

ANNEX A: EMERGENCY OPERATIONS CENTER (EOC) OPERATING PROCEDURES

Table of Contents

A.	EOC OVERVIEW	6
	Introduction	6
	Emergency Operations Center (EOC)	6
	IMMEDIATE RESPONSE ACTIONS.....	8
B.	EOC Activation & Notification	9
	Pre-EOC Activation Actions	9
	Activation	9
	Guide to EOC Activation by Threat	12
	Notification.....	16
C.	EOC Facilities	18
	EOC Locations.....	18
	EOC Facility Preparation.....	18
	Primary EOC Layout.....	20
D.	EOC Operations.....	21
	EOC Coordination across SEMS Levels	21
	Initial EOC Activities	24
	EOC Organizational Chart.....	25
E.	EOC Briefings.....	26
	Length of briefings:	26
	Frequency of briefings:	26
	Type of Briefings.....	26
	General Elements to include in briefings:	28
	EOC Action Planning.....	29
F.	Communications & Information Sharing	32
	Introduction	32
	Information Coordination at the EOC	32
	Preliminary Reports.....	34
	Situation Reports.....	34
	Flash Reports.....	34
G.	Resource Management.....	35

Resource Priorities	35
Resource Management	35
Emergency Management Mutual Aid (EMMA).....	38
H. Documentation, Administration, and Finance.....	40
Documentation	40
Finance	40
I. EOC Deactivation	43
Deactivation Triggers	43
Demobilization	44
After Action Reporting	50
APPENDICES	51
Appendix A-1 – Directory of Contacts.....	52
EOC ACTIVATION CALL LIST	53
Appendix A-2 – Initial Threat Assessment Meeting (ITAM).....	54
ITAM General Information	54
ITAM Agenda Template.....	55
Appendix A-3 – Briefing & Planning Meetings Toolkit.....	56
INITIAL BRIEFING	56
COMMAND/MANGEMENT AND GENERAL STAFF MEETING	58
PLANNING MEETING	60
OPRERATIONS BRIEFING	62
Appendix A-4 – Situation Reports.....	63
Situation Reporting in Cal-EOC.....	63
Glenn County OES Situation Report Form	64
Situation Status Report Form – Full Form EOC	66
Medical-Health Situation Status Report	71
Appendix A-5 – Emergency Proclamations.....	72
Local Emergency Proclamation Facts.....	72
Emergency Proclamation Templates	73
Local Health Emergency Declaration	77
Appendix A-6 – Management Section	80

Delegation of Authority.....	82
Appendix A-7 – Operations Section	83
Appendix A-8 – Plans Section	85
Section Purpose.....	85
Planning P.....	87
Planning Section Process Schedule	92
Action Plans.....	93
Advance Plan.....	98
Demobilization Plan Template	100
Appendix A-9 – Logistics Section	102
Resource Management Steps	104
Appendix A-10 – Finance Section	106
Glenn County Disaster Finance	107
Cost Tracking & Allowable Costs Guide	108
APPENDIX A-11 EMMA Procedures	110
Requesting EMMA Resources	110
Providing EMMA Resources to another Jurisdiction.....	112
EMMA Deployment.....	113
EMMA FORM 2 – DEPLOYMENT CHECKLIST	115
EMMA FORM 3 - EXIT SURVEY	122
EMMA FORM 4 – INDIVIDUAL DEMOBILIZATION CHECKOUT	123
APPENDIX A-12 Post Event Mutual Aid Agreements	124
Emergency Management Mutual Aid (EMMA) Agreement.....	124
Law Enforcement Mutual Aid (LEMA) Agreement.....	126
Public Health & Medical Mutual Aid Agreement.....	128
Appendix A-13 - EOC POSITION CHECKLISTS (JAS).....	130
Overview	130
Common Responsibilities Checklist.....	131
Management Section Position Checklists	132
Operations Section Position Checklists	149
Planning/Intelligence Section Position Checklists.....	188

Logistics Section Position Checklists 201

Finance Section Position Checklists 219

Appendix A-12: EOC CHARTS AND REPORTS 228

 Overview 228

 EOC Charts..... 228

 EOC Reports 229

A. EOC OVERVIEW

Introduction

The Emergency Operations Center Operating Procedures provides an easy reference of responsibilities for members of the Glenn County Operations Area emergency operations staff. The EOC Procedures has been developed to supplement the guidance provided in Emergency Operations Plan (EOP), Basic Plan, the hazard and function specific annexes, and any SOPs developed for use by OA members. Position description summaries and operational checklists are outlined for each of the positions of the Glenn County Operational Area Emergency Operations Team.

Use of the EOC Procedures will enhance organization and performance through standardization of activities and procedures across the SEMS levels.

Emergency Operations Center (EOC)

The Operational Area Emergency Operations Center (OA EOC) is the location from which centralized management of a jurisdiction response is performed. The EOC coordinates emergency activities within the Operational Area, augmenting, not replacing any member jurisdictions' emergency operations or field response operations. The OA EOC serves as a communication and coordination hub for the Operational Area, coordinating communication among responding entities and with region and state operations. Additionally, the OA EOC serves as a resource coordination center, filling resource needs locally or furthering the request to regional and state entities.

EOC Function

The EOC provides a centralized focus of authority and information and allows face-to-face coordination among personnel who must make decisions regarding priorities in the use of resources.

The following functions are performed in the Operational Area EOC:

- Receive and disseminate warnings
- Coordinate emergency operations between agencies and organizations
- Develop policies and determine the state of emergency for elected officials
- Collect intelligence from and disseminate information to the various EOC representatives, other jurisdictions, state, and federal agencies

- Maintain current maps and information display boards
- Prioritize response and the allocation of resources
- Control and coordinate the operations and logistical support resources
- Coordinate mutual aid
- Coordinate public information

IMMEDIATE RESPONSE ACTIONS

Immediately following notification of an event:

- ☐ Assess the situation
- ☐ Notify Crisis Action Team and hold an Initial Threat Assessment Meeting (ITAM) to determine next steps
 - ☐ **If it is determined that the event is likely to impact the Operational Area (OA):**
- ☐ Activate this Plan
- ☐ Determine level of EOC activation
 - Identify EOC sections that need to be immediately stood up (Operations, Plans, etc.)
 - If physical EOC is activated:
 - Determine location (Willows, Orland)
 - Notify facilities staff to setup EOC
- ☐ Alert EOC staff to report to the EOC – *Refer to Directory of Contacts (Spreadsheet document)*
 - During normal business hours, use departmental phone directory or email system
 - After hours, use emergency contact lists
- ☐ **Notify:** Cal-OES and response entities within the OA of the EOC activation
- ☐ Determine if immediate emergency alert and warning needs to be issued to the public
- ☐ Request current situation reports from field response commanders and develop initial Operational Area Situation Report (SITREP)
- ☐ Identify a Public Information Officer and determine need for immediate public information release
- ☐ Identify any immediate resource needs
- ☐ Determine if an Emergency Proclamation is needed at this time
- ☐ Develop initial Action Plan

B. EOC Activation & Notification

Pre-EOC Activation Actions

Mobilize members of the Glenn County Crisis Action Team:

- Sheriff/ Director of Office Emergency Services
- Deputy Director Office of Emergency Services
- Fire Coordinator
- Public Works Director
- Medical-Health Operational Area Coordinator

Conduct an Initial Threat Assessment Meeting (ITAM)

- This meeting can be used to determine whether this plan and/or EOC activation is required for an incident
- This meeting can be used to lead into an Action Planning meeting, if the event has predetermined that it is necessary to activate the plan and/or the EOC

Refer to Appendix A-2 - ITAM

Activation

Emergency system activation occurs when the Operational Area Emergency Operations Center (OA EOC) are activated to coordinate a response to an unusual event or disaster.

Activate this Plan and the EOC:

The decision to activate is based on the situation or emergency event. Typical triggers for activation include:

- Event requires coordination at the operational area level
- Extended event of 12 hours or more
- Upon request of a city
- To support a medical-health system response
- Emergency response resources are beyond the capability of the jurisdiction
- Major policy decisions may be required
- A local or state of emergency will be declared

Authority to Activate OA EOP and EOC:

- Sheriff/Director of Emergency Services
- Deputy Director Office Emergency Services
- Undersheriff
- City OES Director
- * Or designated alternates

Glenn County EOC Activation Criteria – Should the EOC be activated?

This decision must be based on the emergency event or situation. Key factors that normally trigger the OA EOC activation include:

- Emergency response resources beyond the jurisdiction's capabilities are required
- An emergency of a long duration (12 hours or longer)
- Coordination of mutual aid resources
- Major policy decisions must or may be required
- Emergency proclamation
- Activation of the EOC will be advantageous to the successful management of the emergency

Level of Activation

The magnitude of the emergency will dictate the activation level. The EOC staffing level should be established commensurate with the organizational need, as defined below. EOC activation levels reflect the scale utilized by both Cal-OES and FEMA with a **Level 1 activation being the HIGHEST level of activation.**

Level 3 –Minimum

- This level is used for:
 - A minor but serious incident that has occurred that may require additional coordination of information and resources beyond the field level.
 - Often used during the Increased Readiness Phase to prepare for a potential emergency such as an incoming storm.
 - Situations which require additional but minimal coordination is needed to support an incident, Department Operations Center (DOC), or city.
- During a minimal or level 3 activation:
 - EOC is only active during normal business hours, and then goes to Duty Officer or On-Call status after hours.

- Can be virtual or in-person, often taking place at an office rather than designated EOC location.
- Staffing may only involve Command/Management staff and selected General Staff positions.

Level II – Moderate

- A Level Two is a moderate or partial activation.
- This level is used for:
 - Emergencies or planned events that require more than a minimum staff but would not call for a full activation of all organization elements in the EOC.
 - Coordination at the incident, Department Operation Center (DOC) or city level is inadequate to address the situation.
 - There is a necessary increase from the level 3 Activation.
 - There is a need for additional staff to respond to EOC.
 - Physical EOC setup is required.
- During a moderate or level two activation:
 - One person may fulfill more than one SEMS function.
 - SEMS organizational elements will be filled as needed.
 - EOC may or may not be activated 24/7.
 - Emergency proclamations are likely.
- Level Two staffing should include:
 - EOC Director/Manager
 - Command Staff
 - General Staff Section Chiefs,
 - Additional staff for positions branches and units will be filled as necessary based upon event.

Level I – Maximum

- A level One is a maximum or full activation of the OA EOC
- This level is used for:
 - Emergency situation(s) is of such magnitude that coordination of the response at the scene(s), Department Operations Centers (DOCs) or another location is not possible.
 - Full multi-agency response coordination is essential
 - Incident draws heavy media attention
 - Requires substantial mutual aid resource coordination
- During a maximum or full activation:
 - EOC is active 24/7
 - Full activation of the EOC including full staffing of SEMS organizational units, agency representatives, etc.
 - Emergency proclamations are likely.

Guide to EOC Activation by Threat

The chart below (next 3 pages), serves as a guide to EOC activation level based on the threat or hazard. This chart should be utilized as a guide only as the level of activation should be determined by the severity of the event at the time of the event.

Event	Minimum Activation (Level 3)	Moderate Activation (Level 2)	Maximum Activation (Level 1)
General activating events	To monitor an event that potential to cause disruption or emergency response ops. To provide higher level of information & resource coordination. Incident draws moderate media attention.	Multi-agency response and coordination of information & resources required. Moderate impacts to life/safety/property. Protective actions may be required. Incident draws heavy media attention. Proclamation of Local Emergency	Major county wide or regional emergency. Multi-agency response and mutual aid resources required. Life/safety/property impacts. Protective actions required. Incident draws heavy media attention. Proclamation of local emergency, request for State of Emergency, potential for Presidential Declaration
Multi-Casualty combined with any event below	MCI that may require greater resource coordination or may draw moderate media attention.	MCI that requires significant coordination of information and resources. Significant injuries/fatalities. Heavy media attention. Extended event.	More injuries and/or fatalities than can be effectively managed at a lower level, and/or the causative event compels full activation. Extended event with heavy media attention.
Transportation (non-hazmat)	A sustained response is expected with need for interagency coordination	Bus, a large number of vehicles, or hazardous material is involved	The extent of damage, numbers of casualties, or other causative or resulting factors compel full activation. Extended event with heavy media attention.

Event	Minimum Activation (Level 3)	Moderate Activation (Level 2)	Maximum Activation (Level 1)
Hazardous Material Release	Monitoring of minor incident	Hazmat response team requested; evacuations possible; extended operations.	Evacuation or potential for evacuation of populated area; impact on drinking water supplies; disruption of essential services; extraordinary hazard. MCI.
Severe Winter Storm	Power outages predicted to last more than 12 hours; minor isolation; infrastructure damage	Life-threatening conditions; impacts on healthcare facilities; severe damage; moderate to serious isolations	Emergency predicted to continue beyond 48 hours; high potential for major damage or threat to life safety
Flooding	Monitoring of flooding including significant roadway closures, damage in a few localized areas, and/or potential need for emergency protective actions.	Moderate flooding. Damage in multiple areas throughout the county. Flood fight operations, evacuations, and sheltering possible.	Major flooding and/or levee breach. Damage and potential for life/safety issues. Requires evacuation/sheltering.
Drought	Monitor effects of severe drought including dry well reporting.	Severe drought with loss of water to numerous households. Impacts to public health. Requires coordination and distribution of emergency water.	N/A
Wildland Fire	Monitor wildland fire and poor air quality impacts. Coordination with Fire Incident Command.	Fire threatening structures and is or is likely to require evacuation and sheltering operations.	Large scale threat to life; multiple large incidents/complexes; major impacts on infrastructure or continuity of government; significant disruption of essential utilities or services; mass evacuation & sheltering operations required

Event	Minimum Activation (Level 3)	Moderate Activation (Level 2)	Maximum Activation (Level 1)
Earthquake	Minor quake in county with minor damage. Monitor moderate quake in surrounding county.	Moderate quake with minor structural damage (cracks in walls, windows or pavement, minor disruption of essential services or infrastructure. Evacuees from primary impacted OA's anticipated to arrive for sheltering.	Multiple or mass casualties, major damages to buildings and/or infrastructure including highways and roads; damage to essential facilities, e.g. hospital, schools, government facilities; major disruption of essential services
Disease Outbreak or Pandemic	Upon request by Public Health to support medical-health activities, resource requests etc.	Declaration of a Health Emergency; moderate impacts to delivery of healthcare; coordination of resources; support of Public Health emergency operations activities etc.	Declaration of a Health Emergency; catastrophic impacts to healthcare services; impacts to economy, delivery of goods and services, continuity of government etc.
Bio-Terrorism Event (intentional release of disease)	Monitor - Threat of a potential Bio-terrorist event in the region/state	Threat of Bio-terrorist event in the OA with potential for moderate to large impacts.	Suspected or confirmed Bio-terrorist incident in the OA; impacts on the medical-health system
Animal Health	<i>To be determined in coordination with Agriculture Commissioner, Animal Control Officer, veterinarians and/or other subject matter experts; may include needs for emergency care, transportation, or sheltering of large numbers of domestic animals</i>		

Notification

Immediately notify the following:

- **Crisis Action Team members** (Sheriff, Deputy Director OES, Public Works Director, Area Fire Chief, Medical Health Operational Area Coordinator)
- **Cal-OES** warning center and/or assigned regional Emergency Services Coordinator (ESC)
- **Response entities and dispatch centers** within the OA
- **EOC staff** (as needed)
- *If terrorism is suspected, contact the Federal Bureau of Investigation (FBI)*

Additional notifications to be made following completion of immediate activities:

- County department heads
- Board of Supervisors
- City Managers/County Administrative Officer

Notification Procedure Checklist

When contact is made with a person on the EOC Staff contact list, do the following:

- ✓ Provide your name, title/rank, and who authorized you to call
- ✓ Briefly identify the nature of the emergency (earthquake, flood, hazardous material incident, transportation accident, etc.)
- ✓ Instruct them to when to report to the EOC and what position they are assigned (if known). They will be further briefed upon arrival
- ✓ Tell them where the EOC will be located
- ✓ Have them confirm that the message is understood, then clear the line promptly

- ✓ Check off the person's name on the CONTACT LIST and write the time of contact
- ✓ Return the Contact List to the Deputy Director of Emergency Services or EOC Director for event documentation when notification is completed

C. EOC Facilities

EOC Locations

Primary EOC

Glenn County Health & Human Services Agency (NOVA Building) - 127 E Walker St. Orland, CA 95963

Alternate EOCs

Glenn County Sheriff-Coroner Department - 141 South Lassen St. Willows, CA 95988

Glenn County Health & Human Services Agency (Public Health Building) – 240 N. Villa Ave. Willows, CA 95988

In the event the Primary EOC is unavailable or unusable due to emergency or disaster impacts, alternate facilities have been designated to assume the impacted facility's roles and responsibilities. Alternate facilities are equipped with backup generator power.

EOC Facility Preparation

The EOC is not pre-configured for EOC operations. Some resources and equipment may need to be brought out of storage to equip the building for emergency operations.

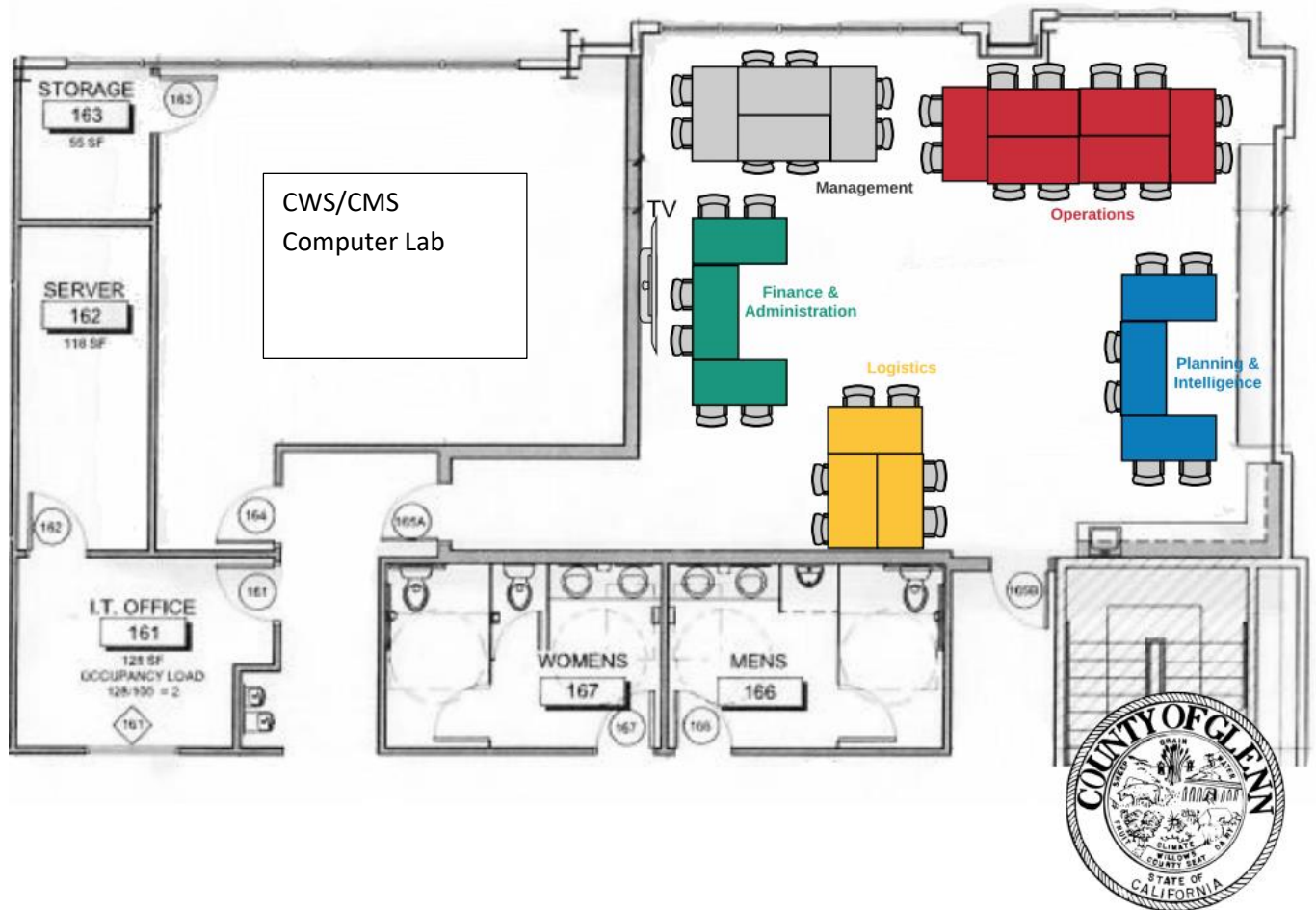
Typical activation activities may include:

- If the facility may have been impacted by the emergency, conducting a prompt assessment of facility safety, security, and functionality
- Notify EOC support staff, including County Information Technology and Facilities
- Bring in 4 to 8 County Cisco phones for use in the EOC. May need to activate based on County staff accounts profiles
 - Test telephones and fax machine(s) for power and dial tones
- Establish a phone directory
- Test radio equipment
- Test EOC network and printer connectivity
 - Utilize 10 EOC designated Citrix accounts linked to the HHSA network
- Obtain EOC/ICS documents, position vests and other supplies from the EOC cabinet
- Check fuel status for the backup generator

- Bring in portable generator if applicable
- Make notification when the facility is ready, and make any notifications necessary for equipment failures or other issues. This might include the Dispatch, County IT Department, and/or others.
- Distribute Government Emergency Telecommunications System (GETS) cards and user instructions as necessary

Primary EOC Layout

HHSA Orland - Cedar Room



D. EOC Operations

EOC operations will vary by incident. The EOC should act as a multi-agency coordination center, focused on the coordination of information and resources. The EOC should support, not supplant incident response and field operations.

Information and requests for resources flow from the ICP to the EOC. The EOC places the information into the larger context of everything happening in the Operational Area, evaluates resource requests, and prioritizes assignment of incoming resources to on Incident Commanders. The EOC, in turn, keeps the ICP informed of the overall situation. Good flow of information in both directions is critical to effective operations.

The EOC will generally maintain a more strategic situational awareness, handle broad support of mutual aid and inter-jurisdictional communications, and perform other functions that would be an undue burden or would be less effective or efficient if handled at the ICP level.

Public Information, in particular, should be led from the EOC. It is impractical to have PIOs at multiple incidents or locations, giving uncoordinated information to the media. The entire operation must speak with one voice and assure that only verified information is released.

EOC Coordination across SEMS Levels

Coordination with Glenn County Departmental Operations Centers

The appropriate Glenn OA EOC Section or Branch 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 OA EOC in supporting field operations. Glenn County is a small county with small departments. It is not uncommon for DOCs to fold into the overall OA EOC due to lack of staff resources to support the operation of multiple management centers. Plans within the OA are flexible to account for this transition.

Coordination with Field Response Level

Communications and coordination must be established between the OA EOC and the field responders who are responding to both incorporated and unincorporated parts of the County.

Under normal circumstances, 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 OA EOC via the central dispatchers; or, if necessary, through the EOC radio operators or other means.

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

When the OA EOC is directly overseeing Incident Command teams, it is operating in a centralized coordination and direction mode.

Coordination with State and Federal Field Response

There are some instances where a state or federal agency will have a field response. State agency field response may result because of a flood fight effort, oil spill, hazardous materials accident, or other hazard scenarios. Federal field response could result from the same scenarios, a military aircraft accident, or a terrorism situation.

When a state agency or federal agency is involved in field operations, coordination will be established with the appropriate section chief and the appropriate city EOC where the incident occurs. State or federal agencies operating in the field may be found in any ICS section, branch, unit, or as part of a Unified Command. The incident will determine their location and the scope of their involvement.

Coordination with Glenn Operational Area Member Jurisdictions

Direct communications and coordination will be established between Glenn County and any Operational Area member jurisdictions' activated EOC/DOC. The cities of Willows and Orland will integrate into the OA EOC due to limited resources OA wide. City and County staff will be used interchangeably to staff the necessary functions of the OA EOC. 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 their functional EOC positions.

Whenever feasible, an agency representative from each jurisdiction that has activated its EOC/DOC, should be at the OA EOC.

Coordination with 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 will be more extensively

involved in the emergency response by directly coordinating, communicating, and assisting local governments such as fire, levee and reclamation districts.

Under normal circumstances, the Liaison Officer in the EOC will be responsible for establishing communications and coordination with each special district. If possible, the special district involved in the emergency response will have a representative at the OA EOC, serving as the focal point of coordination and work with other local government representatives in the EOC.

Coordination with Private and Volunteer Agencies

Within Glenn County, coordination of response activities with many non-governmental agencies may occur primarily at the local government level. However, the OA EOC will establish coordination with private and volunteer agencies that have multi- jurisdictional or county-wide response roles. The agencies that play key roles in the response may have representatives at the OA EOC. (Example: healthcare facility).

Coordination with the Inland Region Emergency Operations Center

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

- 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.

OA EOC and the Inland Regional 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 OA EOC, and the Region's Mutual Aid Coordinator, who are located in the State's Inland REOC. 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.

Initial EOC Activities

- ☐ Activate and staff the ICS sections needed for your activation and coordination level
 - Management, Operations, Planning, Logistics, Finance

- ☐ Upon reporting to the EOC, brief the entire EOC Team:
 - Situation overview
 - Emergency response actions underway
 - Time period of 1st Operational Period
 - List of Objectives and Priorities for the 1st Operational Period from the Action Plan Worksheet

- ☐ Planning Section Chief conduct initial Action Planning meeting

- ☐ Determine if immediate emergency alert and warning needs to be issued to the public

- ☐ Request current situation reports from field response commanders and develop initial Operational Area Situation Report (SITREP)

- ☐ Public Information Officer should determine need for immediate public information release

- ☐ Identify any immediate resource needs – *Refer to Resource Management*

- ☐ Determine if an Emergency Proclamation is needed at this time – *Refer to Appendix A-5 Emergency Proclamations*

- ☐ *Refer to appropriate Annex K – Hazards for hazard specific response actions*

- ☐ Logistics should provide staff with appropriate ICS vest, Job Action Sheet (JAS), ICS forms, and computers and/or communication equipment
 - Just in time training should be provided on comm equipment
 - Laptops setup in the EOC should be opened and logged in to at the start of the operations
 - Any relevant emergency operations plans should be in the EOC at time of setup

EOC Organizational Chart



E. EOC Briefings

The purpose of briefings is to familiarize or update EOC staff on the current emergency situation. Briefings provide an opportunity for the Section Chiefs, the EOC Director and all EOC staff to exchange information on the incident, create and evaluate an Action Plan, and make any revisions deemed necessary to the response strategy and/or priorities. Regular briefings provide a forum away from the high level of activity in the EOC for ensuring that each of the five essential SEMS functions (Management, Operations, Planning, Logistics and Finance) are coordinated and that the EOC staff have the same information from which to base individual and collective actions and decisions.

Length of briefings:

For most disasters briefings might take 10 minutes at most. For more complicated and extensive ones more time may be needed to cover all areas. To accomplish the above you need to have just one person doing the briefing. Do not do a round robin around the room for people to add in details.

Frequency of briefings:

Early in a disaster a very quick briefing every hour as the details of what has happened become known. Once a rhythm is established, these can be cut back depending on the circumstances and how dynamic the event and circumstances dictate.

Type of Briefings

Incoming Briefings	<p>Purpose:</p> <ul style="list-style-type: none"> • Section Chiefs are briefed by the EOC Director to obtain an overall perspective on the current situation • Section Chiefs provide a similar briefing to their respective Sections <p>Incoming briefings may include:</p> <ul style="list-style-type: none"> • Current situation assessment • Summary of significant actions taken or in process • Any limitations on available communications, personnel, equipment or resources • Weather update, if applicable • Initial incident objectives and priorities • Any directives on specific actions to be taken
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Update Briefings	Management and General Staff Briefings	<p>Purpose:</p> <ul style="list-style-type: none"> • Receive updated information • Evaluate the effectiveness of the response strategy • Identify and solve problems • Revise objectives, response strategies and priorities as necessary <p>During the briefing, the EOC Director asks each Section Chief for a thorough, but concise status report. Only information relevant to the entire EOC should be discussed in the group briefing. Function-specific issues and questions should be discussed one-on-one between the EOC Director and the involved Section Chief¹.</p>
	Section Briefings	<p>Purpose:</p> <ul style="list-style-type: none"> • Section Chiefs provide their respective staffs with information from the Management & General Staff briefing • Situation status and response objectives, strategies and priorities are reviewed <p>Section Briefings may include:</p> <ul style="list-style-type: none"> • Responsibilities • Work shifts • Appropriate flow/sharing of information within and between Sections • Specified actions to be taken • Time of next briefing • Eating and sleeping arrangements, if necessary
Shift Change Briefing		<p>Purpose:</p> <p>Shift change briefings are a component of the EOC Action Planning Process. At these briefings, the current AP is “handed off,” and a briefing on assignments which have been made for the next operational period are presented. Facilitated by the Planning Section Chief, this briefing is approved by the EOC Director and attended by the General staff as appropriate.</p> <p>Shift change briefings should include the following:</p> <ul style="list-style-type: none"> • Current situation assessment • Current and potential problems • Review of the Action Plan • Weather forecast, if applicable • Time for next scheduled briefing

¹ These briefings do not replace the Action Planning Sessions, which are required for each operational period. At the conclusion of each briefing, the time for the next briefing is set.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Deactivation Briefing</p>	<p>Purpose:</p> <p>Immediately following deactivation of the EOC, the EOC Director, with all EOC staff, conducts a deactivation briefing.</p> <ul style="list-style-type: none"> • Advise all EOC staff of the specific contacts and/or referrals to be made for any incident-related questions or concerns that may arise • Ensure all documentation is gathered from participants • Gather initial feedback for the After Action Report
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General Elements to include in briefings:

- Map: This provides a visual sense of space and timing to what is being stated.
- Start the briefing with the national situation.
 - This idea can be confusing to some, however, this assists in identifying what else is happening in the country that might impact your event and the resources that are available. If your disaster isn't the No. 1 priority, then knowing that and sharing it allows people to have a better expectation for what resources might be coming or being withheld. The same applies to telling everyone what is happening in your state.
- Follow by discussing what is occurring in the region.
 - This assists in understanding the size and scope of an event.
 - Ensure your map includes a regional perspective.
- Weather: The weather is a variable that can significantly impact your response and recovery operation so no matter what type of event you are dealing include weather in the briefing.
- Logistics and the supply of resources.
 - Resources, supplies, staffing, and routing is much of your disaster response. Identifying what you need, how you will get it and how you will get it where it is needed is highly important to your response.
- Communications:
 - First, address the status of communications with all parties engaged in the disaster response. If everyone has good communications — great! If there are problems, point them out, and review what communications channels are being used for the various aspects of the operation.

EOC Action Planning

Introduction

The use of Emergency Action Plans (EAP) in the EOC provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Identifying priorities and objectives for *response* or *recovery* efforts.
- Documenting incident support priorities and objectives, and the tasks and personnel assignments associated with meeting those objectives.

The AP process involves the EOC Director and Section Chiefs along with other EOC staff, as needed, in addition to representatives from the County, special districts, and other supporting agencies.

Planning Requirements

The *initial* EAP is normally verbal and then is quickly documented and is used to develop the EAP during the first hour or two following EOC activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and a limited number of response personnel. An EOC Action Plan shall be developed whenever the EOC is activated at Level II or III. A written EOC Action Plan is required whenever:

- Two or more jurisdictions/agencies are involved in the response
- The incident extends beyond one operational period
- All EOC functions are fully staffed

Unlike Incident Action Plans (IAP) produced in the field by Incident Command, an EAP can cover an extended period of time and often cover several days. The plan should be regularly reviewed and evaluated throughout its operational period and revised or updated as warranted.

Plan Elements

The elements to be included in the Emergency Action Plan are noted below. The Emergency Action Plan form is located in the *Appendices* and may include some of the following:

- Period of time covered by the plan
- Parts of EOC organization that have been activated on an organization chart
- Assignment of primary and support personnel and material resources to specific tasks and locations
- Logistical or technical support to be provided and by whom
- Objectives (specific, measurable, attainable, realistic and time-measured or SMART) to be accomplished
- Priorities for meeting objectives
- Strategy to be utilized to achieve the objectives

In addition to the required elements listed above, the Action Plan may also include:

- Specific departmental mission assignments
- Policy and/or cost constraints
- Any inter-agency considerations

Planning Responsibilities

Primary responsibility for developing the Emergency Action Plan rests with the Planning Section. However, development of the plan requires the active participation of the EOC Director and the General Staff. The Operations Section, in particular, works closely with the Planning Section during plan development. When indicated, the Planning Section Chief requests specific technical experts to provide input to the plan. The EOC Director approves the plan.

For incidents requiring close coordination with external agencies, (e.g., State field response agencies, special districts, federal responders, etc.), input from those involved agencies should be included in the Emergency Action Plan.

Specific EOC staff responsibilities associated with the Emergency Action Plan include the following:

Management and General Staff

- Provide general incident objectives and strategy
- Provide direction and overall management
- Ensure incident safety
- Provide information through Liaison and Public Information Officer
- Approve the completed Action Plan

Operations Section Chief

- Determine the tactics necessary to achieve objectives
- Determine associated resource requirements
- Communicate Action Plan to EOC staff and Incident Commanders, as appropriate
- Conduct Operations Shift Briefing

Planning Section Chief

- Conduct the Action-Planning meeting
- Establish planning timelines
- Coordinate preparation of the Action Plan
- Manage planning process

Logistics Section Chief

- Establish/confirm procedure for off-incident resource ordering
- Ensure that resource ordering process is in place
- Ensure a resource tracking procedure is in place
- Ensure that Logistics Section is configured to support the Action Plan

Finance Section Chief

- Provide cost assessment of incident objectives
- Ensure that adequate finance approvals are in place for implementation of the Action Plan
- Works with the Management and General staff to determine the need for cost apportionment, cost sharing or state and/or federal reimbursement

F. Communications & Information Sharing

Introduction

Sharing information with horizontal and vertical response partners supports situational awareness and decision-making at all levels of emergency management. Timely communication of incident information, current and anticipated resource needs, and the capacity to respond are essential to developing a common operating picture.

This section addresses how information flows across all SEMS response levels when the system is affected beyond ordinary day-to-day activities.

Information Coordination at the EOC

Within the Glenn County OA EOC, a standard ICS 213 message form will be utilized to provide written communications within the EOC. Each Section, Branch, and Unit will use this form to order disaster/event related resources and to record information to be transmitted within the EOC. The message system provides an audit trail of all pertinent information necessary to document the actions taken by the County during the response to a disaster, not merely every word uttered between the various EOC Staff.

The message form will not replace face-to-face communications. It will ensure a paper trail of critical verbal communication is maintained if not recorded on the individual's or Section's or Branches' duty logs (ICS 214 Unit Activity Log or similar).

Glenn County, as the Operational Area, coordinates emergency activities within the Operational Area augmenting, not replacing, any member jurisdiction's emergency operations. It also serves as the communications link between the State's Inland Region EOC (REOC) and the Glenn Operational Area member jurisdictions. It provides a single point of contact for information on the emergency situation as well as resource needs and priorities.

Intelligence & Information Sharing

When an unusual event or emergency system activation occurs, providing incident information to response partners is critical. Prompt notification of response partners is likely to reduce incoming requests for information from multiple sources and allow response partners to anticipate the need for additional resources to support the affected jurisdiction.

Immediate notification of the incident to key partners is critical in response as well as determining a communication plan for the incident. Additional notifications may be sent to inform partners of new information or changes in situation status. Other relevant activities should be undertaken as soon as possible, e.g., establishing communication with affected entities and response agencies, verifying reported information, etc.

Situation Reporting

Emergency Operations Centers are responsible for gathering timely, accurate, accessible and consistent intelligence during an emergency. Situation reports should create a common operating picture and be used to adjust the operational goals, priorities and strategies.

To ensure effective intelligence flow, emergency response agencies at all levels must establish communications systems and protocols to organize, integrate and coordinate intelligence among the affected agencies.

The flow of situation reports among the levels of government should occur as shown below:

- **Field Situation Reports:** Field situation reports should be disseminated to each responsible jurisdiction EOC.
- **Local EOC:** Local EOC should summarize reports received from the field, from department operations centers and other reporting disciplines and send to the Operational Area (OA) EOC.
- **OA EOC:** The operational area EOC should summarize reports received from responsible jurisdictions EOC, field units, department operations centers and other reporting disciplines and forward to the Cal-OES REOC.
- **REOC:** The REOC should summarize situation reports received from the OA EOC, state field units, state department operations centers and other reporting disciplines and forward to the State Operations Center (SOC).
- **SOC:** The SOC will summarize situation reports received from the REOC, state department operations centers, state agencies and other reporting disciplines and distribute to state officials and others on the distribution list.
- **Joint Field Office (JFO):** When the state-federal JFO is activated, the REOC and SOC situation reports will be assimilated into the JFO situation report. The REOC organization may be collocated with the federal organization at the JFO.

EOC Reporting

Information may be transmitted to staff and other key agencies using any one or more of the following means: situational reporting database, satellite data, radio, telephone, email, Internet or FAX. Regardless of the method of communication, all data should be verified for accuracy prior to transmission. If unconfirmed data must be transmitted, it should be clearly designated as unconfirmed.

Preliminary Reports	Preliminary Reports are used during the first two hours of an emergency to provide an initial picture of the scope and magnitude of the emergency.
Situation Reports	<p>A Situation Report (SitRep) is a brief narrative of the emergency situation covering a set period of time and is submitted on a scheduled basis after the submission of any preliminary reports.</p> <p>At the beginning of an emergency, the EOC Director and the Planning Section staff determine the duration of time to be covered by a SitRep and they designate times for other personnel to submit information for inclusion in the SitRep.</p>
Flash Reports	Flash Reports are used for transmitting critical, time-sensitive information outside Preliminary Reports or regularly scheduled SitReps. For example, a Flash Report would be used to report an impending dam failure or receipt of a Federal Declaration of a major disaster. Verbal Flash Reports often precede transmission of written reports.

Completing a Situation Report in Cal-EOC

Situation Reports (SITREPs) are typically published *at least* once every 24 hours during an emergency. Cal-EOC provides a standard format that may be used based on the two common methodologies — Incident Command System (ICS) or Emergency Functions (EFs).

Functional elements within the emergency response organization update their portion of the SITREP which then populates a master SITREP. The master SITREP can be viewed online and approved before release.

The *Situation Report* board in Cal-EOC allows agencies to track published SITREPs and view the published reports. Situation Reports can only be entered into Cal-EOC by personnel holding positions in Planning Section or Management Section within the web-based Cal-EOC platform.

For additional information, instructions, or to access Cal-EOC, go to:

<http://www.caloes.ca.gov/cal-oes-divisions/regional-operations/cal-eoc>

G. Resource Management

Resource Priorities

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

Glenn County Emergency Resources

Each department or agency within the Glenn Operational Area is responsible for keeping an up to date inventory of emergency response resources. These resources may be purchased by the department or agency or may include supplies and equipment purchased through such preparedness grants as Homeland Security, EMPG, Public Health Emergency Preparedness (PHEP), Pandemic Flu, and Hospital Preparedness Program (HPP). The coordinators of such grants maintain an inventory of supplies and equipment purchased by these grants. The inventory also includes the location of each item. Contact appropriate department for access to a current inventory of these resources. The following departments administer grants and can be contacted for an inventory of resources maintained by the grants:

- Homeland Security and EMPG: Glenn County Sheriff's Office – Office of Emergency Services
- PHEP, Pandemic Flu, and HPP: Glenn County Health & Human Services – Public Health

A Resource Directory can be found in Annex I

Resource Management

Critical information and resource requests from jurisdictions within the Operational Area will be provided electronically using the Cal-EOC system. Transmission of information to the State's Inland Region EOC will be accomplished electronically using Cal-EOC.

Critical information from the Glenn Operational Area will be submitted to the State's Inland Region EOC on a Situation Report via Cal-EOC.

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

- Requests for resources that are normally within the inventories of discipline-specific mutual aid systems will go from the local coordinator to the Operational Area Mutual Aid Coordinator to the Regional Mutual Aid Coordinator.
- All other resource requests will be made through the logistics function at each level and entered into Cal-EOC.

Resource requests from jurisdictions within the OA will be coordinated to determine if the resource is available from other local governments or other sources within the OA. 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 Glenn Operational Area members must be submitted on Cal-EOC. Available resources will be allocated to the requesting local government. If requests for a specific resource exceed the supply, the available resources will be allocated consistent with the priorities established through the action planning process. The Section Chiefs of the OA 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 Inland REOC. Resource requests should be coordinated internally at the Operational Area level before being forwarded to the regional level. The Resource Status Unit in the Logistics Section, in coordination with various Operations Branches, is responsible for tracking resource requests.

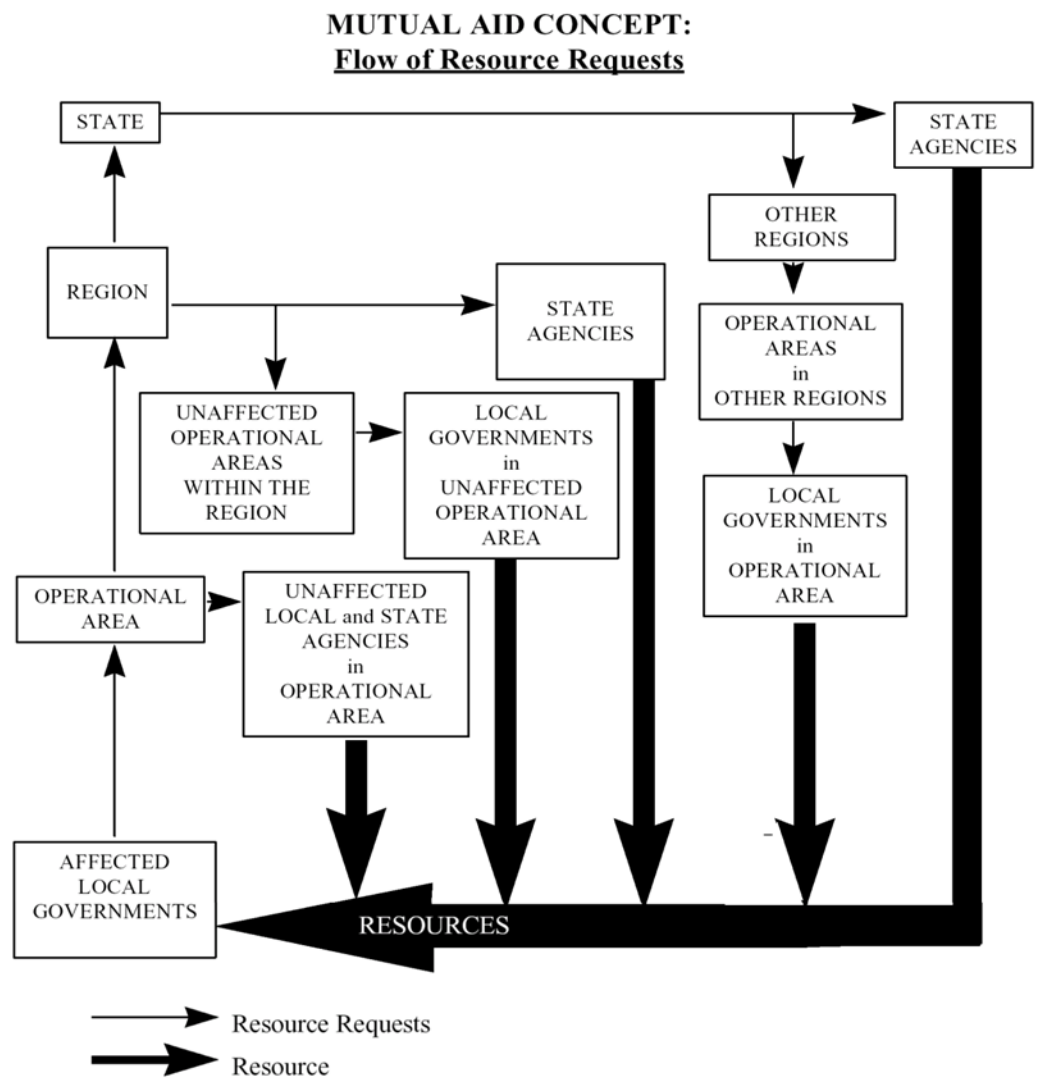
Medical-Health Resource Requests

There is an additional layer for medical and health resource requests. Medical-Health resource requests will follow the process set forth in the California Public Health and Medical Emergency Operations Manual and the Glenn County Public Health and Medical Emergency Operations Plan. The MHOAC Program (PH) is the resource ordering point for resources related to the medical and health system response at the local level, in accordance with local and state policies and procedures.

Resource requests will need to be processed by the MHOAC to the RDMHS to CDPH/EMSA as well as through Cal-OES in the Cal-EOC system. A Medical and Health Situation Report should precede or accompany resource requests unless extraordinary circumstances prevail.

Flow of Resource Requests

A flow chart delineating the various paths for mutual aid and resource requests is shown below.



Emergency Management Mutual Aid (EMMA)

Emergency Management Mutual Aid (EMMA) may be necessary to adequately staff emergency operations and specific response staff positions such as care and shelter. An EMMA Coordinator is designated at each SEMS level and is responsible for coordinating EMMA resources between jurisdictions as well as their logistical support needs.

Glenn County Operational EMMA Coordinator:

- Primary: Deputy Director OES
- Alternate: Sheriff's Administrative Services Officer

Additional OES staff has been trained in EMMA to provide staffing for this function in the OA EOC.

EMMA Coordinator Roles & Responsibilities

During emergencies:

- Acting as the primary point of contact for the EMMA Coordinators.
- Determine and communicate the need for EMMA resources.
- Select and provide personnel with the knowledge, skills, and abilities to be EMMA resources from unaffected jurisdictions.
- Provide EMMA resource availability information as required.
- Facilitate the activation, deployment and demobilization of EMMA resources.
- Acting as point of contact for EMMA resources deployed into or out of their jurisdiction.

During and after demobilization:

- Encourage participation of Requesting Jurisdictions (Requestors) and Providing Jurisdictions (Providers) and all EMMA resources in the development of After Action Reports.
- Coordinate or participate in the improvement planning.
- Maintain all records pertaining to the activation and demobilization of EMMA resources.

EMMA Resource Activation

When requests are made by an affected jurisdiction for an EMMA resource, the request is processed by the EMMA Coordinator or other personnel as designated. Once the resource is identified and approved, the EMMA resource is considered activated. As soon as details are coordinated through the requesting and providing EMMA Coordinators, the EMMA resource may be deployed.

EMMA Resource Roles

EMMA resources will normally function in a support role based on the operational needs of the requesting jurisdiction, however, upon authorization of the EOC Director EMMA personnel may be delegated the authority to perform higher responsibility roles including Section Chief and Management Staff. Assigned roles may include, but are not limited to:

- Command & Management Staff
- General Staff including Section Chief
- Branch Director/Coordinator
- Technical Specialist

Depending on the circumstances of the assignment, deployed resources may be asked to temporarily assume a role of higher or lesser rank than initially assigned, to fill a critical need. EMMA resources should make every effort to provide the necessary support to the requesting jurisdiction.

If a deployed resource is assigned to a role they believe is outside of their skill set, the individual should express their concerns to their immediate supervisor at the assigned location. If the concern cannot be resolved, the EMMA resource should then consult with the EMMA Coordinator of the Requestor. If a suitable resolution cannot be reached, the resource assignment can be terminated. A replacement will require a new EMMA request.

Cal OES has no authority to change the deployment, assignment, or release of any resource(s). This remains under the authority of the Requestor with agreement of the Provider. The Requestor reserves the right to demobilize EMMA resources, if deemed necessary.

Refer to Appendix A – 11 for EMMA Procedures, Forms, etc.

H. Documentation, Administration, and Finance

Documentation

The EOC Finance/Administration Section will be responsible for maintaining records on damage assessment expenditure, recovery cost expenditures, insurance related documents, personnel overtime and other costs associated with the emergency. Guidance is provided under the Finance Section Appendix.

The EOC Planning Section will maintain copies of documents that are integral to EOC functions, (such as EOC Action Plans, Situation Status logs, unit activity log, message forms) that together make up the history and chronology of the emergency events. Guidance is provided in the Planning Section Appendix.

Unit activity logs (ICS 214) are used to record significant events, communications and actions associated with an emergency for a given operational period (shift). Each EOC staff position is responsible for maintaining a unit activity Log. Special emphasis must be made to document decision support discussions or information.

Status Boards

Status Boards are erasable boards or digital displays located around the EOC. The Status Boards provide decision-makers and EOC staff with essential information such as road closures, shelter location information, actions taken, river gauge levels etc.

Finance

Finance and documentation of expenditures is a critical element of every activation. Documentation and expenditure tracking should start upon activation.

Expenditure Tracking

The County may be reimbursed from insurance, State and/or Federal sources for disaster-related expenses. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible

costs are generally considered to be the net costs over and above any increased revenue or subsidy for the emergency service. Ineligible expenses include costs for standby personnel and/or equipment and lost revenue.

Recordkeeping Requirements

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

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

Expenditure tracking should commence upon notice or obvious occurrence of disasters that require expense of labor, equipment use, materials and other expenses. The ICs, EOC Director and EOC staff are responsible for maintaining written records of all disaster-related personnel overtime, requests for supplies, equipment and contract personnel and receipts for emergency purchases of supplies, equipment and other disaster-related expenses. The County will activate a special coding for emergency expenditure tracking which is used for both labor and equipment.

The Finance Section will compile reports, including total expenditures by category. The Finance Section Chief will submit a summary report on total costs to the EOC Director as requested. This information will be used for State and Federal disaster assistance applications. The expenditure data and documentation is vital to State and Federal agencies for requesting financial assistance during and after the disaster.

I. EOC Deactivation

Once the critical aspects of an emergency or disaster have been secured, EOC operations may begin to scale down as conditions warrant. The purpose of this procedure is to outline the process to be followed whenever it is determined that the EOC can be deactivated. The EOC Director, with input from the Section Chiefs, decides when and how to deactivate the EOC.

Deactivation Triggers

Once the emergency response phase has been terminated and system operations are stabilized, the EOC Director may determine that the EOC can be deactivated. Triggers for determining deactivation may include:

- Incident has deescalated to the point of local agency control
- *Response* has been terminated
- *Recovery* operations are underway
- No further City, OA, state, media or public information dissemination is needed

Procedure for Deactivation

The EOC Director will:

- Establish the time period for deactivation
- Advise EOC staff of the actions to be taken, including a timeline
- Identify EOC staff to be on-call if stand down is implemented
- Direct the liaison or other EOC staff to make notifications
- Direct all functional leads to complete any required or necessary documentation

Deactivation Notifications

All internal and external individuals, groups and agencies that were notified of activation will be notified of stand down and/or deactivation. At a minimum, all City department managers, elected officials, neighboring jurisdictions, and responding county agencies will be notified. The person making the notifications documents the date, time, name and contact method for all persons/organizations notified. Notifications will include:

- Date and time of stand down period or deactivation
- A 24-hour contact number for further information

Demobilization

Roles in Demobilization

The primary roles of the EOC Director and the Sections in demobilization planning include:

- **EOC Director:** Approves resource orders and demobilization.
 - All Incident Supervisors and Managers: Identify excess resources and provide list and priorities to the Demobilization Unit.

- **Liaison Officer:** Identifies terms of agreements with assisting agencies in regard to release of the resources and special needs. As Cooperating and Assisting Agency resources are demobilized, the Liaison Officer's job will become less complex. The Liaison Officer is also likely to be involved in interagency post-incident review activities that may require continued presence at the EOC and involvement after final demobilization.

- **Safety Officer:** As the number of tactical operations decrease, the demand on the Safety Officer will also decline. However, some incidents require post-incident debriefings that will require the input of the Safety Officer. While the workload may level out, it may remain until the end of the incident.
 - Considers physical condition of personnel and ensures that supervisors assess their subordinates' ability to travel.

- **Public Information Officer:** Press interest may taper off toward the end of the incident, especially when tactics turn from life-safety to recovery. As the incident demobilizes, the need for interagency coordination of information may also decline. While it is important that the press continue to have a contact at the EOC, it may be possible for the Public Information Officer to scale back operations.

- **Operations Section:** Identifies operational resources that are, or will be, excess to the incident and prepares list for Demobilization Unit Leader.
 - Identifies continuing needs for operational resources and those that are, or will be, excess to the incident, and prepares the list for the Demobilization Unit Leader.

- **Planning Section:** Develops and implements the demobilization plan.
 - Coordinate the development of the demobilization plan.
 - The Demobilization Unit Leader develops the specific, individual plan document and outline of the process.
 - The Resource Unit Leader assists the Demobilization Unit Leader in determining total resources assigned, home units, length of assignment, and travel needs.

- **Logistics Section:** Implements transportation inspection program and handles special transport needs.
 - Handles special transportation and communications needs and implements vehicle inspection program.
 - The Facilities Unit will need to demobilize the incident facilities, such as the EOC, shelters or other temporary service locations. The Supply Unit must collect, inventory, and arrange to refurbish, rehabilitate, or replace resources depleted, lost, or damaged at the incident.

- **Finance/Administration Section:** Many of the activities of the Finance and Administration Section continue well after the rest of the organization has been demobilized. Much of the paperwork needed to document an incident is completed during or after demobilization.
 - Processes claims, time records, and incident costs, and helps determine release priorities.

Demobilization Plan Priorities

This is a list of likely priorities. This is not an all-encompassing list and the EOC Director along with the Plans Section should identify which priorities are relevant and determine in what order the demobilization process will occur.

Utilize ICS form 221 for Demobilization Plan for release of resources.

1. Release or reduce hours of staff assigned as they are no longer needed.
2. Review, re-prioritize and resume county operating activities that were temporarily suspended during the event.
3. Systematically ensure that all elements of community system are returned to normal
4. Review evacuee and medical shelter populations and determine how and when these populations can safely return home or to other levels of care.
5. Close any temporary shelter or care sites:
 - 1) Discharge or transfer medical shelter patients to permanent healthcare facilities
 - 2) Discharge or transfer patients from medical shelter sites to appropriate non-disaster levels of care (i.e. surge patients at SNFs that should not be at a SNF should be transferred to a hospital or discharged home)
 - 3) Facilitate the transfer of shelter residents in to mid-term or permanent housing
 - 4) Demobilize staff
 - 5) Arrange for decontamination, clean-up, and return facility to normal
 - 6) Inventory used supplies and resupply cache
6. Assure that all documentation of response work activities and related expenditures is completed before staff is released to resume normal schedules.
7. Assure that there are sufficient resources assigned to carry out any ongoing incident response activities needed to detect re-emergence of the disease threat.

8. Prepare messages for the public to accurately describe the status of the resolving incident and the steps they can take in resuming normal routines.
9. Make public announcements regarding cessation of any special services that were established as part of the response (e.g., telephone information lines, shelters, etc.)
10. Inventory and replenish supplies (e.g., EOC, shelter, etc.) as they are being returned to storage.
11. Mental Health Department to recommend strategies to address the needs of the public and staff for psychological recovery from the event. Determine the needs for critical incident stress debriefings.
12. Short term recovery planning will continue under the recovery organization. Establish plans and assign staff to carry out any necessary additional community recovery activities.
13. Schedule an after action conference.
14. Communicate demobilization plan to other agencies involved in response.

****Always remember to assign a Duty Officer following initial demobilization following the close of an incident***

Demobilization Instructions for EOC Staff

A responder will be considered officially demobilized once all activities on the appropriate checklists are completed and the designated staff has signed-off on activities.

Utilize ICS form 221 for Demobilization Plan for release of resources

1) Timesheets:

Turn in all time sheets and ICS 214s (signed by your EOC supervisor) to [insert name/location]

Keep a copy of the 214 for your records.

- If you are not already provided with a list of time sheets that you are missing, please check with [insert name] to find out which ones you are missing.
- If you were activated and did not do EOC work during some or all of the weeks you were activated, please inform [insert name].

2) Electronic Documents:

- ☐ Review the documents and folders you used in the [insert electronic folder location].
- ☐ Take relevant documents off your personal drive or desktop and place in appropriate folder in [insert electronic folder location].
 - ☐ Since many folders may have been filled collaboratively with documents during the response, each Section will have a lead point person for their folder
- ☐ If you are a Lead Points for folders:
 - ☐ Review the documents and folders for your section in the [insert electronic folder location].
 - ☐ If drafts cannot be deleted and must be saved, make sure that they are marked as “draft”.
 - ☐ Organize documents to make it easy for others to review (e.g., make a folder called Meeting Notes and save all meeting notes in that folder)
 - ☐ Review the folder organization with the Plans Section Chief

3) Hard Copy Documents:

- ☐ Review all the hard copy documents that you have which are related to the response.
- ☐ Provide Plans Section Chief only with documents that have not been saved by someone electronically call logs, screening forms, newly created documents/templates/ forms/ guidance documents, scripts or other information.
 - ☐ Documents with original data (i.e. patient case information) should be turned into Plans
 - ☐ Please put hard copies in labeled folders (i.e. label reads: Info & Guidance Call Logs, etc.)
 - ☐ Recycle any documents that are no longer needed and that are saved electronically and that do not include sensitive information
 - ☐ Shred only documents that include personal contact information or sensitive information

4) Teleconferences:

- ☐ Provide the following information for any teleconferences in which you listened in on and provided notes for others in the response:

Teleconference Title/Topic	Key topics covered	Key staff skills required to listen	Key groups who should receive info from calls

Create this summary in an electronic Word or Excel document and email to the Plans Section Chief.

5) Summarize in one paragraph your role, job actions, challenges and lessons learned for each position worked during the response so that we can compare activities to what is currently written in the EOP. (See example below). Please think critically and thoughtfully about your efforts in the response so we can capture as much information as possible.

- ☐ If available, compare the work you completed to your assigned Job Action Sheet.
- ☐ Create this summary in an electronic Word document and email to the Plans Section Chief or the Emergency Preparedness Coordinator.

6) Supplies

- Return all EOC supplies and equipment to proper location. (if applicable)
- Replenish EOC supplies as appropriate
- Finalize any orders that are still in process (if applicable)
- Update the Inventory Database (if applicable)
- Post all supplies requests forms to the [insert electronic folder location]

7) IT

- Sign-off on clean-up of emergency email accounts
- Change necessary IT passwords

8) Position Evaluation

Supervisors should complete an I-225 Evaluation form for each person and position they supervised.

After Action Reporting

The Deputy Director of OES will conduct an after action review. Depending on the size and scope of this incident, one or all of the following will be completed:

1. After Action Conference with lead participants;
2. After Action Report utilizing the Cal-EOC AAR Board;
3. After Action Report utilizing the Homeland Security Exercise & Evaluation Program (HSEEP) form.

An AAR is required to be posted in Cal-EOC 90 days after the close of an incident for which the County received a State of Emergency from the Governor.

APPENDICES

Appendix A-1 – Directory of Contacts

See Excel Spreadsheet for Directory of Contacts. The Directory of Contacts is **For Official Use Only (FOUO)** and is a separate document provided to authorized recipients of the OA EOP (response agencies). If you are an authorized recipient, contact Glenn County Sheriff's Office – OES for additional information or the most up to date version.

Media Contact List

Provided in the Directory of Contacts excel spreadsheet

EOC ACTIVATION CALL LIST

Notification Checklist for EOC Activation

Begin by telephoning the first name indicated on the CALL-DOWN LIST. If that person cannot be reached, continue on to the first alternate and then the second. If unsuccessful in contacting a department, continue onto the next department and try again later.

Leaving a message with someone else or on an answering machine is advisable, however is not considered a successful contact.

When contact is made with a person on the CALL-DOWN LIST, do the following:

- ☐ Provide your name, title/rank, and who authorized you to call
- ☐ Briefly identify the nature of the emergency (earthquake, flood, hazardous material incident, transportation accident, etc.)
- ☐ Instruct them to report to the EOC and what position they are assigned (if known). They will be further briefed upon arrival
- ☐ Tell them where the EOC will be located
- ☐ Have them confirm that the message is understood, then clear the line promptly
- ☐ Check off the person's name on the CALL-DOWN LIST and write the time of contact, whether they are able to report for duty, and what is their ETA
- ☐ Return the CALL-DOWN LIST to the Director of Emergency Services for event documentation when notification is completed

Appendix A-2 – Initial Threat Assessment Meeting (ITAM)

ITAM General Information

ITAM Purpose

- This meeting can be used to determine whether this plan and/or EOC activation is required for an incident
- This meeting can be used to lead into an Action Planning meeting, if the event has predetermined that it is necessary to activate the plan and/or the EOC
- To bring together key personnel to share & analyze current information relating to any issue that presents an immediate or potential threat to the Operational Area.
- The intent of the meeting is to assure an effective & timely response in an effort to preserve life-safety.

ITAM Objectives

- Inform/update key personnel about a developing situation
- Assess incident impact/potential impact using the ITAM Assessment
- Decide immediate action steps: Alerting/notifications, activation of EOC, etc.
- Schedule a follow up meeting to review additional info

ITAM Assessment

Conduct Situation Assessment:

- What type event: natural disaster, disease, terrorism, hazmat, MCI?
- Is the risk/incident confined to a local jurisdiction or city?
- Determine whether life, safety, environment will be impacted in Glenn County
- Have local medical and health care facilities been affected?
- What other agencies and organizations are currently responding or set to respond?
- Have any of the County operations been affected?
- Have critical infrastructures been affected?
- Have communications systems been affected?
- Are evacuations routes open and accessible?
- Is this a local, regional, statewide or national situation?
- Determine whether activation of the EOC is required and at what level
- If appropriate, proceed with EOC activation procedures

ITAM Agenda Template

Agenda Topics –	
<p>Information –What we know: sharing current information only. Deciding and assigning actions comes later in the meeting.</p> <ol style="list-style-type: none"> 1. Situation status overview given by meeting lead 2. Roundtable report out/sharing of information by participants 3. Sharing of actions already taken by participants or agencies 	10 minutes
<p>Assessment –Assess the situation and determine immediate impact or severity of the event.</p> <ol style="list-style-type: none"> 1. Assess the current and potential impact of the event 2. Actions to consider 	10 minutes
<p>Based on assessment identify and assign immediate actions needed</p> <ol style="list-style-type: none"> 1. Confirm internal and external notifications needed and assign responsibility and timeline 2. Confirm action items and assign responsibility and timeline 3. Confirm what additional information is needed 	15 minutes
<p>RAP – Up</p> <ol style="list-style-type: none"> 1. Review decisions and assignments 2. Assure that all participants are clear on the decisions and their action items 3. If it appears that the event will be resolved using usual day-to-day work processes schedule one follow-up meeting 4. If it is evident that a larger or coordinated response will be required do the following: <ol style="list-style-type: none"> a. move to ICS mode and assign command and section chief staff b. activate appropriate EOC level c. make staff assignments d. schedule Initial Action Planning meeting 	10 minutes
<p>Adjourn meeting – Remind participants to continue documenting their activities in their Individual Activity Log until the event is closed.</p>	

Appendix A-3 – Briefing & Planning Meetings Toolkit

INITIAL BRIEFING

Refer to the CDPH Incident Action Meeting Facilitation Guide for additional information

CONDUCT OF THE INITIAL BRIEFING

The purpose of the Initial Briefing is to launch the organized response effort. As such, it should be kept as brief as possible. The initial briefing will set the tone of the entire response effort; holding a successful Initial Briefing is the first step in executing effective response. The briefing should be conducted in an informal, but businesslike manner. In addition, careful preparation and prompt follow up will help ensure that the briefing results in the desired outcomes. Each of the elements of the Initial Briefing are described below.

INITIAL BRIEFING QUICK LIST

Purpose:

The Initial Briefing determines following decisions:

- Event name
- Operational period duration
- Initial goals and objectives
- EOC staffing chart
- Meeting/Briefing schedule

When: As soon as possible after EOC activation and identification of General Staff

Who Leads: EOC Director/Manager

Who Attends:

- Command & Management staff
- Section Chiefs

Supporting Documents:

- ICS 200 – Incident Action Plan Cover Sheet
- ICS 201 – Incident Briefing

- ICS 202 – Incident Objectives
- ICS 203 – Organization Assignment List
- ICS 207 – DOC Org Chart
- -OR-
- EOC Action Plan

Sample Agenda for Initial Briefing

1. Review Meeting Objectives
2. Incident Name and Operational Period
3. Situation Summary
4. Review/confirm DOC Organization Structure
5. Establish initial Incident Objectives (SMART objectives)
6. Set times for meetings and media briefing (if applicable)
7. Adjourn

COMMAND/MANGEMENT AND GENERAL STAFF MEETING

For the First Operational Period, the purpose of the Command and General Staff meeting is to review and confirm/modify the Initial Objectives established at the Initial Briefing, and to review/modify staffing assignments and the HICS Organization Chart. It may also be desirable to add detail concerning strategies, tactics and resource needs.

For subsequent Operational Periods the primary purpose of the meeting is for the incoming Command and General staffs to review and modify the IAP.

Purpose:

- Kick-off Operational Period Activities
- Update Situation Status
- *First Operational Period:*
 - Review and Revise Initial Objectives (as necessary)
 - Review and Revise Organizational Assignment List and Organization Chart (as necessary)
- *Subsequent Operational Periods:*
 - Update Situation Status
 - Review Action Plan
 - Receive briefing on Communications Procedures
 - Receive Safety Briefing

When: ASAP after beginning of Operational Period

Who Leads: EOC Director/Manager

Who Attends: Command / Management and General Staff

Supporting Documents:

- ICS 200 – Incident Action Plan Cover Sheet
- ICS 201 – Incident Briefing
- ICS 202 – Incident Objectives

- ICS 203 – Organization Assignment List
- ICS 206 – Staff Medical Plan
- ICS 205A – Communications List
- ICS 215A – Incident Safety Analysis
- Other IAP forms as applicable

-OR-

- EOC Action Plan form

Sample Agenda for Command/Management & General Staff Meeting:

1. Open Meeting
2. Review Meeting Agenda and Meeting Objectives
3. Update Situation Status
4. Review Action Plan
5. Receive Incident Health and Safety Briefing
6. Receive Communications Briefing
7. Establish/Review Meeting Times for Remainder of Operational Period1
8. Adjourn

PLANNING MEETING

The purpose of the Planning Meeting is two-fold: review and validate the Action Plan and ensure that the Action Plan is effectively communicated to all members of Command/Management and General staff. At this point in the planning process, the heavy lifting should have been done. While some refinements may be agreed to at the meeting, there should be few if any significant changes.

One key element of the Planning Meeting is to ensure that those units that do not have directly assigned objectives understand their support roles.

Meeting objectives should include:

1. Review: Ensure that all components are complete and accurate.
2. Communicate: Ensure that each element of the Action Plan is clearly communicated.
3. Understand: Ensure that every member of the Command and General staff understand their roles, whether they have assigned objectives or are in a support role.
4. Validate/Approve: At the conclusion of the meeting the Incident Commander approves the Action Plan for execution.

Purpose: Review and validate the Action Plan

When: Planning Section has compiled distributed the Incident Action Plan

Who Leads: Planning Section Chief

Who Attends: Command/Management and General Staff

Supporting Documents:

- ICS 200 Incident Action Plan Cover Sheet
- ICS 202 Incident Objectives
- ICS 203 Organizational Assignment List
- ICS 204 Assignment Lists (individual list for each unit with assignment)
- ICS 207 Incident Management Team Org Chart
- ICS 215A IAP Safety Analysis
- ICS 205A Communications List

- ICS 206 Staff Medical Plan

Sample Agenda

1. Open Meeting
2. Review Agenda and Meeting Objectives
3. Update Status of Incident
4. Review/Revise Incident Objectives
5. Review HICS 203 and 204 Assignment Lists
6. Review Safety Analysis and Staff Medical Plan
7. Review Communications List
8. Review System Status Report
9. Identify Support Roles and Responsibilities
10. Adjourn

OPERATIONS BRIEFING

The key to a successful Operations Briefing is to make sure that all critical information is communicated to the incoming EOC, while at the same time keeping it concise and on point. To that end, avoid off subject discussions and minutia.

Purpose: Brief the incoming EOC members on the status of the incident and the IAP

When: Immediately prior to the beginning of a subsequent Operational Period

Who Leads: Outgoing EOC Director/Manager with assistance from outgoing Planning Section Chief

Who Attends:

- Outgoing EOC Director/Manager
- Outgoing Section Chiefs
- Outgoing Safety Officer
- Incoming Command/Management and General staff
- Incoming Branch Directors and Unit Leaders

Supporting Documents

- ICS 201 Incident Briefing
- Action Plan (cover sheet and forms)

Sample Agenda for Operations Briefing

1. Open meeting
2. Introduce incoming and outgoing General Staff
3. Review meeting agenda and objectives
4. Incident Situation Briefing
5. Review Incident Action Plan
6. Questions and Answers
7. Adjourn

Appendix A-4 – Situation Reports

SITREPs (Situation Reports) are typically published at least once every 24 hours during an emergency. Cal-EOC provides a standard format that may be used based on the two common methodologies — Incident Command System (ICS) or Emergency Support Functions (ESF).

Functional elements within the emergency response organization update their portion of the SITREP which then populates a master SITREP. The master SITREP can be viewed online and approved before release.

The Situation Report board allows agencies to track published SITREPs and view the published reports.

Situation Reporting in Cal-EOC

Situation Reports should be completed in the web-based platform, Cal-EOC. ***Cal-EOC users must have access to a position in the Plans Section or EOC Management within Cal-EOC to create and edit Situation Reports.***

To Create a New Situation Report in Cal-EOC:

- Select Activated Situation Report (Working)
- Select Edit
- Enter your report information and select Print for your Records and then Save
- Be sure to select, update and save other sections within the Situation Report as needed.

To Finalize a Situation Report – 6 Steps:

- Roll-up
- Send to Editing
- Return to the main Menu and Select 'Activated Situation Report (Editing)'
- Select "View" from the 'Editing' Situation Report display
- Edit
- Save and Publish

Situation Report is now considered 'final' for all to view and utilize for situational awareness. It should be noted that no further changes can be made to a published version.

For additional information, instructions, or to access Cal-EOC, go to:

<http://www.caloes.ca.gov/cal-oes-divisions/regional-operations/cal-eoc>

Glenn County OES Situation Report Form

GLENN COUNTY SHERIFF

OES



Office of
Emergency
Services

EMERGENCY OPERATIONS
REPORT

SITUATION STATUS REPORT

Date:	
Time:	
Incident Name/Type:	
Date/Time Started:	
Area Impacted:	
Injured:	
Utilities Impacted:	
Structures:	
Proclamations:	
Situation Summary:	
Evacuations:	

Emergency Shelters:	
Hard Road Closures:	
School Closures:	
Cooperating Agencies:	
Total Personnel:	

Prepared By _____ Date _____

Approved By _____ Date _____

Situation Status Report Form – Full Form EOC

Reported By: Click here to enter text.

Agency: Click here to enter text.

Position: Click here to enter text.

Phone: Click here to enter text.

Reporting Level: ☐City ☐County ☐Tribe
☐Special District
☐Operational Area

Report Type: ☐Initial ☐Interim Update
☐ Official Update ☐Final

Date/Time of Event: Click here to enter text.

Event Type: Click here to enter text.

Event Location: Click here to enter text.

Areas Affected: Click here to enter text.

Report as of (date/time): Click here to enter text.

Current Situation:

Click here to enter text.

Major Incidents: Click here to enter text.

Response/Recovery Priorities: Click here to enter text.

Proclamations/Declarations:

Local ☐ In Progress ☐ Completed Click here to enter a date.

Director's Concurrence ☐ Requested ☐ Received Click here to enter a date.

Gubernatorial ☐ Requested ☐ Received Click here to enter a date.

Presidential ☐ Requested ☐ Received Click here to enter a date.

Other Critical Information or General Comments:

Date/Time of Next Report:

[Click here to enter a date.](#)

Attachments:

[Click here to enter text.](#)

Current Situation Detail: Status/Comments

1 – Transportation

Road Closures &/or Damage:	Click here to enter text.
Bus or Fleet status:	Click here to enter text.
Airport Closures &/or Damage:	Click here to enter text.
Rail Damage:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

2 – Communications

Damage to Comms Hardware:	Click here to enter text.
Non-functional Channels/Systems:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

3 – Public Works & Engineering

Damage to Buildings/Facilities:	Click here to enter text.
Damage to Bridges/Dam's/Levees:	Click here to enter text.
Windshield Survey's Begun:	Click here to enter text.
Debris Management Begun:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

4 – Firefighting

# of Acres/Buildings Burned:	Click here to enter text.
Yolo OA Units Assigned:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

5 – Emergency Management

EOC's Active:	Click here to enter text.
DOC's Active:	Click here to enter text.
ICP's Active:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

6 – Mass Care

Human Shelters Opened:	Click here to enter text.
Approx. Shelter Populations:	Click here to enter text.
Animal Shelters Opened:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

7 – Logistics & Resource Management

Resources Deployed:	Click here to enter text.
Resources on Order:	Click here to enter text.
Status of Volunteers:	Click here to enter text.
Status of Donations:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

8 – Public Health & Medical

# Deceased: Click here to enter text. # Injured: Click here to enter text.	
Medical Facility Impacts:	Click here to enter text.
EMS System Impacts:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

9 – Search & Rescue

Teams Deployed:	Click here to enter text.
# of Victims/Remains Found:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

10 – Oil & Hazardous Materials

Spill/Release Location:	Click here to enter text.
Substance:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

11 – Agriculture & Natural Resources

Affected Farmland Acreage:	Click here to enter text.
Affected Ranch Resources:	Click here to enter text.
Affected Historical/Religious Sites:	Click here to enter text.
Affected Species:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

12 – Energy

Affected Electrical Systems:	Click here to enter text.
Affected Pipeline Systems:	Click here to enter text.
Affected Hydrologic Systems:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

13 – Public Safety & Security

Evacuations Ordered:	Click here to enter text.
-----------------------------	---------------------------

Evacuation Routes Identified:	Click here to enter text.
Curfews Ordered:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

14 - Long Term Recovery

Disaster Assistance Centers Opened:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

15 - External Affairs

Press Conferences:	Click here to enter text.
Social Media:	Click here to enter text.
JIC Activated:	Click here to enter text.
Information Releases:	Click here to enter text.
Additional Comments: Click here to enter text.	
Prognosis - <input type="checkbox"/> Worsening <input type="checkbox"/> No Change <input type="checkbox"/> Improving	

Mutual Aid Received in the Last 24 Hours? ☐ **Yes** ☐ **No**

List Agencies Responding:

Click here to enter text.

Mutual Aid Needed in the Next 24 Hours? ☐ **Yes** ☐ **No**

List Types of Mutual Aid Needed:

Click here to enter text.

Medical-Health Situation Status Report

Public Health's MHOAC Program and/or the Medical Health Branch of the EOC are responsible for capturing the current operating picture of the operational area and reporting it through the Health & Medical Situation Report to the RDMHS, CDPH, and EMSA (MHCC if activated). Public Health/MHOAC will request current status information from all major healthcare facilities in order to properly complete the operational area report.

At the local level, SITREPs will be used to determine each HCF's level of impact from the event & their capability to continue providing medical care to the community

Medical-Health SITREPs provide an overall snapshot of the medical & health community.

Online at: CA Med-Health SITREP form and Resource Request forms can be found on our website at:
<https://www.countyofglenn.net/dept/sheriff/office-emergency-services/hcc>

The Glenn County PH & Medical EOP contains the form and directions for use.

Contact Public Health Emergency Preparedness Program or MHOAC staff for report form and instructions.

Appendix A-5 – Emergency Proclamations

Local Emergency Proclamation Facts

What is a local emergency?

Conditions of disaster or extreme peril (air pollution, fire, flood, storm, epidemic, riot, drought, sudden/severe energy shortage, plant or animal infestation or disease, Governor’s warning of earthquake/volcanic predictions, and earthquakes) to safety of persons/property that are likely to exceed resources/capability of the —proclaiming|| political jurisdiction.

Where is it proclaimed?

Within a county, city and county, or city.

Who proclaims it?

Within the County: Director of Office of Emergency Services/Sheriff, Deputy Director of Office of Emergency Services, and/or the Board of Supervisors.

Local emergency proclamation other than from the BOS must be ratified by the BOS within 7 days.

Why proclaim a local emergency?

It provides:

- Immunity from negligence
- Authority to promulgate emergency orders and regulations
- Confers extraordinary police powers
- Exceptions to statutorily mandated procedures
- First step in process to access state/federal disaster relief programs

When should a local proclamation be made?

- When the jurisdiction needs the combined forces (resources) of other jurisdictions to respond effectively to the emergency; and
- When immunity, authority, extraordinary powers, exceptions to mandates, and financial relief are a necessary component of an effective response.

What Items should you include in the proclamation?

- When submitting a proclamation, identify if assistance is needed such as financial through FMAG, CDAA, etc.

Emergency Proclamation Templates

Proclamation by the Director of Emergency Services

GLENN COUNTY

PROCLAMATION OF LOCAL EMERGENCY

WHEREAS, The Board of Supervisors of the County of Glenn empowers the *Director/Deputy Director of Emergency Services under GCC 02.520.050* to proclaim the existence or threatened existence of a local emergency when said County is affected or likely to be affected by a public calamity and the Glenn County Board of Supervisors is not in session, and;

WHEREAS, the *Director/Deputy Director of Emergency Services* of the County of Glenn does hereby find; That conditions of extreme peril to the safety of persons and property have arisen within said county, caused by _____ (*fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes*); which began on the _____th day of _____, 20____. and; That these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of said County, and;
That the County Board of Supervisors of the County of Glenn is not in session and cannot immediately be called into session;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout said County, and;

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this County shall be those prescribed by state law, by ordinances, and resolutions of this County, and; That this emergency proclamation shall expire in 7 days after issuance unless confirmed and ratified by the governing body of the County of Glenn.

Dated: _____ By: _____
Director/Deputy Director of Emergency Services

Print Name _____

Address _____

Proclamation by the Board of Supervisors

**GLENN COUNTY
PROCLAMATION OF LOCAL EMERGENCY**

WHEREAS, the County of Glenn empowers the *Board of Supervisors under GCC 02.520.050* to proclaim the existence or threatened existence of a local emergency when said County is affected or likely to be affected by a public calamity.

WHEREAS, the *Board of Supervisors* of the County of Glenn does hereby find; That conditions of extreme peril to the safety of persons and property have arisen within said *county*, caused by _____ (*fire, flood, storm, mudslides, torrential rain, wind, earthquake, drought, or other causes*); which began on the _____th day of _____, 20____. and; That these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of said County, and;

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of the local emergency;

NOW, THEREFORE, BE IT RESOLVED, ORDERED AND PROCLAIMED that the PROCLAMATION OF LOCAL EMERGENCY declared by the Glenn County Director/Deputy Director of OES issued on DATE is hereby ratified.

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this County shall be those prescribed by state law, by ordinances, and resolutions of this County.

It is FURTHER PROCLAIMED AND ORDERED that the said emergency proclamation shall be renewed every 30 days until its termination is proclaimed by the Board of Supervisors of Glenn County, State of California.

Glenn County Board of Supervisors: _____

Chairman

Date: _____

Request to Governor for State of Emergency Proclamation

GLENN COUNTY

RESOLUTION REQUESTING GOVERNOR TO PROCLAIM A STATE OF EMERGENCY

WHEREAS, on_____, 20____, the Board of Supervisors of Glenn County found that due to _____; (*state type of hazard/disaster: fire, flood, storm, etc.*) a condition of extreme peril to life and property did exist within the said county; and

WHEREAS, in accordance with state law the Board of Supervisors proclaimed an emergency did exist throughout the county; and

WHEREAS, it has now been found that local resources are unable to cope with the effects of the said emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California with the request that he/she proclaim the County of Glenn to be in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the Director of the Governor's Office of Emergency Services (Cal-OES); and

IT IS FURTHER RESOLVED that _____, (Title)_____, _____, is thereby designated as the authorized representative for public assistance and _____, (Title)_____, is hereby designated as the authorized representative for individual assistance of the County of Glenn for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

Glenn County Board of Supervisors: _____

Chairman

Date: _____

Resolution Proclaiming Termination of Local Emergency

WHEREAS, a local emergency existed in the County of Glenn in accordance with the resolution thereof by the Board of Supervisors on the _____ day of _____, 20____, or

Director of Emergency Services on the _____ day of _____,

20_____, and its ratification by the Board of Supervisors on the _____ day of _____, 20____, as a result of conditions of extreme peril to the safety of persons and property caused by ; and *(fire, flood, storm, epidemic, riot, earthquake, drought, energy shortage, or other causes)*

WHEREAS, the situation resulting from said conditions of extreme peril is now deemed to be within the control of the normal protective services, personnel, equipment, and facilities of and within Glenn County;

NOW, THEREFORE, the Board of Supervisors of the County of Glenn, State of California, does hereby proclaim the termination of said local emergency.

Glenn County Board of Supervisors: _____

Chairman

Date: _____

Local Health Emergency Declaration

For additional information, refer to Public Health Law: [A Health Officers Practice Guide for CD Control in California](#) or the Glenn County Public Health SPIDER Plan

Procedure for Declaration of a Local Health Emergency

Authority

Health and Safety Code (HSC) Section 101080 authorizes the local Health Officer to proclaim a local health emergency whenever there is an imminent and proximate threat of the introduction of any contagious, infectious or communicable disease, chemical agent, non-communicable biologic agent, toxin or radioactive agent in the jurisdiction or any area thereof affected by the threat to the public health. Health and Safety Code 101040 authorizes the local Health Officer to take any preventive measure to protect and preserve the public health from any public health hazard during any “state of war emergency,” “state of emergency,” or “local emergency,” as defined by Section 8558 of the Government code.

Definition of Local Emergency

“The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor’s warning of an earthquake or volcanic prediction, or an earthquake... or other conditions, other than conditions resulting from a labor controversy, which are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat...” Government Code (GC) Section 8558(c).

Deadlines

- **Issuance:** Within 10 days of the occurrence of a disaster if assistance will be requested through the California Disaster Assistance Act (CDSS).
- **Ratification:** If issued by local Health Officer, must be ratified by Glenn County Board of Supervisors within 7 days
- **Renewal:**
 - Reviewed at regularly scheduled board meetings until terminated
 - No review to exceed 14 days from last review
- **Termination:** When conditions warranting proclamation have ended

Declaring a Local Health Emergency

The Health Officer has the authority to proclaim a local health emergency under the situations listed in HSC Section 101080. Once the Health Officer has signed a written proclamation of local health emergency, the Glenn County Board of Supervisors must ratify the proclamation within 7 days. The following are the steps for declaring a Local Health Emergency:

1. Within 10 days of occurrence, the Health Officer signs a Proclamation of Local Health Emergency (template attached) and creates a proposed ratification resolution for the Glenn County Board of Supervisors (template attached). The proclamation should include type of disaster, date(s) of occurrence, and area(s) affected.
2. Request a special meeting of the Board of Supervisors to occur within 7 days of the Proclamation of Local Health Emergency.
3. Forward the Local Health Emergency Proclamation and proposed resolution to the Glenn County Board of Supervisors, local Office of Emergency Services (OES) and Regional Disaster Medical Health Specialist (RDMHS).
4. Within 7 days of the Local Health Emergency proclamation, the Board of Supervisors will meet and vote whether or not to ratify the proclamation and request concurrence from the State OES Director. The proclamation must be ratified to continue the local health emergency.
5. The adopted resolution, local health emergency proclamation, and initial damage estimate will be sent to the State OES Director.

Notification Process

1. The Health Officer will notify local OES and the RDMHS of the public health emergency and provide a copy of the proclamation.
2. The RDMHS will notify the State and coordinate any regional assets being requested.

Proclamation Template for Local Health Emergency

**PROCLAMATION OF A LOCAL HEALTH EMERGENCY
BY THE COUNTY HEALTH OFFICER**

WHEREAS, the California Health and Safety Code, Division 101, Part 3, Chapter 2, commencing with §101075 confers upon Local Health Officers of the political subdivisions of this state emergency powers necessary to protect public health and safety;

WHEREAS, §101080 of the California Health and Safety Code, states that "the local health officer may declare a local health emergency in the jurisdiction or any area thereof" affected by hazardous waste which is an imminent threat to the public health;

WHEREAS, Health and Safety Code Section 101080 empowers the local health officer to proclaim the existence of a local health emergency when this county or any area of the county is affected or likely to be affected by such a public health threat while the Board of Supervisors is not in session, which shall expire if not ratified by the Board of Supervisors within seven days and is subject to reaffirmation every 14 days thereafter until such local health emergency is terminated; and,

WHEREAS, the Health Officer of the county of Glenn does hereby find:

1. That conditions of certain hazardous waste in the _____ area of the County in the form of (enter what caused the hazardous health condition) occurring on DATE, and poses a substantial present or potential hazard to human health and the environment unless immediately addressed and managed; and
2. That the aforesaid threat to public health necessitates the proclamation of the existence of a local health emergency.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local health emergency is now threatened to exist in this county due to (hazardous waste, epidemic, etc.) in the form of (enter what caused the hazardous health condition) and,

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Health Officer shall be those prescribed by state law, including the provisions of Section 101085 of the Health and Safety Code, and by ordinances and resolutions of this county approved by the Board of Supervisors.

Jared Garrison, D.O.
Glenn County Health Officer

Date

Appendix A-6 – Management Section

Refer to Section File Folder for forms (electronic to accompany EOP or paper in main EOC)

The Director/Deputy Director of Emergency Services leads the Management Section and is responsible for the overall management of EOC operations to address the impacts of an emergency directly upon the county and assessing conditions outside the OA, which have the potential for affecting local resources. Additionally, the Director/Deputy Director of Emergency Services is responsible for directing the creation of an Emergency Action Plan and the overall strategic direction of response, including appropriate mutual aid liaison activities. The Director/Deputy of Emergency Services works closely with the Policy Group.

Section Objectives

The Management Section will accomplish the following specific objectives during a disaster/emergency:

- ☐ Establish the appropriate staffing level for the EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required
- ☐ Exercise overall management responsibility for the coordination between emergency response agencies within the jurisdictional area
- ☐ 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
- ☐ Ensure that inter-agency coordination is accomplished effectively
- ☐ Ensure that the Emergency Public Information response is appropriate to the event

Tools

- Org Chart
- Emergency Proclamation
- Legal Tools
- Directory of Contacts
- Job Action Sheets/Position Checklists
- PIO Toolkit – Annex B Public Info & Warning
- Media Tracking Forms
- Crisis Emergency Risk Communication Plan (CERC)

Policy Group

The Policy Group is available to address the economic, social and political impacts of an emergency. In the County of Glenn, the Policy function is the responsibility of the Board of Supervisors, key EOC Management staff and affected City Manager(s) and City Council(s). The Policy Group are those key personnel identified that will make major policy decisions for the OA at the recommendation of the EOC. The Policy Group is convened to assist the EOC in addressing major impacts to the OA.

Management Staff

- Assisting the Deputy Director of Emergency Services are the Management Staff. The Management Staff are responsible for providing direct administrative and executive-level support to the Director, as well as for providing additional emergency support functions such as Public Information, coordination with Elected Officials, and ensuring the safety and well-being of the staff in the EOC. Key skills of the Management Staff include: Authority, Responsibility, Leadership, Global Thinking, and good project management.

When fully activated the EOC Management Staff includes the following:

Public Information Officer (PIO)

- The PIO is directly responsible for managing Emergency Public Information activities within the EOC and in support of all city Emergency Public Information operations in accordance with Emergency Support Function #15. The PIO may be assisted by additional staff who will conduct assorted Emergency Public Information tasks and duties (Rumor Control and activation of the City Information Center) within the EOC or a Joint Information Center (JIC) if established, or at a field incident command post. There are several tools available to the PIO such as: the Emergency Public Information and Crisis and Emergency Risk Communications Plan. For additional position information, see the Annex B – Public Information & Warning.

Legal Affairs Officer

- The Legal Affairs Officer is responsible for providing legal advice and guidance to the Director and the Council on all emergency management issues and concerns examples of the types of legal advice and guidance are: local proclamation development and execution, legal opinions on evacuation and other jurisdictional legal responsibilities. Tools maintained for this position include a drive with samples of legal materials previously used in events throughout California and legal references (such as the CA Emergency Services Act and CA Disaster Assistance Act).

Liaison Officer

- The Liaison Officer functions as the primary point of contact for all allied agencies and jurisdictional representatives not directly assigned to the city EOC. All agency and jurisdictional representatives will coordinate with the Liaison Officer, as needed. There are tools available to the Liaison Officer such as the Job Action Sheet and Master Contact List.

Safety & Security Officer

- The Safety & Security Officer is responsible for ensuring that the EOC is secure when activated, that hazards are identified and mitigated, and that the EOC environment is suitable for conducting operations in a safe and healthful manner such as the following chaplain support, healthy food and adequate breaks within the EOC.

Delegation of Authority

A delegation of authority is to be used when assigning the role of OA EOC Director to a person outside the pre-identified list. The Delegation permits the person to have the full authority to command city and/or county resources for the disaster response, as fully permitted under the Office of Emergency Services.

As of _____ hours, _____, I have delegated the authority and responsibility for the complete management of the _____ incident to the designated OA EOC Director, _____.

As EOC Director, you are accountable to me for the overall management of OA EOC including responder staff assigned to functions under the purview of the OA EOC and finances associated with the OA response. I expect you to keep me informed on the incident and operations. I expect you to adhere to relevant and applicable laws, policies, and professional standards.

Cost management is essential. It is expected that resources ordered are documented and justifiable. Implement a clear resource ordering process. This includes costs borne by cities and the county. The intent is to facilitate cost recovery.

By 10:00 AM each morning, please provide the XYZ County Director of Emergency Operations with a response cost by category and jurisdiction for this incident. Coordination with municipalities is essential. Anticipate the need for cost sharing between jurisdictions.

I will provide you with additional policy and priority guidance as needed throughout the incident.

My considerations and guidance for management of the incident are:

1. Provide for responder and public safety.
2. Support the Incident Commander in stabilization of the Incident, preservation of property and the environment.
3. Conduct operations consistent with the principles of SEMS and NIMS.
4. Direct the EOC staff to collect, analyze and share situational awareness.
5. Conduct proper planning and documentation. EOC objectives, strategies, and tactics will be the responsibility of the EOC Management staff.
6. Coordinate with the REOC and/or the SOC for additional resources, as needed, and incorporate them into the overall incident plan.
7. Coordination with all involved jurisdictions is essential. This is an Operational Area EOC and should be conducted as such.
8. Manage the incident cost-effectively for the values at risk.
9. Provide for minimal disruption of access to critical community services and commerce. Access must be consistent with the safety of the public.
10. Provide public information while controlling incident access. The media will be escorted whenever possible.

Director/Deputy Director OES

Date

Appendix A-7 – Operations Section

Refer to Section File Folder for forms (electronic to accompany EOP or paper in main EOC)

Section Objectives

The Operations Section, an element of the EOC General Staff is responsible for coordinating the deployment of response resources in support of field operations. Such coordination activities will normally include:

- ☐ Managing operational elements of approved EOC Action Plan
- ☐ Supporting Department Operations Centers (DOC) and field incident command(s) and associated response activities.
- ☐ Coordinating and liaising with DOCs for reporting, action planning and situation reporting.
- ☐ Liaising with Mutual Aid Coordinators for fire, law and emergency medical services.
- ☐ Coordinating OA incident response assets regardless of agency affiliation or type of asset (e.g., animal services, shelters, etc.).
- ☐ Assessing the emergency within the city or in nearby jurisdictions that affect or may affect local jurisdictions' response.
- ☐ Working with appropriate Emergency Support Functions under the Operations Section.

Tools

- Org Chart
- Communications Plan
- Legal Tools
- Discipline Specific Master Contact Lists
- Job Action Sheets
- Discipline specific SOPs
- Media Contact Form
- ESF Status Report Forms

There are several Emergency Support Functions that represent an alliance of stakeholders who possess common interests and share a level of responsibility for emergency management. The Emergency Support Functions bring together city departments, county departments, special districts and other support jurisdictions within the OA to collaboratively prepare for, cohesively respond to and effectively recover from an emergency.

In most cases a single department is assigned to lead each Emergency Support Function based on its authorities, resources and capabilities. Each Emergency Support Function member is responsible to assist in coordinating the OA's response to emergencies, including provision of mutual aid and the allocation of essential supplies and resources.

An Operations Section Chief will be identified between fire, law enforcement, public works or other staff as designated by the EOC Director.

The Operations Section Chief will activate those emergency support functions/branches deemed appropriate. When fully activated, the Operations Section could be comprised of the following branches, with each position being staffed with county/city or allied-agency personnel.

- Fire/rescue branch
- Law enforcement branch
- Medical-Health branch
- Mass care branch
- Public works branch
- Ag branch

Appendix A-8 – Plans Section

Refer to Section File Folder for forms (electronic to accompany EOP or paper in main EOC)

Section Purpose

The Planning Section is responsible for directing and managing the creation of a comprehensive situation status report, development of EOC Action Plans for each operational period, and maintenance of all documentation related to the emergency. The Planning Section staff must evaluate the potential economic, social and environmental impacts of the disaster, while managing response to the conditions within the jurisdiction. Additionally, the Planning Section staff must consider whether an emergency in a neighboring jurisdiction could impact their jurisdiction or draw upon resources normally available to the county.

The Planning Section Chief identifies whether full or partial staffing is required to respond. When fully activated the section may include the positions shown in the organizational chart. The duties assigned to the unfilled position are the responsibility of the Planning Section Chief.

Section Objectives

The Planning Section will accomplish the following specific objectives during a disaster/emergency:

- ☐ Display situation status information in the EOC using maps and visual aids
- ☐ Ensure accurate recording and documentation of the incident
- ☐ Determine reporting schedules for all EOC elements
- ☐ Prepare the jurisdiction's Situational Status reports and EOC Action Plans
- ☐ Disseminate situation status and EOC Action Reports to other EOC sections, jurisdictional departments, and Glenn EOC
- ☐ Provide planning support to other sections
- ☐ Maintain proper and accurate documentation of all actions taken to ensure that all required records are preserved for future use and State OES and FEMA filing requirements
- ☐ Acquire technical experts for special interest topics of special technical knowledge subjects

Tools

- Org Chart
- Planning Process Schedule (Sample)
- Situational Status Form
- Action Planning Meeting Agenda (Sample)
- EOC Planning "P"
- Demobilization Checklist
- After Action Report Template
- Advanced Plan Template
- Job Action Sheets
- Planning Considerations Cheat Sheet
- Situational Status Boards
- EOC Briefing & Reports
- EOC Action Plan Template
- Demobilization Plan Template
- Hot Wash Discussion Points
- Sample File Retention Structure
- ICS IAP Forms

Responsibilities

Unit Management	Supervisory
-----------------	-------------

- | | |
|--|--|
| <input type="checkbox"/> Determine Planning & Intelligence staffing needed for event and establish
<input type="checkbox"/> Provide incoming briefing to section staff
<input type="checkbox"/> Brief unit staff on work priorities, schedule, and roles & responsibilities
<input type="checkbox"/> Ensure unit schedule matches EOC planning and operational cycle
<input type="checkbox"/> Ensure staff have access to all electronic files, forms, maps, and status boards
<input type="checkbox"/> Ensure staff receive breaks/rest and food throughout their assignment | <input type="checkbox"/> Ensure general welfare and safety of all section personnel
<input type="checkbox"/> Provide staff with assignments and immediate actions
<input type="checkbox"/> Maintain after hours contact information for section personnel
<input type="checkbox"/> Ensure staff have reviewed appropriate documentation for their job(s)
<input type="checkbox"/> Resolve problems early |
|--|--|

Daily Tasks

- ☐ Check in at the EOC
- ☐ Consider assigning a Deputy Planning Section Chief
- ☐ Ensure early and continued coordination with Planning Sections in other activated EOCs, DOCs, and ICPs
- ☐ Request additional personnel for the section as necessary to maintain 24-hour operation
- ☐ Keep the EOC Director informed of significant events
- ☐ In coordination with other Section Chiefs, ensure that their status reports are used to develop the EOC Action Plan
- ☐ Ensure all Planning & Intelligence units are addressing the tasks in their respective Job Action Sheets
- ☐ Ensure the Public Information Officer has immediate and unlimited access to all status reports and displays
- ☐ Facilitate the Action Planning meetings
- ☐ Maintain unit activity log

Transfer of Duties

- ☐ Brief replacement and turnover staff as required
- ☐ Ensure next shift's staff are accounted for
- ☐ Ensure the safety and well-being of staff being dismissed for the operational period
- ☐ Provide all completed documentation to the Documentation Unit
- ☐ Follow any EOC check out procedures, including signing out

Refer to Appendix A-11 for Position Checklists - Job Action Sheets (JAS)

Planning P

The Planning P illustrates the sequence of steps for effective Incident Action Planning in an organized, systematic and easily understood fashion. While the basics of the Planning P are uniform in all Incident Command Systems, the details can be tailored to fit a particular type of incident or even an institution, such as a hospital.

Figure 1 illustrates the EOC Planning P



Initial Response/Phase 1: UNDERSTAND THE SITUATION

The actions completed in Initial Response: Understand the Situation, should occur before the first operational period begins. These actions are important to successful EOC operations, and in the development of the Action Plan.

The incident or event causing the activation of the EOC can vary significantly. This is why good situational awareness and a common operating picture is crucial in emergency management.

An Initial Briefing with an Initial Threat Assessment meeting should be conducted with key command staff to determine activation level and immediate priorities.

The Initial Incident Briefing is meant to be a quick overview of the incident and situation with the information available at the time. This will include basics like cause of the incident, current number of patients, expected number of patients, common injuries or treatments, and the status of roads, communications, and infrastructure.

Phase 2: Establish EOC Objectives

Establish EOC Objectives, moves the planning cycle from reactive to proactive. While initial priorities and strategies are developed in Phase 1 to provide direction to the first operational period, the incident objectives established in Phase 2 will incorporate heightened information, be more comprehensive than those developed in Phase 1, and will establish incident objectives for the next operational period. During Phase 2 of every operational period, incident priorities initially established during Phase 1 will be reviewed and modified as necessary.

DEVELOPING/UPDATING EOC OBJECTIVES

When developing or updating EOC objectives, it is important to craft objectives that are flexible enough to allow for changes in tactics and strategies, while still supporting the overall objective. Per FEMA guidance, the incident objectives should “answer the question of what must be accomplished.”

Objectives should be SMART: Specific, Measurable, Assignable, Realistic, Time based. *Please refer to the CDPH IAP Toolkit - SMART Objectives for additional information on developing SMART objectives.*

PHASE 3: DEVELOP THE PLAN

Phase 3 builds upon the actions and accomplishments in Phases 1 and 2. From the established objectives, EOC staff can determine strategies and tactics to accomplish the objectives. Developed strategies should reflect awareness of the current situation, including available resources and personnel, and the probability that desired outcomes can be accomplished in the time allotted.

It is important to keep in mind that while meetings are being conducted and the Action Plan developed for the next Operational Period, EOC staff are continuously working to improve situational awareness, developing strategies to support staff, and completing objectives.

PHASE 4: PREPARE AND DISSEMINATE THE PLAN

The Planning Section should begin Phase 4 when the approval of the Operational Planning Worksheets (ICS Form 215). Upon their approval, the Planning Section can begin assembling all planning process elements into the IAP. The final IAP must be approved by the EOC Command-Management staff before it is considered officially adopted.

Documents that make up the IAP, and should be included in the IAP, include:

- ICS Form 200- Cover Sheet
- ICS Form 202- Incident Objectives
- ICS Forms 205, 205a- Incident Communications Plan
- ICS Form 207- Incident Organization Chart
- ICS Form 206- Incident Map
- ICS Form 204- Assignment List
- HICS Form 206- Medical Plan (as necessary)
- ICS Form 230- Meeting Schedule
- ICS Form 213- General Message

-OR-

- EOC Action Plan

Other documents as necessary

PHASE 5: EXECUTE, EVALUATE, AND REVISE THE PLAN

NEW OPERATIONAL PERIOD

At the beginning of a new operational period, oncoming EOC staff should receive and be briefed on the completed Action Plan. This completed Action Plan serves as the “blueprint” for their shift and

operations, and directs their priorities and objectives throughout the Operational Period. Simultaneously, EOC staff begin the “Operations O” portion of the Planning P anew as they develop an IAP for the next Operational Period.

Planning Section Process Schedule

Time	Event
0700 – 0800	Shift Change Briefing
0800 – 0900	Prepare for Planning Meeting Purpose: To review accomplishments, identify new issues, identify resource needs and determine assignments for next operational period
0900 – 1000	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader and Technical Specialists)
1000 – 1400	Prepare EOC Action Plan
1400 – 1600	Finalize EOC Action Plan
1600	Complete EOC Action Plan
1600 – 1700	Prepare for Operations Briefing Purpose: To review EOC Action Plan for next operational period.
1700 – 1800	Operations briefing (Management, General Staff, and identified Operations staff and Technical Specialists)
1800 – 1900	Finalize Reports (including Situation Status Report for the Operational Area EOC)
1900 – 2000	Shift Change Briefing
2000 – 2100	Prepare for Planning Meeting Purpose: To review accomplishments, identify new issues, identify resource needs and determine assignments for next operational period
2100 – 2200	Planning Meetings (with Management and General Staff, Resources Status Unit Leader, Supply Unit Leader, Communications Unit Leader and Technical Specialists)
2200 – 0200	Prepare EOC Action Plan
0200 – 0400	Finalize EOC Action Plan
0400	Complete EOC Action Plan
0400 – 0500	Prepare for Operations Briefing Purpose: To review EOC Action Plan for next operational period
0500 – 0600	Operations briefing (Management, General Staff and identified Operations staff and Technical Specialists)
0600 – 0700	Finalize Reports (including Situation Status Report for the Operational Area EOC)

Action Plans

In developing the Action Plan, a number of issues should be considered, as outlined in the table below. Applicable issues should be addressed in each of the Action Plans.

ISSUE	CONSIDERATIONS	RESPONSIBILITY
Inter-Agency Coordination	<ul style="list-style-type: none"> • Use of resources • Contact information and frequency • Communications methods 	Liaison
Public Information	<ul style="list-style-type: none"> • Constraints on information to be disseminated • Special instructions • Target areas/audiences 	Public Information Officer EOC Director
Safety	<ul style="list-style-type: none"> • Special precautions to be taken • Personal protective gear required 	Safety Officer
Technical Resources	<ul style="list-style-type: none"> • System maps and schematics • Technical expert input 	Planning Section Chief
Operations	<ul style="list-style-type: none"> • Special skills required • Mutual aid needs • Staging Area needs • Progress in resolving major incident objectives 	Operations Section Chief
Policy	<ul style="list-style-type: none"> • Legal/political issues • Fiscal constraints 	EOC Director
Special Needs	<ul style="list-style-type: none"> • Contingency Plans 	Planning Section Chief
Special Resources	<ul style="list-style-type: none"> • Availability of special supplies, personnel and equipment • Transportation support 	Logistics Section Chief
Finance	<ul style="list-style-type: none"> • Federal/State reimbursement; cost sharing/agreements 	Finance Section Chief

The EOC can utilize the EOC Action Plan template that follows on the next pages or standard ICS Incident Action Plan forms (ICS 202-206).

EOC Action Plan Template

Event Name: Click here to enter text.

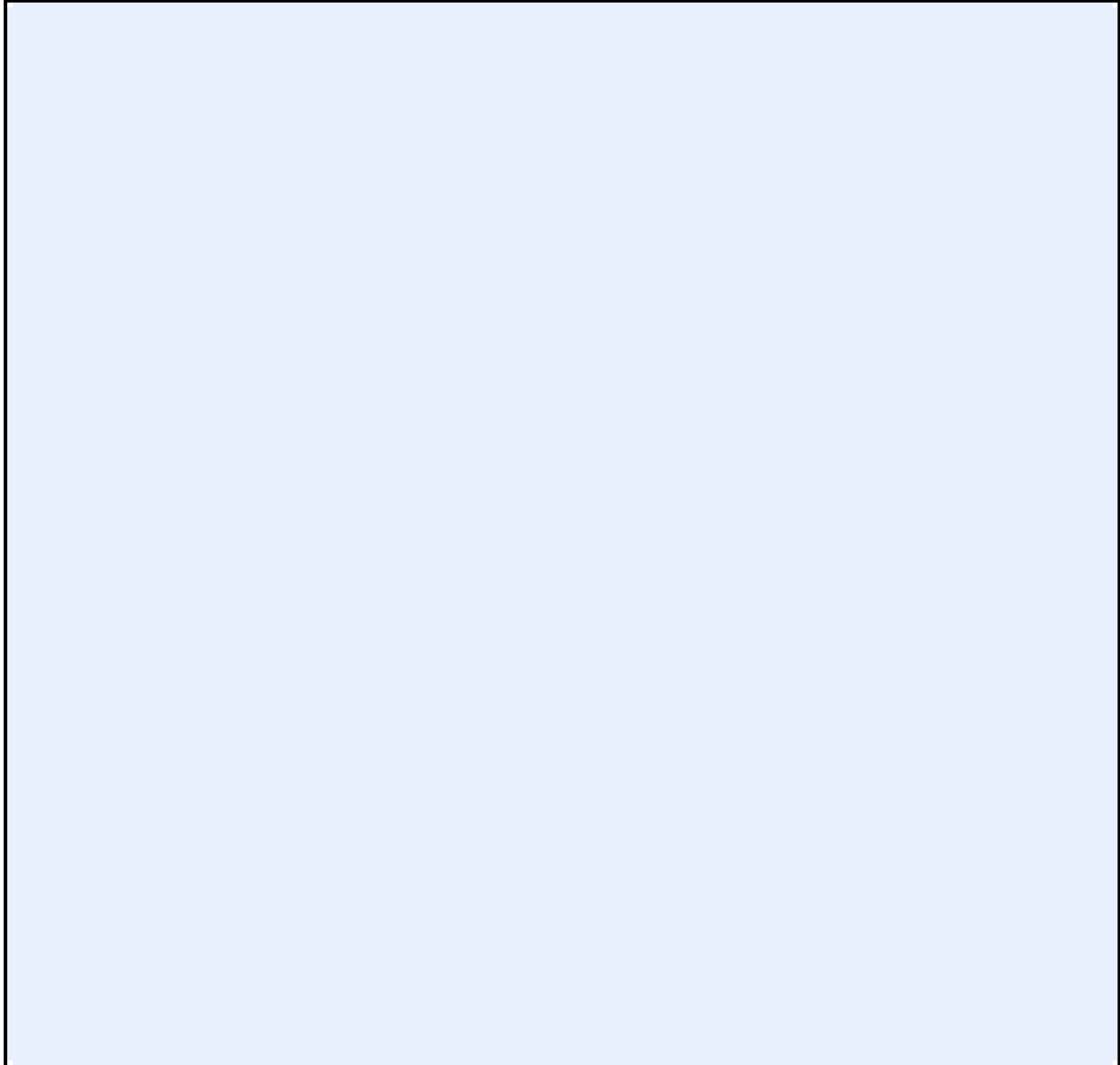
Operational Period: Click here to enter text.

Date Prepared: Click here to enter text.

Time Prepared: Click here to enter text.

Jurisdiction Type: Choose an item.

Map Sketch:



Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name

Summary of Priorities, Objectives and Actions

Overall Event Priorities

Click here to enter text.

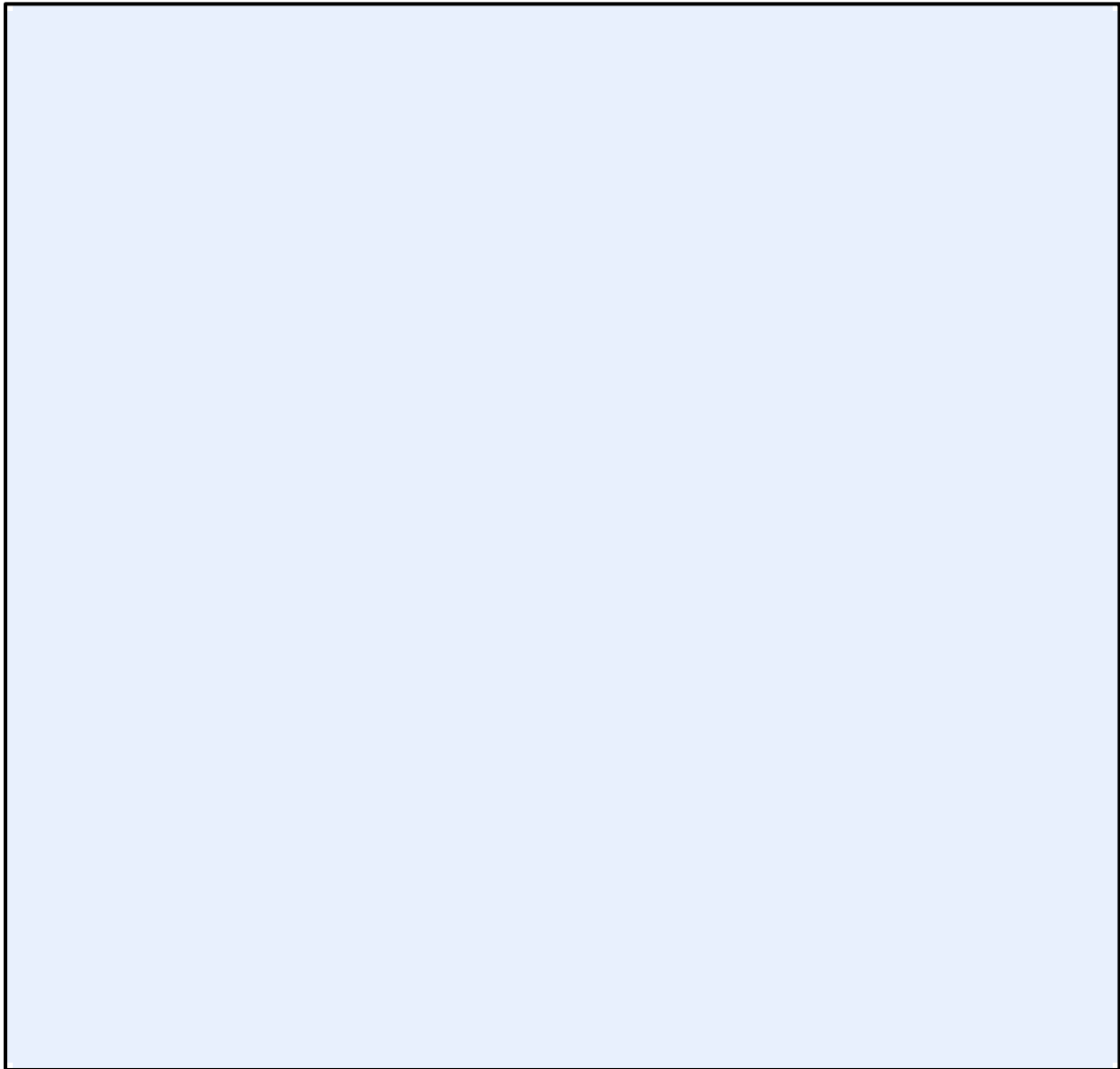
Management Section Objectives

Click here to enter text.

Operations Section Objectives

Click here to enter text.

Organization Chart:



Weather Impacts on Operations:

Click here to enter text.

Weather Forecast 5-Day



Weather Maps:



Additional Attachments

Advance Plan

Event Name: Click here to enter text.

Operational Period: Click here to enter text.

Date Prepared: Click here to enter text.

Time Prepared: Click here to enter text.

Jurisdiction Type: Choose an item.

Future Major Impacts from Disaster and/or Response

Click here to enter text.

Policy Issues

Expected within the next 36 hours	Expected within the next 72 hours (or after)
Click here to enter text.	Click here to enter text.

Social & Economic Impacts

Expected within the next 36 hours	Expected within the next 72 hours (or after)
Click here to enter text.	Click here to enter text.

Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name

Other Impacts Anticipated

Expected need within the next 36 hours	Expected within the next 72 hours (or after)
Click here to enter text.	Click here to enter text.

Significant Response Resources

Expected need within the next 36 hours	Expected need within the next 72 hours
Click here to enter text.	Click here to enter text.

Significant Recovery Resources

Expected need within the next 36 hours	Expected need within the next 72 hours
Click here to enter text.	Click here to enter text.

Demobilization Plan Template

Event Name: Click here to enter text.

Operational Period: Click here to enter text.

Date Prepared: Click here to enter text.

Time Prepared: Click here to enter text.

Jurisdiction Type: Choose an item.

Overall Demobilization Priorities

1. Personnel welfare (safety and rest)
2. Needs of the assisting/cooperating agencies
3. High dollar assets
4. Local government response resources
5. Federal government response resources

Release Procedures

Click here to enter text.

Actual Check-out Procedures

Click here to enter text.

Prepared By: Planning Unit Section Chief Name

Approved By: EOC Director Name

Personnel Name	Position	Released	Method of Transport Home	Time Left	Estimated Arrival Time	Returned

Appendix A-9 – Logistics Section

Refer to Section File Folder for forms (electronic to accompany EOP or paper in main EOC)

The Logistics Section is responsible for coordinating the provision of a broad assortment of equipment, supplies and services such as maintenance, food services, etc. in support of the Emergency Management Organization and Emergency Operations Center, other OA sites, organizations or activities during a disaster. On occasion, it responds to a request from the field (Incident Command), but most often it supports jurisdictional departments, responding agencies and activities.

When activated, the EOC establishes priorities for resource allocation during the emergency. All jurisdictional resources are considered part of a pool which may be allocated by the EOC to fulfill priority missions.

The Logistics Section Chief identifies whether full or partial staffing is required to respond. When fully activated the section may include the positions shown in the organizational chart. The duties assigned to the unfilled position are the responsibility of the Logistics Section Chief.

Section Objectives

The Logistics Section will accomplish the following specific objectives during a disaster/emergency:

- ☐ Ensure repair and maintenance of EOC supporting equipment and resources
- ☐ Analyze and identify appropriate sources of resources
- ☐ Order, receive, process and store all incident-related resources
- ☐ Set-up and maintain incident support facilities (example – feeding, sleeping and sanitation services)
- ☐ Work with the Operations - Transportation Unit to move personnel, goods and services where they are needed
- ☐ Supply food needs for entire incident including remote sites
- ☐ Volunteer Coordination
- ☐ Donations Management

Tools

- Org Chart
- T-Card System
- Jurisdictional Personnel Lists
- Jurisdictional Asset Lists
- Purchase Cards
- DSW Registration Form
- Job Action Sheets
- Resource Requesting Cheat Sheet
- Resource Request Form
- Jurisdictional Purchasing Policies
- Resource Mgt Cycle Cheat Sheet

The Logistics Section is divided into several branches. Within those branches, the following branches are organized and performed as part of the Logistics Section.

- Facilities
- Personnel
- Resource Management
- Supply & Procurement
- Transportation Unit
- Communications

Resource Management Steps

Step 1: Identify Requirements	<p>Continually identify, refine, and validate resource requirements. This process includes identifying:</p> <ul style="list-style-type: none"> • What and how much is needed • Where and when it is needed • Who will be receiving or using it <p>Resource availability and requirements constantly change as the incident evolves. Coordination among all response partners should begin as early as possible.</p>
Step 2: Order & Acquire	<p>Standardized resource-ordering procedures are used when requests for resources cannot be fulfilled locally. Resource ordering follows the Standardized Emergency Management (SEMS) levels.</p> <p>Decisions about resource allocation are based on organization or agency protocol and possibly the resource demands of other incidents.</p> <p>Mutual aid and assistance resources will be mobilized only with the consent of the jurisdiction that is being asked to provide the requested resources. Discrepancies between requested resources and those available for delivery must be communicated to the requestor.</p>
Step 3: Mobilize	<p>Incident resources mobilize as soon as they are notified through established channels. Mobilization notifications should include:</p> <ul style="list-style-type: none"> • The date, time, and place of departure • Mode of transportation to the incident • Estimated date and time of arrival • Reporting location (address, contact name, and phone number) • Anticipated incident assignment • Anticipated duration of deployment • Resource order number • Incident number • Applicable cost and funding codes <p>When resources arrive on scene, they must be formally checked in.</p>
Step 4: Track & Report	<p>Resource tracking is a standardized, integrated process conducted prior to, during, and after an incident to:</p> <ul style="list-style-type: none"> • Provide a clear picture of where resources are located • Help staff prepare to receive resources • Protect the safety and security of personnel, equipment, and supplies • Enable resource coordination and movement <p>Resources are tracked using established procedures continuously from mobilization through demobilization.</p>

Step 5: Recover/Demobilize	<p>Recovery involves the final disposition of all resources, including those located at the incident site and at fixed facilities. During this process, resources are rehabilitated, replenished, disposed of, and/or retrograded.</p> <p>Demobilization is the orderly, safe, and efficient return of an incident resource to its original location and status. Demobilization planning should begin as soon as possible to facilitate accountability of the resources.</p> <p>Early planning for demobilization facilitates accountability and makes the logistical management of resources as efficient as possible – in terms of both costs and time of delivery.</p>
Step 6: Reimburse	<p>Reimbursement provides a mechanism to recoup funds expended for incident-specific activities.</p> <p>Preparedness plans, mutual aid agreements, and assistance agreements should specify reimbursement terms and arrangements for:</p> <ul style="list-style-type: none"> • Collecting bills and documentation • Validating costs against the scope of the work • Ensuring that proper authorities are secured • Using proper procedures/forms and accessing any reimbursement software programs
Step 7: Inventory	<p>Resource management uses various resource inventory systems to assess the availability of assets provided by jurisdictions.</p> <p>Resources identified within an inventory system are not an indication of automatic availability. The jurisdiction and/or owner of the resources has the final determination on availability</p>

Appendix A-10 – Finance Section

Refer to Section File Folder for forms (electronic to accompany EOP or paper in main EOC)

The Finance Section is responsible for tracking all costs associated with the EOC activation. The Finance Section staff must analyze and identify appropriate costs and ensure that all costs conform to existing emergency operations procedures, ordinance and rules. Additionally, the Finance Section staff must track costs across multiple departments and agencies.

The Planning Section Chief identifies whether full or partial staffing is required to respond. When fully activated the section may include the positions shown in the organizational chart. The duties assigned to the unfilled position are the responsibility of the Planning Section Chief.

Section Objectives

The Finance Section will accomplish the following specific objectives during a disaster/emergency:

- ☐ Track all costs and present payments to the Management Section for approval
- ☐ Approve emergency purchases and contracts
- ☐ Maintain force labor accounting
- ☐ Maintain force equipment accounting
- ☐ Process claims (workers compensation, injuries to responders, damage to equipment)
- ☐ Fiscal Management

Tools

- See electronic files for Finance
- Employer's Report of Occupational Injury or Illness
- Workers' Compensation Claim Form
- FEMA 90-Forms
- Disaster Cost Documentation Flow Chart
- Tracking & Allowable Costs Cheat Sheet
- PA Damage Categories Cheat Sheet
- CDAA vs FEMA Comparison
- PA Designation Thresholds
- Job Action Sheets
- DSW Volunteer Claim Submission Instructions
- Accident Investigation Report
- Extra Cost Accounting Forms
- Disaster Cost Accounting File Checklist
- Initial Damage Estimate Form
- PA Process Flow Chart
- Recovery Fact Sheet
- Org Chart

The section will be staffed by the County Department of Finance, HHSA Fiscal and/or city Department of Finance as directed by the EOC Director as needed to perform the various functions required to support emergency management operations within the activated EOC. Additional branches or units may be established as needed to meet operational needs.

Units include: Comp and Claims, Cost Accounting, Purchasing, Recovery, and Timekeeping.

The County of Glenn and cities will respond (fiscally) with the understanding that the response will be funded by the county and/or city and that every effort will be made to access recovery funds (but that those funds are not guaranteed). Generally, in a disaster, if a Governor's Proclamation is granted to the City and/or County the state may reimburse eligible costs to at a 75/25 percent cost share. Additionally if the Governor asks the President to declare a major disaster for the area and that request is granted then there may be additional funding reimbursement available and typically results in a 75%/18.75%/6.25% cost share.

Glenn County Disaster Finance

A specific job ledger structure will be established for the incident to record the activities. All agencies involved will have unique JL codes to any of their transactions pertaining to the incident.

Depending on the severity of the incident, the Board would need to enact emergency funding & enhance appropriations for the affected departments.

Glenn County Code Applicable to Disaster Finance

02.02.01 Definitions

"Emergency Matter" shall be a matter relating to the immediate preservation of the public peace, health or safety, or a matter which, for the County or public interest, requires Board action prior to the time of the next special or regular meeting of the Board.

02.520.020 Emergency Defined

As used in this chapter, "emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within this county caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of this county, requiring the combined forces of other political subdivisions to combat. (Ord. 553 § 2, 1972.)

Section 04.040.110 Emergency Purchases

Emergency purchases may be made by an agency when the supplies or equipment so purchased are necessary for the preservation of life or property. Such emergency purchases shall be submitted to the board at its next meeting for ratification. (Ord. 946 § 1 (part), 1989.)

Section 14.040.060 Exceptions--Emergency or Unusual Circumstances

Notwithstanding the provisions of this chapter, overhead facilities may be installed and maintained for a period not to exceed thirty days, without authority of the board, in order to provide emergency service. The board may grant special permission on such terms as the board may deem appropriate in cases of unusual circumstances, without discrimination as to any person or utility, to erect, construct, install, maintain, use or operate poles, overhead wires and associated overhead structures. (Ord. 507 § 5, 1968.)

Cost Tracking & Allowable Costs Guide

- ☐ Follow CFR 44
- ☐ Follow Federal Regulations (list on reverse side)
- ☐ Day-to-day contracts don't qualify for disaster work
 - Either re-bid contracts or
 - Pre-bid disaster work contracts will usually be OK
 - Do not Sole Source work
- ☐ Performance bonds are required for work over \$25,000
- ☐ Time and Materials contracts can be used during the first 70 hours (must be tightly monitored)
 - Emergency work must be re-bid after 70 hours
- ☐ Never use cost plus contracts
- ☐ Piggy-back contracting is prohibited
- ☐ Local agencies may use the GSA purchasing schedule
- ☐ Follow the normal purchasing policy unless a disaster purchasing policy exists
- ☐ California Government Code allows for breaking of contracts for emergency purposes
- ☐ Statements of non-insurance are required for debris removal from private property
- ☐ Mutual aid must be formally requested to be reimbursable
- ☐ Overtime is reimbursed at the overtime rate & Comp time is released at the regular rate unless otherwise stated in policy
- ☐ Track all volunteer time and donations for possible cost match
- ☐ Contracts must include:
 - Specific scope of work
 - Specific costs
 - Basis of payment
 - Performance schedule
 - Designated responsibilities
 - Price/cost analysis
 - Payment schedules
 - Ceiling on all costs
- ☐ Unit price contracts are documented by:
 - Per unit costs
 - Local supervision records
 - Photos
 - Completion percentage
 - Very detailed documentation (invoices, logs, cancelled checks, etc.)
- ☐ Lump Sum Contracts are documented by:
 - Itemized invoices (materials, equipment & labor)
 - Cancelled checks

List of Federal Legislation that must be complied with when using FEMA and other Federal disaster assistance grants².

² This list may not be complete

- 5 CFR Part 900, Subpart F – Standards for a Merit System of Personnel Administration
- Age Discrimination Act of 1975
- AIDS in the Workplace
- Americans with Disabilities Act (ADA)
- Archaeological and Historic Preservation Act of 1974
- Coastal Zone Management Act of 1972
- Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment & Rehabilitation Act of 1970
- Contract Work Hours and Safety Standards Act
- Copeland “Anti-Kickback” Act
- Davis-Bacon Act
- Drug Abuse Office and Treatment Act of 1972
- Drug-Free Workplace Act of 1988
- Endangered Species Act of 1973
- Environmental Standards Act of 1973
- Environmental Standards EO 11514, 11738, 1.1990, and 11988
- Equal Pay Act of 1963 (EPA)
- Fair Labor Standards Act (FLSA)
- Family and Medical Leave Act of 1993 (FMLA)
- Flood Disaster Protection Act of 1973
- Hatch Act
- Immigration Reform and Control Act of 1986 (IRCA)
- Intergovernmental Personnel Act of 1970
- Laboratory Animal Welfare Act of 1966
- Lead-Based Paint Poisoning Prevention Act
- National Environmental Policy Act of 1969 (NEPA)
- Real Property Acquisition Policies Act of 1970
- Rehabilitation Act of 1973, Section 504
- Safe Drinking Water Act of 1974
- Section 106 of the National Historic Preservation Act of 1966
- Section 176(c) of the Clean Air Act of 1955
- Sexual Harassment (covered under Title VII Civil Rights Act of 1964)
- Title IX of the Education Amendments of 1972
- Title VI of the Civil Rights Act of 1964
- Title VII of the Civil Rights Act of 1964
- Title VIII of the Civil Rights Act of 1968
- Titles II and III of the Uniform Relocation Assistance
- Walsh-Healey Public Contracts Act (WHA)
- Wild and Scenic Rivers Act of 1968

APPENDIX A-11 EMMA Procedures

The following resources are for the Emergency Management Mutual Aid (EMMA) Coordinator.

Requesting EMMA Resources

Request Process to Receive EMMA Personnel

Requesting OA - Use this process when Glenn County needs to request mutual aid resources for emergency management from outside jurisdictions.

- ☐ Coordinate with EOC Logistics Section to activate EMMA Plan.
- ☐ Create a complete *EMMA Form 1A – EMMA Resource Request in Cal-EOC*, complete all required sections to identify positions or tasks to be performed, special skills needed, reporting location, date and time, duration of assignment, logistics responsibility information and two (2) contact names with phone numbers; alert OA EMMA Coordinator.
- ☐ Distribute *EMMA Form 1A – EMMA Resource Request (Cal-EOC)* to local EMMA Coordinators to identify personnel with the appropriate knowledge, skills, and abilities to fill the EMMA resource request within the OA; discuss options.
- ☐ Evaluate proposed EMMA resources available from local jurisdictions; accept or refuse proposed assignment.
- ☐ Inform County EOC Logistics Section of pending arrival of EMMA resources; confirm provision of logistical support.
- ☐ Coordinator; provide EMMA request number to Requesting EMMA Coordinator
- ☐ Upon check-in, confirm EMMA resource has deployed under the corresponding EMMA request number.
- ☐ Confirm County EOC tracks and documents EMMA resource arrival and release.
- ☐ If EMMA resources are unavailable within the Operational Area, forward *EMMA Form 1A – EMMA Resource Request* to the Cal OES Region Duty Officer.
- ☐ Discuss EMMA resource options; accept or refuse proposed EMMA assignments.
- ☐ If the duration of the EMMA deployment is expected to exceed the time commitment described on the EMMA request, the Requesting EMMA Coordinator must make special arrangements to continue the duty assignment of an EMMA resource in coordination with the appropriate EMMA Coordinators and affected EMMA resources or create a new WebEOC/CalEOC EMMA request for replacement.
- ☐ Confirm responding EMMA resources are properly briefed on sign-in and check-out processes, assignment area, work assignments, expectations and duration of assignments.
- ☐ Ensure responding EMMA resources have necessary equipment and supplies to perform assigned functions (i.e., timesheets, daily activity logs, travel claim forms, etc.).
- ☐ Update EMMA resource status in WebEOC/CalEOC; notify Requestor and all involved SEMS level Coordinators of WebEOC/CalEOC update submittals.
- ☐ Track all requested EMMA resources.

Receiving OA - Demobilizing EMMA Resources

Use this procedure when you currently have EMMA resources working in your OA and you need to demobilize them.

- ☐ Provide EMMA resource with copy of the *Demobilization Checklist*. (Refer to: EMMA Resource Deployment and Demobilization Packet.)
- ☐ Update EMMA resource status in WebEOC/CalEOC; notify all appropriate SEMS level EMMA Coordinators of WebEOC/CalEOC update submittals.
- ☐ Ensure that all EMMA resources are provided the option of receiving an *EMMA Form 3 - Voluntary Performance Rating* and/or *Credentialing ICS-225 – Position Performance Rating* to enhance their training and credentialing records (Optional).
- ☐ If an EMMA resource does request an *EMMA Form 3 - Voluntary Performance Rating* and/or *Credentialing ICS-225 – Position Performance Rating*, confirm the immediate supervisor completes *EMMA Form 3 – Voluntary Performance Rating* and/or *Credentialing ICS-225 – Position Performance Rating* prior to demobilization of the EMMA resource.
- ☐ Confirm copy of the *EMMA Form 3 - Voluntary Performance Rating* and/or *Credentialing ICS-225 – Position Performance Rating* is provided to the EMMA Resource and Providing EMMA Coordinator.
- ☐ Confirm EMMA resource receives, completes, and returns an *EMMA Form 5 -Individual Demobilization Checkout* prior to demobilization. This form should be retained and used as part of the official incident record and confirmation of resource return.
- ☐ Confirm EMMA resource receives, completes, and returns an *EMMA Form 4 – Exit Survey* prior to demobilization. This form should be retained and used to improve EMMA.
- ☐ At the close of the operation, complete an *EMMA Form 4 - Exit Survey*.
- ☐ At close of the operation, ensure the local jurisdiction EMMA Coordinator submits all completed *EMMA Form 4 - Exit Surveys* to be used in the After Action Report process. Consolidate all OA level input and provide a single document to Cal OES outlining considerations and recommendations for EMMA program improvement.
- ☐ Follow up on open or unresolved issues with EMMA resources and/or appropriate SEMS level EMMA Coordinators.

Providing EMMA Resources to another Jurisdiction

Providing OA Resource Activation Process

Use this procedure if Glenn County receives a request for mutual aid from another jurisdiction. Glenn County will be the 'Provider/Sender'.

- ☐ Review WebEOC/CalEOC *EMMA Form 1A – EMMA Resource Request (Cal-EOC)* submitted by the Requestor; request clarification as needed.
- ☐ Identify personnel with the appropriate knowledge, skills, and abilities to fill the EMMA resource request from the local jurisdiction and/or, distribute *EMMA Form 1A – EMMA Resource Request* to local EMMA Coordinators to identify such personnel from within the OA.
- ☐ Discuss available EMMA resource options with Requesting EMMA Coordinator.
- ☐ Confirm Requestor's acceptance or refusal of proposed EMMA resource.
- ☐ Upon confirmation of acceptance of proposed EMMA resource from the local or county Requesting Jurisdiction, notify Requesting EMMA Coordinator to activate the EMMA resource.
- ☐ Provide EMMA request number to the deploying EMMA resource and appropriate EMMA Coordinators to facilitate check-in process at Requesting Jurisdiction.
- ☐ Coordinate details of logistical support to be provided for the EMMA resource with appropriate EMMA Coordinators.
- ☐ Track EMMA resources that deploy outside the OA.

Providing OA – EMMA Demobilization Process

Use this procedure when you currently have OA staff deployed on EMMA mission and they are set to demobilize.

- ☐ Upon notification from appropriate SEMS Level EMMA Coordinator, review EMMA resource status updates input into WebEOC/CalEOC by Requesting EMMA Coordinator.
- ☐ For EMMA resources provided by local jurisdiction, at the completion of activation, collect *EMMA Form 4 - Exit Surveys* from Local Providing EMMA Coordinator; review and identify data appropriate for inclusion in the consolidated EMMA program After Action report and Improvement Plan.
- ☐ For EMMA resources provided by county jurisdiction, collect from deployed EMMA resource all appropriate documentation (i.e., timesheets, travel claims, copy of daily activity logs, etc.).
- ☐ Develop the EMMA Program After Action Report and Improvement Plan; submit to the Cal OES Region Duty Office.
- ☐ Follow up on open or unresolved issues with EMMA resources and/or appropriate SEMS level EMMA Coordinators.

EMMA Deployment

Deployment Support Responsibilities

The following table provides a summary of deployment support actions and the parties with primary responsibility for providing the support.

Phase	Support Action	Responsible Parties
Pre-Deploy	Assignment and situation briefing information	<ul style="list-style-type: none"> Providing EMMA Coordinator
Pre-Deploy	Travel arrangements	<ul style="list-style-type: none"> Requesting EMMA Coordinator Providing EMMA Coordinator
Deploy	Emergency point of contact	<ul style="list-style-type: none"> Providing EMMA Coordinator
Deploy	Assignment problem resolution	<ul style="list-style-type: none"> Assigned Supervisor Requesting EMMA Coordinator

Deployment – Demobilization Support Responsibilities

The following table provides a summary of demobilization support actions and the parties with primary responsibility for providing the support.

Phase	Support Action	Responsible Parties
DeMob	Coordination of critical incident stress debriefings	<ul style="list-style-type: none"> EOC Director EOC Safety Officer
Home	Coordination of After Action Report	<ul style="list-style-type: none"> Appropriate SEMS level EMMA Coordinator

Incidents during Deployment

EMMA resources must immediately report any injury suffered while deployed, to their assigned supervisor and home agency. Non-expendable equipment (e.g., vehicles, cell phones, laptop computers) lost or damaged as a result of an EMMA deployment must be documented at the time of the occurrence, in an accepted manner to the requesting jurisdiction (use of their forms), and reported through the immediate supervisor to the Logistics and Finance Sections at the assigned location. Details of the incident should also be recorded in the EMMA resource's personal duty log (e.g. ICS 214 Individual Duty Log or similar document).

Responsibility for the repair or replacement of non-expendable equipment that is extraordinarily damaged while being used in the performance of a specific assignment will be agreed upon between the requesting and providing jurisdictions based on the particular situation. Generally, the requesting jurisdiction is not responsible for repair/replacement costs, unless the deployment of the equipment was specifically requested and documented on the original EMMA request. The requesting jurisdiction is not responsible for normal wear and tear.

EMMA FORM 2 – DEPLOYMENT CHECKLIST

Deployment Checklists – For the Personnel Deploying

This checklist and packing list should be provided to any personnel deploying on an EMMA mission.

When placed on standby for potential deployment:

- ☐ Inform the notifying EMMA Coordinator of any special accommodations you may need
- ☐ Check work and personal schedules for potential conflicts; develop plans or strategies to clear conflicts
- ☐ Follow proper protocol within your agency to gain approval for the potential deployment
 - Check deployment personal 'Go Kit' and review packing list to ensure readiness
 - Ensure that you have a two-week supply of prescription medications
 - Ensure you have adequate travel cash
 - Ensure government-issued identification is included
- ☐ Charge and pack cell phone, pack charger
 - If you plan on bringing your personal electronics consider rules regarding replacement of items not requested as part of your deployment
- ☐ Monitor media and other information sources to develop situational awareness

Once requested to deploy:

- ☐ Contact the appropriate SEMS level EMMA Coordinator to do the following:
 - Request a copy of the most recent Situation Summary to establish operational awareness
 - Identify assigned position/role, deployment location, special route or other travel instructions (e.g., preferred mode of travel)
 - Identify assigned supervisor and phone/e-mail contact information
 - Identify travel arrangement process (e.g., has the Requesting jurisdiction blocked hotel rooms?)
 - Request a copy of the completed *EMMA Form 1A – EMMA Resource Request (Cal-EOC)*
 - Request briefing on any special work site security or access procedures and any special environmental or health concerns for the area where you are being deployed
 - Exchange cell phone and other contact information
- ☐ Notify your employer of your deployment schedule, change voicemail and e-mail messages to reflect your absence
- ☐ Inform key business contacts of your deployment
- ☐ Make travel, rental car and lodging reservations, provide travel and lodging information to the Requesting and Providing EMMA Coordinators
- ☐ Complete packing and travel

Upon arrival at assigned location:

- ☐ Notify Provider EMMA Coordinator and family of safe arrival
- ☐ Notify the Requesting EMMA Coordinator of your arrival and verify assigned location
- ☐ Sign in through the appropriate location and obtain any security passes/identification that may be required
 - Whenever possible obtain a copy of your 'sign in sheet', this may be an ICS-211 Incident Check-in List or other similar form
- ☐ Check in with your assigned supervisor for an assignment briefing, including:
 - Your position, operational period and shift assignment
 - Delegation of authority (if applicable), resource request, and financial commitment approval procedures
 - Personnel list for assigned staff
 - Information security protocols
 - Potential political issues or sensitivities
 - Workstation location
 - Point of contact to set up computer network and voicemail system access, acquire phone number directory, e-mail address lists and EOC software tip sheets or operational software training
 - Copy of the current Incident Action Plan/EOC Action Plan, including:
 - Daily meeting and conference call schedules
 - Reporting deadlines
 - Situation status
 - Current priority activities
 - Request a copy of available EOC orientation/operations information, including incident-specific safety briefing materials
- ☐ Set up workstation, including files to track assignment information:
 - Copy of the *EMMA Form 1A – EMMA Resource Request (Cal-EOC)*
 - Timesheets to track hours worked (unless otherwise specified, deployed EMMA personnel should track time and hours as done at home agency)
- ☐ Maintain Duty Log (May use ICS 214-1 & 214-2) for reference after deployment, maintain copy.
- ☐ Note lessons learned and suggestions for improvement of the Emergency Management Mutual Aid plan
- ☐ Obtain *EMMA Form 4 - Exit Survey* to build a useful summary of after action items specifically aimed to build a better EMMA Plan.

Packing List for EMMA Deployment

All personnel deployed under the EMMA Plan are required to have a current government issued identification card. All EMMA resources driving a vehicle during an EMMA deployment are required to have a valid driver's license appropriate for the vehicle they are driving.

EMMA resources are expected to be self-sufficient for a minimum of 24 hours. As a potential EMMA resource, individuals should be prepared to deploy on short notice and consider preparing a "Go Kit". The following is helpful guide for what to pack when deploying under EMMA:

Sleeping

- ☐ Sleeping bag, blankets, sleeping bag liner (or travel sheets)
- ☐ Pillow
- ☐ Ear plugs
- ☐ Eye mask
- ☐ Inflatable mattress (optional)
- ☐ Foam mattress pad (optional insulation layer with inflatable mattress)
- ☐ Travel chair

Clothing

- ☐ Shirts (short & long)
- ☐ Pants
- ☐ Layers (prepare for weather changes: cool, rain, warm)
- ☐ Undergarments
- ☐ Sleepwear (modest for shared living environments, e.g. t-shirt & sweatpants)
- ☐ Hats/Sunglasses
- ☐ Sturdy, closed-toed shoes
- ☐ Socks
- ☐ Flip flops or slippers for down time
- ☐ Swimwear
- ☐ Gloves
- ☐ Umbrella
- ☐ Laundry bag
- ☐ Belts

Hygiene

- ☐ Toiletries (personal hygiene needs)
- ☐ Deodorant
- ☐ Tooth brush/tooth paste
- ☐ Roll of toilet paper
- ☐ Soap/shampoo/conditioner
- ☐ Lotion
- ☐ Lip balm
- ☐ Dental floss
- ☐ Brush, comb
- ☐ Shaving supplies
- ☐ Feminine hygiene products
- ☐ Hand sanitizer
- ☐ Cotton swabs, cotton balls
- ☐ Sunscreen
- ☐ Baby powder or chafing balm
- ☐ Pre-moistened wipes (for face/hands/etc. when water is scarce)

Medications

- ☐ Prescriptions
- ☐ OTC pain reliever, allergy medications, cold and flu
- ☐ Antacids
- ☐ Eye drops (allergy and hydration)
- ☐ Throat lozenges
- ☐ Stool softener and/or anti-diarrheal
- ☐ Vitamins
- ☐ Towel (bath, hand, washcloth)
- ☐ First aid kit
- ☐ Bug spray
- ☐ Clorox surface wipes

Computer/Electronics

- ☐ Laptop (with ability to connect with the Requestor's facilities)
- ☐ Memory card
- ☐ Memory card adapter/reader
- ☐ Charging cords
- ☐ Surge protector/travel power strip
- ☐ Extension cord
- ☐ Cell phone, tablet
- ☐ Bluetooth headset and charger
- ☐ Mifi (if available) or reloadable like Karma
- ☐ Headphones/earbuds
- ☐ Camera and/or phone tripod mount
- ☐ Headlamp or flashlight
- ☐ Extra batteries
- ☐ Portable solar charger, power inverters
- ☐ Electronics converters/adapters
 - Ethernet to USB
 - HDMI to VGA; HDMI to RCA; HDMI to HDMI; HDMI to Composite S Video
 - iPhone (lightning to: USB, 30-pin, HDMI, micro USB, SD Card, USB Camera AdapterF4 pin USB Type A, VGA)
 - Ethernet Cable
 - Audio Cables
 - Phone microphone (Rode SmartLav lavalier)
 - 12V Power adapter
- ☐ Screen cleaning wipes or cloth
- ☐ Gaffer's tape
- ☐ Duct tape

Food/Snacks

- ☐ Snacks or personal nutrition needs
- ☐ Comfort foods (sweets, cookies, gum)
- ☐ Instant coffee, coffee creamer or coffee press and coffee

- ☐ Sugar, spices, salt/pepper
- ☐ Non-perishable foods for 24 hours (tuna, beef jerky, peanut butter, protein bars, dried fruits)
- ☐ Mints
- ☐ Small vial of kitchen soap to clean mess kit/water bottles, or Dawn/Bounty paper towels
- ☐ Travel mug (insulated) with a lid
- ☐ Mess kit, dishes or bowls, utensils
- ☐ Trash bags
- ☐ Zipper top bags

Extras/Personal

- ☐ EMMA request documents/Deployment and Demobilization Packet
- ☐ Medical insurance card
- ☐ Position checklists/Training manuals/forms
- ☐ Government-issued identification
- ☐ Agency identification
- ☐ ICS Field Operations Guide
- ☐ California Map Book (Thomas Guide or equivalent)
- ☐ Travel alarm
- ☐ Glasses (if you're a contact lens wearer)
- ☐ N95 mask (non-fitted)
- ☐ Cash and debit/credit card
- ☐ Refillable water bottle with water filter (charcoal filter may not purify water but improve taste)
- ☐ Water filter for making water potable/safe
- ☐ Notepad/notebook and pen
- ☐ Clipboard or storage clipboard
- ☐ Small office supply collection: stapler, paperclips, highlighters, pens, markers, erasers, rubber bands, painter's tape, index cards, Post-it notes, thumb tacks, travel printer
- ☐ Cards, games, or books
- ☐ Colored wristbands
- ☐ Small tool kit: clamps, hammer, leather palm gloves, nylon cord, screwdriver, staple gun, zip ties, pocket/utility knife

EMMA Resource Demobilization Checklist

This checklist should be provided to the person who is deployed as an EMMA Resource. They should use it to ensure all demobilization steps are completed.

Once informed of the projected release date of the EMMA resource by the Requesting

EMMA Coordinator:

- ☐ Inform home agency of projected release date.
- ☐ Complete a first draft of the *EMMA Form 4 - Exit Survey*.
- ☐ Complete all work assignments.
- ☐ Transition all position information, as directed by the immediate supervisor.
- ☐ Ensure assigned workstation is left clean.
- ☐ Return all assigned equipment (i.e. vehicle, radios, laptops, PPE, communication devices) to appropriate representative of Requestor.
- ☐ Assemble personal expense receipts and other information to facilitate possible reimbursement.
- ☐ Submit and retain copies of site check-in and duty assignment forms (e.g. ICS-211 Incident Check-in List, ICS-204 Assignment List or ICS-214 Unit Log) to facilitate home agency reimbursement documentation and provide to Requestor.
- ☐ If desired, or if participating in the Cal OES Credentialing Program, request a performance evaluation from immediate supervisor (*ICS 225 – Position Performance Rating Form*).
- ☐ Complete any recommended Critical Incident Stress Debriefings (optional).
- ☐ Check out with the Planning Section.
- ☐ Finalize travel arrangements.
- ☐ Provide copies of the following documents to the providing EMMA Coordinator:
 - *EMMA Form 4 - Exit Survey*
 - *EMMA Form 5 - Individual Demobilization Checkout*

After the EMMA resource has returned home:

- ☐ To facilitate reimbursement, complete the appropriate personal expense reimbursement paperwork and submit along with check-in and duty assignment forms to:
 - Provider through the normal finance process for reimbursement
 - Requestor
- ☐ Complete any recommended Critical Incident Stress follow-up counseling, as needed. (optional)

EMMA FORM 3 - EXIT SURVEY

EMMA System Evaluation

The information collected in this survey will be used during the after action review process to identify opportunities to strengthen the overall EMMA Plan. Please complete this form and return it to your requesting EMMA Coordinator and leave a copy with your assignment supervisor prior to departure.

Assignment Information:

Incident Name:

Assignment Location (EOC, Command Post, Field, etc.):

Position/Task:

Shift (Day / Night):

Assignment Dates:

Number of Shifts (In days, do not include travel):

A. Mobilization Process:

- | | | | |
|--|------------------------------------|-------------------------------|-------------------------------|
| • Alert Notification | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Poor |
| • Recruitment | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Poor |
| • Assignment Briefing | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Poor |
| • Comments (Attach an additional page if necessary): | | | |

B. Assignment Support:

- | | | | |
|--|------------------------------------|-------------------------------|-------------------------------|
| • Travel Arrangements | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Poor |
| • Check-in Processing | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Poor |
| • Deployment Support Kit | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Poor |
| | N/A | | <input type="checkbox"/> |
| • SOPs/Forms | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Poor |
| • Comments (Attach an additional page if necessary): | | | |

C. Demobilization Process:

- | | | | |
|--|------------------------------------|-------------------------------|-------------------------------|
| • Check-out Processing | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Poor |
| • Personal Expense | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Poor |
| • Reimbursement | | | |
| • Post-Assignment Debriefing | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Poor |
| • Overall Experience | <input type="checkbox"/> Excellent | <input type="checkbox"/> Good | <input type="checkbox"/> Poor |
| • Comments (Attach an additional page if necessary): | | | |

D. General Comments/Suggestions:

EMMA FORM 4 - INDIVIDUAL DEMOBILIZATION CHECKOUT

EMMA FORM 4 - INDIVIDUAL DEMOBILIZATION CHECKOUT		
1. Incident Name/Number	2. Date/Time (Of Release Notification)	3. Arrival Date/Time
4. Name of Released	5. Position of Released	
(Returning via Airline Name & Flight Number, POV...)		
6. Transportation Type		
7. Actual Release Date/Time	8. WebEOC/CalEOC EMMA Request Number:	
9. Destination (Location Agreed Upon)	10. Notified: Agency { } Region { } Area { } Dispatch { } (check one, list information below) Name:	
11. Cell Phone or Emergency Contact #	Time:	
	Date:	
12. EMMA Coordinator Name (Providing Jurisdiction)		
13. Unit/Personnel		
You have been released subject to sign off from the following: (Demobilization Unit Leader check the appropriate box)		
Logistics Section		
Comment and Sign Off		
{ } EMMA Coordinator	ICS-225 - Position Performance Rating Form Copy Provided? Y N EMMA Form 3 - Exit Survey Provided? Y N	
{ } Supply Unit		
{ } Communications Unit		
{ } Facilities Unit		
{ } Ground Support Unit		
Plans/Intel Section		
Comment and Sign Off		
{ } Documentation Unit		
Finance/Admin Section		
Comment and Sign Off		
{ } Time Unit		
Other		
Comment and Sign Off		
{ }		
{ }		
14. Remarks		
15. Prepared by (include Date and Time)		

APPENDIX A-12 Post Event Mutual Aid Agreements

Emergency Management Mutual Aid (EMMA) Agreement

MEMORANDUM OF AGREEMENT (MOA) BETWEEN GLENN COUNTY AND THE (jurisdiction) PERTAINING TO ASSISTANCE PROVIDED UNDER THE EMERGENCY MANAGEMENT MUTUAL AID (EMMA) PLAN

WHEREAS, this event and associated conditions will collectively be referred to as (Name of Incident); and

WHEREAS, on (Date), (proclaiming jurisdiction) proclaimed a (proclamation type) for the (Name of Incident) and

WHEREAS, as a result of (Name of Incident), (Incident Description).

WHEREAS, the Emergency Management Mutual Aid Plan delineates the current state policy concerning Emergency Management Mutual Aid; and

WHEREAS, the Emergency Management Mutual Aid Plan describes the standard procedures used to acquire emergency management mutual aid resources and the method to ensure coordination of emergency management mutual aid planning and readiness; and

WHEREAS, the (Title of Person) is the Operational Area Emergency Management Mutual Aid Coordinator; and

WHEREAS, Emergency Management Mutual Aid Plan provides, in pertinent part, “[w]hen an emergency develops or appears to be developing which cannot be resolved by emergency management resources within an Operational Area, it is the responsibility of the Operational Area Mutual Aid Coordinator to provide assistance and coordination to control the problem;” and

WHEREAS, the Emergency Management Mutual Aid Plan provides, in pertinent part, “[a] request for emergency management mutual aid requires the approval of an authorized official of the Requesting Jurisdiction;” and

WHEREAS, the Director/Deputy Director of Office of Emergency Services of the Glenn County requested the mutual aid assistance of (Providing Agency/Jurisdiction), pursuant to the Emergency Management Mutual Aid Plan to provide emergency management support in connection with the (Name of Incident); and

WHEREAS, (Providing Agency/Jurisdiction) provided emergency management mutual aid consisting of emergency management personnel, equipment, and/or materials during the period (Date through Date) to assist with emergency management services in connection with the (Name of Incident);

NOW, THEREFORE, IT IS HEREBY AGREED by and between the County of Glenn and (Providing Agency/Jurisdiction) that the County of Glenn may reimburse reasonable costs associated with (Providing Agency/Jurisdiction) emergency management mutual aid assistance during the (Name of Incident).

Requesting Jurisdiction

By _____
(Signature)

Name:
Title:
County:
Date:

Providing Agency

By _____
(Signature)

Name:
Title:
Agency:
Date:

Law Enforcement Mutual Aid (LEMA) Agreement

MEMORANDUM OF AGREEMENT BETWEEN GLENN COUNTY AND [CITY/COUNTY AGENCY] PERTAINING TO ASSISTANCE UNDER THE LAW ENFORCEMENT MUTUAL AID PLAN

WHEREAS, *date and incident description*

WHEREAS, *emergency proclamations and dates*

WHEREAS, the Law Enforcement Mutual Aid Plan is issued and revised under the authority of Sections 8550, 8569, 8615 through 8619, and 8668 of the California Government Code, the California Emergency Plan, and the Master Mutual Aid Agreement; and

WHEREAS, the Law Enforcement Mutual Aid Plan delineates the current state policy concerning law enforcement mutual aid; and

WHEREAS, the Law Enforcement Mutual Aid Plan describes the standard procedures used to acquire law enforcement mutual aid resources and the method to ensure coordination of law enforcement mutual aid planning and readiness; and

WHEREAS, the county sheriff is the Operational Area Law Enforcement and Mutual Aid Coordinator; and

WHEREAS, Law Enforcement Mutual Aid Plan provides, in pertinent part, "When an emergency develops or appears to be developing which cannot be resolved by a law enforcement agency within an Operational Area, it is the responsibility of the Operational Area Mutual Aid Coordinator to provide assistance and coordination to control the problem;" and

WHEREAS, the Law Enforcement Mutual Aid Plan provides, in pertinent part, "A request for law enforcement mutual aid requires the approval of the chief law enforcement officer of the requesting jurisdiction;" and

WHEREAS, the Sheriff of Glenn County requested the mutual aid assistance of [city/county agency], pursuant to the Law Enforcement Mutual Aid Plan to support law enforcement services in connection with the Camp Fire; and

WHEREAS, [city/county agency], provided mutual aid assistance consisting of law enforcement personnel, equipment, and materials *date range* to assist with law enforcement services in connection with the *incident name*; and

WHEREAS, [city/county agency] agrees to document all of its mutual aid

assistance costs related to the incident name as attachments to this MOA and submit to Glenn County as soon as practicable; and

NOW, THEREFORE, IT IS HEREBY AGREED by and between the city/county agency and Butte County may reimburse all reasonable costs associated with city/county agency's law enforcement mutual aid assistance during the Camp Fire.

GLENN COUNTY	[CITY/COUNTY AGENCY]
By:	By:
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

Public Health & Medical Mutual Aid Agreement

MEMORANDUM OF AGREEMENT BETWEEN COUNTY OF GLENN AND THE COUNTY OF NAME PERTAINING TO ASSISTANCE PROVIDED UNDER CALIFORNIA HEALTH AND MEDICAL EMERGENCY OPERATIONS MANUAL

WHEREAS, on DATE incident description

WHEREAS, on date and types of emergency proclamations

WHEREAS, the County Director of Emergency Services is the Operational Area Emergency Management Mutual Aid Coordinator; and

WHEREAS, the Medical Health Operational Area Coordinator of the County of Glenn requested the mutual aid assistance of the County of NAME, to provide emergency management support in connection with the Incident Name; and

WHEREAS, the California Health and Medical Emergency Operations Manual (EOM) delineates current state policy concerning Public Health and Emergency Medical Mutual Assistance; and

WHEREAS, the California Health and Medical Emergency Operations Manual (EOM) describes the standard procedures used to acquire emergency mutual assistance resources and the method to ensure coordination of emergency management mutual assistance planning and readiness; and

WHEREAS, the Sierra-Sacramento Valley EMS Agency is the Regional Disaster Medical Health Coordinator (RDMHS) for health and medical mutual aid requests; and

WHEREAS, California Health and Medical Emergency Operations Manual (EOM) provides, in pertinent part, “the Medical Health Operational Area Coordination (MHOAC) Program coordinates public health and medical information and resources during emergencies;” and

WHEREAS, the Public Health and Emergency Medical Mutual Assistance Program requires the approval of an Authorized Official of the Requesting Jurisdiction; and

WHEREAS, the County of NAME is providing emergency management mutual aid to assist with emergency management services in connection with the Incident Name; and

WHEREAS, the County of NAME agrees to document all of its mutual aid assistance costs related to the Incident Name as attachments to this Memorandum of Agreement (“MOA”) and submit to the County of Glenn as soon as practicable;

NOW, THEREFORE, IT IS AGREED by and between the County of Glenn and the County of **NAME** that the County of Glenn shall reimburse all reasonable costs associated with the County of **NAME** emergency management mutual aid assistance during the **Incident Name**.

IT IS FURTHER AGREED that this MOA constitutes the agreement between the County of Butte and the County of Glenn for the purpose of providing (list positions that responded, such as Public Health Nurses, Environmental Health Specialists, etc.). In the event of a dispute between the parties as to the language of this MOA or its construction or meaning of any term, this MOA shall be deemed to have been drafted by the parties in equal parts so that no presumptions or inferences concerning its terms or interpretation may be construed against any party to this MOA.

GLENN COUNTY

By: _____
Name: _____
Title: _____
Date: _____

Name County

By: _____
Name: _____
Title: _____
Date: _____

Appendix A-13 - EOC POSITION CHECKLISTS (JAS)

Overview

Checklists provide EOC staff with quick reminders of roles and responsibilities to help them work effectively in an event. They must also provide sufficient detail that someone unfamiliar with a particular position can be assigned and have at least minimal guidance. They are not complete guides for someone with no familiarity with SEMS, NIMS, or the specific functions to be performed. These checklists are not a substitute for sound training, exercises and other preparedness activities occurring before an emergency occurs.

Pre-incident training should include appropriate levels of SEMS and NIMS training, as well as orientation to the functions that each individual is likely to be called upon to fulfill. Each trainee should be prepared to operate in multiple roles within their responsibilities and abilities.

The checklist for Common Responsibilities applies to all positions. The checklist for Branch, Division/Group, and Unit Leaders covers general responsibilities for those positions. ***Checklists for specific hazards by function or position can be found in*** in hazard or functional annexes.

The following checklists are guidelines for the Emergency Operations Team Members assigned to the OA EOC and are not intended to substitute for an individual's judgment based upon training, experience, the incident and circumstances.

Decisions made by individuals significantly different to these guidelines should be coordinated with the Emergency Operations Center Director/Manager or appropriate Section Chief and documented for evaluation of inclusion to this Annex.

- Read your specific position checklist in its entirety before implementing any checklist item.
- Use the checklist as a guideline; some incident-driven actions may not be on checklists.
- If a checklist item is not applicable to the situation, it should be skipped.
- If an incident develops where a previously skipped checklist item becomes relevant, then that checklist item should be executed.

The checklists for each position are designed to flow from:

1. actions which increase the readiness stature to,
2. those actions of general response preparedness,
3. to actions for specific response.

Common Responsibilities Checklist

For All EOC Positions

Activation Phase:

- ☐ Check in with the Personnel Unit (in Logistics) upon arrival to the EOC.
- ☐ Report to EOC Director, Section Chief, Branch Coordinator, or other assigned Supervisor.
- ☐ Set up your workstation and review your position responsibilities.
- ☐ Establish and maintain a position log which chronologically describes your actions taken during your shift.
- ☐ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents.
- ☐ Ensure Cal-EOC (Web EOC System) is operational.

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/ Intelligence Section, as appropriate, prior to your departure.
- ☐ Be prepared to provide input to the after-action report.
- ☐ If another person is relieving you, ensure they are thoroughly briefed before you leave your work station.
- ☐ Clean up your work area before you leave.
- ☐ Leave a forwarding phone number where you can be reached.

OA EOC

Management Section

Position Checklists

EOC DIRECTOR

**** Read This Entire Position Checklist before Taking Action ****

Responsibilities:

1. Establish the appropriate Staffing level for the OA EOC and continuously monitor organizational effectiveness ensuring that appropriate modifications occur as required.
2. Exercise overall management responsibility for the coordination between Emergency Response Agencies within the Operational Area. In conjunction with the General Staff, set priorities for response efforts in contract and incorporated areas of Glenn County. Ensure that all County agency actions are accomplished within the priorities established.
3. Ensure that Inter-Agency Coordination is accomplished effectively within the OA EOC.

Activation Phase:

- ☐ Determine appropriate level of activation based on situation as known.
- ☐ Mobilize appropriate personnel for the initial activation of the OA EOC.
- ☐ Respond immediately to EOC site and determine operational status.
- ☐ Obtain briefing from whatever sources are available.
- ☐ 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 ☐ Planning/Intelligence Section Chief
 - ☐ Logistics Section Chief ☐ Finance/Administration Chief
- ☐ Determine which Management Section positions are required and ensure they are filled as soon as possible.
 - ☐ Liaison Officer ☐ EOC Coordinator
 - ☐ Safety Officer ☐ Security Officer
 - ☐ Public Information Officer

- ☐ Ensure that telephone and/or radio communications with Incident Command Posts, public safety agencies, and other response organizations are established and functioning.
- ☐ Schedule the initial Action Planning meeting.
- ☐ Confer with the General Staff to determine what representation is needed at the OA EOC from other emergency response agencies.
- ☐ Assign a liaison officer to coordinate outside agency response to the OA EOC, and to assist as necessary in establishing an Interagency Coordination Group.
- ☐ Establish coordination with state and federal agencies

Operational Phase:

- ☐ Monitor general staff activities to ensure that all appropriate actions are being taken.
- ☐ 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.
- ☐ Ensure that the Liaison Officer is providing for and maintaining effective interagency coordination.
- ☐ Based on current status reports, establish initial strategic objectives for the OAEOC.
- ☐ In coordination with Management Staff, prepare management function objectives for the initial Action Planning Meeting.
- ☐ Convene the initial Action Planning meeting.
 - Ensure that all Section Chiefs, Management Staff, and other key agency representatives are in attendance.
 - Ensure that appropriate Action Planning procedures are followed. (Refer to Planning/Intelligence Section, "Action Planning Job Aid.")
 - Ensure the meeting is facilitated appropriately by the Planning/Intelligence Section.
- ☐ Once the Action Plan is completed by the Planning/Intelligence Section, review, approve and authorize its implementation.
- ☐ Conduct periodic briefings with the general staff to ensure strategic objectives are current and appropriate.
- ☐ Conduct periodic briefings for elected officials or their representatives.
- ☐ Formally issue Emergency Proclamation for the County, and coordinate local government proclamations with other emergency response agencies, as appropriate.

- ☐ Brief your relief at shift change, ensuring that ongoing activities are identified and follow-up requirements are known.

Demobilization Phase:

- ☐ Authorize demobilization of sections, branches and units when they are no longer required.
- ☐ Notify the Operational Area EOC, 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 report.
- ☐ Deactivate the OA EOC at the designated time, as appropriate.
- ☐ Proclaim termination of the emergency response and proceed with recovery operations.

EOC COORDINATOR

****** Read This Entire Position Checklist before Taking Action ******

Reports to: EOC Director

Responsibilities:

1. Facilitate the overall functioning of the Glenn County EOC.
2. 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.
3. Assist the Liaison Officer in ensuring proper procedures are in place for directing agency representatives and conducting VIP/visitor tours of the EOC.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.
- ☐ 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 an overall strategic objectives as well as section objectives for the Action Plan.
- ☐ Advise the EOC Director on procedures for enacting emergency proclamations, emergency ordinances and resolutions, and other legal requirements.
- ☐ Assist the Planning/Intelligence Section in the development, continuous updating, and execution of the EOC Action Plan.
- ☐ Provide overall procedural guidance to General Staff as required.
- ☐ Provide general advice and guidance to the EOC Director as required.
- ☐ Ensure that all notifications are made.
- ☐ Ensure that all communications with appropriate emergency response agencies is established and maintained.
- ☐ Assist EOC Director in preparing for and conducting briefings with Management Staff, the Board of Supervisors, County Council, the media, and the general public.

- ☐ Assist the EOC Director and Liaison Officer in establishing and maintaining an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- ☐ Assist the Liaison Officer with coordination of all EOC visits.
- ☐ Provide assistance with shift change activity as required.

Demobilization Phase:

- ☐ Follow Common Demobilization Phase Checklist.

Public Information Officer

**** Read This Entire Position Checklist before Taking Action ****

Reports to: EOC Director

Contact Public Health for access to the Crisis Emergency Risk Communication (CERC) Plan which includes messaging templates for a number of Glenn County's hazards.

Responsibilities:

1. Serve as the coordination point for all media releases for Glenn County. Represent the EOC as the lead Public Information Officer.
2. 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. Include special populations.
3. Coordinate media releases with Public Information Officers representing other affected emergency response agencies within the Operational Area as required.
4. Develop the format for press conferences, in conjunction with the EOC Director.
5. Maintain a positive relationship with the media representatives.
6. Supervise the Public Information Branch.

Activation Phase:

- ☐ Follow Common Activation Phase Checklists.
- ☐ Determine staffing requirements and make required personnel assignments for the Public Information Branch as necessary.

Operational Phase:

- ☐ Obtain policy guidance from the EOC Director with regard to media releases.
- ☐ Keep the EOC Director advised of all unusual requests for information and of all major critical or unfavorable media comments. Recommend procedures or measures to improve media relations.
- ☐ Coordinate with the Situation Status Unit and identify 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 hand-out materials.

- ☐ Implement and maintain an overall information release program.
- ☐ Establish a Media Information Center, as necessary, providing necessary space, materials, telephones, and electrical power.
- ☐ Maintain up-to-date status boards and other references at the media information center. Provide adequate staff to answer questions from members of the media.
- ☐ Develop a Joint Information System (JIS) to coordinate and network with other PIOs from DOCs, City EOCs, and ICPs and obtain information relative to public information operations.
 - Determine the need for a Joint Information Center (JIC)
- ☐ Develop content for state Emergency Alert System (EAS) releases if available. Monitor EAS releases as necessary.
- ☐ In coordination with other EOC sections and as approved by the EOC Director, issue timely and consistent advisories and instructions for life safety, health, and assistance for the public.
- ☐ At the request of the EOC Director, prepare media briefings for members of the County Council 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 are available at incident sites to coordinate and conduct tours of the disaster areas.
- ☐ Provide appropriate staffing and telephones to efficiently handle incoming media and public calls.
- ☐ 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:

☐ Follow Common Demobilization Phase Checklist.

Rumor Control Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Public Information Officer

Responsibilities:

1. Provide staffing for rumor control telephone bank.
2. Establish a "Disaster Hotline" with an up-to-date recorded message.
3. Supervise the Rumor Control Unit.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Obtain "confirmed" disaster information.
- ☐ Operate a telephone bank for receiving incoming inquiries from the general public.
- ☐ Correct rumors by providing factual information based on confirmed data.
- ☐ Establish a "Disaster Hotline" recorded message and provide updated message information periodically.
- ☐ Refer inquiries from member of the media to the lead Public Information Officer or designated staff.

Demobilization Phase:

- ☐ Follow Common Demobilization Phase Checklist.

Liaison Officer

****** Read This Entire Position Checklist before Taking Action ******

Reports to: EOC Director

Responsibilities:

1. Oversee all liaison activities, including coordinating outside agency representatives assigned to the OA EOC and handling requests from other EOCs (cities), DOCs and agency representatives.
2. Establish and maintain a central location for incoming agency representatives, providing workspace and support as needed.
3. Ensure that position specific guidelines, policy directives, situation reports, and the EOC Action Plan are provided to Agency Representatives upon check-in.
4. In conjunction with the EOC Coordinator, provide orientations for VIPs and other visitors to the EOC.
5. Ensure that demobilization is accomplished when directed by the EOC Director.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.
- ☐ 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 into the EOC,
 - ☐ Understand their assigned functions,
 - ☐ Know their work locations,
 - ☐ Understand EOC organization and floor plan.

- ☐ Determine if additional representation is required from:
 - ☐ Other agencies,
 - ☐ Volunteer organizations,
 - ☐ Private organizations,
 - ☐ Utilities not already represented.

- ☐ In conjunction with the EOC Director and EOC Coordinator, establish and maintain an Interagency Coordination Group comprised of outside agency representatives and executives not assigned to specific sections within the EOC.
- ☐ Assist the EOC Director and EOC Coordinator in conducting regular briefings for the Interagency 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 other EOCs, DOCs, etc. as required and requested.
- ☐ Maintain a roster of agency representatives located at the OA EOC.
 - ☐ Roster should include assignment within the EOC (Section or Interagency Coordination Group). Roster should be distributed internally on a regular basis.

Demobilization Phase:

- ☐ Follow Common Deactivation Phase Checklist
- ☐ Release agency representatives that are no longer required in the OA EOC when authorized by the EOC Director.

Agency Representatives

**** Read This Entire Position Checklist before Taking Action ****

Responsibilities:

1. 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 County of Glenn.
2. Agency Representatives may facilitate requests to or from their agencies, but normally do not directly act on or process resource requests.
3. Agency Representatives are responsible for obtaining situation status information and response activities from their agencies for the OA EOC.

Activation Phase:

- ☐ Follow Common Responsibilities Activation Phase Checklist.
- ☐ 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 OA 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, request through the Liaison Officer and/or Logistics to obtain necessary materials and equipment.
- ☐ 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/Intelligence 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 OA EOC Director as required.
- ☐ On a regular basis, inform your agency of the OA EOC priorities and actions that may be of interest.
- ☐ Maintain logs and files associated with your position.

Demobilization Phase:

- ☐ Follow Common Deactivation Phase Checklist.
- ☐ 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/Intelligence Section.

Safety Officer

**** Read This Entire Position Checklist before Taking Action ****

Report to: EOC Director

Responsibilities:

1. Ensure that all buildings and other facilities used in support of the OA County EOC are in a safe operating condition.
2. Monitor operational procedures and activities in the EOC to ensure they are being conducted in safe manner considering the existing situation and conditions.
3. Stop or modify all unsafe operations outside the scope of the EOC Action Plan, notifying the EOC Director of actions taken.

Activation Phase:

- ☐ Follow Common Responsibilities Activation Phase Checklist.

Operational Phase:

- ☐ Tour the entire EOC facility and evaluate conditions
 - o Advise the EOC Director of any conditions and actions which might result in injury, accident, or liability.
- ☐ 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 which 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.

Demobilization Phase:

- ☐ Follow Common Deactivation Phase Checklist.

Security Officer

****** Read This Entire Position Checklist before Taking Action ******

Report to: EOC Director

Responsibilities:

1. Provide 24-hour security for the OA EOC.
2. Control personnel access to the OA EOC in accordance with policies established by the EOC Director.

Activation Phase:

- ☐ Follow the Common Responsibilities Activation Phase Checklist.

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 V.I.P. 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:

- ☐ Follow the Common Deactivation Phase Checklist.

OA EOC

Operations Section

Position Checklists

Operations Section Chief

**** Read This Entire Position Checklist before Taking Action ****

Reports to: EOC Director

Responsibilities:

1. Ensure that the Operations Function is carried out including coordination of response for all operational functions assigned to the OA EOC.
2. Ensure that operational objectives and assignments identified in the EOC Action Plan are carried out effectively.
3. Establish the appropriate level of branch and unit organizations within the Operations Section, continuously monitoring the effectiveness and modifying accordingly.
4. Exercise overall responsibility for the coordination of Branch and Unit activities within the Operations Section.
5. Ensure that the Planning/Intelligence Section is provided with Branch Status Reports and Major Incident Reports (utilizing the Response Information Management System formats if available).
6. Conduct periodic Operations briefings for the EOC Director as required or requested.
7. Overall supervision of the Operations Section.

Activation Phase:

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Ensure that the Operations Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.
- ☐ Meet with Planning/Intelligence Section Chief. Obtain a preliminary situation briefing.
- ☐ Based on the situation, activate appropriate branches within the section. Designate Branch Coordinators as necessary.
 - ☐ Fire & Rescue
 - ☐ Health and Welfare
 - ☐ Law Enforcement
 - ☐ Construction & Engineering
- ☐ Determine need for Mutual Aid.
- ☐ Request additional personnel for the section as necessary for 24-hour operation.
- ☐ Obtain a current communications status briefing from the Communications Branch Coordinator in Logistics. Ensure that there is adequate equipment and frequencies available for the section.

- ☐ Determine estimated times of arrival of section staff from the Personnel Branch in Logistics.
- ☐ Confer with the EOC Director to ensure that the Planning/Intelligence and Logistics Sections are staffed at levels necessary to provide adequate information and support for operations.
- ☐ Coordinate with the Liaison Officer regarding the need for Agency Representatives in the Operations Section.
- ☐ Establish radio or cell-phone communications with Incident Commander(s) operating in County, and coordinate accordingly.
- ☐ Determine activation status of other EOCs in the Operational Area 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 Operations Plan detailing strategies for carrying out Operations objectives.
- ☐ Adopt a proactive attitude. Think ahead and anticipate situations and problems before they occur.

Operational Phase:

- ☐ Ensure that all section personnel are maintaining their individual position logs.
- ☐ Ensure that situation and resources information is provided to the Planning/Intelligence Section on a regular basis or as the situation requires, including Branch Status Reports and Major Incident Reports (utilize Response Information Management System 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 EOC Director's Action Planning meetings.
- ☐ Provide the Planning/Intelligence Section Chief with the Operations Section's objectives prior to each Action Planning meeting.

- ☐ Work closely with each Branch Coordinator to ensure that the Operations Section objectives, as defined in the current Action Plan, are being addressed.
- ☐ Ensure that the branches coordinate all resource needs through the Logistics Section.
- ☐ Ensure that intelligence information from Branch Coordinators is made available to the Planning/Intelligence Section in a timely manner.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of emergency expenditures and daily time sheets).
- ☐ Brief the EOC Director on all major incidents.
- ☐ Complete a Major Incident Report for all major incidents; forward a copy to the Planning/Intelligence Section.
- ☐ Brief Branch Coordinators periodically on any updated information you may have received.
- ☐ Share status information with other sections as appropriate.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Fire & Rescue Branch Coordinator

**** Read This Entire Position Checklist before Taking Action ****

Reports to: Operations Section Chief

Responsibilities:

1. Coordinate fire, hazardous materials, and search and rescue operations in the unincorporated county or contract areas.
2. Assist in acquiring mutual aid resources, as necessary, for fire and rescue operations.
3. Coordinate the mobilization and transportation of all resources through the Logistics Section.
4. Complete and maintain branch status reports in Cal-EOC for major incidents requiring or potentially requiring operational area, state and federal response, and maintains status of unassigned fire & rescue resources in the County.
5. Implement the objectives of the EOC Action Plan assigned to the Fire & Rescue Branch.
6. Overall supervision of the Fire & Rescue Branch.

Activation Phase:

- ☐ Follow the Common Responsibilities Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary Units within the Fire & Rescue Branch:
 - ☐ Fire Operations Unit
 - ☐ Medical-Health Unit
 - ☐ Search & Rescue Unit
 - ☐ Hazmat Unit
- ☐ If the mutual aid system is activated, coordinate use of County fire resources with the Glenn Operational Area Fire & Rescue Mutual Aid Coordinator.
- ☐ Prepare and submit a preliminary branch 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 files are maintained.
- ☐ Maintain current status on Fire & Rescue missions being conducted in the County.

- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Fire & Rescue Branch operational periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Fire & Rescue Branch Status Report in Cal-EOC.
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ 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 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:

- ☐ Follow the Common Deactivation Phase Checklist.

Fire Operations Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Fire & Rescue Branch Coordinator

Responsibilities:

1. Assist Incident Commanders in the field by providing coordination for mutual aid requests to and from the Operational Area Fire / Rescue Mutual Aid Coordinator, as appropriate.
2. Respond to requests for fire resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
3. Monitor and track fire resources utilized during the event.
4. Provide general support to field personnel as required.
5. Supervise the Fire Operations Unit.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other appropriate files.
- ☐ Establish and maintain radio or cell-phone communication with the Department Operations Center, or Fire & Rescue Branch at the Field Level.
- ☐ Obtain regular status reports on the fire situation from the ICP - Fire & Rescue Branch.
- ☐ Assess the impact of the disaster/event on the OA Fire Departments' operational capability.
- ☐ Establish the objectives of the Fire Operations Unit based on the nature and severity of the disaster, and provide them to the Fire & Rescue Branch Coordinator prior to the first Action Planning meeting.
- ☐ Provide fire status updates to the Fire & Rescue Branch Coordinator on a regular basis.
- ☐ Evaluate and process all requests for fire Mutual Aid resources through the Operational Area Fire & Rescue Mutual Aid Coordinator.

- ☐ If not addressed at the Incident Command Post or DOC, ensure that incident facilities are established (staging areas, etc.) to coordinate incoming fire mutual aid resources, as required.
- ☐ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect fire and rescue operations.
- ☐ Inform the Fire & Rescue Branch Coordinator of all significant events that occur.
- ☐ Coordinate with the Law Enforcement Branch to determine status of evacuations and shelter locations.
- ☐ Assist in establishing camp facilities (or the use of commercial lodging) through the Logistics Section, if not addressed at the ICP.
- ☐ Reinforce the use of proper procedures for media contacts.

Demobilization Phase:

- ☐ Follow Common Deactivation Phase Checklist.

Search & Rescue Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Fire & Rescue branch Coordinator

Responsibilities:

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

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain position log and other appropriate files.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of search and rescue assistance required.
- ☐ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for search and rescue teams based on established priorities.
- ☐ Mobilize and deploy available search and rescue teams to locations within the County, or to other emergency response agencies within the Operational Area, in a manner consistent with established policies and priorities.
- ☐ Establish radio or cell-phone communication with all deployed search and rescue team leaders to determine the scope of support required.
- ☐ Work closely with the Logistics Section to determine the status and availability of search and rescue resources in the Operational Area; specifically larger jurisdictions who have organized USAR teams.
- ☐ Coordinate with the Law Enforcement Branch to determine availability of search dog units.

- ☐ Coordinate with Construction and Engineering to provide on-site assistance with rescue operations at the request of team leaders.
- ☐ Coordinate with the Medical-Health Branch to provide on-site assistance to extricated victims requiring medical treatment.
- ☐ Coordinate with the coroner's 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 and rescue team.
- ☐ Ensure that team leaders report all significant events.
- ☐ Assist in establishing camp facilities (or commercial lodging) for Search and Rescue Teams through the Logistics Section, if not addressed at the ICP or DOC.
- ☐ Inform the Fire & Rescue Branch Coordinator 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:

- ☐ Follow the Common Deactivation Phase Checklist.

Hazmat Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Fire & Rescue Branch Coordinator

Responsibilities:

1. Determine the scope of hazardous materials incidents throughout the County.
2. Assist in mobilizing hazardous materials teams at the request of Field Incident Commanders.
3. Request assistance from and / or provide hazardous materials support as required to Operational Area emergency response agencies consistent with established priorities and objectives.
4. Ensure that deployed teams are provided with adequate support.
5. Supervise the Hazmat Unit.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other appropriate files.
- ☐ Work closely with all Operations Section Branch Coordinators to determine the scope of HazMat incident response required.
- ☐ Coordinate with the Fire and Rescue Branch Coordinator to determine missions for HazMat teams based on established priorities.
- ☐ Mobilize and deploy available HazMat teams to the Operational Area or to other emergency response agencies within the Operational Area, in a manner consistent with the Hazmat Mutual Aid System and established priorities.
- ☐ Establish radio or cell-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 and engineering to provide on-site assistance with HazMat operations at the request of team leaders.

- ☐ Coordinate with the Medical-Health Unit to determine medical facilities where victims of HazMat incidents can be transported following decontamination.
- ☐ Coordinate with the Coroner's 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 in establishing camp facilities (or commercial lodging) for HazMat teams through the Logistics Section, if not addressed at the ICP.
- ☐ Inform the Fire & Rescue Branch Coordinator 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:

- ☐ Follow the Common Deactivation Phase Checklist.

Law Enforcement Branch Coordinator

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Operations Section Chief

Responsibilities:

1. Coordinate movement and evacuation operations during a disaster.
2. Alert and notify the public of the impending or existing emergency within the County.
3. Coordinate law enforcement and traffic control operations during the disaster.
4. Coordinate site security at incidents and response operations sites.
5. Coordinate Law Enforcement Mutual Aid requests from emergency response agencies through the OA Law Enforcement Mutual Aid Coordinator.
6. Coordinate inmate evacuation as necessary
7. Coordinate traffic direction and control
8. Coordinate evacuation
9. Coordinate access control
10. Supervise the Law Enforcement branch.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary Units within the Law Enforcement Branch:
 - ☐ Law Enforcement Operations Unit
 - ☐ Coroner Unit
- ☐ Contact and assist or act as the OA Law Enforcement and Coroner's Mutual Aid Coordinator with the coordination of mutual aid resources 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 appropriate files are maintained.
- ☐ Maintain current status on Law Enforcement missions being conducted in the County.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of Law Enforcement Branch operational periodically or as requested during the operational period.
- ☐ On a regular basis, complete and maintain the Law Enforcement Branch Status Report. (Cal-EOC).
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ 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 (notification of any emergency expenditures and daily time sheets).
- ☐ Prepare objectives for the Law Enforcement 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:

- ☐ Follow the Common Deactivation Phase Checklist.

Law Enforcement Operations Unit Leader

**** Read This Entire Position Checklist before Taking Action ****

Reports to: Law Enforcement Branch Coordinator

Responsibilities:

1. Coordinate requests for Law Enforcement Mutual Aid Resources through the Glenn Operational Area Law Enforcement Mutual Aid Coordinator.
2. Establish and maintain communication with Law Enforcement Branch Directors in the field or at the City EOCs if activated.
3. Respond to requests for Law Enforcement resources from the field in a timely manner, following established priorities (life safety, protection of the environment, and protection of property).
4. Monitor and track law enforcement resources utilized during the event.
5. Provide general support to field personnel as required.
6. Supervise the law enforcement operations unit.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other appropriate files.
- ☐ Establish and maintain radio or cell-phone communication with the City EOCs, or Law Enforcement Branch Directors at the field level.
- ☐ Obtain regular status reports on the law enforcement situation from the Department Operations Center or Law Enforcement Branch at the field level.
- ☐ Assess the impact of the disaster/event on the Police Department's operational capability.
- ☐ Establish the objectives of the Law Enforcement Operations Unit based on the nature and severity of the disaster, and provide them to the Law Enforcement Branch Coordinator prior to the first Action Planning meeting.

- ☐ Ensure that the assignment of law enforcement resources are closely monitored and coordinated, and that on-scene time is logged at the field level.
- ☐ If not addressed at the ICP or city EOC, ensure that incident facilities are established (staging areas etc.) to coordinate incoming law enforcement mutual aid resources, as required.
- ☐ In conjunction with Planning/Intelligence, determine if current and forecasted weather conditions will affect law enforcement operations.
- ☐ Coordinate major evacuation activity with the Fire/Rescue Branch, as required.
- ☐ Coordinate with the Care and Shelter Branch to establish suitable shelter locations and appropriate shelter facilities for evacuated population.
- ☐ Assist in establishing camp facilities (or commercial lodging) for law enforcement personnel, through the Logistics Section, if not addressed at the ICP or city EOC.
- ☐ Reinforce the use of proper procedures for media contacts.
- ☐ Provide law enforcement status updates to the Law Enforcement Branch Coordinator on a regular basis.
- ☐ Evaluate and process all requests for law enforcement resources through the Operational Area Law Enforcement Mutual Aid Coordinator.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Coroner Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Law Enforcement Branch Coordinator

Responsibilities:

1. At the direction of the Sheriff / Coroner, establish and oversee an interim system for managing fatalities resulting from the disaster / event.
2. 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.
3. Supervision of the Coroner Unit.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other appropriate files.
- ☐ Ensure that 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 through the Sheriff / Coroner at the Operational Area EOC 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 Search & Rescue 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 the disaster.
- ☐ Keep the Law Enforcement Branch Coordinator informed of Coroners Unit activities on a regular basis.
- ☐ Inform the Law Enforcement Branch Coordinator and the Public Information Officer of the number of confirmed fatalities resulting from the disaster or event. **(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:

- ☐ Follow the Common Deactivation Phase Checklist.

Public Works Branch Coordinator

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Operations Section Chief

Responsibilities:

1. Survey all utility systems, and restore systems that have been disrupted, including coordinating with utility service providers in the restoration of disrupted services.
2. Survey all public and private facilities, assessing the damage to such facilities, and coordinating the repair of damage to public facilities.
3. Survey all other infrastructure systems, such as streets and roads within the County.
4. Assist other sections, branches, and units as needed.
5. Supervise the Public Works Branch.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary units within the Public Works Branch:
 - ☐ Utilities Unit
 - ☐ Damage/Safety Assessment Unit
 - ☐ Public Works Unit
- ☐ Provide an initial situation report to the Operations Section Chief.
- ☐ Based on the initial EOC strategic objectives, prepare objectives for the Public Works 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 construction/engineering activities being conducted in the County.
- ☐ Ensure that damage and safety assessments are being carried out for both public and private facilities.

- ☐ 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/Intelligence Section with an overall summary of Construction/Engineering Branch activities periodically during the operational period or as requested.
- ☐ Ensure that all Utilities and Public Works Status Reports, as well as the Initial Damage Estimation are completed and maintained. (Utilize Cal-EOC).
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ 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 Public Works 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:

- ☐ Follow the Common Deactivation Phase Checklist.

Utilities Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Public Works Branch Coordinator

Responsibilities:

1. Assess the status of utilities, provide Utility Status Reports as required.
2. Coordinate restoration of damaged utilities with utility representatives in the OA EOC if present, or directly with Utility companies.
3. Supervise the Utilities Unit.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Establish and maintain communications with the utility providers for the County.
- ☐ Determine the extent of damage to utility systems in the County.
- ☐ Coordinate with the Liaison Officer to ensure that agency representatives from affected utilities are available to respond to the County EOC.
- ☐ Ensure that all information on system outages is consolidated and provided to the Situation Analysis Unit in the Planning/Intelligence Section.
- ☐ Ensure that support to utility providers is available as necessary for restoration of damaged systems.
- ☐ Keep the Medical-Health Branch Coordinator informed of any damage to sewer and sanitation systems, as well as possible water contamination problems.
- ☐ Keep the Public Works Branch Coordinator informed of the restoration status.
- ☐ Complete and maintain the Utilities Status Report (Utilize Cal-EOC).
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Damage/Safety Assessment Unit Leader

**** Read This Entire Position Checklist before Taking Action ****

Reports to: Public Works Branch Coordinator

Responsibilities:

1. Collect initial damage/safety assessment information from other branches/units within the Operations Section.
2. If the disaster is winter storm, flood, or earthquake related, consider dispatching inspection teams to assess the condition of potentially impacted dams, levees, etc.
3. Provide detailed damage/safety assessment information to the Planning/Intelligence Section, with associated loss damage estimates.
4. Maintain detailed records on damaged areas and structures.
5. Initiate requests for Engineers to inspect structures and/or facilities.
6. Supervise the Damage/Safety Assessment Unit.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Obtain initial damage/safety assessment information from Fire & Rescue Branch, Law Enforcement Branch, Utilities Unit and other branches/units as necessary.
- ☐ Coordinate with the American Red Cross, utility service providers, and other sources for additional damage/safety assessment information.
- ☐ Prepare detailed damage/safety assessment information, including estimate of value of the losses, and provide to the Planning/Intelligence 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 Logistics.

- ☐ Keep the Public Works Branch Coordinator informed of the inspection and engineering assessment status.
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Public Works Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Public Works Branch Coordinator

Responsibilities:

1. Assist other Operation Section Branches by providing construction equipment and operators as necessary.
2. Provide heavy equipment assistance to the Damage/Safety Assessment Unit as required.
3. Provide emergency construction and repair to damaged roadways. Assist with the repair of utility systems as required.
4. Providing flood-fighting assistance, such as sandbagging, rerouting waterways away from populated areas, and river, creek, or stream bed debris clearance.
5. Supervise the Public Works Unit.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Ensure that appropriate staff is 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 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 Public Works Branch Coordinator informed of unit status.
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Medical- Health Branch Coordinator

****** Read This Entire Position Checklist before Taking Action ******

The EOC Medical-Health Branch Director provides direction, technical assistance, and support as it relates to medical and health operation tasks identified in the EOC.

This position is best filled by the Medical Health Operational Area Coordinator (MHOAC) or MHOAC Program staff (i.e. PH Director, PH EP/HPP Coordinator, LEMSA staff)

Health refers to the Public Health and Environmental Health response. Medical refers to the healthcare system response to include: EMS, acute care facilities such as the hospital, medical clinics, and long term care facilities.

Reports to: Operations Section Chief

Coordinates with:

- All EOC Sections, Units & Officers
 - Primarily: Situation Unit & Resource Tracking Unit of Planning Section and Supply Unit of Logistics Section
- Medical & Health DOCs (When activated. PH, hospital, etc.)
- Regional Disaster Medical Health Specialist (RDMHS)
- State medical & health entities, CDPH & EMSA. If established the MHCC (CDPH-EMSA Medical Health Coordination Center)
- County Health Officer

Responsibilities:

Medical

- Assess the extent of medical casualties.
- Assess the impact of the incident on the healthcare infrastructure.
- Communicate & work with medical facilities, ambulance providers & LEMSA.
- Coordinate resources for the medical needs of the Operational Area and for multi-casualty functions of the emergency.

Health

- Assess the impacts of the incident on the health of the public.
- Communicate & work with Public Health and Environmental Health.

- Communication & coordination with the County Health Officer on matters that involve medical policy or legal decisions such as isolation, quarantine, crisis standards of care, allocation of scarce medical resources, etc.
- Coordinate resources for the health needs of the Operational Area.

Action Checklist:

- ☐ Establish and maintain a position log (Unit Activity Log -214) which chronologically describes your actions taken during your shift.
- ☐ Establish contact with Public Health DOC and Hospital Command Centers (if activated) and request a situation status report
 - Ensure activation of all relevant Public Health and Medical EOPs
- ☐ Ensure that all healthcare facilities are being checked for damage and problems.
- ☐ Establish contact with LEMSA and EMS providers. Ensure operability and obtain a situation status report.
- ☐ Report to Regional Disaster Medical Health Specialist (RDMHS) Operational Area Situation Status summary including major problems, actions taken, and resources available or needed.
- ☐ Maintain a map record of all major medical incidents & commitments (for health events, use map to identify case locations during a disease outbreak or other health incident).
- ☐ Estimate the need for out-of-county medical and/or health mutual aid.
- ☐ Identify the emergency traffic routes established by the Law Enforcement Branch or. Communicate these routes to EMS units and hospital.
- ☐ Coordinate with Law Enforcement Branch for security at healthcare surge sites including ACS, PODS, medical shelters etc.
- ☐ Keep field personnel advised of the location and operation of shelters, medical shelters, first aid facilities, casualty collection point, field treatment sites, alternate care sites, and other disaster medical facilities established.
- ☐ Advise the Operations Section Chief of the current situation as required.
- ☐ Inform the Fire/Rescue Branch Director of all significant events.
- ☐ Maintain communication with hospital and HCFs. View HAvBed data in EMSsystems.

- ☐ Provide the Operations Section Chief the locations of shelters, first aid facilities, field treatment sites, and public health hazards.
- ☐ Establish radio or telephone communication with area hospitals and other medical facilities to determine their capability to treat disaster victims.
- ☐ Coordinate with the Care/Shelter Branch to ensure medical services are adequately covered in shelters.
- ☐ Ensure that all media contacts are referred to the Public Information Officer or the Joint Information Center (JIC – If established).
- ☐ Arrange with Logistics for feeding and sheltering of mutual aid EMS, mutual aid Health and Medical personnel, and Disaster Healthcare Volunteers (DHV).
- ☐ Ensure Medical and Health Situation Reports are included in the Plan's Section, Situation Unit report and are transmitted to appropriate medical and health contacts:
 - RDMHS
 - CDPH/EMSA (State MHCC when activated)

At the end of your shift or close of the incident:

- ☐ Close out your logs, complete all required forms, reports, and other documentation.
- ☐ Clean up your workstation.
- ☐ Brief incoming replacement. Leave a number where you can be reached, if needed.
- ☐ Notify relevant personnel and sections of your departure.
- ☐ Sign out and turn in time sheet to Finance Section.
- ☐ Participate in incident debrief and provide input to the After Action Report.

Additional Resources & Information

Refer to Section 2: Response Plan, [Functional Annex A: Health and Medical](#)

Health & Medical Situation Report (SITREP)

** Can request Public Health DOC staff to perform this function & provide you with the end product for use in the EOC*

Provides an overall snapshot of the medical & health community

Environmental Health Unit Leader

**** Read This Entire Position Checklist before Taking Action ****

Reports to: Medical-Health Branch Director

Responsibilities:

1. Assess the status and availability of potable water within the County
2. Assess the status of the sanitation system within the County.
3. Inspect and assess emergency supplies such as foodstuffs and other consumables for purity and utility.
4. Inspect and assess emergency cooking facilities for purity and utility.
5. Supervise the Environmental Health Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Coordinate with the Reconnaissance Unit Leader to determine current status of water and sanitation systems.
- ☐ If systems are damaged, assess drinking water quality and potential health risks from ruptured sewer/sanitation systems.
- ☐ Inspect cooking facilities at mass care & shelter locations, operation centers, and other temporary/emergency locations as needed.
- ☐ Inform the Medical-Health Branch Coordinator on all activities of the Environmental Health Unit periodically during the operational period, or as requested.
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Mental Health Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Medical-Health Branch Director

Responsibilities:

1. Assess the status and availability of crisis/emergency counselors within the County/OA.
2. Assess the status of availability of mental health facilities within the County/OA.
3. Assess need and coordinate/provide Mental Health care for first responders, employees, volunteers, and citizens within Glenn County
4. Supervise the Mental Health Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Determine the need for Mental Health services and coordinate provisions of care as required.
- ☐ Coordinate the relocation of Mental Health patients/clients as required.
- ☐ Provide staff to mass care and shelter locations throughout the County/OA as required.
- ☐ Inform the Medical-Health Branch Coordinator on all activities of the Mental Health Unit periodically during the operational period, or as requested.
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

Care & Shelter Branch Coordinator

**** Read This Entire Position Checklist before Taking Action ****

Reports to: Operations Section Chief

Responsibilities:

1. Coordinate with the Health and Human Services and the American Red Cross (ARC) and other agencies to provide food, potable water, clothing, shelter and other basic needs as required.
2. Support the ARC with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
3. Coordinate with the ARC with the transition from mass care to separate family/individual housing.
4. Supervise the Care & Shelter Branch.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain your position log and other necessary files.
- ☐ Determine the need for an evacuation center or mass care shelter.
- ☐ 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.
- ☐ Ensure care and shelter support (including food, water, and shelter for extended operations) for victims of the emergency.
 - Confirm shelter management teams are organized and facilities meet all health, safety, and Americans with Disabilities Act standards before occupancy.
 - Support the American Red Cross in staffing and managing shelters.
 - 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.

- ☐ Ensure a qualified county building inspector and safety official has inspected the shelter site prior to occupancy following an earthquake and after each significant aftershock.
- ☐ Coordinate with the Communications Unit Leader to provide communications where needed to link mass care facilities with the EOC and other key points-of-contact.
- ☐ Coordinate with Agriculture Branch - Animal Control Unit for the care of shelter residents' animals (American Red Cross regulations prohibit admitting to shelters any animals other than service animals).
- ☐ Coordinate with the Transportation Unit Leader (Logistics Section) for transportation of shelter managers and shelter victims.
- ☐ Coordinate with the Food Unit Leader (Logistics Section) for food requirements that cannot be met by the ARC for shelter victims.
- ☐ Ensure shelter managers provide activity reports to the EOC at the end of each operational period; reports should include requests for delivery of equipment and supplies, jurisdiction expenditures, damage to facilities, and number of persons sheltered.
- ☐ Maintain the Care & Shelter Status Report Form (utilize Cal-EOC).
- ☐ Refer all contacts with the media to the Public Information Branch.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Agriculture Branch Coordinator

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Operations Section Chief

Responsibilities:

1. Coordinate directly with the Health Branch on contributing issues of Public Health and Environmental Health Emergencies.
2. Coordinate directly with the Public Works Branch and Law Branch on access issues regarding removal/rescue of animals/livestock, farm equipment, pesticides and fertilizers.
3. Coordinate with appropriate Federal, State and Local Agencies in the event of an outbreak of a highly contagious or economically devastating animal/zoonotic disease.
4. Coordinate with appropriate Federal, State and Local Agencies in the event of an outbreak of a highly infective exotic plant disease or an economically devastating plant pest infestation.
5. Provide agriculture information as needed to Emergency Operations Director.
6. Request Mutual Aid as needed.
7. Supervise the Agriculture Branch.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary Units within the Agricultural Branch:
 - ☐ Animal Control Unit
 - ☐ Agricultural Analysis Unit
- ☐ Provide an initial situation report to the Operations Section Chief.
- ☐ Based on the initial Glenn County/OA EOC strategic objectives prepare objectives for the Agriculture 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 appropriate files are maintained.
- ☐ Maintain current status on agricultural operations being conducted in the County/OA.
- ☐ Provide the Operations Section Chief and the Planning/Intelligence Section with an overall summary of agriculture operations periodically or as requested during the operational period.
- ☐ Ensure coordination of all activities as required.
- ☐ Coordinate with the Liaison Officer to request an Agency Representative from the animal/veterinary/wildlife agencies as needed.
- ☐ Coordinate veterinary and wildlife services in affected areas
- ☐ Coordinate the response to a Bio-hazardous event, the decontamination and/or destruction of animals and plants as well as associated facilities (e.g., barns, processing equipment, soil, and feeding and growing areas) may be required
- ☐ Determine animal/livestock nutritional assistance needs, obtain appropriate food supplies, and arrange for transportation for food supplies.
- ☐ Determine need for Agriculture Mutual Aid.
- ☐ On a regular basis, complete and maintain the Agriculture Status Reports (*utilizing Cal-EOC*).
- ☐ Refer all contacts with the media to the Public Information Officer.
- ☐ 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 Agriculture 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:

- ☐ Follow the generic Demobilization Phase Checklist.

Animal Control Unit Leader

**** Read This Entire Position Checklist before Taking Action ****

Reports to: Agriculture Branch Coordinate

Responsibilities:

1. Assess the nature of animal control operations and provide information to the Agriculture Branch Coordinator/EOC as needed.
2. Assess the need for animal care/rescue/evacuation and coordinate assistance/coverage with the appropriate animal care and shelter organization as required.
3. Assess the need for an animal control plan for the affected disaster area(s) within the County.
4. Supervise the Animal Control Unit.

Activation Phase:

- ☐ Follow generic Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Assess the need for access controls or procedures regarding an animal/livestock care/rescue/evacuation operation and make appropriate recommendations.
- ☐ Provide oversight to agencies (private and public) providing assistance and resources to animal/livestock care/rescue/evacuation operations and take appropriate actions to ensure protection of life and property in accordance with current operational guidance.
- ☐ As the Operational Area Animal Coordinator, coordinate animal care/rescue/evacuation operations with identified animal care/rescue organizations.
- ☐ Prepare information for release to authorities/media/public regarding animal control and provide to Public Information Officer.

- ☐ Inform the Agriculture Branch Coordinator on all activities of the Animal Control Unit periodically during the operational period, or as requested.
- ☐ Refer all contacts with the media to the Public Information Officer.

Demobilization Phase:

- ☐ Follow the generic Demobilization Phase Checklist.

OA EOC

Planning/Intelligence Section

Position Checklists

Planning/Intelligence Section Chief

****** Read This Entire Position Checklist before Taking Action ******

Reports to: EOC Director

Responsibilities:

1. Ensure that the following responsibilities of the Planning/Intelligence 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,
 - ☐ 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.
2. Establish the appropriate level of organization for the Planning/Intelligence Section.
3. Exercise overall responsibility for the coordination of branch/unit activities within the section.
4. Keep the EOC Director informed of significant issues affecting the Planning/Intelligence Section.
5. In coordination with the other Section Chiefs, ensure that Branch Status Reports are completed and utilized as a basis for Situation Status Reports, and the EOC Action Plan.
6. Supervise the Planning/Intelligence Section.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.
- ☐ Ensure that the Planning/Intelligence Section is set up properly and that appropriate personnel, equipment, and supplies are in place, including maps and status boards.

- ☐ Based on the situation, activate branches within section as needed and designate Branch or Unit Leaders for each element:
 - ☐ Situation Analysis Unit
 - ☐ Documentation Unit
 - ☐ Advance Planning Unit
 - ☐ Technical Services Unit
- ☐ Request additional personnel for the section as necessary to maintain a 24-hour operation.
- ☐ Establish contact with the Operational Area EOC when activated, and coordinate Situation Status Reports with their Planning/Intelligence Section.
- ☐ Meet with Operations Section Chief; obtain and review any major incident reports.
- ☐ Review responsibilities of branches in section; develop plans for carrying out all responsibilities.
- ☐ Make a list of key issues to be addressed by Planning/Intelligence; in consultation with section staff, identify objectives to be accomplished during the initial Operational Period.
- ☐ Keep the EOC Director informed of significant events.
- ☐ Adopt a proactive attitude, thinking ahead and anticipating situations and problems before they occur.

Operational Phase:

- ☐ Ensure that Planning/Intelligence position logs and other necessary files are maintained.
- ☐ Ensure that The Situation Analysis Unit is maintaining current information for the situation status report.
- ☐ Ensure that major incidents reports and branch status reports are completed by the Operations Section and are accessible by Planning Intelligence (Utilize Cal-EOC).
- ☐ Ensure that a situation status 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 Officer 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.

Glenn County OA EOP

- ☐ 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 branch/unit within the Planning/Intelligence 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 OA EOC.
- ☐ Ensure that the Documentation Unit maintains files on all EOC activities and provides reproduction and archiving services for the EOC, as required.
- ☐ Provide technical services, such as energy advisors and other technical specialists to all EOC sections as required.
- ☐ Ensure that fiscal and administrative requirements are coordinated through the Finance/Administration Section.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Situation Analysis Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Planning/Intelligence Section Chief

Responsibilities:

1. Oversee the collection, organization, and analysis of disaster situation information.
2. Ensure that information collected from all sources is validated prior to posting on status boards.
3. Ensure that situation status reports are developed utilizing CAL-EOC forms, for dissemination to EOC staff and also to the Operational Area EOC.
4. Ensure that an EOC Action Plan is developed (utilizing Cal-EOC) for each operational period, based on objectives developed by each EOC Section.
5. Ensure that all maps, status boards and other displays contain current and accurate information.
6. Supervise Situation Analysis Unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.
- ☐ Ensure there are adequate staff available to collect and analyze incoming information, maintain the Situation Status Report in Cal-EOC, and facilitate the Action Planning process.
- ☐ Prepare Situation Analysis Unit objectives for the initial Action Planning meeting.

Operational Phase:

- ☐ Ensure position logs and other necessary files are maintained.
- ☐ Oversee the collection and analysis of all event/or disaster related information.
- ☐ Oversee the preparation and distribution of the Situation Status Report (utilizing CAL-EOC forms if available). Coordinate with the Documentation Unit for manual distribution and reproduction as required.
- ☐ Ensure that each EOC Section provides the Situation Analysis Unit with Branch Status Reports, utilizing Cal-EOC, on a regular basis.

Glenn County OA EOP

- ☐ 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.
- ☐ Convene and facilitate the Action Planning meeting following the meeting process guidelines. (attachment)
- ☐ 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, sit stat reports, etc.)
- ☐ Following the meeting, ensure that the Documentation Unit publishes and distributes the 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:

- ☐ Follow the Common Deactivation Phase Checklist.

Documentation Unit Leader

****** Read This Entire Position Checklist Before Taking Action ******

Reports to: Planning/Intelligence Section Chief

Responsibilities:

1. Collect, organize and file all completed event or disaster related forms, to include: all EOC position logs, situation status reports, EOC Action Plans and any other related information, just prior to the end of each operational period.
2. Provide document reproduction services to EOC staff.
3. Distribute the EOC situation status reports, EOC Action Plan, and other documents, as required.
4. Maintain a permanent electronic archive of all situation reports and Action Plans associated with the event.
5. Assist the EOC Coordinator in preparation & distribution of the After-action Report.
6. Supervise the Documentation Unit.
7. Provide current and accurate information display

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Maintain a position log.
- ☐ Maintain current display of information in the EOC
- ☐ Meet with the Planning/Intelligence Section Chief to determine what EOC materials should be maintained as official records.
- ☐ Determine with the Recovery Unit Leader what EOC materials and documents are necessary to provide accurate documentation for recovery purposes.
- ☐ 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 Status Reports and Action Plans. Ensure distribution is made to the Operational Area EOC.
- ☐ Keep copies of reports and plans available for special distribution as required.

Glenn County OA EOP

- ☐ Set up and maintain document reproduction services for the EOC.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Advance Planning Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Planning/Intelligence Section Chief

Responsibilities:

1. 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.
2. Review all available status reports, Action Plans, and other significant documents. Determine potential future impacts of the event or disaster; particularly issues which might modify the overall strategic EOC objectives.
3. Provide periodic briefings for the EOC Director and General Staff addressing Advance Planning issues.
4. Supervise the Advance Planning Unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Maintain a position log.
- ☐ Monitor the current situation report to include recent updates.
- ☐ Meet individually with the general staff and determine best estimates of the future direction & outcomes of the event or disaster.
- ☐ Develop an Advance Plan identifying future policy related issues, social and economic impacts, significant response or recovery resource needs, and any other issues likely to affect EOC operations within a 36 to 72 hour time frame.
- ☐ Submit the Advance Plan to the Planning Intelligence 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 operations shift predominately to recovery.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Technical Specialist Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Planning/Intelligence Section Chief

Responsibilities:

1. Provide technical observations and recommendations to the OA EOC in specialized areas, as required.
2. Ensure that qualified specialists (Subject Matter Experts –SMEs) are available in the areas required by the particular event.
3. Supervise the Technical Specialist Unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Maintain a position log and other necessary files.
- ☐ Coordinate with the Logistics Section to ensure that technical staff are located and mobilized.
- ☐ Assign technical staff to assist other EOC Sections in coordinating specialized areas of response or recovery.
- ☐ Assign technical staff to assist the Logistics Section with interpreting specialized resource capability and requests.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Medical-Health Technical Specialist

Reports to: Technical Specialist Unit Leader or Situation Analysis Unit Leader

(depending on level of activation)

Provides technical support to the Situation Unit on medical and health tasks focusing primarily on the development of Situation Status Report.

Coordinates with:

- Medical & Health Branch Director in the Operations Section
- Medical & Health DOCs (When activated. PH, hospital, etc.)
- Regional Disaster Medical Health Specialist (RDMHS)
- State medical & health entities, CDPH & EMSA. If established the MHCC (CDPH-EMSA Med-Health Coordination Center)

Responsibilities:

- Provide medical and health input for the Operational Area Situation Status Report (SITREP)

Action Checklist:

- ☐ Check in upon arrival at the EOC.
- ☐ Setup your workstation, identify your modes of communication, review your position responsibilities and receive a briefing from Situation Unit Leader.
- ☐ Establish and maintain a position log (Unit Activity Log -214) which chronologically describes your actions taken during your shift.
- ☐ Coordinate with the Medical-Health Group Supervisor in Operations.
 - Identify who will be obtaining the Situation Status Reports (SITREP) from local healthcare facilities, Public Health, and EMS.

If you will be collecting this data:

- Establish contact with Public Health DOC, Hospital Command Centers (if activated), clinics, long term care facilities, EMS and LEMSA
- Request a situation status report from each entity

Glenn County OA EOP

- Identify who (you or Med-Health Grp Sup.) will collate the facility situation Reports into an Operational Area Medical Health SITREP
- Provide completed OA Medical Health SITREP to the Situation Unit Leader for inclusion in the overall
- ☐ Assist the Situation Unit Leader in the development of the overall OA SITREP with any medical and health portions. Ensure inclusion of medical and health data.
- ☐ Ensure Medical and Health Situation Reports are transmitted (by you or the Med-Health Group Supervisor) to appropriate medical and health contacts:
 - RDMHS
 - CDPH/EMSA (MHCC when activated)
- ☐ Ensure any Medical and Health Resource Requests are forwarded to the Logistics Section for processing.

Refer to Section 2: Response Plan – [Functional Annex A: Health & Medical for medical-health specific information including Situation Reporting](#).

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Demobilization Unit Leader

**** Read This Entire Position Checklist before Taking Action ****

Reports to: Planning/Intelligence Section Chief

Responsibilities:

1. Develop a Demobilization Plan for the EOC based on a review of all pertinent planning documents, and status reports.
2. Supervise personnel assigned to the Demobilization Unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Monitor the current situation report to include recent updates.
- ☐ Meet individually with the general staff and administer the section worksheet for the Demobilization Plan.
- ☐ Meet with the EOC Director and administer the EOC Director's worksheet for the Demobilization Plan.
- ☐ Utilizing the worksheets, develop a draft Demobilization Plan and circulate to the EOC Director and General Staff for review.
- ☐ Finalize the Demobilization Plan for approval by the EOC Director.
- ☐ Demobilization planning must occur at least once during the operational period for as long as EOC Sections are formally staffed.
- ☐ Advise all Section Chiefs to ensure that demobilized staff complete all reports, time sheets, and exit surveys in coordination with the personnel unit prior to leaving the EOC.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

OA EOC

Logistics Section

Position Checklists

Logistics Section Chief

****** Read This Entire Position Checklist before Taking Action ******

Reports to: EOC Director

Responsibilities:

1. Ensure the Logistics function is carried out in support of the OA EOC. This function includes providing communication services, resource tracking; acquiring equipment, supplies, personnel, facilities, and transportation services; as well as arranging for food, lodging, and other support services as required.
2. Establish the appropriate level of branch and/or unit staffing within the Logistics Section, continuously monitoring the effectiveness of the organization and modifying as required.
3. Ensure section objectives as stated in the EOC Action Plan are accomplished within the operational period or within the estimated time frame.
4. Coordinate closely with the Operations Section Chief to establish priorities for resource allocation to activated Incident Command Posts within the County.
5. Keep the EOC Director informed of all significant issues relating to the Logistics Section.
6. Supervise the Logistics Section.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.
- ☐ 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 Branch and Unit Leaders for each element:
 - ☐ Communications Branch
 - ☐ Facilities Unit
 - ☐ Personnel Unit
 - ☐ Supply/Procurement Unit
 - ☐ Transportation Unit
 - ☐ Resource Status Unit
- ☐ Mobilize sufficient section staffing for 24 hour operations.
- ☐ Establish communications with the Logistics Section at any activated city EOCs.
- ☐ Ensure access to Cal-EOC for resource management and reporting.

Glenn County OA EOP

- ☐ Advise Branches and Units within the section to coordinate with appropriate branches in the Operations Section to prioritize and validate resource requests from Incident Command Posts in the field. This should be done prior to acting on the request.
- ☐ Meet with the EOC Director and General Staff and identify immediate resource needs.
- ☐ Meet with the Finance/Administration Section 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 Logistic Section position logs and other necessary files are maintained.
- ☐ Meet regularly with section staff and work to reach consensus on section objectives for forthcoming operational periods.
- ☐ Provide the Planning/Intelligence 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 County resources are tracked and accounted for, as well as resources ordered through Mutual Aid.
- ☐ Provide section staff with information updates as required.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Communications Branch Coordinator

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Logistics Section Chief

Responsibilities:

1. Ensure radio, telephone, and computer resources and services are provided to EOC staff as required.
2. Oversee the installation of communications resources within the County EOC. Ensure that a communications link is established with any city EOCs.
3. Determine specific computer requirements for all EOC positions.
4. Implement Cal-EOC if available, for internal information management to include message and e-mail systems.
5. 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.
6. Develop and distribute a Communications Plan which identifies all systems in use and lists specific frequencies allotted for the event or disaster.
7. Supervise the communications branch.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.
- ☐ Based on the situation, activate the necessary units within the Communications Branch:
 - ☐ Communications Unit
 - ☐ Information Systems Unit
- ☐ Prepare objectives for the Communications Branch and provide them to the Logistics Section Chief prior to the initial Action Planning meeting.

Operational Phase:

- ☐ Ensure that communication branch position logs and other necessary files are maintained.
- ☐ Keep all sections informed of the status of communications systems, particularly those that are being restored.

Glenn County OA EOP

- ☐ Coordinate with all EOC sections/branches/units regarding the use of all communication systems.
- ☐ Ensure that the EOC Communications Center is activated to receive and direct all event or disaster 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 Cal-EOC communications links, if available, are established with the Operational Area EOC.
- ☐ Ensure that communications links are established with activated EOCs 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 communications systems.
- ☐ Prepare objectives for the Communications 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:

- ☐ Follow the Common Deactivation Phase Checklist.

Communications Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Communications Branch Coordinator

Responsibilities:

1. Install, activate, and maintain telephone and radio systems for the OA County EOC.
2. Assist EOC positions in determining appropriate numbers of telephones and other communications equipment required to facilitate operations.
3. Acquire radio frequencies as necessary to facilitate operations.
4. Assign Amateur Radio Operators as needed to augment primary communications networks.
5. Supervise the Communications Unit.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Continually monitor and test the activated radio and telephone systems. Keep the Communications Branch Coordinator 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 phone companies servicing the County to obtain portable telephone banks and/or cell phone towers, as necessary.
- ☐ Refer all contacts with the media to the Public Information Officer

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Information Systems Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Logistics Section Chief

Responsibilities:

1. Install, activate, and maintain information systems for the OA EOC.
2. Assist EOC positions in determining appropriate types and numbers of computers and computer applications required to facilitate operations.
3. Coordinate access to the web-based Cal-EOC portal for information management and reporting.
4. Supervise the Information Systems Unit.

Activation Phase:

- ☐ Follow Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Continually monitor and test Cal-EOC and ensure automated information links with the Operational Area EOC are maintained.
- ☐ Keep the Communications Branch Coordinator informed of system failures and restoration activities.
- ☐ Develop instructional guidance for use of computers and computer systems such as Cal-EOC. Be prepared to conduct training sessions for EOC staff as necessary.
- ☐ Request additional computer equipment as required through the Communications Branch Coordinator.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Transportation Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Logistics Section Chief

Responsibilities:

1. In coordination with the Public Works Branch Coordinator and the Situation Analysis Unit, develop a transportation plan to support EOC operations.
2. Arrange for the acquisition or use of required transportation resources.
3. Supervise the Transportation Unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Routinely coordinate with the Situation Analysis Unit to determine the status of transportation routes in and around the County.
- ☐ Routinely coordinate with the Public Works Branch Coordinator to determine progress of route recovery operations.
- ☐ Develop a Transportation Plan which identifies routes of ingress and egress; thus facilitating the movement of response personnel, the affected population, and shipment of resources and 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.
- ☐ Coordinate with Medical-Health Branch Coordinator for specialized transportation needs for medical-health operations.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the Transportation Unit.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Personnel Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Logistics Section Chief

Responsibilities:

1. Provide personnel resources as requested in support of the EOC and Field Operations.
2. Identify, recruit and register volunteers as required.
3. Develop an EOC organization chart.
4. Supervise the Personnel Unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain personal log and other necessary files.
- ☐ 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.
- ☐ Coordinate with the Liaison Officer and Safety Officer to ensure that all EOC staff to include volunteers, receive a current situation and safety briefing upon check-in.
- ☐ Establish communications with volunteer agencies and other organizations that can provide personnel resources.
- ☐ Coordinate with Operations Section 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 resources.

Glenn County OA EOP

- ☐ Coordinate with the Liaison Officer and Security Officer to ensure access, badging or identification, and proper direction for responding personnel upon arrival at the EOC.
- ☐ Assist the Fire Rescue Branch, Law Enforcement Branch, and Medical-Health Branch with ordering of mutual aid resources as required.
- ☐ To minimize redundancy, coordinate all requests for personnel resources from the field level through the EOC Operations Section prior to acting on the request.
- ☐ In coordination with the Safety Officer, determine the need for crisis counseling for emergency workers; acquire mental health specialists as needed.
- ☐ Arrange for 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:

- ☐ Follow the Common Deactivation Phase Checklist.

Supply/Procurement Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Logistics Section Chief

Responsibilities:

1. Oversee the procurement and allocation of supplies and material not normally provided through mutual aid channels.
2. Coordinate procurement actions with the Finance /Administration Section.
3. Coordinate delivery of supplies and materiel as required.
4. Supervise the Supply/Procurement Unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Determine if requested types and quantities of supplies and material are available in County inventory.
 - Obtain resource inventory lists from applicable county departments
- ☐ Determine procurement spending limits with the Purchasing Unit in Finance/Administration.
 - Obtain a list of pre-designated emergency purchase orders as required.
- ☐ Whenever possible, meet personally with the requesting party to clarify types and amount of supplies and materiel, and also verify that the request has not been previously filled through another source.
- ☐ In conjunction with the Resource Status 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.

Glenn County OA EOP

- ☐ 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:

- ☐ Follow the Common Deactivation Phase Checklist.

Medical-Health Technical Specialist

Supply Unit – Logistics Section

Provides technical support to the Supply Unit on medical and health tasks focusing primarily on the development of Medical-Health Resource Request

Reports to: Supply Unit Leader

Coordinates with:

- Medical & Health branch Coordinator in the Operations Section
- Medical & Health DOCs (When activated. PH, hospital, etc.)
- Regional Disaster Medical Health Specialist (RDMHS)
- State medical & health entities, CDPH & EMSA. If established the MHCC (CDPH-EMSA Joint Emergency Operations Center)

Responsibilities:

- Provide medical and health expertise for the ordering of medical and health resources.

Action Checklist:

- ☐ Coordinate with the Medical-Health Branch Coordinator in Operations.
- ☐ Assist the Supply Unit Leader with the processing of Medical and Health Resource requests.
 - Ensure the CDPH and EMSA Health and Medical Resource Request Form is being utilized.
 - Ensure Health Medical Resource Requests being filled outside the Operational Area are not only input into the CAL-EOC ordering system but also transmitted to:
 - RDMHS
 - CDPH/EMSA (MHCC when activated)
- ☐ Ensure medical and health resources are reported to the Resource Tracking Unit and are tracked appropriately.
- ☐ Keep the Supply Unit Leader informed of significant issues affecting the Medical-Health supplies

Glenn County OA EOP

Health & Medical Resource Coordination

Coordinate medical & health resources (supplies, equipment, personnel, etc.) within the County and when appropriate, make requests for resources through the health & medical SEMS process

- ✓ **Communicate to all HCFs and treatment sites** that all health & medical resource requests need to be directed the Medical-Health Branch Director in the EOC
- ✓ **Provide HCFs with the Health & Medical Resource Request Form** (obtain from PH)
- ✓ **When a medical-health resource is requested:**
 - Confirm the need is immediate & significant (or anticipated to be so)
 - Assess local availability or alternatives
 - Attempt to fill the request through local resources such as:
 - PH and hospital emergency supply caches
 - HCFs who are not impacted
 - If the resource is **NOT** available locally:
 - Send the request to the RDMHS , **AND**
 - Submit the resource request to the Logistics Section for submission through the OES/Cal-EMA CAL-EOC system

For the most recent Resource Request Form, go to CAHAN Document Library at:

CAHAN| Documents| State and Local Health| CDPH| EPO| EOM| Resource Request: Medical and Health

<https://cahan.ca.gov/cahan/Documents/2%20-State%20and%20Local%20Health/%23%20CDPH/EPO/EOM/>

OR

Log on to any PH computer and go to the desktop Emergency Preparedness icon

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Facilities Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Logistics Section Chief

Responsibilities:

1. 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.
2. Ensure acquired buildings, building floors, and or workspaces are returned to their original state when no longer needed.
3. Supervise the facilities unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ 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 at the field level.
- ☐ Arrange for continuous maintenance of acquired facilities, to include ensuring that utilities and restrooms are operating properly.
- ☐ If facilities are acquired away from the EOC, coordinate with assigned personnel and designate a Facility Manager.
- ☐ 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.

Glenn County OA EOP

- ☐ As facilities are vacated, coordinate with the facility manager to return the location to its original state. This includes removing and returning furnishings and equipment, arranging for janitorial services, and locking or otherwise securing the facility.
- ☐ Keep the Logistics Section Chief informed of significant issues affecting the facilities unit.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Resource Status Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Logistics Section Chief

Responsibilities:

1. Coordinate with the other units in the Logistics Section to capture and centralize resource status information.
2. Develop and maintain resource status boards in the Logistics Section.
3. Supervise the Resource Status Unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ 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.

Glenn County OA EOP

- ☐ 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:

- ☐ Follow the Common Deactivation Phase Checklist.

OA EOC

Finance/Administration Section

Position Checklists

Finance/Administration Section Chief

****** Read This Entire Position Checklist before Taking Action ******

Reports to: EOC Director

Responsibilities:

1. Ensure that all financial records are maintained throughout the event or disaster.
2. Ensure that all on-duty time is recorded for all County emergency response personnel.
3. Ensure that all on-duty time sheets are collected from Field Level Supervisors or Incident Commanders and their staffs.
4. Ensure there is a continuum of the payroll process for all County employees responding to the event or disaster.
5. Determine purchase order limits for the procurement function in Logistics.
6. Ensure that workers' compensation claims, resulting from the response are processed within a reasonable time, given the nature of the situation.
7. Ensure that all travel and expense claims are processed within a reasonable time, given the nature of the situation.
8. Provide administrative support to all EOC Sections as required, in coordination with the Personnel Unit.
9. Activate units within the Finance/Administration Section as required; monitor section activities continuously and modify the organization as needed.
10. 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 California Office of Emergency Services (Cal-OES).
11. Supervise the Finance/Administration Section.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.
- ☐ 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 Branch Coordinators for each element:

Glenn County OA EOP

- Time Keeping Unit
 - Compensation & Claims Unit
 - Recovery Unit
 - Purchasing 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 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 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 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 event or disaster.
- ☐ 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 disaster, 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.

Glenn County OA EOP

- ☐ 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 California office of Emergency Services (Cal-OES)

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Time Keeping Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Finance Section Chief

Responsibilities:

1. Track, record, and report all on-duty time for personnel working during the event.
2. Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to the Glenn County Department of Finance
3. Supervise the time keeping unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain position logs and other necessary files.
- ☐ Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with County policy.
- ☐ Obtain complete personnel rosters from the Personnel Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.
- ☐ Provide instructions for all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.
- ☐ Establish a file for each employee or volunteer within the first operational period; to 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:

- ☐ Follow the Common Deactivation Phase Checklist.

Compensation and Claims Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Finance Section Chief

Responsibilities:

1. Oversee the investigation of injuries and property / equipment damage claims involving the County, arising out of the event or disaster.
2. Complete all forms required by worker's compensation program.
3. Maintain a file of injuries and illnesses associated with the event or disaster which includes results of investigations.
4. Supervise the Compensation and Claims Unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain a position log and other necessary files.
- ☐ Maintain a chronological log of injuries and illnesses, and property damage reported during the event or disaster.
- ☐ Investigate all injury and damage claims as soon as possible.
- ☐ Prepare appropriate forms for all verifiable injury claims and forward them to Workmen's Compensations within the required time-frame consistent with County Policy & Procedures.
- ☐ Coordinate with the Safety Officer regarding the mitigation of hazards.
- ☐ Keep the Finance/Administration Chief informed of significant issues affecting the Compensation and Claims Unit.
- ☐ Forward all equipment or property damage claims to the Recovery Unit.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Purchasing Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Finance Section Chief

Responsibilities:

1. Coordinate contracts not previously addressed by existing approved vendor lists.
2. Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.
3. Supervise the Purchasing Unit.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain position logs and other necessary files.
- ☐ Review the County's emergency purchasing procedures.
- ☐ Prepare and sign contracts as needed; obtain concurrence from the Finance/Administration Section Chief.
- ☐ Ensure that all contracts identify the scope of work and specific site locations.
- ☐ Negotiate vendor rates or purchase prices not already established, as required.
- ☐ Inform vendors as necessary regarding unethical business practices, such as inflating prices or rates for their merchandise or equipment during disasters.
- ☐ Finalize all agreements and contracts, as required.
- ☐ Complete final processing and send documents to Department of Finance
- ☐ 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.
- ☐ Inform the Finance/Administration Section Chief of all significant issues involving the Purchasing Unit.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Cost Recovery Unit Leader

****** Read This Entire Position Checklist before Taking Action ******

Reports to: Finance Section Chief

Responsibilities:

1. Collect and maintain documentation of all disaster information for reimbursement from the Federal Emergency Management Agency (FEMA) and/or the California Office of Emergency Services (Cal-OES).
2. Coordinate all fiscal recovery with disaster assistance agencies.
3. Prepare and maintain a cumulative cost report for the event or disaster.
4. Supervise the Recovery Unit and ALL recovery operations.

Activation Phase:

- ☐ Follow the Common Activation Phase Checklist.

Operational Phase:

- ☐ Establish and maintain position log and other necessary files.
- ☐ In conjunction with Department of Finance, compute costs for use of equipment owned, rented, donated or obtained through mutual aid.
- ☐ Obtain information from the Resources Status Unit regarding equipment use times.
- ☐ Ensure that the Department of Finance establishes a disaster accounting system, to include an exclusive cost code for disaster response.
- ☐ Ensure that each section is documenting cost recovery information from the onset of the event; collect required cost recovery documentation daily at the end of each shift.
- ☐ Meet with the Documentation Unit Leader and review EOC Position logs, journals, all status reports and Action Plans to determine additional cost recovery items that may have been overlooked.
- ☐ Act as the liaison for the EOC, with the county and other disaster assistance agencies; to coordinate the cost recovery process.
- ☐ Prepare all required state and federal documentation as necessary to recovery all allowable disaster response and recovery costs.

Glenn County OA EOP

- ☐ Contact and assist Incident Commanders, and obtain their cumulative cost totals for the event or disaster, on a daily basis.
- ☐ Prepare and maintain a cost report for the Finance/Administration Chief, EOC Director, and County Council. The report should provide cumulative analyses, summaries, and total disaster / event related expenditures for the County.
- ☐ Organize and prepare records for final audit.
- ☐ Assist the EOC Coordinator and Planning/Intelligence Section with preparation of the After-Action Report.

Demobilization Phase:

- ☐ Follow the Common Deactivation Phase Checklist.

Glenn County OA EOP

Appendix A-12: EOC CHARTS AND REPORTS

Overview

EOC laminated Charts that are taped to the EOC walls are used to provide a visual written list of “Active Incidents.” The information on the Chart is erased when the event has been closed. The EOC Report is a document (piece of paper) that duplicates the information on the Chart but is not erased when the event has been closed. Note: Digital pictures of the map may be useful in providing information for the Report. The Report provides a permanent record of the event.

EOC Charts

EOC Charts are placed on the EOC walls to provide a tool to identify the location of “Active Incidents”. EOC charts should be maintained in the Operations, Planning and Logistics Sections. Active incidents depictions on the EOC chart should coincide with the information depicted on the Section “Map”.

Chart Example

EOE EOC OPERATIONS SECTION FIRE/RESCUE INCIDENT CHART				
INC NUM	DATE/TIME OF REPORT	DESCRIPTION	LOCATION	IC/LEAD AGENCY
1	May 19/10:45 AM	3 Alarm Fire	Chemistry Dept.	Deployed Unit 11 BC Jones

Note 1: The Incident Number is provided by the documentation coordinator located in the Planning Section and the Incident Commander would be provided by dispatch or through direct contact with the Incident Commander by phone or radio.

Note 2: If law enforcement and public works units have responded to incident “1” appropriate information should be placed on their unit charts also.

The relevant information should be depicted on the Operations Section fire map and on the Planning Section map. The information should be large enough to enable an individual to read from approximately 10 feet away. The information can be placed on the chart by a dry-erase marker. DO NOT USE A PERMANENT MARKER. When the response is over (fire out and units redeployed) the information should be removed from both the map and the chart. Remember the charts and maps track “Active Incidents” only.

Glenn County OA EOP

EOC Reports

A document titled an INCIDENT REPORT is used to retain a master record of ALL the “Incidents” the unit responded to during the operational period. The INCIDENT REPORT looks similar to the INCIDENT CHART but is a piece of paper on the desk. One additional difference is it also has a place to identify the number of the document located on the bottom left corner of the page. When the “Incident” is over the information is NOT removed from the INCIDENT REPORT. This document becomes a permanent record of responses and is useful for tracking all the Incidents and must be retained and turned over to the Documentation Unit Leader at the end of each Operational Period.

Report Example

EOC OPERATIONS SECTION FIRE/RESCUE INCIDENT REPORT				
INC NUM	DATE/TIME OF REPORT	DESCRIPTION	LOCATION	IC/LEAD AGENCY
1	May 19/10:45 AM	3 Alarm Fire	Chemistry Dept.	Deployed Unit 11 BC Jones
2	May 19/11:35 AM	1 Alarm Fire	365 First St.	BC Smith

[illegible]

