CITY COUNCIL
Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Anthony Adams
Jane Day
Michael A. Segala

CITY COUNCIL MEETING

First and Third Tuesday
Every Month

A G E N D A

SPECIAL MEETING OF THE
SUISUN CITY COUNCIL SUISUN CITY COUNCIL
THURSDAY, MARCH 26, 2020
6:00 P.M.

SUISUN CITY COUNCIL CHAMBERS -- 701 CIVIC CENTER BOULEVARD -- SUISUN CITY, CALIFORNIA

NOTICE
Pursuant to Government Code Section 54953, Subdivision (b), and Executive Order released on March 12, 2020, the following Council/Successor Agency/Housing Authority meeting includes teleconference participation by: Council/Board Members Anthony Adams, Jane Day, Michael A. Segala, and Mayor Pro Tem Wanda Williams. Teleconference locations are on file at City Hall, 701 Civic Center Blvd., Suisun City, CA 94585.

PER GOVERNOR NEWSOM'S EXECUTIVE ORDER PUBLIC ACCESS TO THE CITY COUNCIL MEETING WILL BE VIA THE APPLICATION, ZOOM

ZOOM MEETING INFORMATION:
WEBSITE: https://zoom.us/join
MEETING ID: 744 576 1347
CALL IN PHONE NUMBER: (707) 438-1720

TO VIEW TONIGHT'S MEETING ON SUISUN WEBSITE, LIVESTREAM
(URL: https://www.suisun.com/government/meeting-video/)

REMOTE PUBLIC COMMENT IS AVAILABLE FOR THE CITY COUNCIL MEETING BY EMAILING CLERK@SUISUN.COM (PRIOR TO 6pm) OR VIA WEBSITE OR PHONE APPLICATION, ZOOM

(Next Ord. No. – 771)
(Next City Council Res. No. 2020 – 40)

ROLL CALL
Council Members

PUBLIC COMMENT
(Request by citizens to discuss any matter under our jurisdiction other than an item posted on this agenda per California Government Code §54954.3. Comments are limited to no more than 3 minutes unless allowable by the Mayor/Chair. Speaker cards are available on the table near the entry of the meeting room and should be given to the City Clerk. By law, no prolonged discussion or action may be taken on any item raised during the public comment period, although informational answers to questions may be given and matters may be referred for placement on a future agenda.)

CONFLICT OF INTEREST NOTIFICATION
(Any items on this agenda that might be a conflict of interest to any Councilmembers should be identified at this time.)

REPORTS: (Informational items only.)

City Council

1. COVID-19 Update – (Folsom: gfolsom@suisun.com).

GENERAL BUSINESS

City Council

2. Council Adoption of Resolution 2020-___: Ratifying the Director of Emergency Services' Requisition of Necessary Personnel for COVID-19 Emergency - (Folsom: gfolsom@suisun.com).

ADJOURNMENT

A complete packet of information containing staff reports and exhibits related to each item for the open session of this meeting, and provided to the City Council, are available for public review at least 72 hours (24 hours for a Special Council Meeting) prior to a Council /Agency/Authority Meeting at Suisun City Hall 701 Civic Center Blvd., Suisun City. Agenda related writings or documents provided to a majority of the Council/Board/Commissioners less than 72 hours prior to a Council/Agency/Authority meeting related to an agenda item for the open session of this meeting will be made available for public inspection during normal business hours. An agenda packet is also located at the entrance to the Council Chambers during the meeting for public review. The City may charge photocopying charges for requested copies of such documents. Assistive listening devices may be obtained at the meeting

PLEASE NOTE:

1. The City Council/Agency/Authority hopes to conclude its public business by 10:00 P.M. Ordinarily, no new items will be taken up after the 10:00 P.M. cutoff and any items remaining will be agendized for the next meeting. The agendas have been prepared with the hope that all items scheduled will be discussed within the time allowed.
2. Suisun City is committed to providing full access to these proceedings; individuals with special needs may call 421-7300.
3. Agendas are posted at least 72 hours in advance of regular meetings at Suisun City Hall, 701 Civic Center Boulevard, Suisun City, CA. Agendas may be posted at other Suisun City locations including the Suisun City Fire Station, 621 Pintail Drive, Suisun City, CA; Suisun City Senior Center, 318 Merganser Drive, Suisun City, CA; Joe Nelson Center, 611 Village Drive, Suisun City, CA; and the Harbor Master Office, 800 Kellogg Street, Suisun City, CA.

I, Donna Pock, Deputy City Clerk for the City of Suisun City, declare under penalty of perjury that the above agenda for the meeting of March 26, 2020 was posted and available for review, in compliance with the Brown Act.

AGENDA TRANSMITTAL

MEETING DATE: March 26, 2020

CITY AGENDA ITEM: Council Adoption of Resolution No. 2020-___: Ratifying the Director of Emergency Services' Requisition of Necessary Personnel for COVID-19 Emergency

FISCAL IMPACT: The primary costs that would be incurred by the City are for regular salary and overtime costs related to staffing of the Emergency Operations Center. There may be additional overtime costs associated with "down-staffing" exempt public safety employees to cover workload of non-exempt public safety employees who are off due to illness or quarantine. Current City costs are being covered by existing department appropriations, but will be tracked separately in the City's Disaster Fund.

Staff will pursue Federal and State reimbursement for all City costs incurred.

STRATEGIC PLAN IMPACT: Ensure Fiscal Stability and Provide Good Governance

BACKGROUND/STAFF REPORT:

The COVID-19 pandemic continues to be a fluid situation requiring daily monitoring and changes to normal operations.

Based on the threat to the health, safety and welfare of residents of Suisun City from COVID-19, on March 16, 2020, the Director of Emergency Services proclaimed a local emergency due to the public health threat triggered by the novel coronavirus (COVID-19), as authorized by Chapter 2.32 of the Suisun Municipal Code and Section 8630 of the Government Code. The City Council ratified the local emergency declaration at the March 17th City Council meeting.

On March 25th the Director of Emergency Services issued a new order with the following directives:

1. The Draft Emergency Operations Center plan is to be implemented and the Emergency Operations Center will be activated at a Level 2 status.
2. All safety officers shall be permitted to work overtime as needed to address the effects of COVID-19.
3. All command staff who are not subject to overtime pay may receive additional compensation for providing services that are outside their scope of employment as needed to address the effects of COVID-19.

Primarily these directives pertain to operating the Emergency Operations Center (EOC) and making sure that we can staff appropriately as needed through this pandemic and ensure the City has all available tools at its disposal to keep the community safe. Staff will be implementing the draft EOC plan at this time as there is no existing EOC plan, but staff will be coming back later

PREPARED BY: Anthony R. Taylor, Esq., City Attorney
REVIEWED BY: Greg Folsom, City Manager

this year to Council with an updated plan based on any lessons learned from this emergency and after meeting with the Public Safety and Emergency Management Committee. The current draft EOC plan is provided for information only.

The EOC is located at the Burdick Center in Peterson Ranch. The Fire Department command staff will primarily take responsibility for EOC Management. There is a dedicated EOC phone number and email that will be monitored by the assigned staff who will provide 24-hour coverage in order to monitor and update staff on all County, State, or Federal changes; update the City's Coronavirus webpage; be the designated contact for the emergency; produce the daily Incident Action Plan; and coordinate needed resource acquisition.

The attached FEMA Fact Sheet explains that Emergency Operation Center costs are eligible for reimbursement at a 75 percent federal cost share. Additional staff will be needed at the EOC to help compile and review the paperwork required to receive reimbursement. This staff will likely come from another department that is experiencing program closures due to the stay at home order.

RECOMMENDATION: It is recommended that the City Council Adopt Resolution No. 2020-_ entitled as follows:

> A Resolution of the City Council of the City of Suisun City Ratifying the Director of Emergency Services' Requisition of Necessary Personnel for COVID-19 Emergency

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ATTACHMENTS:

1. Resolution No. 2020-___: A Resolution of the City Council of the City of Suisun City Ratifying the Director of Emergency Services' Requisition of Necessary Personnel for COVID-19 Emergency
2. Director of Emergency Services' Requisition of Necessary Personnel for COVID-19 Emergency
3. FEMA Fact Sheet
4. Draft Emergency Operations Center Plan – Information only

RESOLUTION NO. 2020-

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SUISUN CITY RATIFYING THE DIRECTOR OF EMERGENCY SERVICES' REQUISITION OF NECESSARY PERSONNEL FOR COVID-19 EMERGENCY

WHEREAS, in December, 2019, an outbreak of respiratory illness due to a novel coronavirus (a disease now known as COVID-19) was first identified in Wuhan City, Hubei Province, China; and

WHEREAS, as of March 24, 2020, COVID-19 has spread globally to over 196 countries and territories, has infected more than 375,000 individuals, and killed more than 16,000 individuals, per the World Health Organization; and

WHEREAS, the CDC activated its Emergency Response System to provide ongoing support for the response to COVID-19 across the country, and;

WHEREAS, the California Department of Public Health has activated its Medical and Health Coordination Center, and the Office of Emergency Services recently activated the State Operations Center to provide support and guide actions to preserve public health; and

WHEREAS, on March 3, 2020, Governor Newson declared the existence of a state of emergency for the State of California; and,

WHEREAS, on March 11, 2020, the Director-General for the World Health Organization declared that COVID-19 can be characterized as a "pandemic"; and

WHEREAS, on March 13, 2020, the President of the United States declared that the outbreak of COVID-19 in the United States constitutes a national emergency; and

WHEREAS, it is imperative to continue to prepare for and respond to suspected or confirmed COVID-19 cases within the City, and to continue to prepare to respond to an increasing number or individuals who may require medical care; and

WHEREAS, on March 16, 2020, the City's Director of Emergency Services declared a local emergency pursuant to Chapter 2.32 of the Suisun City Municipal Code, finding that that conditions of extreme peril to the safety of persons and property have arisen within the City of Suisun City and that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City of Suisun City; and,

WHEREAS, on March 17, 2020, the City Council adopted Resolution No. 2020-40, ratifying the Director of Emergency Services' declaration of local emergency; and

WHEREAS, on March 25, 2020, the Director of Emergency Services ordered the requisition of necessary personnel to respond to the COVID-19 emergency pursuant to his authority under Section 2.32.070(D) of the Suisun City Municipal Code; and

WHEREAS, after consideration of all facts reasonably available presently for review and all items, the City Council now desires to ratify the Director of Emergency Services' requisition of necessary personnel to respond to the COVID-19 emergency.

NOW, THEREFORE, the City Council of the City of Suisun City does resolve as follows:

1. The Director of Emergency Services has the authority to issue directives as deemed necessary for the protection of the public health during the existence of the local emergency.

2. The City of Suisun City has limited public safety officers (including but not limited to police officers, dispatchers, firefighters, and paramedics). A number of safety officers have self-quarantined and cannot provide the needed services. As such, the remaining safety officers must be able to put in overtime to cover the additional shifts in order to maintain the needed services.

3. The Draft Emergency Operations Center plan has been implemented and the Emergency Operations Center has been activated at a Level 2 status.

4. During the existence of the local emergency, all safety officers shall be permitted to work overtime as needed to address the effects of COVID-19.

5. During the existence of the local emergency, all command staff who are not subject to overtime pay may receive additional compensation for providing services that are outside their scope of employment as needed to address the effects of COVID-19.

7. During the existence of the local emergency, the Director of Emergency Services may take additional actions as he deems necessary to requisition safety personnel as needed to address the effects of COVID-19.

8. This Resolution shall take effect immediately. This Resolution and its contents will be published and promulgated in as widespread a manner as is reasonable feasible under the conditions prevailing during this local emergency.

[*Remainder of page intentionally left blank*]

The foregoing resolution was adopted by the City Council of the City of Suisun City at a special meeting thereof held on the day of March, 2020.

AYES: Councilmembers: _____
NOES: Councilmembers: _____
ABSENT: Councilmembers: _____
ABSTAIN: Councilmembers: _____

_____
Lori Wilson, Mayor

ATTEST:

Donna Pock, CMC, Deputy City Clerk

APPROVED AS TO FORM:

By: _____
Anthony R. Taylor, City Attorney
Aleshire & Wynder, LLP

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CITY COUNCIL

Lori Wilson, Mayor
Wanda Williams, Mayor Pro-Tem
Anthony Adams
Jane Day
Michael A. Segala

CITY OF SUISUN CITY

701 Civic Center Blvd.
Suisun City, California 94585

Incorporated October 9, 1868

CITY COUNCIL MEETING

First and Third Tuesday
Every Month

March 25, 2020

REQUISITION OF NECESSARY PERSONNEL FOR COVID-19 EMERGENCY

On March 16, 2020, in my capacity as Director of Emergency Services and pursuant to the authority vested in that position by Chapter 2.32 of the Suisun City Municipal Code, I declared a state of local emergency related to the rapidly evolving public health threat caused by Coronavirus (COVID-19). That declaration was ratified on March 17, 2020 by City Council Resolution No. 2020-40.

As provided by the declaration of local emergency, and by Resolution No. 2020-40, as Director of Emergency Services I have the authority to issue directives as deemed necessary for the protection of the public health. The City of Suisun City has limited public safety officers (including but not limited to police officers, dispatchers, firefighters, and paramedics). The number of safety officers have self-quarantined and cannot provide the needed services. As such, the remaining safety officers must be able to put in overtime to cover the additional shifts in order to maintain the needed services.

I, therefore, hereby authorize the following pursuant to Section 2.32.070(D) of the Suisun City Municipal Code, to be ratified by the City Council within 7 days:

1. The Draft Emergency Operations Center plan is to be implemented and the Emergency Operations Center will be activated at a Level 2 status.

2. All safety officers shall be permitted to work overtime as needed to address the effects of COVID-19.

3. All command staff who are not subject to overtime pay may receive additional compensation for providing services that are outside their scope of employment as needed to address the effects of COVID-19.

4. I hereby reserve the right to issue additional directives as needed.

Greg Folsom
City Manager and Director of Emergency Services

DEPARTMENTS: AREA CODE (707)
ADMINISTRATION 421-7300 · DEVELOPMENT SERVICES 421-7335 · BUILDING 421-7310 · FINANCE 421-7320
FIRE 425-9133 · RECREATION & COMMUNITY SERVICES 421-7200 · POLICE 421-7373 · PUBLIC WORKS 421-7340
SUCCESSOR AGENCY 421-7309 FAX 421-7366

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FACT SHEET

Coronavirus (COVID-19) Pandemic: Eligible Emergency Protective Measures

Consistent with the President's national emergency declaration for the coronavirus (COVID-19) pandemic on March 13, 2020, FEMA urges officials to, without delay, take appropriate actions that are necessary to protect public health and safety pursuant to public health guidance and conditions and capabilities in their jurisdictions. FEMA provides the following guidance on the types of emergency protective measures that may be eligible under FEMA's Public Assistance Program in accordance with the COVID-19 Emergency Declaration in order to ensure that resource constraints do not inhibit efforts to respond to this unprecedented disaster.

FEMA Public Assistance Program

In accordance with section 502 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"), eligible emergency protective measures taken to respond to the COVID-19 emergency at the direction or guidance of public health officials may be reimbursed under Category B of FEMA's Public Assistance program. *FEMA will not duplicate assistance provided by the U.S. Department of Health and Human Services (HHS), to include the Centers for Disease Control and Prevention (CDC), or other federal agencies.*

State, territorial, tribal, and local government entities and certain private non-profit organizations are eligible to apply for *Public Assistance*. FEMA assistance will be provided at a 75 percent federal cost share. This assistance will require execution of a FEMA-State/Tribal/Territory Agreement, as appropriate, and execution of an applicable emergency plan. Local governments and other eligible PA applicants will apply through their respective state, tribal or territorial jurisdictions.

Eligible Assistance

Under the COVID-19 Emergency Declaration described above, FEMA may provide assistance for emergency protective measures including, but not limited to, the following, if not funded by the HHS/CDC or other federal agency. *While some activities listed may be eligible for funding through HHS/CDC, final reimbursement determinations will be coordinated by HHS and FEMA. FEMA will not duplicate any assistance provided by HHS/CDC):*

- Management, control and reduction of immediate threats to public health and safety:
  - Emergency Operation Center costs

FEMA

  - Training specific to the declared event
  - Disinfection of eligible public facilities
  - Technical assistance to state, tribal, territorial or local governments on emergency management and control of immediate threats to public health and safety

- Emergency medical care:
  - Non-deferrable medical treatment of infected persons in a shelter or temporary medical facility
  - Related medical facility services and supplies
  - Temporary medical facilities and/or enhanced medical/hospital capacity (for treatment when existing facilities are reasonably forecasted to become overloaded in the near term and cannot accommodate the patient load or to quarantine potentially infected persons)
  - Use of specialized medical equipment
  - Medical waste disposal
  - Emergency medical transport
- Medical sheltering (e.g. when existing facilities are reasonably forecasted to become overloaded in the near future and cannot accommodate needs)
  - All sheltering must be conducted in accordance with standards and/or guidance approved by HHS/CDC and must be implemented in a manner that incorporates social distancing measures
  - Non-congregate medical sheltering is subject to prior approval by FEMA and is limited to that which is reasonable and necessary to address the public health needs of the event, is pursuant to the direction of appropriate public health officials and does not extend beyond the duration of the Public Health Emergency
- Household pet sheltering and containment actions related to household pets in accordance with CDC guidelines
- Purchase and distribution of food, water, ice, medicine, and other consumable supplies, to include personal protective equipment and hazardous material suits
- Movement of supplies and persons
- Security and law enforcement
- Communications of general health and safety information to the public
- Search and rescue to locate and recover members of the population requiring assistance
- Reimbursement for state, tribe, territory and/or local government force account overtime costs

More Information

Further information about eligible emergency protective measures can be found in the Public Assistance Program and Policy Guide, FP 104-009-2 (April 2018).

For more information, visit the following federal government websites:

- Coronavirus (COVID-19) (CDC)
- Centers for Medicare & Medicaid Services

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City of Suisun City Emergency Operations Plan

Volume 2 – Draft EOC Guidance Documents

Suisun City, California

DRAFT

April 2019

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Section 4 EOC Forms and Tools

Section 1 EOC Activation

1.1 EOC Purpose

The City of Suisun City EOC is the centralized facility through which the local area responders will coordinate all emergency related services. The City of Suisun City EOC has the capability of serving as the central point for:

- Coordination with local governments within the operational area
- Information gathering and dissemination within the operational area.
- Reporting of information to the regional level
- Coordination with the Solano/Regional EOC and other operational areas

1.2 EOC Facilities

1.2.1 Main EOC Facility

The following table provides location and logistics data useful for activating to the EOC. In addition, diagrams of the EOC set-up are located in EOC Set-up binders on wall behind door to EOC.

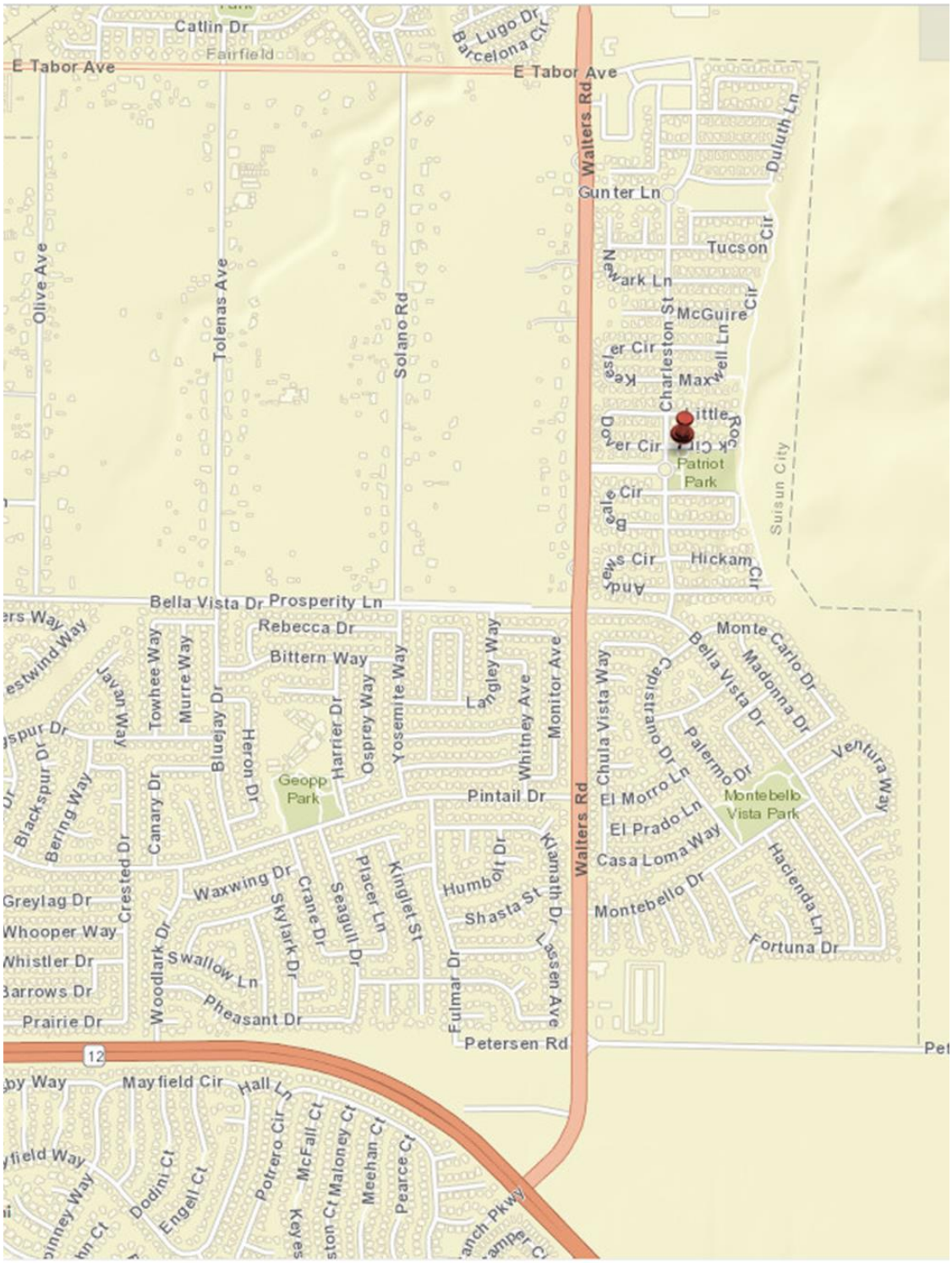
Location: City of Suisun City Burdick Center
1101 Charleston Street
Suisun City, CA 94510
707-421-7300

Parking: Parking is available on the street near the Burdick Center on Charleston Street and Little Rock Circle

Directions: From SR-12 proceed north on Walters Road. Turn right on to McClellan Dr. Follow the roundabout to proceed north on Charleston St. Burdick Center located on the corner of Charleston and Little Rock Circle.

From E. Tabor/Air Base Parkway proceed south on Walters Road Turn left onto McClellan Dr. follow roundabout to proceed north on Charleston St. Burdick center is on the corner of Charleston ad Little Rock Circle.

A map showing the EOC location and the surrounding areas is shown below.



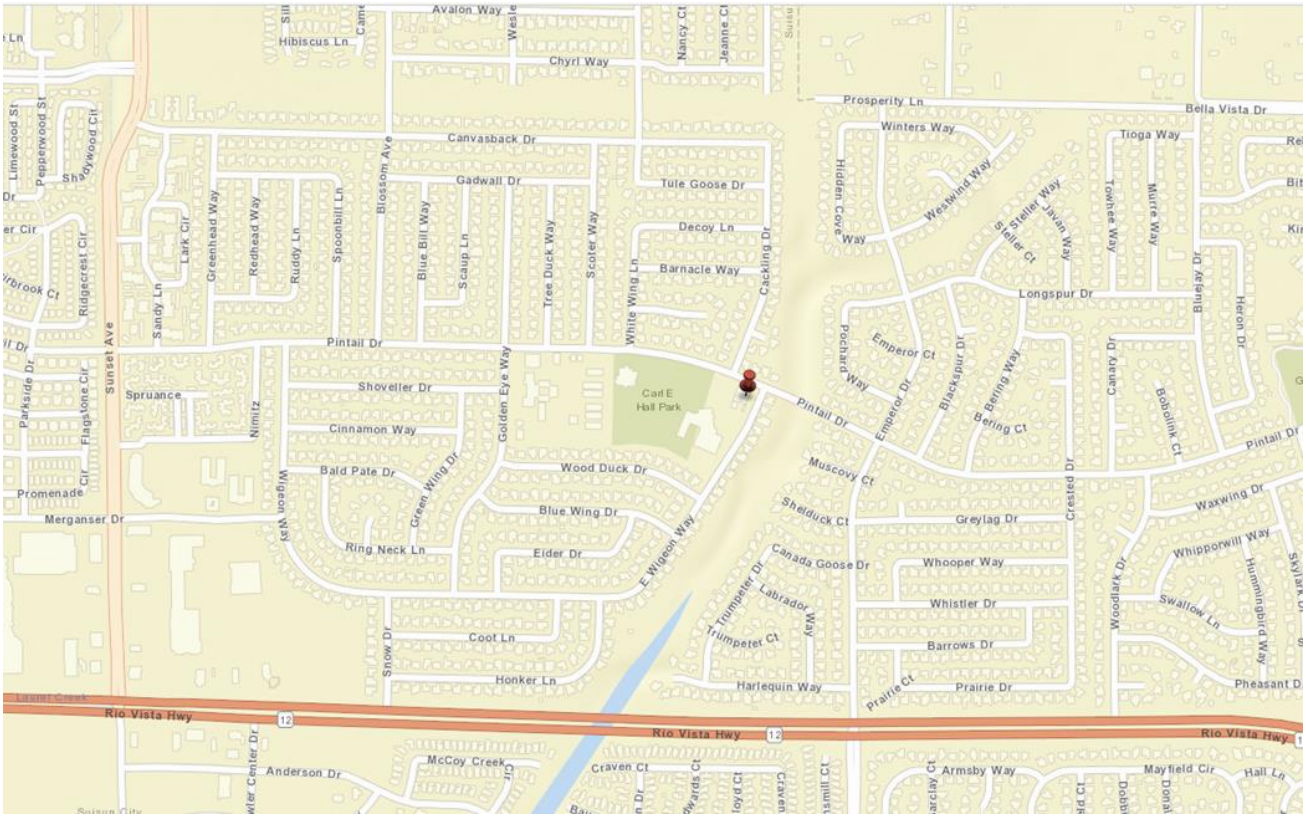
1.2.2 Alternate EOC Facility

The alternate EOC location is Suisun City Fire Department Station 47. The following provides the location and directions to the alternate EOC.

Location: Suisun City Fire Department
Station 47
621 Pintail Drive
Suisun City, CA 94585
707-421-7205

Directions: From SR12 turn on Emperor Drive, (second stop sign) turn left on Pintail Drive, Station 47 is located at 621 Pintail Drive on the corner of E. Wigeon Way and Pintail Drive. There is on-street parking, or a public parking lot west of the Station.

The alternate EOC location is shown on the map below.



1.3 EOC Activation

1.3.1 Initial Response

Initial field response operations will be accomplished by the appropriate City Departments, volunteer agencies, and segments of the private sector. During initial response operations, City of Suisun City 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 of Suisun 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.

1.3.2 Levels of EOC Activation

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

- City Manager (Director of Emergency Services)
- Fire Chief (Emergency Services Manager)
- Police Chief (Assistant / Alternate Emergency Services Manager)
- Field Incident Commander, with approval from any of the above

SEMS Guidelines identifies three circumstances in which the City EOC may be activated and SEMS used. The City EOC should be activated when:

- Local emergency declared or proclaimed §2407 (a)(2)
- Local government EOC activated §2407(a)(1)
- Local government activates EOC and requests Operational Area EOC activation §2407(a)(1)

The City of Suisun 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 operational area involvement or neighboring resources will be needed.

Three levels of activation have been identified that will provide EOC staffing commensurate with the coordination needs of varying emergency situations. The following page contains the activation criteria for the City of Suisun City EOC.

Event/Situation	Activation Level	Minimum Staffing
• Severe Weather Advisory • Small incidents involving multiple departments • Earthquake Advisory • Flood Watch • Activation requested by a local government with activated EOC • Terrorism threat or incident	One	• Emergency Services Manager • Department Representatives as required
• Moderate Earthquake • Major wildfire affecting developed area • Major wind or rain storm • Two or more large incidents involving two or more departments • Imminent Earthquake Alert • Local emergency declared or proclaimed	Two	• Emergency Services Manager • All Section Chiefs • Branches and Units as appropriate to situation
• The city or the county requests a governor's proclamation of a state of emergency • A state of emergency is proclaimed by the governor for the county or two or more adjacent cities • Terrorism threat or incident	Two	• Representatives as appropriate
• Major county wide or regional emergency, Multiple departments with heavy resource involvement • Major Earthquake • Terrorism threat or incident	Three	• All EOC Positions

1.4 Notification – EOC Emergency Recall List

If activation is required, the Suisun City Police Dispatch or Fire Department personnel 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 City Emergency Operations Center, as well as other technical support employees of the County. 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 Suisun City Fire Department Administrative Secretary maintains the Emergency Recall List. The Suisun City Police/Fire Dispatch, the Emergency Services Manager, and the Assistant Emergency Services Manager have current copies of the Emergency Recall List. The Emergency Recall list is activated by Suisun City Police/Fire Dispatch or Fire Department personnel and will only be implemented when directed by one of the following City employees:

- City Manager or Designee (EOC Director)
- Fire Chief (Emergency Services Manager)
- Police Chief (Assistant / Alternate Emergency Service Manager)
- Field Incident Commander, with approval from any of the above

1.5 Notification Implementation

Once activation is requested and properly authorized, the Emergency Recall List will be implemented by Suisun City Dispatch or Fire Department personnel. Notifications and alerts begin with the Fire Chief (Emergency Services Manager). If the Emergency Services Manager cannot be reached, other directors will be contacted until someone is reached to assume the Emergency Services Manager position.

The dispatchers will provide the Emergency Services Manager 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 Director of Emergency Services will determine what parts of the Emergency Alert List will be implemented, including what sections of the City Emergency Operations Center will be activated and requested to respond.

Additionally, the City Manager or Assistant City Manager, when appropriate, will personally contact and inform the Suisun City City Council of the situation in the City. The Director may request that the dispatchers notify the City Council Members.

The City of Suisun City Emergency Recall List consists of the following sections:

- Management/Command – City Manager, Police Chief, and Fire Chief
- Operations – Dependent on Incident Type
- Planning – Resource Management
- Finance – Finance Director's Office
- Logistics – Support Services Staff

1.6 Recalled Personnel

When notified of an Emergency Recall, personnel should notify their families, retrieve their emergency operations kit, 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 two (2) 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 Fire and Police Departments will assist other departments in Emergency Operations training.

Section 2 EOC Operations

2.1 Summary of EOC Operations

The Standard Emergency Management System (SEMS) is state law, and under SEMS regulations, Suisun City is established as a Local Area, one of the five SEMS levels, for use in all emergencies and disasters involving multiple agencies or multiple jurisdictions.

As a Local Area, Suisun City is the lowest level of the state's emergency services organization that encompasses city, county, and all political subdivisions. The Local Area manages and coordinates information, resources and priorities among City Departments within the Local area, and serves as the coordination and communication link between Local Government Level and the Operational Area Level (County OES).

All local governments, and most special districts, within the geographic area of Solano County are part of the same Operational Area.

The Solano County government is the Lead Agency of the operational area, and is responsible for:

- Coordinating information, resources and priorities among the local governments within the operational area
- Coordinating information, resources and priorities between the regional level and the

local government level

- Using inter-agency coordination to facilitate decisions for overall operational area level emergency response activities

The role of the operational area lead agency does not change the coordination of discipline-specific resources, such as fire, law, and medical/health, through their established mutual aid systems.

2.2 Emergency Operations 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 Suisun City 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 State agencies, military, and federal agencies.
- 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, other local government and Solano County EOCs, and the Sacramento Operational Area.
- 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 operational areas to provide for five functions: command, operations, planning, logistics, and finance/administration. These functions are the basis for structuring the operational area EOC organization.

Primary SEMS Function	Role at the Operational Area Level
Management/Command	Responsible for overall emergency policy and coordination through the joint efforts of governmental agencies and private organizations
Operations	Responsible for coordinating support to local government's emergency response, coordinating inter- jurisdictional responses, and coordinating county-wide activities through implementation of the operational area action plan
Planning	Responsible for collecting, evaluating, and disseminating information; developing the operational area action plan in coordination with other functions; and maintaining documentation
Logistics	Responsible for providing facilities, services, personnel, equipment, vehicles, and materials to support the emergency response
Finance/Administration	Responsible for financial and other administrative activities, including documenting all costs and expenditures associated with a declared disaster

The organizational structure for the local area EOC provides for:

- Departments within local governments within the operational area
- A Field Representative sent by REOC
- 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 operational area EOC
- Other functions as needed to carry out the local government responsibilities of the lead agency (in a combined operational area and county or other lead agency EOC)

2.4 Resource Management

Resource requests from local government assets and requests to the regional 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 local department assets will be coordinated within the Local Area to determine if the resource is available from within the City or other sources within the Local Area. Available resources will be allocated to the requesting City asset.

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 Management/Command Staff is responsible for ensuring that priorities are followed.

Resources not available within the local area will be requested through the operational level. Resource requests should be coordinated internally at the local area level before being placed to the operational level.

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

2.5 EOC Information Management

Within the City of Suisun City EOC, the EOC Message Form will be used to provide written communications between the Sections, Branches and Units. Each Section, Branch and Unit will use this form to order disaster/event related resources and to record information to be transmitted to other Sections/Branches/Units. The message system provides an audit trail of all pertinent information necessary to document the actions taken by the City during the response to a disaster, not merely every word uttered between the various EOC Staff.

The EOC Message Form 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. A copy of the City of Suisun City EOC Message Form is located in the Form and Tools section of this Plan, and electronically at: https://training.fema.gov/icsresource/icsforms.aspx.

Acting as the Local Area, the City of Suisun City coordinates emergency activities within the Local Area. It also serves as the communications link between the City's Emergency Operating Center and the operating centers of the Solano 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 Solano County Emergency Operations Center will be accomplished electronically. If the regular telephone lines servicing the City are not operable, the Local Area Satellite telephones will be used to establish the link to the Solano County EOC, allowing the City to transmit the data to the County. In circumstances where telephone / satellite telephone communications fail, the City EOC will utilize licensed HAM operators assigned to the EOC to transmit data to the County.

Critical information from the City of Suisun City will be submitted to the Solano County Operational Area EOC 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.

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

Resources 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 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 from Solano Operational Area members are usually submitted on RIMS. Resources requested from outside of the Local Area will be allocated to the requesting local government by the Operational Area EOC (County). 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 County 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.

Response Information Management System (RIMS). The purpose of the Response Information Management System (RIMS) is to maintain an accurate flow of information, and to improve County Office of Emergency Services' ability to respond to major disasters. The system will increase their level of service and efficiency by improving their ability to respond to, manage and coordinate requests for resources; and collect, process, and disseminate information during and after a disaster.

Each computer in the City Emergency Operations Center has internet capability. The following forms may be found at https://www.fema.gov/media-library/assets/documents/33584. The following reports or requests will be provided to the Operational Area EOC during and after the emergency or disaster:

- Situation Status Reports
- Mutual Aid Requests
- Local Declarations, Gubernatorial, and Presidential Declaration requests
- After Action/Corrective Action Reports

Operational Area Satellite Information System (OASIS). The Operational Area Satellite Information System (OASIS) has a low susceptibility to geologic hazards and is independent of the public telephone system. OASIS is intended to be a backup to the existing City / County communication resources, which include a county-wide radio system, amateur radio systems, and digital packet radio for data communications.

The major component of the system is the satellite communications system. The City owns/maintains handheld satellite phones exclusively for this purpose. Handheld phone sets provide access to the system and are located in the City of Suisun City EOC.

2.6 EOC Action Planning

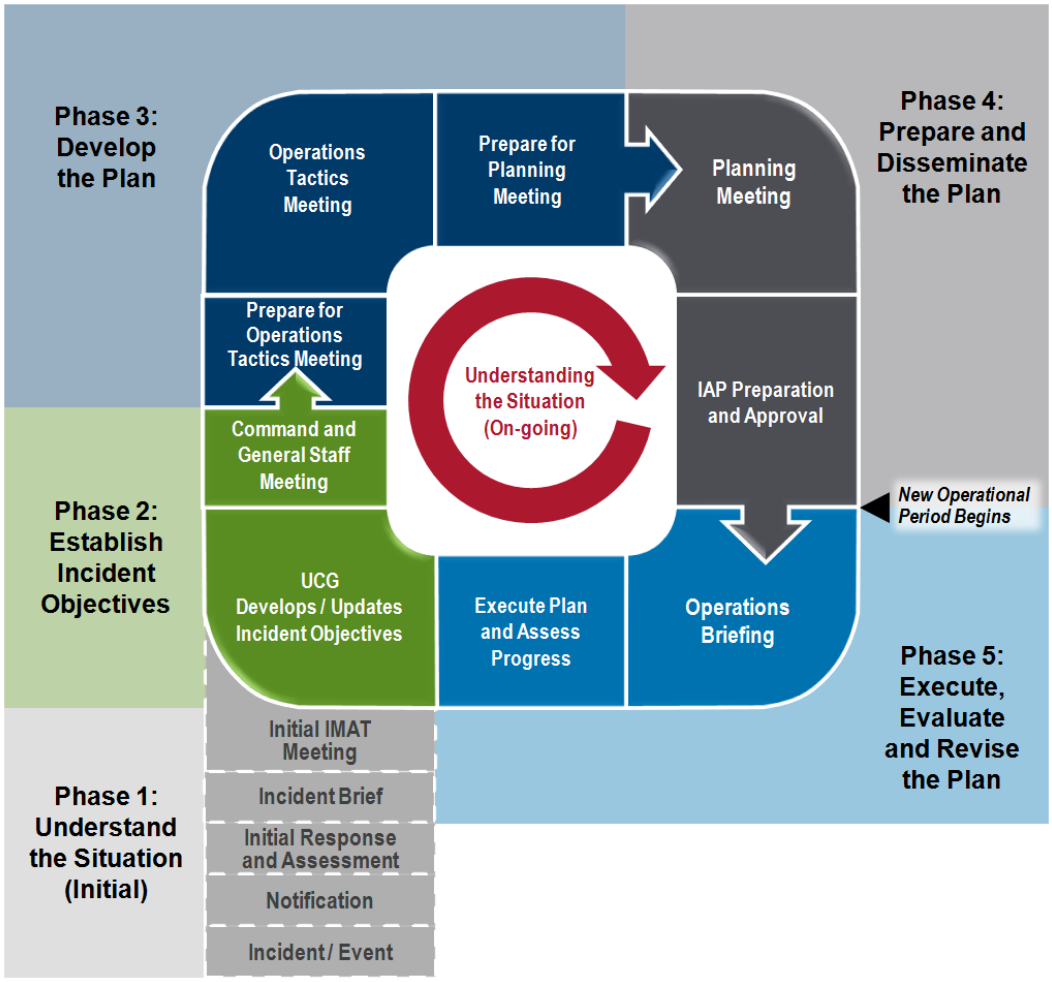
The use of action plans in the City EOC must provide a clear and measurable process for identifying objectives and priorities for a given event. Action planning is an important management tool that involves:

- 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

Use of the Planning "P"

The Planning "P" (diagram below) depicts the stages in the EOC Action Planning process. The leg of the "P" includes the initial steps to gain situational awareness and establish the organizational incident response. Although maintaining situational awareness is essential throughout the life

cycle of the incident, the steps in this initial stage are done only one time. Once they are accomplished, incident management shifts into a cycle of planning, operations, and ongoing situational awareness that is repeated each operational period.



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 local area EOC. The EOC is staffed by representatives from the departments and agencies working together to coordinate the operational area's emergency response. Agency representatives from local governments including special districts, community based organizations, volunteer services (VSPs), and private organizations, may also participate with EOC functional elements in coordinating the operational area 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

Since the City of Suisun City EOC is the Local Area's operating center, communications and coordination must be established with City field responders who are responding to various parts of the City. 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 Suisun City Police / Fire 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. When the City EOC is directly overseeing Incident Command teams, it is operating in a centralized coordination and direction mode.

2.7.2 Departmental Operations 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 of Suisun City EOC in supporting field operations.

2.7.3 Operational Area Member Jurisdictions

During Operational Area EOC activation, direct communications and coordination may be established between The City of Suisun City, Solano County, and any Operational Area member jurisdictions. Additionally, as time permits, communications will be established with other member jurisdictions that have not activated their EOCs. Initially, communications will be established by any means available and with whoever is available, regardless of his functional EOC position. Ideally, communications and coordination with the city EOCs will occur along functional lines.

Whenever feasible, an agency representative from each jurisdiction which activated its EOC should be at the Solano County EOC. Each of the Operational Area member jurisdictions has agreed to send a representative to the Solano County EOC. The city representatives will ensure that adequate coordination and information exchange arrangements are made with the Operational Area.

2.7.4 Special Districts

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

In Suisun City, relationships with special districts and the local governments are complicated by overlapping boundaries. During EOC activations and emergency incidents, coordination with the Fairfield Suisun Unified School District (FSUSD) is critical. Having a unified dissemination of accurate information is key to ensuring a calm response by the community. For the special districts that serve more than one local government and/or serve the County unincorporated areas, they will coordinate and communicate directly with the County EOC.

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.

2.7.5 Private and Volunteer Agencies

Within Suisun City, coordination of response activities with many non-governmental agencies may occur. However, the City EOC will establish coordination with private and volunteer agencies that have 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 there may be accomplished through telecommunications, liaison with community councils that represent several agencies, or involvement of agencies in special multi-agency groups on specific issues.

2.7.6 Coastal Region Emergency Operations Center

Direct coordination and communications with the Coastal Region Emergency Operations Center (REOC) are essential. There communications will be established and maintained by the Operational Area with the Coastal 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 Coastal 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 is 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 and Federal Field Response

There are some instances where a state or federal agency will be part of a field response in the City. 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 Solano County Office of Emergency Services and the Suisun 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.

2.8 Recovery Operations

As the threat to life, property, and the environment dissipates, the EOC Manager will consider deactivating the EOC. The EOC Manager will direct Section Chiefs to deactivate their sections, ensuring that each unit/branch/section provides its logs and files to the Recovery Unit. The Recovery Unit will organize these materials so they can be archived and/or utilized for the financial recovery process.

The Recovery Unit Leader will coordinate the recovery effort, ensuring that all damaged public facilities and services are restored. In coordination with the Emergency Services Manager, the

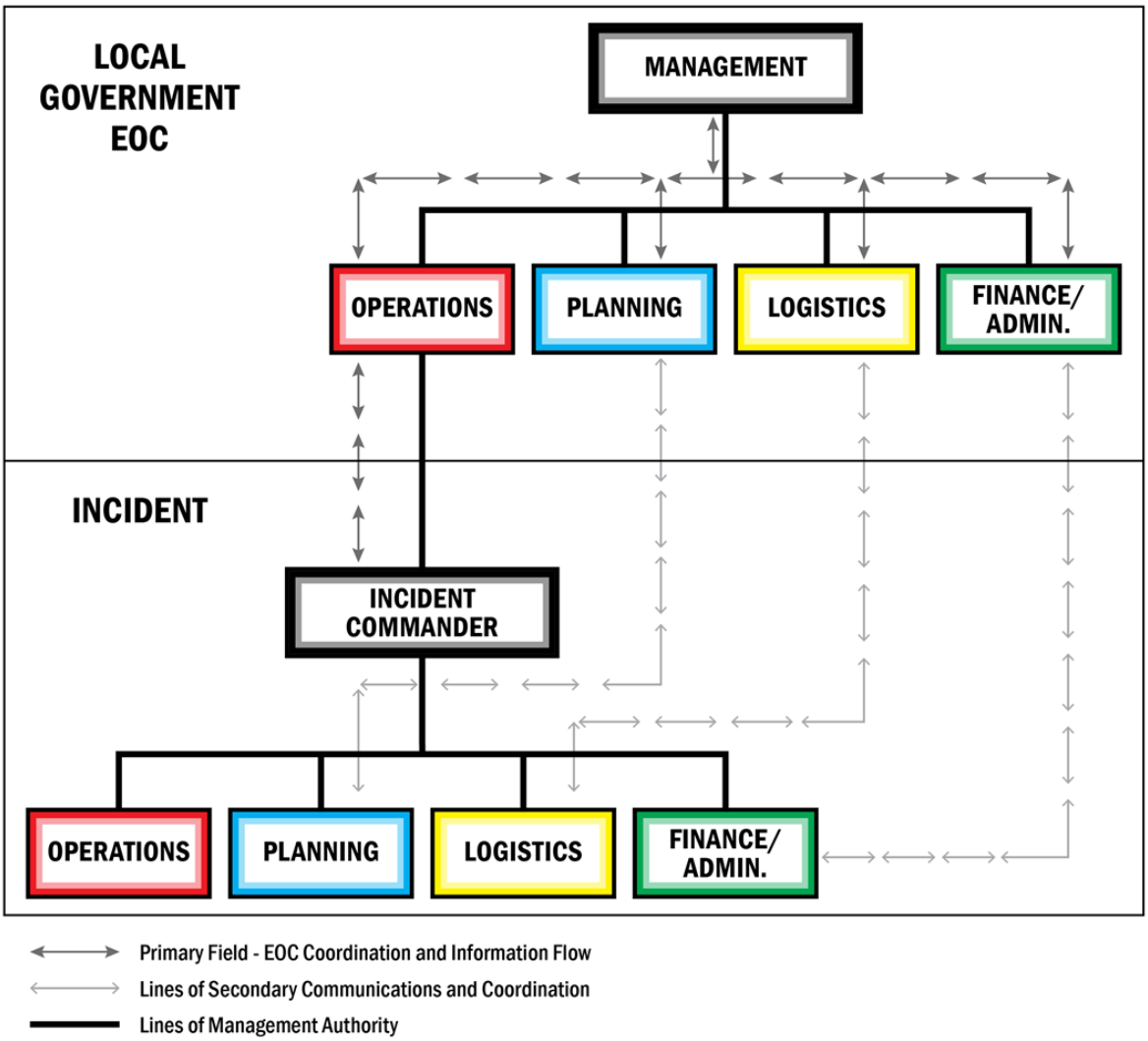
Recovery Unit will prepare the After-Action/Corrective Action Report, submitting it to Solano County, which will be forwarded to the State's Coastal Region Office of Emergency Services within 60 days of the disaster/event.

Section 3 EOC Position Checklist

The following pages contain functional descriptions and checklists for each position in the Local Area EOC. They are arranged by Sections, with the Section Chief followed by each Branch or Unit.

EOC Function Specific Checklists

Management/Command Staff



Emergency Operations Center Organization Chart

EOC Director

Command Staff

- Emergency Services Manager
- Safety Officer
- Security Officer
- Public Information Officer
- Liaison Officer

Operations Section Chief

- **Fire and Rescue Branch**
  - Fire and Rescue Unit
  - HazMat Unit
- **Law Enforcement Branch**
  - L.E. Operations Unit
  - Coroner Unit
  - Search and Rescue Unit
  - Evacuation Movement Unit
- **Engineering Branch**
  - Public Works Unit
  - Utilities Unit
  - Damage Assessment Unit
- **Medical and Health Branch**
  - Emergency Medical Unit
  - Public Health Unit
  - Metal Health Unit
  - People with Access and Functional Needs Unit

Planning Section Chief

- Situation Analysis Unit
- Documentation Unit
- Advance Planning Unit
- Demobilization Unit
- Technical Specialists

Logistics Section Chief

- **Services Branch Coordinator**
  - Communications Unit
  - Care and Shelter Unit
  - Human Resources Unit
  - Animal Care and Welfare Unit
- **Support Branch Coordinator**
  - Transportation Unit
  - Facilities Unit
  - Procurement Unit
  - Resource Tracking Unit

Finance/Administration Section Chief

- Time Recording Unit
- Purchasing Unit
- Compensation and Claims Unit
- Cost Accounting Unit
- Recovery Unit

City of Suisun City Local Area EOC

Management/Command Staff

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the **Management/Command Staff** of the City of Suisun City Local Area EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions within the section

Management/Command Staff Functional Descriptions

The Local Area EOC Director has the authority and responsibility to direct all EOC activity. The EOC Director has support personnel called the Management/Command Staff. They have delegated responsibility to perform management support functions.

Management/Command Staff positions will vary depending upon the need of the EOC Director for support. These positions may be activated at a one-person level, with staff assistants depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

The Management/Command Staff positions relieve the EOC Director of many activities that may interfere with the Director's primary responsibility for EOC management.

EOC Director

Function Description

The EOC Director has overall responsibility and authority for the operation of the EOC. He/she will assure that the EOC is staffed and operated at a level commensurate with the emergency. The EOC Director's reporting relationship to higher authority will vary depending upon the SEMS Level. The EOC Director is not the Incident Commander and does not command the incident.

Examples of reporting relationships are described below.

Local Government Level. Mayor, City Manager, or other named authority as stated in the local government's emergency ordinance.

Operational Area. Solano County Administrator, or Emergency Services Manager, or other named authority as stated in the operational area's emergency ordinances.

Regional. Cal OES Regional Administrator or designee. ***State.*** Cal OES Director or designee.

The EOC Director will delegate authority as appropriate and necessary to members of the Management/Command Staff and to the General Staff. Positions reporting to the EOC Director include but are not limited to:

Management/Command Staff

- Emergency Services Manager
- Public Information Officer
- Liaison Officer
- Safety Officer
- Security Officer

Functional Section Chiefs (General Staff)

- Operations Section Chief
- Planning Section Chief
- Logistics Section Chief
- Finance/Administration Section Chief

EOC Director Responsibilities

- Establish the appropriate staffing level for the Local Area EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
- In conjunction with the General Staff, set jurisdictional priorities for response efforts. Ensure that all department and agency actions are accomplished within the priorities established at the EOC.
- Exercise overall management responsibility for the coordination between emergency response agencies within the Local Area.
- In conjunction with the General Staff, set priorities for response efforts in contract and incorporated areas of the county.
- Ensure that all City actions are accomplished within the priorities established.
- Ensure that inter-agency coordination is accomplished effectively within the Local Area EOC.

EOC Director Checklists

Warning Phase

- ☐ Place Emergency Operations Center staff on standby.
- ☐ Place the City Council on standby.
- ☐ Place Department Heads on standby.
- ☐ If required, activate the Emergency Operations Center.

Activation Phase

- ☐ Determine appropriate level of EOC activation based on situation as known.
- ☐ Coordinate with other Local/Operational Area EOCs to ensure appropriate levels of activation are in place.
- ☐ Mobilize appropriate personnel for the initial activation of the EOC. Have Suisun City Police/Fire Dispatch, or Fire administrative personnel notify requested personnel on the EOC Recall phone list.
- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Verify activation of on-scene Incident Command System.
- ☐ Ensure that the EOC is properly set up and ready for operations.
- ☐ Ensure that an EOC check-in procedure is established immediately.
- ☐ Ensure that an EOC organization and staffing chart is posted and completed.
- ☐ Determine which sections are needed, assign Section Chiefs as appropriate and ensure they are staffing their sections as required.
- ☐ Operations Section Chief
- ☐ Logistics Section Chief Planning Section Chief Finance/Administration Chief
- ☐ Determine which Management/Command Staff positions are required and ensure they are filled as soon as possible.
- ☐ Emergency Services Manager Safety Officer
- ☐ Public Information Officer Security Officer
- ☐ Liaison Officer
- ☐ Ensure that telephone and/or radio communications with other EOCs are established and functioning. This includes other Private and Local EOCs, and the County EOC as

appropriate.

- ☐ Schedule the initial Action Planning meeting.
- ☐ Confer with the General Staff to determine what representation is needed at the EOC from other emergency response agencies, local governments and other agencies.
- ☐ Assign a liaison officer to coordinate outside agency response to the EOC, and to assist as necessary in establishing an Inter-Agency Coordination Group.

Operational Phase

- ☐ Monitor Management/Command Staff activities to ensure that all appropriate actions are being taken.
- ☐ Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- ☐ Based on current status reports, establish initial strategic objectives for the EOC.
- ☐ In coordination with General Staff, prepare EOC objectives for the initial Action Planning Meeting.
- ☐ The Incident Action Plan should include:
- ☐ Overall strategy (Offensive/Defensive). Need for evacuation.
- ☐ Estimate of incident duration. "State of Emergency" declaration.
- ☐ Priorities for the procurement and allocation of available resources. Post (or photocopy and distribute) the Incident Action Plan.
- ☐ Convene the initial Action Planning meeting. Ensure that all Section Chiefs, Management/Command Staff, and other key agency representatives are in attendance. Ensure that appropriate Action Planning procedures are followed (refer to *Action Planning Guide*). Ensure the meeting is facilitated appropriately by the Planning Section.
- ☐ Once the Action Plan is completed by the Planning Section, review**,** approve and authorize its implementation.
- ☐ Brief the City Council and elected officials or their representatives on the status of the emergency and the Incident Action Plan.
- ☐ In conjunction with the Public Information Officer, conduct news conferences and review media releases for final approval, following the established procedure for information releases and media briefings.
- ☐ Notify Solano Office of Emergency Services of the emergency.
- ☐ If required, proclaim a **LOCAL EMERGENCY**.
- ☐ If required, request the Governor proclaim a **STATE OF EMERGENCY**.
- ☐ If required, ask that the Governor request the President proclaim a **FEDERAL DECLARATION OF EMERGENCY.**

- ☐ Coordinate local government proclamations with other emergency response agencies, as appropriate.
- ☐ Make sure that all essential emergency services are activated.
- ☐ Have Section Chiefs establish contact with appropriate County and State agency coordinators and representatives from affected jurisdictions.
- ☐ Report situation (including any areas evacuated) and support requirements to the Operational Area EOC (County).
- ☐ Have Section Chiefs coordinate with appropriate segments of the private sector.
- ☐ Request assistance from the Office of Emergency Services Mutual Aid Region Office as required via the Operational Area EOC (County).
- ☐ Activate Multipurpose Staging Areas as destination points for mutual aid.
- ☐ Conduct periodic reviews with the General Staff to ensure strategic objectives are current and appropriate.
- ☐ Conduct periodic briefings for elected officials or their representatives.
- ☐ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

After an Emergency

- ☐ Release personnel from Emergency Operations Center when crisis diminishes sufficiently.
- ☐ Re-check this checklist.
- ☐ Make sure that staff and volunteers receive debriefing and counseling, as needed.
- ☐ Have unsightly debris cleaned up as soon as possible.
- ☐ When appropriate, issue a **Proclamation of Termination of Local Emergency**.
- ☐ Appoint someone to follow through with hazard mitigation.

Demobilization Phase

- ☐ Authorize demobilization of sections, branches and units when they are no longer required.
- ☐ Notify higher level EOCs and other appropriate organizations of the planned demobilization, as appropriate.
- ☐ Ensure that any open actions not yet completed will be handled after demobilization.
- ☐ Ensure that all required forms or reports are completed prior to demobilization.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ Deactivate the EOC at the designated time, as appropriate.
- ☐ Proclaim termination of the emergency response and proceed with recovery operations.
- ☐ As soon as possible, while interest in emergency preparedness is still high, place

emergency preparedness and hazard mitigation proposals on the City Council agenda. Suggestions for these proposals are listed below:

- Hold critique of the emergency response effort.
- Have someone follow through with public education programs.
- Have someone recruit volunteers for longer term preparedness projects. Have department review standard operating procedures.
- Hold a critique of the emergency recovery effort. Review this Plan.
- Assemble and check financial records; forward to Finance.

Emergency Services Manager

Function Description

The Emergency Services Manager has the overall best knowledge of the functioning of the EOC. The Emergency Services Manager is also the person most familiar with emergency services for the City of Suisun City, and is an invaluable asset to the EOC Director who may not be as well versed in the day-to-day inner workings of the facility.

Responsibilities

- Facilitate the overall functioning of the EOC.
- Assist and serve as an advisor to the EOC Director and General Staff as needed, providing information and guidance related to the internal functions of the EOC and 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.

Emergency Services Manager Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Report to EOC Director or Emergency Services Manager; let Section Chiefs and Command Staff know you have arrived. Set up your workstation and review your position responsibilities.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ☐ Ensure City of Suisun City IT Network is accessible.
- ☐ Assist the EOC Director in determining appropriate staffing for the EOC.
- ☐ Provide assistance and information regarding section staffing to all general staff.

Operational Phase

- ☐ Assist the EOC Director and the General Staff in developing overall strategic objectives as well as section objectives for the Action Plan.
- ☐ Advise the EOC Director on proper procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- ☐ Make sure the Director of Emergency Services understands:
  - How to declare an emergency. How to request mutual aid.
  - How to contact other emergency officials. Emergency powers, policies and procedures. What briefings he or she needs to give, and when.
- ☐ Assist advice and guidance to the EOC Director as required.
- ☐ Ensure that all notifications are made to the Operational Area EOC.
- ☐ Ensure that all communications with appropriate emergency response agencies are established and maintained.
- ☐ Assist the EOC Director in preparing for and conducting briefings with Management/Command Staff, the agency or jurisdiction policy groups, the media, and the general public.
- ☐ Assist the EOC Director and Liaison Officer, in establishing and maintaining Inter- Agency Coordination Groups as necessary.
- ☐ Assist the Liaison Officer with coordination of all EOC visits.
- ☐ Provide assistance with shift change activity as required.

After an Emergency

- ☐ Make sure debriefing and counseling of staff and volunteers is conducted as needed.
- ☐ Tidy up the Emergency Operations Center and replenish supplies.
- ☐ Assemble, check and establish files of financial records; forward copies to Finance.
- ☐ Make sure the Finance Officer knows how to obtain and follow through on disaster assistance.
- ☐ When appropriate, prepare a Proclamation of Termination of Local Emergency.
- ☐ Follow through with hazard mitigation.
- ☐ As soon as possible, while interest in emergency preparedness is still high:
  - Place emergency preparedness and hazard mitigation proposals on the Board agenda.
  - Help with critique of the emergency response effort
  - Help with public education programs.
- ☐ Recruit volunteers for longer term preparedness projects. Have departments review standard operating procedures.
- ☐ Hold a critique of the emergency recovery effort.
- ☐ Review this Plan and make changes, if necessary.
- ☐ Recommend Emergency Operations Center improvements, if needed.
- ☐ Review this checklist.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Public Information Officer

Function Description

The Public Information Officer is the primary point of contact between the EOC, the media and the public. The Public Information Officer prepares information releases, briefs media representatives, and provides for press conferences. The Public Information function also oversees the Rumor Control activity.

A primary source of information for the Public Information function will be from the Situation Analysis Unit in the Planning Section. While not all information in the unit may be appropriate for the public, the information in Situation Analysis should be the best available and will have been verified for accuracy. The Public Information Officer will provide guidance as appropriate to other departments/agencies on the release of emergency related information.

Organizing the Information function in a Local Area EOC:

The Information function within an EOC may have special organizational needs due to the possible size of the organization required to meet the agency or jurisdictional information needs.

Normally, the Information function is handled by the Information Officer who is a member of the Management/Command Staff. Assistant Information Officers may be assigned as needed. The Assistants may represent other jurisdictional departments, agencies, other jurisdictions, and/or they may also be assigned to handle specific Information functions.

Mayoral/ City Council PIO Representation

The Mayor, Vice Mayor, or a City Council member may be requested to serve as a city liaison to the PIO position in the EOC. In this role, they will assist in the dissemination of information to the public with a specified duties in community message development. They will assist in the scheduling of media briefings and media message delivery. They are not serving as the lead PIO unless they are trained, certified, and designated to do so by the emergency manager.

Responsibilities

- Serve as the central coordination point for the Local Area for all media releases.
- Establish a "Disaster Hotline" with an up-to-date recorded message.
- 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. Ensure that all rumors are responded to in a timely manner and with factual 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.
- Maintain a positive relationship with the media representatives.

Supervise the Public Information function and the Joint Information Center, if activated.

Public Information Officer Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Report to EOC Director, Emergency Services Manager, or other assigned Supervisor.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ☐ Determine staffing requirements and make required personnel assignments for the Public Information function as necessary.

Operational Phase

- ☐ Obtain policy guidance from the EOC Director with regard to media releases.
- ☐ Keep the EOC Director and Emergency Services Manager 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.
- ☐ Implement and maintain an overall information release program.
- ☐ Establish a Media Information Center, as required, providing necessary space, materials, telephones and electrical power.
- ☐ Maintain up-to-date status boards and other references at the 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 Local and County Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary. Develop messaging for emergency notification system (AlertSolano).
- ☐ In coordination with other EOC sections, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public. These advisories and instructions must be approved by the EOC Director.
- ☐ At the request of the EOC Director, prepare media briefings for members of the agencies or jurisdiction policy groups and provide other assistance as necessary to facilitate their

participation in media briefings and press conferences.

- ☐ 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.
- ☐ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- ☐ Update the City web site with current news releases as appropriate. May need to coordinate with IT staff.
- ☐ Prepare, update, and distribute to the public a Disaster Assistance Information Directory, which contains locations to obtain food, shelter, supplies, health services, etc.
- ☐ 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 news releases and rumor control.
- ☐ Ensure that file copies are maintained of all information released.
- ☐ Provide copies of all media releases to the EOC Director.
- ☐ Conduct shift change briefings in detail, ensuring that in-progress activities are identified and follow-up requirements are known.
- ☐ Prepare final news releases and advise media representatives of points-of-contact for follow-up stories.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Liaison Officer

Function Description

The Local Area EOC Liaison Officer provides a primary point of contact for all incoming Agency, Private Sector, and Volunteer/Service Programs (VSPs) representatives assigned to the EOC. The Liaison Officer ensures agency representatives are provided with the necessary workspace, communications, information and internal points of contact necessary to perform their responsibilities. The Liaison Officer also ensures that the EOC Director is kept informed of what agencies are represented in the EOC.

During major emergencies, it is not uncommon to find representatives of many agencies reporting to the EOC. American Red Cross, Community Based Organizations, National Guard, Private Sector, VSPs and other state/local agencies, federal agencies, etc., may send representatives. The Liaison Officer is the primary contact, and relieves the EOC Director from overseeing their activities.

Responsibilities

- Oversee all liaison activities; coordinate outside agency representatives assigned to the EOC, and handle requests from other EOCs for agency representatives. Work with and provide support to EOC Section Chiefs to determine their needs for volunteers, agency representatives, and private sector resources to meet their operational requirements.
- Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed. Ensure function specific guidelines, policy directives, situation reports, and a copy of the EOC Action Plan is provided to agency representatives on check-in.
- In conjunction with the Emergency Services Manager, provide orientations for VIPs and other visitors to the EOC.

Liaison Officer Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Report to EOC Director or Emergency Services Manager.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ☐ Obtain assistance for your position through the Personnel Unit in Logistics, as required.

Operational Phase

- ☐ Contact Agency Representatives already on-site, ensuring that they:
  - Have signed in to the EOC Understand their role in the Know their work locations
  - Understand the EOC organization and floor plan
- ☐ Determine if additional representation is required from:
  - Community based organizations Private sector organizations Volunteer Services Programs (VSPs) Utilities not already represented Other agencies
- ☐ In conjunction with the EOC Director and Emergency Services Manager, establish and maintain an Inter-Agency Coordination Group comprised of outside agency representatives, and county and city executives not assigned to specific sections within the EOC.Assist the EOC Director and Emergency Services Manager in conducting regular briefings for the Inter-Agency Coordination Group and with distribution of the current EOC Action Plan and Situation Report.
- ☐ 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.
- ☐ Maintain a roster of Agency Representatives located at the EOC. The roster should include assignment within the EOC (Section or Inter-agency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your

departure.

- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.
- ☐ Release Agency Representatives that are no longer required in the EOC when authorized by the EOC Director.

Agency Representative

Function Description

Agency Representatives are individuals assigned to the EOC by other agencies and jurisdictions. They also include representatives from Community Based Organizations, Private Sector and Volunteer Services Programs. Agency Representatives serve three principal functions:

- They bring to the EOC information from the agency they represent.
- They normally have some level of authorization to speak or act for their agency.
- They provide their agency with information obtained at the EOC.

Responsibilities

- Agency Representatives should be able to speak on behalf of their agencies, within established policy limits, acting as a liaison between their agencies and the EOC.
- Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
- Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the EOC.

Agency Representative Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Report to EOC Director, Emergency Services Manager, Section Chief, Branch Director, or other assigned Supervisor.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ☐ Check in with the Liaison Officer and clarify any issues regarding your authority and assignment, including the functions of other representatives from your agency (if any) in the EOC.
- ☐ Establish communications with your home agency; notify the Logistics Section Communications Unit and the Liaison Officer of any communications problems.
- ☐ Unpack any materials you may have brought with you and set up your assigned station, requesting necessary materials and equipment through the Liaison Officer and/or Logistics Section.
- ☐ Obtain an EOC organization chart, floor plan, and telephone list from the Liaison Officer.
- ☐ Contact the EOC sections or branches that are appropriate to your responsibility; advise them of your availability and assigned work location in the EOC.

Operational Phase

- ☐ Facilitate requests for support or information that your agency can provide.
- ☐ Keep current on the general status of resources and activity associated with your agency.
- ☐ Provide appropriate situation information to the Planning Section.
- ☐ Represent your agency at planning meetings, as appropriate, providing update briefings about your agency's activities and priorities.
- ☐ Keep your agency executives informed and ensure that you can provide agency policy guidance and clarification for the EOC Director as required.
- ☐ On a regular basis, inform your agency of the EOC priorities and actions that may be of interest.
- ☐ Maintain logs and files associated with your position.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.
- ☐ When demobilization is approved by the EOC Director, contact your agency and advise them of expected time of demobilization and points of contact for the completion of ongoing actions or new requirements.
- ☐ Ensure that you complete all final reports, close out your activity log, and transfer any ongoing missions and/or actions to the Liaison Officer or other appropriate individual.
- ☐ Ensure copies of all documentation generated during the operation are submitted to the Planning Section.

Safety Officer

Function Description

The Safety Officer ensures a safe working environment is established and maintained within the facility. The Safety Officer will routinely inspect and correct any deficiencies in the operating environment of the EOC. The Safety Officer also ensures that personnel working in EOC positions are not over stressed or working for extended periods that may jeopardize their health.

Responsibilities

- 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.

Safety Officer Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Report to EOC Director, Emergency Services Manager, Section Chief, Branch Director, or other assigned Supervisor.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase

- ☐ 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.
- ☐ Be familiar with particularly hazardous conditions in the facility; take action when necessary.
- ☐ Prepare and present safety briefings for the EOC Director and General Staff at appropriate meetings.
- ☐ If the event 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; take action when necessary.
- ☐ Coordinate with the Finance/Administration Section in preparing any personnel injury claims or records necessary for proper case evaluation and closure.

Safety Officer Checklists

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Security Officer

Function Description

The Security Officer provides access control for the EOC facility. The Security Officer oversees personnel check-in and checkout rosters, according to the security policy established by the EOC Director.

Responsibilities

- Provide 24-hour security for the EOC.
- Control personnel access to the EOC in accordance with policies established by the EOC Director.
- Handle any situation arising from inappropriate personnel actions within the EOC.

Security Officer Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Report to EOC Director, Emergency Services manager, Section Chief, Branch Director, or other assigned Supervisor.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.

Operational Phase

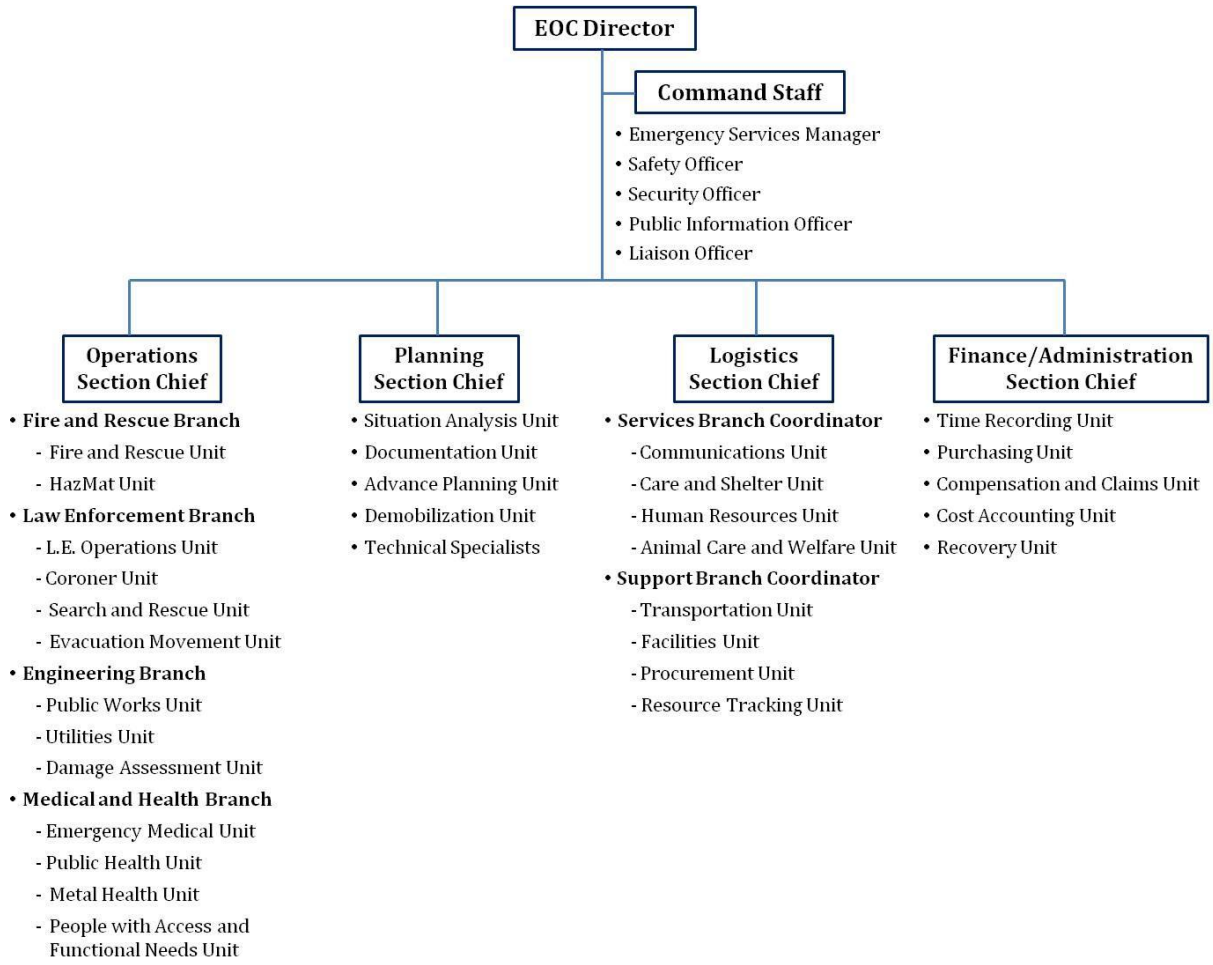
- ☐ Determine the current EOC security requirements and arrange for staffing as needed.
- ☐ Determine needs for special access to EOC facilities.
- ☐ Provide executive and VIP security as appropriate and required.
- ☐ Provide recommendations as appropriate to EOC Director.
- ☐ Prepare and present security briefings for the EOC Director and General Staff at appropriate meetings.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

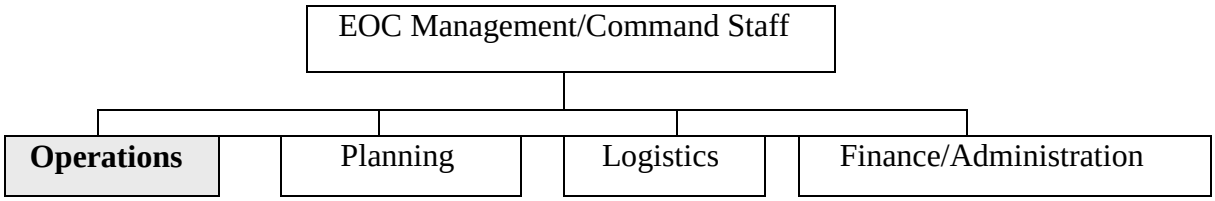
EOC Function Specific Checklists Operations Section

Emergency Operations Center Organization



Operations Section

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Operations Section of a Local area EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions within the section.



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that would normally be established as branches or units depending on their size.

The functions described here are those activities that may need to be activated during an EOC activation at the local government EOC. Some variations in duties and responsibilities may be found at different SEMS levels.

Staffing

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general, the following conditions will apply.

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration Sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub- functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities.

Operations Section Functional Descriptions

The EOC Director has the authority and responsibility to direct all EOC activity. The Director may delegate authority to the Emergency Services Manager or members of the General Staff. Operations Section positions will vary depending upon the need. These positions may be activated at a one- person level, or at a unit, group or branch, level depending upon the level of activation, the work to be accomplished, and the numbers of personnel needed.

The Operations Section in the Local Area EOC acts as the primary point of contact between the EOC, Department Operations Centers (DOCs), and may be linked directly to field Incident Commands. Directors assigned to the functional branches within the EOC Operations Section receive incoming situation reports, department status, resource requests, and field intelligence. Incoming information will be routed to the appropriate EOC section. They will provide information from the EOC to City DOCs, to City Field Incident Commands as appropriate to the jurisdiction.

The Operations Section positions are extremely important in that they relieve the EOC Director of many activities that may interfere with the Director's primary responsibility for EOC management.

Operations Section Chief

Function Description

The Operations Section Chief, a member of the General Staff, is responsible for the management and coordination of all EOC related operational functions. Based on the emergency, the Operations Section Chief will ensure that all necessary operational functions have been activated and are appropriately staffed.

Responsibilities

- Ensure that the Operations function is carried out including coordination of activities for all operational functions assigned to the EOC.
- Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
- Establish the appropriate level of branch and unit organizations within the Operations Section, to effectively coordinate both county and Operational Area responsibilities.
- Continuously monitor the organizational effectiveness and modify as necessary.
- Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
- Ensure that the Planning Section is provided with Status Reports and Major Incident Reports Utilizing approved NIMS/ICS Forms if available.
- Conduct periodic Operations briefings for the EOC Director as required or requested.
- Supervise the Operations Section.

Operations Section Chief Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ 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 Section Chief; obtain a preliminary situation briefing.
- ☐ Based on the situation, activate appropriate branches within the section. Designate Branch Directors as necessary.
- ☐ Fire & Rescue Medical & Health
- ☐ Law Enforcement Engineering
- ☐ Ensure that sufficient staffing is in place to provide for coordinating services to meet county local government and operational area responsibilities.
- ☐ 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 to support 24-hour operations.
- ☐ Obtain a current communications status briefing from the Communications Unit Leader 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 / Manager to ensure that the Planning 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 Section Chief to determine the need for any Technical Specialists.
- ☐ Establish radio or phone communications with city 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.
- ☐ 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 Operation's Plan detailing strategies for carrying out Operations objectives.
- ☐ Adopt a pro-active attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase

- ☐ Ensure Operations Section position logs and other necessary files are maintained.
- ☐ Ensure that situation and resources information is provided to the Planning Section on a regular basis or as the situation requires, including Status Reports and Major Incident Reports (utilize RIMS format if available).
- ☐ Ensure that all media contacts are referred to the Public Information Officer.
- ☐ Conduct periodic briefings and work to reach consensus among staff on objectives for forth-coming operational periods.
- ☐ Attend and participate in Action Planning meetings.
- ☐ Provide the Planning Section Chief with the Operations Section's objectives prior to each Action Planning meeting.
- ☐ Work closely with each Branch Director 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.
- ☐ Ensure that intelligence information from Branch Directors is made available to the Planning 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 / Manager on all major incidents.
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning Section.

- ☐ Brief Branch Directors periodically on any updated information you may have received. Share status information with other sections as appropriate.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Fire and Rescue Branch

Function Description

The Fire and Rescue Branch in the EOC Operations Section is responsible for linking the EOC to Fire Department Operations Centers, Dispatch Centers, the fire and rescue mutual aid system and, as appropriate, to the jurisdiction Incident Command on incidents under the management of the fire services. The Branch Director reports to the Operations Section Chief. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to fire department operations throughout the Operational Area. The Branch will supply fire DOCs and ICs as appropriate, with information and directives developed in the EOC.

Responsibilities

- Coordinate fire, 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 (in RIMS format if available) 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 Director on jurisdiction Search & Rescue activities.
- Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
- Supervise the Fire & Rescue Branch.

Fire and Rescue Branch Director Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
  - ☐ Fire & Rescue Unit
  - ☐ HazMat Unit
- ☐ If the mutual aid system is activated, coordinate use of fire resources with the Operational Area Fire & Rescue Mutual Aid Coordinator.
- ☐ Prepare and submit a preliminary status report and major incident reports as appropriate to the Operations Section Chief.
- ☐ Prepare objectives for the Fire & Rescue Branch; provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained.
- ☐ Obtain and maintain current status on Fire & Rescue missions being conducted in the Operational Area.
- ☐ Provide the Operations Section Chief and the Planning Section with an overall summary of Fire & Rescue Branch operations periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Fire & Rescue Status Report on ICS forms if available.
- ☐ 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 (daily time sheets and notification of any emergency expenditures).

- ☐ Prepare objectives for the Fire & Rescue Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.

- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director / Manager.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the After Action/Corrective Action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

- ☐ Clean up your work area before you leave.

- ☐ Leave a forwarding phone number where you can be reached.

Fire and Rescue Unit

Responsibilities

- Provide coordination for mutual aid requests to and from the Operational Area Fire/Rescue Mutual Aid Coordinator, as appropriate.
- Respond to requests for non-fire support resources from the county fire departments DOC and local governments in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
- Monitor and track fire resources utilized during the event.
- Assist in mobilizing urban search & rescue teams at the request of local governments, county Department Operations Centers (DOCs) or Incident Commands as appropriate.
- Provide general support to county field personnel as required.
- Supervise the Fire & Rescue Unit.

Fire and Rescue Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Establish and maintain radio or phone communication with EOC, the county Fire Department Operations Center, or with county Fire Incident Commands if appropriate.
- ☐ Determine the status of all county department emergency operations.
- ☐ Obtain regular status reports on the fire situation.
- ☐ Determine the impact of the emergency on the local fire department's operational capability.
- ☐ Establish the objectives of the Fire & Rescue Unit based on the nature and severity of the emergency, and provide them to the Fire & Rescue Branch Director prior to the first Action Planning meeting.
- ☐ Work closely with all Operations Section Branch Directors to determine the scope of any urban search and rescue assistance required.
- ☐ Coordinate with the Fire & Rescue Branch Director to determine missions for urban search and rescue teams based on established priorities.
- ☐ Assist in mobilizing urban search & rescue teams consistent with established policies and priorities.
- ☐ Work closely with the Logistics Section to determine the status and availability of urban search and rescue resources specifically larger jurisdictions that have organized Urban Search & Rescue teams.
- ☐ Coordinate with the Law Enforcement Branch to determine availability of search dog units and other Search & Rescue resources.
- ☐ Provide fire status updates to the Fire & Rescue Branch Director on a regular basis.
- ☐ Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.

- ☐ In conjunction with Planning, determine if current and forecasted weather conditions will affect fire and rescue operations.
- ☐ Inform the Fire & Rescue Branch Director of all significant events that occur.
- ☐ Coordinate with the Law Enforcement Branch to determine status of SAR missions, evacuations and shelter locations.
- ☐ Determine availability of shelter facilities (or commercial lodging) through the Logistics Section.
- ☐ Reinforce the use of proper procedures for media contacts.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

HazMat Unit

Responsibilities

- Determine the scope of hazardous materials incidents.
- Assist in mobilizing hazardous materials teams, county Department Operations Centers or Field Incident Commanders as appropriate.
- Request assistance from and/or provide hazardous materials support as required to Operational Area Emergency Response Agencies consistent with established priorities and objectives.
- Ensure that deployed teams are provided with adequate support.
- Supervise the HazMat Unit.

HazMat Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Work closely with all Operations Section Branch Directors to determine the scope of HazMat incident response required.
- ☐ Coordinate with the Fire & Rescue Branch Director to determine missions for HazMat teams based on established priorities.
- ☐ Mobilize and deploy available HazMat teams in a manner consistent with the HazMat Mutual Aid System and established priorities.
- ☐ Establish radio or phone communication with all deployed HazMat teams to determine the scope of support required.
- ☐ Work closely with the Logistics Section to determine the status and availability of HazMat Response Teams in the Operational Area.
- ☐ Coordinate with Construction/Engineering to provide on-site assistance with HazMat operations at the request of team leaders.
- ☐ Coordinate with the Emergency Medical Unit to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- ☐ Coordinate with the Coroner/Fatalities Management Unit to provide on-site assistance in managing fatalities at HazMat scenes.
- ☐ Monitor and track the progress and status of each HazMat team.
- ☐ Ensure that HazMat Team Leaders report all significant events.
- ☐ Assist the Operational Area local governments in establishing camp facilities (or commercial lodging) for HazMat teams through the Logistics Section.
- ☐ Inform the Fire & Rescue Branch Director of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in

instances where the media is seeking technical information on the hazardous material, statistical information, or personal identities of injured victims or fatalities.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director / Manager.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Law Enforcement Branch Director

Function Description

The Law Enforcement Branch in the EOC Operations Section is responsible for linking the EOC to law enforcement agency Department Operations Centers, Dispatch Centers, the law enforcement mutual aid system, and, as appropriate to the jurisdiction, with Incident Command on incidents under the management of county law enforcement agencies.

The Law Enforcement Branch Director reports to the Operations Section Chief. The Branch will obtain situation reports, requests for resource support (outside of the mutual aid system), and be the primary link from the EOC to law enforcement operations throughout the Local Area. The Branch will supply law enforcement agency DOCs and ICs as appropriate, with information and directives developed in the EOC.

Responsibilities

- Coordinate movement and evacuation operations during an emergency.
- Alert and notify the public of the impending or existing emergency.
- Coordinate operational area law enforcement, search and rescue, and traffic control operations during the emergency.
- Coordinate site security at incidents.
- Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the Operational Area Law Enforcement Mutual Aid Coordinator.
- Supervise the Law Enforcement Branch.

Law Enforcement Branch Director Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Based on the situation, activate the necessary units within the Law Enforcement Branch:
  - ☐ Law Enforcement Operations Unit
  - ☐ Coroner/Fatalities Management Unit
  - ☐ Search and Rescue Unit
- ☐ Ensure that staffing is adequate to meet the combined coordination needs of the Local Area government EOC and county law enforcement.
- ☐ Contact and assist the Operational Area EOC Law Enforcement and Coroner's Mutual Aid Coordinators as required or requested.
- ☐ Provide an initial situation report to the Operations Section Chief.
- ☐ Based on the initial EOC strategic objectives prepare objectives for the Law Enforcement Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained.
- ☐ Maintain current status on Law Enforcement missions being conducted.
- ☐ Provide the Operations Section Chief and the Planning Section with an overall summary of Law Enforcement Branch operations periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Law Enforcement Status Report. (Use ICS Forms if available).
- ☐ Refer all contacts with the media to the Public Information Branch.
- ☐ Determine need for Law Enforcement Mutual Aid.

- ☐ Determine need for Coroner's Mutual Aid.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (daily time sheets and notification of any emergency expenditures).
- ☐ Prepare objectives for the Law Enforcement Branch for the subsequent Operational period; provide them to the Operations Section Chief 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.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Law Enforcement Operations Unit Leader

Responsibilities

- Coordinate requests for Law Enforcement resources through the Local Area Law Enforcement Mutual Aid Coordinator.
- Establish and maintain communication with Law Enforcement Branch Directors at the EOC or at the city Department Operations Center (DOC) if activated.
- Respond to requests for law enforcement resources in a timely manner, using the law enforcement mutual aid system if necessary, and following established priorities (life safety, protection of the environment, and protection of property).
- Monitor and track law enforcement resources utilized during the event.
- Provide general support to field personnel as required.
- Supervise the Law Enforcement Operations Unit.

Law Enforcement Operations Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Establish and maintain radio or phone communication with EOCs, and the county law enforcement DOC.
- ☐ Obtain regular status reports on the law enforcement situation, the county Department Operations Center or county Law Enforcement Incident Commands as appropriate.
- ☐ Assess the impact of the emergency on the department's operational capability.
- ☐ Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the emergency, and provide them to the Law Enforcement Branch Director prior to the first Action Planning meeting.
- ☐ If the City Law Enforcement Department Operations Center is not activated, ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- ☐ In conjunction with the Planning Section, determine if current and forecasted weather conditions will affect law enforcement operations.
- ☐ Coordinate major evacuation activity with the Fire Operations Branch, as required.
- ☐ Coordinate with the Care and Shelter Unit to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- ☐ Determine availability of camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section.
- ☐ Reinforce the use of proper procedures for media contacts.
- ☐ Provide law enforcement status updates to the Law Enforcement Branch Director on a regular basis.
- ☐ Evaluate and process all requests for law enforcement resources through the Local Area

Law Enforcement Mutual Aid Coordinator.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Coroner Unit Leader

Responsibilities

- At the direction of the Sheriff/Coroner, establish and/or implement oversee a Local Area system for managing fatalities resulting from the emergency.
- At the direction of the Sheriff/Coroner, establish and oversee the operation of temporary morgue facilities and maintain detailed records of information relative to each fatality.
- Supervise the Coroner Unit.

Coroner Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Ensure that all Operational Area locations where fatalities are discovered are secured.
- ☐ Ensure that fatality collection points are established and secured as necessary.
- ☐ Ensure that temporary morgue facilities are established in accordance with guidelines established by the Sheriff/Coroner.
- ☐ Request Coroner's Mutual Aid as required.
- ☐ Procure, through Logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc.
- ☐ Coordinate with the Fire & Rescue Unit or Law Enforcement Search & Rescue (SAR) Unit to determine location and number of extricated fatalities.
- ☐ Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Sheriff/Coroner.
- ☐ Assist the Sheriff/Coroner with identification of remains and notification of next of kin as required.
- ☐ In conjunction with local mortuaries and cemeteries, assist with the reburial of any coffins that were surfaced and/or disturbed as a result of an emergency.
- ☐ Keep the Law Enforcement Branch Director informed of Coroner/Fatalities Management Unit activities on a regular basis.
- ☐ Inform the Law Enforcement Branch Director and the Public Information Officer of the number of confirmed fatalities resulting from the emergency. **(NOTE: This information must be verified with the Sheriff/Coroner prior to release).**
- ☐ Ensure that all media contacts are referred to the Public Information Officer.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Search and Rescue (SAR) Unit Leader

Responsibilities

- Determine the scope of the search & rescue mission.
- Assist in mobilizing Search & Rescue Teams at the request of Department Operations Centers or Field Incident Commanders.
- Provide search & rescue support as required to other emergency response agencies consistent with established priorities and objectives.
- Ensure that deployed teams are provided with adequate support.
- Supervise the Search & Rescue Unit.

Search and Rescue (SAR) Unit Leader Checklists Activation Phase

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Work closely with all Operations Section Branch Directors to determine the scope of search & rescue assistance required.
- ☐ Coordinate with the Law Enforcement Branch Director to determine missions for search & rescue teams based on established priorities.
- ☐ Mobilize and deploy available search & rescue teams to locations or to other emergency response agencies, consistent with established policies and priorities.
- ☐ Establish radio or phone communication with all deployed search & rescue team leaders to determine the scope of support required.
- ☐ Work closely with the Logistics Section to determine the status and availability of search & rescue resources specifically larger jurisdictions who have organized SAR teams.
- ☐ Coordinate with Construction/Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- ☐ Coordinate with the Emergency Medical Unit to provide on-site assistance to extricated victims requiring medical treatment.
- ☐ Coordinate with the coroner/fatalities management unit to provide on-site assistance in managing fatalities at search locations.
- ☐ Ensure that each team leader develops a safety plan for each assigned mission.
- ☐ Monitor and track the progress and status of each search & rescue team.
- ☐ Ensure that team leaders report all significant events.
- ☐ Assist in establishing camp facilities (or commercial lodging) for Search & Rescue Teams through the Logistics Section.

- ☐ Inform the Law Enforcement Branch Director of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in instances where the media is seeking statistical information or personal identities of injured victims or fatalities.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Evacuation Movement Unit Leader

Responsibilities

- Prepares EMU action plans, listing objectives to be accomplished, and formation of strategies to achieve those objectives as well as advanced planning considerations. (This task may be delegated.)
- Ensures situation status information pertaining to the EMU is updated, posted, and communicated regularly.
- Develops the recommended evacuation movement strategy.
- Communicates the recommended evacuation movement strategies to the Law Branch Director, Operations Section Chief, and EOC Management.
- Ensures the recommended evacuation strategy is approved and disseminated to the EOC.
- Requests resources needed for development of evacuation recommendation, including: GIS or other static maps of area, traffic light maps, digital mapping tools, photos, etc.
- Coordinates with Law Branch Director and other counterparts in the EOC to ensure planned evacuation routes are viable and developed.
- Coordinates with Operations Section Chief to support effective establishment and staffing of the Evacuation Assembly Points.
- Coordinates with all EMU staff to develop recommended evacuation routes, citing and staffing of Evacuation Assembly Points, and coordination of Evacuation Task Force Teams.
- Coordinate with Care and Shelter Unit (with representative in EMU) to ensure evacuation strategy aligns with evacuation center/shelter placement strategy.
- Coordinate with Staging (with liaison to EMU) to assign bus stops and stations as Evacuation Assembly Points, and other transportation services.
- Ensure coordination with paratransit vehicle operators in the operational area in support of evacuation task forces, transportation to evacuation centers and/or shelters, and evacuees' return to their original location(s).
- Check with the Evacuation Transfer Points (ETPs) for situational status updates of field teams providing services to evacuating persons.

- Provides JIC representative with situational updates to support accurate and effective development of the public information message.

Evacuation Movement Unit Leader Checklists

Activation Phase

- ☐ Notify Law Branch Director and Operations Section Chief of (expected time of arrival) in EOC.
- ☐ Proceed to the EOC and assume control of the Evacuation Movement Unit upon notification by the EOC.
- ☐ Advise Operations Section Chief of the need for representatives, depending on the location of the event, from the Suisun City Police, City Transportation, Solano Transit, Care and Shelter Unit, and PIO.
- ☐ Advise City Transportation (DOT) representative to notify their municipal Transportation Operations Center of emergency situation and the need for their support in evacuation strategy development and implementation.
- ☐ Follow generic Activation Phase Checklist.

Operational Phase

- ☐ Establish and maintain a position log and other necessary files/documents.
- ☐ Provide the Operations Chief, EOC Management, and Planning Chief with updates and/or reports as appropriate.
- ☐ Communicate the approved evacuation movement strategy to the EOC, as assigned.
- ☐ Prepare EMU objectives for the subsequent operational period and provide to the Operations Section Chief prior to the end of the shift and/or the next Action Planning meeting.
- ☐ Brief relief staff of *in-process* and *follow-up* activities at shift change.
- ☐ Maintain a record of time spent (time sheet), supply expenses, and mileage connected with the disaster relief effort.

Demobilization Phase

- ☐ Follow the generic Demobilization Phase Checklist.
- ☐ Complete all necessary forms, logs and reports.
- ☐ Ensure appropriate full-time staff and/or emergency workers are notified of deactivation of EMU and/or Evacuation Assembly Points.

- ☐ Ensure all agencies and/or on of ongoing actions or new requirements.
- ☐ Ensure copies of all documentation are provided to the Planning Section, Documentation Unit.

Engineering Branch Director

Function Description

The Construction/Engineering Branch in the operational area EOC coordinates all infrastructure related activities during an emergency. The Branch Director reports to the Operations Section Chief. The Branch title may vary depending on the jurisdictional organization. Typically, it may include coordination of utility services (public and private), public works, engineering, and damage and safety inspections and assessments.

Responsibilities

- Survey all utility systems serving the operational area, 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 Engineering Branch.

Engineering Branch Director Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Based on the situation, activate the necessary units within the Engineering Branch:
  - Utilities Unit
  - Public Works Unit Damage/Safety Assessment Unit
- ☐ Ensure that adequate staffing is available to cover both county and local government responsibilities in the Operational Area.
- ☐ 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 Chief.
- ☐ Based on the initial EOC strategic objectives prepare objectives for the Engineering Branch and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained.
- ☐ Maintain current status on all emergency construction/engineering activities being conducted within the operational area.
- ☐ Ensure that damage and safety assessments are being carried out for both public and private facilities.
- ☐ 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 Chief and the Planning Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.

- ☐ Ensure that all Utilities and Construction/Engineering Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize RIMS forms if available).

- ☐ 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 Construction/Engineering Branch for the subsequent operations period; provide them to the Operations Section Chief 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.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the After Action/Corrective Action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

- ☐ Clean up your work area before you leave.

- ☐ Leave a forwarding phone number where you can be reached.

Public Works Unit Leader

Responsibilities

- 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 stream bed debris clearance.
- Supervise the Public Works Unit.

Public Works Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Ensure that appropriate staff members 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.
- ☐ As requested, direct staff members 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 Director informed of unit status.
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Utilities Unit Leader

Responsibilities

- 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.

Utilities Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ 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 Operational Area EOC.
- ☐ Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning Section.
- ☐ Ensure that support to utility providers is available as necessary to facilitate restoration of damaged systems.
- ☐ Keep the Medical & Health Branch Director informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- ☐ Keep the Construction/Engineering Branch Director informed of the restoration status.
- ☐ Complete and maintain the Utilities Status Report (Utilize RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave
- ☐ Leave a forwarding phone number where you can be reached.

Damage/Safety Assessment Unit Leader

Responsibilities

- 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 all facilities that might be affected.
- Provide detailed damage/safety assessment information to the Planning 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.

Damage/Safety Assessment Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Obtain initial damage/safety assessment information from the Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit, local government EOCs and other branches/units as necessary.
- ☐ Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- ☐ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning Section.
- ☐ 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 Director informed of the inspection and engineering assessment status.
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Medical and Health Branch Director

Function Description

The Medical & Health Branch at the Operational Area EOC is responsible for jurisdictional coordination of medical & health facilities and resources needed to serve people affected by the emergency. The Branch will also provide Local Area coordination for the provision of emergency medical services, and public mental health facilities and services. The Branch will coordinate the care giving activities through medical & health resources available within the jurisdiction, or by obtaining such services as required through agreements with other governmental agencies, community based organizations and/or established mutual aid programs.

Responsibilities

- Safeguard the public health of citizens within the operational area by ensuring there is an ample supply of potable water, a functioning sanitation system, and vector controls are established, as required.
- Ensure that emergency medical services adequate to the needs of the emergency are in place and functioning properly.
- Supervise the Medical & Health Branch.

Medical and Health Branch Director Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Ensure Branch and Unit position logs and other necessary files are maintained.
- ☐ Based on the situation, activate the necessary units within the Medical & Health Branch:
  - Emergency Medical Unit
  - Public Health Unit
  - Mental Health Unit
- ☐ Ensure that all potable water supplies remain safe, and free from contaminates.
- ☐ Ensure that sanitation systems are operating effectively and not contaminating water supplies.
- ☐ Ensure that a vector control plan is established and implemented for the affected area(s) within the Operational Area.
- ☐ Provide the Operations Section Chief and the Planning Section with an overall summary of Medical & Health Branch operational status periodically during the operations period or as requested.
- ☐ Ensure that the Public Health Unit is available to assist the Coroner/Fatalities Management Unit in mitigating and managing mass fatality situations.
- ☐ Prepare objectives for the Medical & Health Branch for the subsequent operational period; provide them to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Emergency Medical Unit Leader

Responsibilities

- Ensure that all available emergency medical resources are identified and mobilized as required.
- Activate the Mass Casualty Plan if necessary. Contact Cal OES for copy of State plan.
- Provide assistance as required to local EOC and County Department Operations Centers in establishing triage teams.
- Determine the status of medical facilities within the affected area.
- Ensure adequate transportation resources are available for the transportation of injured victims to appropriate medical facilities.
- Supervise the Emergency Medical Unit.

Emergency Medical Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ As soon as possible, determine if the State Mass Casualty Plan needs to be activated. Mass Casualty Plan is a separate document from this Emergency Operations Plan. Contact Cal OES for a copy of this plan.
- ☐ Work closely with all Operations Section Branch Directors to determine the scope of emergency medical assistance required.
- ☐ Determine the status and availability of medical mutual aid resources in the operational area; specifically, paramedics and ambulances.
- ☐ Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- ☐ Determine status and availability of specialized treatment such as burn centers. Assist in obtaining and providing triage services for extricated victims.
- ☐ Coordinate with the Logistics Section to acquire suitable transportation for injured victims as required or requested.
- ☐ Establish and maintain communication with the local government EOCs and determine status and availability of medical resources.
- ☐ Coordinate with the Logistics Section to obtain necessary supplies and equipment to support operational area emergency medical operations.
- ☐ Inform the Medical & Health Branch Director of all significant events.
- ☐ Reinforce the use of proper procedures for media contacts. This is particularly critical in an emergency medical situation where statistical information is requested by the media.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Public Health Unit Leader

Responsibilities

- Assess the status and availability of potable water throughout the Operational Area.
- Assess the status of the sanitation system serving the Operational Area.
- Inspect and assess emergency supplies such as food and other consumables for purity and utility.
- Assess the need for a vector control plan for the affected emergency areas.
- Supervise the Public Health Unit.

Public Health Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Coordinate with the Utilities Unit Leader to determine current status of water and sanitation systems throughout the Operational Area.
- ☐ If systems are damaged, request assistance from County Public Health to assess drinking water quality and potential health risks from ruptured sewer/sanitation systems.
- ☐ Develop a distribution system for drinking water as required.
- ☐ Contact and coordinate with the Logistics Section, to obtain chemical (portable) toilets and other temporary facilities for the disposal of human waste and other infected waste.
- ☐ Inspect emergency supplies to be used in the EOC or by field emergency responders, such as food, drugs, and other consumables for purity and utility.
- ☐ Determine the need for vector control, and coordinate with County Public Health for vector control services as required.
- ☐ Inform the Medical & Health Branch Director on all activities of the Public Health Unit periodically during the operational period, or as requested.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Mental Health Unit Leader

Responsibilities

- Maintain liaison with Solano County Mental Health Disaster Director to activate Mental Health Disaster Plan, and provide mental health support to disaster victims and workers.
- Maintain liaison with other Operational Area EOC Branches and Units to identify and prioritize mental health needs and resources.
- Maintain contact with Mental Health Immediate Response Team and provide direction and support.
- Supervise the Mental Health Unit.

Mental Health Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Coordinate activation of the Solano County Mental Health Disaster Plan with SCMH Disaster Coordinator (See Mental Health Annex to this plan).
- ☐ Coordinate with EOC Branches and Units to identify and prioritize mental health needs and resources.
- ☐ Maintain contact with Solano County Mental Health Immediate Response Team to determine their needs, provide direction, and support.
- ☐ Establish communications through the Liaison Officer with American Red Cross or other Community Based Organizations to coordinate mental health needs and resources through their organizations.
- ☐ Contact and coordinate with the Logistics Section, Care & Shelter Unit to determine mental health needs at area shelters.
- ☐ Communicate with Operations Branches and Units to maintain awareness of mental health needs of Disaster Service Workers and Responders.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.

- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

People with Access and Functional Needs Unit Leader

Responsibilities

- Supervise the PAFN Unit in the Medical Health Branch of the Local EOC.
- Determine the scope of the incident and the impact on PAFN populations.
- Determine which PAFN populations are impacted.
- Assist in mobilizing resources and personnel in support of request from Operations.
- Ensure that staff members assigned to PAFN support has adequate support.

PAFN Unit Leader Checklist

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Work closely with all Operations Section Branch Directors to determine the scope, resources and response needs.
- ☐ Coordinate with the Medical and Health Branch Director to determine missions and establish priorities.
- ☐ Monitor and assist with message development/translation, as needed, alert and warning messages to ensure they are reaching all elements of the access and functional needs population.
- ☐ Monitor the progress of evacuation planning/operations to assure that persons with access and functional needs are being accommodated.
- ☐ Coordinate with the Care and Shelter Coordinator and the Public Information Officer to provide regularly updated information on the location of shelters suitable for AFN populations.
- ☐ Request trained and qualified staff to work with non-English speaking and who are to diversity and culturally diverse groups, when needed.
- ☐ As requested, assist Logistics staff with responding to requests for equipment, supplies, and trained personnel to support persons with access and functional needs.

Demobilization Phase

- ☐ Monitor activities associated with the lifting of evacuation orders to assure the needs (such as returning transportation) of those with access and functional needs are being addressed.
- ☐ Monitor post-incident public messages to assure that information regarding EOC programs is provided in various languages and through other methods that reach all impacted access and functional needs populations.
- ☐ Assist the Recovery Coordinator with identifying accessible locations for Local Assistance

Centers or Disaster Assistance Centers, if implemented.

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
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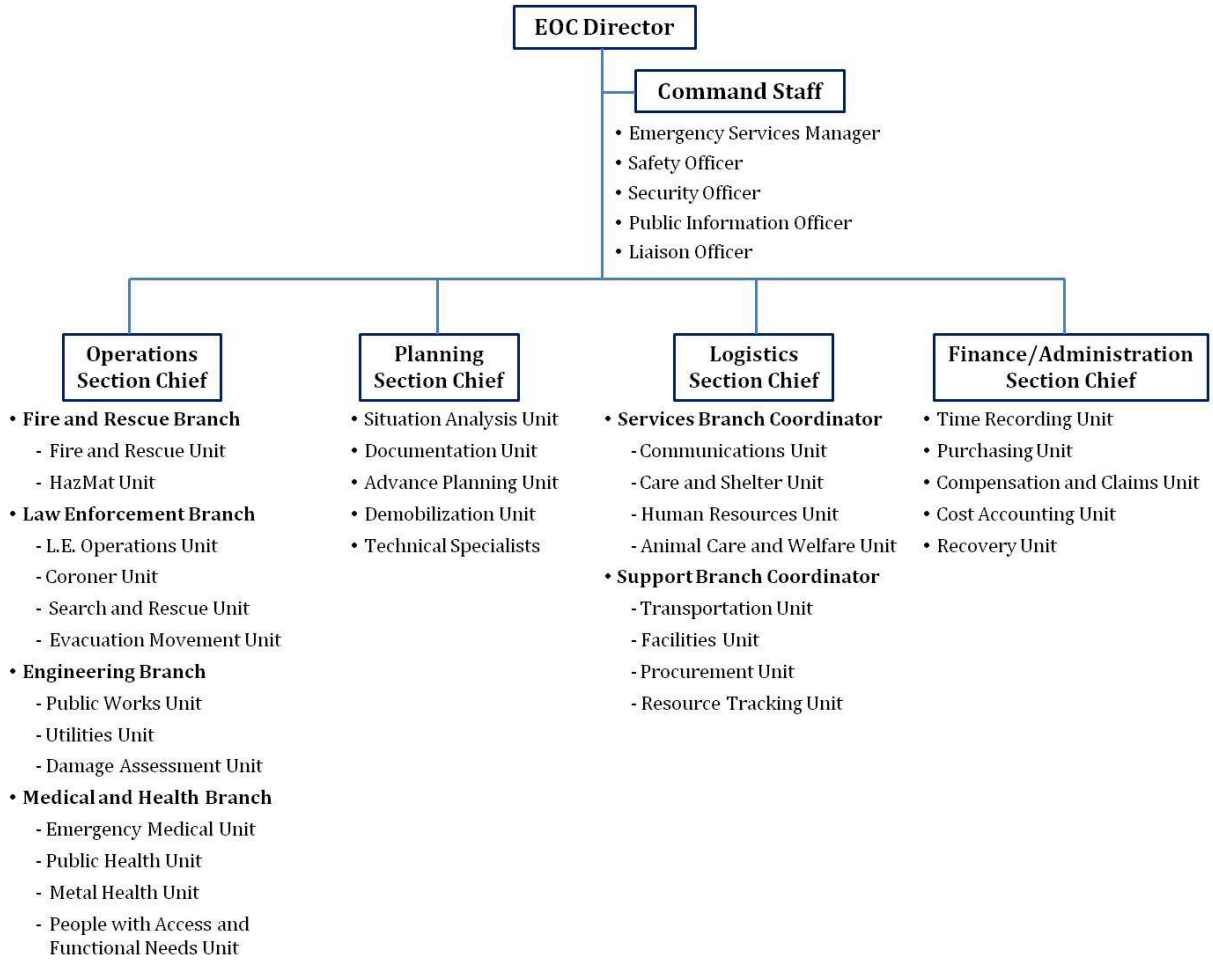
EOC Function Specific Checklists

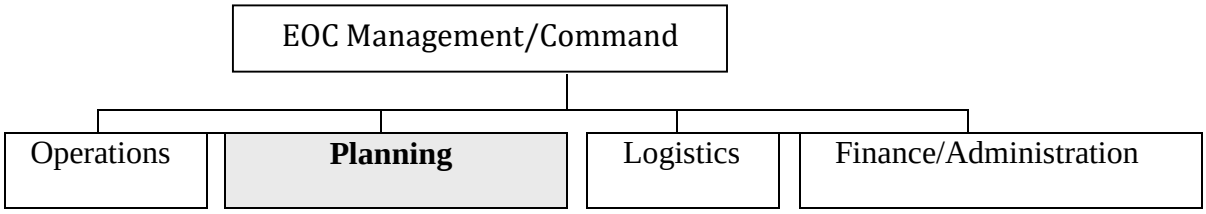
Planning Section

Emergency Operations Center Organization



Planning Section

This section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Planning Section of a local area EOC. The checklists describe minimum activities that should be accomplished by personnel assigned to functional positions within the section.



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established. The functions described here are those activities that may need to be activated during EOC activation for the Planning Section at the Local Area EOC.

Staffing

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general, the following conditions will apply:

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub- functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities.

Planning Section Chief

Function Description

The Planning Section is a primary function for any local area EOC. The Section will gather information from a variety of sources, analyze and verify information, and prepare and update internal EOC information and map displays. The Situation Analysis function will be activated under any EOC activation. The Section has an important function in overseeing the Planning Meetings and in preparing the EOC Action Plan. The Section will collect and process internal EOC documentation, and prepare advance planning information and the After Action/Corrective Action report. Technical Specialists assigned to the EOC will initially be part of the Planning Section. The Section Chief reports directly to the EOC Director.

Responsibilities

Ensure that the following responsibilities of the Planning Section are addressed as required:

- Collecting, analyzing, and displaying situation information.
- Preparing periodic Situation Reports.
- Preparing and distributing the EOC Action Plan and facilitating the Action Planning meeting. (See Action Planning Guide for additional information.)
- 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, including the After Action/Corrective Action report.
- Establish the appropriate level of organization for the Planning Section.
- Exercise overall responsibility for the coordination of unit activities within the section.
- Keep the EOC Director informed of significant issues affecting the Planning Section.
- In coordination with the other Section Chiefs, ensure that Status Reports are completed and utilized as a basis for situation analysis reports, and the EOC Action Plan.

Planning Section Chief Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Ensure that the Planning Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Based on the situation, activate units within the section as needed and designate Unit
    - Situation Analysis Unit
    - Advance Planning Unit
    - Documentation Unit
    - Demobilization Unit
- ☐ Request additional personnel for the section as necessary to maintain 24-hour operations.
- ☐ Establish contact with the State Regional EOC (REOC) when activated, and coordinate Situation Analysis Reports with their Planning Section.
- ☐ Meet with Operations Section Chief; obtain and review any major incident reports.
- ☐ Review responsibilities of units in the section; develop plans for carrying out all responsibilities.
- ☐ Make a list of key issues to be addressed by the Planning Section; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- ☐ Keep the EOC Director informed of significant events.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Planning Section Chief Checklists

Operational Phase

- ☐ Ensure that Planning 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 (Utilize RIMS forms if available).
- ☐ Ensure that a situation analysis report is produced and distributed to EOC Sections at least once, prior to the end of the operational period.
- ☐ Ensure that all status boards and other displays are kept current and that posted information is 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.
- ☐ Facilitate the EOC Director's Action Planning meetings approximately two hours before the end of each operational period.
- ☐ 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.
- ☐ Work closely with each unit within the Planning Section to ensure the section objectives, as defined in the current EOC Action Plan are being addressed.
- ☐ 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.
- ☐ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required, and assists in preparing the After Action/Corrective Action report.
- ☐ Provide technical specialists to all EOC sections as required.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the

Finance/Administration Section.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Situation Analysis Unit Leader

Responsibilities

- 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 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.

Situation Analysis Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Make contact with Operations Section Chief(s) in the operational area and establish a schedule for obtaining situation reports.
- ☐ Ensure adequate staff is available to collect and analyze incoming information, maintain the Situation Analysis Report and facilitate the Action Planning process.
- ☐ Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Oversee the collection and analysis of all emergency related information.
- ☐ Oversee the preparation and distribution of the Situation Report. Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- ☐ Ensure that each EOC Section provides the Situation Analysis Unit with status reports on a regular basis.
- ☐ 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.
- ☐ Ensure each section provides their objectives at least 30 minutes prior to each Action Planning meeting.
- ☐ In preparation for the Action Planning meeting, ensure that all EOC objectives are posted on chart paper, and that 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.
- ☐ Ensure that adequate staff are assigned to maintain all maps, status boards and other

displays.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area and leave a forwarding number before you leave.

Documentation Unit Leader

Responsibilities

- 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.
- Assign an AA/CA Point of Contact (POC) to assist the EOC Coordinator (Emergency Services Manager) in the preparation, distribution and tracking of the After Action/Corrective Action Report.
- Supervise the Documentation Unit.

Documentation Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Designate an individual/team to initiate the entire After Action/Corrective Action process for the event in accordance with ICS organizational structures, doctrine, and procedures. This individual/team will be the AA/CA Point of Contact (POC).

Operational Phase

- ☐ Meet with the Planning Section Chief to determine what EOC materials should be maintained as official records.
- ☐ 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 the Documentation Unit at the end of each shift.
- ☐ Reproduce and distribute the Situation Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
- ☐ Keep extra copies of reports and plans available for special distribution as required.
- ☐ Set up and maintain document reproduction services for the EOC.
- ☐ Pass all event documentation to the AA/CA POC, the staff responsible for the development of the AA/CA Report. The AA/CA POC will:
- ☐ Identify all organizations involved in the event, exercise or training.
- ☐ Establish a reporting system to collect after action and corrective action information from all organizations involved in the event, exercise or training.
- ☐ Develop a timeline or work plan for completing the AA/CA Report.
- ☐ Establish an AA/CA Report Team, as necessary, to assist in the AA/CA Report development process.

- ☐ Determine the AA/CA Reporting mechanism to be used for the AA/CA Report (AA/CA Report Survey or Briefing/Hot Wash Survey).
- ☐ Identify when and where AA/CA Hot Wash will occur and send out AA/CA Report survey form to those involved in the event.
- ☐ Conduct AA/CA Hot Wash involving all those activated or participating in the event; document all Hot Wash comments and consolidate into one overall report.
- ☐ Send out AA/CA Report survey to those personnel who could not attend the AA/CA Hot Wash.
- ☐ development of the AA/CA Report using all the compiled information from the Hot Wash and the AA/CA Report surveys that were returned.
- ☐ Identify points of contact for each organization that will receive the AA/CA Report.
- ☐ Establish suspense dates throughout the process for completing and forwarding AA/CA Reports to meet compliance deadlines:
    - For declared states of emergency, local governments forward AA/CA Report to their respective Cal OES Region within 90 days of the close of the incident or event to meet SEMS requirements.
    - Cal OES Regions forward all AA/CA Reports to State Cal OES HQ POC.
    - For all other events, forward the approved AA/CA Report to the next higher SEMS organizational level within 90 days of the close of the event.
- ☐ Develop a mechanism or planning tool that can be used for tracking identified corrective actions or lessons learned.
- ☐ Identify a point of contact responsible for tracking the corrective action to completion.
- ☐ Track the identified corrective action status through its completion or implementation and document the completion date.
- ☐ For federally funded exercises follow the applicable grant guidelines/conditions.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Advance Planning Unit Leader

Responsibilities

- 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.
- 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.

Advance Planning Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Monitor the current situation report to include recent updates.
- ☐ Meet individually with the general staff and determine best estimates of the future direction and outcomes of the emergency.
- ☐ Contact local government EOCs and determine issues and concerns related to the operational area advance planning effort.
- ☐ 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.
- ☐ Submit the Advance Plan to the Planning Section Chief for review and approval prior to conducting briefings for the General Staff and EOC Director.
- ☐ 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.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.

- ☐ Leave a forwarding phone number where you can be reached.

Demobilization Unit Leader

Responsibilities

- Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.
- Supervise the Demobilization Unit.

Demobilization Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ 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 Section Chief 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.
- ☐ Establish with each Section Chief which units/personnel should be demobilized first.
- ☐ Establish time tables for deactivating or downsizing units.
- ☐ Determine if any special needs exist for personnel demobilization
- ☐ (e.g. transportation).
- ☐ Develop a checkout procedure if necessary, to ensure all deactivated personnel have cleared their operating position.
- ☐ Submit any formalized Demobilization Plan to the Planning Section Chief 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.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be

submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.

- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Technical Specialists

Responsibilities

- Provide technical observations and recommendations to EOC staff in specialized areas as required.
- Advise on legal limitations use of particular resources.
- Work with inter-agency coordination groups as necessary providing expertise.

Technical Specialists Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ 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.
- ☐ Advise Planning Section when duties are completed.
- ☐ Obtain release from Planning Section Chief prior to leaving the EOC.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
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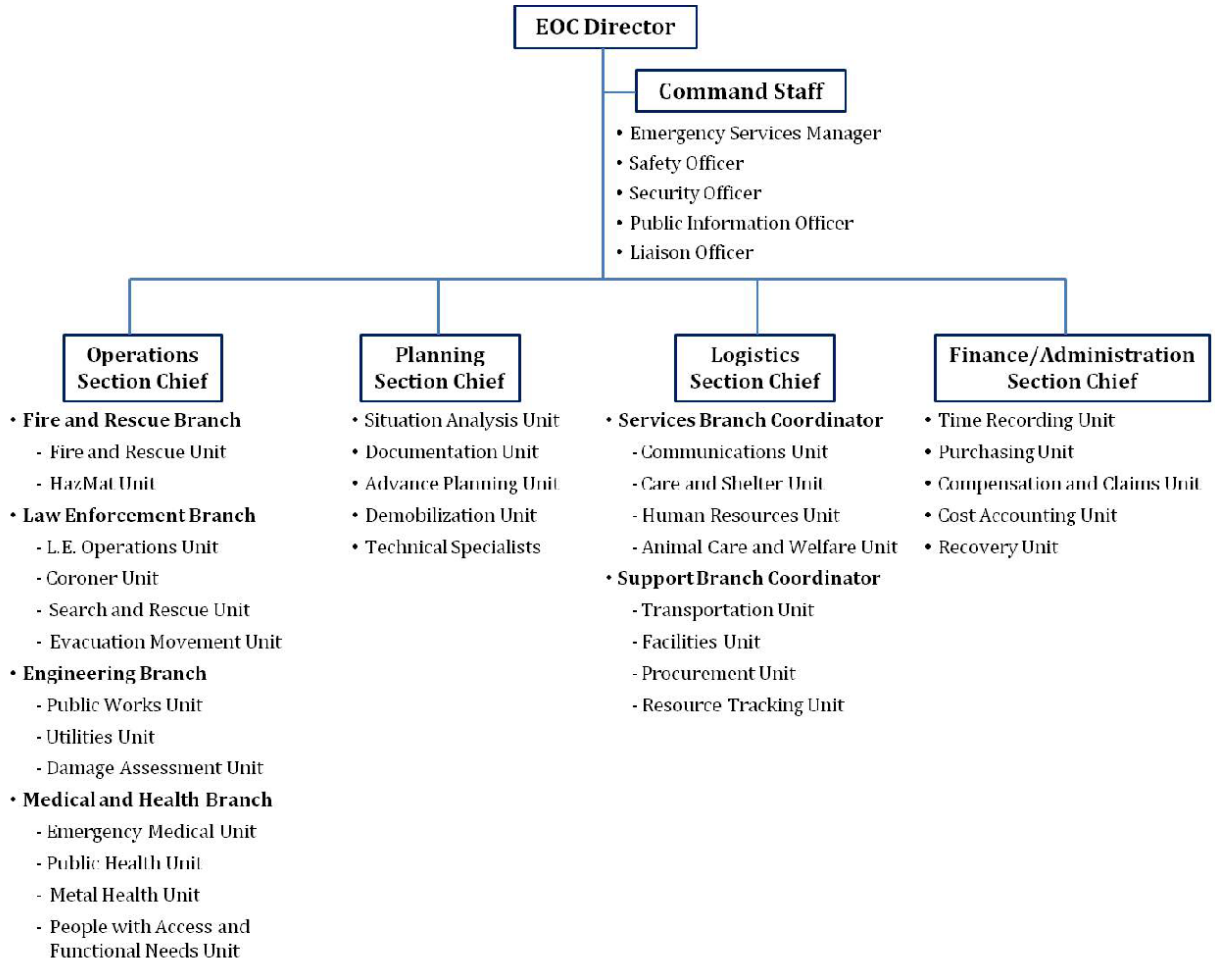
EOC Function Specific Checklists

Logistics Section

Emergency Operations Center Organization



Logistics Section

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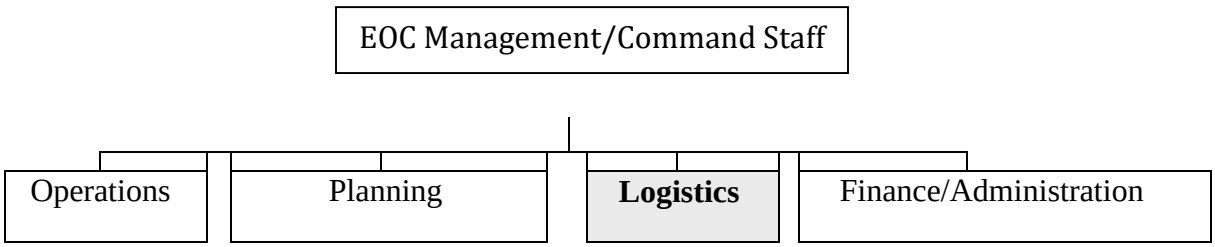


When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established as Branches and/or Units.

The functions described here are those activities that may need to be activated during EOC activation for the Logistics Section at the Local Area EOC.

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the Suisun City EOC Director.

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub- functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities

Logistics Section Chief

Function Description

The Logistics Section provides facilities, services, resources and other support services both to city agencies responding to the emergency and to meet internal EOC operating requirements. Incident, DOC or agency, and local requests for support directed to the EOC will be channeled through the EOC Operations Section. The Logistics Section Chief reports to the EOC Director.

Responsibilities

- Ensure the Logistics function is carried out in support of the EOC. This function includes providing communication services, care and shelter, resource tracking; acquiring equipment, supplies, personnel, facilities, animal care, 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, to support local government responsibilities, 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 Chief to establish priorities for resource allocation to meet both county and local government requests.
- Keep the EOC Director informed of all significant issues relating to the Logistics Section.
- Supervise the Logistics Section.

Logistics Section Chief Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ 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.
- ☐ Based on the situation, activate branches/units within section as needed and designate Unit Leaders for each element:
    - **Services Branch**
        - Communications Unit
        - Care & Shelter Unit
        - Human Resources Unit
        - Animal Care Unit
    - **Support Branch**
        - Transportation Unit
        - Facilities Unit
        - Procurement Unit
        - Utilities Unit
- ☐ Mobilize sufficient section staffing for 24-hour operations.
- ☐ 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 Management/Command Staff and identify resource needs.
- ☐ Meet with the Finance/Administration Section Chief 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.

Operational Phase

- ☐ Ensure that Logistics 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.
- ☐ Provide the Planning Section Chief 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.
- ☐ Provide section staff with information updates as required.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Services Branch Director

Function Description

This function may be established at the Unit or Branch level depending upon the functions to be performed, and personnel requirements.

The Services Branch provides for the coordination of local government services, such as Communications, Care & Shelter, Human Resources, and Animal Care & Welfare to meet incident, DOC or agency needs. Communications services will include electronic information processing, telephone, fax, and radio. The Branch also provides internal and external communications services to meet and support EOC operating requirements.

Responsibilities

- Ensure communications services are established and maintained to support the Local Area and the EOC.
- Ensure that care & shelter services are available for disaster victims as required.
- Coordinate personnel resources to support EOC and field requirements.
- Coordinate animal care and welfare services for animals displaced during an emergency, especially for those persons in shelter situations.
- Supervise the Services Branch.

Services Branch Director Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Based on the situation, activate the necessary units within the Services Branch:
  - Communications Unit
  - Care and Shelter Unit
  - Human Resources Unit
  - Animal Care Unit
- ☐ Prepare objectives for the Services Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase

- ☐ Ensure that Branch and Unit position logs and other necessary files are maintained.
- ☐ Obtain and maintain current status on Communications, Care & Shelter operations, Human Resource requirements, and Animal Care operations being conducted in the Operational Area.
- ☐ Provide the Logistics Section Chief and the Planning Section with an overall summary of Service Branch operations periodically or as requested during the operational period.
- ☐ Ensure that all fiscal and administrative requirements are coordinated through the Finance/ Administration Section (daily time sheets and notification of any emergency expenditures).
- ☐ Prepare objectives for the Services Branch for the subsequent operational period; provide them to the Logistics Section Chief prior to the end of the shift and the next Action Planning meeting.
- ☐ Provide your relief with a briefing at shift change; inform him/her of all ongoing activities, branch objectives for the next operational period, and any other pertinent information.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.

- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Communications Unit Leader

Responsibilities

- Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
- Oversee the installation of communications resources within the EOC. Ensure that communications links are established with the Operational Area, State Regional EOC (REOC) and with adjacent EOCs as required.
- Determine specific computer requirements for all EOC positions.
- Implement RIMS if available, for internal information management to include message and e-mail systems.
- Ensure that the EOC Communications Center is established to include sufficient frequencies to facilitate operations, and that adequate communications operators are available for 24-hour coverage.
- Develop and distribute a Communications Plan that identifies all systems in use and lists specific frequencies allotted for the emergency.
- Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
- Acquire radio frequencies as necessary to facilitate operations.
- Assign Amateur Radio Operators as needed to augment primary communications networks.
- Supervise the EOC Communications Center and the Communications Unit.

Communications Unit Leader Check List

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Keep all sections informed of the status of the communications systems, particularly those that are being restored.
- ☐ Coordinate with allEOC sections/branches/units regarding the use of all communication systems.
- ☐ Ensure that the EOC Communications Center is activated to receive and direct all emergency related communications to appropriate destinations within the EOC.
- ☐ Ensure that adequate communications operators are mobilized to accommodate each discipline on a 24-hour basis or as required.
- ☐ Ensure that communications links are established with the REOC and with local governments that have RIMS installed.
- ☐ Ensure that communications links are established with activated EOC within the Operational Area, as appropriate.
- ☐ Continually monitor the operational effectiveness of EOC communications systems. Provide additional equipment as required.
- ☐ Ensure that technical personnel are available for communications equipment maintenance and repair.
- ☐ Mobilize and coordinate amateur radio resources to augment primary communications systems as required.
- ☐ Keep the Logistics Section Chief informed of the status of the communications systems.
- ☐ Prepare objectives for the Communications Unit; provide them to the Services Branch Director and the Logistics Section Chief prior to the next Action Planning meeting.

- ☐ Continually monitor and test the activated radio and telephone systems. Keep the Services Branch Director informed of system failures and restoration activities.
- ☐ Develop instructional guidance for use of radios and telephones and conduct training sessions for EOC staff as necessary.
- ☐ Meet periodically with the Operations Section Branches to ensure that their radio frequencies are adequate. Make modifications as necessary to maintain their operational capability.
- ☐ Coordinate with Telephone Company to obtain portable telephone banks, as necessary.
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Care and Shelter Unit Leader

Function Description

The Care & Shelter Unit at the operational area EOC coordinates the sheltering, feeding, potable water, and clothing for evacuated or displaced personnel at the time of the emergency. The coordination of these services may include other county services, the American Red Cross, private agencies, churches and other community based organizations as necessary.

Responsibilities

- Coordinate directly with the American Red Cross and other community based organizations to provide food, potable water, clothing, shelter, mass care 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.

Care and Shelter Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Assign additional care and shelter coordination staff as necessary.
- ☐ 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 operational area community based services to provide clothing and other basic life sustaining needs.
- ☐ Ensure coordination of all mass care activities occurs with the American Red Cross and other community based organizations as required.
- ☐ Ensure that each activated shelter meets the requirements as described under the Americans with Disabilities Act.
- ☐ 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 (utilize RIMS forms if available).
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your

departure.

- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Human Resources Unit Leader

Responsibilities

- Provide personnel resources as requested in support of the EOC and Field Operations.
- Identify, recruit and register volunteers as required; work closely with Liaison Officer and Operations Section Chief to understand volunteer capabilities and requirements.
- Develop an EOC organization chart.
- Supervise the Personnel Unit.

Human Resources Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ 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. Update this chart for each operational period.
- ☐ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff, including volunteers, receive a current situation and safety briefing upon check-in.
- ☐ Establish communications with community based organizations VSPs and other organizations that can provide personnel resources.
- ☐ Coordinate with the Area and State Regional EOC (REOC) to activate the Emergency Management Mutual Aid System (EMMA), if required.
- ☐ 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.
- ☐ Maintain a status board or other reference to keep track of incoming personnel.
- ☐ Coordinate with the Liaison Officer and Security Officer to ensure access, identification, and proper direction for responding personnel arriving 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 county field level or from local governments 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 child care services for EOC personnel as required.
- ☐ Establish registration locations with sufficient staff to register volunteers, and issue them disaster service worker identification cards.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Personnel unit.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Animal Care and Welfare Unit Leader

Function Description

The Animal Care & Welfare Unit at the Local Area EOC determines the need for care and shelter of animals displaced or put at risk as a result of an emergency, particularly those belonging to persons who are in a shelter situation. Animals at risk may include domestic pets, farm livestock, and wild animals that may require emergency services. This unit will, in coordination with the Medical & Health Branch, develop and implement a plan for providing services to endangered animals during an emergency.

Responsibilities

- Assess the status of animal care needs within the local operational area.
- Determine status of available shelters and establish locations for additional sheltering.
- Determine the need for city animal care and veterinary services.
- Develop a plan for meeting jurisdictional animal welfare needs for the duration of the emergency.
- Coordinate as necessary with other EOC positions on Animal Care & Welfare issues and requirements.
- Supervise the Animal Care & Welfare Unit.

Animal Care and Welfare Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Assign additional animal care coordination staff as necessary.
- ☐ Contact jurisdictional animal welfare facilities and determine their status and ability to function.
- ☐ Ensure that animal control measures are in effect and animal care and sheltering services are appropriate for the emergency.
- ☐ Determine location and time of any animal welfare facilities that are activated.
- ☐ Obtain phone numbers/pager numbers for all essential animal care locations and/or personnel that may have contact with the EOC. Utilize resources in Animal Care Annex as necessary. Blank Animal Emergency forms are located in the Forms Section.
- ☐ Determine status of available communications systems.
- ☐ Obtain current level of staffing and anticipated needs for additional personnel. Work closely with Liaison Officer and Human Resources Unit Leader to include Volunteer/Service Programs (VSPs) personnel where needed and available.
- ☐ Determine location and status of major incidents involving a threat to or from animals.
- ☐ Determine extent of damage to, and the operational capacity of, all animal shelter facilities in the operational area. Provide this information to Situation Analysis Unit.
- ☐ Coordinate with Care & Shelter Unit animal care needs of shelter residents.
- ☐ Participate in EOC planning meetings, as required.
- ☐ As requested, provide estimate of the emergency's impact on area animals, and the need for animal control and care.
- ☐ Communicate plans developed at the EOC that affect animal control and care to appropriate outside locations.

- ☐ Assign specific duties to support staff, and supervise staff.
- ☐ As needed, request additional resources through established ordering procedures.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Support Branch Director

Function Description

This function may be established at the Unit or Branch level depending upon the functions to be performed, and personnel requirements.

The Support Branch provides for the coordination of local government support services to meet incident, DOC or agency needs. These services will include transportation, facilities, supplies and procurement, and resource tracking support.

Responsibilities

- Ensure transportation services are available to EOC and field personnel as required.
- Ensure essential facilities are obtained and furnished to support response efforts.
- Ensure supplies and materials not normally available through mutual aid are available to support response efforts.
- Ensure all resource requests are logged, prioritized and tracked throughout the emergency.
- Supervise the Support Branch.

Support Branch Director Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ Based on the situation, activate the necessary units within the Support Branch:
    - Transportation Unit
    - Facilities Unit
    - Procurement Unit
    - Resource Tracking Unit
- ☐ Prepare objectives for the Communications Branch; provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase

- ☐ Ensure Branch and Unit position logs and other necessary files are maintained.
- ☐ Keep all sections informed of the status of transportation systems and resources, particularly those that are being restored.
- ☐ Coordinate with all EOC sections/branches/units regarding transportation requirements.
- ☐ Coordinate with all EOC sections/branches/units regarding essential facility requirements to support emergency efforts.
- ☐ Ensure that appropriate supplies and materials are made available to EOC and field response teams.
- ☐ Continually monitor all resources requests from other sections and field locations; ensure all requests are prioritized and tracked. Escalate problem situations to the Logistics Section Chief.
- ☐ Keep the Logistics Section Chief informed of the status of all Support Branch operations.
- ☐ Prepare objectives for the Support Branch; provide them to the Logistics Section Chief prior to the next Action Planning meeting.

- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Transportation Unit Leader

Responsibilities

- In coordination with the Engineering Branch Director, 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.

Transportation Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the affected area.
- ☐ Routinely coordinate with the Engineering Branch Director 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 materiel.
- ☐ 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.
- ☐ Keep the Support Branch Director and Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Facilities Unit Leader

Responsibilities

- Ensure that adequate essential facilities are provided for the response effort, including securing access to the facilities and providing staff, furniture, supplies, and materials necessary to configure the facilities in a manner adequate to accomplish the mission.
- Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
- Supervise the Facilities Unit.

Facilities Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Work closely with the EOC Coordinator 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.
- ☐ 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.
- ☐ 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 Support Branch Director and Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Supply/Procurement Unit Leader

Responsibilities

- 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.

Supply/Procurement Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Determine if requested types and quantities of supplies and materiel are available in inventory.
- ☐ Determine procurement spending limits with the Purchasing Unit in the Finance/Administration Section. Obtain a list of pre-designated emergency purchase orders as required.
- ☐ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
- ☐ In conjunction with the Resource Tracking Unit, maintain a status board or other reference depicting procurement actions in progress and their current 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.
- ☐ 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.
- ☐ 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.
- ☐ 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 Chief informed of significant issues affecting the Supply/ Procurement Unit.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Resource Tracking Unit Leader

Responsibilities

- Coordinate with the other units in the Logistics Section to capture and centralize necessary resource/ location status information.
- Develop and maintain resource status/location boards in the Logistics Section.
- Supervise the Resource Tracking Unit.

Resource Tracking Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Coordinate closely with all units in the Logistics Section. Particularly supply/Procurement, Personnel, and Transportation.
- ☐ As resource requests are received in the Logistics Section, post the request on a status board and track the progress of the request until filled.
- ☐ Status boards should track requests by providing at a minimum, the following information; date & time of the request, items requested, priority designation, time the request was processed and estimated time of arrival or delivery to the requesting party.
- ☐ Work closely with other logistics units and assist in notifying requesting parties of the status of their resource request. This is particularly critical in situations where there will be delays in filling the request.
- ☐ An additional status board may be developed to track resource use by the requesting party. Information categories might include the following; actual arrival time of the resource, location of use, and an estimate of how long the resource will be needed. Keep in mind that it is generally not necessary to track mutual aid resources unless they are ordered through the Logistics Section.

Demobilization Phase

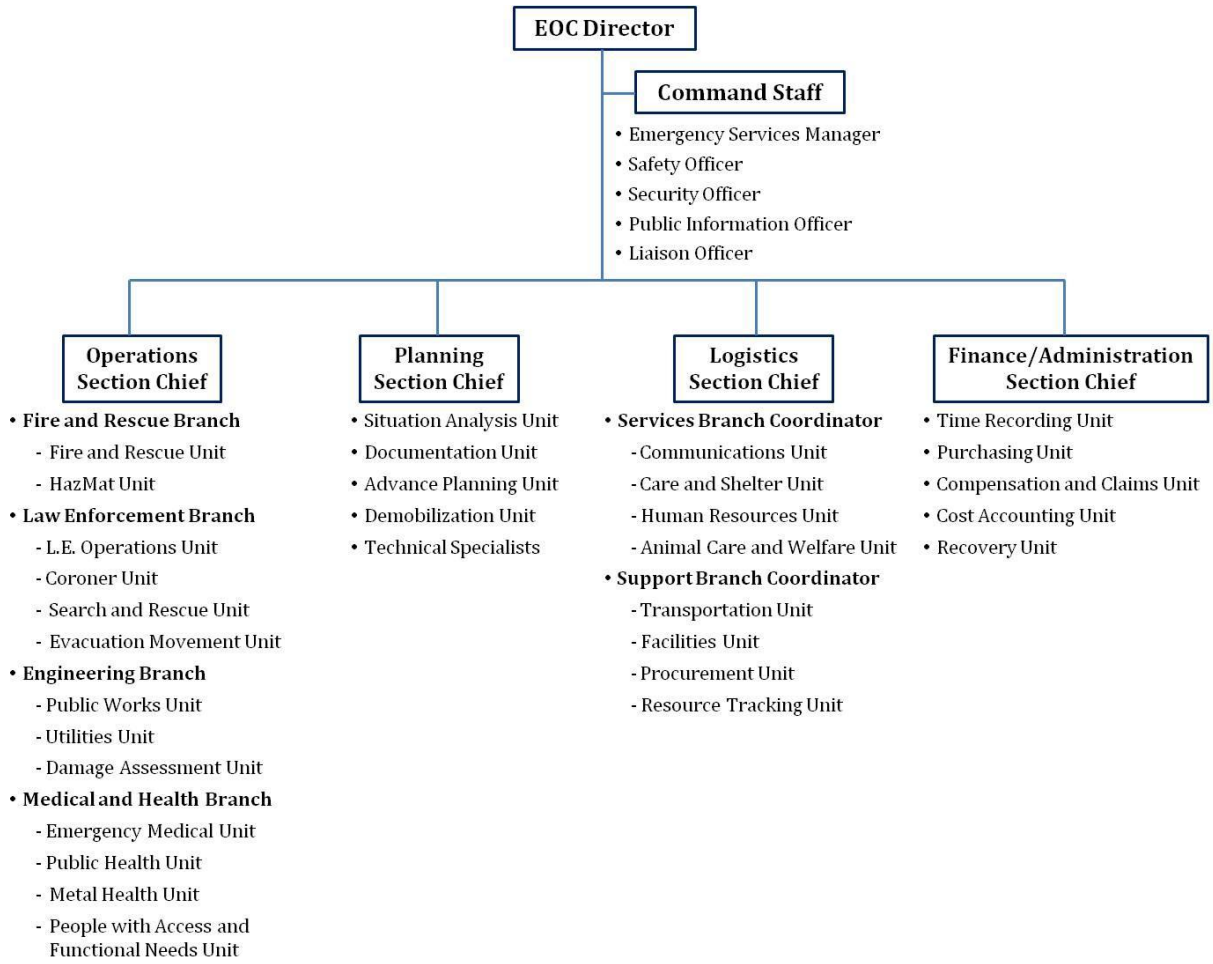
- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.

- ☐ Leave a forwarding phone number where you can be reached.

EOC Function Specific Checklists

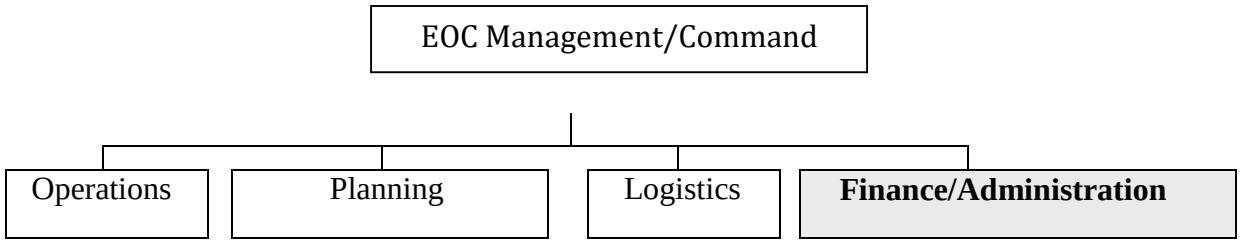
Finance/Administration Section

Emergency Operations Center Organization



Finance/Administration Section

This Section contains functional descriptions, responsibilities, and checklists for personnel assigned to the Finance/Administration Section of the Local Area EOC. The checklists describe the minimum activities that should be accomplished by personnel assigned to functional positions within the section.



When activated, the five primary EOC functions are established as separate sections of the EOC organization. Within each section, there may be several sub-functions that may normally be established as Units. The functions described here are those activities that may need to be activated during EOC activation for the Finance/Administration Section at the Local Area EOC.

Staffing

The determination of the appropriate level of staffing and lead agency to manage the function is the responsibility of the agency or jurisdiction at each SEMS level. In general, the following conditions will apply:

- Staff the section with the most qualified person in the discipline most closely aligned to the emergency. (Logistics and Finance/Administration sections may have a standard designation of personnel for all emergencies).
- Maintain a span of control not to exceed one supervisor for up to seven sub- functions.
- One person may have delegated authority for more than one area of responsibility. Usually this is done during the early portion of the Activation Phase or in the Demobilization Phase.
- Each of these functional areas can be expanded as needed into additional organizational units with further delegation of authority.
- If a section is not activated, the EOC Director will perform its responsibilities.

Finance/Administration Section Chief

Function Description

The Finance/Administration function in the EOC manages all financial, administrative and cost analysis aspects of the emergency. Initially, this work may be done in the EOC, but in later stages of the emergency this function may be accomplished at other locations.

Responsibilities

- 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 assigned personnel and that departments are collecting this information from Field Level Supervisors or Incident Commanders and their staffs.
- Ensure there is a continuum of the payroll process for all employees responding to the emergency.
- Determine purchase order limits for the procurement function in Logistics.
- Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
- Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
- Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
- 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 during the response 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.

Finance/Administration Section Chief Checklist

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.
- ☐ 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 Leaders for each element:
  - Time Keeping Unit
  - Purchasing Unit
  - Cost Accounting Unit
  - Recovery Unit Compensation & Claims Unit
- ☐ Ensure that sufficient staff are available for a 24-hour schedule, or as required.
- ☐ Meet with the Logistics Section Chief and review financial and administrative support requirements and procedures; determine the level of purchasing authority to be delegated to the Logistics Section.
- ☐ 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.

Operational Phase

- ☐ 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.

- ☐ 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 time-frame, given the nature of the situation.
- ☐ Ensure that the Time-Keeping Unit processes all time-sheets 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.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

Time Recording Unit Leader

Responsibilities

- 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 the budget and payroll office.
- Supervise the Time Keeping Unit.

Time Recording Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Initiate, gather and 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.
- ☐ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC personnel as well as personnel assigned to emergency duties in county agencies.
- ☐ 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.
- ☐ 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 Chief informed of significant issues affecting the Time Keeping Unit.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
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Cost Accounting Unit Leader

Responsibilities

- Responsible for collecting cost information, performing cost-effectiveness analysis and providing cost estimates and cost savings recommendations.
- Supervise the Cost Accounting Unit.

Cost Accounting Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Establish (or implement) an accounting system and special cost codes associated with this emergency.
- ☐ Monitor all emergency expenditures.
- ☐ Ensure that all sections and units are documenting cost related information.
- ☐ Collect and compile cost information at the end of each shift.
- ☐ Obtain and record all cost data to cover:
  - Personnel
  - Equipment
  - Rental/Contract Equipment Supplies from outside vendors
  - Contracts for special or emergency services
- ☐ Coordinate with the Documentation Unit on content and format of cost related files to be transferred.
- ☐ Review existing documentation to determine if there are additional cost items that may have been overlooked.
- ☐ Prepare cost estimates related to EOC objectives and strategies. Be prepared to discuss these at EOC Planning Meetings if required.
- ☐ Compile cumulative cost records on a daily basis.
- ☐ Ensure that departments are compiling cost information using any special agency/jurisdiction cost codes.
- ☐ Ensure that estimate costs are replaced with actual costs where known.

- ☐ Provide verbal or written reports to the Finance/Administration Section Chief upon request.
- ☐ Prepare and maintain a cost report to include cumulative analysis, summaries and total expenditures related to the emergency.
- ☐ Organize and prepare records for audits as necessary.
- ☐ Act as the liaison for the EOC with county and other disaster assistance agencies to coordinate the cost recovery process.
- ☐ Prepare all required state and federal documentation as necessary to recover allowable costs.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
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Compensation and Claims Unit Leader

Responsibilities

- Oversee the investigation of injuries and property/equipment damage claims arising out of the emergency.
- Complete all forms required by workers' compensation program.
- Maintain a file of injuries and illnesses associated with the emergency which includes results of investigations.
- Supervise the Compensation and Claims Unit.

Compensation and Claims Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Maintain a chronological log of injuries and illnesses, and property damage reported during the emergency.
- ☐ 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.
- ☐ Coordinate with the Safety Officer regarding the mitigation of hazards.
- ☐ 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.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
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Purchasing Unit Leader

Responsibilities

- 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.

Purchasing Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ Review the emergency purchasing procedures.
- ☐ Prepare and sign contracts as needed; be sure to obtain concurrence from the Finance/ Administration Section Chief.
- ☐ 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.
- ☐ 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 Chief informed of all significant issues involving the Purchasing Unit.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.

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Recovery Unit Leader

Responsibilities

- 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.

Recovery Unit Leader Checklists

Activation Phase

- ☐ Respond immediately to the EOC, identify yourself and locate your functional work area. Put on your vest and determine EOC operational status.
- ☐ Obtain briefing from available sources.
- ☐ Establish and maintain a Unit Event Log that chronologically describes your actions taken during your shift.

Operational Phase

- ☐ 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.
- ☐ 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, Cal 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.

Demobilization Phase

- ☐ Deactivate your assigned position and close out logs when authorized by the EOC Director.
- ☐ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the After Action/Corrective Action report.

- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your workstation.
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4. EOC Forms and Tools

	Form or Tool
A	EOP Quick Reference Index
B	EOC Action Planning Guidance
C	EOC Action Plan Template

FORM / TOOL

NO. A

QUICK REFERENCE INDEX

FORM / TOOL

NO. B

ACTION PLANNING GUIDANCE

Refer to FEMA Incident Action Planning Guide

(https://www.fema.gov/media-library-data/20130726-1822-25045-1815/incident_action_planning_guide_1_26_2012.pdf**)**

FORM / TOOL

NO. C

ACTION PLAN TEMPLATE

Blank Forms

The forms provided here are to support and document the activities outlined in the checklists. Recognizing that the needs of each municipality differ, the use of these particular forms is not mandatory. But it is strongly recommended.

As California moved toward totally integrating the Incident Command System and the National Incident Management System, a large part of the standardization that is a hallmark for these systems will be reflected in the use of standardized forms. As standardized forms are developed and implemented, they will be distributed for the use of all emergency responders.

A first step in this process is the Unit Log (ICS 214) that in included as a form of Action Log. This form is designed for each unit, branch, section or even individual, in that it leaves space for a list of those persons who contribute to the efforts it describes, and their position in the organization. It provides space to record major activities, and serves the role of an EOC log. For that reason, the second (and subsequent) page(s) are completely devoted to activity log. You will note that the ICS 214 has a place for the Operation Period, indicating that new unit log should be started every shift.