is assigned to the response. 	
		Keep the Finance/Administration Section Coordinator informed of significant issues affecting the Time-Keeping Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		Deactivate position when authorized by Finance/Administration Section Coordinator and follow Demobilization Unit Leader directions/plan.	
		<ul style="list-style-type: none"> Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:




Forwarding






Phone #: _____

Time: _____ am / pm

JobAid: Compensation & Claims Unit

POSITION OVERVIEW		Responsible for investigating and processing physical-injury and property-damage claims arising from emergency/disaster incident
REPORT TO		FINANCE & ADMINISTRATION CHIEF
PLANS		SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES
FORMS, GUIDES		FORMS <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-208 SAFETY MESSAGE • EOC-211 CHECK-IN LIST • EOC-215A SAFETY ANALYSIS • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING • EOC-227 CLAIMS LOG GUIDES <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.	
		Complete all forms required by worker's compensation program.	
		Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations.	
		Supervise the Compensation and Claims Unit.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a compensation and claims system.	
		Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency.  (FORM EOC-227)	
		Investigate all injury and damage claims as soon as possible.	
		Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time frame consistent with jurisdiction's policy & procedures.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Safety Officer regarding the mitigation of hazards.  (FORM EOC-208)  (FORM EOC-215A)	
		Keep the Finance/Administration Coordinator informed of significant issues affecting the Compensation and Claims Unit.	
		Forward all equipment or property damage claims to the Recovery Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		<ul style="list-style-type: none"> Deactivate position when authorized by EOC Director and directed by Section Coordinator. Follow Demobilization Unit Leader directions/plan. 	
		<ul style="list-style-type: none"> Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Be prepared to provide input to the after-action report.	

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:








Date:



Forwarding




Phone #: _____

Time: _____ am / pm

JobAid: Purchasing Unit

POSITION OVERVIEW		Responsible for financial matters involving vendor contracts
REPORT TO		FINANCE & ADMINISTRATION CHIEF
PLANS		SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES
FORMS, GUIDES		FORMS <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING GUIDES <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Coordinate vendor contracts not previously addressed by existing approved vendor lists.	
		Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.	
		Supervise the Purchasing Unit.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a purchasing system.	
		Review the emergency purchasing procedures.	
		Prepare and sign contracts as needed, be sure to obtain concurrence from the Finance/ Administration Section Coordinator.	
		Ensure that all contracts identify the scope of work and specific site locations.	
		Negotiate rental rates not already established, or purchase price with vendors as required.	
		Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during emergencies.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Finalize all agreements and contracts, as required.	
		Complete final processing and send documents to Budget and Payroll for payment.	
		Verify costs data in the pre-established vendor contracts and/or agreements.	
		In coordination with the Logistics Section, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.	
		Keep the Finance/Administration Section Coordinator informed of all significant issues involving the Purchasing Unit.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period.  (FORM USE CURRENT POSITION JOBAID)  (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached.  (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		<ul style="list-style-type: none"> Deactivate position when authorized by EOC Director and directed by Section Coordinator. Follow Demobilization Unit Leader directions/plan. 	
		<ul style="list-style-type: none"> Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. 	
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Be prepared to provide input to the after-action report.	

DRAFT

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding








Phone #: _____



Time: _____ am / pm

DRAFT


PAGE IS INTENTIONALLY BLANK

JobAid: Recovery Unit

POSITION OVERVIEW		Responsible for executing procedures to capture and document costs relating to a disaster/emergency
REPORT TO		FINANCE & ADMINISTRATION CHIEF
PLANS & REPORTS		SUPPORTS ASSESSMENT, TRACKING, AND ORGANIZATION OF THE COST OF IMPLEMENTATION PER STATE AND FEDERAL COST RECOVERY GUIDELINES AFTER ACTION REPORT
FORMS, GUIDES		FORMS <ul style="list-style-type: none"> • POSITION JOBAID • EOC-205A COMMUNICATION LIST • EOC-211 CHECK-IN LIST • EOC-214 ACTIVITY LOG • EOC-225 FOR PD CREDENTIALING GUIDES <ul style="list-style-type: none"> • PA DAMAGE CATEGORIES
TECHNOLOGY		<ul style="list-style-type: none"> • LAPTOP • PHONE (DESK OR CELL)
RESOURCES		<ul style="list-style-type: none"> • WORKSTATION • POSITION BINDER (CAN BE VIRTUAL) • VEST
PROFESSIONAL CREDENTIAL		<p>To receive professional credit for Emergency Management EOC/Career Credentialing, complete and turn in:</p> <p> (EOC-225) to CALOES credentialcoord@caloes.ca.gov</p>

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
DUTIES			
		Determine impacts of the emergency requiring recovery planning.	
		Initiate recovery-planning meetings with appropriate individuals and agencies.	
		Develop the initial recovery plan and strategy for the jurisdiction.	
		Ensure that all appropriate agencies are kept informed and have the opportunity to participate in the recovery planning process.	
		Develop the strategy to transition from recovery planning in the EOC to a wider post-emergency recovery effort.	
		Supervise the Recovery Unit.	
ACTIVATION			
		Check in at the EOC.  (FORM EOC-211, FORM EOC-205A)	
		Assist with EOC Set-up (If not already fully set-up).	
		Check workstation to ensure readiness.	
		Wear identification vest and read over job aid.	
		Receive situation, section and position briefing from available and appropriate personnel.	
		Ensure readiness to maintain concise records of position activities.  (FORM EOC-214)	
RESPONSE			
		Establish and maintain a recovery system.	
		Monitor the current situation report to include recent updates and determine overall impacts of the emergency.	
		Based on available information, prepare an initial estimate of likely recovery issues that must be addressed. Document these in a preliminary report.	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Coordinate with the Advance Planning Unit to determine major mid-to-long range social, economic, environmental and political impacts.	
		Assist the Operational Area as necessary in determining appropriate sites for Disaster Application Centers.	
		Facilitate recovery planning meetings involving appropriate Management and General Staff personnel and other agencies as needed.	
		Develop a recovery plan and strategy for the jurisdiction or agency.	
		Coordinate with Finance/Administration to ensure that FEMA, OES and other public reimbursement source documents and applications are consistent with the recovery strategy.	
		In conjunction with Finance/Administration, ensure that specific project timelines are developed to meet the goals and objectives of the recovery plan.	
SHIFT CHANGE/TRANSFER OF DUTIES			
		Provide turnover briefing to position replacement.	
		Provide details regarding ongoing activities and planned activities to be accomplished during the upcoming operational period. 👤 (FORM USE CURRENT POSITION JOBAID) 👤 (FORM USE CURRENT EOC-214)	
		Provide all completed documentation to the Documentation Unit.	
		Follow EOC check out procedures, including signing out, workstation clean-up and forwarding phone number where you can be reached. 👤 (FORM EOC-211, FORM EOC-205A)	
DEMOBILIZATION			
		<ul style="list-style-type: none"> Deactivate position when authorized by EOC Director and directed by Section Coordinator. Follow Demobilization Unit Leader directions/plan. 	
		<ul style="list-style-type: none"> Complete all required forms, reports, and other documentation. Provide all completed documentation to the Documentation Unit, prior to your departure. Turn over financial information to Finance/Administration Section Coordinator. 	

TYPE	TIME		STATUS C=Complete I=In-Progress P=Pending
		Clean up your work area before you leave.	
		Provide a forwarding phone number where you can be reached.	
		Assists the EOC Manager and Planning & Intelligence Section with preparing the After-Action Report.  (REPORT AFTER ACTION)	

DRAFT

SHIFT/STAFF CHANGE

TASKS (PENDING)

NOTES

Name:

Date:

Forwarding

Phone #: _____

Time: _____ am / pm

DRAFT

PAGE IS INTENTIONALLY BLANK

4 EOC Forms & Tools

4.1 EOC Action Planning

EOC Action Planning is a process that allows for the coordination of EOC activities and the development of the EOC Action Plan.

The EOC Action Plan (EAP) is a printed document which outlines the priorities and planned response of the organization for a defined operational period (time period).

During the initial stages of incident management, EOC staff must develop a simple plan that can be communicated through concise verbal briefings. Frequently, this plan must be developed very quickly and with incomplete information. As the incident management effort evolves over time with additional lead time, staff, information, more detailed and concise EOC Action Plans are created.

Overall – planning involves the following 5 phases:

1. Understanding the situation
2. Establishing incident objectives
3. Developing the Plan
4. Preparing and Disseminating the Plan
5. Executing, Evaluating and Revising the Plan

The basis for an efficient and effective EOC Action Planning process begin with the development and maintenance of a common operating picture.

4.1.1 Common Operating Picture Guidance

In order to develop a common operating picture emergency management organization member must exercise effective situational awareness.

Situational Awareness is the ability to identify, process, and comprehend the critical information about an incident – knowing what is going on around you [requiring] continuous monitoring of relevant sources of information regarding actual incidents and developing hazards (National Response Framework).

Elements of situational awareness include:

- Perception (Gather information)
- Comprehension (Interpret information)
- Projection (Anticipate future status and needs)

Situational awareness can be obtained through the following sources:

- Responders and government agencies
- 911 centers
- Citizens
- Media

- Social media
- Non-governmental organizations (NGOs)

Situational awareness information compiled together is used to develop a common operating picture.

A common operating picture is a continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated systems for communication, information management, and intelligence and information sharing (NRF Resource Center).

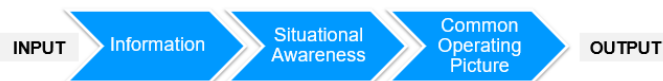
Having a common operating picture enables:

- Enable effective and timely decision-making
- Increase collaboration among all responders and disseminates pertinent information
- Improve incident safety
- Inform predictions and proactive response
- Help ensure consistency of messages

A common operating picture contains the following elements:

- Data: Collect bits from various sources
- Information: Bits are put together
- Intelligence: Analyze the information
- Make recommendations for decisions

Situational awareness influences the development of a common operating picture and follows the following input/output process.

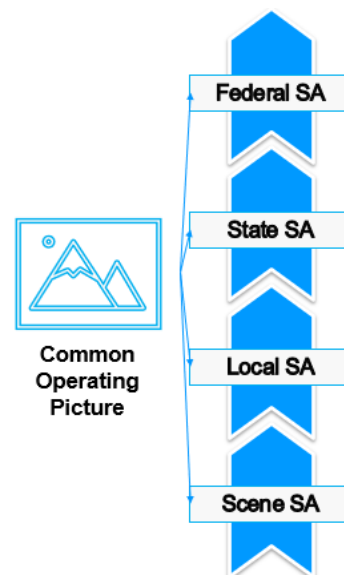


Situational Awareness shared at every SEMS level through a common operating picture helps others achieve overall incident situational awareness as shown in the diagram on the right.

If an event is not continuously monitored and the common operating picture updated and shared, situational awareness will decrease and an inaccurate operating picture will result.

Situational awareness and common operating picture information can be shared through:

- Senior leadership briefs
- Formal reports
- Information gathered from Incident/EOC Action Plans (I/EAPs), Situation Reports (SITREPs), etc.



4.1.2 Planning P

The Planning “P” is a guide to the action planning process. The Planning “P” can be used for both smaller, short-term incidents or events, and for longer, more complex incident planning.

The Planning “P” depicts the stages in the action planning process.

The leg of the “P” includes initial steps to gain awareness of the situation and establish the organization for incident management. Steps in Phase 1 are done only one time. Once they are accomplished, incident management shifts into a cycle of planning and operations, that continues and is repeated each operational period. In this way, the Planning “P” becomes the Planning “O” after the first operation period.

Figure x: Planning P...

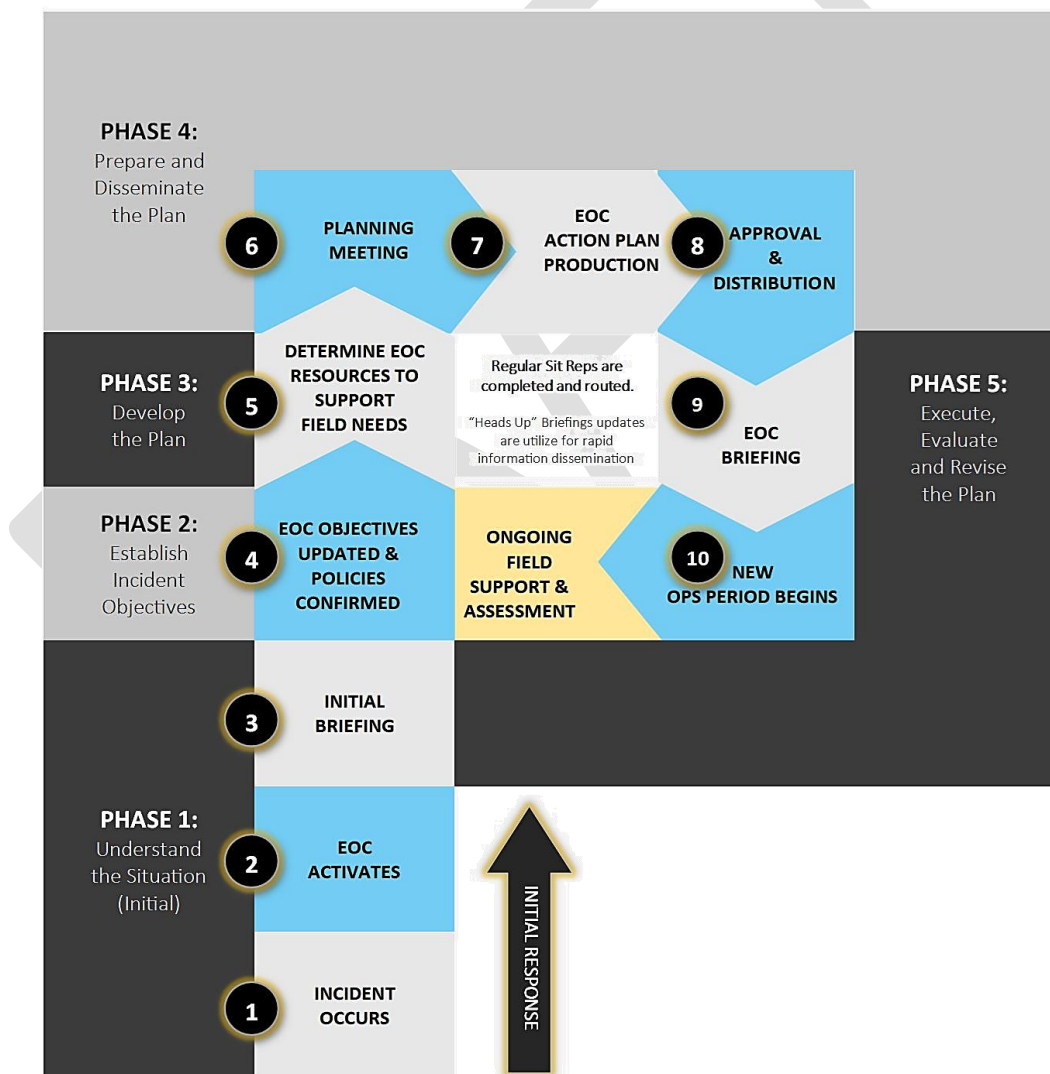


Figure: Planning P

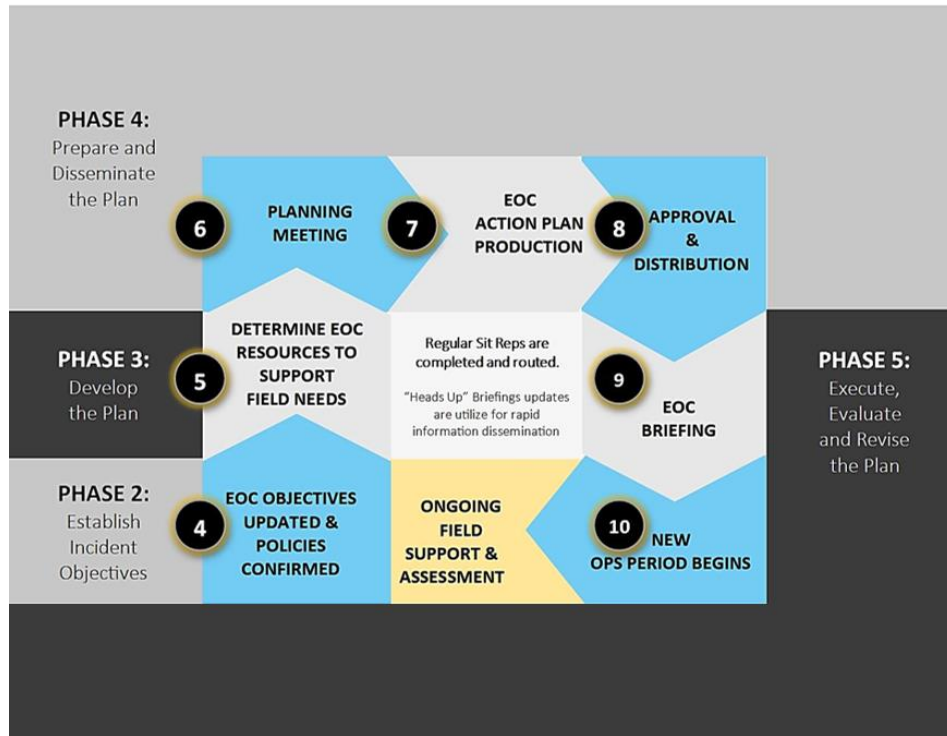
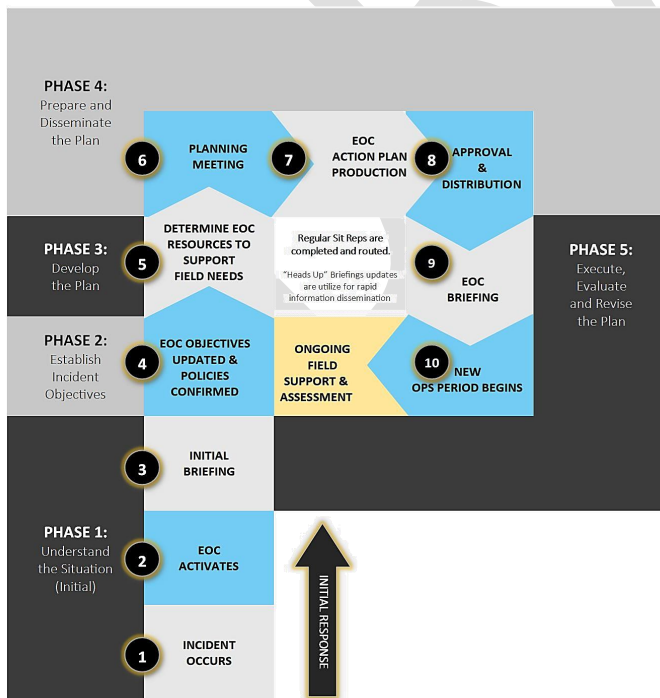


Figure: Ongoing O

4.1.3 Planning P Meeting Agendas

The following are example Planning P meeting details and agendas:



Initial Briefing Meeting (Planning P Step 3):

Meeting Called By: EOC Director

Attended By: All EOC personnel deemed necessary by the EOC Director.

Led By: EOC Director or Designee (ex: P&I Section Chief)

Purpose: Provide information on current on-scene operations, agency and jurisdictional concerns and establish working EOC organization.

Outcome: Organizational Structure and Common Operating Picture!

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda/Flow

- EOC Director brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Introduce EOC Management and General Staff
- Provide situation update to include:
 1. What has happened
 2. Affected areas and individuals
 3. Incident Command Post Objectives and Priorities if known (ICS-201 for Field)
 4. Activated emergency response facilities
 5. Jurisdictions and agencies involved
 6. Any actions we have taken
 7. Safety Concerns
 8. Agency or jurisdiction restrictions
- Verify that Incident commander(s), Area Command(s), supporting EOCs, DOCs, and coordinating agencies have been informed that the EOC is staffed and operational.
- Establish the following:
 - Event name
 - Operational period duration and work shift hours
 - Initial goals and objectives
 - EOC staffing organization, structure, pattern
 - Meeting schedule
- All resource requests will be facilitated through the EOC.
- Agree on unified logistics approach to resource ordering procedures to follow.
- Agree on resource authorization procedures.
- Agree on Information/Intelligence matters and the flow of information into the EOC and vetted information out of the EOC.
- Next meeting EOC Objectives meeting.
- Prepare for the Objectives Meeting.

Objectives Updates & Policy Confirmation Meeting (Planning P Step 4):

Meeting Called By: EOC Director

Attended By: Management & General Staff

Led By: Planning & Intelligence Chief or Designee

Purpose: Develop EOC objectives to support on-scene and EOC operations and confirm policies.

Outcome: EOC objectives updated and policies confirmed.

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:

- P&I Section Chief (PSC) brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Review and /or update key current actions
- Review current and projected situation
- Set prioritized SMART objectives in support of field Incident Commander(s) considering on-scene incident objectives/resource priorities, limitations, and constraints
- Discuss the incidents potential for the next operational period
- Review and confirm policies by EOC Management with input from General Staff which may include:
 - Managing sensitive information/intelligence
 - Information flow into and out of the EOC
 - Resource ordering process
 - Cost sharing and cost accounting (Finance/Admin.)
 - Operational security issues
 - Establishment of a JIC
- Review, document, and/or resolve status of any open actions.

Resource Meeting (Planning P Step 5):

Meeting Called By: EOC Director

Attended By: Management & General Staff (other EOC positions as appropriate)

Led By: Planning & Intelligence Chief or Designee

Purpose: Develop a unified EOC strategy to support emergency management and on-scene operation resource needs.

Outcome: Resources identified to support emergency management and field needs.

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:

- P&I Section Chief brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- Review current and projected incident situation
- Review and /or update key current actions
- Review coordination and support objectives and ensures accountability for each
- Resources on-scene, en-route, and ordered are identified (Plans Section and Operations Section)
- Resource priorities are discussed P&I Section Chief and Operations Section Chief
- PSC and OSC develop strategic and resource needs
- Logs Section Chief verify support requirements and contributes logistics info as necessary
- Logs Section Chief reviews resource ordering process
- F&A Section Chief evaluates funding /fiscal implications
- Quick recap of the meeting and assignments
- End meeting and prepare for Planning Meeting
- Sections/Staff conduct break out meetings to fill in the information gaps that may exist
- Prepare for Planning Meeting

Planning Meeting (Planning P Step 6):

Meeting Called By: EOC Director

Attended By: Management & General Staff (other EOC positions as appropriate)

Led By: Planning & Intelligence Chief or Designee

Purpose: Validate EOC Action Plan components: objectives, policies, authorities, resources etc.

Outcome: Validation of EOC Action Plan.

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:

- Planning & Intelligence Chief brings meeting to order, conducts roll call, covers ground rules and reviews the agenda
- EOC Director provides opening remarks
- Situation Unit provides briefing on current situation, resources at risk, weather forecast, and incident projections.
- Planning & Intelligence Chief reviews coordination and support priorities, objectives, and decisions
- Operations Section Chief provides briefing on current operations followed with an overview on the proposed plan including strategy work assignments, resource commitment, contingencies, Operations Section organizational structure, and needed support facilities
- Planning & Intelligence Chief reviews Operations Section Chief proposed plan to ensure that the EOC Management Priorities and operational objectives are met.
- Planning & Intelligence Chief reviews and validates responsibility for any open actions/tasks and management objectives.
 - Planning & Intelligence Chief conducts round robin of EOC Management Group and Management Staff members to solicit their final input and commitment to the proposed plan.
 - Logistics Section Chief covers transport, communications and supply updates and issues,
 - Finance Section Chief covers fiscal issues,
 - Public Information Officer covers public affairs and public information issues,
 - Liaison Officer covers interagency issues, and
 - Safety Officer covers any safety concerns or considerations
- Planning & Intelligence Chief requests EOC Management Group's approval of the plan as presented. EOC Management Group may provide final comments

- Planning & Intelligence Chief issues assignments to appropriate EOC members for developing Coordination Plan support documentation along with deadlines.
- Planning Section prepares the EOC Action Plan using the forms and /or format as described in the EOP or determined during the Planning meeting preparation phase.
- Sections conduct break out meetings to fill in the information gaps that may exist.

DRAFT

EOC Briefing Meeting (Planning P Step 9):

Meeting Called By: EOC Director

Attended By: All EOC personnel

Led By: Planning & Intelligence Chief or Designee

Purpose: To brief the oncoming shift on the EOC Action Plan and status of on-scene operations

Outcome: Oncoming shift understands EOC Action Plan and situation to execute

Ground Rules:

- Cell Phone on Silent or Vibrate
- Come Prepared for each meeting
- No side conversations
- Ask questions if you don't understand
- Take Notes
- Stick to agenda

Agenda:

- Planning & Intelligence Chief brings meeting to order, conducts roll call for personnel required to attend both incoming and out-going shift, covers ground rules and reviews the agenda
- EOC Director provides opening remarks
- Planning & Intelligence Chief reviews objectives and any changes to the EOC Action Plan
- Situation Unit conducts Situation Briefing.
- Operations Section Chief discusses current response actions and accomplishments.
- Logistics Section Chief covers transport, communications, and supply updates
- Finance Section Chief covers fiscal issues.
- Public Information Officer covers public affairs and public information issues
- Safety Officer covers any safety concerns or considerations
- Liaison Officer covers interagency issues and Intel covers intelligence issues
- Planning & Intelligence Chief solicits final comments and adjourns briefing.
- Out-going Sections Chiefs conduct individual break out meetings with the on-coming Section Chiefs to complete process

4.1.4 EOC Action Plan

4.1.4.1 EOC ACTION PLAN TEMPLATE

OVERVIEW:

Event Name:

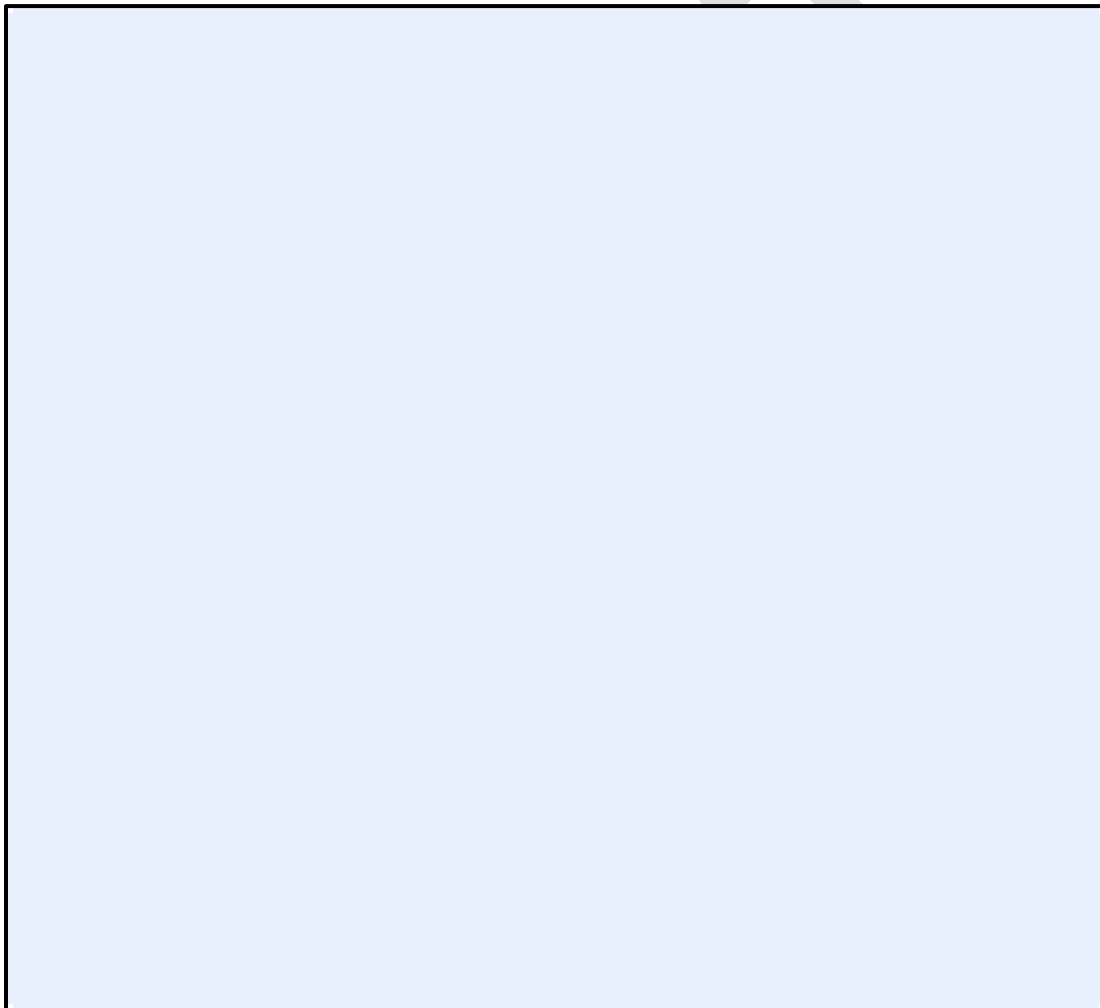
Operational Period:

Jurisdiction:

Date Prepared:

Time Prepared:

MAP SKETCH:



Prepared By:

Approved By:

SUMMARY OF PRIORITIES, OBJECTIVES AND ACTIONS

Overall Event Priorities

Management Section Objectives

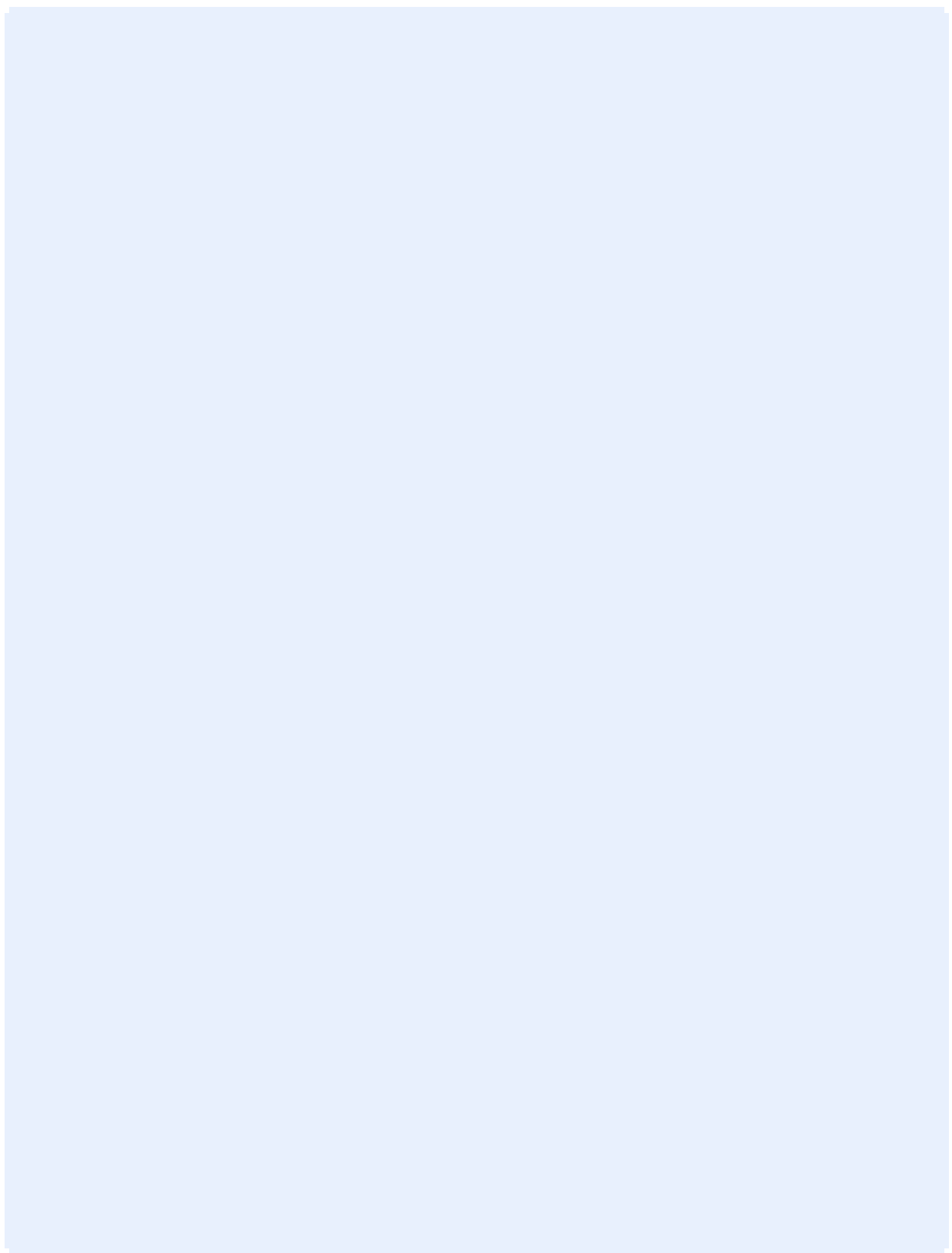
Operations Section Objectives

Planning Section Objectives

Logistics Section Objectives

Finance/ Administration Section Objectives

Organizational Chart:



Weather Impacts on Operations:

Weather Forecast 5-Day

Weather Maps:

Additional Attachments

Click here to enter text.

DRAFT

PAGE IS INTENTIONALLY BLANK

4.1.4.1 EOC Action Plan [Example]

OVERVIEW:

Event Name: *Earthquake*

Operational Period: *1*

Jurisdiction: *Hazard City*

Date Prepared: *mm/dd/yyyy*

Time Prepared: *9:00am*

MAP SKETCH:



Prepared By: *First Last, Planning Section Chief*

Approved By: *First Last, EOC Director*

SUMMARY OF PRIORITIES, OBJECTIVES AND ACTIONS

Overall Event Priorities

1. Life safety
2. Incident stabilization
3. Preservation of the Environment/Property
4. Damage Assessments

Management Section Objectives

1. In the next hour proclaim a Local Emergency
2. In the next hour issue a mass notification message with basic direction to affected residents reminding them of jurisdictional earthquake protocol
4. In the next 2 hours brief jurisdictional leadership on status of situation
5. In the next 6 hours set-up a call center and form a joint information center with larger jurisdiction

Operations Section Objectives

6. In the next 6 hours access main roads in jurisdiction to determine if they are safe and passable for first responder vehicles
8. In the next 24 hours identify at least safe locations for displaced residents and set-up 1 shelter locations
9. In the next 24 hours assess and tag priority 1 pre-identified buildings in jurisdiction
11. In the next 24 hours, assess debris conditions and develop a removal plan

Planning Section Objectives

7. In the next 12 hours complete 1 planning cycle and distribute EOC action plan

Logistics Section Objectives

10. In the next 24 hours, identify needs and work on requesting/procuring and providing preliminary life sustaining commodities for citizens

Finance/ Administration Section Objectives

3. In the next hour set-up incident project code to begin tracking cost associated with incident







Organizational Chart:



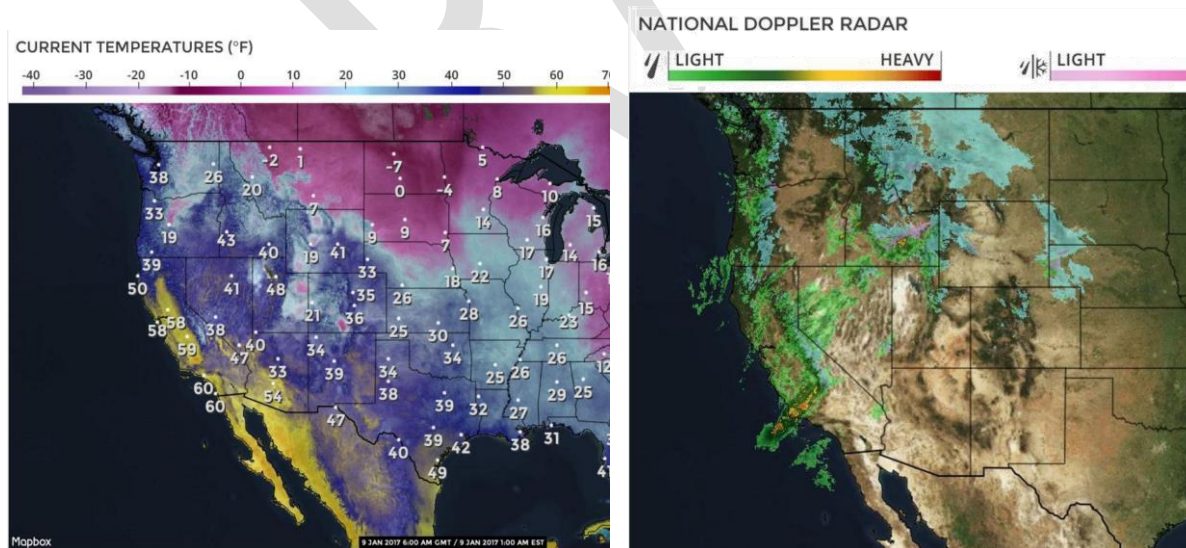
Weather Impacts on Operations:

None are forecasted.

Weather Forecast 5-Day

DAY		HIGH/LOW	PRECIP	WIND	HUMIDITY	UV INDEX	SUNRISE	SUNSET
TONIGHT JAN 8		--/49°	10%	SW 14 mph	91%	0 of 10	↑ 7:24 am ↓ 5:03 pm	
MON JAN 9		54°/49°	20%	SSW 15 mph	82%	1 of 10	↑ 7:24 am ↓ 5:04 pm	
TUE JAN 10		54°/49°	100%	SSE 24 mph	96%	0 of 10	↑ 7:24 am ↓ 5:05 pm	
WED JAN 11		55°/41°	20%	SW 13 mph	78%	2 of 10	↑ 7:24 am ↓ 5:06 pm	
THU JAN 12		50°/37°	20%	N 10 mph	82%	2 of 10	↑ 7:24 am ↓ 5:07 pm	
FRI JAN 13		55°/39°	0%	N 7 mph	59%	2 of 10	↑ 7:23 am ↓ 5:09 pm	

Weather Maps:



Additional Attachments

None.









DRAFT







PAGE IS INTENTIONALLY BLANK








4.1.5 EOC Forms

The table below list all available EOC forms.

Note that these forms can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.

#	Name	Form
1.	FORM_EOC 201_Incident Briefing	 FORM_EOC 201_Incident Briefing
2.	FORM_EOC 202_Incident Objectives	 FORM_EOC 202_Incident Object
3.	FORM_EOC 205A_Communication List	 FORM_EOC 205A_Communicatio
4.	FORM_EOC 207_Organization Chart	 FORM_EOC 207_Organization Cl
5.	FORM_EOC 208_Safety Message	 FORM_EOC 208_Safety Message
6.	FORM_EOC 209_Incident Status Summary	 FORM_EOC 209_Incident Status
7.	FORM_EOC 210_Resource Status Change	 FORM_EOC 210_Resource Status
8.	FORM_EOC 211_Check-In	 FORM_EOC 211_Check-In.docx
9.	FORM_EOC 213_Resource Request	 FORM_EOC 213_Resource Request
10.	FORM_EOC 214_Activity Log	 FORM_EOC 214_Activity Log.doc



#	Name	Form
11.	FORM_EOC 215_Resource Planning Worksheet	 FORM_EOC 215_Resource Plann
12.	FORM_EOC 215A_Safety Analysis	 FORM_EOC 215A_Safety Analysis
13.	FORM_EOC 226_Individual Performance Rating	 FORM_EOC 226_Individual Perfo
14.	FORM_EOC 227_Claims Log	 FORM_EOC 227_Claims Log.doc
15.	FORM_EOC 230_Daily Meeting Schedule	 FORM_EOC 230_Daily Meeting S
16.	FORM_F&A_Cost Worksheet	 FORM_F&A_Cost Worksheet.docx
17.	FORM_F&A_Initial Damage Estimate	 FORM_F&A_Initial Damage Estimate.dc
18.	CalEOC IDE	 CalEOC IDE.pdf
19.	FORM_LOGS_DSWV Registration 2013	 FORM_LOGS_DSWV Registration 2013.d
20.	FORM_LOGS_Resource Request	 FORM_LOGS_Resou rce Request.docx
21.	FORM_LOGS_Resource Tracking	 FORM_LOGS_Resou rce Tracking.xlsx
22.	FORM_MGT Media Briefing Schedule	 FORM_MGT Media Briefing Schedule.d










#	Name	Form
23.	FORM_MGT_Disaster Assistance Directory	 FORM_MGT_Disaster Assistance Directc
24.	FORM_MGT_Media Call	 FORM_MGT_Media Call.docx
25.	FORM_MGT_Press Release	 FORM_MGT_Press Release.docx
26.	FORM_MGT_Proclamation Resolutions	 FORM_MGT_Proclamation Resolutions.
27.	FORM_MGT_Public Call	 FORM_MGT_Public Call.docx
28.	FORM_OPS_Fire Deployed Resources	 FORM_OPS_Fire Deployed Resources
29.	FORM_OPS_Windshield Survey	 FORM_OPS_Windshield Survey.docx

4.1.6 EOC Reports

The table below list all available EOC Report Templates.

Note that these Report Templates can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.




#	Name	Report Template
1.	REPORT_OPS_Agricultural Status	 REPORT_OPS_Agricultural Status.docx
2.	REPORT_OPS_Communication Status	 REPORT_OPS_Communication Status.d

#	Name	Report Template
3.	REPORT_OPS_Energy Status	 REPORT_OPS_Energy Status.docx
4.	REPORT_OPS_Firefighting Status	 REPORT_OPS_Firefighting Status.docx
5.	REPORT_OPS_Hazmat Status	 REPORT_OPS_Hazmat Status.docx
6.	REPORT_OPS_Mass Care Status	 REPORT_OPS_Mass Care Status.docx
7.	REPORT_OPS_Public Safety Status	 REPORT_OPS_Public Safety Status.docx
8.	REPORT_OPS_Public Works Status	 REPORT_OPS_Public Works Status.docx
9.	REPORT_OPS_Search&Rescue	 REPORT_OPS_Search&Rescue.docx
10.	REPORT_OPS_Transportation Status	 REPORT_OPS_Transportation Status.docx
11.	REPORT_OPS_Utility Status	 REPORT_OPS_Utility Status.docx
12.	REPORT_P&I_Local Government After Action	 REPORT_P&I_Local Government After Action.docx
13.	REPORT_P&I_Situation Status	 REPORT_P&I_Situation Status.docx

4.1.7 EOC Plans

The table below list all available EOC Plan Templates.





Note that these Plan Templates can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.

#	Name	Plan Template
1.	PLAN_P&I_Advance	 PLAN_P&I_Advance.docx
2.	PLAN_P&I_Demobilization	 PLAN_P&I_Demobilization.docx
3.	PLAN_P&I_EOC Action	 PLAN_P&I_EOC Action.docx

4.1.8 EOC Guides

The table below list all available EOC Guides.


Note that these Guides can be accessed in two ways: through hard copies in the EOC and Alternate EOC; and by clicking on the file names in the electronic version of this plan.

#	Name	Guides
1.	GUIDE_F&A_PA Damage Categories	 GUIDE_F&A_PA Damage Categories.
2.	GUIDE_MGT_77 Most Asked Questions in an Emergency	 GUIDE_MGT_77 Most Asked Question
3.	GUIDE_MGT_Emergency Alert System (EAS)	 GUIDE_MGT_Emergency Alert System (EAS)
4.	GUIDE_MGT_EPI-JIC SOP	 GUIDE_MGT_EPI-JIC SOP.docx


5. GUIDE_MGT_Legal Authorities


GUIDE_MGT_Legal
Authorities.docx

6. GUIDE_MGT_Recovery Plan_Project Management


GUIDE_MGT_Recovery Plan_Project Mar

7. GUIDE_P&I_EOC Org Chart


GUIDE_P&I_EOC
Org Chart.docx

8. GUIDE_P&I_Planning P


GUIDE_P&I_Planning P.docx

5 Appendix A - Resources

[illegible]

DRAFT

PAGE IS INTENTIONALLY BLANK

6 Appendix B - Contact List

[illegible]